BRONX COMMUNITY COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK
UNDER THE PROGRAM OF
THE STATE UNIVERSITY OF NEW YORK

Catalog No. 3
1965-1967
Administrative Office Hours:

Monday through Friday ........................................... 9 a.m. - 5 p.m.
Saturdays ................................................................. Closed
Sundays and Official Holidays .................................... Closed
Summer Hours ................................................................ 9 a.m. - 4 p.m.

Evening and Extension Division Office:
Monday - Thursday ..................................................... 9 a.m. - 5 p.m. and
6 p.m. - 10:30 p.m.
Friday .......................................................................... 9 a.m. - 5 p.m.

The College Centers

Locations of Bronx Community College Centers:

Main Building (Main Center)
120 East 184th Street, Bronx

Nursing School and Residence (Nursing Center)
Bronx Municipal Hospital Center
Pelham Parkway and Eastchester Road, Bronx

Concourse Center
2135 Grand Concourse (between 183rd Street and Field Place), Bronx

Bronx High School of Science
(Evening Classes only)
205th Street and Goulden Avenue, Bronx

Concourse Faculty Offices
2382 Grand Concourse (2nd Floor) at East 184th Street, Bronx
TO GET INFORMATION
Address all inquiries to the appropriate college officer at
BRONX COMMUNITY COLLEGE
The City University of New York
120 East 184 Street
Bronx, New York 10468
Phone: (212) WELLington 3-7000

Letters, rather than the telephone, should be used wherever possible to secure accurate and reliable information. Such correspondence is more satisfactory because it provides a complete record and avoids misunderstandings or misinterpretations of instructions and procedures.

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

Academic Matters
Admissions and Registration
Athletics
BCC Association, Inc.
Bookstore
Business Matters
Calendar and Schedules
Community Relations
Concerts, Lectures, Special Events
College Discovery Program
Counseling and Advisement
Curricular Matters
Departmental Information
Evening and Extension Division
Facilities, Use of College
Faculty Inquiries
Fees
Financial Aid, Scholarships
Gifts and Bequests
Health Services
High School Liaison
Library Matters
Nursing Center, Residence

Dean of Faculty (Chairman, Committee on Academic Standing)
Director of Admissions and Registrar
Head of Department of Health and Physical Education
The President or Fiscal Officer
Bookstore Manager
Fiscal Officer
Dean of Administration
Dean of Faculty, and Public Information and Community Relations Officer
Public Information and Community Relations Officer
Coordinator of College Discovery Program
Dean of Students
Curriculum Coordinator
Head of the Department
Director of Evening and Extension Division
Dean of Administration
The President, Dean of Faculty or Head of Department
Business Office—Fiscal Officer
Chairman, Committee on Financial Aid to Students
The President
Head of Department of Health and Physical Education
Director of Admissions and Registrar
Librarian
Administrator of Nursing Center
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The College reserves the right to make changes in the regulations and courses announced in this catalog, as circumstances may require.
October 25, Monday - October 29, Friday

EARLY WARNING PERIOD (Students doing less than acceptable academic work will be so informed by instructors)

November 1, Monday
All classes meet according to TUESDAY schedule

November 2, Tuesday
No classes

November 11, Thursday
No classes

November 15, Monday - November 19, Friday
Mid-term grades recorded and announced to students by instructors

November 22, Monday
Last day to withdraw officially from classes with J grade (without academic penalty), subject to approval of instructor

November 24, Wednesday
All "Q" designated class sections meet according to TUESDAY schedule.*
No classes for all other sections

November 25, Thursday - November 28, Sunday
No classes — Thanksgiving Recess

December 24, Friday - January 2, 1966, Sunday
No classes — Winter Recess

January 14, Friday
Last day of classes for Fall Semester 1965

January 17, Monday - January 21, Friday
Final Examinations

January 27, Thursday
Mid-year Commencement Exercises

January 29, Saturday
Make-up Examinations for resolution of temporary grades E and K received in Fall Semester 1965 (except "E audit" grade)

* "Q" classes are those which meet in the late afternoon or later. Their section designation starts with "Q".
ACADEMIC CALENDAR 1965-66

Changes, if any, will be announced through the Office of the Dean of Administration.

FALL 1965

September 7, Tuesday - September 18, Saturday
Freshman Orientation Sessions and Placement Examinations. Detailed schedule to be announced by Dean of Students.

September 9, Thursday - September 15, Wednesday

September 11, Saturday
Make-up examinations for resolution of temporary grades E and K received in Summer Session 1965 (except "E audit" grade).

September 20, Monday
Classes begin for Fall Semester 1965.

September 27, Monday and September 28, Tuesday
No classes.

October 5, Tuesday
No classes for "Q" designated class sections only *

October 6, Wednesday
No classes.

October 11, Monday
Classes held in the Concourse Center will not meet there. (Instructors arrange make-up classes)

October 12, Tuesday
No classes—Columbus Day.

October 15, Friday
Last day for resolution of grades E, K, L received in Spring Semester 1965, and Summer Session 1965 (except "E audit" grade).

October 18, Monday and October 19, Tuesday
Classes held in the Concourse Center will not meet there. (Instructors arrange make-up classes)

*"Q" classes are those which meet in the late afternoon or later. Their section designation starts with "Q"
SPRING 1966

January 28, Friday - February 5, Saturday
Freshman Orientation Sessions and Placement Examination. Detailed schedule to be announced by Dean of Students.

January 31, Monday - February 3, Thursday

February 8, Tuesday
Classes begin.

February 22, Tuesday
No classes — Washington’s Birthday.

March 2, Wednesday
All classes meet according to MONDAY schedule.

March 7, Monday - March 11, Friday
EARLY WARNING PERIOD. (Students doing less than acceptable academic work will be so informed by instructors)

March 15, Tuesday
Last day for resolution of temporary grades E, K, L received in Fall Semester 1965 (except "E audit" grade).

March 28, Monday - April 1, Friday
Mid-term grades recorded and announced to students by instructors.

April 4, Monday - April 17, Sunday
No classes — Spring Recess.

April 18, Monday
Last day to withdraw officially from classes with J grade (without academic penalty), subject to approval of the instructor.

May 2, Monday - May 8, Sunday
Annual Celebration of BCC Charter Week — Festival of the Arts.

May 21, Saturday
Placement Examinations for students newly admitted as matriculants for Fall Semester 1966.

May 24, Tuesday
May 25, Wednesday
May 26, Thursday
May 31, Tuesday
Classes meeting in the Concourse Center will follow special instructions to be announced.
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 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 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

The counseling 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 early-registration and registration periods, but students are urged to take advantage of the specialized knowledge of Counselors any time during the year.

Orientation

The Student Personnel Department attempts to help students make the adjustment from high school to college, from college to work, and from com-

* On leave 1965-66.
STUDENT PERSONNEL SERVICES
munity college to the four-year institutions. Through freshman and career orientation, students plan further educational and occupational choices.

Special orientation sessions are included in the programs of seniors in Electrical Technology and Mechanical Technology, and in the Business curricula. This Orientation Program is designed to help students plan their entrance into their chosen fields of work. The specific Orientation sessions are described in another section of this catalog. (See Course Descriptions, pages 200-201.)

Career Counseling and Job Placement

Assistance is offered those students who wish to obtain part-time, full-time, or summer employment off-campus. Interested students should register with the Placement Office, a service of the Student Personnel Department, located in Room 2-24.

HEALTH RECORDS

All information regarding necessary and unavoidable absence must be filed in the Registrar's Office, Room 1-35. Information relative to the health and physical condition of the student should be filed with the Department of Student Personnel as well as with the Department of Health and Physical Education.

ABSENCES

Policies and regulations governing absences are described in the "Student Handbook." However, all information regarding necessary and unavoidable absence should be filed in the Registrar's office, Room 135. (See also page 88.)

STUDENT HANDBOOK

The "Student Handbook" is published every September, and is made available to all students. The "Student Handbook" contains detailed information about academic procedures, student organizations, policies, and regulations that affect the life of the student at Bronx Community College. Every student has an opportunity to get this information and is responsible for being familiar with the contents of the "Student Handbook."

NURSING CENTER HANDBOOK

For Nursing students living and/or attending classes at the Nursing School and Residence, a "Nursing Center Handbook" is available, giving them detailed information. All matters concerning activities and procedures at the Nursing Center are handled by the Administrator of the Center.
FINANCIAL AID

Many forms of student financial assistance are available. A booklet entitled "Financial Assistance Program for Students at Bronx Community College," describing in detail the possibilities and kinds of financial aid available at BCC, can be obtained in the office of the Department of Student Personnel, Room 2-16. In addition, the "Student Handbook" gives details about the financial assistance program.

Since 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 BCC for reasons of financial distress.

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

Some of the available possibilities are presented below in summary.

Loans

Loans under the New York State Higher Education Assistance Corporation and the National Defense Education Act are available upon application and qualification. To meet emergencies, short-term loans for small amounts can be arranged.

Campus Employment (Work-Study Programs)

Student aides are engaged for some college operations (registration, library tasks, clerical assistance for departments), and they are paid through the budget or special grants of public funds in city, state and federal programs.

Students may work at various special projects at the College for which they are paid an hourly stipend.

Where possible, the work is chosen so as to be related to the student's field of academic or career interest, and hours are arranged to his convenience.

Scholarships

Scholarship awards are granted each year. Applications are considered on the basis of need and academic standing. The following special scholarships have been available for qualified students: The Mayor's Scholarship Awards; the Susan Wagner Award; Alexander's Department Store Awards; Bronx American Legion Scholarship; and the Soroptimist Club of the Bronx Award. Other scholarship grants have been made possible through the Lucy Stone League (for Nursing Students); the Lincoln Foundation; the Essie Gam-
to the Student Councils. The Dean of Students directs the overall student activities program, including student government.

Student representatives work with faculty members in the BCC Association, Inc., with the Faculty Cultural Committee, with faculty advisers to publications and organizations, and are frequently invited to faculty committee meetings.

**SCHOLASTIC REQUIREMENTS FOR STUDENT LEADERS**

All officers of the Student Council, of House Plans, clubs, publications and members of athletic teams must be matriculated students with a minimum scholastic index of 2.00.

**STUDENT ORGANIZATIONS**

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

Some of the activities available to students are:

1. **Houseplans**—Beta Epsilon Tau; Gamma Iota Gamma; Kappa Rho Tau; Phi Epsilon Tau; Pi Epsilon Pi; Sigma Epsilon Xi.


4. **Discussion Groups**—"Clio" (the History Club); John F. Kennedy Human Relations Society; Philosophy of Literature Club; Young Conservatives; Young Democrats.

5. **Athletics**—Women's Bowling Club; Women's Swimming Club; Men's Varsity Bowling Team; Men's Varsity Swimming Team; Men's Varsity Wrestling Team. With the availability of additional facilities at the new campus, varsity teams and intra-mural events will be launched in; baseball, tennis, basketball and track.

6. **Student Publications**—Day Student Newsletter (weekly); Evening Reporter; Communicator (monthly newspaper); Gleanings (literary magazine); Genesis (Senior Yearbook).
mon Estate; the Hortense Libman Estate, the Premier Investing Co.; George D. Busher; and the H. S. Wilson Foundation. Details for these scholarships may be found in the booklet, "Financial Assistance Program for Students at BCC," available in the office of the Department of Student Personnel.

**BRONX COMMUNITY COLLEGE ASSOCIATION, INC.**

The Bronx Community College Association, Inc., a chartered corporation composed of a Board of Directors of which the President of the College is chairman, and on which elected student representatives sit with faculty, is charged with the responsibilities of approving budgets and appropriating funds from the monies raised in student activity fees, from bookstore and lunchroom dividends, and other similar sources. The funds are expended for student extra-curricular activities, including publications, clubs, social activities, athletic teams, organizations, field trips, etc., based on budgetary recommendations received from the Student Councils and Faculty.

The records and budgeted expenditures are audited periodically and carefully supervised.

**STUDENT ACTIVITIES**

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

The life of the College includes student publications, musical, artistic and dramatic events and other cultural activities described later in this section.

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

**STUDENT GOVERNMENT**

All full and part-time students become members of the BCC Student Association upon payment of the Student Activities fee at the time of registration. The governing groups of the Student Association are the elected Day and Evening Student Councils. Each Student Council plans and executes the kind of program best suited to the needs of its constituents.

A faculty member of the Student Personnel Department, designated by the Dean of Students, acts as Coordinator of Student Activities and adviser
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. A member of the Student Personnel Department is the Alumni Association Adviser.

CULTURAL ACTIVITIES

The College offers the student a variety of enriching cultural programs during the year. The Student Council Cultural Committee and the Faculty Cultural Committee plan programs for both the students and the general public.

Among the programs are lectures, plays, special forums and discussions, musical and operatic recitals and concerts, and art and science exhibits and symposia.

Periodically, students are offered free or discount tickets for performances in the metropolitan area. These tickets are usually available in the Library.

SPECIAL FACILITIES

Elevators

In the Main Building, one of the two elevators is designated as the "Student Elevator." All students may use this elevator. The second elevator is designated as "Faculty and Staff" which is primarily for the use of faculty and office personnel. With permission from the Assistant Dean of Administration, students with special physical problems may be given passes allowing them to use this elevator.

Parking

There are no special parking facilities available at the Main Building, except those available to the general public at meters, on alternate side of street parking, etc., and subject to public regulation. All are urged to use them in consideration of neighbors and the general public.

Other Facilities

Other academic, recreational, social areas are listed and described on pages 28, 33.
SAFETY AND FIRE REGULATIONS

The determination of the New York City Fire Department to enforce safety regulations in public buildings receives the cooperation of this college. While smoking is permitted on the premises, it is contingent on stringent control to minimize the danger of fire. The following rules apply in all College Centers.

Smoking is permitted, under conditions of extreme care and consideration for others, in the following places only:

1. Cafeteria
2. Student Lounge
3. Lavatories
4. Administrative, faculty, and staff offices, when invited by faculty or staff member.
5. Corridors and stairways

It is expected that cigarette butts and ashes will always be deposited in appropriate containers.

Smoking is absolutely prohibited in these areas:

1. All classrooms
2. All laboratories
3. All shops
4. College Auditorium
5. The Library
6. The elevators
7. The gymnasium, swimming pool, and locker rooms
8. Anywhere in the Concourse Center
May 30, Monday  
No classes — Memorial Day

June 2, Thursday  
Last day of classes

June 3, Friday - June 10, Friday  
Final Examinations

June 15, Wednesday evening  
Make-up examinations for resolution of temporary grades E and K received in Spring Semester 1966 (except "E audit" grade)

June 16, Thursday evening  
Commencement Exercises

SUMMER SESSION 1966

June 20, Monday - June 22, Wednesday  
Registration period

June 27, Monday  
Classes begin

July 4, Monday  
No classes — Independence Day

August 9, Tuesday  
Last day of classes

August 10, Wednesday  
Final examinations
STUDENT DECORUM

The College expects that its students will conduct themselves as responsible and mature young adults, and in a manner which reflects credit on themselves and the College community. In keeping with the deportment of young adults at an urban college, the standards of behavior and dress shall at all times be appropriate for city campus life, and in consideration of the College and surrounding community. The "Student Handbook" describes more specifically the standards of dress accepted by the Faculty Committee on Student Activities and the Student Council.

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 given punctual and courteous 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."
THE CURRICULA AND PROGRAMS
BUSINESS CAREER CURRICULUM

The Business Career Curriculum offers several options leading to the A.A.S. Degree. A student may specialize in one of three areas—(1) Accounting, (2) Retail Business Management, or (3) Executive Secretarial. The Executive Secretarial Specialization includes four options—General Secretary, Legal Secretary, Medical Secretary, and School Secretary.

The Business Career Curriculum provides a high degree of technical competence which may lead to a responsible position in the area of the student’s specialization. The curriculum counselor will assist the student in carefully selecting the courses required by his specific program and help him consider all the possibilities affecting his goals.

Upon satisfactory completion of his work at Bronx Community College, the student may seek immediate employment in the field of his choice as a well-trained graduate. Should the student decide to continue his college studies and desire to transfer to the third year at the Baruch School of Business and Public Administration of the City College, he may do so as a matriculated student there, only if he has maintained a scholastic index of 3.00 at Bronx Community College. Or, he may transfer to another appropriate college of his choice provided he meets the requirements of that institution; or he may decide—within the first year of his enrollment at Bronx Community College—upon intra-curriculum transfer.

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 in his field of interest.

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

The following pages will describe the requirements for each of the specializations and options in the Business Career Curriculum.
THE CURRICULA

This section describes the curricular offerings and their purposes. It deals specifically with the curriculum patterns and courses prescribed for each curriculum and its options and/or specialization.

The student is urged to study carefully the requirements of his curriculum and consult regularly with his Counselor, in order to receive guidance in the pursuit of his degree. The student is responsible for completing the courses and requirements of his curriculum for the designated degree. The student's Adviser will help him plan his program each semester and render his advice throughout his attendance at Bronx Community College. A student who wishes to change his curriculum must follow the procedures outlined on page 80.

THE PROGRAMS IN BUSINESS

There are excellent opportunities for intelligent, alert, well-trained people in the increasingly complex world of modern business and commerce. To help students achieve their ambitions in the business fields, the programs offered in Business and Business Administration provide them with a sound, broad background.

The College offers a well-balanced program of study in each of the areas of the Business Curricula for those who wish to attend college for two years only or who are not certain about additional college education, as well as for those who plan to pursue further study at a senior college and earn a baccalaureate degree. Each of the Business programs at Bronx Community College combines general education in the English language and literature, the social studies, the humanities, and the sciences along with specialized training in the student's choice of career and curriculum.

The programs offered in the Business and Commerce Department fall into three categories. They are (A) Business Career, a two-year program which leads to the A.A.S. degree; (B) Business Administration, a transfer program which leads to the A.A. degree and to the third year at the Bernard Baruch School of Business and Public Administration of the City College of New York; and (C) Business Teaching, a special program for students planning to teach business subjects at the high school level, which leads to the A.A. degree and to the third year at Hunter College of the City University of New York.
BUSINESS CAREER CURRICULUM

I. 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 for the Accounting Specialization

69 Credits required for A.A.S. Degree

<table>
<thead>
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SECOND YEAR

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* Students may select: SB 1 Biology, SC 1 Chemistry, SPL 1 Physics or SS 1 Principles of Science.

# Or SMT 10, College Algebra, for those with Intermediate Algebra who wish transfer credit in a four-year college.
2. Retail Business Management 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 start a business career in such positions as: Assistant Buyer, Head of Stock, Assistant Store Manager, Comparison Shopper, Salesman, 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 for the Retail Business Management Specialization
68 Credits required for A.A.S. Degree

<table>
<thead>
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*Or SMT 10, College Algebra for those with Intermediate Algebra who wish to transfer credit in a four-year college.

*GSD 00, Speech Clinic may be required (as determined by Department of Speech), for an additional 1/2 credit.

Evening students only may substitute TB 39, Current Retailing Practices (2 credits) for TB 38.
**BUSINESS CAREER CURRICULUM**  
**Executive Secretary Specialization**  
**b. Curriculum Pattern for Legal Secretary Option.**  
65-69 Credits required for A.A.S. Degree

### FIRST YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
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### SECOND YEAR

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### THIRD SEMESTER

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<td>TB 22</td>
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<td>TB 40</td>
<td>Legal Procedures</td>
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<td>GS 4</td>
<td>Economics</td>
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<td>Psychology</td>
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* Students who have had previous training in Stenography and Typing may be exempt from TB 17 and TB 20 upon passing qualifying examination.

** Students receiving exemption in Stenography and Typing need 65 credits; others require 69 credits.

# Or SMT 10 for those with Intermediate Algebra who wish transfer to a four-year college.

*** To be chosen from: English, Speech, Modern Languages, Social Studies, Science, Mathematics, or Health and Physical Education.
I

BUSINESS CAREER CURRICULUM

3. Executive Secretary Specialization

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

The College offers the student four options within the specialization of Executive Secretary—(a) General Secretary; (b) Legal Secretary; (c) Medical Secretary, and (d) School Secretary. Graduates qualify as secretaries in business—advertising, publishing, finance, in Government civil service positions; in law offices—assisting attorneys and judges; in doctors' offices and hospitals—assisting general practitioners, specialists, and hospital administrators; in school offices—assisting administrators.

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

Executive Secretary Specialization

a. Curriculum Pattern for General Secretary Option.

| 64-67** Credits requested for A.A.S. Degree |

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

** Students receiving exemption in Stenography and Typing need 64 credits; others require the 67 credits.

* Or SMT 10 for those with Intermediate Algebra who wish transfer credit to a four-year college.

*** To be chosen from: English, Speech, Modern Language, Social Studies, Science, Mathematics, or Health and Physical Education.

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<td>GS 2</td>
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**Total 18/3

FIRST YEAR

SECOND YEAR

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**Total 15-16

**Total 13-16

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

** Students receiving exemption in Stenography and Typing need 64 credits; others require the 67 credits.

* Or SMT 10 for those with Intermediate Algebra who wish transfer credit to a four-year college.

*** To be chosen from: English, Speech, Modern Language, Social Studies, Science, Mathematics, or Health and Physical Education.
### BUSINESS CAREER CURRICULUM

**Executive Secretary Specialization**

**c. Curriculum Pattern for Medical Secretary Option**

65-70 Credits required for A.A.S. Degree

#### FIRST YEAR

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<td>GS 1</td>
<td>History of Civilization</td>
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<td>SB 1</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>18 1/2</strong></td>
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</table>

#### SECOND YEAR

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>1</td>
</tr>
<tr>
<td>GM 1</td>
<td>Music Appreciation</td>
<td>1</td>
</tr>
<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>GS 4</td>
<td>Economics</td>
<td>3</td>
</tr>
<tr>
<td>TB 19</td>
<td>Stenography 3</td>
<td>3</td>
</tr>
<tr>
<td>TB 22</td>
<td>Typing 3</td>
<td>2</td>
</tr>
<tr>
<td>TB 43</td>
<td>Medical Stenography I</td>
<td>3</td>
</tr>
<tr>
<td>TD 1</td>
<td>Clinical Techniques for Medical Secretaries</td>
<td>2</td>
</tr>
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<td>GS 5</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>G or S</td>
<td>Elective***</td>
<td>3-4</td>
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<tr>
<td>TB 12</td>
<td>Medical Office Practice and Management</td>
<td>2</td>
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<tr>
<td>TB 44</td>
<td>Medical Stenography 2</td>
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<td>TD 2</td>
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</tr>
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<td></td>
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</tbody>
</table>

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

** Students receiving exemption in Stenography and Typing need 65 credits; others require 70 credits.

# Or SMT 10 for those with Intermediate Algebra who wish transfer credit to a four-year college.

*** To be chosen from: English, Speech, Modern Languages, Social Studies, Science, Mathematics, or Health and Physical Education.
**BUSINESS CAREER CURRICULUM**

**Executive Secretary Specialization**

**d. Curriculum Pattern for School Secretary Option**

64 Credits required for A.A.S. Degree

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Second Semester</strong></td>
</tr>
<tr>
<td>Course No.</td>
<td>Course Title</td>
</tr>
<tr>
<td>GE 1</td>
<td>English Composition I</td>
</tr>
<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization I</td>
</tr>
<tr>
<td>SB 8</td>
<td>Human Physiology</td>
</tr>
<tr>
<td>TB 7</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td><strong>TB 17</strong></td>
<td>Stenography 1</td>
</tr>
<tr>
<td><strong>TB 20</strong></td>
<td>Typing 1</td>
</tr>
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<td><strong>Total</strong></td>
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</tr>
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<table>
<thead>
<tr>
<th>SECOND YEAR</th>
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<tbody>
<tr>
<td><strong>Third Semester</strong></td>
<td><strong>Fourth Semester</strong></td>
</tr>
<tr>
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<td>Course Title</td>
</tr>
<tr>
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</tr>
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<td>or GM 1</td>
<td>Music Appreciation</td>
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<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
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<td>GS 4</td>
<td>Economics</td>
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<tr>
<td><strong>TB 18</strong></td>
<td>Principles of Finance</td>
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<td><strong>TB 19</strong></td>
<td>Stenography 3</td>
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<tr>
<td><strong>TB 22</strong></td>
<td>Typing 3</td>
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<tr>
<td><strong>TB 51</strong></td>
<td>Education Problems of School Secretaries I</td>
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<td><strong>Total</strong></td>
<td>13-16</td>
</tr>
</tbody>
</table>

*Students exempted from TB 17 or TB 20 should substitute TB 8.*

**Students exempted from TB 17 and TB 20 should substitute TB 8 and elective to be chosen from: English, Speech, Modern Languages, Social Studies, Science, Mathematics, or Health and Physical Education.**

#For SMT 10 for those with Intermediate Algebra who wish transfer to a four-year college.
BUSINESS ADMINISTRATION CURRICULUM  
(Transfer to Baruch School)

The Business Administration program is designed to provide the student with an introduction to either Accounting or Retailing as part of a foundation for continuing for a baccalaureate degree at the Baruch School of Business and Public Administration of the City College of New York, to which he may transfer automatically upon graduation from Bronx Community College provided he has maintained a scholastic index of 2.00. This program also provides a basis for transfer to any other appropriate senior business college for which the student qualifies and chooses to attend. Upon graduation from Bronx Community College, the student earns the A.A. degree. Following are descriptions of the two options in this program and the sequence of courses needed for fulfillment of degree requirements.

Students interested in the demanding and rewarding area of private or public accounting (including qualification leading to the C.P.A.) or related fields, should select the Accounting option.

Those interested in the challenging and rewarding field of Retailing, or another related facet of Marketing, should select the Retail Business Management option.

Accounting

The professional accountant is the backbone of today’s business. The Accounting option of the Business Administration program prepares the student with fundamental courses in business and accounting and provides him with the proper background for transfer into the senior college and completion of the baccalaureate degree. The student who desires a career in executive and administrative positions in finance and budget direction, or in related business areas, should pursue this program. Upon completion of further appropriate education and training, and with experience, students may qualify by state examination as Certified Public Accountants, or as teachers in the field of business administration.
# BUSINESS ADMINISTRATION

## 1. Curriculum Pattern for the Accounting Option (Transfer to Baruch School)

69 Credits required for A.A. Degree

### 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>GA 1</td>
<td>Art Appreciation</td>
<td>1</td>
<td>GM 1</td>
<td>Music Appreciation</td>
<td>1</td>
</tr>
<tr>
<td>GE 1</td>
<td>English Composition 1</td>
<td>3</td>
<td>GE 2</td>
<td>English Composition 2</td>
<td>3</td>
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<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
<td>1/2</td>
<td>GH 2-8</td>
<td>Health and Physical Education (choose one)</td>
<td>1/2</td>
</tr>
<tr>
<td>*G</td>
<td>Modern Language</td>
<td>4</td>
<td>G</td>
<td>Modern Language</td>
<td>4</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>**SMT 10</td>
<td>College Algebra</td>
<td>3</td>
<td>TB 1</td>
<td>Fundamental Accounting 1</td>
<td>4</td>
</tr>
<tr>
<td>TB 11</td>
<td>Marketing</td>
<td>3</td>
<td>TB 25</td>
<td>Business Organization and Management</td>
<td>3</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>17 1/2</strong></td>
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<td><strong>Total</strong></td>
<td><strong>18 1/2</strong></td>
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### SECOND YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
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<td>GSD 4</td>
<td>Advanced Speech</td>
<td>2</td>
</tr>
<tr>
<td>GH 2-8</td>
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<td>1/2</td>
<td>GH 2-8</td>
<td>Health and Physical Education (choose one)</td>
<td>1/2</td>
</tr>
<tr>
<td>GS 4</td>
<td>Economics</td>
<td>3</td>
<td>GS 5</td>
<td>Psychology</td>
<td>3</td>
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<td>IS</td>
<td>Science</td>
<td>4</td>
<td>S</td>
<td>Science</td>
<td>4</td>
</tr>
<tr>
<td>TB 2</td>
<td>Fundamental Accounting 2</td>
<td>4</td>
<td>TB 3</td>
<td>Intermediate Accounting 1</td>
<td>4</td>
</tr>
<tr>
<td>TB 9</td>
<td>Business Statistics</td>
<td>3</td>
<td>TB 6</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16 1/2</strong></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16 1/2</strong></td>
</tr>
</tbody>
</table>

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*A student who has completed 4 years of a foreign language in high school is exempt from the language requirement.

All students who have had less than 4 years of French, German, Russian or Spanish must take a language placement examination before being assigned to the appropriate course level based upon the following:

A student who has taken 3 or 3 1/2 years of one of the above languages in high school is required to complete 1 semester of that foreign language and is exempted from a subsequent semester of the language.

A student who has taken 2 or 2 1/2 years of one of the above languages in high school must take 2 semesters of that foreign language.

A student who has taken 1 or 1 1/2 years of a foreign language must complete 3 semesters of that foreign language.

A student who has taken less than 1 year of a foreign language in high school must complete 4 semesters of that foreign language.

A student starting a new language in college must complete 4 semesters of French, German, Russian or Spanish.

Students presenting high school Hebrew, Italian or Latin are required to change to a new language.

Students who have less than 2 years of high school language are advised to plan on making up this deficiency in summer session.

**Students who have taken Advanced Algebra in high school may be exempt from College Algebra by satisfactory performance on an examination given by the Department of Mathematics.**

A student may choose one year of any one of the sciences of Biology, Chemistry or Physics which he has not had in high school.

A student who elects one year of that science which he has had in high school must take one semester of one of the other sciences at Baruch School, as they require.

A student who elects Principles of Science (SS 1 and 2) must take two semesters at Baruch School as described in its Curriculum Handbook.

N.B. Students exempted from courses will arrange for course substitution through the Head of the Department of Business and Commerce.
BUSINESS ADMINISTRATION

Retailing

The field of Retailing provides vast opportunities for the well trained college graduate. For those students who wish to prepare for a career in the world of retailing, this option of the Business Administration program provides them with basic courses before transferring into the four-year college. Administrative and executive positions require a firm foundation in the business subjects included in this curriculum.

2. Curriculum Pattern for the Retailing Option (Transfer to Baruch School)

66 Credits required for A.A. Degree

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST YEAR</strong></td>
<td></td>
<td><strong>SECOND YEAR</strong></td>
<td></td>
</tr>
<tr>
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<td>Course Title</td>
<td>Credits</td>
<td>Course No.</td>
</tr>
<tr>
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<td>1</td>
<td>GM</td>
</tr>
<tr>
<td>GE</td>
<td>English Composition</td>
<td>3</td>
<td>GE</td>
</tr>
<tr>
<td>GH</td>
<td>Health and Physical Education</td>
<td>1/2</td>
<td>GH 2-8</td>
</tr>
<tr>
<td>GS</td>
<td>History of Civilization</td>
<td>2</td>
<td>GS</td>
</tr>
<tr>
<td>GS</td>
<td>Modern Language</td>
<td>4</td>
<td>GS</td>
</tr>
<tr>
<td><strong>SMT</strong></td>
<td>College Algebra</td>
<td>3</td>
<td>TB</td>
</tr>
<tr>
<td>TB</td>
<td>Marketing</td>
<td>1</td>
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<td>Course No.</td>
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<td>Speech Fundamentals</td>
<td>2</td>
<td>GSD</td>
</tr>
<tr>
<td>GH 2-8</td>
<td>Health and Physical Education (choose one)</td>
<td>1/2</td>
<td>GH 2-8</td>
</tr>
<tr>
<td>GS</td>
<td>Economics</td>
<td>3</td>
<td>GS</td>
</tr>
<tr>
<td>IS</td>
<td>Science</td>
<td>4</td>
<td>IS</td>
</tr>
<tr>
<td>TB</td>
<td>Business Statistics</td>
<td>3</td>
<td>TB</td>
</tr>
<tr>
<td>TB</td>
<td>Retail Buying Techniques</td>
<td>3</td>
<td>TB 33.1</td>
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* A student who has completed 4 years of a foreign language in high school is exempt from the language requirement.

All students who have had less than 4 years of French, German, Russian or Spanish must take a language placement examination before being assigned to the appropriate course level based upon the following:

A student who has taken 3 or 3 1/2 years of one of the above languages in high school is required to complete 1 semester of that foreign language and is exempted from a subsequent semester of the language.

A student who has taken 2 or 2 1/2 years of one of the above languages in high school must take 2 semesters of that foreign language.

A student who has taken 1 or 1 1/2 years of a foreign language must complete 3 semesters of that foreign language.

A student who has taken less than 1 year of a foreign language in high school must complete 4 semesters of a foreign language.

(Continued top of Page 121)
### BUSINESS TEACHING CURRICULUM

### 1. Curriculum Pattern for H. S. Teaching Option: Secretarial Studies

(Transfer to Hunter College)

67½ - 69½ Credits required for A.A. Degree

#### 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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</thead>
<tbody>
<tr>
<td>GE 1</td>
<td>English Composition I</td>
<td>3</td>
<td>GE 2</td>
<td>English Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
<td>⅔</td>
<td>GH 2-8</td>
<td>Health and Physical Education</td>
<td>½</td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization I</td>
<td>3</td>
<td>GS 2</td>
<td>History of Civilization 2</td>
<td>3</td>
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<tr>
<td>*G</td>
<td>Modern Language</td>
<td>4</td>
<td>G</td>
<td>Modern Language</td>
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<td>**TB 17</td>
<td>Stenography 1</td>
<td>3</td>
<td>†SML 1</td>
<td>Survey of Mathematics</td>
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<tr>
<td>**TB 20</td>
<td>Typing 1</td>
<td>2</td>
<td>TB 18</td>
<td>Stenography 2</td>
<td>3</td>
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<td></td>
<td></td>
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<td>TB 21</td>
<td>Typing 2</td>
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#### SECOND YEAR

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<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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<td>GH 9</td>
<td>Personal Hygiene</td>
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<td>GSD 3</td>
<td>Speech Fundamentals</td>
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<td>GS 4</td>
<td>Economics</td>
<td>3</td>
</tr>
<tr>
<td>*G</td>
<td>Modern Language or Elective</td>
<td>3-4</td>
<td>#G</td>
<td>Modern Language or Elective</td>
<td>3-4</td>
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<tr>
<td>†S</td>
<td>Science</td>
<td>4</td>
<td>S</td>
<td>Science</td>
<td>4</td>
</tr>
<tr>
<td>TB 19</td>
<td>Stenography 3</td>
<td>3</td>
<td>TB 6</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>TB 22</td>
<td>Typing 3</td>
<td>2</td>
<td>TB 30</td>
<td>Stenography 4</td>
<td>3</td>
</tr>
<tr>
<td>TB 25</td>
<td>Business Organization and Management</td>
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<td><strong>Total</strong> 17½-18½</td>
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</table>

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

* All students who have had French, German, Russian or Spanish in high school must take a language placement examination before being assigned to the appropriate course level based upon the following:

- A student who has taken 4 years of a foreign language in high school is required to complete 2 semesters of that foreign language.
- A student who has taken 3 or 3½ years of one of the above languages in high school is required to complete 2 semesters of that foreign language. To satisfy the language requirements at Hunter College, the student is advised to elect one additional semester of that language.

- Students who have had less than 3 years of high school language are advised to plan on making up this deficiency in Summer Session.
- Students who have taken 2 or 2½ years of the above languages must take 4 semesters of that language.

- Students starting a new language must complete 4 semesters of French, German, Russian or Spanish.

- Students presenting high school Hebrew, Italian or Latin are permitted to continue their high school language at another college, if they so desire.

§ Students are advised that they will lose part of their shorthand-typing credit when they are admitted to Hunter College.

† Students who have had Advanced Algebra in high school should substitute SM II, Analytic Geometry and Calculus.

‡ A student must choose a two-semester sequence in one of the sciences of Biology, Chemistry or Physics.

# Elective substitutions for exemptions based upon placement examinations: Maximum—13 credits.

- G — Modern Language | 4
- GE 5.1 English Literature I | 3
- GE 6.1 English Literature II | 3

N.B. Students exempted from courses will arrange for course substitution through the Head of the Department of Business and Commerce.
A student starting a new language in college must complete 4 semesters of French, German, Russian or Spanish.

Students presenting high school Hebrew, Italian or Latin are required to change to a new language.

Students who have less than 2 years of high school language are advised to plan on making up this deficiency in summer session.

**Students who have taken Advanced Algebra in high school may be exempt from College Algebra by satisfactory performance on an examination given by the Department of Mathematics.**

†A student may choose one year of any one of the sciences of Biology, Chemistry or Physics which he has not had in high school.

A student who elects one year of that science which he has had in high school must take one semester of one of the other sciences at Baruch School, as they require.

A student who elects Principles of Science (SS 1 and 2) must take two semesters at Baruch School as described in its Curriculum Handbook.

N.B. Students exempted from courses will arrange for course substitution through the Head of the Department of Business and Commerce.

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**BUSINESS TEACHING CURRICULUM**

(Transfer to Hunter College)

The Business Teaching program offers two plans to students preparing to teach in high school: (1) For students planning to teach Secretarial Studies at the secondary level and who plan to transfer to Hunter College of the City University of New York; (2) For students planning to teach Bookkeeping and Accounting at the secondary level and who plan to transfer to Hunter College of the City University of New York. Both programs lead to the A.A. degree. Upon successful completion of this program, a student may transfer to the third year at Hunter College provided he has maintained a scholastic index of 2.00 at Bronx Community College.
### BUSINESS TEACHING CURRICULUM

#### 2. Curriculum Pattern for the H. S. Teaching Option: Bookkeeping and Accounting (Transfer to Hunter College)

**67 1/2-69 1/2 credits required for A.A. Degree**

<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 I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
<td>1/2</td>
<td></td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*G</td>
<td>Modern Language</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>TB 7</td>
<td>Fundamental Accounting</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>TB 8</td>
<td>Business Mathematics</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course No.</th>
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</tr>
</thead>
<tbody>
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<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>GH 2-8</td>
<td>Health and Physical Education (choose one)</td>
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</tr>
<tr>
<td>GS 2</td>
<td>History of Civilization</td>
<td>3</td>
</tr>
<tr>
<td>G</td>
<td>Modern Language</td>
<td>3</td>
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<tr>
<td>T5ML 1</td>
<td>Survey of Mathematics</td>
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<tr>
<td>TB 2</td>
<td>Fundamental Accounting</td>
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**Total** 17 1/2

<table>
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<tr>
<th>Third Semester</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
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<tr>
<td>GH 2-8</td>
<td>Health and Physical Education (choose one)</td>
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<tr>
<td>#G</td>
<td>Modern Language or Elective</td>
<td>3-4</td>
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<tr>
<td>IS</td>
<td>Science</td>
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<tr>
<td>TB 3</td>
<td>Intermediate Accounting</td>
<td>4</td>
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<tr>
<td>TB 25</td>
<td>Business Organization and Management</td>
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**Total** 16 1/2-17 1/2

<table>
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<th>Course No.</th>
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<tr>
<td>GH 9</td>
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<td>GS 4</td>
<td>Economics</td>
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<tr>
<td>#G</td>
<td>Modern Language or Elective</td>
<td>3-4</td>
<td></td>
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<tr>
<td>S</td>
<td>Science</td>
<td>4</td>
<td></td>
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<tr>
<td>TB 6</td>
<td>Business Law</td>
<td>3</td>
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</tr>
<tr>
<td>TB 8</td>
<td>Principles of Finance</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Total** 17-18

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*All students who have had French, German, Russian or Spanish in high school must take a language placement examination before being assigned to the appropriate course level based upon the following:

A student who has taken 4 years of a foreign language in high school is required to complete 2 semesters of that foreign language.

A student who has taken 3 or 3 1/2 years of one of the above languages in high school is required to complete 2 semesters of that foreign language. To satisfy the language requirements at Hunter College, the student is advised to elect one additional semester of that language.

Students who have had less than 3 years of high school language are advised to plan on making up this deficiency in Summer Session.

Students who have taken 2 or 2 1/2 years of the above languages must take 4 semesters of that language.

Students starting a new language must complete 4 semesters of French, German, Russian or Spanish.

Students presenting high school Hebrew, Italian or Latin are permitted to continue their high school language at another college, if they so desire.

†Students who have had Advanced Algebra in high school should substitute SM 11, Analytic Geometry and Calculus.

‡ Students must choose a two-semester sequence in one of the sciences of Biology, Chemistry or Physics.

§ Elective substitutions for exemptions based upon placement examinations: Maximum 13 credits.

G. — Modern Language | 3-4
GE 5.1 English Literature | 3
GE 6.1 English Literature | 3
GSD 4 Advanced Speech | 2

N.B. Students exempted from courses will arrange for course substitution through the Head of the Department of Business and Commerce.

---

<table>
<thead>
<tr>
<th>Credits</th>
<th>N.B.</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td><strong>GE 11</strong> Journalism</td>
</tr>
<tr>
<td>3</td>
<td><strong>GE 5</strong> Psychology</td>
</tr>
<tr>
<td>3</td>
<td><strong>GS 7</strong> Introduction to Philosophy</td>
</tr>
<tr>
<td>11</td>
<td><strong>SML 2</strong> Survey of Mathematics</td>
</tr>
</tbody>
</table>

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123
THE PROGRAMS IN CHEMICAL TECHNOLOGY

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 lead to employment in a laboratory, a plant, or an office. Opportunities are found both in the technical and commercial branches of the work as laboratory technicians, research assistants, or sales personnel.

The programs in Chemical Technology offered by Bronx Community College are designed to give the student a firm foundation in the theoretical and practical concepts of chemistry, physics, biology, and mathematics, preliminary to specialization. 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.

The curriculum in Chemical Technology offers three areas of specialization leading to the A.A.S. degree. These areas are: (1) Chemical Technology; (2) Pre-Pharmacy Option, leading to the third year of a College of Pharmacy, and (3) the Plastics Technology Option, an experimental program to be initiated in September 1966.

In the Pre-Pharmacy option, 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 those at 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.

The Plastics Technology option is an experimental program to be instituted in September, 1966. This is a career program which will prepare the student for work in the plastics industry as a plastics technician, injection molding machine operator, extruder operator, thermoforming machine operator, blow molding machine operator, calendaring operator, plastics printing and finishing operator, plastics fabricating and assembling operator, mold making technicians, mold designing technicians, plastics machine repair maintenance or plastics sales. The program will be offered with the cooperation
## CHEMICAL TECHNOLOGY

### 2. Curriculum Pattern for Pre-Pharmacy Option**

66½ Credits required for A.A.S. Degree

### 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>GA 1</td>
<td>Art Appreciation</td>
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<td>GE 2</td>
<td>English Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>GE 1</td>
<td>English Composition 1</td>
<td>3</td>
<td>GH 9</td>
<td>Personal Hygiene and Community Health</td>
<td>1</td>
</tr>
<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
<td>2</td>
<td>GM 1</td>
<td>Music Appreciation</td>
<td>1</td>
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<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
<td>1½</td>
<td>SB 2</td>
<td>General Biology 2</td>
<td>4</td>
</tr>
<tr>
<td>SB 1</td>
<td>General Biology 1</td>
<td>4</td>
<td>SC 2</td>
<td>General Chemistry and Qualitative Analysis</td>
<td>5</td>
</tr>
<tr>
<td>SC 1</td>
<td>General College Chemistry 1</td>
<td>4</td>
<td>SMT 2</td>
<td>Mathematical Analysis</td>
<td>3</td>
</tr>
<tr>
<td>SMT 10</td>
<td>College Algebra</td>
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### SECOND 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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</thead>
<tbody>
<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>SC 3</td>
<td>Organic Chemistry 1</td>
<td>4</td>
<td>*G</td>
<td>Electives</td>
<td>6</td>
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<tr>
<td>SC 4</td>
<td>Quantitative Analysis</td>
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<td>SC 4</td>
<td>Organic Chemistry 2</td>
<td>4</td>
</tr>
<tr>
<td>SPL 1</td>
<td>College Physics 1</td>
<td>4</td>
<td>SPL 2</td>
<td>College Physics 2</td>
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<td>Total</td>
<td></td>
<td>15</td>
<td>Total</td>
<td></td>
<td>17</td>
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</tbody>
</table>

* May be chosen from English, Speech, Music, Art, Social Studies, or Modern Languages.

** The student who pursues this option in Chemical Technology and achieves the required index, may be accepted for admission to the third year of the pharmacy course at Columbia, Fordham or St. John's Universities.
Students interested in a professional career in chemistry or chemical engineering should take the Liberal Arts and Science or the Engineering Science program leading to later concentration and specialization at a four-year college and graduate-professional school.

**CHEMICAL TECHNOLOGY**

1. **Curriculum Pattern for the Chemical Technology Program**

   *65½ Credits required for A.A.S. Degree*

<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>GSD 3</td>
<td>Speech Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
<td>½</td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>SC 1</td>
<td>General College</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>SMT 10</td>
<td>College Algebra</td>
<td>3</td>
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<td></td>
<td><strong>Total</strong> 16½</td>
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<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GE 2</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>GH 9</td>
<td>Personal Hygiene and Community Health</td>
<td>1</td>
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<tr>
<td>SC 21</td>
<td>General Chemistry and Qualitative Analysis</td>
<td>5</td>
</tr>
<tr>
<td>SMT 2</td>
<td>Mathematical Analysis</td>
<td>3</td>
</tr>
<tr>
<td>SPT 1</td>
<td>Technical Physics I</td>
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<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GS 2</td>
<td>History of Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>G* 3</td>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td>SC 4</td>
<td>Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>SC 7</td>
<td>Quantitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>SPT 2</td>
<td>Technical Physics II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong> 17</td>
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</table>

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SC 4</td>
<td>Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>SC 12</td>
<td>Physical Chemistry</td>
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<tr>
<td>SC 13</td>
<td>Industrial Plant Operations</td>
<td>4</td>
</tr>
<tr>
<td>SC 14</td>
<td>Industrial Analysis</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong> 16</td>
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</tbody>
</table>

*May be chosen from English, Speech, Music, Art, Social Studies, Modern Languages, or selected Business courses.*
THE PROGRAM IN ENGINEERING SCIENCE
(The first two years of the Engineering sequence.)

Everyday we learn about new ideas, theories, products and processes which have been created by well-trained scientists and engineers of the Atomic Space Age.

More men and women are needed and must be prepared to advance the frontiers 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 Engineering Science program is designed for students with a special interest in engineering, architecture, or physical science. Scientists and engineers need rigorous preparation for their professions—especially in mathematics and basic science. The program in pre-engineering and pre-architectural studies is based on this 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. Thus, the curriculum includes a substantial proportion of courses in the humanities.

The curriculum is integrated with the typical Engineering curriculum; therefore, 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 and New York University. 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 pattern, with slight modification, prepares the student for continuation in a program leading to a bachelor's degree in architecture. Qualified graduates of this Engineering Science program are assured entrance to the program in Architecture at the City College, or they may transfer to 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:

<table>
<thead>
<tr>
<th>Engineering</th>
<th>Architecture</th>
<th>Science</th>
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</thead>
<tbody>
<tr>
<td>Chemical</td>
<td>Chemistry</td>
<td>Mathematics</td>
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<tr>
<td>Civil</td>
<td>Mathematics</td>
<td>Nuclear Science</td>
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<tr>
<td>Electrical</td>
<td>Physics</td>
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<tr>
<td>Mechanical</td>
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<td>Teacher of Mathematics or Science</td>
</tr>
<tr>
<td>Nuclear</td>
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</table>
ENGINEERING SCIENCE
Curriculum Pattern for Engineering Science
(The first two years of the Engineering sequence)

64½ Credits Required for the A.A. Degree

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course No.</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td>GA 1</td>
<td>Art Appreciation or Music Appreciation</td>
</tr>
<tr>
<td>GM 1</td>
<td>English Composition I</td>
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<tr>
<td>GE 1</td>
<td>Health and Physical Education</td>
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<tr>
<td>GS 1</td>
<td>History of Civilization I</td>
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<td>SP 11</td>
<td>Engineering Physics I</td>
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<td>SM 11</td>
<td>Analytic Geometry and Calculus I</td>
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<tr>
<td>*EFO</td>
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<table>
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<th>Second Semester</th>
<th>Credits</th>
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<td><strong>Course No.</strong></td>
<td><strong>Course Title</strong></td>
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<tr>
<td>GE 2</td>
<td>English Composition II</td>
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<tr>
<td>SC 1</td>
<td>Chemistry I</td>
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<tr>
<td>SM 12</td>
<td>Analytic Geometry and Calculus II</td>
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<td>Engineering Graphics I</td>
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<td><strong>Total</strong></td>
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<table>
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<th>Third Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>Course No.</strong></td>
<td><strong>Course Title</strong></td>
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<tr>
<td>GS 2</td>
<td>History of Civilization II</td>
</tr>
<tr>
<td>SM 13</td>
<td>Analytic Geometry and Calculus III</td>
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<tr>
<td>SC 2</td>
<td>Chemistry II</td>
</tr>
<tr>
<td>SP 13</td>
<td>Engineering Physics III</td>
</tr>
<tr>
<td>TM 2</td>
<td>Engineering Graphics II</td>
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<td><strong>Course No.</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
</tr>
<tr>
<td>GH 9</td>
<td>Personal Hygiene</td>
</tr>
<tr>
<td><strong>SM 14</strong></td>
<td>Advanced Mathematics for Engineers</td>
</tr>
<tr>
<td><strong>SP 16</strong></td>
<td>Electricity and Magnetism</td>
</tr>
<tr>
<td><strong>SP 23</strong></td>
<td>Atomic and Nuclear Physics</td>
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<tr>
<td>SP 14</td>
<td>Analytical Mechanics</td>
</tr>
<tr>
<td>TM 7</td>
<td>Descriptive Geometry</td>
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<tr>
<td>*ESO</td>
<td>Engineering Science Senior Orientation</td>
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<td><strong>Total</strong></td>
<td><strong>13½</strong></td>
</tr>
</tbody>
</table>

* For full-time, matriculated students only.
** 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.
INTRODUCING
BRONX
COMMUNITY
COLLEGE
ENGINEERING TECHNOLOGIES PROGRAMS

Amazing progress is being made in the fields of engineering today. The tremendous growth of our economy rests on a highly developed technology which produces practical results from the visions of the scientist and engineer. At Bronx Community College two curricula are offered for students desiring to prepare for a career as an engineering technician in the engineering technologies. Electrical Technology, a two-year curriculum leading to the A.A.S. degree, is designed for students who are interested in the electrical field, while the Mechanical Technology curriculum, a two-year program leading to the A.A.S. degree, is planned for those who have an interest in a mechanical field. Both curricula demand that the students have indicated aptitude and competence in mathematics and science.

The curricula in Electrical and Mechanical Technologies prepare students for careers as engineering technicians. Well-trained engineering technicians are needed to design, build, test and maintain the complex devices which are part of our industrial structure. These college programs are intended to provide broad basic technical competence, with specialization introduced through an elective in the fourth semester.

The student is offered experience in laboratories that are well equipped and reproduce conditions found in industry. Field trips are made to industrial installations to maintain a proper perspective on actual facilities in which the student may seek employment upon graduation.

The Engineering Technologies curricula offered by this college are accredited by the Engineer's Council for Professional Development (ECPD). A considerable portion of the credits taken in these curricula is transferable to engineering programs, both at this college and at other colleges. Students who desire to continue their studies at a four-year college and eventually earn a baccalaureate degree should enroll in the Engineering Science curriculum (see page 127).
ELECTRICAL TECHNOLOGY

The curriculum in Electrical 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, power, and machinery. Physics and mathematics provide a broad basic background.

Electives in power systems, 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 Engineering Science 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 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 the City or State Universities, or elsewhere, is available.

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 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.

The graduate is prepared to undertake the following jobs:

- Electrical Draftsman
- Electrical Inspector
- Industrial Salesman
- Customer Engineer
- Studio Technician
- Research Laboratory Technician
- Technical Writer
- Components 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
MECHANICAL TECHNOLOGY

Mechanical 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 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 Technology is intended for high school graduates who have an interest in a mechanical field and who have aptitude in science and mathematics. The comprehensive program 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 actual 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 to maintain a proper perspective on actual manufacturing facilities.

A Mechanical Technology student may transfer to the Engineering Science program during his stay at Bronx Community College, or after he has received his A.A.S. degree. Many of the credits are transferable and the training at the Mechanical 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:

- Mechanical Technician
- Draftsman
- Heat Treater
- Inspector
- Junior Salesman
- Laboratory Technician
- Materials Tester
- Instrumentation Technician
- Technical Writer

With further training and experience:

- Designer
- Metallurgist
- Quality Control Engineer
- Sales Engineer
- Test Engineer
- Production Supervisor
- Plant Engineer
- Materials Specialist
- Teacher of Industrial Arts
- Technical Institute Teacher
- Technical Editor
# Curriculum Pattern for Electrical Technology

**72.5 Credits required for the A.A.S. Degree**

## FIRST YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GE 1</td>
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<td>3</td>
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<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
<td>1.5</td>
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<tr>
<td>GS 1</td>
<td>History of Civilization 1</td>
<td>3</td>
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<tr>
<td>SMT 10</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SPT 1</td>
<td>Technical Physics I</td>
<td>4</td>
</tr>
<tr>
<td>TE 01</td>
<td>Intro to Elec. Circuits</td>
<td>3</td>
</tr>
<tr>
<td>TM 1</td>
<td>Engineering Graphics I</td>
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</tr>
<tr>
<td>TFO 0</td>
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## SECOND YEAR

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<td>GH 9</td>
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<tr>
<td>TE 2</td>
<td>Networks and Trans. Lines</td>
<td>4</td>
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<tr>
<td>TE 4</td>
<td>Communic. Electronics</td>
<td>4</td>
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<tr>
<td>TE 7</td>
<td>Electric Product Design and Measurements</td>
<td>2</td>
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<tr>
<td>TM 32</td>
<td>Mechanical Technology</td>
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## Third Semester

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<td>Mathematical Analysis</td>
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<td>SPT 2</td>
<td>Technical Physics 2</td>
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<tr>
<td>TE 1</td>
<td>A.C. Circuits</td>
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<tr>
<td>TE 3</td>
<td>Transistor and Vacuum Electronics</td>
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<tr>
<td>TM 3</td>
<td>Engineering Manufacturing Process</td>
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## Fourth Semester

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<tr>
<td>GA 1</td>
<td>Art Appreciation or Music Appreciation</td>
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<td>GM 1</td>
<td>Music Appreciation</td>
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<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
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<tr>
<td>TE 5</td>
<td>Elec. Machines and Power</td>
<td>4</td>
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<tr>
<td>TE 8</td>
<td>Electronics Project Lab.</td>
<td>1</td>
</tr>
<tr>
<td>TE 24</td>
<td>Pulse and Digital Circuits</td>
<td>4</td>
</tr>
<tr>
<td>TE 20</td>
<td>Senior Elective</td>
<td>4</td>
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<tr>
<td>TE 9</td>
<td>E.E. Tech. Problems</td>
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<td>TSO 0</td>
<td>Engineering Technology Senior Orientation</td>
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# Curriculum Pattern for Mechanical Technology

**72 1/2 Credits required for A.A.S. Degree**

## FIRST YEAR

<table>
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<tr>
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<td>Health and Physical Education I</td>
<td>1/2</td>
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<tr>
<td>GS 1</td>
<td>History of Civilization I</td>
<td>3</td>
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<tr>
<td>SMT 10</td>
<td>College Algebra</td>
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<tr>
<td>SPT 1</td>
<td>Technical Physics I</td>
<td>4</td>
</tr>
<tr>
<td>TM 1</td>
<td>Engineering Graphics I</td>
<td>2</td>
</tr>
<tr>
<td>TEO 01</td>
<td>Intro. to Electric Circuits</td>
<td>3</td>
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<tr>
<td>TFO</td>
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**Total 18 1/2**

## SECOND YEAR

### THIRD SEMESTER

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<tbody>
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<td>English Composition II</td>
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<tr>
<td>GH 9</td>
<td>Personal Hygiene</td>
<td>1</td>
</tr>
<tr>
<td>TM 6.8</td>
<td>Mech. and Strength of Materials II</td>
<td>4</td>
</tr>
<tr>
<td>TM 11</td>
<td>Machine Design</td>
<td>3</td>
</tr>
<tr>
<td>TM 12</td>
<td>Thermo. Fluid Dynamics and Heat Transfer</td>
<td>4</td>
</tr>
<tr>
<td>TM 14</td>
<td>Mfg. Control, Automation and Instrumentation</td>
<td>4</td>
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**Total 19**

### FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course No.</th>
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</thead>
<tbody>
<tr>
<td>GA 1</td>
<td>Art Appreciation or</td>
<td></td>
</tr>
<tr>
<td>GM 1</td>
<td>Music Appreciation</td>
<td>1</td>
</tr>
<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>GS 2</td>
<td>History of Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>TM 4</td>
<td>Prod. Proc. and Meas.</td>
<td>2</td>
</tr>
<tr>
<td>TM 20</td>
<td>Senior Elective</td>
<td>4</td>
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<tr>
<td>TM 15</td>
<td>Metallurgy and Engineering Materials</td>
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<td>TM 16</td>
<td>Mech. Projects Lab.</td>
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<td>TE 32</td>
<td>Electrical Technology</td>
<td>3</td>
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<tr>
<td>TSO</td>
<td>Engineering Technology</td>
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</table>

**Total 18**
THE PROGRAM IN LIBERAL ARTS AND SCIENCES

The courses in the liberal arts and sciences are humanistic, that is, they are concerned with helping to make life and living better, by improving human beings. That is why students in all curricula are required to take such courses.

Liberal education should develop intellectual competence and encourage individual independence in the pursuit of knowledge; should free the mind from ignorance, bigotry, superstition, intolerance, and fear; and should help develop a sense of dedication to the search for truth and to the service of humanity as a responsible citizen.

The Liberal Arts and Sciences program includes courses in the communication arts: the history of mankind: the structure and the functions of human institutions: the techniques of scientific inquiry and the laws of nature: the study of human emotions and mental processes: the values and aesthetics by which men live: and the cultivation of the sound body.

A student who successfully completes the Liberal Arts and Sciences curriculum will earn an A.A. Degree and he can transfer to the third year of a senior college.

The academic experiences in the 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, baccalaureate institution.

A realistic education prepares an individual to lead a productive as well as a creative life. Career opportunities in these areas require further specialization, and some involve graduate study, to prepare for fields and professions like:

- Accountancy
- Biology
- Business Administration
- Chemistry
- Clergy
- Dentistry
- Education
- Journalism
- Laboratory Research
- Law
- Library Science
- Medicine
- Physics
- Psychology
- Research
- Science
- Social Work
- Statistics
- Teaching
- Theatre
- Writing
### Curriculum Pattern Liberal Arts and Sciences (Transfer)

**New Language in college**

64 credits required for the A.A. degree

#### FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>Course No.</strong></td>
<td><strong>Course Title</strong></td>
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<tr>
<td>GE 1</td>
<td>English Composition 1</td>
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<tr>
<td>G 01</td>
<td>Foreign Language</td>
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<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization</td>
</tr>
<tr>
<td>SML 1</td>
<td>Survey of Mathematics</td>
</tr>
<tr>
<td>SB 1</td>
<td>General Biology</td>
</tr>
<tr>
<td>SC 1</td>
<td>Chemistry</td>
</tr>
<tr>
<td>SPL 1</td>
<td>College Physics</td>
</tr>
<tr>
<td>SS 1</td>
<td>Principles of Science</td>
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**SECOND YEAR**

<table>
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<td>Foreign Language</td>
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<td>GH 9</td>
<td>Personal Hygiene</td>
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<tr>
<td>GS 2</td>
<td>History of Civilization</td>
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<td>SML 2</td>
<td>Survey of Mathematics</td>
</tr>
<tr>
<td>S</td>
<td>Science 2</td>
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**THIRD SEMESTER**

<table>
<thead>
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<tbody>
<tr>
<td><strong>Course No.</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
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<td>Art Appreciation</td>
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<td>GSD 3</td>
<td>Speech Fundamentals</td>
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<tr>
<td>GE 5, 6</td>
<td>Classical Literature</td>
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<tr>
<td>GE 5,1</td>
<td>English Literature</td>
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<tr>
<td>GH 2-8</td>
<td>Health and Physical Education (choice of 1)</td>
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<tr>
<td>GS 3</td>
<td>Government</td>
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<td>G 03</td>
<td>Foreign Language</td>
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**FOURTH SEMESTER**

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<tr>
<td><strong>Course No.</strong></td>
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<tr>
<td>#GSD 4</td>
<td>Advanced Speech</td>
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<tr>
<td>GE 6, 7</td>
<td>Modern Literature</td>
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<td>GE 6, 1</td>
<td>English Literature</td>
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<tr>
<td>GH 2, 8</td>
<td>Health and Physical Education (choice of 1)</td>
</tr>
<tr>
<td>GM 1</td>
<td>Music Appreciation</td>
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<tr>
<td>GS 4</td>
<td>Economics</td>
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<tr>
<td>G 1</td>
<td>College Language</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16, 3/2-19, 1/2</strong></td>
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</tbody>
</table>

**SM 11 (4 cr.) and SM 12 (5 cr.) should be taken instead of SML 1 and SML 2 by students planning to major in mathematics or the physical sciences.**

**Students majoring in science are permitted to substitute 5 points of science and/or mathematics for GS 3 (Government) or GS 4 (Economics) and GSD 4 (Advanced Speech).**

The sequence GE 5 and GE 6, or GE 5,1 and GE 6,1 may be taken to satisfy the requirements for the A.A. degree. Both these course sequences are equally transferable for credit to a senior college to which a student may be admitted. However, City College accepts either of the sequences to satisfy one-year literature requirements for the baccalaureate degree in Liberal Arts and Sciences; Hunter College accepts the year of English Literature (GE 5,1 and 6,1) to satisfy their one-year literature requirement. For BCC students who elect the Classical and Modern Literature sequence (GE 5 and 6) and transfers to Hunter College, will need to take an English Literature sequence at Hunter College. He will receive elective credit for GE 5 and 6 taken at Bronx Community College.

**Electives—In number required to complete credits for the degree, may be selected from among courses offered in: English, Speech, Health and Physical Education, Foreign Language, Social Studies, Art, Music, Mathematics, Science, or Business and Commerce: TB 1, 2, 5, 8, 11, 17, 18, 20, 21, 25, 32, 33, 34, 35, 36.**

**Students who wish to make provision for the possibility of taking elective courses in Art or Music during the third or fourth semester may, with permission of their Counselor, substitute Art Appreciation (GA 1) or Music Appreciation (GM 1) for GH 9 in the program of the second semester. Students who obtain such permission must complete GH 9 in a subsequent semester.**
Curriculum Pattern for Liberal Arts and Sciences (Transfer)  
H.S. language continued in college  
64 credits required for the A.A. Degree

<table>
<thead>
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<th>Second Semester</th>
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<td>GE 2</td>
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<td>GH 1</td>
<td>Health and Physical Education</td>
<td>1/2</td>
<td>*GH 9</td>
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<td>GS 1</td>
<td>History of Civilization</td>
<td>3</td>
<td>GS 2</td>
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<td>**SML 1</td>
<td>Survey of Mathematics I — Science I</td>
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<tr>
<td>SB 1</td>
<td>General Biology I</td>
<td>4</td>
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<td>SC 1 or SC 2</td>
<td>Chemistry I or College Physics I</td>
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<td>Principles of Science</td>
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<td>Speech Fundamentals</td>
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<td>*G- GE 6</td>
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<td>*GH 2-8</td>
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<td>GM 1</td>
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<td>*GS 3</td>
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*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. 83, Modern Language Requirements for the A.A. Degree in Liberal Arts.)

** SM 11 (4 cr.) and SM 12 (5 cr.) should be taken instead of SML 1 and SML 2 by students planning to major in mathematics. These courses require a background in advanced or college algebra.

The sequence GE 5 and GE 6, or GE 5,1 and GE 6,1 may be taken to satisfy the requirements for the A.A. Degree. Both these course sequences are equally transferable for credit to a senior college to which a student may be admitted. However, City College accepts either of the sequences to satisfy one-year literature requirements for the baccalaureate degree in Liberal Arts and Sciences; Hunter College accepts the year of English Literature (GE 5,1 and 6,1) to satisfy their one-year literature requirement. The BBC student who elects the Classical and Modern Literature sequence (GE 5 and 6) and transfers to Hunter College will need to take an English Literature sequence at Hunter College. He will receive elective credit for GE 5 and 6 taken at Bronx Community College.

Elective—In number required to complete credits for the degree, may be selected from among courses offered in: English, Health and Physical Education, Foreign Language, Social Studies, Speech, Art and Music, Mathematics, Science, or Business and Commerce: TB 1, 2, 6, 8, 11, 17, 18, 20, 21, 25, 32, 33, 34, 36.

Students who wish to make provision for the possibility of taking elective courses in Art or Music during the third or fourth semester may, with permission of their Counselor, substitute Art Appreciation (GA 1) or Music Appreciation (GM 1) for GH 9 in the program of the second semester. Students who obtain such permission must complete GH 9 in a subsequent semester.

Students majoring in Science may substitute 5 credits of science or mathematics for GS 3, 4, or GSD 4.
A MESSAGE FROM PRESIDENT MEISTER

This catalog tells the story of our college—its aspirations, purposes, offerings, policies and procedures, and the history of its development. This book should prove useful to students, prospective applicants, guidance counselors, and parents—and of interest to colleagues, faculty and the profession at large. We list our Trustees, our Faculty and our Advisory Committee, so that all may recognize those who direct the progress of our college and plan its future.

Included are curricula, programs and course descriptions, details of scholastic practices and academic standards, as well as photographs of college facilities and activities. We list special programs and studies that have gained the support of the Ford Foundation, the National Science Foundation, the Atomic Energy Commission, the United States Public Health Service, and the Kellogg Foundation, as well as contributors to our Scholarship Funds: the H. W. Wilson Foundation, the Estate of Essie Gammon, and many others.

We hope that many generations of students will benefit from our educational efforts and planning. Our college has completed a renovation from which it emerged better equipped, more comfortable, and better prepared to serve students, faculty and the community. We commend the Faculty and student body who have maintained high standards consistently, including a time of inconvenience incidental to rehabilitating a physical plant.

Our plans for an enlarged "Air-Space" campus will provide for needed growth and expansion for our constantly growing and thriving college. We hope to share in making the future brighter and offering something of great value to the young people of our community, in their quest for quality higher education and their pursuit of excellence in their lives.

We are appreciative of the support of the Board of Higher Education and the State University Trustees, who have helped make these dreams a reality.

MORRIS MEISTER
President

September 1965
# MEDICAL LABORATORY TECHNOLOGY

## Curriculum Pattern for Medical Laboratory Technology

65½ Credits required for the A.A.S. Degree

### 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>GH 1</td>
<td>Health and Physical Education</td>
<td>½</td>
<td>GH 9</td>
<td>Personal Hygiene</td>
<td>1</td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization I</td>
<td>3</td>
<td>GS 2</td>
<td>History of Civilization II</td>
<td>2</td>
</tr>
<tr>
<td>SB 1.1</td>
<td>Zoology</td>
<td>4</td>
<td>SMT 2</td>
<td>Mathematical Analysis</td>
<td>3</td>
</tr>
<tr>
<td>SC 1</td>
<td>Chemistry I</td>
<td>4</td>
<td>SB 5</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>SMT 10</td>
<td>College Algebra</td>
<td>3</td>
<td>SC 2</td>
<td>Chemistry II</td>
<td>4</td>
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### SECOND YEAR

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</table>
THE PROGRAM IN MEDICAL LABORATORY TECHNOLOGY

The advance of scientific knowledge in the field of medicine has multiplied the need for personnel trained in such areas as X-ray, hematology, serology, histology, and bio-chemistry. Opportunities for service and employment are plentiful for technicians and medical research assistants, in private or government offices, hospitals, laboratories and clinics, research divisions of drug and chemical companies, and in private and public educational and research institutions.

The area of medical laboratory technology offers stimulating life-work. Training in biological and chemical science prepares the student for immediate employment. The Medical Laboratory Technology curriculum is a career program in which the student earns the A.A.S. degree. In addition to taking general education courses, the student has an opportunity to work in up-to-date, newly-equipped laboratories and hospitals 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.

The medical technician should be an interested, mature, responsible individual who takes great pride in his work and who serves both the community and his own ambitions well.

Opportunities include positions as:
- Laboratory Assistant
- Medical Assistant
- Medical Laboratory Technician
- Medical Record Clerk (Typist, Secretary or Receptionist)
- X-ray Technician
THE PROGRAM IN NURSING

Bronx Community College offers a carefully organized curriculum for the education of nurses. The four-semester* curriculum provides a balance of general education and specialized courses. The courses in Nursing are designed to provide theoretical knowledge combined with clinical practice, so as to prepare the student for suitable responsibilities and positions. Special emphasis is placed upon preparation for the direct nursing care of patients in the five major clinical areas: medicine, surgery, obstetrics, pediatrics, and psychiatry.

Students in the full-time Nursing Program become nurses after two academic years of study. Qualified, fully matriculated students attend Bronx Community College tuition-free and have a choice of living in the new Nursing School and Residence Building ("Nursing Center") at the Bronx Municipal Hospital Center,** located at Pelham Parkway and Eastchester Road in the Bronx, or they may live at home. The dormitory facilities are available at no cost to the student, with complete maintenance and health services. In addition, Nursing students receive a monthly scholarship grant
from the City of New York to help defray their transportation, books, and miscellaneous expenses. Students who win New York State Regents' Scholarships may receive them at Bronx Community College.

Graduates of the Nursing Program at Bronx Community College receive the A.A.S. degree and are eligible to take the R.N. Licensure Examination given by the State of New York. They may apply to senior institutions to continue for advanced study for the baccalaureate.

The Nursing Program at Bronx Community College is conducted in a professional and academic atmosphere conducive to high standards and achievements. Members of the faculty of the Department of Nursing offer instruction and guidance in clinical experience at Montefiore, Bronx-Lebanon, St. Francis, Bronx State Hospitals, and at the Bronx Municipal Hospital Center, in cooperation with the Department of Hospitals.

Students enjoy valuable supplementary experience through arrangements with other community agencies, such as nursery schools, nursing homes, public health agencies, the Loeb Center for Nursing and Rehabilitation, the Home Care Program of Montefiore Hospital, and day care centers for the aged.

The Nursing curriculum is registered with, and approved by, the New York State Department of Education, Division of Professional Education. The program has preliminary approval of the National League for Nursing, pending a formal accreditation visit during 1966-67.

Bronx Community College was a demonstration center in the New York State Education Department Associate Degree Nursing Project, supported by the Kellogg Foundation, as a result of which the Department of Nursing has developed new curriculum patterns and improved teaching methods. Since 1962, with grants from the United States Public Health Service, the College has experimented with and developed techniques for nursing instruction through the use of closed-circuit television.

The new Nursing Center of Bronx Community College is a thirteen-story building, opened in September 1964, which houses modern classrooms, laboratories, a library, study halls, a dining hall, music room, swimming pool, and a variety of recreational facilities, as well as the dormitory.

The Nursing profession offers a wide choice of service opportunities, and the courses at Bronx Community College provide the graduate with technical competence and preparation for first-level positions.

**All students in the Nursing Curriculum are required to attend Bronx Community College for a minimum of two full academic years and take all their nursing courses at this college. Nursing students may take courses in the Summer Session or in the Evening Session for the purpose of**

a. improving their academic achievement
b. raising their admission qualifications, or

c. tightening their course loads.

**The Bronx Municipal Hospital Center includes the Abraham Jacobi and the Nathan B. VanEtten Hospitals. The Albert Einstein College of Medicine of Yeshiva University is adjacent to the Center.**
COURSE DESCRIPTIONS
# Nursing Curriculum Pattern for Nursing

67 Credits required for the A.A.S. Degree

## FIRST YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
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<td>GE</td>
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<td>Speech Fundamentals</td>
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<td>GH</td>
<td>Health and Physical Education</td>
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<tr>
<td>GS</td>
<td>Psychology</td>
<td>3</td>
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<tr>
<td>SB</td>
<td>Anatomy and Physiology</td>
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## SECOND YEAR

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<td>Principles of Science</td>
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</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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AN EXPLANATION OF COURSE SYMBOLS

Each course has a code indication, consisting of letters and numbers, in addition to 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, except GA-Art, GM-Music and GSD-Speech all in the Department of Speech, and the Fine and Performing Arts.

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.

3. Technology courses start with the letter T. Thus, TE-Technology-Electrical, TM-Technology-Mechanical, TB-Technology-Business and Commerce, etc.

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 be introductory and may not receive college credit. Example: SM 01 and SM 02, no college credit.

An exception to this rule is made for students beginning a new language in college, after meeting the admissions requirement of three units. Example: GSP 01 carries no college credit for a student who has offered high school Spanish for admission requirements, or is trying to meet a condition in language to matriculate in Liberal Arts and Sciences. But GSP 01 will carry college credit for a student who has completed three years of high school French and is starting Spanish in college to meet degree requirements with a new language.

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

8. Corequisites (coreq.) may be taken simultaneously, or before a given course.

Note: For the academic year 1965-66, the Department of Speech, and the Fine and Performing Arts, and the Department of Business and Commerce will experiment in the use of the lecture session.

In Speech, GSD 3 and GSD 4 will be offered as one lecture and two recitation periods per week for 2 credits.

In Business and Commerce, TB 1 will be offered as two lecture and three recitation hours weekly for 4 credits, and TB 25 will be offered as 1⅓ hours of lecture and 1⅓ hours of recitation weekly for 3 credits.
BIOLOGY AND MEDICAL
LABORATORY TECHNOLOGY DEPARTMENT

Professor: Dr. White, Head of Department; Assistant Professor: Miss Prestwidge;
Instructor: Mr. Borack, Mr. Costello, Miss Cunningham, Mr. Hayde, Mr. Heller,
Mr. Kanuck, Miss Keatings, Mr. Moore, Mr. Paparo, Mr. Sayer, Mr. Slywka;
Technical Assistant: Mrs. Henihan, Miss Moss, Miss Oxlows.

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

to think clearly 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

SB 1 — General Biology 1
2 lecture 4 laboratory 4 credit
The study of anatomy, physiology, morphology, taxonomy, ecology, evolution and economic importance at the cellular and organism levels of representative phyla of the plant and animal kingdoms.
For Liberal Arts and Science and Pre-Pharmacy students.

SB 2 — General Biology 2
2 lecture 4 laboratory 4 credit
A continuation of SB 1.
Prereq: SB 1

SB 1.1 — Zoology (formerly SB 1)
2 lecture 4 laboratory 4 credit
The study of anatomy, physiology, morphology, taxonomy, ecology and economic importance of representative phyla of the animal kingdom. This course stresses especially the relationships of animal parasites to the human organism.
For Medical Lab Tech students only

SB 3 — Embryology
2 lecture 4 laboratory 4 credit
Study of embryological development of frog, pig and chick from gamete stage to adult.
Prereq: SB 2
AN EXPLANATION OF CREDIT

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 class or lecture for which considerable out of class preparation is required; or for
   b. a unit of two or three "laboratory," "shop," "gym," "clinic" 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)

The College reserves the right to limit the number of students registered in any course, or to cancel any course for which there is insufficient enrollment, or to make any changes in prerequisites, course descriptions, credit allocations, schedule and section offerings in the academic year as it may deem necessary for the proper and efficient functioning of the college.
PHILOSOPHY AND AIMS OF THE COLLEGE

Quality Higher Education For The Many

Bronx Community College was founded to implement the democratic ideals of our community and the City and State University of New York, to offer ever-widened opportunities for higher education for the many. The admissions and matriculation policies are designed to offer the student who is able to profit from education after high school the chance to become, in the words of the State University motto, "all that he is capable of being." The College encourages its students to maintain high academic and personal standards by stressing quality of achievement and social responsibility.

A community college aims to help the student to acquire the knowledge and develop the attitudes and skills characteristic of higher education. Its functions are to offer broad, comprehensive and useful educational experiences to prepare for a life of independent and creative thinking, dignity, and community participation and contribution. Community college education combines sound general education in the liberal arts with meaningful professional or career preparation which is modern and relevant.

At Bronx Community College, the primary emphasis in the duties and responsibilities of the individual faculty member is on effective and scholarly instruction of students, in addition to their guidance and inspiration. The College encourages and supports faculty interest and concern in student welfare and the constant improvement of the quality of instruction.

A Comprehensive Program: Career and Transfer Curricula

The variety and breadth of the educational programs and curricula of the College provide offerings for students of many interests and talents. The comprehensive nature of the College makes it possible for students to choose career programs which lead directly to employment as skilled sub-professionals or technicians. The "transfer" or "university-parallel" curricula in Liberal Arts and Sciences, Business Administration, Engineering Science and Pre-Pharmacy prepare students for continued study toward the baccalaureate degree, or professional and graduate studies.

College policy permits transfer internally from one curriculum or program to another, in the best interests of the student, as plans mature realistically. Students who prove their achievement and abilities are encouraged to reevaluate and reconsider their goals and choices.
SB 4 — Histology and Microtechniques  
2 lect 4 lab 4 cr  
Study and preparation of vertebrate tissues and organs for microscopic study.  

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 1.1

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: SB 5, SC 2

SB 7 — Microbiology  
2 lect 4 lab 4 cr  
Prereq: MLT — SC 5, SB 6  
L.A. — SC 2, SC 5, SB 2 and written permission from SB 7 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 Curricula students only.

SB 10 — Human Anatomy and Physiology  
3 lect 3 lab 4 cr  
A study of the anatomy and physiology of the integumentary, muscular, digestive, nervous, circulatory, excretory, respiratory, endocrine and reproductive systems of the human body; special senses.

SB 11 — Bacteriology  
2 lect 3 lab 3 cr  
Isolation, culturing and identification of pathogenic and nonpathogenic bacteria; clinical observations of bacterial effects on human organism.  
Prereq: SB 10

SB 13 — Clinical Techniques I  
1 lect 3 lab 2 cr  
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 2, SB 5
A Bright Future

Graduates and students of Bronx Community College have an opportunity to become well-informed citizens and broadly educated human beings, sensitive to their responsibilities and opportunities in life. Many become competent semi-professionals or acquire increased skills in specialized areas. Many students continue their higher education beyond the two-year degree program to four or five-year colleges and professional schools.

CHARTER

The New York State Board of Regents, through the Division of Higher Education of the New York State Department of Education, has chartered and approved all curricula and programs of Bronx Community College.

ACCREDITATION

Bronx Community College is accredited by the Middle States Association of Colleges and Secondary Schools, through its Commission on Institutions of Higher Education, both as a unit of The City University of New York and as an individual college.

The curricula in Electrical and Mechanical Technologies are accredited by the Engineers' Council for Professional Development.

The Nursing curriculum has received preliminary approval of the National League for Nursing, pending a formal accreditation visit.

AFFILIATIONS

The Bronx Community College is a member of the American Association of Junior Colleges, the New York State Association of Junior Colleges, and the Council of Higher Educational Institutions in New York City.

In addition, the college and its faculty have numerous professional memberships and scholarly affiliations.
General Education For All

The College curricula provide substantial general education and liberal arts course opportunities for all students, who are thus prepared for creative citizenship, participation, and responsibility in our free society. In its comprehensive programs, the College thus fulfills its basic functions of the imparting of knowledge and the development of skills and attitudes appropriate to higher education.

Student Personnel Services

The counseling services of the College are centralized in the Department of Student Personnel. The faculty at large also shares in academic and curriculum counseling and advisement. Students are also offered college orientation, aptitude assessment, and assistance with personal problems and improved study habits, in preparation for career, educational and professional goals.

Student Activities

The faculty stimulates and guides student self-directed extra-curricular activities. Student life at the College is rich and well-balanced, including self-government activities, organized through the Student Council, clubs in various areas of student interest, publications, cultural activities such as lectures, musical and dramatic presentations, and varsity and intramural sports.

Part-Time Studies and the Evening and Extension Division

The College makes provision in its organization for both matriculated and non-matriculated students, full-time and part-time, and those who want to study by day or night, in accordance with desire and need, according to the maximum capabilities of its facilities.

A student may move forward at an accelerated or a specially adjusted pace, full-time, including Summer Session, or in a part-time program of classes while employed. Some students are required to make up previous educational deficiencies before matriculation; others use an opportunity for a slower, deliberate pace as a stepping-stone to quality academic work which gains them matriculation and an opportunity to undertake a full-time program.

Matriculated students may complete all their requirements for the degree in evening study, while engaged in full or part-time employment, though this, of necessity, extends the time required to earn the degree.

Adults may take individual courses, as non-matriculants, for personal enrichment, cultural growth, or career advancement.
HISTORY OF THE BRONX COMMUNITY COLLEGE

The founding of the Bronx Community College in 1957 crowned a decade of effort by civic-minded citizens in Bronx County. To meet the growing need for higher educational facilities for the youth of this community, they urged the establishment of a new, publicly-supported two-year college in the Bronx.

The Board of Higher Education of the City of New York recommended that the Bronx Community College be established under their sponsorship as part of the program of the State University of New York. The Board of Estimate of the City of New York and the Trustees of the State University of New York approved the recommendation, according to the State Education Law, after which the new college became a reality on April 11, 1957.

Dr. Morris Meister, principal of the nationally known Bronx High School of Science, was named president in October, 1957, and took office in February, 1958. Under President Meister's leadership, the College staff embarked on the planning and preparation for instruction for the first class which enrolled in February, 1959.

After a diligent search for an appropriate campus, the site chosen for the College was the forty-year old Bronx High School of Science building on East 184th Street and Creston Avenue in the Bronx, not immediately available until the high school occupied its new plant. Therefore, the first group of 120 students studied for six weeks in temporary space provided by the Hunter College in its Park Avenue building. In March, 1959, the Bronx Community College, students, faculty and administration, moved to its present Main Building campus.

A previously proposed and carefully planned renovation project was immediately set into high gear to convert the basically sound, five-story structure to a modern college. During the rehabilitation program, supplementary off-campus facilities were acquired as needed. The student population grew rapidly to its present enrollment of over 7,000 students, and was always accommodated, though not without some crowding and difficulty. Throughout the five year period of renovation, provisions were made to continue the steady growth in order to accommodate all qualified students, despite the rehabilitation and expansion programs. Although the reconstruction and re-equipment parts of the project are now happily completed, the College still requires off-campus facilities to accommodate its full and part-time students, despite the addition in 1964 of the new Nursing Center.
the continued evening use of the facilities of the Bronx High School of Science, the Concourse Center, and other off-campus buildings.

In April, 1961, the City University of New York became a new entity by action of the State Legislature, with Bronx Community College as one of the then seven constituent undergraduate colleges, now eleven. In November, 1961, the College was accredited by the Middle States Association of Colleges and Secondary Schools as part of The City University. In the Spring of 1963, after a full-accreditation team visit, the College was awarded re-accreditation. At the same time, the Engineers' Council for Professional Development accredited the Electrical and Mechanical Technologies curricula. The Nursing curriculum received, in 1964, preliminary approval of the National League for Nursing, pending a formal accreditation visit.

In September, 1965, the College was serving 2,500 matriculated students, attending sessions from 8 A.M. to 10:30 P.M., tuition-free, among whom were approximately 240 students of the City University "College Discovery Program." In addition, some 4,500 non-matriculated students are attending classes, including those that meet after 6 P.M., and continue to utilize the new Bronx High School of Science building, in addition to the Main Center.

The expanded Nursing program of the College includes operation of the new 13-story Nursing Residence and School at the Bronx Municipal Hospital Center, in cooperation with the Department of Hospitals of the City of New York, opened in September 1964, and officially dedicated in March, 1965. Full-time Nursing students study tuition-free and enjoy dormitory facilities provided free of charge by the City of New York.

The planning of the new air-space campus, approved by the Board of Higher Education, the City Planning Commission, the State University of New York, the Site Selection Committee and the Board of Estimate, is currently under way. This campus will provide expanded facilities for 4,800 full-time and 8,000 part-time students, to enable the College to serve both the needs of future generations of students and the community as a cultural center.
1964, September - Renovation program completed
1964, September - "One College" Concept established (Day and Evening Divisions became one integrated program)
1964, September - Nursing School and Residence Building opened
1965, March - Dedication of Nursing School and Residence Building

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GRANTS MADE TO BRONX COMMUNITY COLLEGE
FOR SPECIAL PROJECTS AND STUDIES

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<th>DATE</th>
<th>ACTIVITY AND PURPOSE</th>
<th>SUPPORTED BY</th>
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<td>1958-59</td>
<td>A Study of Community Colleges and the Community</td>
<td>Fund for the Advancement of Education (Ford Foundation)</td>
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<td>1959-62</td>
<td>Pre-College Enrichment Studies Program — &quot;Operation Second Chance&quot;</td>
<td>Fund for the Advancement of Education (Ford Foundation)</td>
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<td>1959-64</td>
<td>Demonstration Center, New York State Associate Degree Nursing Program</td>
<td>Kellogg Foundation</td>
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<tr>
<td>1961-63</td>
<td>Work-Scholarship Programs</td>
<td>Grand Street Boys Foundation</td>
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<tr>
<td>1961-62</td>
<td>Establishment of a Course in Nuclear Technology and Purchase of Equipment</td>
<td>Atomic Energy Commission</td>
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<tr>
<td>1961-66</td>
<td>Development of Physics Teachers for the Secondary Schools (with City College)</td>
<td>National Science Foundation</td>
</tr>
<tr>
<td>1962</td>
<td>Exploration of the architectural and engineering feasibility of a new air-space campus</td>
<td>Board of Estimate, City of New York</td>
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<td>1962-67</td>
<td>Closed-Circuit TV in Clinical Nursing Instruction: Development of Techniques</td>
<td>U. S. Public Health Service</td>
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</tbody>
</table>
MILESTONES OF GROWTH

1957, April 11  Bronx Community College founded
1958, February 1  President Meister assumed office
1958, March  Ford Foundation Study of the Community inaugurated
1959, February 1  First class admitted — Day Session
                  (Classes conducted at Hunter College)
1959, March 12  Main Building on East 184th Street occupied
1959, May 16  Dedication of College and Inauguration of the President
1959, September  Kellogg Foundation Award — Nursing Program inaugurated. (College became a Demonstration Center)
1959, September  Evening Session established
1960, February  Ford Foundation Award — "Operation Second Chance" inaugurated
1960, September  Renovation of Main Building started
1961, January  First Commencement Exercises
1961, April  The City University of New York founded. (Bronx Community College included as a unit of the University)
1961  Summer Session established
1962, Spring  Initial survey for new air-space campus approved
1962, May  Charter Week established as annual celebration of the founding of the College
1962, October  City Planning Commission approves President Meister's plans for new campus
1963, May  Charter Week: Festival of the Arts inaugurated
1963, Spring  Re-accreditation by Middle States Association
1964  Development and plans for new campus approved by Board of Higher Education, Board of Estimate, and State University of New York
1964, Summer  College Discovery Program of the City University of New York inaugurated at Bronx Community College
1964, September  Free tuition for matriculated New York City residents provided in community colleges of the City of New York
1964-67 Production of Video Tape Recordings for Closed-Circuit TV Nursing Instruction

1964-66 Undergraduate Instructional Program — Scientific Equipment


1965 Equipment for programs in:
(a) Chemical Technology
    (Plastics Technology)
(b) Electrical Technology
(c) Mechanical Technology

1965 Development of Counseling Services

1965 Work-Study Program

1965 "Operation Giant Step"

U. S. Public Health Service
National Science Foundation
U. S. Department of Health, Education and Welfare
Vocational Education Act of 1963
National Defense Education Act
State University of New York, under Vocational Education Act
U. S. Commission of Education
DEGREE PROGRAMS OFFERED
(Refer also to the Curricula, page 109)

Bronx Community College offers two types of degree programs:

1. Transfer Programs (generally leading to the Associate in Arts or A.A. degree)

Students who plan to continue their studies at a four-year college of liberal arts and sciences, education, business, or engineering should enroll in either a Liberal Arts and Sciences, Business Administration, Business Teaching, or the Engineering Science curriculum.

Graduates of these transfer programs at 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. (A 2.5 index is needed to be admitted completely without condition or probation.)*

Admission to the School of Engineering at the City College is offered to graduates of the Engineering Science curriculum who have maintained a general scholastic index of 2.0, as well as the same minimum index as an average in their courses specifically in Chemistry, Engineering Graphics, Mathematics and Physics. Graduates of the Engineering Science program are eligible for admission to the New York University program in engineering, conducted in special cooperation with community colleges.

Graduates of the Pre-Pharmacy specialization in the Chemical Technology curriculum, though awarded the Associate in Applied Science degree (A.A.S.), are admissible to the third year of Columbia University College of Pharmacy and will be considered for admission to the third year of the College of Pharmacy of Fordham University or St. John’s University.

Graduates of the Business Administration curriculum may transfer to the third year of the Bernard Baruch School of Business and Public Administration of the City College of the City University of New York.

Graduates of the Business Teaching curriculum will be eligible for transfer to the third year of the Business Education Curriculum at Hunter College or the Bernard Baruch School of the City College.

Graduates of all the “transfer” programs are generally eligible for transfer to private four year, undergraduate colleges.

Graduates of all the “transfer” programs are generally eligible for

*Attention is called here to the fact that some of the senior colleges of City University calculate the scholastic index by a method somewhat different from that employed at BCC. (See page 31.) Refer also to Transfer Policies: From BCC to a Senior College, page 90, of this catalog.)
EVENING CLASSES

Courses in the various curricula are offered both during the day and in the evening, except in Nursing as described below. Students may choose to attend individual day or evening classes, based on a priority of registration in which matriculants and senior students get first choice.

Non-matriculants may also register for day or evening classes. However, because of priority of registration for matriculants, non-matriculants usually are able to register for evening courses only. (See Matriculation, page 74.)

The required courses in Nursing Technology are offered during the day only. A special pre-Nursing Program is offered for non-matriculants in both day and evening classes for those who wish to earn matriculation status.

Adult students may qualify to take courses for purposes of self-enrichment, personal growth, or vocational advancement, without following the requirements of a curriculum. They may choose evening classes to suit their convenience while working.

The academic standards affecting grades, scholarship, attendance, programs of students etc. pertain to matriculated and non-matriculated students whether they attend day or evening classes, or both. It is recommended that students seek matriculation as early as possible, so they may enjoy the benefits of a balanced educational program and advance toward a degree. In addition, qualified matriculants enjoy free tuition privileges and academic advantages, such as priority of registration.

PART-TIME STUDIES

(Day or Evening Programs)

It is possible for a student to follow a part-time program at the College as a fully matriculated student. As a fully matriculated student, by following the requirements of a specific curriculum, he can eventually earn the desired degree.

Non-matriculants are restricted to part-time programs. As a non-matriculant, he is subject to certain limitation, as described on page 76. Adults may take individual courses for cultural growth or career advancement.

A student may move forward at a specially adjusted pace in an evening or day program of classes at the College, even while employed. Some students concomitantly make up previous educational deficiencies, while others use this opportunity as a stepping-stone to gain matriculation for a full-time program, according to the plan described on page 80. Many matriculated students complete all their requirements for the degree in evening study.
admission to State University of New York colleges as baccalaureate candidates, depending on the quality of the student's scholastic achievement.

In general, the four-year colleges prefer that a student be graduated from the two-year institution before admitting him by transfer. A student who plans to continue his education beyond the community college level is urged to confer with his faculty adviser early in his academic career. He may also communicate directly with the four-year college of his choice to investigate standards and procedures of admission.

2. Career Programs (leading to the Associate in Applied Science or A.A.S. degree)

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

Career programs are offered in the Business Curriculum with options and specializations in accounting, data-processing, retailing and secretarial studies; in Chemical Technology, with a special option in Plastics; in Electrical Technology, and in Mechanical Technology; in Medical Laboratory Technology; and in Nursing.

Some four-year institutions of higher learning, both public and private, and including some State University colleges, will admit graduates of the career programs, granting varying amounts of advanced standing credit for work completed at the Bronx Community College. However, City University senior colleges will consider for admission as matriculants only those graduates of the career programs who have achieved a minimum 3.0 scholastic index. Others may sometimes continue their studies as non-matriculants in the City University senior colleges.

INTRA-COLLEGE TRANSFER OF CURRICULUM

A special feature of the community college is the opportunity offered a student to move from one program or curriculum to another, as he discovers his real bent, interest and aptitudes. He should consult his Counselor if he contemplates such an intra-college transfer. (See also Change of Curriculum, page 80.)
SUMMER SESSION

Bronx Community College students may pursue courses for advanced placement, acceleration of college standing, or for making up necessary work toward matriculation during the six-week Summer Session. The Summer Session is also open to students of other colleges who have special permission to attend. (See page 94.)

Announcements and a bulletin of courses offered in day and evening classes in the Summer Session are issued in the Spring by the College.

The free-tuition policy for matriculants does not necessarily apply during the Summer Session.

POST DEGREE STUDIES

A student awarded an associate degree by Bronx Community College may continue to attend only as a non-matriculant, unless he matriculates for an additional associate degree, by applying to the Registrar's Office. The student will be required to pay fees according to the Board of Higher Education Schedule of Fees currently in effect.

EARNING A SECOND ASSOCIATE DEGREE

A student who completes a Career Program and gains the A.A.S. degree may return to Bronx Community College to earn the A.A. degree, if he is eligible for admission to the transfer curriculum of his choice.

INSTRUCTIONAL AND SERVICE DEPARTMENTS

The College offers courses in the academic departments listed below:
(Descriptions of the courses are found in Section 9, pages 143-201.)

Biology and Medical Laboratory Technology
Business and Commerce
Chemistry and Chemical Technology
Engineering Technologies (Electrical and Mechanical)
English
Health and Physical Education
Mathematics
Modern Languages
Nursing
Physics
Social Studies
Speech, and the Fine and Performing Arts

In addition, the following departments also serve the students:
Libr ary (See also page 31.)
Student Personnel (See also page 99.)
CURRICULA OF THE COLLEGE

The applicant to Bronx Community College may be admitted to one of the various curricula offered. Detailed descriptions of the requirements for the degree in the curricula (and options) appear in Section 8, page 109. Entrance requirements are detailed later in this section.

The following list summarizes the programs:

1. **Business Administration**
   - Transfer Program—A.A. Degree
   - For transfer to the Baruch School of Business and Public Administration of the City College of the City University of New York
   - Options: Accounting, Retailing

2. **Business Teaching**
   - Transfer Program—A.A. Degree
   - For transfer to Hunter College of the City University of New York
   - For students planning to teach Secretarial Studies, or Bookkeeping and Accounting on the secondary level

3. **Business (Career)**
   - Career Program—A.A.S. Degree
   - Options: Accounting, Retail Business Management, Executive Secretarial

4. **Chemical Technology**
   - (a) Transfer Program (to a College of Pharmacy, only)—A.A.S. Degree
     Option: Pre-Pharmacy
   - (b) Career Program—A.A.S. Degree
     Options: Chemical Technology, Plastics Technology (to be offered in 1966)

5. **Engineering Science**
   - Transfer Program—A.A. Degree
   - The first two years of the Engineering sequence

6. **Electrical Technology**
   - Career Program—A.A.S. Degree

7. **Mechanical Technology**
   - Career Program—A.A.S. Degree

8. **Liberal Arts and Sciences**
   - Transfer Program—A.A. Degree

9. **Medical Laboratory Technology**
   - Career Program—A.A.S. Degree

10. **Nursing**
    - Career Program—A.A.S. Degree
ROLE OF FACULTY AND STUDENTS IN EXTRA- AND CO-CURRICULAR ACTIVITIES

In providing for extra-curricular activities, special effort is made to plan them as an extension of the curriculum and the educational focus of the college. Students participating in this kind of coordinated program are more likely to see a relationship between their academic pursuits and their out-of-class interests. This meaningful kind of program is carried through successfully with the cooperation, understanding, and sympathetic leadership of faculty advisers who recognize the significance of their roles and are willing to devote the necessary time and effort.

The Dean of Students and the Faculty Committee on Student Activities are charged with the responsibility of developing policies and procedures for encouraging, developing and guiding activities.
Graduates have been educated to be sensitive, responsible human beings, ready to live full, effective lives and take their places in and build a better community. (Refer to Alumni Association, page 105.)

THE COLLEGE AND ITS FACILITIES
(Buildings and Centers)

The College provides appropriate facilities for student and faculty use during the day and evening for its various programs. The Main Building is a five story structure that is now a Bronx historic landmark. Originally designed and constructed almost fifty years ago in traditional Gothic style, the Main Center has been recently completely renovated and attractively furnished and equipped. Located in a residential neighborhood of the Bronx ("Borough of Universities and Progress"), and conveniently accessible to all transit facilities, on an entire 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.

The basically sound structure was modernized and newly refurbished between 1960 and 1965 to house an up-to-date, efficient college facility. The building had previously served several generations of secondary school students as the Bronx High School of Science, from 1938 to 1959; and before that, as the Evander Childs and Walton High Schools, and a DeWitt Clinton High School Annex. The rehabilitation cost over two million dollars, an expense jointly borne by the City and State of New York. This investment helped to make the college a strong link in the chain of publicly-supported institutions of higher education in New York City and State.

Spacious classrooms, laboratories, lecture halls, library, faculty and administrative offices, student and faculty cafeterias, student lounge, an auditorium and stage, gymnasium, swimming pool and new elevators have all been provided at the Main Building. New business, technology, and science laboratories and a language audio-laboratory extended the scope and utility of the educational plant. Additional equipment, more efficient illumination and landscaping have enhanced its educational usefulness, beauty, comfort and convenience.

In its efforts to serve the needs of the students and the community, the College has continued to acquire facilities as it outgrew those it had. It became necessary, beginning in 1960 during the reconstruction period, with the use of The Bronx-Union YMCA, to utilize nearby facilities to relieve crowding, if the College was to serve the numbers of qualified students who sought admission. Since 1960, the College has utilized, for example, with the cooperation of the Board of Education of the City of New York, the new...
THE COLLEGE DISCOVERY PROGRAM

The College Discovery Program was initiated during the summer of 1964 under the aegis of the City University of New York, with financial support provided by the New York State Legislature.

The program, modelled after Bronx Community College's "Operation Second Chance" program of 1960-61, was organized to offer high school graduates who might otherwise be unable to attend college the opportunity of a college education. Students are nominated for the College Discovery Program by public and private high school principals from among deserving graduates. Final selection of those to be admitted is made by a committee of City University and Board of Education representatives.

The students selected for the program are required to enter a curriculum leading to a baccalaureate degree. Attendance at the first summer session is expected as the initial experience, where students receive special instruction and guidance to increase their chances for success. While the students in the College Discovery Program are integrated completely with matriculated students, and their anonymity protected, they continue to receive special assistance, counseling, tutoring and financial aid where indicated. The students, who must meet the standards and requirements of matriculated students attending the Bronx Community College, may go on to a senior college after they complete their work at BCC successfully. The students are involved in a City University experimental program, which involves special testing and interviewing conducted by the staff of the Social Dynamics Research Institute of City College, as well as carefully compiled records.

A group of 125 was admitted in the Spring of 1964, and a second group of 125 in the Spring of 1965—both above and beyond the admissions quota set for those years in the normal budget of BCC. (In 1964, Queensborough Community College shared in the program. Since then, three other community colleges in City University have joined the program.)

ALUMNI

Graduates of Bronx Community College have expressed their loyalty to their College through membership and active participation in the Alumni Association. Many studies have been conducted of Alumni activities, success, problems and achievements. These follow-up studies reveal that practically all graduates of transfer curricula continue their higher education beyond the two-year degree program, as do many of the graduates of career curricula. Graduates of career programs are able to be placed in jobs related to their special competencies and developed skills.
Bronx High School of Science building, for evening classes, supplementing those at the Main Center. The College continues to utilize several rooms of the nearby Concourse Center, and has recently acquired (September 1965) additional outside space for faculty offices and administrative use.

Since its inception in 1960, the Nursing Program has utilized clinic facilities at various hospitals—Montefiore, Morrisania, Kingsbridge Veterans, Bronx-Lebanon, and Bronx Municipal Hospital Center. By agreement between the Board of Higher Education and the Department of Hospitals, beginning in September 1964, the College operates a Nursing Center—a new 13-story Nursing School and Residence located within the complex of the Bronx Municipal Hospital Center, complete with instructional, library, dormitory, and recreational facilities for 400 resident student nurses. The Nursing Center includes ultra-modern classrooms, laboratories, lecture halls, library, gymnasium, swimming pool, auditorium, lounges, administrative and faculty offices, and attractive grounds with outdoor recreation facilities.

A new campus has been in the planning stages since 1960. It has finally been approved (August 1965) by the N. Y. City Site Selection Board, the last agency whose action will launch the beginning of work on the new campus. (See page 38.)
Within the Bronx Municipal Hospital Center grounds, in addition to the BCC Nursing Center, are found the Jacobi and Van Etten Hospitals; and located adjacent to them is the Albert Einstein College of Medicine of Yeshiva University—all of which combine to create an atmosphere conducive to the education of nurses.

THE LIBRARY

Librarian: Dr. Rosenstock
Assistant Librarians: Miss Baum, Miss Klymowycz, Mrs. Kolliner, Mrs. Lane

At Bronx Community College, 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, both through its book and periodical collections and the audio-visual equipment provided.

The College Library at the Main Center, conveniently located on the first floor, provides a comfortable area conducive to reading, research and study, in connection with its collection and facilities.

The growing book collection of 18,000 volumes includes basic reference books for course study and reports. The Library receives over 200 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, and a pamphlet file on topics of current interest.

The Library arranges appropriate exhibitions, prepared in cooperation with student groups and faculty. Discount tickets to various cultural events in the metropolitan area are distributed, in cooperation with student and faculty committees.

A branch library is maintained at the new Nursing Center. It is staffed and equipped to provide full service to students of nursing.

Another branch is located at the Bronx High School of Science, in order to provide service to evening students attending classes there.

The audio-visual services of the College are offered and coordinated under the aegis of the Library staff. The Audio Laboratory is used especially in conjunction with foreign language, music, speech, English, and stenography courses. The Laboratory is equipped with tapes, recording and reproducing facilities, and phonograph record players. A collection of music and spoken records is available in the Laboratory for student listening.

The Library helps to provide and equip special quiet study and leisure reading areas in other parts of the College, and, in cooperation with the
THE NURSING CENTER

To Bronx Community College was recently added a unique and modern educational facility, devoted to the education of nurses. The Bronx Community College Nursing School and Residence building at the Bronx Municipal Hospital Center is a joint operation, based on an agreement between the Board of Higher Education and the Department of Hospitals, which has made possible an expanded program for the education of nurses at this unit of the City University of New York. It is rapidly becoming a prototype model for others in City University and is being hailed nationally.

The College operates the academic program at the Nursing Center; the Department of Hospitals participates in the administration of the Center. Representatives of the Board of Higher Education, the Bronx Community College, the Department of Hospitals, the Albert Einstein College of Medicine of Yeshiva University, the Bronx Municipal Hospital Center, and the professional field of Nursing Education, as well as other agencies of the community, are included in the Advisory Council for the Nursing Center.

The Nursing Program at BCC was instituted in 1959, with the award of a five-year Kellogg Foundation grant, setting up the College as a demonstration center for associate degree nursing education in the State of New York. Since 1962, further grants from the United States Public Health Service have enabled the College to experiment with and develop techniques for the use of closed-circuit television and video tapes in clinical nursing instruction. The closed-circuit television project has been conducted at the Montefiore Hospital in the Bronx, one of the cooperating hospitals in the Nursing program in which students receive clinical experience.

The new Nursing Center, opened in September, 1964, and officially dedicated in March, 1965, is a thirteen-story building on the grounds of the Bronx Municipal Hospital Center. Designed by Harry M. Prince, one of the architects engaged in designing the new "air space campus" for the College, the Nursing Center contains a beautiful auditorium, modern classrooms, a library, laboratories, lecture halls, and conference rooms, as well as ten floors devoted to individual dormitory facilities. Recreational facilities include lounges, a music room, a swimming pool, a gymnasium and sports areas, and a spacious dining room with an adjoining terrace.

The Nursing Program, which is coeducational, offers the two-year Associate in Applied Science degree to its graduates. The students in this program are fully matriculated students of the College who enjoy free tuition and residence privileges, plus an annual scholarship grant from the City of New York to help offset educational and transportation expenses.
departments, files special materials, bibliographies, syllabi and previous examinations for study and analysis.

"Library Acquisitions" is published periodically for faculty and student edification. The "BCC Library Handbook" is distributed to students. "Audio-Visual News" is issued periodically by the Audio-Visual section. All students receive an orientation lecture on 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 reference aid for the individual reader, supplemented by subject bibliographies in individual courses.
DIRECTORY OF FACILITIES AND OFFICES

The facilities described in the following pages are those found in the Mein Building, unless otherwise noted.

Auditorium

The spacious, attractive, well-illuminated, renovated Auditorium is located on the first and second floors of the Mein Building. Its capacity of 980 enables its use for College cultural and student activity programs, as well as study areas, community and cultural events, examinations, convocations, etc.

Bookstore
(The Campus Shop)

The bookstore, operated as a private concession under contract with the College, is located at 115 East 184th Street, across the street from the Mein Building. Lists of required texts are posted there and on departmental bulletin boards. In addition, it offers for sale notebooks, student supplies, stationery, greeting cards, and records. Students can also purchase required uniforms for Physical Education, as well as authorized Master combination key control locks for lockers. Part of the bookstore’s income goes to the Bronx Community College Association, Inc., which funds are used to support student activities. During the semester it is open

Mondays - Thursdays 9:00 A.M. to 8:00 P.M.
Fridays 9:00 A.M. to 4:00 P.M.

During registration periods the hours are generally extended.

The phone number of the Campus Shop is WE 3-2552.

Bulletin Boards — Announcements

College bulletin boards, important areas where students find notices, announcements, and information of interest, are located on the main floor, outside the Library, near the cafeteria and student lounge, and near the Student Activities Office. Notices from the Registrar, Deans, Heads of Department, Department of Student Personnel, Student Council, and student organizations are found in designated areas.

Bulletin boards are also provided for administrative notices at each of the College centers.

Cafeteria

The cafeteria, located on the fifth floor, 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 and use the usable areas. Food may be eaten in the Mein Building only in the cafeteria.
Public Telephones
Public telephone booths are found on the first, third and fifth floors of the Main Building.

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 Lounge
The Student Lounge is located on the fifth floor of the Main Building. Students are invited to use and to enjoy this recreation area during their leisure hours.

While food may not be eaten in the Lounge, clubs and other organized groups may seek special permission from the Coordinator of Student Activities to serve refreshments in the Student Lounge as part of a prepared program.

The Student Lounge is, therefore, occasionally closed to general use in order to accommodate special, planned student or college meetings.

Student Publications Office
An office and workshop for student publications is located in the basement-mezzanine, Room BM-4. The staffs of Student Newsletter, Evening Reporter, The Communicator and Genesis are currently housed here.

Swimming Pool
The renovated swimming pool is used for Health and Physical Education classes and, like the Gymnasium, is also available for student and faculty recreational use during specified and announced hours.
College Office at Bronx High School of Science

The College Administrative Office at the Bronx High School of Science, where the College conducts classes in the evening, is located on the Second Floor, Room 213.

Evening and Extension Division Offices

The Office of the Director of the Evening and Extension Division is Room 238 in the Main Building. Representatives of the Director of the Evening and Extension Division are available in the office from 6:00 - 10:30 P.M. on those evenings when classes are in session, and during regular business hours, 9 - 5 P.M., during the day.

Faculty Offices

Many faculty and staff offices are located in the Main Building and in the Nursing Center. Additional faculty offices are located at the Concourse Faculty Offices Center, 2382 Grand Concourse at 184th Street, on the second floor.

Listings of faculty offices and office hours are posted on departmental bulletin boards and available in those offices, as well as in the Office of the Dean of Faculty.

Gymnasium

The renovated gymnasium and locker rooms are located in the basement of the Main Building.

Infirmary and First Aid

On days when classes are in session, a registered nurse is on duty from 9:00 A.M. to 5:00 P.M., and from 6:00 P.M. to 10:30 P.M. in the infirmary, Room BM-5, located in the basement-mezzanine of the Main Building. The College has a physician constantly on call. The Nursing Center has an infirmary and nurse on duty, as well as access to hospital facilities.

Lost and Found

Lost articles should be returned and claimed at the Guard’s desk on the main floor of the Main Building, or at the College Administrative Office in each of the centers.

Nursing Center

The many facilities of the Nursing School and Residence are listed and described on page 30 and in the Nursing Center Handbook, available for student nurses residing at that center. The Office of the Administrator of the Nursing Center is located on the first floor of that center.

Community Relations and Public Information Office

The office of the College Community Relations and Public Information Officer (Assistant to the Dean of Faculty) is located in the basement-mezzanine, Room BM-3.
SELECTED PUBLICATIONS OF BRONX COMMUNITY COLLEGE

Audio-Visual News—Published periodically by the Library. Information about new equipment, new teaching aids, and other pertinent news related to the Audio-Visual Laboratory are announced in this bulletin.

Bulletin of Information for Prospective Students—A summary of the pertinent facts and procedures regarding this college, designed to aid the prospective student and high school guidance counselors.

Catalog—Published periodically by the College. The catalog contains a statement of the philosophy and aims of the college, policies and procedures concerning student admission and maintenance of status, curricular offerings, and course descriptions. Supplements to the official catalog are printed as the needs arise.

Curricular Brochures—Individual booklets and pamphlets describing the offerings and requirements of the curricula and programs of this college.

Faculty Bulletin—A bi-weekly publication for the faculty from the Office of the Dean of Faculty. Important announcements are made and information given concerning academic and administrative matters.

Faculty and Staff Facts—Published periodically for the faculty and staff. This publication contains interesting news about faculty and staff activities and achievements.

Higher Education and You—A booklet describing the opportunities in higher education in the community, written and distributed by Bronx Community College as a service to high school students and their parents, and used throughout the nation.

Library Acquisitions—A monthly list of new books added to the Library collection.

Library Handbook—A guide for students in the use of the Library and all its resources, with a section on how to do a library research project.

Nursing Center Handbook—A booklet especially for student nurses who live and study at the Nursing Center, offers helpful information for the resident students and provides them with the regulations in effect at the Nursing Center.

"One Tree Out of Many"—A booklet containing the address delivered by the Hon. Arthur Levitt, Comptroller of the State of New York, at The Bronx Community College Commencement Exercises, June 15, 1965.
Operation Second Chance—A report of a study made by the College under a Ford Foundation Grant. "Operation Second Chance" was a pilot program in providing educational opportunities to high school graduates whose previous academic records and high school recommendations indicated they deserved a "second chance" to prove their abilities to seek and earn a college education. (Printed in Junior College Journal, October, 1962.)

Stylebook: A Guidebook to Writing Papers—A manual for students, prepared by the English Department, for writing term and research papers.

Student Handbook—Prepared annually by the Department of Student Personnel, this handbook contains information and material a student needs to know regarding his life and work at this college. Academic procedures are detailed, rules and regulations are described, clubs and organizations are listed, as well as a directory of faculty and other college officials and personnel.

STUDENT PUBLICATIONS:

The Communicator—The monthly student newspaper. A student staff is responsible for this newspaper which is the student voice of the campus.

The Evening Reporter—A bulletin published periodically by the Evening Student Council to serve the needs of those students who attend classes at the college mainly in the evening. It contains news and information about social and academic matters.

Genesis—The annual yearbook. This publication is prepared by a staff of senior students and contains a pictorial and narrative presentation of life at the college during the year, and the history of the graduating class.

Gleanings—The annual literary magazine. Gleanings is published every spring and contains selections in prose and poetry, as well as artistic expression, arising from the many fields of academic and curricular interest at Bronx Community College.

The Student Newsletter—A weekly bulletin published by the Day Student Council. The Newsletter contains important announcements and information regarding college activities and academic matters.
THE FUTURE — A NEW CAMPUS

A new campus for the Bronx Community College has been planned by President Meister and the Board of Higher Education, and has received the approval of all the City and State agencies that had a responsible part to play, including the State University Trustees, the Site Selection Board, the City Planning Commission, and the Board of Estimate. The funds have been appropriated, and architects are busily at work putting the plans on the drawing boards.

The campus will be unique in that it will be an "air-space" structure, being developed on foundations and double decking that will cover the Transit Authority storage yards at Bedford Park Boulevard and Paul Avenue in the Bronx. This choice of site makes it possible to proceed immediately with construction without the necessity of demolition or tenant relocation and other time-consuming and costly activities. The double deck permits off-street parking for approximately 1,000 automobiles. (See inside back cover.)

The campus will be part of an education complex, near Hunter College in the Bronx. It is in a very accessible neighborhood, near several secondary schools. It makes possible unique features, in the planning of which the faculty has played a role, to help provide excellence of instruction and the very latest in educational equipment.

This dream will become a reality in the next few years.
In his Commencement Address to the graduating class on June 15, 1965, New York State Comptroller Arthur Levitt expanded on the theme of the College Seal, in a speech entitled "One Tree Out of Many." In that speech he said:

... Look carefully at the design of the seal chosen by your college to represent its aspirations for you. It is not a sword, nor a shield, nor a key to a doctorate. There are those who might look for a dollar sign, such being the emphasis some authorities place on the monetary value of a college education these days. But your college seal has none of these symbols. It has, quite simply, a tree with three branches.

... Uppermost is the open book of knowledge, superimposed upon an ancient scroll. There is a meaning here for this great community college, so young in years, so very old in concept. When we trace back our cultural heritage into the course of European history, we find that medieval man emerged from the dark ages by the light of the schools which were established, not by great benefactors, but by the citizens of town after town. Some of these schools pioneered in special programs, even as your college has pioneered in a later day, and attracted scholars from distant areas. It was through this development that we trace the rise of the great universities from the early twelfth century.

... We come to the challenge of the atom in the lower right corner of your college seal. It is a mixed symbol today, one of limitless energy, but also one of man's capacity to destroy himself. Your college has chosen the symbol as the hope of mankind that this energy, this tremendous capacity, will be used for the purposes of peace. This is indeed your task, turned over to your generation by an older and now wiser generation.

... The atom is also a symbol of man's transcendence of time, because the atom is a bit of eternity. It is a bit of the stuff of the universe, invisibly small in itself but awesomely large in the scheme of time, space and natural law.

... Today, the expanding frontiers of our knowledge reveal the limitless wonders of creation. But in all the universe the human mind finds no wonder as great as the mind itself, no mystery as deep as the human spirit. Through mind and spirit man reaches out to seek the true purpose, the true meaning of what we know as life. As our minds are enriched, as we are lifted up in spirit, so do we come nearer to a perception, however dim, of eternal truth. There is no greater knowledge.
COLLEGE COLORS

Green and gold were chosen as the College colors for their special significance since they represent a harmonious, esthetic balance that symbolizes the College ideals.

Green, the color of the pigmentation of the natural process of photosynthesis, suggests the creativity and vigor of youth, traits to be cultivated in college students.

Gold, associated with the rays of the sun, depicts the basic source of energy and light, and connotes curiosity and other penetrating qualities of mind and intellect, whose purpose is to penetrate darkness, dispel ignorance, and illuminate ideas in the quest for knowledge, truth, enlightenment, wisdom and understanding.

The combination of green and gold synthesizes the hopes of mankind to advance human progress, stimulated by the idealism and intellectual fervor of the youthful spirit.

COLLEGE SEAL

The seal of the Bronx Community College reflects its educational philosophy and institutional aspirations.

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

The upper branch supports an open book, symbolizing scholarship superimposed upon an ancient scroll, implying that the wisdom and knowledge of all ages help us to live fuller lives.

The lower left-hand branch displays the palm of a hand holding the planet, Earth, to assert the conviction that man can control his destiny for the good of his community.

The stylized diagram of an atom on the lower right-hand branch reminds us of man's need to learn to control matter and energy for peaceful and enlightened purposes.

Thus, the seal highlights the dedication of the College to the realization of the highest ideals of humanity, through education and the quest for truth and virtue.
2

GOVERNANCE
OF THE
COLLEGE
GOVERNING BODIES

The Board of Higher Education of the City of New York is the governing body of The City University of New York, including the Bronx Community College. The Board shares with the State University of New York Trustees various responsibilities for the College.

BOARD OF HIGHER EDUCATION of the City of New York

Bronx Community College, administered by the Board of Higher Education, is a unit of The City 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 for nine-year terms, and one member ex officio, the president of the Board of Education. Board headquarters are at 535 East 80 Street, New York 10021.

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** Member, BCC Committee
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CITY UNIVERSITY DEANS

Acting Dean of Business Affairs: Bernard Mintz, B.S., M.A.
Dean of Academic Development: Elbert K. Fretwell Jr., B.A., M.A., Ph.D.
Dean of Studies: Harry L. Levy, B.A., M.A., Ph.D.
Dean of Graduate Studies: Mina S. Rees, B.A., M.A., Ph.D., Sc.D.
Dean of Teacher Education: Harry N. Rivlin, B.S.S., M.A., Ph.D.

STATE UNIVERSITY OF NEW YORK

Bronx Community College operates under the program of the State University of New York, according to New York State Education Law.

The State University of New York was established by the State Legislature in 1948. It comprises 58 units, four University Centers, two Medical Centers, twenty-four State colleges (18 four-year and 6 two-year), a Graduate School of Public Affairs, and 28 locally-sponsored two-year community colleges. Although separated geographically, all are united in a common purpose to improve and extend opportunities for youth to continue their education beyond high school.

State University offers programs in the liberal arts and sciences; engineering; home economics; industrial and labor relations; veterinary medicine; ceramics; agriculture; forestry, maritime service; teacher education; law; pharmacy; medicine; dentistry; social work; business administration; and public administration. The University's two-year programs also include liberal arts study and a wide variety of technical courses in such areas as agriculture, business, and the industrial and medical technologies.

Advanced graduate study at the doctoral level is offered by the University at 12 of its units, including the University Centers and the Graduate School of Public Affairs. While graduate work can be pursued at 24 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.
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 eleven publicly-supported institutions of higher education: four senior colleges and seven community colleges. The University offers undergraduate and graduate instruction.

The Administrative Council of The University is composed of the chancellor, who is chairman of the Council, and the presidents of the constituent colleges.

THE CITY UNIVERSITY OF NEW YORK
Administrative Council

Chancellor: Albert H. Bowker, B.S., Ph.D.

The City College, Founded 1847

Hunter College, Founded 1870
President: John J. Meng, M.A., Ph.D., LL.D.

Brooklyn College, Founded 1930
President: Harry D. Gideonse, M.A., L.H.D., LL.D.

Queens College, Founded 1937
President: Joseph P. McMurray, LL.D., L.H.D.

Staten Island Community College, Founded 1955
President: Walter L. Willig, M.C.E., P.E.

Bronx Community College, Founded 1957
President: Morris Meister, B.S., M.A., Ph.D., Sc.D.

Queensborough Community College, Founded 1958
President: Dumont F. Kenny, B.S., Ph.D.

Kingsborough Community College, Founded 1963
President: Jacob I. Hartstein, B.A., M.S., M.A., Ph.D.

Borough of Manhattan Community College, Founded 1964
President: Murray H. Block, B.B.A., M.A., Ed.D.

New York City Community College of Applied Arts and Sciences, Founded 1946
Dean in Charge: Milton G. Bassin, B.M.E., M.E., P.E.

College of Police Science, Founded 1964
President: Leonard E. Reisman
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 and center of State University is locally administered.

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."

## STATE UNIVERSITY OF NEW YORK

### Board of Trustees

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
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<tbody>
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<td>Clifton W. Phalen, B.S., LL.D., Chairman</td>
<td>Plandome</td>
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<td>James J. Warren, L.H.D., Vice-Chairman</td>
<td>Albany</td>
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<td>Warren W. Clute, Jr.</td>
<td>Watkins Glen</td>
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<td>Joseph E. Davis, L.H.D.</td>
<td>New York City</td>
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<td>Charles R. Debold, LL.B.</td>
<td>Buffalo</td>
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<td>Mrs. Betty Hawley Donnelly</td>
<td>New York City</td>
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<td>Manly Fleischmann, A.B., LL.B.</td>
<td>Buffalo</td>
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<td>Samuel Hausman</td>
<td>New York City</td>
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<td>George Hinman, A.B., LL.B., L.H.D., L.L.D.</td>
<td>New York City</td>
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<td>Morris Iushewitz</td>
<td>New York City</td>
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<td>Mrs. Margaret T. Quackenbush, B.B.</td>
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<td>John A. Roosevelt, A.B.</td>
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<td>Oren Root, A.B., LL.B., LL.D.</td>
<td>New York City</td>
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<tr>
<td>Roger Sinnen, B.S.</td>
<td>Utica</td>
</tr>
<tr>
<td>Don J. Wickham, B.S.</td>
<td>Hector</td>
</tr>
</tbody>
</table>

President of the University: Samuel B. Gould, A.B., M.A., LL.D.
Executive Vice President: J. Lawrence Murray
Executive Dean for Two-Year Colleges: Sebastian Martorana, B.S., M.A., Ph.D.
Associate Executive Dean for Two-Year Colleges: Kenneth T. Doran, B.S., M.S. in Ed., Ed.D.
Secretary of the University: Martha J. Downey, B.S., M.A.
## COLLEGES OF STATE UNIVERSITY OF NEW YORK

### University Centers
- State University at Albany
- State University at Binghamton
- State University at Buffalo
- State University at Stony Brook

### Medical Centers
- Downstate Medical Center at Brooklyn (New York City)
- Upstate Medical Center at Syracuse

### Graduate School
- Graduate School of Public Affairs at Albany

### Colleges of Arts and Science
- College at Brockport
- College at Fredonia
- College at Geneseo
- College at New Paltz
- College at Oneonta
- College at Oswego
- College at Plattsburgh
- College at Potsdam

### Specialized Colleges
- College of Forestry at Syracuse University
- Maritime College at Fort Schuyler (New York City)
- 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

### Two-Year Colleges
- Agricultural and Technical Colleges at:
  - Alfred
  - Cobleskill
  - Delhi
  - Morrisville

### Community Colleges
(Locally-sponsored two-year colleges under the program of State University)
- Adirondack Community College at Hudson Falls
- Auburn Community College at Auburn
- Borough of Manhattan Community College at New York City
- 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
- Fulton-Montgomery Community College
- Hudson Valley Community College at Troy
- Jamestown Community College at Jamestown
- Jefferson Community College at Watertown
- Kingsborough Community College at Brooklyn
- Mohawk Valley Community College at Utica
- Monroe Community College at Rochester
- Nassau Community College at Garden City
- New York City Community College of Applied Arts and Sciences at Brooklyn
- Niagara County Community College at Niagara Falls
- 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
- Sullivan County Community College at South Fallsburg
- Ulster County Community College at Kingston
- Westchester Community College at Valhalla
FACULTY

According to the Bylaws of the Board of Higher Education, "The faculty shall be responsible, subject to the Board, for the formulation of policy relating to health and scholarship, standards of admission, the attendance and discharge of students, the curriculum and study programs, the granting of degrees, student activities, extra-curricular activities and student discipline."

The full-time faculty, as of September 1, 1965, is listed in alphabetical order, with earned degrees, official title and departmental affiliation. (In addition to the full-time faculty, some part-time faculty with the title of "lecturer" teach classes during the day and evening. A complete list of the part-time faculty is available at the beginning of each semester.)

Alessio, Philip F. Instructor, Engineering Technologies (Mech. Tech.) B.M.E., General Motors Institute; M.E., Pennsylvania State University
Allen, Judith Cormack Instructor, Nursing New York Hospital School of Nursing, B.S., Cornell University; M.A., New York University; R.N., State of New York
Altman, Ruth Instructor, Health and Physical Education
Armes, Antonio M. Assistant Professor, Modern Languages (Spanish) B.A., St. Joseph Institute, Camillas, Santander, Spain; M.A., Camillas University, Santander, Spain; Columbia University*
Asrelsly, Arnold Instructor, English B.A., Brooklyn College; M.A., New York University*
Atlas, Sheldon M., Head of Department—Professor, Chemistry and Chemical Technology B.S., M.S., Polytechnic Institute of Brooklyn; Ph.D., New York University
Babnis, Patricia A. Instructor, Chemistry and Chemical Technology B.A., M.A., Brooklyn College; New York University*
Baum, Joan H. Assistant Librarian B.A., Barnard College; M.L.S, in Library Service, Columbia University
Bonnett, Michael E. Instructor, Mathematics B.S., City College; M.A., New York University*
Berger, Frederick J. Assistant Professor, Engineering Technologies (Elec. Tech.) B.E.E., B.S., City College; M.E.E., New York University
Berger, Phyllis Instructor, Engineering Technologies (Mech. Tech.) B.S.M.E., Cooper Union; M.S.M.E., Stevens Institute of Technology
Beringause, Arthur F. Head of Department—Professor, English
B.A., M.S., City College; Ph.D., New York University
Bernand, Rochelle Assistant Professor, Modern Languages (French) Licence en Droit, Doctorat en Droit, University of Geneva
Bidot, Inas Instructor, Modern Languages (Spanish) B.A., Normal School for Teachers (Havana); Ed.D., University of Havana
Bindler, Norman Instructor, Social Studies (History) B.A., M.A., University of Michigan; New York University*
Bluth, Doris Instructor, Business and Commerce B.A., M.A., Hunter College
Bonelli, Vincent F. Instructor, Social Studies (History) B.A., M.A., New York University*
Borack, Leonard I. Instructor, Biology and Medical Laboratory Technology B.S., Tufts University; M.S., New York University*
Brennan, Glen Assistant Professor, Social Studies (History) B.A., Columbia University; Ph.D., New York University
Brickman, Leonard Associate Professor, Administrator of the Nursing Center B.S., M.S., City College; Ed.D., Columbia University
Buckley, June Assistant Professor, Chemistry and Chemical Technology B.S., University of Rochester; M.A. in Ed., Hunter College; New York University*

*Matriculated candidate for the doctoral degree
BRONX COMMUNITY COLLEGE
OFFICERS OF ADMINISTRATION

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Sidney Silverman, Ed.D. .................................................. Dean of Administration and Director of Evening and Extension Division

Clement M. Thompson, Ph.D. .................................................. Dean of Students
Henry F. White, Ph.D. .................................................. Director of Summer Session
John E. D’Andrea, M.S., in Ed. .................................................. Director of Admissions and Registrar
Joseph E. Berman, B.S. .................................................. Fiscal Officer

ASSISTANTS TO OFFICERS OF ADMINISTRATION

Daniel S. McGrath, Jr., M.A. .................................................. Assistant Dean of Administration
Vera F. Minkin, Ed.D. .................................................. Assistant Dean of Students
Leonard A. Brickman, Ed.D. .................................................. Administrator of Nursing Center
Rachel D. Wilkinson, Ph.D. .................................................. Coordinator of College Discovery Program
Paul Rosenfeld, M.A. .................................................. Assistant to Dean of Administration

Peter J. Caffrey, M.A. .................................................. Assistant to Director of Evening and Extension Division
Norma L. Newmark, Ph.D. .................................................. Assistant to Dean of Faculty; Public Information and Community Relations Officer

Herman Stein, M.A. .................................................. Assistant to Director of Summer Session
Peter L. O’Hara, M.S. in Ed. .................................................. Assistant Registrar in Admissions
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Harvey Erdsnecker, B.S. in Ed. .................................................. Assistant Registrar
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HEADS OF DEPARTMENTS

Biology and Medical Laboratory Technology .................................. Dr. Henry F. White
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Chemistry and Chemical Technology .................................. Dr. Sheldon M. Atlas
Engineering Technologies .................................. Prof. Manuel Stillerman,* Prof. Herbert I. Tyson**
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Nursing .................................. Dr. Beatrice Perlmutter
Physics .................................. Prof. Kalman Pomeranz†
Social Studies .................................. Dr. Mark D. Hirsch
Speech, and the Fine and Performing Arts .................................. Dr. Wynn R. Reynolds
Student Personnel .................................. Dr. Clement M. Thompson

*On leave 1965-66
**Head of Department (Acting) 1965-66
†Acting Head
Horowitz, Elinor                      Instructor, Nursing
  B.S., M.S., Hunter College; R.N., State of Pennsylvania

Howard, Leila D.                       Instructor, Nursing
  B.S., M.S., Hunter College; R.N., State of New York

Jackson, Annie                        Instructor, Nursing
  Diploma in Nursing, South Carolina State Hospital School of Nursing; B.S., Hunter College; M.A., Columbia University; R.N., State of South Carolina

Jackson, Rose                         Instructor, Nursing
  Diploma in Nursing, New Rochelle Hospital School of Nursing; B.S., M.A., New York University; R.N., State of New York

Jaffe, Marvin R.                      Instructor, Chemistry and Chemical Technology
  B.S., M.A., Brooklyn College

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

Just, Erwin**                         Head of Department—Assistant Professor, Mathematics
  B.S., M.S., City College; M.A., Brooklyn College; Adelphi University*

Kalin, Myron                          Instructor, Student Personnel
  B.A., Long Island University; M.A., Columbia University

Kaluck, Michael                      Instructor, Biology and Medical Laboratory Technology
  B.A., Adelphi College; M.S., Fordham University

Kaplan, Fredlee, Michael              Instructor, Student Personnel
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Katz, Violet                          Lecturer in Nursing Science, Nursing
  B.S., M.A., New York University,* R.N., State of N.Y.

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  B.A., Marymount College; M.S., Columbia University*

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  B.A., Brooklyn College; M.S., City College

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  B.S., St. John’s University; M.S., Hunter College; R.N., State of New York

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  B.B.A., M.B.A., City College; C.P.A., State of New York

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

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  B.A., Radcliffe College; M.A., University of Minnesota; M.S. in L.S., Columbia University

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Kraft, Mildred                       Assistant Registrar
  B.A., Hunter College

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Lalli, Paul Joseph                   Assistant Professor, Modern Languages (French and Spanish)
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  B.S. in Ed., Fordham University; M.L.S., Pratt Institute

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Leaver, Geraldine Z.                 Instructor, Nursing
  Diploma in Nursing, New York Medical College; B.S., M.A., New York University; R.N., State of New York

*Matriculated candidate for the doctoral degree
**On leave 1965-66
Finnegan, Thomas J. Assistant Professor, Mathematics
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Fixler, Eugene Instructor, Student Personnel
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B.S., M.S., Hunter College; R.N., State of New York

Frank, Mortimer H. Instructor, English
B.A., M.A., New York University*

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Gilroy, Nicholas M. Instructor, Speech and the Fine and Performing Arts (Speech)
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Gorman, Ralph Instructor, Physics
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Diploma in Nursing, Bridgeport Hospital School of Nursing (Bridgeport, Conn.);
B.S., M.A., Columbia University; R.N., State of New York

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Gourin, Roger A. Instructor, Modern Languages (French)
B.A., Catholic University of America; M.A., Hunter College: New York University*

Greenwald, Alan S.** Instructor, Physics
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Hirschfeld, Marvin Assistant Professor, Business and Commerce
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Hirschfeld, Arthur S. Assistant Professor, Business and Commerce
B.S., Long Island University; M.A., New York University; C.P.A., State of New York

*Matriculated candidate for the doctoral degree
**On leave 1965-66
Lawrence, Stella  Assistant Professor, Engineering Technologies (Elec. Tech.)
B.A., M.S., New York University; B.E.E., M.E.E., Polytechnic Institute of Brooklyn

Leifkowitz, Ruth  Assistant Professor, Mathematics
B.A., Hunter College; M.A., Columbia University*

Leneffsky, Barbara E.  Lecturer in Nursing Science, Nursing
B.S., St. John's University; M.A., New York University; R.N., State of New York

Lessard, Amelia  Instructor, Modern Languages (Spanish)
B.A., Clark University; M.A., Princeton University*

Levy, Arlene L.  Assistant Professor, Nursing
Diploma in Nursing, Christ Hospital School of Nursing, (Jersey City, N. J.); B.S., M.A., New York University; R.N., State of New York

Linder, Jane  Instructor, Health and Physical Education
B.S. in Ed., City College

Linn, Clara S.  Instructor, Business and Commerce
B.B.A., City College; M.A., New York University

Lipsy, Sally I.**  Associate Professor, Mathematics
B.A., Hunter College; M.A., University of Wisconsin; Ed.D., Columbia University

Loughlin, Richard L.  Professor, English
B.S., St. John's University; M.A., Columbia University; Ph.D., New York University

Lowenthal, Daniel K.  Instructor, English
B.S., M.S., Columbia University*

Mandelbaum, Bernard  Assistant Professor, English
B.A., Brooklyn College; M.A., Ph.D., New York University

Mangin, Roberta  Instructor, Nursing
B.S. in Nursing Ed., Plattsburgh State College; M.A., New York University; R.N., State of New York

Margolis, Shirley  Instructor, Nursing
B.S., Hunter College; M.A., New York University; R.N., State of New York

May, Fennie L.  Lecturer in Nursing Science, Nursing
B.S., Agricultural and Technical College; M.S., Maryland University

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

McCulloch, Donald F.  Associate Professor, Modern Languages (French and Spanish)
B.A., M.A., Fordham University; Ph.D., New York University

McGrath, Daniel S., Jr.  Head of Department—Professor, Health and Physical Education
Asst. Dean of Administration
Diploma, Savage School of Physical Education; B.S., M.A., Columbia University

McLaughlin, Neil  Associate Professor, Engineering Technologies (Elec. Tech.)
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Meister, Morris  President of the College
B.S., City College; M.A., Ph.D., Columbia University; Sc.D. (Hon.), New York University

Minkin, Vera F.  Asst. Dean of Students— Associate Professor, Student Personnel
B.A., New York University; M.A., Columbia University; Ed.D., New York University

Moehs, Tete  Instructor, Social Studies (History)
B.A., Hunter College; M.A., New York University*

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

Moore, Joseph A.  Instructor, Biology and Medical Laboratory Technology
B.S., M.S., C.W. Post College

Motola, Gabriel  Assistant Professor, English
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Mukherjee, Joan  Assistant Professor, Chemistry and Chemical Technology
B.S., Hamline Univ., Ph.D., Univ. of Minnesota

Mullings, Cynthia D.  Instructor, Nursing
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Newmark, Norma L.  Assistant Professor, Assistant to Dean of Faculty
B.A., M.A., Hunter College; Ph.D., New York University

O'Hara, Peter I.  Assistant Registrar
B.A., Iona College; M.S. in Ed., Fordham University

* Matriculated candidate for the doctoral degree.
** On leave 1965-66.
Off, Julian M. Instructor, English
B.A. Union College; M.A. Columbia University
Pepe, Anthony A. Instructor, Biology and Medical Laboratory Technology
B.S. City College; M.A., Hunter College
Paster, Eugene L. Instructor, Chemistry and Chemical Technology
B.S. Brooklyn College; M.S., New York University
Paterson, Joyce Lecturer in Nursing Science, Nursing
B.S., M.S., Hunter College; R.N., State of New York
Permuter, Beatrice Head of Department—Professor, Nursing
B.S., Hunter College; M.A., Ed.D., New York University; R.N., State of New York
Pitman, Avis Assistant Professor, Nursing
Diploma in Nursing, Buffalo General Hospital School of Nursing; B.S. in Ed., Ohio State University; M.A., New York University; R.N., State of New York
Pollin, Burton R. Associate Professor, English
B.A., M.S., City College; Ph.D., Columbia University
Polovetsk, Carl J. Assistant Professor, Chemistry and Chemical Technology
B.S. City College; M.S., Ph.D., New York University
Pomerantz, Kalman B. Acting Head of Department—Assistant Professor, Physics
B.A., M.A., New York University; Polytechnic Institute of Brooklyn*
Porrino, Anna
B.A., City College; M.A., New York University*
Prestwidge, Kathleen Assistant Professor, Biology and Medical Laboratory Technology
B.A., Hunter College; M.A., Brooklyn College
Prince, Jack I. Assistant Professor, Physics
B.A. Yeshiva College; M.S., New York University*
Racman, Ruth Instructor, Student Personnel
B.A., Hunter College; M.A., New York University
Raphael, Lawrence J. Instructor, Speech, and the Fine and Performing Arts (Speech)
B.A., M.A., Queens College
Ratliffe, Thomas G., Jr. Instructor, English
B.A., Harvard University; M.A., New York University
Read, Phyllis J. Instructor, English
B.A., Univ. of Kentucky; M.A., Trinity College (Hartford, Conn.)
Res, Samuel S. Assistant Professor, Business and Commerce
B.A., City College; J.D., New York University, C.P.A., State of New York
Reynolds, Wynn R. Head of Department—Associate Professor, Speech, and the Fine and Performing Arts
B.A., Lafayette College; M.A., Ph.D., Columbia University
Ritterman, Saul A. Assistant Professor, Engineering Technologies (Elec. Tech.)
B.S. Physics, City College; M.E.E., New York University
Robbins, Herbert Assistant Professor, Social Studies (Psychology)
B.A., M.S. in Ed., City College; Ph.D., New York University
Rockwood, Jerome Assistant Professor, Speech, and the Fine and Performing Arts (Speech)
B.A., Brooklyn College; M.A., Western Reserve University (Cleveland, O.); New York University*
Rodzianko, Oleg M. Assistant Professor, Engineering Technologies (Mech. Tech.)
B.S.M.E., Cooper Union; P.E., State of New York
Rosefield, Paul Assistant Professor, Assistant to Dean of Administration
B.A., City College; M.A., Columbia University*
Rosenstock, Morton Head of Department—Librarian, Associate Professor
B.A., Harvard University; M.A., M.S. in L.S., Ph.D., Columbia University
Ruggiero, Lawrence J. Assistant Professor, Business and Commerce
B.S., M.B.A. New York University; C.P.A., State of New York
Salzberg, Lena Instructor, Nursing
B.S., M.S., Hunter College; R.N., State of New Jersey
Sauer, David Assistant Professor, Physics
B.A., Brooklyn College; M.A., New York University
Saulberg, Marvin Assistant Professor, Speech, and the Fine and Performing Arts (Music)
B.M., Hartt College (Hartford, Conn.); M.M., University of Illinois; D.M., Cornell University
Sauerbrei, Carl Assistant Professor, Student Personnel
B.A., Muhlenberg College; M.S. in Ed., Fordham University

*Matriculated candidate for the doctoral degree.
Wachs, Irving  B.A., New York University  Instructor, Business and Commerce
Wallich, Molly  Lecturer in Nursing Science, Nursing
Weber, Jeannie  B.S., M.A., New York University  Instructor, Student Personnel
Weis, Emanuel  B.A., Brooklyn College; M.S., Brooklyn Polytechnic Institute
Whelan, John J.  B.S., City College; M.A., New York University  Instructor, Health and Physical Education
White, Dorothy A.  B.S., College of Mt. St. Vincent; M.S., University of Virginia  Instructor, Chemistry and Chemical Technology
White, Henry F., Head of Department—Professor, Biology and Medical Laboratory Technology
Wider, Sol  B.S., City College; M.S., New York University  Instructor, Physics
Williamson, Rachel D.  B.S., Winston-Salem State Teachers College; M.A., Columbia University; Graduate Certificate, Radcliffe College; Ph.D., New York University  Instructor, Modern Languages (Spanish)
Wilnofsky, Solomon  B.A., City College; M.A., Columbia University  Instructor, Modern Languages (German)
Winterfeldt, Hans  B.A., City College; New York University  Instructor, Modern Languages (German)
Wolf, Allan  B.A., M.A., City College; New York University  Instructor, Social Studies (History)
Wong, Frank V.  B.S.in Ed., M.S. in Ed., The City College  Instructor, Health and Physical Education
Zonis, Leonard  B.S., City College; M.A., Hunter College; Columbia University  Assistant Professor, Mathematics
Zolin, William M.  B.A., Columbia University  Instructor, English
Zuelke, Alfred  B.A., Union College; M.A., Columbia University  Instructor, Student Personnel
Zimmerman, Barry  B.S., M.A., Brooklyn College; Fordham University  Instructor, Chemistry and Chemical Technology
Zimmerman, Stephen M.  B.A., Union College; M.A., Columbia University  Instructor, English

**COLLEGE SERVICES**

Hecht, Robert, B.B.A.  Consultant, Institutional Studies and Research
Wachs, Irving, B.A.  Data Processing Officer

*Matriculated candidate for the doctoral degree.*
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seyer, Irwin</td>
<td>Instructor, Biology and Medical Laboratory Technology</td>
<td>B.S., M.S. in Ed., City College; New York University*</td>
</tr>
<tr>
<td>Scanlon, Margaret</td>
<td>Instructor, Nursing</td>
<td>B.S., Georgetown University School of Nursing; M.A., Columbia University; R.N., Washington, D.C.</td>
</tr>
<tr>
<td>Schaumberger, Norman</td>
<td>Associate Professor, Mathematics</td>
<td>B.S., M.A., City College; M.A., Brooklyn College; Ed.D., Columbia University</td>
</tr>
<tr>
<td>Segel, J. Yonny</td>
<td>Assistant Professor, Engineering Technologies (Graphic)</td>
<td>B.S.S., M.S. in Ed., City College</td>
</tr>
<tr>
<td>Seid, Robert</td>
<td>Associate Professor, Engineering Technologies (Mech. Tech.)</td>
<td>B.M.E., City College; M.I.E., New York University; P.E., State of New York</td>
</tr>
<tr>
<td>Shapiro, Allan</td>
<td>Lecturer in Nursing Science, Nursing Diploma in Nursing, Brooklyn State Hospital; R.N., State of New York; B.S., Adelphi College</td>
<td></td>
</tr>
<tr>
<td>Silverman, Sidney</td>
<td>Professor, Dean of Administration and Director of Evening and Extension Division</td>
<td>B.S., M.S. in Ed., City College; Ed.D., New York University</td>
</tr>
<tr>
<td>Simon, Louis F.</td>
<td>Assistant Professor, Speech, and the Fine and Performing Arts (Music)</td>
<td>B.M., M.M., Manhattan School of Music</td>
</tr>
<tr>
<td>Slywko, Joseph</td>
<td>Instructor, Biology and Medical Laboratory Technology</td>
<td>B.S., M.S., Fordham University; City University*</td>
</tr>
<tr>
<td>Sokolsky, Wallace</td>
<td>Assistant Professor, Social Studies (History)</td>
<td>B.S.S., City College; M.A., Columbia University; New York University*</td>
</tr>
<tr>
<td>Soriano, Judith A.</td>
<td>Instructor, Mathematics</td>
<td>B.S., City College; M.A. New York University</td>
</tr>
<tr>
<td>Stambler, Moses C.**</td>
<td>Assistant Professor, Social Studies (History)</td>
<td>B.A. New School for Social Research; M.A., Columbia University; Ph.D., New York University</td>
</tr>
<tr>
<td>Stein, Herman</td>
<td>Assistant Professor, Chemistry and Chemical Technology</td>
<td>B.S., City College; M.A., Brooklyn College</td>
</tr>
<tr>
<td>Steuerman, Michael**</td>
<td>Assistant Professor, Health and Physical Education</td>
<td>B.S. in Ed., City College; M.A., Columbia University; New York University*</td>
</tr>
<tr>
<td>Stewart, Phyllis L.</td>
<td>Instructor, Nursing</td>
<td>A.A.S., Brooklyn College; B.S., M.A., Columbia University; R.N., State of New York</td>
</tr>
<tr>
<td>Stillerman, Manuel**</td>
<td>Head of Department—Professor, Engineering Technologies</td>
<td>B.M.E., Cooper Union; B.S., M.S., M.S.E., University of Michigan; New York University*; P.E., State of New York</td>
</tr>
<tr>
<td>Stolz, Florence</td>
<td>Lecturer in Nursing Science, Nursing</td>
<td>B.S., Villanova University; M.S., New York University; R.N., State of Pennsylvania</td>
</tr>
<tr>
<td>Stringham, Marion C.**</td>
<td>Instructor, Student Personnel</td>
<td>B.A., Hunter College; M.A., New York University; University of Michigan*</td>
</tr>
<tr>
<td>Sztoch, Jirina</td>
<td>Associate Professor, Modern Languages (French, Russian)</td>
<td>Diploma, Universite de Grenoble (Grenoble, France); Diploma and Certificate, Universite de Paris-Sorbonne; B.A., College Chudum (Czechoslovakia); Ph.D., Charles University (Prague, Czechoslovakia); Columbia University*</td>
</tr>
<tr>
<td>Takai, Kazuyo</td>
<td>Assistant Professor, Business and Commerce</td>
<td>B.A., M.Ed., University of Washington</td>
</tr>
<tr>
<td>Tarpey, Catherine P.</td>
<td>Instructor, Nursing</td>
<td>B.S., Hunter College; M.A., Columbia University; R.N., State of New York</td>
</tr>
<tr>
<td>Tauber, Abraham</td>
<td>Dean of Faculty—Professor of English and Speech</td>
<td>B.S.S., City College; M.A., Ph.D., Columbia University</td>
</tr>
<tr>
<td>Thompson, Clement M.</td>
<td>Dean of Students, Head of Department—Professor, Student Personnel</td>
<td>B.A., City College; M.A., Ph.D., New York University</td>
</tr>
<tr>
<td>Todorovich, Miroslav</td>
<td>Assistant Professor, Physics</td>
<td>B.S., Belgrade University; M.A., Columbia University*</td>
</tr>
<tr>
<td>Trent, James</td>
<td>Instructor, Mathematics</td>
<td>B.A., Columbia University; New York University*</td>
</tr>
<tr>
<td>Tyson, Herbert</td>
<td>Associate Professor, Engineering Technologies (Mech. Tech.)</td>
<td>B.S. in C.E., Columbia University; M.Adam.E., New York University; P.E., State of New York</td>
</tr>
</tbody>
</table>

* Matriculated candidate for the doctoral degree.
** On leave 1965-66.
ADMINISTRATIVE COMMITTEES

Committee
BCC Association, Inc. (Board of Directors)
College Occasions

Institutional Studies and Research Programming (Class Scheduling)
Safety and Security
Hearings of Administrative Personnel
Ratings of Administrative Personnel

Chairman
President Meister
Dr. Newmark and Dean McGroth
Co-Chairmen
Dean Tauber
Dr. Schumberger
Dean McGroth
Dean Silverman
Mr. Berman

FACULTY COMMITTEES
1965-1966

Committee
Academic Standing
Admissions
Bylaws (Revisions)
Committee on Committees
Cultural Events
Curriculum
Faculty Welfare
Financial Aid to Students
High School Liaison
Improvement of Instruction
Library
Nominations and Elections
Student Activities

Chairman
Dean Tauber
Prof. D’Andrea
Prof. Caffrey
Prof. Tyson
Miss Baum
Dr. Monticone
Prof. M. May
Dr. Wilkinson
Mr. O’Hara
Dr. McCulloch
Dr. Rosenstock
Prof. Prince
Dean Thompson

TECHNICAL ASSISTANTS

Brooks, G. Leonard ........................................ Audio-Visual (Library)
Henihan, Catherine ....................................... Biology and Medical Laboratory Technology
A.A.S., Bronx Community College
Kaplan, Morton ................................---------- Chemistry and Chemical Technology
A.A.S., New York City Community College
Levy, Ronald .............................................. Nursing Center
A.A.S., Bronx Community College
Lapuchin, Nikolai ........................................... Biology and Medical Laboratory Technology
Mollino, Anthony ......................................... Chemistry and Chemical Technology
A.A.S., Bronx Community College
Moss, Sharon .............................................. Biology and Medical Laboratory Technology
A.A.S., Bronx Community College
Nango, Frank .............................................. Duplicating
A.A.S., Bronx Community College
Oxiós, Angelina .......................................... Biology and Medical Laboratory Technology
A.A.S., Bronx Community College
Reynolds, Walter ......................................... Business and Commerce
B.A., Marquette University
Rose, Robert ................................................. Physics
Sexton, Eileen .............................................. Audio Laboratory (Library)
Uscinowski, John ......................................... Engineering Technologies
OFFICE PERSONNEL

PRESIDENT'S OFFICE
Mrs. Amy Bierman, Secretary to the President;
Mrs. Lillian Kobren, Mrs. Sallie Munafí

DEAN OF FACULTY
Mrs. Eileen Buckridge, Secretary to the Dean of Faculty;
Mrs. Ida Mello-Lumb

DEAN OF ADMINISTRATION AND DIRECTOR OF EVENING AND EXTENSION DIVISION
Mrs. Rose Mandel, Secretary to the Dean of Administration; Mrs. Mabel Bishop, Mrs. Bertha Chen, Mrs. Gladys Weiss, Miss Catherine Fitzmaurice

DEAN OF STUDENTS
Mrs. Ray Levine, Secretary to the Dean of Students

DEPARTMENTAL OFFICES

Biology and Medical Laboratory Technology: Mrs. Sue Sammon
Business and Commerce: Mrs. Rose Rich, Mrs. Nancy Beillis
Chemistry and Chemical Technology: Mrs. Hazel DeSena
Engineering Technologies: (To be announced) Mrs. Dorothy Berger*
English: Mrs. Evelyn Schweidel
Health and Physical Education: Mrs. Helen Murphy†
Mathematics: Mrs. Esty Glassman
Modern Languages: Mrs. Viola Andressen†
Nursing: Mrs. Cynthia Diamond
Nursing Center Administration: Mrs. Lois Bauman
Physics: Mrs. Elsie De Cesare†
Social Studies: Mrs. Fay Fishberg
Speech, and the Fine and Performing Arts: Mrs. Norma Polakoff†
Student Personnel: Mrs. Etta Bendick, Mrs. Sylvia Ginsburg†, Mrs. Maximina R. Perfecto, Mrs. Bella Weinberg, Mrs. Lois Fassanaro†
Library: Mrs. Hannah Goldstein, Miss Barbara Karen, Mrs. Ruth Kaya, Mrs. Rose Ranelli†, Mrs. Stella Kayne (Nursing Center)

BUSINESS OFFICE
Mrs. Ann Cheikes, Secretary to Fiscal Officer; Mrs. Mary Ambrosio, Asst. Accountant; Mrs. Bertha Bayrowitz, Accountant; Mr. Stanley Blum, Asst., Buyer; Miss Theresa Danfucata, Sr. Accountant; Mr. Gilbert Dabkowski; Mrs. Ruby Garofola; Mrs. Rita Ginsburg, Mrs. Frances Oaay, (Switchboard); Samuel Kirby, Jr.; Stanley Markson; Leon Morton; Joseph Muscis, Asst. Accountant; Mrs. Olga Rayas; Mrs. Rosalind Slucker; Mrs. Syd Spekart; Mrs. Connie Waldman†

ADMISSIONS AND REGISTRAR'S OFFICE
Mrs. Daphne Ray, Secretary to Director of Admissions and Registrar: Mrs. Esther Goldstein, Mrs. Bassia Heyman, Mrs. Celia Magid, Mrs. Shirley Malon, Mrs. Minnie Manchik, Mrs. Katherine Nolan, Mrs. Ethel Sexton, Mrs. Mary Simpson, Mrs. Syd Smithline, Mrs. Helen Soloto, Mrs. Pauline Stevens, Mrs. Frances Tremper†

INFIRMARY
Mrs. Andrea Bausano, R.N. (Day); Miss Mary Ann Woods, R.N. (Evening)†

DUPLICATING AND MAIL ROOM
Frank Nango, Mrs. Nelda Page, Harry Weinberger

*Or leave 1965-66
†Part-time
COMMUNITY RELATIONSHIPS
SERVICE PERSONNEL

CUSTODIAL STAFF

SECURITY
Sabato R. Navarro, Charles Flynn, James Brickerstaff

CAFETERIA
Mrs. Lillian Gillen, Hostess

BOOKSTORE
Mrs. Rose Cohen, Manager
THE COMMUNITY COLLEGE IN AMERICAN HIGHER EDUCATION

The tremendous growth of the Bronx Community College from 120 students in its first class of February, 1959, to over 6,000 in September, 1965, parallels the meteoric rise of two-year colleges throughout the country, and especially in our community.

The first "junior colleges" offering education beyond the secondary schools, generally privately supported, were founded over a century ago. New York, California, Michigan, Florida and Texas now lead the nation in public, tax-supported, low or free tuition two-year colleges. The two-year segment of higher education now accommodates in over 800 institutions one out of every four students going to college in this country.

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

1. The determination by leaders of our nation and the community to develop its human resources more fully, as an expression of the democratic ideal of equality of educational opportunity being realized nationally in programs like "Higher Horizons," "College Discovery," "Upward Bound" and many others.

2. A growing acceptance of the importance of "Higher Education for the Many," including those previously deprived, a concept described in "Operation Second Chance," the report of a Ford Foundation-supported experimental program at the Bronx Community College. (Junior College Journal, October 1962.)

3. The growing understanding of the need for young people to gain higher education to win their life ambitions and achieve their goals, and for the community to have well-educated, highly-skilled personnel to join the teams of professionals concentrating on technological projects, problems and tasks that require highly specialized training in our modern, industrialized, complex civilization.

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

5. An acceptance of the guidance concept that many "late bloomers" find themselves during the first years of college, and deserve this opportunity and realize their true potential in an atmosphere of self-exploration, fruitful work and encouragement.
BRONX COMMUNITY COLLEGE AND ITS COMMUNITY

The community of which we are an integral part has a deep interest in our efforts, and we in theirs. In addition to the official relationship through the Board of Higher Education of the City of New York and the State University Board of Trustees, we enjoy the support and counsel of the Bronx Community College Advisory Committee, which includes representatives of community organizations, industry, labor and sister educational institutions. The committee fosters community cooperation, cultural enrichment and the general development of the College. Its activities have benefited students and the College in many areas such as job placement and through scholarship drives.

The Friends of Public Education of the Bronx, the Bronx Chamber of Commerce, the Bronx Board of Trade, the Bronx Council on the Arts, Rotary, Lions, Kiwanis, the Grand Street Boys' Association and the Soroptimist Club have supported the College's need for expanded facilities and scholarships. The College, in its turn, seeks opportunities to participate in and serve the community wherever it can, culturally and educationally, through civic organizations like the Bronx Borough President's Golden Jubilee Committee, the Association of Bronx Community Organizations, and the Bronx Council on the Arts, and through cultural programs like the annual Festival of the Arts, held during Charter Week, the Bronx Community College Lecture Series, the Bronx Community and College Orchestra Concert Series, and the Faculty Speakers' Bureau.
ROLL OF HONOR

Bronx Community College, in a desire to acknowledge the support and inspiration it has received from the community, initiated the BCC "Roll of Honor" in 1963, when Charter Week, the annual celebration of the founding of the College, was inaugurated. The BCC Medallion Award is presented each year, as a token of gratitude and esteem, to citizens selected for their outstanding leadership and contribution to the College and community.

RECIPIENTS OF BCC MEDALLIONS

1963
Hon. Renato J. Azzari  
Chairman, BCC Committee of Board of Higher Education
Hon. John E. Conboy  
Member, BCC Committee of Board of Higher Education
Hon. Joseph Schlossberg  
Member, BCC Committee of Board of Higher Education
Hon. Ruth S. Shoup  
Member, BCC Committee and Secretary of Board of Higher Education
Hon. Gustave G. Rosenberg  
Chairman, Board of Higher Education
Dr. Morris Meister  
President, Bronx Community College
George D. Busker  
Chairman, Advisory Committee of Bronx Community College
Judge Jonah J. Goldstein  
President, Grand Street Boys' Foundation

1964
Rev. William G. Kalaidjian  
Chairman, Bronx Council on the Arts
Hon. Benjamin F. McLaurin  
Member, BCC Committee of Board of Higher Education
Hon. Joseph F. Periconi  
President, Borough of the Bronx

1965
Dr. Ray E. Trussell  
Commissioner of Hospitals, City of New York
Hon. Arleigh B. Williamson  
Chairman, Joint Committee on Community Colleges, Board of Higher Education
CULTURAL PROGRAMS

A diversified program of cultural activities is offered as a supplement to the educational program of the college, as well as a service to the residents of the community.

Lectures in the fields of science, humanities and the social sciences have been presented. In addition, musical events have included such different types of entertainment as orchestral concerts, operas, dance groups, jazz concerts and folk singers. Dramatic presentations have been produced by both campus groups and outside drama companies.

Special effort is made in the annual Festival of the Arts held during Charter Week to bring a variety of outstanding artists to the campus. These have included Basil Rathbone, Hal Holbrook, the Norman Walker Dance Company and the Metropolitan Opera Studio.
4

ADMISSION

TO THE

COLLEGE
ADMISSION AND PLACEMENT TESTS

An applicant for admission to any program leading to a degree is required to take certain admissions and placement tests. Students must bring to registration all notices received as a result of placement tests taken at the college. The applicant will receive an announcement of dates for the placement tests. However, arrangements for the CEEB-SAT, if required for the curriculum, must be made as indicated below.

1. Scholastic Aptitude Test (CEEB-SAT)

Applicants for admission to the TRANSFER CURRICULA (Liberal Arts and Sciences, Engineering Science, Business Administration, and Business Teaching) are required to take the College Entrance Examination Board-Scholastic Aptitude Test (CEEB-SAT). Application for the CEEB-SAT should be made directly to the COLLEGE ENTRANCE EXAMINATION BOARD, Box 592, Princeton, New Jersey. A candidate should apply early and list the City University of New York (NOT Bronx Community College) as his college of first choice for reporting the score.

Candidates for September admission are required to take the CEEB-SAT the preceding December; for February admission, the preceding May or July. 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 for Admission. Candidates for admission to the CAREER AND TECHNOLOGY CURRICULA who are considering a transfer program as an ultimate possibility are encouraged also to take the CEEB-SAT. Students may be requested to take general scholastic aptitude tests, after admission, in a special experimental program currently conducted by Bronx Community College and the Educational Testing Service.

2. BCC Placement Tests

After admission, students are given a battery of placement tests in English, mathematics, foreign languages, and business subjects, according to college and curricular requirements. These tests are used as a basis for proper assignment to college-level study. Notification for taking these tests is sent to the student.
All inquiries and information pertaining to admission to the College should be addressed:

THE DIRECTOR OF ADMISSIONS
Bronx Community College
The City University of New York
120 East 184th Street
Bronx, New York 10468

Phone: WEllington 3-7000

OFFICE HOURS:
Monday through Friday ________________________ 9 A.M.-5 P.M.
Saturday, Sunday and Official Holidays ____________ closed
Summer Hours __________________________________ 9 A.M.-4 P.M.

ADMISSION

An applicant for admission to Bronx Community College may be approved for one of the programs offered by the College if he fulfills all the requirements for entrance into the program of his choice. The information in the following pages will help the applicant with admission procedures.

Admission to a program at Bronx Community College is based on specific criteria used by the Committee on Admissions to appraise a student’s academic potential.

Applicants for admission must present evidence of successful academic preparation for their selected curriculum. The applicant’s high school record must show satisfactory completion of the required academic units, distributed according to the chart on page 68.

A student admitted on the basis of a New York State Equivalency Diploma or foreign credentials must present evidence of successful completion of the required foreign language, mathematics and science units where the curriculum calls for them.

An applicant with a deficiency of not more than one required unit, whose overall record indicates strong potential, may be accepted on the condition that the unit deficiency be removed within the time specified by the Committee on Admissions.
# REQUIRED HIGH SCHOOL UNITS FOR ADMISSION AS MATRICULANTS
## IN PROGRAMS LEADING TO
### A.A. DEGREE (Associate in Arts) Transfer Programs
#### A.A.S. DEGREE (Associate in Applied Science) Career Programs

<table>
<thead>
<tr>
<th>For Admission to the program or curriculum Inc.</th>
<th>AMERICAN HISTORY</th>
<th>ENGLISH</th>
<th>FOREIGN LANGUAGE</th>
<th>MATHEMATICS</th>
<th>SCIENCE</th>
<th>APPROPRIATE ELECTIVES</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS (CAREER). Options in: Acctg., Exec. Sec., Retail Bus. Mgt. (A.A.S. Degree)</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>7*</td>
<td>16</td>
</tr>
<tr>
<td>BUSINESS ADMINISTRATION** Options in: Acctg., Retailing (A.A. Degree)</td>
<td>1</td>
<td>4</td>
<td>2**</td>
<td>3</td>
<td>2</td>
<td>9/2</td>
<td>16</td>
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<tr>
<td>BUSINESS TEACHING x Options in: Teaching H.S. Secretarial or Accounting Subjects (A.A. Degree)</td>
<td>1</td>
<td>4</td>
<td>3***</td>
<td>3</td>
<td>1</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>CHEMICAL TECHNOLOGY Options in: Pre-Pharm. § (A.A.S. Degree)</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>ELECTRICAL or MECHANICAL TECHNOLOGY (A.A.S. Degree)</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>ENGINEERING SCIENCE (A.A. Degree)</td>
<td>1</td>
<td>4</td>
<td>(2 units desirable, not required for admission to BCC)</td>
<td>3½</td>
<td></td>
<td>5½</td>
<td>16</td>
</tr>
<tr>
<td>LIBERAL ARTS AND SCIENCES (A.A. Degree)</td>
<td>1</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>MEDICAL LABORATORY TECHNOLOGY (A.A.S. Degree)</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>16</td>
</tr>
</tbody>
</table>
1. Applicants with lesser qualifications or with a deficiency in a required unit, but meeting all other entrance requirements with indications of strong potential, may be accepted on condition or probation. The condition must be removed within the time specified by the Committee on Admissions.

2. Applicants with Equivalency Diplomas must complete requirements in FOREIGN LANGUAGE, MATHEMATICS, AND SCIENCE BEFORE THEY CAN BE CONSIDERED FOR MATRICULANT STATUS.

** This program leads to the third year at the Baruch School of Business of City College of the City University of New York.

x This program leads to the third year at Hunter College of the City University of New York.

§ The Pre-Pharmacy option leads to the third year of College of Pharmacy, Columbia, St. John's, or Fordham Universities.

† For transfer to the CCNY School of Engineering, 2 units of language are required for admission. These can be taken at Bronx Community College, if the student lacks them in his high school preparation.

‡ Explanation of MATHEMATICS UNITS:

<table>
<thead>
<tr>
<th>Units</th>
<th>Required Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9th Yr. Math (Elem. Algebra)</td>
</tr>
</tbody>
</table>
| 2½    | 9th Yr. Math (Elem. Algebra)  
|       | 10th Yr. Math (Plane Geometry)  
|       | Intermediate Algebra |
| 3     | 9th Yr. Math (Elem. Algebra)  
|       | 10th Yr. Math (Plane Geometry)  
|       | 11th Yr. Math (Int. Alg. and Trig.) |

§ For admission to the Nursing Curriculum in Fall 1966, Fall 1967, and Fall 1968 Semesters, the required units for Mathematics and Science are as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Mathematics</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL 1966</td>
<td>Elem. Algebra required; Int. Algebra highly desirable</td>
<td>Chemistry and Biology very strongly recommended</td>
</tr>
<tr>
<td>FALL 1967</td>
<td>Elem. Algebra required (no students admitted without this background course); Int. Algebra highly desirable</td>
<td>Chemistry required; Biology very strongly recommended</td>
</tr>
<tr>
<td>FALL 1968</td>
<td>Elem. Algebra required (no student admitted without this background course); Int. Algebra highly desirable</td>
<td>Chemistry and Biology required</td>
</tr>
</tbody>
</table>
period of at least six months, both immediately preceding the date of such person's registration in a Community College."

All New York State residents who reside outside of New York City and plan to register at Bronx Community College must complete Residence Forms B 80 and B 81, available in the Bronx Community College Admissions Office. Form B 81, Certificate of Residence, should be returned to the Bronx Community College Business Office before registration. New York State residents who live outside New York City, but do not submit the required forms, will be charged non-resident fees. (See Tuition and Fees Schedule, page 96.)

5. HEALTH AND PHYSICAL STANDARDS—MEDICAL EXAMINATION FORMS

All students, matriculants and non-matriculants, are required to meet health and physical standards of the College, and must submit, as part of the application, a medical examination report on the form provided by the College. Final admission requires approval by the College of the student’s ability to meet the health and physical standards of the College set by its Committee on Admissions, including a special physical examination in the Nursing program, given in cooperation with the Department of Hospitals of the City of New York.

6. HOUSING FACILITIES

Dormitory facilities are available only for matriculants in the Nursing Curriculum, and are limited to women students.

ADVANCED STANDING ADMISSION

An applicant who has previously attended another college, university or nursing school must report that fact in his application and have the institution submit an official transcript including an official statement of the conditions of withdrawal directly to the Admissions Office. Even if attendance at such a college was for a short period of time, and no grades are recorded, a certificate of honorable dismissal is required.

A student seeking advanced standing must have his records evaluated by the Bronx Community College to determine matriculation status and remaining requirements for the degree. A student is allowed a maximum of 30 credits advanced standing (transfer credit) in equivalent courses completed at accredited institutions of collegiate rank. The total number of credits allowed toward the associate degree by BCC may not exceed 30, regardless of whether the courses were taken at other institutions before admission, during attendance at, or after leaving Bronx Community College. Only courses passed with a minimum grade of C will be accepted from other institutions,
ADMISSION PROCEDURES AND REQUIREMENTS

1. APPLICATION FOR ADMISSION

The following application procedures for admission to Bronx Community College should be followed:

Admission as a freshman (no previous college experience):

A City University application form must be obtained from the applicant's high school guidance counselor, or secured by mail from the UNIVERSITY APPLICATION PROCESSING CENTER, Box 148, Vanderveer Station, Brooklyn, New York 11210, and filled out and returned, according to the instructions printed thereon, accompanied by application fee and high school transcript.

Admission on Transfer From Another Collegiate Institution, With Advanced Standing (all applicants with previous college experience):

An application form must be obtained from the Admissions Office, Bronx Community College, and filled out and returned, accompanied by application fee. Transcripts of high school and previous college work must be arranged for by the applicant, to be sent in, to complete application. (See also Advanced Standing Admission, page 71.)

Foreign Students, Students with Equivalency Diplomas, or Reactivated Applicants:

Application forms must be obtained from the Admissions Office, Bronx Community College. (See also Foreign Students, page 72.)

2. APPLICATION FEE

All applications must be accompanied by checks or money orders for $4.00, made out to City University of New York. (Instructions for submitting the fee are included with the application forms.)

3. DEADLINES FOR APPLICATIONS

All applications must be submitted by deadline dates: January 15 for the Fall Semester, and October 15 for the Spring Semester.

4. RESIDENCE LAWS AND TUITION FEES

Specific tuition fees are dependent on place of legal residence (with the exception of matriculants in Nursing, who attend tuition-free regardless of place of residence).

The New York State Education Law (Section 630, Paragraph 4) defines a New York State Resident as "a person who has resided in New York State for a period of at least one year and in the county for a
except that grades of D received in equivalent courses taken in colleges of the City University will receive full transfer credit.

While grades of D received by students in colleges other than those of the City University of New York in courses equivalent to those in a Bronx Community College curriculum may not receive credit toward the associate degree, they do earn exemption from repeating such courses. These grades are calculated in the student's scholastic index, but the courses and credits are not creditable toward his degree except as indicated above.

Courses passed at BCC or another college with a grade of D or higher may not be repeated, except as an auditor (no credit) or with special permission. A student is permitted to repeat only once any courses he has failed.

**FOREIGN STUDENTS**

Applicants from other countries, applying on the basis of foreign credentials, must submit to the Admissions Office certified copies of official records of all past schooling at least two months before the deadline for applications.

Evidence of ability to read, write and speak English well enough to pursue college courses must be submitted to the College. The College may require an examination to determine this. (A certificate of English proficiency may be obtained from the nearest American consulate in the applicant's homeland.)

**N.B.** There are no housing facilities for students, except for those who are matriculated in the Nursing Program. Prospective students must give written evidence, along with their application, of their residence plans, means of supporting themselves and paying tuition while in the U.S.A. A limited number of qualified students from other lands are admitted tuition-free.

Applications of students from other countries must be sent directly to the Office of Admissions at Bronx Community College, (and not to the University Application Processing Center, as is true of all other freshman applications). The "I-20" form (required by the U.S. Immigration Office) is issued only to students who have been accepted as full-time matriculants.
5

ACADEMIC
POLICIES
AND
PROCEDURES
his choice and the availability of class space. Matriculants have priority in
the registration schedule according to seniority determined by credits taken
in college. A full-time course load generally does not exceed sixteen credits,
or the number listed for that semester of the curriculum in the Curriculum
Patterns (pages 110 to 141).

Residents of New York City classified as matriculants attend tuition-free.
Non-residents of New York City must pay tuition according to the Fee
Schedule on page 96, unless they are matriculants in the Nursing curriculum.

Non-Matriculated Student:

A classified non-matriculant is a student who has failed to gain matricu-
lant status because his records in high school or his College Entrance Exam-
ination Board or other Admissions Tests were below the standards set for
matriculation, or who has lost matriculation after once having been granted
that status.

An unclassified non-matriculant is a student who either presented in-
complete records for admission, or applied too late, or had high school con-
ditions (deficiencies in mathematics, science or foreign language), or who
had transferred from another college with an unsatisfactory record.

A non-matriculant may take a maximum program of two courses (not to
exceed 10 credits), or if more than two courses, then not to exceed 6 credits.
Any non-credit course taken to remove an entrance condition (deficiency)
is considered a part of the program weight.

A non-matriculant is a part-time student, pays tuition, and generally
can take courses only in the evening. If space is available in day classes, it
may be possible to take one or both courses during the day. Availability of
space in the day classes is not known until registration time for the non-
matriculant.

Appropriate, degree-credited courses successfully completed as part
of a well-balanced program (See page 80) can be applied towards the
Associate Degree requirements, once the student becomes matriculated.

High school graduates and qualified adults who are not active can-
didates for a degree but wish to enroll in courses without being bound to the
requirements of a degree program are designated as unclassified non-
matriculants.
COMMITTEE ON ACADEMIC STANDING

The Committee on Academic Standing represents the College faculty in matters pertaining to the quality of scholarship and standards of academic excellence at the College.

A student may appeal to or request the Committee on Academic Standing to consider such matters as matriculation status, permission to carry extra credits, permission to make course substitution, waivers of specific requirements, or for reconsideration of a grade.

All requests to the Committee should be in writing, clearly stating the nature of the request. The letter should be addressed to the Registrar, who is the Executive Secretary of the Committee on Academic Standing.

MATRICULATION

Upon admission to the College, a student is designated as matriculant or non-matriculant according to standards set by the Committees on Admissions, and Academic Standing. Matriculation status, and a student’s candidacy for a degree, are determined by academic potential and qualifications as evidenced by achievement in high school or college, and on Admissions Examinations.

The student’s matriculation status determines the course load he may carry during a semester, the order of priority in registration, and his qualification for free tuition, if he is a New York City resident.

Official determination of scholastic index and certification of matriculation classification of students already in attendance are made by the Registrar’s Office, in accordance with standards set by the Committee on Academic Standing.

CLASSIFICATION AND CATEGORIES (DEFINITIONS)

Matriculated Student:

A student who is a candidate for an associate degree, has met the college admission requirements by offering satisfactory high school scholastic attainment in prescribed units, and has achieved adequate entrance examination scores is classified as a matriculant. A student remains in this classification as long as he pursues continuous academic work on a regular basis in the sequence of prescribed courses in his curriculum, and maintains a satisfactory scholastic index, in accordance with the requirements of the INDEX CLASSIFICATION CHART shown on page 76.

A matriculant may carry a full or part-time program of courses leading to a degree, and may register for day and/or evening classes, according to
INDEX CLASSIFICATION (ACADEMIC STANDING)

In order to determine the student's eligibility to maintain his matriculation status as well as his maximum course or credit load for the subsequent semester, the following chart is used.

<table>
<thead>
<tr>
<th>Total Credits Taken</th>
<th>Limited program must be assigned if cumulative index is lower than that listed</th>
<th>Loss of current matriculant (or non-matriculant) status*</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11 1/2</td>
<td>No reclassification made at this stage.</td>
<td>1.50</td>
</tr>
<tr>
<td>12-18 1/2</td>
<td>1.80</td>
<td>1.50</td>
</tr>
<tr>
<td>19-36 1/2</td>
<td>1.85</td>
<td>1.70</td>
</tr>
<tr>
<td>37-54 1/2</td>
<td>2.00</td>
<td>1.90</td>
</tr>
<tr>
<td>55 and above</td>
<td>2.00</td>
<td>1.98</td>
</tr>
</tbody>
</table>

* A student who loses matriculant status or the privilege of a full program may regain this status by achieving a cumulative index equal to or higher than that indicated in this column for the individual student's "Credits Taken" category.

In the interpretation and application of the chart above, the policy is based on these factors:

a. A cumulative index of 2.00 is the minimum requirement for the degrees of A.A. and A.A.S., and for satisfactory current achievement.

b. Dean's List and other honors are awarded for scholastic achievement of 3.00 or better.

c. A student is given an opportunity to prove himself academically for the first 11 1/2 credits.

d. Achievement in the Summer Session is included in determining status.

e. A student may, with the permission of the Faculty Committee on Academic Standing, take 10 elective credits beyond the requirement for the degree as a non-matriculated student in order to attain the minimum required scholastic index of 2.00 for graduation, only when the possibility of attaining this index is evident.

f. Matriculants with cumulative index below that listed in the "Loss of Current Matriculant or non-Matriculant Status" column become non-matriculants. Students who lose matriculant status may regain this status by attaining a minimum (or higher) cumulative scholastic index as listed for their "Credits Taken" category.

g. Non-Matriculants with cumulative index below that listed in the "Loss of Current Matriculant or Non-Matriculant Status" column may be academically suspended for one semester; such suspension is automatically waived if the student achieves a current semester index of...
2.00. Students who are reinstated after one semester of academic suspension and subsequently fail to earn a 2.00 semester index may be permanently suspended thereafter.

GAINING MATRICULATION

Unclassified Non-Matriculants

An unclassified non-matriculant may attain matriculant status by reclassification by the Registrar's Office. After all required official records are submitted, and if such records indicate that the student had met all the requirements for matriculation (including health and physical) set for the date of the student's initial application for admission to the College by the Committee on Admissions, and he has made up any deficiencies or conditions that previously prevented matriculation status, and he has maintained satisfactory college achievement, his status may be adjusted. (An unclassified non-matriculant may become a matriculant directly or become a classified non-matriculant first.)

Classified Non-Matriculants

A classified non-matriculant may earn matriculation status by reclassification by the Registrar's Office based on evidence that the student has completed all high school admission units required for his curriculum, has taken all tests required of applicants for matriculation, and has attained a minimum scholastic index of 2.50 in an approved well-balanced program (see page 80) of 12* degree credits successfully completed, or a minimum scholastic index of 2.00 in an approved well-balanced program of 24** degree credits.

CHANGE OF MATRICULATION CLASSIFICATION

Students who believe they qualify for a change in their matriculation classification or who believe an error has been committed, including the regaining of matriculation status or the initial attainment of matriculated status, should apply to the Registrar's Office for re-evaluation of their status.

*At least the last 6 credits must be taken at BCC.
**At least the last 12 credits must be taken at BCC.
PROGRAM ALLOWANCES AND COURSE LOADS

1. FULL PROGRAMS

Matriculants
A full program for a matriculant (who is not in the limited program category according to the INDEX CLASSIFICATION CHART) consists of the number of credits listed in the most recent four-semester curriculum pattern for the semester in which the student is enrolled, and is not to exceed the maximum number of credits listed for any semester in that curriculum.

Non-matriculants
The maximum program for a non-matriculant (who is not in the limited program category according to the INDEX CLASSIFICATION CHART) consists of two courses, not to exceed 10 credits; or, if more than two courses, then not to exceed 6 credits.

2. LIMITED PROGRAMS (PROBATION PROGRAMS)

In accordance with the specifications of the INDEX CLASSIFICATION CHART (see page 76), a student may be required to take a limited (probation) program until such time as his index permits him to take a maximum program.

Matriculants
A limited program for a matriculant consists of no more than 14 credits for a student without full-time, extra-college responsibility; no more than three courses or 10 credits for a student with full-time, extra-college responsibility.

Non-matriculants
A limited program for a non-matriculant consists of no more than one course or 3 credits.

New Students
Newly admitted matriculated students may be assigned a limited program, based on the standards of the curriculum and the recommendation of the Curriculum Coordinator.

3. PROGRAMS EXCEEDING LIMITS

A student may apply to his Curriculum Coordinator for permission to exceed the required program load, after he has consulted with his Counselor.
REMOVAL OF ENTRANCE CONDITIONS

A student lacking the required high school units for admission to his curriculum may be admitted to the college with conditions. After admission, he must take at least one condition make-up course per semester until all conditions are removed. Such courses count as part of the maximum program load each semester, although not creditable toward a degree. Grades in credit courses taken to remove conditions will be included in the scholastic index, although they are not creditable toward the degree and do not count toward satisfaction of the formula for matriculation. Grades in non-credit courses are not included in the scholastic index.

FULL-TIME STATUS

Full-time students are those matriculants who are taking at least 12 credits or the equivalent in program load. Matriculants taking fewer than 12 credits or the equivalent are not considered full-time, for purposes of New York State Regents Scholarships, Scholar Incentive, Selective Service, United States Immigration Service, etc.

For purposes of selective service, state scholarships, and foreign student visa status, a student must be carrying a full-time load or its equivalent.

DEGREE REQUIREMENTS

The required courses for the various degrees are listed in the section on the Curricula and Programs (See pages 110-141).

The student is responsible for ascertaining and completing all the requirements for the degree for which he is a candidate at the time he matriculates. He is required to complete all courses prescribed by his curriculum before active candidacy and consideration for a degree can be entertained.

Courses taken to remove entrance unit deficiencies (conditions), and those courses recommended as a result of Placement Examinations which are not part of the degree course requirements in the curriculum, are not creditable toward the degree and are not considered in calculating the minimum and maximum credits required for the degree.

A cumulative index of 2.00 is required for the Associate Degree. Candidates for the degree must be approved by the Faculty for submission to the President and the Board of Higher Education as worthy, meritorious and deserving, including moral and character qualifications in their record.
THE WELL-BALANCED PROGRAM FOR
PART-TIME STUDENTS

To attain or maintain matriculated status, students must select their
courses so as to include a balance of work selected from the areas enumerated
below for the different curricula, in each group of 12 to 14 degree credits.

<table>
<thead>
<tr>
<th>Curriculum:</th>
<th>Courses or Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Admin.</td>
<td>Mod. Lang.</td>
</tr>
<tr>
<td>Business (Career)</td>
<td>Major Area</td>
</tr>
<tr>
<td>Chem. Tech. (incl. Pre-Pharm.)</td>
<td>Math</td>
</tr>
<tr>
<td>Eng'g. Sci.</td>
<td>Major Area</td>
</tr>
<tr>
<td>Elec. Tech.</td>
<td>Math</td>
</tr>
<tr>
<td>Mech. Tech.</td>
<td>Math</td>
</tr>
<tr>
<td>Lib. Arts and Sci..</td>
<td>Mod. Lang.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses or Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Area</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>History</td>
</tr>
<tr>
<td>Science</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>History</td>
</tr>
<tr>
<td>Science</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>History</td>
</tr>
<tr>
<td>Math or Science</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>History</td>
</tr>
</tbody>
</table>

CHANGE OF CURRICULUM

A student contemplating a curriculum change should explore the pos-
sibilities and realities of the change with his Counselor, to determine the
degree requirements, prerequisites, and suitability of the new curriculum
for him.

A student matriculated in a curriculum may change his curriculum and
matriculate in another curriculum after (1) application to the Registrar,
(2) interview with his counselor, and (3) approval of the Coordinator of the
new curriculum.

A curriculum change is permitted once by following this procedure. In
order to make a second change of curriculum as a matriculant without having
received a degree in any previous curriculum, permission of the Committee
on Academic Standing is required, upon recommendation of the Coordinator
of the new curriculum. Matriculated students may be required to pay tuition
fees subsequent to a second change of curriculum.

Non-matriculated students may apply for a change of curriculum after
consultation with a counselor.
EARLY WARNING PERIOD

An "early warning period" is designated in the Academic Calendar, approximately one month after the beginning of the Fall and Spring Semesters. At that time, instructors notify students who are doing poor work in a course, so as to alert them to the necessity of more effort and better work and give them the opportunity to achieve well. Counselors and Heads of Department are apprised of such notification.

MID-TERM GRADES

Instructors assign and inform students of mid-term grades during a period designated in the Academic Calendar.

GRADES

The instructor assigns the grade which represents his evaluation of the work performed and 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 such as term paper, laboratory work, periodic quizzes, final examination, special projects, etc.

Unless otherwise announced, all courses have required final examinations for all students.

Grading policies may be department-wide or those of an individual instructor. In either event, they are communicated to students early in the semester.

Reports on scholastic status and current achievement are periodically communicated to the students, beginning reasonably early in the semester. A permanent academic record for each student is maintained by the Registrar. Students receive specific and cumulative reports of their achievement and status each semester.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>Equivalent</th>
<th>Achievement</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Excellent, superior</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Good, above average</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Satisfactory, average</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Passing, but below average</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>Failing. (Also assigned to student who is absent from a final examination and has done failing work in course)</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
STUDENT-FACULTY CONFERENCES

Students are encouraged to make periodic appointments with their instructors, during announced office hours or at other convenient times, to discuss their progress in courses. (In some courses such as English Composition 1 and 2, such consultations are part of the required work in the course.)

SCHOLASTIC INDEX

The scholastic index is a numerical average of academic status, determined by mathematical computation, which indicates the student’s level of achievement. This index indicates whether the student is maintaining the average required for good standing, matriculation, and for academic honors. Grades in non-credit courses are not included in the scholastic index.

Method of computing the scholastic index: (See example below)

1. List in Col. I all courses taken.
2. List in Col. II the letter grades achieved in each course.
3. In Col. III, convert the letter grade to grade points according to the following table:
   
   \[
   \begin{array}{c|c}
   \text{Grade} & \text{Grade Points} \\
   \hline
   A & 4 \\
   B & 3 \\
   C & 2 \\
   D & 1 \\
   E & 0 \\
   F & 0 \\
   G & 0 \\
   H & 0 \\
   \end{array}
   \]

4. In Col. IV, list the number of credits assigned to each course.
5. Multiply the grade points gained in each course (Col. II) by the number of credits assigned to each course (Col. IV), and enter the results in Column V. (Example: a grade of C in English Composition I would yield 6 quality points: 2 grade points \( \times \) 3 credits = 6 quality points.)
6. Total the number of credits for all courses (Col. IV).
7. Total the quality points (Col. V).
8. Divide the total quality points (Col. V) by the total number of credits (Col. IV) and carry the quotient out to two decimal places. The answer is the student’s scholastic index.

EXAMPLE:

<table>
<thead>
<tr>
<th>Course</th>
<th>II Final Grades</th>
<th>III Grade Points</th>
<th>IV Credits</th>
<th>V Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>History of Civilization</td>
<td>C</td>
<td>2</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics I</td>
<td>D</td>
<td>1</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Science I</td>
<td>B</td>
<td>3</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>5th Course</td>
<td>A</td>
<td>4</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>6th Course</td>
<td>F</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td></td>
<td>16</td>
<td>38</td>
</tr>
</tbody>
</table>

Total quality points = 38

Total credits = 16

\( = \frac{38}{16} = 2.375 \) Scholastic Index
Special Grades

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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>G (F)</td>
<td>Student withdrew from course in which he was failing. The withdrawal may be initiated by the student or by his instructor in consultation with the Counselor.</td>
</tr>
<tr>
<td>H (F)</td>
<td>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.)</td>
</tr>
<tr>
<td>J (No Academic Penalty)</td>
<td>Student permitted to withdraw from course without academic penalty. The withdrawal must be initiated by the student with the instructor. The grade of J may be assigned under the following circumstances:</td>
</tr>
</tbody>
</table>

**Before Mid-term:** After the change of program period (usually the first two weeks of the semester) and up to the date following announcement of mid-term grades as indicated in the College Calendar, after consultation with a Counselor based on the instructor's certification that the student has met requirements of attendance, demonstrated genuine effort and fulfilled other commitments of an academic nature. (The student does not necessarily have to be passing in the course if the instructor feels that the requirements as set forth have been met. If the instructor believes that these requirements have not been met, the grade J may be denied and the grade of G, equivalent to F, will be assigned.

**Mid-term:** After the announcement of mid-term grades, as indicated in the College Calendar, the student must, in addition to the conditions set forth in #1 above, be:

a. passing in the course, and
b. have approval of his Counselor.

No withdrawal is permitted, except for emergency circumstances, during the last two weeks of the semester.

Temporary Grades

An instructor may assign a temporary grade at the end of the semester only, for one of the reasons given below. Requests for the resolution of a temporary grade must be made by the following March 15 for a grade received in the Fall Semester, and by the following October 15 for a grade received in the Spring Semester or Summer Session, with the exception of
the grade of E assigned with the mandate to audit (see explanation below). It is the responsibility of the student to take the necessary steps for the resolution of a temporary grade. If the grade remains unresolved, it is equivalent to F.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Doubtful academic evaluation after completion of work in course and final examination. May be resolved to D or F only after re-examination. (Refer to Regulations below.)</td>
</tr>
<tr>
<td>K</td>
<td>Absent from final examination, but otherwise passing in course. Upon application supported by evidence of legitimate, unavoidable absence, student may be given make-up examination. May resolve to A, B, C, D, E, F, or L. (Refer to Regulations below.)</td>
</tr>
<tr>
<td>L</td>
<td>Work in course incomplete, but otherwise passing in course, including final examination. May resolve to A, B, C, D, or F. (Refer to Regulations below.)</td>
</tr>
</tbody>
</table>

**Regulations: Temporary Grades**

1. **Registration in Subsequent Level Courses**
   A student with the grade of E, K, or L in any course may not register for the subsequent level course in a sequence, unless he has received written permission to do so from the Head of the Department in which the course is given.

2. **Grade of E Resolution Option**
   The grade of E may be resolved in one of two ways:
   (a) by immediate make-up re-examination; or
   (b) by requiring the student to audit the same course during the next semester that it is offered, and to be re-examined at the end of that semester.

   The option is that of the Department in which the course is offered, and not of the student.

3. **Make-up and Special Examinations**
   Scheduled make-up examinations are held as announced in the Academic Calendar. A student who misses (for a legitimate reason) a regularly scheduled final examination must apply to the Registrar for re-examination to be given on the scheduled date as announced. Students who receive E in a course, without the requirement to audit, must take the examination. A fee of $5.00 is charged for each make-up and special examinations.
ACADEMIC SUSPENSION

Academic suspension occurs when a student fails to earn and maintain the required scholastic index in order to continue his enrollment in the College. (See Index Classification, page 76.)

1. Suspension for One Semester

A non-matriculant with cumulative index below that listed in the index classification chart in the "Loss of Current Matriculant or Non-Matriculant Status" column (for the appropriate number of credits taken) may be academically suspended for one semester. Such suspension is waived if the student achieves a current semester index of 2.00.

When received at the conclusion of the Fall Semester, the suspension applies to the following Spring Semester; when received at the conclusion of the Spring Semester, the suspension applies to the subsequent Summer and Fall Semester. Appeals from suspension must be directed to the Committee on Academic Standing.

An Application for Reinstatement after suspension must be made to the Registrar. The deadline for receipt of the application is August 15 for the Fall Semester, December 30 for the Spring Semester, and April 15 for the Summer Session.

2. Permanent Suspension

A student who is reinstated after one semester of academic suspension, and subsequently fails to earn a 2.00 semester index, is permanently suspended thereafter.

A student permanently suspended is barred from taking courses for credit. However, such student may apply for permission to take one course at a time as an auditor. Application for such permission is to be made to the Registrar, who will refer the student’s request to the Head of Department in which the course is given, for approval. (A student who is permanently suspended and who applies for permission to audit may be permitted to audit two courses only if the two courses involved are shorthand and typing, and if the Head of Department deems it advisable for the student to audit two courses simultaneously.)

REINSTATEMENT

After one or more semesters of absence or after academic suspension from the College, a student must apply for reinstatement to the Registrar on the official form provided for that purpose. A completed Medical Form must be submitted along with the Application for Reinstatement before reinstatement will be approved. The deadline for the receipt of applications for reinstatement to the Fall Semester is August 15; to the Spring Semester, December 30; to the Summer Session, April 15.
STANDARDS OF WRITTEN ENGLISH

All student papers submitted to any instructor in the College must comply with the standards (form, organization, correct usage etc.) set forth by the English Department. A manual entitled "Stylebook: A Guide to Writing Papers" is available which provides the student with a model and description of the minimum essentials in the preparation of term papers and other written materials. Instructors may refuse to accept papers which fail to meet the standards or to conform to good English usage.

Students whose written work fails to meet the standards expected by the college may be required to do remedial work under the supervision of the Department of English.

COUNSELING AND ADVISEMENT PROGRAM (C.A.P.)

During the academic year, students will consult with counselors to discuss academic plans and achievement in their curriculum. (See also page 87.)

The program of Counseling and Advisement at BCC is the responsibility of the Department of Student Personnel, under the supervision of the Dean of Students. The members of that Department are assigned to counseling students in addition to performing the other services normally included in such a department. This guidance function also involves many members of the faculty from academic disciplines whose responsibilities are primarily those of classroom instruction. All counselors have students specifically assigned to them; they counsel students during regular office hours and by special appointment.

Thus, students have individually assigned Counselors to whom they may turn for academic counseling and help in assuming the responsibilities of college students and young adults.

Special effort is made at Bronx Community College to have the faculty work closely in an advisory or counseling capacity with students to channel their abilities, interest and aptitudes in constructive and successful programs of activities both in and outside the classroom. The College believes that all faculty who work with students are, in some measure, charged with advisement and counseling. Members of the Department of Student Personnel do this full-time and frequently work with individual students. Faculty members involved in the Counseling and Advisement Program (CAP) have a group of matriculated students assigned to them for counseling, but all faculty are involved in helping each individual student attain his maximum potential.
HONORS

Honor and recognition are given to those students who achieve outstanding academic records. All official awards made by the College to students, including Commencement awards and Dean's Lists Achievement, are noted on the student's permanent academic record. Honors fall into several categories as described below.

Dean's List

During the Fall and Spring Semesters, Semester and Cumulative Dean's Lists are issued—an honor roll acknowledging the academic achievement of matriculated students. (No lists are issued for the Summer Session, but Summer Session grades are included in the cumulative index.)

1. Semester Dean's List: A matriculated student who has completed at least 15 credits in a given semester, with a scholastic index of 3.00 or higher, and no failing grade, will be placed on the subsequent Semester Dean's List.

2. Cumulative Dean's List: A matriculated student who has taken at least 24 cumulative degree credits and has achieved a cumulative scholastic index of 3.00 or higher with no failing grade will be placed on the Cumulative Dean's List.

Honor Societies

Presently two honor societies are active at the College: Phi Theta Kappa—A National Junior College Honor Society, and Tau Alpha Pi—A National Honor Society for Engineering Students. Each year, the honor societies initiate students who have met their requirements and qualify for membership.

Commencement Awards

Seniors who have maintained high levels of accomplishment are given special recognition at Commencement Exercises. These awards may include departmental and curricular recognition for excellence in scholarship and for outstanding service to the College.

HANDICAPPED STUDENTS

Students with physical handicaps requiring special assistance for note-taking in class, writing examinations etc. should consult with a counselor in the Department of Student Personnel.

Elevator passes may be secured through the Assistant Dean of Administration.
ATTENDANCE AT CLASSES

Regularity of Attendance

Attendance at all class sessions is required. Instructors keep an official record of absences in their roll books and communicate with the Office of the Dean of Students regarding excessive absence or debarment action involving individual students.

Punctuality and Lateness

Classes begin promptly at the times indicated in schedules of classes. Arrival in class after the scheduled starting time constitutes lateness. At the discretion of the instructor, latecomers, especially habitual ones, may be refused admission to a class session and incur an official absence. Habitual latecomers may be referred for counseling and incur the danger of being dropped from a course for excessive absence.

Excessive Absence—Warning and Debarment

Students excessively absent as indicated in the chart below may first be warned. If absence continues, they will be debarred, with an assigned grade of H (F). Debarment is discretionary with the instructor. (For appeal for reinstatement in class following debarment, see page 85.)

<table>
<thead>
<tr>
<th>Number of Class Hours per week:</th>
<th>Warning notice sent after:</th>
<th>Debarment notice sent after:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3 hours of absence</td>
<td>5 hours of absence</td>
</tr>
<tr>
<td>3</td>
<td>41/2 or 5 hours of absence</td>
<td>7 hours of absence</td>
</tr>
<tr>
<td>4</td>
<td>6 hours of absence</td>
<td>9 hours of absence</td>
</tr>
<tr>
<td>5</td>
<td>7 or 71/2 hours of absence</td>
<td>12 hours of absence</td>
</tr>
<tr>
<td>1 session*</td>
<td>1 session*</td>
<td>3 sessions*</td>
</tr>
</tbody>
</table>

*In classes such as laboratory, health, physical education, art, or music, which may be scheduled to meet for only one session each week in a block of hours, absence from one such session incurs a warning notice; absence from two such sessions is the maximum permitted for the term. Absence from three such sessions constitutes grounds for debarment from the course.

Evidence of Unavoidable Absence

Students who are unavoidably absent should immediately file a statement with evidence or reason for the absence, so that it is available if questions of academic standing arise. Proceed as follows:

1. Show the statement to all instructors involved, and ask them to initial it;
2. File the explanation and the evidence with the Registrar, or with the Evening Administrative Offices for students attending during evening hours only.
LEAVES OF ABSENCE

Students who find it necessary to withdraw from the College for a semester or longer should apply for an official leave of absence through the Counselor.

Military Leave

Students who enlist in the armed forces or who are inducted or recalled into service must present and place on file at the college a copy of the official induction notice indicating the exact date on which they must report for duty. Additional regulations concerning military leave are described on page 95.

Maternity Leave

A student who becomes pregnant must immediately notify her counselor and the special counselor in the Department of Student Personnel. A statement from the student's physician will be required, and when appropriate, arrangements made for a leave of absence.

WITHDRAWAL FROM COLLEGE

A student who plans to withdraw from the College should notify his Counselor without delay, by arranging a personal interview. Students who are unable to withdraw from the College in person may do so by mail, by writing to the Registrar. The date of withdrawal will be the date on which the letter is received by the College. The letter should include the reason for withdrawal, a listing of the courses and sections in which the student is currently enrolled, and the names of the instructors in each class. Students should be certain to receive written acknowledgment of their withdrawal, to avoid academic penalty.

Students are urged to seek guidance before resigning. Counseling and advisement prior to the final decision to withdraw may solve their problem and make it feasible to remain in college. In any event, a formal withdrawal will protect a student's record.

Grades for students withdrawing from college are determined in the same way as for those resigning from a single course, if the withdrawal occurs during the semester.

Under special circumstances, proportional refunds of tuition fees only may be made according to a schedule prescribed by the Board of Higher Education, if withdrawal is made within the third week after opening of classes. Application for refund of tuition fees should be made to the Dean of Administration.
TRANSFER POLICIES: FROM BRONX COMMUNITY COLLEGE TO A SENIOR COLLEGE

In planning to transfer to a senior college, in or out of City University, the student is advised of the following procedures and requirements:*

1. An Associate in Arts Degree in a Transfer curriculum (i.e. Liberal Arts and Sciences, Engineering Science, Business Administration, Business Teaching) with a minimum scholastic index of 2.00 makes possible transfer to the third year of a senior college in City University as a matriculated student, on probation, unless the index is 2.5 or better. (Special conditions of transfer to specific senior colleges of pharmacy apply.)

2. All credit and non-credit courses taken at Bronx Community College may be incorporated in the calculations of the scholastic index by the receiving college.

3. All courses and grades taken at Bronx Community College appear on the student's Bronx Community College permanent record and transcript.

* Refer also to information under Degree Programs Offered, Section 1, page 21, of this catalog.
Repository of Records

The Registrar's Office (Room 1-35, Main Building) is the repository of the student's college records.

The Registrar's 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.

STUDENT IDENTIFICATION NUMBER

A student receives an identification number when he registers for the first time which he carries with him as his permanent student number for the duration of his stay at the College. This number is recorded on the Bursar's Receipt and I.D. card.

Each student receives an I.D. card with his picture and student number on it, for security purposes. A student must carry his I.D. card at all times for purposes of identification. The I.D. card is also used as a Library card in the College. A replacement fee is charged for lost or mutilated cards.

TRANSCRIPTS

Transcripts may be requested from the Registrar's Office (Room 1-35) on the special form provided by that office. There is a charge of $1.00 for each transcript requested to be sent, except that transcripts to be sent to colleges of the City University of New York are forwarded free of charge.

Transcripts are not sent automatically at any time, whether for transfer, employment, or any other reason; each must be specifically requested. Transcript requests cannot be processed during examination or registration week.

Transcript requests may also be filed at the College Administrative Office (Room 213) of The Bronx High School of Science.
6
RECORDS AND REGISTRATION
CHANGE OF NAME OR ADDRESS

In order to keep records up-to-date and to assure the receipt of communications from the College, a student should report any change in name or address promptly to the Registrar's Office, Room 1-35.

REGISTRATION

All students must register for courses during the official registration period each semester, and at the time designated for that student's classification. The "Registration Guide and Schedule of Classes" is published several weeks before the announced registration period.

Students are advised to appear for registration, with appropriate credentials, at the time specified in order to take advantage of their registration priority. Late registrants (those registering after the close of the official registration period) will be charged a late registration fee. The College reserves the right to cancel late registration.

EARLY-REGISTRATION

At a designated time during the semester, matriculated students are required to indicate the courses they plan to take during the following semester. The Counselor should be consulted at this time to determine the next appropriate steps in his program. Since early-registration involves reserving space in desired courses, and planning for the subsequent semesters, matriculant students should take advantage of early registration and consult with their Counselor who must approve and sign their early registration forms. In other words, matriculants who pre-registered through their Counselors at the time specified, will have priority for courses at registration time.

The early registration periods and procedures will be announced during the semester.

COUNSELING AND ADVISEMENT FOR REGISTRATION

Advisers from all curricula offered in the College are available during the registration period. All students must have their programs approved by Faculty Counselors either before or during Registration. Counselors of the Department of Student Personnel are available by appointment throughout the semester. Appointments to see Counselors may be made in the Office of the Counseling and Advisement Program, Room 5-8 in the Main Building. (See also page 87.)
AUDITING CLASSES

A student may audit a course only with official approval. An Application to Audit form is available from the Registrar's Office. Approval is required of the Head of Department. Consideration of the student's course load for the semester will be given before any approval to audit is granted.

After permission to audit has been received, an auditor-student must register for the audit class in the same manner prescribed for regular classes, and he must pay required fees as if he were registering for credit in the course. Once registration is completed as an auditor, no credit will be granted retroactively for that course during that semester.

Auditors are required to observe attendance regulations of the College and must participate in class to the extent deemed reasonable, desirable and necessary by the instructor.

REQUESTS TO TAKE COURSES AT OTHER COLLEGES

A student desiring to take a course or 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. In general, such permission is granted only to students in good academic standing, and for justifiable reasons, such as a course not being offered at BCC.

STUDENTS ON PERMIT FROM OTHER COLLEGES

Students from other colleges are advised to secure written permission from their home colleges before applying to register for any courses at BCC.

City University of New York associate degree matriculants with permits may, subject to prior approval of the BCC Registrar, register at a time reserved for BCC Matriculants in the Registration Schedule. However, baccalaureate matriculants from City University senior colleges will be required to pay non-matriculant fees.

Students with permits from colleges not of City University must all register as non-matriculants regardless of status in their own colleges.
TUITION AND OTHER FEES

All fees must be paid in full at the time of registration. Where tuition fees are reduced by place of residence, legal proof of such residence may be required to establish eligibility. (Any arrangements for loans or applications for loans or grants must be completed in advance of registration. For Financial Aid and Assistance, see page 95 and 102.)

GENERAL FEES
(Payable by all students—matriculated and non-matriculated.)

1. Full-time students (12 or more credits)
   (Includes registration, library, laboratory, audio-laboratory, breakage, malpractice insurance, student activities and graduation fees.)
   $25.00/SEM.

2. Part-time students (fewer than 12 credits)
   (Includes registration, library, laboratory, audio-laboratory, breakage, student activities, and graduation fees.)
   $13.00/SEM.

SPECIAL FEES
(For all students—matriculated and non-matriculated.)

1. Application for Admission
   a. This fee is payable to the University Application Processing Center for applications processed by that office.
   b. This fee is paid to Bronx Community College by applicants processed by the college.

2. Transcript and Duplicate Record
   (No charge for transcripts sent to colleges of the City University of New York.)

3. Make-up and Special Examinations
   (Maximum fee of $15.00 for three or more examinations during one semester.)

4. Late Registration

5. Change of Program (Schedule of Classes)

TUITION FEES
Matriculated Students—Full-time (12 or more credits)

1. Residents of New York City
2. Non-Residents of New York City:
   a. Residents of N.Y. State, with Certificate of Residency
   b. Residents of N.Y. State without Certificate of Residency
3. Non-Residents of New York State
4. In the Nursing Program, regardless of residence
   (Nursing matriculants who are residents of New York State, outside of New York City, must file a Certificate of Residence with the Business Office.)

Free Tuition
$150/SEM.
$300/SEM.
$300/SEM.
Free Tuition
MILITARY SERVICE
Academic and Refund Regulations

Special academic standing and military refund regulations apply to students who enlist, or are called to serve, in the Armed Forces of the United States of America. These students must present evidence of enlistment or induction immediately.

In order to obtain a grade and full academic credit for work done during a semester, a student must attend a minimum of thirteen (13) weeks. No tuition fee refund will be made to a student who has been assigned a grade, regardless of whether the grade is passing or failing.

In instances where a student does not attend for a sufficient time to qualify for credit but continues to attend classes to within four (4) days of induction, refund of tuition, laboratory, and all other fees, except registration fee, will be made in accordance with the following principles:

| Withdrawal beginning of the 5th calendar week of recitation | 100% |
| Withdrawal thereafter | 50% |

FINANCIAL AID AND LOAN APPLICATIONS

Students in need of financial assistance must arrange an appointment with a representative of the Committee on Financial Aid to Students before registration. Appointments may be made by calling the Department of Student Personnel between 10 A.M. and 4 P.M. Applications for bank loans requiring certification of attendance or admission will be processed by the Registrar only if such forms are received via the Committee on Financial Aid to Students. (Refer also to Financial Aid, page 102.)

VETERANS' AFFAIRS AND SELECTIVE SERVICE

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

All students planning to receive education benefits under "G.I." Bills must make this known to the Veterans' Adviser in the Registrar's Office, Room 1-35 during the first week of classes. However, application for education and training benefits under the "G.I." Bills must be made directly to the Veterans' Administration.

Students approved by the Veterans' Administration for benefits must report for signing of monthly certifications as instructed by the Veterans' Adviser.
Matriculated Students - Part-Time (fewer than 12 credits)

1. Residents of New York City
   Free Tuition*

2. Non-Residents of New York City:
   (1) Residents of N.Y. State with Certificate of Residency
   $10/contact hr.
   (2) Residents of N.Y. State without Certificate of Residency
   $20/contact hr.

3. Non-Residents of N.Y. State
   $20/contact hr.

4. In the Nursing program, regardless of residence
   (Nursing matriculants who are residents of New York State, outside of New York City, must file a Certificate of Residence with the Business Office.)
   Free Tuition

Non-Matriculated Students

Residents of New York State
$15/contact hr.

Non-Residents of New York State
$20/contact hr.

NOTE: Non-matriculants who are residents of New York State outside of New York City may not register without Certificate of Residence on file in the Business Office.

Matriculated Students—Full-Time
For all courses up to 3 credits beyond the degree requirement.

Exceptions:
1. For any student who has received one Associate Degree from any college of the City University, either wholly or partially tuition free, $150.00 per semester.
2. For a student who has commenced work on an Associate Degree and has changed his degree objective more than once, $150.00 per semester.
3. A student exceeding by more than 3 credits earned the number of credits required for a degree, $15 per contact hour for those credits in excess of 3 above the degree requirement.

Matriculated Students—Part-Time
For all courses up to 3 credits beyond the degree requirement.

Exceptions:
1. A student who has received one Associate Degree from any college of the City University, either wholly or partially tuition free—$10 per contact hour.
2. A student who has commenced work on an Associate Degree and has changed his degree objective more than once—$10 per contact hour.
3. A student exceeding by more than 3 credits earned the number of credits required for a degree—$15 per contact hour for those credits in excess of 3 above the degree requirement.

REFUNDS
In general, fees are not refunded unless courses are cancelled by the College.

Under extenuating circumstances, upon approval of a written application made to the Dean of Administration at the time of withdrawal, a proportionate refund only of the tuition fees may be made in accordance with the following schedule:

- Withdrawal before scheduled opening date of classes: 100%
- Withdrawal during 1st week after scheduled opening date of classes: 75%
- Withdrawal during 2nd week after scheduled opening date of classes: 50%
- Withdrawal during 3rd week after scheduled opening date of classes: 25%
- Withdrawal after 3rd week: No refund

NOTE: A different refund schedule applies to Summer Session.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TB 1</td>
<td>Fundamental Accounting I</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Principles of accounting applied to single proprietorship. Journalizing and posting, adjusting and closing entries, preparation of the work sheet, balance sheet and income statement. <strong>Prerequisite or Coreq:</strong> (depending upon the student's curriculum) TB 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TB 2</td>
<td>Fundamental Accounting II</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Extension of the principles of accounting to partnerships and corporations. <strong>Prereq:</strong> TB 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TB 3</td>
<td>Intermediate Accounting</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>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. <strong>Prereq:</strong> TB 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TB 4</td>
<td>Cost Accounting</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Principles of cost accounting for manufacturing and business; particular consideration of the managerial uses of cost data under the job order and process cost system. Use of estimate, standard and direct costing techniques related to job order and process costing. <strong>Prereq:</strong> TB 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TB 6</td>
<td>Business Law</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Brief survey of the American legal system. Principles of law and application of the Uniform Commercial Code involved in contracts; case material illustrates application of principles to typical business problems.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TB 7</td>
<td>Business Mathematics</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Principles and problems of interest, bank discounts, purchase discounts, installment sales, payrolls, depreciation, profit distribution, taxes and insurance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TB 8</td>
<td>Principles of Finance</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*For the academic year, 1965-1966, TB 1 (Fundamental Accounting I) will consist of 2 hours of lecture and 3 hours of recitation for 4 credits.*
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 help students develop a recognition and acceptance 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' interest 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 business and 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 cultural interests;
- to encourage and facilitate student transfer, where appropriate, to further higher education.
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 2, SC 5, SB 6, SB 13

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

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, and chlorides. Sedimentation rates.
Prereq: TD 1
TB 20 — Typing 1  
5 rec  2 cr  
Development of basic skills in the use of the typewriter. Letter writing, tabulation problems and report writing. Speed of 35 words a minute.

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

TB 22 — Typing 3  
4 rec  2 cr  
Typing skill at the expert level according to office standards. Special emphasis on integrated office projects. Development of high speed techniques. Speed of 60 words per minute.  
Prereq: TB 21

TB 25 — Business Organization and Management  
3 rec  3 cr*  
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, budget and automation.

TB 26 — Business Machines Practice  
4 rec  2 cr  
The application of specialized business machines to particular office needs. Development of facility in the operation of key driven calculators, rotary calculators, adding-listing machines, billing and bookkeeping machines.

TB 27 — Data Processing Systems  
4 rec  4 cr  
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.

TB 30 — Shorthand 4 (Gregg or Pitman)  
4 rec  3 cr  
Development of expert dictation speed. Integration of office-style dictation. High speed transcription according to office standards. Speed of 120 words per minute.  
Prereq: TB 19, TB 22

TB 31 — Principles of Salesmanship  
2 rec  2 cr  
Theory and technique of successful salesmanship pre-approach, customer-centered selling, demonstration of product, handling objections, closing the sale, achieving long-term customer approval and good will. Introduction to sales management philosophy and techniques.

*For the academic year 1965-66, TB 25 (Business Organization and Management) will consist of 1/4 hours of lecture and 1/2 hours of recitation for 3 credits.
TB 9 — Business Statistics 3 rec 1 lab 3 cr
An introduction to statistical methods as a basis for sound decision-making and operations control in business utilizing the principles of probability, sampling error, estimation and the descriptive methods of sampling error, estimation and the descriptive methods of frequency distribution correlation, index numbers and time series analysis. Application to data pertinent to business and economic problems in such areas as accounting controls, production and marketing.

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.

TB 12 — Medical Office Practice and Management 4 rec 2 cr
Efficient management of offices of physicians, hospitals, and medical laboratories. Development of desirable personal traits, attitudes, and the ethical responsibilities of the medical secretary. Office projects include case records, medical reports, special filing systems and record keeping. Development of skill in the use of transcribing and duplicating machines.
Prereq: TB 22
Prereq. or Coreq: TB 44

TB 17 — Shorthand 1 (Gregg or Pitman) 5 rec 3 cr
Principles of shorthand theory and development of skill to take dictation of simple materials. Speed of 60 words per minute.
Coreq: TB 20

TB 18 — Shorthand 2 (Gregg or Pitman) 4 rec 3 cr
Dictation, including a systematic review of theory and expansion of vocabulary. Sustained dictation of business materials and pre-transcription training. Speed of 80 words per minute.
Prereq: TB 17, TB 20
Coreq: TB 21

TB 19 — Shorthand 3 (Gregg or Pitman) 4 rec 3 cr
Building extensive business vocabulary. Development of fluency in taking high-speed and sustained dictation. Development of transcription techniques. Speed 100 words per minute.
Prereq: TB 18, TB 21
Coreq: TB 22

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TB 43 — Medical Shorthand 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
Coreq. or Prereq: TB 9, TB 22, SB 8, TD 1

TB 44 — Medical Shorthand 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 22, TB 43, TD 1
Coreq. or Prereq: TD 2

TB 51,52 — Educational Problems of School Secretaries 1,2 2 rec 2 cr each
Public relations in modern public education; organization of New York City school system according to bylaws, 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 the school secretary.

TB 53 — School Records and Accounts 2 rec 2 cr
Responsibilities of the school secretary: orientation to the school office: the preparation and completion of reports on accident, 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 skills and cultivation of desirable personal traits, characteristics and attitudes of the executive secretary. A series of realistic secretarial office assignments, including the theory and practice of filing; operation and use of duplicating and transcription machines.
Prereq: TB 19, TB 22
Coreq. or Prereq: TB 30 or TB 42
TB 38 — Supervised Cooperative Work Experience

I 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 devoted to analysis of the experiences gained on the job, to develop a greater understanding of the retailing operations and practices. Students rated by the employer on job accomplishment. Course required for degree for day students only. (Fully employed evening students will substitute TB 39, Current Retailing Practices.)

TB 39 — Current Retailing Practices

2 rec 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. (This course is required instead of TB 38, for the A.A.S. degree in Retail Business Management in the Business Curriculum for evening students.)

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 Shorthand 1 (Gregg or Pitman)

4 rec 3 cr
Dictation and transcription of non-litigation materials with attention to development of legal shorthand vocabulary. Materials include contracts, wills and settlement of estates, trust funds, proceedings in buying and selling real estate, incorporating a business. Minimum speed of 100 words per minute.
Prereq: TB 18, TB 21
Prereq. or Coreq: TB 19, TB 22, TB 40

TB 42 — Legal Shorthand 2 (Gregg or Pitman)

6 rec 4 cr
High speed dictation and rapid transcription of litigation papers and materials—pleadings, orders, judgments, stipulations, ETB's, appeals. Production according to legal office standards of documents, forms and communications. Speed of 120 words per minute.
Prereq: TB 22, TB 41
TB 32 — Retail Buying Techniques 3 rec 3 cr
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 merchandising selection; pricing.
Prereq: TB 11
Coreq: TB 33.1

TB 33.1 — Retail Merchandising 3 lect 3 cr
Theory of merchandising and its application to the basic retailing procedures including the mathematics of markup, markdown, gross margin and the use of the retailing method of inventory as a tool for the computation of profits.
Prereq: TB 1, TB 7
Coreq: TB 32

TB 33.2 — Retailing Merchandising 3 lect 3 cr
The principles and procedures of merchandising as related to stock turnover, stock sales ratio, stock and sales planning, the merchandise plan, model stock, and unit stock control, dollar and unit open-to-buy.
Prereq: TB 32, TB 33.1

TB 34 — Store Organization and Management 2 rec 2 cr
Organization and operation of retail stores; layouts, budgeting; credit procedures; 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, wool, linen, silk, rayon, acetate, nylon, polyesters, acrylics, spandex 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 and analysis of fashion trends.
Prereq: TB 36
The following courses in the Plastics Technology Curriculum will be offered beginning September, 1966.

TP 1 — Fundamentals of Plastics  
2 rec 2 cr  
The materials, processes, and general product types which make up the operations of the plastics industry and its manufacturing techniques; history and development of materials, processes and products.

TP 2 — Plastic Materials  
2 rec 3 lab 3 cr  
Processing raw material to produce plastics. Emphasis on organic chemistry of plastics, blending and compounding, use of roll mills, mixers, ribbon blenders, physical measurements.

TP 3 — Plastic Processing I  
2 rec 4 lab 3 cr  
Processing of thermosetting plastics; compression molding, transfer molding, finishing and fabricating techniques.

TP 4 — Plastic Processing II  
2 rec 4 lab 3 cr  
Processing of thermoplastics, injection equipment, injection auxiliary equipment, finishing injection molded parts, extrusion equipment, extrusion processes, finishing techniques, blow molding, vacuum forming.

TP 5 — Design of Plastic Products I  
2 rec 2 cr  
Determination of desirable properties for product selection of material to fit desired attributes. Design and materials for end usage.

TP 6 — Design of Plastics Products II  
2 rec 2 cr  
The economic factors of raw materials, virgin vs. reprocessed resins, recovery and scrap factors.

TP 7 — Fabrication I  
2 rec 4 lab 3 cr  
The extrusion of thermoplastic resins. Compounding, coloring, film manufacturing, profile and pipe manufacturing, blow molding.

TP 8 — Fabrication II  
2 rec 4 lab 3 cr  
Injection molding, compression molding and thermoforming.

TP 9 — Reinforced Plastics  
2 rec 3 lab 3 cr  
Layup (Hand and Mechanical), casting, the formulating and coloring of resins, types and materials for reinforcing, tool design for reinforced plastics.
ENGINEERING TECHNOLOGIES: Electrical Technology*

TE 01 — Introduction to Electric Circuits 2 rec 3 lab 3 cr
Study of voltage, current, resistance, power and energy in linear DC 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 modern basic test instruments.
Coreq: SMT 10, SPT 1

TE 1 — AC Circuits 3 rec 3 lab 4 cr
Study of voltage, current, impedance, power and energy in linear AC circuit elements and networks. These basic concepts are then applied to network theorems, series resonance, and parallel resonance.
Prereq: SPT 1, TE 01
Coreq: SMT 2

TE 2 — Networks and Transmission Lines 3 rec 3 lab 4 cr
The use of lumped circuit elements in coupled circuits and filters to obtain specified current and voltage characteristics with variation of frequency. These concepts are then extended to distributed parameters in transmission lines.
Prereq: SM 2, TE 1
Coreq: TE 3

TE R 1, 2 — Basic Electricity and Electronics 3 rec 3 lab 0 cr
(For Evening and Extension Division students only.)
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, semi-conductor 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.

TE 3 — Transistor and Vacuum Tube Electronics 3 rec 3 lab 4 cr
Study of diodes, transistors and vacuum tubes as physical devices and circuit elements. Rectification, filtering and amplification are examined in detail. Emphasis is placed on transistors. The work in the laboratory includes experiments in diode and triode characteristics (vacuum tube and semiconductors).

*Orientation Sessions for students in the Electrical Technology, Mechanical Technology, or Engineering Science curricula are described on page 20.
ENGINEERING TECHNOLOGIES DEPARTMENT

Professor: Mr. Stillerman,* Head of Department; Associate Professor: Mr. McLaughlin, Mr. Said, Mr. Tyson, Acting Head of Department; Assistant Professor: Mr. F. Berger, Mr. Gean, Miss Lawrence, Mr. Ritterman, Mr. Rodzianko, Mr. Segel; Instructor: Mr. Alessio, Mrs. P. Berger; Technical Assistant: Mr. Lopuchin, Mr. Uszcinowski

ELECTRICAL TECHNOLOGY

The courses in Electrical Technology 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.

*On leave 1965-66
TE 22 — Electric Layout and Estimating 3 rec 3 lab 4 cr
A study of the procedures used in the design and layout of electrical 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 5

TE 23 — TV and Radar 3 rec 3 lab 4 cr
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 3 lect 3 lab 4 cr
Typical circuits used in the generation and control of non-sinusoidal waveshapes and their application to timing, telemetering, cathode ray displays; television and computers; limiters. DC restorers, differentiators, integrators, multivibrators and blocking oscillators are some of the circuits studied in this course.
Prereq: TE 2, TE 4

TE 25 — Computers 3 lect 3 lab 4 cr
The basic concepts and circuits of electronic computers, both digital and analog. Emphasis is placed on the circuitry and logical design and not on programming. Topics covered include: electrical analogues, Boolean algebra, wave shaping circuits, electronic counters, operational amplifiers, basic logical circuits, input-output devices, storage systems and sample computer systems. Laboratory work consists of computer circuit design, assembly and test and elementary computer programming.
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. Modern industrial electrical, mechanical and hydraulic servo components are utilized.
Prereq: TE 2, TE 4
MECHANICAL TECHNOLOGY

The courses in Mechanical Technology 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 technicians find employment: machine design,
heat power and production planning;
to provide experience in the use of industrial caliber test and meas-
uring equipment;
to provide an understanding of the methods used to manufacture
mechanical parts, accomplished by study, demonstration and
student projects. (Training for apprenticeship is not, however, an
essential part of this program);
to provide more comprehensive coverage in two areas of specializ-
ation as examples of the application of the principles of me-
chanical technology. This is accomplished by means of senior
elective courses;
to include a survey of electrical technology often needed by me-
chanical technicians.

ENGINEERING TECHNOLOGIES: Mechanical Technology*

MO 01 — Introduction to Engineering Graphics 1 lec 4 lab 0 cr.

An introductory course in engineering graphics for students with
limited backgrounds and those admitted under a pretechnical program.
This course is similar in content to TM 1 (Engineering Graphics). TM 01
topics include use of instruments, lettering, applied geometry, ortho-
graphic projection, sections and conventions, dimensioning, charts and
graphs, and detail drawing. Emphasis is placed on individual instruc-
tion and individual needs.

MO 09 — Elementary Problem Solving 3 rec 0 cr

An orientation course designed to train the student in effective work
habits to insure successful performance in technology courses to follow.
Instruction covers the proper use of technical aids in engineering
technology and problem solving techniques. The course includes in-
struction in the use of the slide rule, scientific notation, engineering
units, dimensional analysis and organization of technical problems.

Orientation Sessions for students in the Electrical Technology, Mechanical Technology, or Engineer-
ing Science curricula are described on page 201.
TE 27 — Semi- Conductors and Circuits  
3 rec  3 lab  4 cr
Semiconductor physics and its applications to diodes, transistors and lasers. Semiconductor circuits including amplifiers, oscillators, switching and computer circuits. Other semiconductor devices such as field effect and unijunction transistors, tunnel diodes, parametric amplifiers, and lasers. The laboratory work consists of the design, assembly and test of semiconductor circuits, including audio, radio control 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 electric components and assemblies. Printed circuits, modules, automatic insertion, components board layout and miniaturization. The laboratory work consists of the applications of modern electronic manufacturing techniques to simple problems. Visits to manufacturing installations.
Prereq: TE 7

TE 32 — Electrical Technology  
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 Technology Students only.

TE 41 — Advanced Electronics Seminar  
2 rec  2 cr
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.
Survey of the field of mechanical technology including statics, strength of materials, machine design, thermodynamics and heat transfer, and industrial management. Emphasis is placed on topics of special interest to Electrical 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, precision measurements, and heat power laboratories, including motion and time study.
Prereq: for TM 32: SMT 2, SPT 1
For Electrical Technology students only.

ENGLISH DEPARTMENT

Professor: Dr. Beringause, Head of Department; Dr. Loughlin; Associate Professor: Dr. Pollin; Assistant Professor: Dr. Docherty, Dr. Gottesman, Dr. Mandelbaum, Mrs. Krummel, Mr. Motola; Instructor: Mr. Aurelsky, Mr. Frank, Mr. Grill, Mr. Kraemer, Mr. Lapisardi, Mr. Lesthenal, Mr. Off, Miss Porcaro, Mr. Ratcliffe, Miss Read, Mr. Zalkin, Mr. Zimmerman

Along with the other departments of the College, the Department of English is interested in helping young men and women achieve intellectual, personal, social, and vocational competency.

The Department of English strives to inculcate the six basic skills of communication: comprehension, appreciation, judgment, application, expression, 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.
TM 24 — Heating and Ventilating  
3 rec 3 lab 4 cr  
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 insu-  
lation. Industrial caliber chemical and electronic fuel gas analyzers, air  
flow meters and devices for temperature measurement and recording  
are used.  
Prereq: TM 12

TM 25 — Industrial Management  
3 rec 3 lab 4 cr  
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 col-  
lege 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

TM 26 — Industrial Plant Planning  
3 rec 3 lab 4 cr  
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 materi-  
al 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

TM 27 — Instrumentation and Control Systems  
3 rec 3 lab 4 cr  
A study of instruments used to sense, measure and control automatic or  
semi-automatic processes. Scope includes temperature, pressure, level,  
flow, analyses, and process instrumentation and control systems. Included  
also is a brief introduction to the principles of servo systems and trans-  
ducer selection. Laboratory work includes industrial control system  
investigations and the selection, operation and maintenance of me-  
chanical, electrical and electronic meters, recorders, instruments and  
control systems.  
Prereq: TM 12  
Coreq: TM 14
TM 16 — Mechanical Project Laboratory 6 lab 1 cr
Application of mechanical engineering theory to the solution of practical laboratory problems. Students work in groups or in some cases work alone under the direction of the instructor, who acts as the project engineer. Projects include the design, fabrication and testing of prototype mechanical or electro-mechanical equipment used in the laboratory. Submission of test data and reports.
Prereq: TM 11, TM 14
Coreq: TM 4

The following courses, numbered in the 20's are elective courses. The selection is made by the senior class as a whole from the group of courses offered by the Department. 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 emphasis on synthesis. The designer's responsibility and the use of judgment in non-critical applications is considered. Topics covered include stress concentration, bearing and lubrication, cams, springs, couplings and clutches, brakes, belt and rope drives, and vibration in machines. 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 tools. Subjects included are drill jigs, milling fixtures, gages, special cutting tools and dies for blanking, drawing, piercing and bending. Various tools and dies are discussed and demonstrated. The laboratory work consists of problem solving and the design of various tools listed above.
Prereq: TM 11, TM 14

TM 23 — Refrigeration and Air Conditioning 3 rec 3 lab 4 cr
This course covers both the theory and practice of refrigeration and air conditioning. The vapor-compression system is covered in detail. Heating and year-round air-conditioning systems are covered qualitatively. Psychrometrics and design loads are covered. Laboratory work includes the use of psychrometric measurements and the design and construction of a vapor-compression cooling unit.
Prereq: TM 12
GE 18 — Literary Criticism (An Honors Course) 3 rec 3 cr
To read philosophies and examples of literary criticism, so that the student can define and apply basic concepts necessary in criticism of literature. The course will consist of readings in ancient and modern criticism—from Aristotle’s Poetics to Trilling’s The Opposing Self—and the theories analyzed by such writers as Wellek and Hyman. The student will evaluate a work of literature as a model analysis. Seminar discussions and individual conferences.

GE 19 — Technical Writing 3 rec 3 cr
To study every major type of written technical communication. Emphasis is placed upon understanding of the problems of the reader of the technical writing. Technical communications of the types required from the inception of product design to use of the product by the ultimate users will be written by students. In addition, attention will be paid to communications techniques and to the presentation methods normally used in technical communications. Individual conferences.

GE 20 — Honors Elective: Independent Research 3 cr
To involve the intellectually aware, creative student in the study in depth of some phase of English studies through independent research, is the purpose of this course. The honors student will engage in independent study of a special and specific literary problem. In order to undertake this course, the student must have a B or higher average in his previous nine credits of English courses taken at Bronx Community College. He must have, also, the recommendation of an instructor in the Department of English who is well acquainted with his written work. Each student will work closely and intensively with his instructor; he will be guided in research techniques, in organizing bibliography in the specific area, and in preparing drafts of his honors paper.

GE 21 — Shakespeare 3 rec 3 cr
An introduction to the plays of Shakespeare. Representative tragedies, comedies, and histories will be read and analyzed. Poetic and dramatic techniques will be studied with some attention to the Elizabethan theatre. A research or critical paper will be required. Individual conferences will be arranged.
Prereq: GE 1, 2, and 5 or 5.1
GE 8 — Modern American Short Story 3 rec 3 cr
To trace the origin and the development of the American short story, with special emphasis on current trends. The student will be expected to develop critical skill in reading and in evaluating the short story. A critical or research paper will be required and students will be encouraged to write a short story. There will be individual conferences. Prereq: GE 2

GE 9 — Modern British and American Poetry 3 rec 3 cr
To introduce the student to basic poetic principles and techniques by reading, analyzing, and discussing selected modern poetry. Literary appreciation and critical judgment will be developed by a study of the historic and linguistic background necessary for understanding poetry. A critical or research paper will be required and the student will be encouraged to write poetry. There will be conferences. Prereq: GE 2

GE 10 — Great Novels 3 rec 3 cr
To give the student an appreciation of the classics of world fiction—their themes, techniques, terminology, origin, and growth—as seen against the background of contemporary achievement. There will be individual conferences and a critical or research paper. Prereq: GE 2

GE 11 — Journalism 3 rec 3 cr
To give the student practice in newspaper techniques, including the writing of news stories, short features, interviews, editorials, and articles. The course will be conducted as a writing workshop and will work in close association with student publications. Individual conferences. Prereq: GE 2 (Permission of the instructor is required).

GE 12 — American Literature and Thought 3 rec 3 cr
To make the student aware of major themes in American literature, thought, and history, from the middle of the Nineteenth Century to the present day. Selected authors include Hawthorne, Melville, Whitman, James, Twain, Eliot, and Hemingway. There will be individual conferences and a critical paper. Prereq: GE 2
(To be given as a parallel course with GS 9, with classes frequently conducted concurrently.)
HEALTH AND PHYSICAL EDUCATION DEPARTMENT

Professor: Mr. McGreath, Head of Department; Assistant Professor: Mr. Kor, Mr. Steuerman*; Instructor: Mrs. Altman, Miss Gold, Mrs. Linder, Mr. Whelan, Mr. Wong

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. An annual medical examination is required.
2. All, except Business Curricula and Nursing Curriculum students, must take GH 9, regardless of health or physical limitations.
3. Students unable to participate in any activity course for medical reasons, must get a waiver from the head of the Health and Physical Education Department each semester.

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 Certification. Prereq: GH 1 and ability to swim 200 yards.

GH 3 — Fundamentals of Swimming (Men and Women) 2 pool 1/2 cr
Recommended for all non-swimmers and beginners. Advanced swimmers will not be admitted. Prereq: GH 1

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

GH 5 — Seasonal Sports (Men and Women) 2 gym 1/2 cr
Fall: Basketball and badminton. Prereq: GH 1

* On leave 1965-66
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SML 1</td>
<td>Survey of Mathematics 1</td>
<td>3 rec 3 cr</td>
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<tr>
<td></td>
<td>Intended for Liberal Arts students who are not majoring in science or mathematics. Stresses fundamental concepts; discusses applications of mathematics; arithmetic and algebra developed from a postulational point of view, set theory, permutations, combinations, binomial theorem, probability. Prereq: Intermediate Algebra or SMO 2 (and Trigonometry as of September 1966)</td>
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<tr>
<td>SML 2</td>
<td>Survey of Mathematics 2</td>
<td>3 rec 3 cr</td>
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<tr>
<td></td>
<td>Analytical geometry, trigonometry, functions, limits, introduction to differential and integral calculus, applications. Prereq: SML 1</td>
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<tr>
<td>SMT 10</td>
<td>College Algebra</td>
<td>4 rec 3 cr</td>
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<tr>
<td></td>
<td>Review of trigonometry; logarithms; complex numbers; functions and graphs; quadratic equations and systems of equations; theory of equations; permutations, combinations and probability; mathematical induction; matrices and determinants. Prereq: Intermediate Algebra or SM 02</td>
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<tr>
<td>SMT 2</td>
<td>Introduction to Mathematical Analysis</td>
<td>3 rec 3 cr</td>
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<td>Function concept; conic sections; limit concept; differentiation of algebraic functions; differentials, definite integral; anti-derivatives; indefinite integral limits involving transcendental functions; differentiation and integration of transcendental functions; applications. Prereq: Advanced Algebra or SMT 10</td>
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<tr>
<td>SMT 11</td>
<td>Analytic Geometry and Calculus</td>
<td>4 rec 4 cr</td>
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<td>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. For Liberal Arts and Sciences students planning to major in mathematics or physical science and Engineering Science students. Prereq: Advanced Algebra or SMT 10</td>
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<tr>
<td>SMT 12</td>
<td>Analytic Geometry and Calculus 2</td>
<td>5 rec 5 cr</td>
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<tr>
<td></td>
<td>Conic sections; determinants; differentiation and integration of transcendental functions; hyperbolic functions; applications of the definite integral. For Liberal Arts and Sciences students planning to major in mathematics or physical science and Engineering Science students. Prereq: SM 11</td>
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</tbody>
</table>
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 03 — Fundamental Concepts and Skills in Arithmetic and Algebra
3 rec 0 cr
A study of basic operations in arithmetic, verbal problems whose solutions involve arithmetic processes, generalizations of the principles of arithmetic leading to the fundamental concepts of algebra, algebraic operations, polynomials; exponents and logarithms, and problems involving algebraic solutions.
(Primarily for students who have never studied intermediate algebra or students who require a refresher course in basic computational mathematics.)

SM 05 — Plane Geometry for College Students
3 rec 0 cr
A study of parallels, polygons, circles, loci, ratio and proportion, similarity, areas, constructions, applications.
Prereq: Elementary Algebra or SM 01

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; progressions and binomial expansion.
Prereq: Plane Geometry or SM 05

SMB I — Introductory College Mathematics
3 rec 3 cr
Review of fundamental operations with integers and fractions; equations; introduction to trigonometry; exponents; direct and inverse variation; quadratic equations; sets, functions, graphs, logarithms, statistics.
For Business and Commerce students only.

SMH I — Trigonometry
3 rec 0 cr
Review of operations; linear and quadratic equations, exponents, radicals, logarithms, progressions; binomial theorem, trigonometric functions; trigonometric equations and identities; solution of right and oblique triangles; applications.
Prereq: Intermediate Algebra or SM 02
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<th>Hours</th>
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<td>SM 13</td>
<td>Analytic Geometry and Calculus 3</td>
<td>5</td>
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<tr>
<td></td>
<td>Polar coordinates, vectors, applications of vectors to analytic geometry and calculus; partial differentiation; multiple integrals; infinite series; applications. For Liberal Arts and Sciences students planning to major in mathematics or physical science and Engineering Science students. Prereq: SM 12</td>
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<tr>
<td>SM 14</td>
<td>Advanced Mathematics for Engineers</td>
<td>4</td>
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<td>Methods of solving ordinary differential equations with and without constant coefficients; selected topics from among the following: hyperbolic functions; power series; fourier series; gamma functions; Bessel functions; applications to problems of motion; electric circuits; chemical solutions and damped and forced vibrations; Cauchy-Schwartz inequality, Laplace transform. Prereq: SM 13</td>
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<tr>
<td>SM 15</td>
<td>Probability and Statistics</td>
<td>3</td>
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<td>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</td>
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<tr>
<td>SM 24</td>
<td>Vector Calculus and Linear Algebra</td>
<td>4</td>
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<td>A study of determinants, matrices, vector spaces, complex vector spaces, eigenvalue problems, uniform convergence, Fourier series, functions defined by integrals, vector field theory, the theorems of Green and Stokes. Prereq, or Coreq: SM 14 and permission of Head of Department of Mathematics.</td>
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GERMAN

GG 01 — Elementary German 1  4 rec  4 cr
Pronunciation; elements of grammar; reading and translation of simple texts; dictation; conversation. Audio-laboratory practice.

GG 02 — Elementary German 2  4 rec  4 cr
Continuation of GG 01.
Prereq: GG 01

GG 03 — Intermediate German  4 rec  4 cr
Review of grammar; reading; translation and oral discussion of modern texts; composition; dictation; conversation. Audio-laboratory practice.
Prereq: GG 02

GG 1 — College German 1  4 rec  4 cr
Review of grammar; discussion, literary analysis, oral reports and composition based on selections from Grimm Brothers, Goethe, Roentgen and Schliemann. Audio-laboratory practice.
Prereq: GG 03

GG 2 — College German 2  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  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

GG 4 — College German 4  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

RUSSIAN

GR 01 — Elementary Russian  4 rec  4 cr
Pronunciation; elements of grammar; reading and translation of simple texts; dictation; simple conversation. Audio-laboratory practice.
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. (See chart.)

FRENCH

GF01 — Elementary French 1 4 rec 4 cr
Pronunciation; elements of grammar; reading and translation of simple texts; dictation; conversation. Audio-laboratory practice.

GF02 — Elementary French 2 4 rec 4 cr
Continuation of GF 01.
Prereq: GF 01

GF03 — Intermediate French 4 rec 4 cr
Review of grammar; reading; translation and oral discussion of modern texts; composition; dictation; conversation. Audio-laboratory practice.
Prereq: GF 02

GF1 — College French 1 4 rec 4 cr
Review of grammar; conversation, oral reports, composition and analysis based on reading and interpretation of literary masterpieces. Audio-laboratory practice.
Prereq: GF 03

GF2 — College French 2 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

GF3 — College French 3 3 rec 3 cr
Begins 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 Moliere are studied critically.
Prereq: GF 2

GF4 — College French 4 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
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 anal-
ysis based on reading and interpretation of literary masterpieces.
Audio-laboratory practice.
Prereq: GR 03

SPANISH

GSP 01 — Elementary Spanish 1
Pronunciation; elements of grammar; reading and translation of simple
texts; dictation, conversation. Audio-laboratory practice.

GSP 02 — Elementary Spanish 2
Continuation of GSP 01.
Prereq: GSP 01

GSP 03 — Intermediate Spanish
Review of grammar, reading, translation and oral discussion of modern
texts; composition; dictation and conversation based on everyday and
cultural topics. Audio-laboratory practice.
Prereq: GSP 02

GSP 1 — College Spanish 1
Review of grammar; conversation, oral reports, discussions and compos-
tion 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. Intro-
duction to selections from Don Quixote.
Prereq: GSP 2
PHYSICS

SP 11 — Engineering Physics I

1 lect 2 rec 2 lab 4cr

The statics and dynamics of particles and rigid bodies: vectors, force and motion; energy and momentum; rotational motion; elasticity and simple harmonic motion. SP 11 is the first of a three-term sequence in general physics for students in the Engineering Science program. This sequence of courses, SP 11, SP 12 and SP 13, is also recommended for science or mathematics majors in a Liberal Arts and Sciences Transfer program.
Coreq: SM 11

SP 12 — Engineering Physics 2

1 lect 2 rec 2 lab 4cr

Hydrostatics and hydrodynamics; properties of gases; heat; thermodynamics and kinetic theory of matter; wave motion, sound; electrostatics. SP 12 is the second semester of the general physics course for engineering science, physical science or mathematics majors.
Prereq: SP 11
Coreq: SM 12

SP 13 — Engineering Physics 3

1 lect 2 rec 2 lab 4cr

Magnetism and electromagnetism; direct and alternating currents; electromagnetic waves; geometrical and physical optics; modern physics. SP 13 is the third semester of the three-semester sequence in general physics for engineering, physical science, or mathematics majors.
Prereq: SP 12
Coreq: SM 13

SP 14 — Analytical Mechanics

1 lect 3 rec 4cr

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: SP 12
Coreq: SP 13, SM 13

SPL 1 — College Physics 1

3 rec 2 lab 4cr

Introduction to basic principles and methods of physics. Topics include mechanics, heat and molecular forces, vibrations, wave motion and sound.
Prereq: Algebra and the Elements of Trigonometry or SMT 10
PRINCIPLES OF SCIENCE

An interdepartmental offering, in cooperation with 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.

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<td>SS 1 — Principles of Science I</td>
<td>1 rec 2 lec 2 lab 4 cr</td>
<td>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.</td>
</tr>
<tr>
<td>SS 2 — Principles of Science II</td>
<td>1 rec 2 lec 2 lab 4 cr</td>
<td>Introduction, chemical calculations, electronic structure of atoms, ionic and covalent compounds, solutions, acids and bases, equilibrium, oxidation-reduction, nonmetals, metallic state, organic chemistry, minerals and rocks, geological processes, astrophysics. Prereq: SS 1</td>
</tr>
<tr>
<td>SS 3 — Introduction to Science</td>
<td>3 lec 3 lab 4 cr</td>
<td>Matter, atomic structure, chemical bonds, radioactivity, liquid state and solutions, ionization, acids and bases, hydrocarbons and derivatives, carbohydrates, lipids and proteins, metabolism, respiration, blood and urine, hormones, motion, energy, heat, pressure. Required of Nursing students. Prereq: SB 10 and SB 11</td>
</tr>
</tbody>
</table>

* Students expecting to transfer to a senior college of City University should consult their curriculum counselors before registering for these courses.
SPL 2 — College Physics 2 3 rec 2 lab 4 cr
Electricity and magnetism, light, selected topics in modern atomic and nuclear physics.
Prereq: SPL 1

SPT 1 — Physics for Engineering Technology 1 1 lect 2 lab 2 rec 4 cr
Units, statics and vectors, energy, work and power, theory of matter, electric charge, electric fields and conduction, potential, magnetism, electromagnetic induction; capacitance, kinematics, conservation laws.
Prereq: Trigonometry or SMH 1
Coreq: SMT 10

SPT 2 — Physics for Engineering Technology 2 1 lect 2 lab 1 rec 3 cr
Circular motion, simple harmonic motion, fluid mechanics, temperature and expansion, heat and heat transfer, mechanics of gases, thermodynamics, wave mechanics, geometric optics, applied optics, applied nuclear technology.
Prereq: SPT 1, SMT 10

SPT 01 — Introduction to College Physics 4 rec 0 cr
Nature of physics, units mathematics 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 16 — Electricity and Magnetism 2 lect 2 rec 3 cr
A study of the basic principles of stationary and moving electric and magnetic fields and their effect on charged particles. Maxwell’s equations and radiation of electromagnetic energy. Electrostatic and magnetic properties of matter.
(Recommended for Liberal Arts and Sciences students planning to major in electrical engineering or physics.
Prereq: SP 13, SM 13

SP 23 — Atomic and Nuclear Physics 2 rec 2 lab 3 cr
The deflection of charged particles by electric and magnetic fields, e/m determination, special relativity, 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.
(Recommended for students planning to major in mechanical engineering, civil engineering, architecture or physics.)
Prereq: SP 13
**GS 14 — Modern Latin American History**

This course traces the historical development 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.

Prereq: GS 1, 2 or Coreq: GS 2 and permission of instructor.

**GS 16 — History of the Bronx**

A detailed survey of the natural and cultural environment and the history of the area, over a 3000 year period. Included will be a comprehensive survey of relationships of geology, geography, i.e., soils, minerals, relief features, water resources, flora, fauna, and how they combine to produce the various physical settings in which man has lived, and lives today, in Bronx County. The historical role, significance, and relationships of the Bronx to New York City as a whole, to the Metropolitan Region, and to the State as well, will receive special attention. As a result, the Bronx will be examined in context to its larger setting.

Prereq: GS 1, 2

(Open to matriculated students. Non-matriculated students must have permission of Head of Department.)

**ECONOMICS**

**GS 4 — Economics**

Study and analysis of economic principles and policies; the theory of pricing and distribution under various market conditions. Government intervention in the market and policy problems. Analysis of the factors determining the aggregate levels of employment, prices and income.

Prereq: GS 2

**GOVERNMENT**

**GS 1 — Government**

Analysis of the American political system with emphasis on its national aspects and some attention to New York State and City government. Topics include the Constitution and its origins, the federal system, political behavior, Congress, the Presidency, the judiciary, and civil liberties and civil rights.

Prereq: GS 2

**GS 13 — Comparative Government**

A description and analysis of the governments and politics of some of the leading world powers, with particular attention to Great Britain, France and the Soviet Union.

Prereq: GS 1, 2, 3
SPEECH, AND THE FINE AND PERFORMING ARTS DEPARTMENT

SPEECH
Associate Professor: Dr. Reynolds, Head of Department; Assistant Professor: Miss Chalapsis, Mr. Duncan, Mr. Rockwood; Instructor: Mr. Canty, Mr. Gelb, Mr. Gilroy, Mrs. Landa, Mr. Raphael

FINE AND PERFORMING ARTS
Assistant Professor: Dr. Heinz, Dr. Salzberg, Mr. Simon; Instructor: Miss Gilbert

The aims of the Department of Speech, the Fine and Performing Arts are to aid students in its courses in Speech:
- to communicate effectively;
- to develop cultivated speech;
- to speak with enthusiasm, clarity, and precision;
- to develop poise and self-confidence;
- to correct accents if their native language is not American English;
- to select, organize, adapt, and present materials with reference to various types of audiences;
- to acquire and develop skills of leadership and participation in discussion groups and parliamentary assemblies, and in evaluation of the discussion process, and dynamics;
- to develop critical thinking through the study of such disciplines as logic, semantics, persuasion, propaganda, and argumentation;
- to develop a discriminating taste in literature and its oral interpretation;
- to develop a discriminating taste in drama through a study of its history, acting, stagecraft, and play production;
- to develop a critical awareness of the compelling issues of the day.

In its courses in Art and Music, it aims:
- to enrich their cultural life and dimension by developing an appreciation and understanding of art and music.

SPEECH, AND THE FINE AND PERFORMING ARTS

SPEECH (former course code letters are in parentheses)

GSD 00 (GE 00) — Speech Clinic
2 rec. 1/2 cr.
Remedial, clinical work, carried on largely in the freshman year, in individual consultation for those students who have particularly severe speech problems. Students may be continued in GSD 00 while taking required Speech courses.
(Open only to students assigned on the basis of the Speech Placement Test or a diagnostic interview.)
PHILOSOPHY

GS 7 — Introduction to Philosophy
3 rec 3 cr
The fundamental questions of human experience and the basic problems of philosophy. Study and analysis of concepts and views of ancient and modern philosophies.
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

PSYCHOLOGY

GS 5 — Psychology
3 rec 3 cr
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 or
Coreq: GS 2 and permission of instructor

GS 15 — Abnormal Psychology
3 rec 3 cr
A study of the major forms of psychological disorders; such as neuroses, psychoses, psychosomatic disturbances and character disorders; their origin, development and treatment.
Prereq: GS 5

SOCIOLOGY

GS 6 — Sociology
3 rec 3 cr
Introduction to the scientific study of 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 2

GS 17 — Introduction to Social Work
3 rec 3 cr
The course is organized to introduce the student to the field of social work. The student is acquainted with the nature of social work and its functions. The fields of social work, such as family case-work, child welfare, psychiatric and medical social work, correctional services, public welfare and community welfare organizations are discussed on an introductory level.
Prereq: GS 6 or GS 5, or permission of 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." History of development of musical styles and forms. Use of Audio-laboratory.

GM 2 — 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-laboratory.
Prereq: GM 1 or special permission of the instructor.

GM II and I2 — Choral Performance
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 concerts, 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 concerts, college ceremonies and functions. (The College offers the loan of orchestral instruments for those qualified.)

ORIENTATION PROGRAMS

The Orientation Programs include planned sessions by the Student Personnel Department and other academic departments with the purpose of helping students make necessary adjustments to college life and to familiarize them with the fields of work they have decided to enter. Though these are not regular courses and no credit is given for Orientation sessions, they are offered on a regularly scheduled basis. General Freshmen Orientation is required of all matriculated students and special Senior Orientation sessions are required in certain curricula as designated in the requirements.
DEPARTMENT OF STUDENT PERSONNEL

FO — Freshman Orientation

The purpose of this program is to assist the freshman to make a satisfactory transition and adjustment to college. The lectures and discussions center on the purpose of a college education, the tools of learning, and the proper attitudes for success. Academic skills and techniques, and the establishment of values and goals are considered in these sessions. The student is helped to gain insight regarding himself in terms of realistic scholastic and vocational goals and to understand how his college education may prepare him for greater self-realization.

DEPARTMENT OF ENGINEERING TECHNOLOGIES

EFO Engineering Science Freshman Orientation 1 lect 0 cr

TFO Engineering Technology Freshman Orientation 1 lect 0 cr

This is an orientation program to familiarize new students with effective college work-study habits, technical problem-solving methods, and the work of technicians and engineers. The topics covered include: use of the library, engineering problem solving formats, slide rule operation, preparing for and taking examinations, and the branches of engineering and engineering technology.

TSO Engineering Technology Senior Orientation 1 lect 0 cr

The work of the engineering technician in various branches of technology is considered. In addition, the engineering technicians' job market, current trends in employment opportunities, evaluation of personal qualifications, and planning and conducting a successful employment campaign are covered. Individual counseling for specific vacancies and interviews are arranged.

ESO Engineering Science Senior Orientation 1 lect 0 cr

A special program to acquaint senior Engineering Science transfer students with detailed fields of specialization in engineering, colleges offering various engineering programs, and the methods of making a successful transition from the community college to the four-year college. Topics discussed include specialized fields of engineering, approved college engineering curricula, selecting a college, making application, and financial aid. Individual problems are discussed.
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Springtime at BCC: Student and Faculty member chat at Main Entrance
Entrance to Main Building, East 184th Street
Graduates receive diplomas at Commencement Exercises
Student exhibit at College Open House: IEEE (BCC Chapter of Institute of
Electrical and Electronic Engineers)
Nursing Center Entrance
A corner of the College Library
A corner of the Student Cafeteria
Dr. Meister, President of BCC, and Dr. Rosenberg, Chairman of the Board
of Higher Education
Another corner of the Library
[Top] Entrance to Office of Admissions
[Bottom] Commencement Exercises
[Top] Faculty member demonstrates equipment to students in Mechanical Technology Lab
[Bottom] Student Reception Committee
Students review Announcements in Main Corridor
[Top] Dormitory life: Girls enjoy moments of relaxation in Nursing Residence
[Bottom] Outdoor Barbecue at Nursing Center
Secretarial students at work
[Top] Students at work in a laboratory
[Bottom] Biology Club exhibit at College Open House
Nursing Students' Caping Ceremony
Nursing students observe methods via closed-circuit television
[Top] Professor and students
[Bottom] A corner of the Audio-Lab
Students relaxing over a game of chess in the Student Lounge
[Top] Informal student dance
[Center] College Chorus
[Bottom] Student group at Honors Dinner
[Top] Women's Physical Education class
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OF
INFORMATION
BRONX
COMMUNITY
COLLEGE
of the CITY UNIVERSITY OF NEW YORK

1966-1967 Bulletin of Information for Prospective Students
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*The College reserves the right to make changes in the regulations and courses announced in this bulletin, as circumstances may require.*
ACCREDITATION

Bronx Community College is accredited by the Middle States Association of Colleges and Secondary Schools, through its Commission on Institutions of Higher Education, both as a unit of The City University of New York and as an individual college.

The curricula in Electrical and Mechanical Technologies are accredited by the Engineers' Council for Professional Development.

The Nursing curriculum has received preliminary approval of the National League for Nursing, pending a formal accreditation visit.

CHARTER

The New York State Board of Regents, through the Division of Higher Education of the New York State Department of Education, has chartered and approved all curricula and programs of Bronx Community College.

AFFILIATIONS

The Bronx Community College is a member of the American Association of Junior Colleges, the New York State Association of Junior Colleges, and the Council of Higher Educational Institutions in New York City.

In addition, the college and its faculty have numerous professional memberships and scholarly affiliations.

GOVERNING BODIES

The Board of Higher Education of the City of New York is the governing body of The City University of New York, including the Bronx Community College. The Board shares with the State University of New York Trustees various responsibilities for the College.

Admission Policies
Requirements
Procedures
Status on Admission

ADMISSION

An applicant for admission to Bronx Community College may be approved for one of the programs offered by the College if he fulfills all the requirements for entrance into the program of his choice. The information in the following pages will help the applicant with admission procedures.

Admission to a program at Bronx Community College is based on specific criteria used by the Committee on Admissions to appraise a student's academic potential.
Applicants for admission must present evidence of successful academic preparation for their selected curriculum. The applicant's high school record must show satisfactory completion of the required academic units, distributed according to the chart on page 20.

A student admitted on the basis of a New York State Equivalency Diploma or foreign credentials must present evidence of successful completion of the required foreign language, mathematics and science units where the curriculum calls for them.

An applicant with a deficiency of not more than one required unit, whose overall record indicates strong potential, may be accepted on the condition that the unit deficiency be removed within the time specified by the Committee on Admissions.

ADMISSIONS AND PLACEMENT TESTS

An applicant for admission to any program leading to a degree is required to take certain admissions and placement tests. Students must bring to registration all notices received as a result of placement tests taken at the college. The applicant will receive an announcement of dates for the placement tests. However, arrangements for the CEEB-SAT, if required for the curriculum, must be made as indicated below.

1. Scholastic Aptitude Test (CEEB-SAT)

Applicants for admission to the TRANSFER CURRICULA (Liberal Arts and Sciences, Engineering Science, Business Administration, and Business Teaching) are required to take the College Entrance Examination Board-Scholastic Aptitude Test (CEEB-SAT). Application for the CEEB-SAT should be made directly to the COLLEGE ENTRANCE EXAMINATION BOARD, Box 592, Princeton, New Jersey. A candidate should apply early and list the City University of New York (NOT Bronx Community College) as his college of first choice for reporting the score.

Candidates for September admission are required to take the CEEB-SAT the preceding December; for February admission, the preceding May or July. 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 for Admission. Candidates for admission to the CAREER AND TECHNOLOGY CURRICULA who are considering a transfer program as an ultimate possibility are encouraged also to take the CEEB-SAT. Students may be requested to take general scholastic aptitude tests, after admission, in a special experimental program currently conducted by Bronx Community College and the Educational Testing Service.

2. BCC Placement Tests

After admission, students are given a battery of placement tests in English, mathematics, foreign languages, and business subjects, according to college and curricular requirements. These tests are used as a basis for proper assignment to college-level study. Notification for taking these tests is sent to the student.
ADMISSION PROCEDURES AND REQUIREMENTS

APPLICATION FOR ADMISSION
The following application procedures for admission to Bronx Community College should be followed:

Admission as a freshman (no previous college experience):
A City University application form must be obtained from the applicant's high school guidance counselor, or secured by mail from the UNIVERSITY APPLICATION PROCESSING CENTER, Box 148, Vanderveer Station, Brooklyn, New York 11210, and filled out and returned, according to the instructions printed thereon, accompanied by application fee and high school transcript.

Admission on Transfer From Another Collegiate Institution, With Advanced Standing (all applicants with previous college experience):
An application form must be obtained from the Admissions Office, Bronx Community College, and filled out and returned, accompanied by application fee. Transcripts of high school and previous college work must be arranged for by the applicant, to be sent in, to complete application. (See also Advanced Standing Admission, page 4.)

Foreign Students, Students with Equivalency Diplomas, or Reactivated Applicants:
Application forms must be obtained from the Admissions Office, Bronx Community College. (See also Foreign Students, page 5.)

APPLICATION FEE
All applications must be accompanied by checks or money orders for $4.00, made out to City University of New York. (Instructions for submitting the fee are included with the application forms.)

DEADLINES FOR APPLICATIONS
All applications must be submitted by deadline dates: January 15 for the Fall Semester, and October 15 for the Spring Semester.

RESIDENCE LAWS AND TUITION FEES
Specific tuition fees are dependent on place of legal residence (with the exception of matriculants in Nursing, who attend tuition-free regardless of place of residence).

The New York State Education Law (Section 630, Paragraph 4) defines a New York State Resident as "a person who has resided in New York State for a period of at least one year and in the county for a period of at least six months, both immediately preceding the date of such person's registration in a Community College."

All New York State residents who reside outside of New York City

(con't)
and plan to register at Bronx Community College must complete Residence Forms B 80 and B 81, available in the Bronx Community College Admissions Office. Form B 81, Certificate of Residence, should be returned to the Bronx Community College Business Office before registration. New York State residents who live outside New York City, but do not submit the required forms, will be charged non-resident fees. (See Tuition and Fees Schedule, page 43.)

5. HEALTH AND PHYSICAL STANDARDS—MEDICAL EXAMINATION FORMS

All students, matriculants and non-matriculants, are required to meet health and physical standards of the College, and must submit, as part of the application, a medical examination report on the form provided by the College. Final admission requires approval by the College of the student’s ability to meet the health and physical standards of the College set by its Committee on Admissions, including a special physical examination in the Nursing program, given in cooperation with the Department of Hospitals of the City of New York.

6. HOUSING FACILITIES

Dormitory facilities are available only for matriculants in the Nursing Curriculum, and are limited to women students.

ADVANCED STANDING ADMISSION

An applicant who has previously attended another college, university or nursing school must report that fact in his application and have the institution submit an official transcript including an official statement of the conditions of withdrawal directly to the Admissions Office. Even if attendance at such a college was for a short period of time, and no grades are recorded, a certificate of honorable dismissal is required.

A student seeking advanced standing must have his records evaluated by the Bronx Community College to determine matriculation status and remaining requirements for the degree. A student is allowed a maximum of 30 credits advanced standing (transfer credit) in equivalent courses completed at accredited institutions of collegiate rank. The total number of credits allowed toward the associate degree by BCC may not exceed 30, regardless of whether the courses were taken at other institutions before admission, during attendance at, or after leaving Bronx Community College. Only courses passed with a minimum grade of C will be accepted from other institutions, except that grades of D received in equivalent courses taken in colleges of the City University will receive full transfer credit.

While grades of D received by students in colleges other than those of the City University of New York, in courses equivalent to those in a Bronx Community College curriculum may not receive credit toward the associate degree, they do earn exemption from repeating such courses. These grades are calculated in the student’s scholastic index, but the courses and credits are not creditable toward his degree except as indicated above.
Courses passed at BCC or another college with a grade of D or higher may not be repeated, except as an auditor (no credit) or with special permission. A student is permitted to repeat only once any courses he has failed.

FOREIGN STUDENTS

Applicants from other countries, applying on the basis of foreign credentials, must submit to the Admissions Office certified copies of official records of all past schooling at least two months before the deadline for applications.

Evidence of ability to read, write and speak English well enough to pursue college courses must be submitted to the College. The College may require an examination to determine this. (A certificate of English proficiency may be obtained from the nearest American consulate in the applicant's homeland.)

N.B. There are no housing facilities for students, except for those who are matriculated in the Nursing Program. Prospective students must give written evidence, along with their application, of their residence plans, means of supporting themselves and paying tuition while in the U.S.A. A limited number of qualified students from other lands are admitted tuition-free.

Applications of students from other countries must be sent directly to the Office of Admissions at Bronx Community College, (and not to the University Application Processing Center, as is true of all other freshman applications). The "I-20" form (required by the U.S. Immigration Office) is issued only to students who have been accepted as full-time matriculants.

All inquiries and information pertaining to admission to the College should be addressed:

THE DIRECTOR OF ADMISSIONS
Bronx Community College
The City University of New York
120 East 184th Street
Bronx, New York 10468

Phone: WEllington 3-7000
MATRICULATION

Upon admission to the College, a student is designated as matriculant or non-matriculant according to standards set by the Committees on Admissions, and Academic Standing. Matriculation status, and a student's candidacy for a degree, are determined by academic potential and qualifications as evidenced by achievement in high school or college, and on Admissions Examinations.

The student's matriculation status determines the course load he may carry during a semester, the order of priority in registration, and his qualification for free tuition, if he is a New York City resident.

Official determination of scholastic index and certification of matriculation classification of students already in attendance are made by the Registrar's Office, in accordance with standards set by the Committee on Academic Standing.

CLASSIFICATION AND CATEGORIES (DEFINITIONS)

Matriculated Student:
A student who is a candidate for an associate degree, has met the college admission requirements by offering satisfactory high school scholastic attainment in prescribed units, and has achieved adequate entrance examination scores is classified as a matriculant. A student remains in this classification as long as he pursues continuous academic work on a regular basis in the sequence of prescribed courses in his curriculum, and maintains a satisfactory scholastic index.

A matriculant may carry a full or part-time program of courses leading to a degree, and may register for day and/or evening classes, according to his choice and the availability of class space. Matriculants have priority in the registration schedule according to seniority determined by credits taken in college. A full-time course load generally does not exceed sixteen credits, or the number listed for that semester of the curriculum in the Curriculum Patterns (pages 12 to 41).

Residents of New York City classified as matriculants attend tuition-free. Non-residents of New York City must pay tuition according to the Fee Schedule on page 43., unless they are matriculants in the Nursing curriculum.

Non-Matriculated Student:
A classified non-matriculant is a student who has failed to gain matriculant status because his records in high school or his College Entrance Examination Board or other Admissions Tests were below the standards set for matriculation, or who has lost matriculation after once having been granted that status.
An unclassified non-matriculant is a student who either presented incomplete records for admission, or applied too late, or had high school conditions (deficiencies in mathematics, science or foreign language), or who had transferred from another college with an unsatisfactory record.

A non-matriculant may take a maximum program of two courses (not to exceed 10 credits), or if more than two courses, then not to exceed 6 credits. Any non-credit course taken to remove an entrance condition (deficiency) is considered a part of the program weight.

A non-matriculant is a part-time student, pays tuition, and generally can take courses only in the evening. If space is available in day classes, it may be possible to take one or both courses during the day. Availability of space in the day classes is not known until registration time for the non-matriculant.

Appropriate, degree-credited courses successfully completed as part of a well-balanced program (see page 9) can be applied towards the Associate Degree requirements, once the student becomes matriculated.

High school graduates and qualified adults who are not active candidates for a degree but wish to enroll in courses without being bound to the requirements of a degree program are designated as unclassified non-matriculants.

**GAINING MATRICULATION**

**Unclassified Non-Matriculants**

An unclassified non-matriculant may attain matriculant status by reclassification by the Registrar's Office. After all required official records are submitted, and if such records indicate that the student had met all the requirements for matriculation (including health and physical) set for the date of the student's initial application for admission to the College by the Committee on Admissions, and he has made up any deficiencies or conditions that previously prevented matriculation status, and he has maintained satisfactory college achievement, his status may be adjusted. (An unclassified non-matriculant may become a matriculant directly or become a classified non-matriculant first.)

**Classified Non-Matriculants**

A classified non-matriculant may earn matriculation status by reclassification by the Registrar's Office based on evidence that the student has completed all high school admission units required for his curriculum, has taken all tests required of applicants for matriculation, and has attained a minimum scholastic index of 2.50 in an approved well-balanced program (see page 9) of 12* degree credits successfully completed, or a minimum scholastic index of 2.00 in an approved well-balanced program of 24** degree credits.

*At least the last 6 credits must be taken at BCC.
**At least the last 12 credits must be taken at BCC
REMOVAL OF ENTRANCE CONDITIONS

A student lacking the required high school units for admission to his curriculum may be admitted to the college with conditions. After admission, he must take at least one condition make-up course per semester until all conditions are removed. Such courses count as part of the maximum program load each semester, although not creditable toward a degree. Grades in credit courses taken to remove conditions will be included in the scholastic index, although they are not creditable toward the degree and do not count toward satisfaction of the formula for matriculation. Grades in non-credit courses are not included in the scholastic index.

FULL-TIME STATUS

Full-time students are those matriculants who are taking at least 12 credits or the equivalent in program load. Matriculants taking fewer than 12 credits or the equivalent are not considered full-time, for purposes of New York State Regents Scholarships, Scholar Incentive, Selective Service, United States Immigration Service, etc.

For purposes of selective service, state scholarships, and foreign student visa status, a student must be carrying a full-time load or its equivalent.

DEGREE REQUIREMENTS

The required courses for the various degrees are listed in the section on the Curricula and Programs (See pages 12-41).

The student is responsible for ascertaining and completing all the requirements for the degree for which he is a candidate at the time he matriculates. He is required to complete all courses prescribed by his curriculum before active candidacy and consideration for a degree can be entertained.

Courses taken to remove entrance unit deficiencies (conditions), and those courses recommended as a result of Placement Examinations which are not part of the degree course requirements in the curriculum, are not creditable toward the degree and are not considered in calculating the minimum and maximum credits required for the degree.

A cumulative index of 2.00 is required for the Associate Degree. Candidates for the degree must be approved by the Faculty for submission to the President and the Board of Higher Education as worthy, meritorious and deserving, including moral and character qualifications in their record.

PROGRAM ALLOWANCES AND COURSE LOADS

1. FULL PROGRAMS

Matriculants

A full program for a matriculant (who is not in the limited program category according to the INDEX CLASSIFICATION CHART) consists of the number of credits listed in the most recent four-semester curriculum pattern for the semester in which the student is enrolled, and is not to exceed the maximum number of credits listed for any semester in that curriculum.
Non-matriculants

The maximum program for a non-matriculant (who is not in the limited program category) is two courses, not to exceed 10 credits; or, if more than two courses, then not to exceed 6 credits.

Students may apply to exceed this program to the Committee on Academic Standing only after consultation with and approval of the Curriculum Coordinator.

2. LIMITED PROGRAMS (PROBATION PROGRAMS)

A student may be required to take a limited (probation) program until such time as his index permits him to take a maximum program.

Matriculants

A limited program for a matriculant consists of no more than 14 credits for a student without full-time, extra-college responsibility; no more than three courses or 10 credits for a student with full-time, extra-college responsibility.

Non-matriculants

A limited program for a non-matriculant consists of no more than one course or 3 credits.

New Students

Newly admitted matriculated students may be assigned a limited program, based on the standards of the curriculum and the recommendation of the Curriculum Coordinator.

THE WELL-BALANCED PROGRAM FOR PART-TIME STUDENTS

To attain or maintain matriculated status, students must select their courses so as to include a balance of work selected from the areas enumerated below for the different curricula, in each group of 12 to 14 degree credits.

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<tr>
<td>History</td>
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</table>
DEGREE PROGRAMS OFFERED
(Refer also to the Curricula, page 13)

Bronx Community College offers two types of degree programs:

I. Transfer Programs (generally leading to the Associate in Arts or A.A. degree)

Students who plan to continue their studies at a four-year college of liberal arts and sciences, education, business, or engineering should enroll in either a Liberal Arts and Sciences, Business Administration, Business Teaching, or the Engineering Science curriculum.

Graduates of these transfer programs at 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. (A 2.5 index is needed to be admitted completely without condition or probation.)*

*Attention is called here to the fact that some of the senior colleges of City University calculate the scholastic index by a method of somewhat different from that employed at BCC.

Admission to the School of Engineering at the City College is offered to graduates of the Engineering Science curriculum who have maintained a general scholastic index of 2.0, as well as the same minimum index as an average in their courses specifically in Chemistry, Engineering Graphics, Mathematics and Physics. Graduates of the Engineering Science program are eligible for admission to the New York University program in engineering, conducted in special cooperation with community colleges.

Graduates of the Pre-Pharmacy specialization in the Chemical Technology curriculum, though awarded the Associate in Applied Science degree (A.A.S.), are admissible to the third year of Columbia University College of Pharmacy and will be considered for admission to the third year of the College of Pharmacy of Fordham University or St. John's University.

Graduates of the Business Administration curriculum may transfer to the third year of the Bernard Baruch School of Business and Public Administration of the City College of the City University of New York.

Graduates of the Business Teaching curriculum will be eligible for transfer to the third year of the Business Education Curriculum at Hunter College or the Bernard Baruch School of the City College.

Graduates of all the "transfer" programs are generally eligible for transfer to private four year, undergraduate colleges.

Graduates of all the "transfer" programs are generally eligible for admission to colleges and State University of New York colleges as baccalaureate candidates, depending on the quality of the student's scholastic achievement.
In general, the four-year colleges prefer that a student be graduated from the two-year institution before admitting him by transfer. A student who plans to continue his education beyond the community college level is urged to confer with his faculty adviser early in his academic career. He may also communicate directly with the four-year college of his choice to investigate standards and procedures of admission.

2. Career Programs (leading to the Associate in Applied Science or A.A.S. degree)

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

Career programs are offered in the Business Curriculum with options and specializations in accounting, data-processing, retailing and secretarial studies; in Chemical Technology, with a special option in Plastics; in Electrical Technology, and in Mechanical Technology; in Medical Laboratory Technology; and in Nursing.

Some four-year institutions of higher learning, both public and private, and including some State University colleges, will admit graduates of the career programs, granting varying amounts of advanced standing credit for work completed at the Bronx Community College. However, City University senior colleges will consider for admission as matriculants only those graduates of the career programs who have achieved a minimum 3.0 scholastic index. Others may sometimes continue their studies as non-matriculants in the City University senior colleges.

TRANSFER POLICIES: FROM BRONX COMMUNITY COLLEGE TO A SENIOR COLLEGE

In planning to transfer to a senior college, in or out of City University, the student is advised of the following procedures and requirements:

1. An Associate in Arts Degree in a Transfer curriculum (i.e. Liberal Arts and Sciences, Engineering Science, Business Administration, Business Teaching) with a minimum scholastic index of 2.00 makes possible transfer to the third year of a senior college in City University as a matriculated student, on probation, unless the index is 2.5 or better. (Special conditions of transfer to specific senior colleges of pharmacy apply.)

2. Graduates of Career Programs at Bronx Community College need an index of 3.0 to be admitted as matriculated students to a senior college in the City University. (Only certain courses will be credited toward the baccalaureate.)

3. All credit and non-credit courses taken at Bronx Community College may be incorporated in the calculations of the scholastic index by the receiving college.

4. All courses and grades taken at Bronx Community College appear on the student’s Bronx Community College permanent record and transcript.
THE CURRICULA AND PROGRAMS

CURRICULA OF THE COLLEGE

The applicant to Bronx Community College may be admitted to one of the various curricula offered. Detailed descriptions of the requirements for the degree in the curricula (and options) appear in Section VIII, page Entrance requirements are detailed later in this section.

The following list summarizes the programs:

1. Business Administration
   - Transfer Program—A.A. Degree
   - For transfer to the Baruch School of Business and Public Administration of the City College of the City University of New York
   - Options: Accounting; Retailing

2. Business Teaching
   - Transfer Program—A.A. Degree
   - For transfer to Hunter College of the City University of New York
   - For students planning to teach Secretarial Studies, or Bookkeeping and Accounting on the secondary level

3. Business (Career)
   - Career Program—A.A.S. Degree
   - Options: Accounting, Retail Business Management, Executive Secretarial

4. Chemical Technology
   - (a) Transfer Program (to a College of Pharmacy, only)—A.A.S. Degree
     Option: Pre-Pharmacy
   - (b) Career Program—A.A.S. Degree
     Options: Chemical Technology, Plastics Technology (to be offered in 1966)

5. Engineering Science
   - Transfer Program—A.A. Degree
   - The first two years of the Engineering sequence
THE CURRICULA

This section describes the curricular offerings and their purposes. It deals specifically with the curriculum patterns and courses prescribed for each curriculum and its options and/or specialization.

The student is urged to study carefully the requirements of his curriculum and consult regularly with his Counselor, in order to receive guidance in the pursuit of his degree. The student is responsible for completing the courses and requirements of his curriculum for the designated degree. The student's Adviser will help him plan his program each semester and render his advice throughout his attendance at Bronx Community College. A student who wishes to change his curriculum must follow the procedures outlined on page.

THE PROGRAMS IN BUSINESS

There are excellent opportunities for intelligent, alert, well-trained people in the increasingly complex world of modern business and commerce. To help students achieve their ambitions in the business fields, the programs offered in Business and Business Administration provide them with a sound, broad background.

The College offers a well-balanced program of study in each of the areas of the Business Curricula for those who wish to attend college for two years only or who are not certain about additional college education, as well as for those who plan to pursue further study at a senior college and earn a baccalaureate degree. Each of the Business programs at Bronx Community College combines general education in the English language and literature, the social studies, the humanities, and the sciences along with specialized training in the student's choice of career and curriculum.

The programs offered in the Business and Commerce Department fall into three categories. They are (A) Business Career, a two-year program which leads to the A.A.S. degree; (B) Business Administration, a transfer program which leads to the A.A. degree and to the third year at the Bernard Baruch School of Business and Public Administration of the City College of New York; and (C) Business Teaching, a special program for students planning to teach business subjects at the high school level, which leads to the A.A. degree and to the third year at Hunter College of the City University of New York.

The specific requirements and characteristics of the three categories are described and explained on pages 14-27.
BUSINESS CAREER CURRICULUM

The Business Career Curriculum offers several options leading to the A.A.S. Degree. A student may specialize in one of three areas—(1) Accounting, (2) Retail Business Management, or (3) Executive Secretarial. The Executive Secretarial Specialization includes four options—General Secretary, Legal Secretary, Medical Secretary, and School Secretary.

The Business Career Curriculum provides a high degree of technical competence which may lead to a responsible position in the area of the student's specialization. The curriculum counselor will assist the student in carefully selecting the courses required by his specific program and help him consider all the possibilities affecting his goals.

Upon satisfactory completion of his work at Bronx Community College, the student may seek immediate employment in the field of his choice as a well-trained graduate. Should the student decide to continue his college studies and desire to transfer to the third year at the Baruch School of Business and Public Administration of the City College, he may do so as a matriculated student there, only if he has maintained a scholastic index of 3.00 at Bronx Community College. Or, he may transfer to another appropriate college of his choice provided he meets the requirements of that institution; or he may decide—within the first year of his enrollment at Bronx Community College—upon intra-curriculum transfer.

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 in his field of interest.

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

The following pages will describe the requirements for each of the specializations and options in the Business Career Curriculum.

BUSINESS CAREER CURRICULUM

1. 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 for the Accounting Specialization
69 Credits required for A.A.S. Degree

FIRST YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
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<tbody>
<tr>
<td>GE 1</td>
<td>English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
<td>1/2</td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization 1</td>
<td>3</td>
</tr>
<tr>
<td>*S—</td>
<td>Science (choose one)</td>
<td>4</td>
</tr>
<tr>
<td>TB 1</td>
<td>Fundamental Accounting 1</td>
<td>4</td>
</tr>
<tr>
<td>TB 7</td>
<td>Business Mathematics</td>
<td>3</td>
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<td><strong>Total</strong></td>
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SECOND YEAR

<table>
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<tbody>
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<tr>
<td>GM 1</td>
<td>Music Appreciation</td>
<td>1</td>
</tr>
<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>GS 4</td>
<td>Economics (continuation)</td>
<td>4</td>
</tr>
<tr>
<td>S—</td>
<td>Science (continuation)</td>
<td>4</td>
</tr>
<tr>
<td>TB 3</td>
<td>Intermediate Accounting</td>
<td>4</td>
</tr>
<tr>
<td>TB 8</td>
<td>Principles of Finance</td>
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Third Semester

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<tr>
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<tbody>
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<td>Advanced Speech, Psychology</td>
<td>5</td>
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<tr>
<td>TB 4</td>
<td>Cost Accounting</td>
<td>4</td>
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<tr>
<td>TB 6</td>
<td>Business Law</td>
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<td>TB 26</td>
<td>Business Machines</td>
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Fourth Semester

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<th>Course No.</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>TB 27</td>
<td>Data Processing Systems</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

* Students may select: SB 1 Biology, SC 1 Chemistry, SPL 1 Physics or SS 1 Principles of Science.
# Or SMT 10, College Algebra, for those with Intermediate Algebra who wish transfer credit in a four-year college.

BUSINESS CAREER CURRICULUM

2. Retail Business Management 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 start a business career in such positions as: Assistant Buyer, Head of Stock, Assistant Store Manager, Comparison Shopper, Salesman, Distributor, Section Manager.
BUSINESS CAREER CURRICULUM (con't)

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 for the Retail Business Management Specialization
68 Credits required for A.A.S. Degree

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th></th>
<th></th>
<th>SECOND YEAR</th>
<th></th>
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<td>Course No.</td>
<td>Course Title</td>
<td>Credit</td>
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<td>English Composition II</td>
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<tr>
<td>GSD 3</td>
<td>Speech Fundamentals*</td>
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<td>GH 2-8</td>
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<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
<td>1½</td>
<td>GS 2</td>
<td>History of Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization</td>
<td>3</td>
<td>SMB 1</td>
<td>Intro. College Mathematics</td>
<td>3</td>
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<tr>
<td>TB 7</td>
<td>Business Mathematics</td>
<td>3</td>
<td>TB 1</td>
<td>Fundamental Accounting</td>
<td>4</td>
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<tr>
<td>TB 11</td>
<td>Marketing</td>
<td>3</td>
<td>TB 37</td>
<td>Apparel and Accessories</td>
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</tr>
<tr>
<td>TB 36</td>
<td>Textiles</td>
<td>4</td>
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<td>17½</td>
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<tr>
<td>Total</td>
<td>19½</td>
<td></td>
<td>Total</td>
<td>17½</td>
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<table>
<thead>
<tr>
<th>THIRD SEMESTER</th>
<th></th>
<th>CREDIT</th>
<th>FOURTH SEMESTER</th>
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<td>Credit</td>
<td>Course No.</td>
<td>Course Title</td>
<td>Credit</td>
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<td>GS 4</td>
<td>Economics</td>
<td>3</td>
<td>GA 1</td>
<td>Art Appreciation or</td>
<td></td>
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<tr>
<td>GS 5</td>
<td>Psychology</td>
<td>3</td>
<td>GM 1</td>
<td>Music Appreciation</td>
<td>1</td>
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<td>TB 6</td>
<td>Business Law</td>
<td>3</td>
<td>SB 8</td>
<td>Human Physiology</td>
<td>4</td>
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<tr>
<td>TB 31</td>
<td>Principles of Salesmanship</td>
<td>2</td>
<td>TB 33.2</td>
<td>Retail Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>TB 32</td>
<td>Retail Buying Techniques</td>
<td>3</td>
<td>TB 34</td>
<td>Store Organization and Management</td>
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<tr>
<td>TB 33.1</td>
<td>Retail Merchandising</td>
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<td>TB 35</td>
<td>Retail Advertising and Sales Promotion</td>
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<tr>
<td>*TB 38</td>
<td>Cooperative Work Experience</td>
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<td>Total</td>
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</tr>
</tbody>
</table>

*Or SMT 10, College Algebra for those with Intermediate Algebra who wish to transfer credit in a four-year college.

*Evening students only may substitute TB 39, Current Retailing Practices (2 credits) for TB 38.

*GSD 03, Speech Clinic, may be required (as determined by Department of Speech), for an additional ½ credit.

BUSINESS CAREER CURRICULUM

3. Executive Secretary Specialization

Efficient secretaries, especially those prepared to assume responsibilities as assistants to executives, are in tremendous demand in the ever-expanding business world.
The College offers the student four options within the specialization of Executive Secretary—(a) General Secretary; (b) Legal Secretary; (c) Medical Secretary, and (d) School Secretary. Graduates qualify as secretaries in business—advertising, publishing, finance; in Government civil service positions; in law offices—assisting attorneys and judges; in doctors’ offices and hospitals—assisting general practitioners, specialists, and hospital administrators; in school offices—assisting administrators.

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

Executive Secretary Specialization

| a. Curriculum Pattern for General Secretary Option. |
| 64-67** Credits requested for A.A.S. Degree |

### 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 I</td>
<td>3</td>
<td>GE 2</td>
<td>English Composition 2</td>
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<td>Health and Physical Education</td>
<td>1/2</td>
<td>GH 2-8</td>
<td>Health and Physical Education (choose one)</td>
<td>1/2</td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization</td>
<td>3</td>
<td>GS 2</td>
<td>History of Civilization 2</td>
<td>3</td>
</tr>
<tr>
<td>SB 8</td>
<td>Human Physiology</td>
<td>4</td>
<td>SMB 1</td>
<td>Intro. College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>TB 7</td>
<td>Business Mathematics</td>
<td>3</td>
<td>TB 1</td>
<td>Fund. Accounting</td>
<td>1</td>
</tr>
<tr>
<td>*TB 17</td>
<td>Stenography I</td>
<td>3</td>
<td>TB 18</td>
<td>Stenography 2</td>
<td>3</td>
</tr>
<tr>
<td>*TB 20</td>
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<td>TB 21</td>
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<td></td>
<td>18 1/2</td>
<td></td>
<td></td>
<td>18 1/2</td>
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### SECOND YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
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<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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<td>GA 1</td>
<td>Art Appreciation</td>
<td>or</td>
</tr>
<tr>
<td>GS 4</td>
<td>Economics</td>
<td>3</td>
<td>GM 1</td>
<td>Music Appreciation</td>
<td>1</td>
</tr>
<tr>
<td>TB 8</td>
<td>Principles of Finance</td>
<td>or</td>
<td>GS 5</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>TB 11</td>
<td>Marketing</td>
<td>3</td>
<td>G or S</td>
<td>Elective***</td>
<td>1-4</td>
</tr>
<tr>
<td>TB 19</td>
<td>Stenography 3</td>
<td>3</td>
<td>TB 30</td>
<td>Stenography 4</td>
<td>3</td>
</tr>
<tr>
<td>TB 22</td>
<td>Typing 3</td>
<td>2</td>
<td>TB 31</td>
<td>Business Law</td>
<td>or</td>
</tr>
<tr>
<td>TB 25</td>
<td>Business Organization and Management</td>
<td>3</td>
<td>TB 32</td>
<td>Retail Buying Techniques</td>
<td>or</td>
</tr>
<tr>
<td>TB 34</td>
<td>Store Organization and Management</td>
<td>or</td>
<td>TB 35</td>
<td>Retail Adv. and Sales Promotion</td>
<td>3</td>
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<td></td>
<td></td>
<td>15-16</td>
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<td>13-16</td>
</tr>
</tbody>
</table>

* Students who have had previous training in Stenography and Typing may be exempt from TB 17 and TB 20 upon passing qualifying examination.
** Students receiving exemption in Stenography and Typing need 64 credits; others require the 67 credits.
# Or SMT 10 for those with Intermediate Algebra who wish transfer credit to a four-year college.
*** To be chosen from: English, Speech, Modern Language, Social Studies, Science, Mathematics, or Health and Physical Education.
### BUSINESS CAREER CURRICULUM

#### Executive Secretary Specialization

##### b. Curriculum Pattern for Legal Secretary Option

65-69 Credits required for A.A.S. Degree

<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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</thead>
<tbody>
<tr>
<td>GE 1</td>
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<td>History of Civilization I</td>
<td>3</td>
<td>GS 2</td>
<td>History of Civilization 2</td>
<td>3</td>
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<td>SB 8</td>
<td>Human Physiology</td>
<td>4</td>
<td>SMB 1</td>
<td>Intro. College Mathematics 3</td>
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<tr>
<td>TB 7</td>
<td>Business Mathematics</td>
<td>3</td>
<td>TB 1</td>
<td>Fundamental Accounting</td>
<td>4</td>
</tr>
<tr>
<td>*TB 17</td>
<td>Stenography</td>
<td>3</td>
<td>TB 18</td>
<td>Stenography 2</td>
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<tr>
<td>*TB 20</td>
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<td>TB 21</td>
<td>Typing 2</td>
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</table>

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

** Students receiving exemption in Stenography and Typing need 65 credits; others require 69 credits.

# Or SMT 10 for those with Intermediate Algebra who wish transfer to a four-year college.

*** To be chosen from: English, Speech, Modern Languages, Social Studies, Science, Mathematics, or Health and Physical Education.

### BUSINESS CAREER CURRICULUM

#### Executive Secretary Specialization

##### c. Curriculum Pattern for Medical Secretary Option

65-70 Credits required for A.A.S. Degree

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<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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<td>Health and Physical Education</td>
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<td>GH 2-8</td>
<td>Health and Physical Education (choose one)</td>
<td>1/2</td>
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<tr>
<td>GS 1</td>
<td>History of Civilization I</td>
<td>3</td>
<td>GS 2</td>
<td>History of Civilization 2</td>
<td>3</td>
</tr>
<tr>
<td>SB 8</td>
<td>Human Physiology</td>
<td>4</td>
<td>SMB 1</td>
<td>Intro. College Mathematics 3</td>
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<td>TB 7</td>
<td>Business Mathematics</td>
<td>3</td>
<td>TB 1</td>
<td>Fundamental Accounting</td>
<td>4</td>
</tr>
<tr>
<td>*TB 17</td>
<td>Stenography</td>
<td>3</td>
<td>TB 18</td>
<td>Stenography 2</td>
<td>3</td>
</tr>
<tr>
<td>*TB 20</td>
<td>Typing 1</td>
<td>2</td>
<td>TB 21</td>
<td>Typing 2</td>
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To be chosen from: English, Speech, Modern Languages, Social Studies, Science, Mathematics, or Health and Physical Education.
### SECOND YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>GA 1</td>
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<td>TD 1</td>
<td>Clinical Techniques for Medical Secretaries 1</td>
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**Total**: 16

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

** Students receiving exemption in Stenography and Typing need 65 credits; others require 70 credits.

# Or SMT 10 for those with Intermediate Algebra who wish transfer credit to a four-year college.

### BUSINESS CAREER CURRICULUM

**Executive Secretary Specialization**

<table>
<thead>
<tr>
<th>d. Curriculum Pattern for School Secretary Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>64 Credits required for A.A.S. Degree</td>
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### FIRST YEAR

<table>
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<th>Course No.</th>
<th>Course Title</th>
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<tbody>
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<td>Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>TB 7</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>*TB 17</td>
<td>Stenography 1</td>
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<tr>
<td>**TB 20</td>
<td>Typing 1</td>
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</tbody>
</table>

**Total**: 18 1/2

* Students exempted from TB 17 or TB 20 should substitute TB 8.

** Students exempted from TB 17 and TB 20 should substitute TB 8 and elective to be chosen from: English, Speech, Modern Languages, Social Studies, Science, Mathematics, or Health and Physical Education.

# Or SMT 10 for those with Intermediate Algebra who wish transfer to a four-year college.

### SECOND YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
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</tr>
<tr>
<td>GM 1</td>
<td>Music Appreciation</td>
<td>1</td>
</tr>
<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
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<tr>
<td>GS 4</td>
<td>Economics</td>
<td>3</td>
</tr>
<tr>
<td>**TB 9</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>TB 19</td>
<td>Stenography 3</td>
<td>3</td>
</tr>
<tr>
<td>TB 22</td>
<td>Typing 3</td>
<td>2</td>
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<td>TB 51</td>
<td>Education Problems of School Secretaries 2</td>
<td>2</td>
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**Total**: 13-16

* Students exempted from TB 17 or TB 20 should substitute TB 8.

** Students exempted from TB 17 and TB 20 should substitute TB 8 and elective to be chosen from: English, Speech, Modern Languages, Social Studies, Science, Mathematics, or Health and Physical Education.

# Or SMT 10 for those with Intermediate Algebra who wish transfer to a four-year college.
For Admission to the program or curriculum in:

<table>
<thead>
<tr>
<th>For Admission to the program or curriculum in:</th>
<th>Minimum Required Units in:</th>
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<tbody>
<tr>
<td>BUSINESS (CAREER) Options in:</td>
<td>AMERICAN HISTORY</td>
</tr>
<tr>
<td>Acctg., Exec. Sec., Retail Bus. Mgt. (A.A.S. Degree)</td>
<td>1</td>
</tr>
<tr>
<td>BUSINESS ADMINISTRATION** Options in: Acctg., Retailing (A.A. Degree)</td>
<td>1</td>
</tr>
<tr>
<td>BUSINESS TEACHING Options in: Teaching H.S. Sec. or Accounting Subjects (A.A. Degree)</td>
<td>1</td>
</tr>
<tr>
<td>CHEMICAL TECHNOLOGY Options in: Pre-Pharm. (A.A.S. Degree)</td>
<td>1</td>
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<tr>
<td>ELECTRICAL or MECHANICAL TECHNOLOGY (A.A.S. Degree)</td>
<td>1</td>
</tr>
<tr>
<td>ENGINEERING SCIENCE (A.A. Degree)</td>
<td>1</td>
</tr>
<tr>
<td>LIBERAL ARTS AND SCIENCES (A.A. Degree)</td>
<td>1</td>
</tr>
<tr>
<td>MEDICAL LABORATORY TECHNOLOGY (A.A. Degree)</td>
<td>1</td>
</tr>
<tr>
<td>NURSING (A.A.S. Degree)</td>
<td>1</td>
</tr>
</tbody>
</table>

REQUİRED HIGH SCHOOL UNITS FOR ADMISSION AS MATRICULANTS IN PROGRAMS LEADING TO

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

* One of which must be Pl. Geom., Int. Alg., Bkkg., or Bus. Arith.
† 3 units desirable, not required for admission to BCC
‡ or 2 units of two languages
§ One of which should be Biol. or Chem.
¶ One of which should be Physics or Chem.
*(1) Applicants with lesser qualifications or with a deficiency in a required unit, but meeting all other entrance requirements with indications of strong potential, may be accepted on condition or probation. The condition must be removed within the time specified by the Committee on Admissions.

(2) Applicants with Equivalency Diplomas must complete requirements in FOREIGN LANGUAGE, MATHEMATICS, AND SCIENCE BEFORE THEY CAN BE CONSIDERED FOR MATRICULANT STATUS.

** This program leads to the third year at the Baruch School of Business of City College of the City University of New York.

* This program leads to the third year at Hunter College of the City University of New York.

§ The Pre-Pharmacy option leads to the third year of College of Pharmacy, Columbia, St. John’s, or Fordham Universities.

† For transfer to the CCNY School of Engineering, 2 units of language are required for admission. These can be taken at Bronx Community College, if the student lacks them in his high school preparation.

‡ Explanation of MATHEMATICS UNITS:

| 1 Unit must be | 9th Yr. Math (Elem. Algebra) | 3 Units must include | 9th Yr. Math (Elem. Algebra) |

† Required units for admission to the Fall 1966; Fall 1967, Fall 1968 Semesters for Mathematics and Science.

<table>
<thead>
<tr>
<th>Fall 1966 Semester</th>
<th>Mathematics</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elem. Algebra required; Int. Algebra highly desirable</td>
<td>Chemistry and Biology very strongly recommended</td>
<td></td>
</tr>
<tr>
<td>Fall 1967 Semester</td>
<td>Elem. Algebra required (student cannot be conditioned in subject); Int. Algebra highly desirable</td>
<td>Chemistry required; Biology very strongly recommended</td>
</tr>
<tr>
<td>Fall 1968 Semester</td>
<td>Elem. Algebra required (student cannot be conditioned in subject); Int. Algebra highly desirable</td>
<td>Chemistry and Biology required</td>
</tr>
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</table>
BUSINESS ADMINISTRATION CURRICULUM
(Transfer to Baruch School)

The Business Administration program is designed to provide the student with an introduction to either Accounting or Retailing as part of a foundation for continuing for a baccalaureate degree at the Baruch School of Business and Public Administration of the City College of New York, to which he may transfer automatically upon graduation from Bronx Community College provided he has maintained a scholastic index of 2.00. This program also provides a basis for transfer to any other appropriate senior business college for which the student qualifies and chooses to attend. Upon graduation from Bronx Community College, the student earns the A.A. degree. Following are descriptions of the two options in this program and the sequence of courses needed for fulfillment of degree requirements.

Students interested in the demanding and rewarding area of private or public accounting (including qualification leading to the C.P.A.) or related fields, should select the Accounting option.

Those interested in the challenging and rewarding field of Retailing, or another related facet of Marketing, should select the Retail Business Management option.

BUSINESS ADMINISTRATION CURRICULUM
Accounting

The professional accountant is the backbone of today's business. The Accounting option of the Business Administration program prepares the student with fundamental courses in business and accounting and provides him with the proper background for transfer into the senior college and completion of the baccalaureate degree. The student who desires a career in executive and administrative positions in finance and budget direction, or in related business areas, should pursue this program. Upon completion of further appropriate education and training, and with experience, students may qualify by state examination as Certified Public Accountants, or as teachers in the field of business administration.
1. Curriculum Pattern for the Accounting Option (Transfer to Baruch School)  
69 Credits required for A.A. Degree

### 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>GA 1</td>
<td>Art Appreciation</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>GE 1</td>
<td>English Composition I</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
<td></td>
<td>1/2</td>
</tr>
<tr>
<td>*G</td>
<td>Modern Language</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>**SMT 10</td>
<td>College Algebra</td>
<td></td>
<td>3</td>
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<tr>
<td>TB 11</td>
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<thead>
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<tr>
<td>GM 1</td>
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<tr>
<td>GE 2</td>
<td>English Composition 2</td>
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<td>3</td>
</tr>
<tr>
<td>GH 2-8</td>
<td>Health and Physical Education (choose one)</td>
<td></td>
<td>1/2</td>
</tr>
<tr>
<td>G</td>
<td>Modern Language</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>GS 2</td>
<td>History of Civilization 2</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>TB 1</td>
<td>Fundamental Accounting 1</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>TB 25</td>
<td>Business Organization and Management</td>
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### SECOND YEAR

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<th>Course No.</th>
<th>Course Title</th>
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<tbody>
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<td>Speech Fundamentals</td>
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<td>2</td>
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<tr>
<td>GH 2-8</td>
<td>Health and Physical Education (choose one)</td>
<td></td>
<td>1/2</td>
</tr>
<tr>
<td>GS 4</td>
<td>Economics</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>†S</td>
<td>Science</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>TB 2</td>
<td>Fundamental Accounting 2</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>TB 9</td>
<td>Business Statistics</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>16 1/2</td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Course No.</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>GSD 4</td>
<td>Advanced Speech</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>GH 2-8</td>
<td>Health and Physical Education (choose one)</td>
<td></td>
<td>1/2</td>
</tr>
<tr>
<td>GS 5</td>
<td>Psychology</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>S</td>
<td>Science</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>TB 3</td>
<td>Intermediate Accounting 1</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>TB 6</td>
<td>Business Law</td>
<td></td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>16 1/2</td>
</tr>
</tbody>
</table>

*A student who has completed 4 years of a foreign language in high school is exempt from the language requirement.

All students who have had less than 4 years of French, German, Russian or Spanish must take a language placement examination before being assigned to the appropriate course level based upon the following:

A student who has taken 3 or 3 1/2 years of one of the above languages in high school is required to complete 1 semester of the foreign language and is exempted from a subsequent semester of the language.

A student who has taken 2 or 2 1/2 years of one of the above languages in high school must take 2 semesters of the foreign language.

A student who has taken 1 or 1 1/2 years of a foreign language must complete 3 semesters of that foreign language.

A student who has taken less than 1 year of a foreign language in high school must complete 4 semesters of that foreign language.

A student starting a new language in college must complete 4 semesters of French, German, Russian or Spanish.

Students presenting high school Hebrew, Italian or Latin are required to change to a new language.

Students who have less than 2 years of high school language are advised to plan on making up this deficiency in summer session.

**Students who have taken Advanced Algebra in high school may be exempt from College Algebra by satisfactory performance on an examination given by the Department of Mathematics.**

†A student may choose one year of any one of the sciences of Biology, Chemistry or Physics which he has not had in high school.

A student who elects one year of that science which he has had in high school must take one semester of one of the other sciences at Baruch School, as they require.

A student who elects Principles of Science (SS 1 and 2) must take two semesters at Baruch School as described in its Curriculum Handbook.

N.B. Students exempted from courses will arrange for course substitution through the Head of the Department of Business and Commerce.
The field of Retailing provides vast opportunities for the well trained college graduate. For those students who wish to prepare for a career in the world of retailing, this option of the Business Administration program provides them with basic courses before transferring into the four-year college. Administrative and executive positions require a firm foundation in the business subjects included in this curriculum.

2. Curriculum Pattern for the Retailing Option (Transfer to Baruch School)
66 Credits required for A.A. Degree

<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><strong>FIRST YEAR</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>GA 1</td>
<td>Art Appreciation</td>
<td>1</td>
<td>GM 1</td>
<td>Music Appreciation</td>
<td>1</td>
</tr>
<tr>
<td>GE 1</td>
<td>English Composition</td>
<td>3</td>
<td>GE 2</td>
<td>English Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
<td>1/2</td>
<td>GH 2-8</td>
<td>Health and Physical Education (choose one)</td>
<td>1/2</td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization</td>
<td>3</td>
<td>GS 2</td>
<td>History of Civilization 2</td>
<td>3</td>
</tr>
<tr>
<td>GS</td>
<td>Modern Language</td>
<td>4</td>
<td>G</td>
<td>Modern Language</td>
<td>4</td>
</tr>
<tr>
<td><strong>SMT</strong></td>
<td>College Algebra</td>
<td>3</td>
<td>TB</td>
<td>Fundamental Accounting</td>
<td>4</td>
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<tr>
<td>TB 11</td>
<td>Marketing</td>
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<td>TB 34</td>
<td>Store Organization and Management</td>
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<td>Total</td>
<td></td>
<td>17 1/2</td>
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<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><strong>SECOND YEAR</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
<td>2</td>
<td>GSD 4</td>
<td>Advanced Speech</td>
<td>2</td>
</tr>
<tr>
<td>GH 2-8</td>
<td>Health and Physical Education (choose one)</td>
<td>1/2</td>
<td>GH 2-8</td>
<td>Health and Physical Education (choose one)</td>
<td>1/2</td>
</tr>
<tr>
<td>GS 4</td>
<td>Economics</td>
<td>3</td>
<td>GS 5</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>TS</td>
<td>Science</td>
<td>4</td>
<td>S</td>
<td>Science</td>
<td>4</td>
</tr>
<tr>
<td>TB 9</td>
<td>Business Statistics</td>
<td>3</td>
<td>TB 6</td>
<td>Business Law</td>
<td>3</td>
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<tr>
<td>TB 32</td>
<td>Retail Buying Techniques</td>
<td>3</td>
<td>TB 33.1</td>
<td>Retail Merchandising</td>
<td>3</td>
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<td>15 1/2</td>
<td>Total</td>
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<td>15 1/2</td>
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</tbody>
</table>

* A student who has completed 4 years of a foreign language in high school is exempt from the language requirement.

All students who have had less than 4 years of French, German, Russian or Spanish must take a language placement examination before being assigned to the appropriate course level based upon the following:

A student who has taken 3 or 3 1/2 years of one of the above languages in high school is required to complete 1 semester of that foreign language and is exempted from a subsequent semester of the language.

A student who has taken 2 or 2 1/2 years of one of the above languages in high school must take 2 semesters of that foreign language.

A student who has taken 1 or 1 1/2 years of a foreign language must complete 3 semesters of that foreign language.

A student who has taken less than 1 year of a foreign language in high school must complete 4 semesters of a foreign language.

A student starting a new language in college must complete 4 semesters of French, German, Russian or Spanish.

Students presenting high school Hebrew, Italian or Latin are required to change to a new language.

(cont'd)
BUSINESS TEACHING CURRICULUM
(Transfer to Hunter College)

The Business Teaching program offers two plans to students preparing to teach in high school: (1) For students planning to teach Secretarial Studies at the secondary level and who plan to transfer to Hunter College of the City University of New York; (2) For students planning to teach Bookkeeping and Accounting at the secondary level and who plan to transfer to Hunter College of the City University of New York. Both programs lead to the A.A. degree. Upon successful completion of this program, a student may transfer to the third year at Hunter College provided he has maintained a scholastic index of 2.00 at Bronx Community College.

(con't on following page)

BUSINESS ADMINISTRATION CURRICULUM (con't)

Students who have less than 2 years of high school language are advised to plan on making up this deficiency in summer session.

** Students who have taken Advanced Algebra in high school may be exempt from College Algebra by satisfactory performance on an examination given by the Department of Mathematics.

† A student may choose one year of any one of the sciences of Biology, Chemistry or Physics which he has not had in high school.

A student who elects one year of that science which he has had in high school must take one semester of one of the other sciences at Baruch School, as they require.

A student who elects Principles of Science (SS 1 and 2) must take two semesters at Baruch School as described in its Curriculum Handbook.

N.B. Students exempted from courses will arrange for course substitution through the Head of the Department of Business and Commerce.
1. Curriculum Pattern for H.S. Teaching Option: Secretarial Studies (Transfer to Hunter College)

**67 1/2 - 69 1/2 Credits required for A.A. Degree**

### 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>GH 1</td>
<td>Health and Physical Education</td>
<td>1/2</td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization I</td>
<td>3</td>
</tr>
<tr>
<td><strong>TB</strong> 17</td>
<td>Stenography 1</td>
<td>3</td>
</tr>
<tr>
<td><strong>TB</strong> 20</td>
<td>Typing 1</td>
<td>2</td>
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Total: 15 1/2

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
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<tbody>
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<td>English Composition 2</td>
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<tr>
<td>GH 2-8</td>
<td>Health and Physical Education (choose one)</td>
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</tr>
<tr>
<td>GS 2</td>
<td>History of Civilization 2</td>
<td>3</td>
</tr>
<tr>
<td>G</td>
<td>Modern Language</td>
<td>3</td>
</tr>
<tr>
<td><strong>TB</strong> 18</td>
<td>Stenography 2</td>
<td>3</td>
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<td><strong>TB</strong> 21</td>
<td>Typing 2</td>
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Total: 17 1/2

### SECOND YEAR

<table>
<thead>
<tr>
<th>Course No.</th>
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<tbody>
<tr>
<td>GH 2-8</td>
<td>Health and Physical Education</td>
<td>1/2</td>
</tr>
<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
<td>2</td>
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<td>G</td>
<td>Modern Language or Elective</td>
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<td>Science</td>
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<tr>
<td>TB 19</td>
<td>Stenography 3</td>
<td>3</td>
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<td>TB 22</td>
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<td>2</td>
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<td>TB 25</td>
<td>Business Organization and Management</td>
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Total: 17 1/2 - 18 1/2

### THIRD SEMESTER

<table>
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<tbody>
<tr>
<td>GE 5.1</td>
<td>English Literature I</td>
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<tr>
<td>GS 7</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>GE 6.1</td>
<td>English Literature II</td>
<td>3</td>
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</tbody>
</table>

**N.B. Students exempted from courses will arrange for course substitution through the Head of the Department of Business and Commerce.**

---

*All students who have had French, German, Russian or Spanish in high school must take a language placement examination before being assigned to the appropriate course level based on the following:

A student who has taken 4 years of a foreign language in high school is required to complete 2 semesters of that foreign language.

A student who has taken 3 or 3 1/2 years of one of the above languages in high school is required to complete 2 semesters of that foreign language. To satisfy the language requirements at Hunter College, the student is advised to elect one additional semester of that language.

Students who have had less than 3 years of high school language are advised to plan on making up this deficiency in Summer Session.

Students who have taken 2 or 2 1/2 years of the above languages must take 4 semesters of that language.

Students starting a new language must complete 4 semesters of French, German, Russian or Spanish.

Students presenting high school Hebrew, Italian or Latin are permitted to continue their high school language at another college, if they so desire.

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

§ Students are advised that they will lose part of their shorthand-typing credit when they are admitted to Hunter College.

† Students who have had Advanced Algebra in high school should substitute SM II, Analytic Geometry and Calculus.

‡ A student must choose a two-semester sequence in one of the sciences of Biology, Chemistry or Physics.

# Elective substitutions for exemptions based upon placement examinations: Maximum—13 credits.

G — Modern Language 4

GE 5.1 English Literature I 3

GE 6.1 English Literature II 3

N.B. Students exempted from courses will arrange for course substitution through the Head of the Department of Business and Commerce.
### 2. Curriculum Pattern for the H.S. Teaching Option: Bookkeeping and Accounting
(Transfer to Hunter College)

67½-69½ credits required for A.A. Degree

#### 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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<td>First Semester</td>
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<td>Second Semester</td>
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<tr>
<td>GE 1</td>
<td>English Composition 1</td>
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<td>English Composition 2</td>
<td>3</td>
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<td>GH 1</td>
<td>Health and Physical Education</td>
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<td>GH 2-8</td>
<td>Health and Physical Education (choose one)</td>
<td>1½</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>*G</td>
<td>Modern Language</td>
<td>4</td>
<td>G</td>
<td>Modern Language</td>
<td>3</td>
</tr>
<tr>
<td>TB 1</td>
<td>Fundamental Accounting 1</td>
<td>4</td>
<td>*SML 1</td>
<td>Survey of Mathematics 1</td>
<td>3</td>
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<td>TB 7</td>
<td>Business Mathematics</td>
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#### SECOND YEAR

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<th>Credits</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
<td>2</td>
<td>GH 9</td>
<td>Personal Hygiene</td>
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<tr>
<td>GH 2-8</td>
<td>Health and Physical Education (choose one)</td>
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<td>GS 4</td>
<td>Economics</td>
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<td>*G</td>
<td>Modern Language or Elective</td>
<td>3-4</td>
<td>*G</td>
<td>Modern Language or Elective</td>
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<tr>
<td>*S</td>
<td>Science</td>
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<td>S</td>
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<td>TB 3</td>
<td>Intermediate Accounting</td>
<td>4</td>
<td>TB 6</td>
<td>Business Law</td>
<td>3</td>
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<td>TB 25</td>
<td>Business Organization and Management</td>
<td>3</td>
<td>TB 8</td>
<td>Principles of Finance</td>
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<td></td>
<td>16½-17½</td>
<td>Total</td>
<td></td>
<td>17-18</td>
</tr>
</tbody>
</table>

*All students who have had French, German, Russian or Spanish in high school must take a language placement examination before being assigned to the appropriate course level based upon the following:

A student who has taken 4 years of a foreign language in high school is required to complete 2 semesters of that foreign language.

A student who has taken 3 or 3½ years of one of the above languages in high school is required to complete 2 semesters of that foreign language. To satisfy the language requirements at Hunter College, the student is advised to elect one additional semester of that language.

Students who have had less than 3 years of high school language are advised to plan on making up this deficiency in Summer Session.

Students who have taken 2 or 2½ years of the above languages must take 4 semesters of that language.

Students starting a new language must complete 4 semesters of French, German, Russian or Spanish.

Students presenting high school Hebrew, Italian or Latin are permitted to continue their high school language at another college, if they so desire.

†Students who have had Advanced Algebra in high school should substitute SM 11, Analytic Geometry and Calculus.

‡A student must choose a two-semester sequence in one of the sciences of Biology, Chemistry or Physics.

#Elective substitutions for exemptions based upon placement examinations: Maximum 13 credits.

G — Modern Language 3-4

GE 5.1 English Literature 1 3

GE 6.1 English Literature 2 3

GSD 4 Advanced Speech 2

N.B. Students exempted from courses will arrange for course substitution through the Head of the Department of Business and Commerce.
THE PROGRAMS IN CHEMICAL TECHNOLOGY

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 lead to employment in a laboratory, a plant, or an office. Opportunities are found both in the technical and commercial branches of the work as laboratory technicians, research assistants, or sales personnel.

The programs in Chemical Technology offered by Bronx Community College are designed to give the student a firm foundation in the theoretical and practical concepts of chemistry, physics, biology, and mathematics, preliminary to specialization. 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.

The curriculum in Chemical Technology offers three areas of specialization leading to the A.A.S. degree. These areas are: (1) Chemical Technology; (2) Pre-Pharmacy Option, leading to the third year of a College of Pharmacy, and (3) the Plastics Technology Option, an experimental program to be initiated in September 1966.

In the Pre-Pharmacy option, 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 those at 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.

The Plastics Technology option is an experimental program to be instituted in September, 1966. This is a career program which will prepare the student for work in the plastics industry as a plastics technician, injection molding machine operator, extruder operator, thermoforming machine operator, blow molding machine operator, calendaring operator, plastics printing and finishing operator, plastics fabricating and assembling operator, mold making technicians, mold designing technicians, plastics machine repair maintenance or plastics sales. The program will be offered with the cooperation of the Plastics Industry. (Details regarding this program are available in a special brochure.)

Students interested in a professional career in chemistry or chemical engineering should take the Liberal Arts and Science or the Engineering Science program leading to later concentration and specialization at a four-year college and graduate-professional school.
1. Curriculum Pattern for the Chemical Technology Program

**65 1/2 Credits required for A.A.S. Degree**

**FIRST YEAR**

<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>
<tr>
<td>GM 1</td>
<td>Music Appreciation</td>
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</tr>
<tr>
<td>GE 1</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
<td>1/2</td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>SC 1</td>
<td>General College Chemistry I</td>
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<td>SMT 10</td>
<td>College Algebra</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 2</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>GH 9</td>
<td>Personal Hygiene and Community Health</td>
<td>1</td>
</tr>
<tr>
<td>SC 21</td>
<td>General Chemistry and Qualitative Analysis</td>
<td>5</td>
</tr>
<tr>
<td>SMT 2</td>
<td>Mathematical Analysis</td>
<td>3</td>
</tr>
<tr>
<td>SPT 1</td>
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**SECOND YEAR**

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<tr>
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<td>History of Civilization II</td>
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<tr>
<td>G*</td>
<td>Electives</td>
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<tr>
<td>SC 3</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>SC 7</td>
<td>Quantitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>SPT 2</td>
<td>Technical Physics II</td>
<td>3</td>
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</table>

<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>Organic Chemistry II</td>
<td>4</td>
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<td>SC 12</td>
<td>Physical Chemistry</td>
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<tr>
<td>SC 13</td>
<td>Industrial Plant Operations</td>
<td>4</td>
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<td>SC 14</td>
<td>Industrial Analysis</td>
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*May be chosen from English, Speech, Music, Art, Social Studies, Modern Languages, or selected Business courses.

2. Curriculum Pattern for Pre-Pharmacy Option**

**66 1/2 Credits required for A.A.S. Degree**

**FIRST YEAR**

<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>
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<tr>
<td>GE 1</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
<td>1/2</td>
</tr>
<tr>
<td>SB 1</td>
<td>General Biology</td>
<td>4</td>
</tr>
<tr>
<td>SC 1</td>
<td>General College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>SMT 10</td>
<td>College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 2</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>GH 9</td>
<td>Personal Hygiene and Community Health</td>
<td>1</td>
</tr>
<tr>
<td>GM 1</td>
<td>Music Appreciation</td>
<td>1</td>
</tr>
<tr>
<td>SB 2</td>
<td>General Biology II</td>
<td>4</td>
</tr>
<tr>
<td>SC 21</td>
<td>General Chemistry and Qualitative Analysis</td>
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</tr>
<tr>
<td>SMT 2</td>
<td>Mathematical Analysis</td>
<td>3</td>
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**SECOND YEAR**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GS 1</td>
<td>History of Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>SC 3</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>SC 7</td>
<td>Quantitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>SPL 1</td>
<td>College Physics I</td>
<td>4</td>
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</table>

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GS 2</td>
<td>History of Civilization II</td>
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<tr>
<td><em>G</em></td>
<td>Electives</td>
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<td>SC 4</td>
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<td>SPL 2</td>
<td>College Physics II</td>
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<tr>
<td>Total</td>
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</tr>
</tbody>
</table>

*May be chosen from English, Speech, Music, Art, Social Studies, or Modern Languages.

The student who pursues this option in Chemical Technology and achieves the required index, may be accepted for admission to the third year of the pharmacy course at Columbia, Fordham or St. John's Universities.
THE PROGRAM IN ENGINEERING SCIENCE
(The first two years of the Engineering sequence.)

Everyday we learn about new ideas, theories, products and processes which have been created by well-trained scientists and engineers of the Atomic Space Age.

More men and women are needed and must be prepared to advance the frontiers 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 Engineering Science program is designed for students with a special interest in engineering, architecture, or physical science. Scientists and engineers need rigorous preparation for their professions—especially in mathematics and basic science. The program in pre-engineering and pre-architectural studies is based on this 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. Thus, the curriculum includes a substantial proportion of courses in the humanities.

The curriculum is integrated with the typical Engineering curriculum; therefore, 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 and New York University. 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 pattern, with slight modification, prepares the student for continuation in a program leading to a bachelor's degree in architecture. Qualified graduates of this Engineering Science program are assured entrance to the program in Architecture at the City College, or they may transfer to 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:

<table>
<thead>
<tr>
<th>Engineering</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical</td>
<td>Architecture</td>
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<tr>
<td>Civil</td>
<td>Chemistry</td>
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<tr>
<td>Electrical</td>
<td>Mathematics</td>
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<tr>
<td>Industrial</td>
<td>Nuclear Science</td>
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<tr>
<td>Mechanical</td>
<td>Physics</td>
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<tr>
<td>Nuclear</td>
<td>Statistics</td>
</tr>
<tr>
<td></td>
<td>Teacher of Mathematics or Science</td>
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</table>
Curriculum Pattern for Engineering Science
(The first two years of the Engineering sequence)

64 1/2 Credits Required for the A.A. Degree

FIRST YEAR

<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>
<tr>
<td>GM 1</td>
<td>Music Appreciation</td>
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<tr>
<td>GE 1</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
<td>1/2</td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>SP 11</td>
<td>Engineering Physics I</td>
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<tr>
<td>SM 11</td>
<td>Analytic Geometry and Calculus</td>
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SECOND YEAR

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<th>Course Title</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>SM 13</td>
<td>Analytic Geometry and Calculus</td>
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<tr>
<td>SC 2</td>
<td>Chemistry 2</td>
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<td>SP 13</td>
<td>Engineering Physics 3</td>
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<td>TM 2</td>
<td>Engineering Graphics 2</td>
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<table>
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<td>Speech Fundamentals</td>
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<tr>
<td>GH 9</td>
<td>Personal Hygiene</td>
<td>1</td>
</tr>
<tr>
<td>**SM 14</td>
<td>Advanced Mathematics for Engineers</td>
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</tr>
<tr>
<td>***SP 16</td>
<td>Electricity and Magnetism</td>
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</tr>
<tr>
<td>***SP 23</td>
<td>Atomic and Nuclear Physics</td>
<td>3</td>
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<tr>
<td>SP 14</td>
<td>Analytical Mechanics</td>
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<tr>
<td>TM 7</td>
<td>Descriptive Geometry</td>
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<td>*ESO</td>
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* For full-time, matriculated students only.
** 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 63 1/2 credits.
*** Optional elective.

ENGINEERING TECHNOLOGIES PROGRAMS

Amazing progress is being made in the fields of engineering today. The tremendous growth of our economy rests on a highly developed technology which produces practical results from the visions of the scientist and engineer. At Bronx Community College two curricula are offered for students desiring to prepare for a career as an engineering technician in the engineering technologies. Electrical Technology, a two-year curriculum leading to the A.A.S. degree, is designed for students who are interested in the electrical field, while the Mechanical Technology curriculum, a two-year program leading to the A.A.S. degree, is planned for those who have an interest in a mechanical field. Both curricula demand that the students have indicated aptitude and competence in mathematics and science.

The curricula in Electrical and Mechanical Technologies prepare students for careers as engineering technicians. Well-trained engineering technicians (con't)
are needed to design, build, test and maintain the complex devices which are part of our industrial structure. These college programs are intended to provide broad basic technical competence, with specialization introduced through an elective in the fourth semester.

The student is offered experience in laboratories that are well equipped and reproduce conditions found in industry. Field trips are made to industrial installations to maintain a proper perspective on actual facilities in which the student may seek employment upon graduation.

The Engineering Technologies curricula offered by this college are accredited by the Engineer's Council for Professional Development (ECPD). A considerable portion of the credits taken in these curricula is transferable to engineering programs, both at this college and at other colleges. Students who desire to continue their studies at a four-year college and eventually earn a baccalaureate degree should enroll in the Engineering Science curriculum.

MECHANICAL TECHNOLOGY

Mechanical 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 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 Technology is intended for high school graduates who have an interest in a mechanical field and who have aptitude in science and mathematics. The comprehensive program 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 active 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 to maintain a proper perspective on actual manufacturing facilities.

A Mechanical Technology student may transfer to the Engineering Science program during his stay at Bronx Community College, or after he has received his A.A.S. degree. Many of the credits are transferable and the training at the Mechanical 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:

Mechanical Technician
Draftsman
Heat Treater
Inspector
Junior Salesman
Laboratory Technician
Materials Tester
Instrumentation Technician
Technical Writer

With further training and experience:

Designer
Metallurgist
Quality Control Engineer
Sales Engineer
Test Engineer
Production Supervisor
Plant Engineer
Materials Specialist
Teacher of Industrial Arts
Technical Institute Teacher
Technical Editor

Curriculum Pattern for Mechanical Technology

72½ Credits required for A.A.S. Degree

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course No.</td>
<td>Course No.</td>
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<tr>
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<td>SMT 2</td>
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<tr>
<td>GH 1</td>
<td>SPT 2</td>
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<td>GS 1</td>
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<td>SMT 10</td>
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<tr>
<td>TFO</td>
<td>Freshman Orientation</td>
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<table>
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<tr>
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<th>Fourth Semester</th>
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<tbody>
<tr>
<td>Course No.</td>
<td>Course No.</td>
</tr>
<tr>
<td>GE 2</td>
<td>GA 1</td>
</tr>
<tr>
<td>GH 9</td>
<td>GM 1</td>
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<tr>
<td>TM 6.8</td>
<td>GSD 3</td>
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<td>TM 11</td>
<td>GS 2</td>
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<td>TM 12</td>
<td>TM 4</td>
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<td>TE 32</td>
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<tr>
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<td>Total</td>
</tr>
</tbody>
</table>
ELECTRICAL TECHNOLOGY

The curriculum in Electrical 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, power, and machinery. Physics and mathematics provide a broad basic background.

Electives in power systems, 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 Engineering Science 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 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 the City or State Universities, or elsewhere, is available.

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 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.

The graduate is prepared to undertake the following jobs:
- Electrical Draftsman
- Electrical Inspector
- Industrial Salesman
- Customer Engineer
- Studio Technician
- Research Laboratory Technician
- Technical Writer
- Components 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 for Electrical Technology

**72½ Credits required for the A.A.S. Degree**

### 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 I</td>
<td>3</td>
</tr>
<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
<td>½</td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization I</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 I</td>
<td>4</td>
</tr>
<tr>
<td>TE 01</td>
<td>Intro to Elec. Circuits</td>
<td>3</td>
</tr>
<tr>
<td>TM 1</td>
<td>Engineering Graphics I</td>
<td>2</td>
</tr>
<tr>
<td>TFO</td>
<td>Engineering Technology</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Freshman Orientation</td>
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</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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### SECOND YEAR

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<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GE 2</td>
<td>English Composition 2</td>
<td>3</td>
</tr>
<tr>
<td>GH 9</td>
<td>Personal Hygiene</td>
<td>1</td>
</tr>
<tr>
<td>TE 2</td>
<td>Networks and Trans. Lines</td>
<td>4</td>
</tr>
<tr>
<td>TE 4</td>
<td>Commun. Electronics</td>
<td>4</td>
</tr>
<tr>
<td>TE 7</td>
<td>Electric Product Design</td>
<td>2</td>
</tr>
<tr>
<td>TM 32</td>
<td>Mechanical Technology</td>
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</tr>
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<table>
<thead>
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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 or</td>
<td></td>
</tr>
<tr>
<td>GM 1</td>
<td>Music Appreciation</td>
<td>1</td>
</tr>
<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>TE 5</td>
<td>Elec. Machines and Power</td>
<td>4</td>
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<tr>
<td>TE 8</td>
<td>Electronics Project Lab.</td>
<td>1</td>
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<tr>
<td>TE 24</td>
<td>Pulse and Digital Circuits</td>
<td>4</td>
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<tr>
<td>TE 20</td>
<td>Senior Elective</td>
<td>4</td>
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<tr>
<td>TE 9</td>
<td>E.E. Tech. Problems</td>
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<td>TSO</td>
<td>Engineering Technology</td>
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<tr>
<td></td>
<td><strong>Senior Orientation</strong></td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
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</table>
THE PROGRAM IN LIBERAL ARTS AND SCIENCES

The courses in the liberal arts and sciences are humanistic, that is, they are concerned with helping to make life and living better, by improving human beings. That is why students in all curricula are required to take such courses.

Liberal education should develop intellectual competence and encourage individual independence in the pursuit of knowledge; should free the mind from ignorance, bigotry, superstition, intolerance, and fear; and should help develop a sense of dedication to the search for truth and to the service of humanity as a responsible citizen.

The Liberal Arts and Sciences program includes courses in the communication arts; the history of mankind; the structure and the functions of human institutions; the techniques of scientific inquiry and the laws of nature; the study of human emotions and mental processes; the values and esthetics by which men live; and the cultivation of the sound body.

A student who successfully completes the Liberal Arts and Sciences curriculum will earn an A.A. Degree and he can transfer to the third year of a senior college.

The academic experiences in the 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, baccalaureate institution.

A realistic education prepares an individual to lead a productive as well as a creative life. Career opportunities in these areas require further specialization, and some involve graduate study, to prepare for fields and professions like:

Accountancy  Journalism  Research
Biology  Laboratory Research  Science
Business Administration  Law  Social Work
Chemistry  Library Science  Statistics
Clergy  Medicine  Teaching
Dentistry  Physics  Theatre
Education  Psychology  Writing
Curriculum Pattern for Liberal Arts and Sciences (Transfer)
H.S. language continued in college
64 credits required for the A.A. Degree

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GE 1</td>
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<tr>
<td>G-</td>
<td>Foreign Language</td>
<td>4</td>
</tr>
<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
<td>1/2</td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization</td>
<td>3</td>
</tr>
<tr>
<td><strong>SML 1</strong></td>
<td>Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SB 1</td>
<td>General Biology 1</td>
<td>(Choice of: Chemistry I or College Physics I)</td>
</tr>
<tr>
<td>SC 1</td>
<td>Chemistry 1</td>
<td>4</td>
</tr>
<tr>
<td>SPL 1</td>
<td>College Physics 1</td>
<td>(Continuation of sequence begun in first semester.)</td>
</tr>
<tr>
<td>SS 1</td>
<td>Principles of Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>17 1/2</td>
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**SECOND YEAR**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GA 1</td>
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</tr>
<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>*GE 5</td>
<td>Classical Literature</td>
<td>(Choice of: GE 5.1 English Literature 1 or GH 2-8 Health and Physical Education)</td>
</tr>
<tr>
<td>GS 3</td>
<td>Government 3</td>
<td>3</td>
</tr>
<tr>
<td>G 03</td>
<td>Foreign Language</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>16 1/2</td>
</tr>
<tr>
<td>#GS 4</td>
<td>Advanced Speech</td>
<td>2</td>
</tr>
<tr>
<td>#GE 6</td>
<td>Modern Literature</td>
<td>3</td>
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<tr>
<td>GE 6.1</td>
<td>English Literature 2</td>
<td>3</td>
</tr>
<tr>
<td>GH 2-8</td>
<td>Health and Physical Education (Choice of: GE 5.1 English Literature or GH 2-8 Health and Physical Education)</td>
<td>1/2</td>
</tr>
<tr>
<td>GM 1</td>
<td>Music Appreciation</td>
<td>1</td>
</tr>
<tr>
<td>#GS 4</td>
<td>Economics</td>
<td>3</td>
</tr>
<tr>
<td>G 1</td>
<td>College Language 1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>16 1/2</td>
</tr>
</tbody>
</table>

**SM 11 (4 cr.) and SM 12 (5 cr.) should be taken instead of SML 1 and SML 2 by students planning to major in mathematics or the physical sciences.**

**Students majoring in science are permitted to substitute 5 points of science and/or mathematics for GS 3 (Government) or GS 4 (Economics) and GSD 4 (Advanced Speech).**

The sequence GE 5 and GE 6, or GE 5.1 and GE 6.1 may be taken to satisfy the requirements for the A.A. degree. Both these course sequences are equally transferable for credit to a senior college to which a student may be admitted. However, City College accepts either of the sequences to satisfy one-year literature requirements for the baccalaureate degree in Liberal Arts and Sciences; Hunter College accepts the year of English Literature (GE 5-1 and 6-1) to satisfy their one-year literature requirement. The BCC student who elects the Classical and Modern Literature sequence (GE 5 and 6) and transfers to Hunter College, will need to take an English Literature sequence at Hunter College. He will receive elective credit for GE 5 and 6 taken at Bronx Community College.

**Electives—In number required to complete credits for the degree, may be selected from among courses offered in: English, Speech, Health and Physical Education, Foreign Language, Social Studies, Art, Music, Mathematics, Science, or Business and Commerce: TB 1, 2, 6, 8, 11, 17, 18, 20, 21, 25, 32, 33, 34, 35, 36.**

**Students who wish to make provision for the possibility of taking elective courses in Art or Music during the third or fourth semester may, with permission of their Counselor, substitute Art Appreciation (GA 1) or Music Appreciation (GM 1) for GH 9 in the program of the second semester. Students who obtain such permission must complete GH 9 in a subsequent semester.**

37
**LIBERAL ARTS & SCIENCES (con't)**

Curriculum Pattern Liberal Arts and Sciences (Transfer)

**New language in college**

64 credits required for the A.A. degree

### 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 I</td>
<td>3</td>
</tr>
<tr>
<td>G 01</td>
<td>Foreign Language</td>
<td>4</td>
</tr>
<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
<td>1/2</td>
</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>SML 1</td>
<td>Survey of Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>SB 1</td>
<td>General Biology I</td>
<td></td>
</tr>
<tr>
<td>SC 1</td>
<td>Chemistry I</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total 12'/2**

### SECOND 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>1</td>
</tr>
<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>tGE 5</td>
<td>Classical Literature or</td>
<td></td>
</tr>
<tr>
<td>GE 5.1</td>
<td>English Literature I</td>
<td>3</td>
</tr>
<tr>
<td>GH 2-8</td>
<td>Health and Physical Education (choose one)</td>
<td>1/2</td>
</tr>
<tr>
<td><strong>GS 3</strong></td>
<td>Government</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>3-6</td>
</tr>
</tbody>
</table>

**Total 12'/2-15'/2**

* 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.

** SM 11 (4 cr.) and SM 12 (5 cr.) should be taken instead of SML 1 and SML 2 by students planning to major in mathematics. These courses require a background in advanced or college algebra.

† The sequence GE 5 and GE 6, or GE 5.1 and GE 6.1 may be taken to satisfy the requirements for the A.A. Degree. Both these course sequences are equally transferable for credit to a senior college to which a student may be admitted. However, City College accepts either of the sequences to satisfy one-year literature requirements for the baccalaureate degree in Liberal Arts and Sciences; Hunter College accepts the year of English Literature (GE 5.1 and 6.1) to satisfy their one-year literature requirement. The BBC student who elects the Classical and Modern Literature sequence (GE 5 and 6) and transfers to Hunter College will need to take an English Literature sequence at Hunter College. He will receive elective credit for GE 5 and 6 taken at Bronx Community College.

‡ Elective—In number required to complete credits for the degree, may be selected from among courses offered in: English, Health and Physical Education, Foreign Language, Social Studies, Speech, Art and Music, Mathematics, Science, or Business and Commerce: TB 1, 2, 6, 8, 11, 17, 18, 20, 21, 25, 32, 33, 34, 36.

* Students who wish to make provision for the possibility of taking elective courses in Art or Music during the third or fourth semester may, with permission of their Counselor, substitute Art Appreciation (GA 1) or Music Appreciation (GM 1) for GH 9 in the program of the second semester. Students who obtain such permission must complete GH 9 in a subsequent semester.

** Students majoring in Science may substitute 5 credits of science or mathematics for GS 3, 4, or GSD 4.
THE PROGRAM IN MEDICAL LABORATORY TECHNOLOGY

The advance of scientific knowledge in the field of medicine has multiplied the need for personnel trained in such areas as X-ray, hematology, serology, histology, and bio-chemistry. Opportunities for service and employment are plentiful for technicians and medical research assistants, in private or government offices, hospitals, laboratories and clinics, research divisions of drug and chemical companies, and in private and public educational and research institutions.

The area of medical laboratory technology offers stimulating life-work. Training in biological and chemical science prepares the student for immediate employment. The Medical Laboratory Technology curriculum is a career program in which the student earns the A.A.S. degree. In addition to taking general education courses, the student has an opportunity to work in up-to-date, newly-equipped laboratories and hospitals 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.

The medical technician should be an interested, mature, responsible individual who takes great pride in his work and who serves both the community and his own ambitions well.

Opportunities include positions as:
- Laboratory Assistant
- Medical Laboratory Technician
- Medical Assistant
- X-ray Technician
- Medical Record Clerk (Typist, Secretary or Receptionist)

**Curriculum Pattern for Medical Laboratory Technology**

**65 1/2 Credits required for the A.A.S. Degree**

**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>
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</tr>
<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
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</tr>
<tr>
<td>GS 1</td>
<td>History of Civilization 1</td>
<td>3</td>
</tr>
<tr>
<td>SB 1.1</td>
<td>Zoology</td>
<td>4</td>
</tr>
<tr>
<td>SC 1</td>
<td>Chemistry 1</td>
<td>4</td>
</tr>
<tr>
<td>SMT 10</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>17 1/2</strong></td>
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**SECOND 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 or</td>
<td></td>
</tr>
<tr>
<td>GM 1</td>
<td>Music Appreciation</td>
<td>1</td>
</tr>
<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>GS 5</td>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td>GS 6</td>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SB 6</td>
<td>Anatomy and Physiology 2</td>
<td>4</td>
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<tr>
<td>SB 13</td>
<td>Clinical Techniques 1</td>
<td>2</td>
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<tr>
<td>SC 5</td>
<td>Organic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

*To be chosen from English, Speech, Modern Languages, Social Studies, Art, or Music.*
THE PROGRAM IN NURSING

Bronx Community College offers a carefully organized curriculum for the education of nurses. The four-semester* curriculum provides a balance of general education and specialized courses. The courses in Nursing are designed to provide theoretical knowledge combined with clinical practice, so as to prepare the student for suitable responsibilities and positions. Special emphasis is placed upon preparation for the direct nursing care of patients in the five major clinical areas: medicine, surgery, obstetrics, pediatrics, and psychiatry.

Students in the full-time Nursing Program become nurses after two academic years of study. Qualified, fully matriculated students attend Bronx Community College tuition-free and have a choice of living in the new Nursing School and Residence Building ("Nursing Center") at the Bronx Municipal Hospital Center,** located at Pelham Parkway and Eastchester Road in the Bronx, or they may live at home. The dormitory facilities are available at no cost to the student, with complete maintenance and health services. In addition, Nursing students receive a monthly scholarship grant from the City of New York to help defray their transportation, books, and miscellaneous expenses. Students who win New York State Regents' Scholarships may receive them at Bronx Community College.

Graduates of the Nursing Program at Bronx Community College receive the A.A.S. degree and are eligible to take the R.N. Licensure Examination given by the State of New York. They may apply to senior institutions to continue for advanced study for the baccalaureate.

The Nursing Program at Bronx Community College is conducted in a professional and academic atmosphere conducive to high standards and achievements. Members of the faculty of the Department of Nursing offer instruction and guidance in clinical experience at Montefiore, Bronx-Lebanon, St. Francis, Bronx State Hospitals, and at the Bronx Municipal Hospital Center, in cooperation with the Department of Hospitals.

*All students in the Nursing Curriculum are required to attend Bronx Community College for a minimum of two, full academic years and take all their nursing courses at this college. Nursing students may take courses in the Summer Session or in the Evening Session for the purpose of
a. improving their academic achievement
b. raising their admission qualifications, or
c. lightening their course loads.

**The Bronx Municipal Hospital Center includes the Abraham Jacobi and the Nathan B. VanEtten Hospitals. The Albert Einstein College of Medicine of Yeshiva University is adjacent to the Center.
Students enjoy valuable supplementary experience through arrangements with other community agencies, such as nursery schools, nursing homes, public health agencies, the Loeb Center for Nursing and Rehabilitation, the Home Care Program of Montefiore Hospital, and day care centers for the aged.

The Nursing curriculum is registered with, and approved by, the New York State Department of Education, Division of Professional Education. The program has preliminary approval of the National League for Nursing, pending a formal accreditation visit during 1966-67.

Bronx Community College was a demonstration center in the New York State Education Department Associate Degree Nursing Project, supported by the Kellogg Foundation, as a result of which the Department of Nursing has developed new curriculum patterns and improved teaching methods. Since 1962, with grants from the United States Public Health Service, the College has experimented with and developed techniques for nursing instruction through the use of closed-circuit television.

The new Nursing Center of Bronx Community College is a thirteen-story building, opened in September 1964, which houses modern classrooms, laboratories, a library, study halls, a dining hall, music room, swimming pool, and a variety of recreational facilities, as well as the dormitory.

The Nursing profession offers a wide choice of service opportunities, and the courses at Bronx Community College provide the graduate with technical competence and preparation for first-level positions.

Curriculum Pattern for Nursing
67 Credits required for the A.A.S. Degree

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>GE 1</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>GSD 3</td>
<td>Speech Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>GH 1</td>
<td>Health and Physical Education</td>
<td>1.5</td>
</tr>
<tr>
<td>GS 5</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SB 10</td>
<td>Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>TN 1</td>
<td>Nursing 1</td>
<td>3</td>
</tr>
<tr>
<td>TN 2</td>
<td>Nursing 2</td>
<td>3</td>
</tr>
<tr>
<td>TN 3</td>
<td>Nursing 3</td>
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<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 I</td>
<td>3</td>
</tr>
<tr>
<td>SS 3</td>
<td>Principles of Science</td>
<td>3</td>
</tr>
<tr>
<td>TN 3</td>
<td>Nursing 3</td>
<td>3</td>
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<tr>
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<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
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<td>History of Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>GS 6</td>
<td>Sociology</td>
<td>3</td>
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<tr>
<td>TN 4</td>
<td>Nursing 4</td>
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</table>
STUDENTS ON PERMIT FROM OTHER COLLEGES

Students from other colleges are advised to secure written permission from their home colleges before applying to register for any courses at BCC.

City University of New York associate degree matriculants with permits may, subject to prior approval of the BCC Registrar, register at a time reserved for BCC Matriculants in the Registration Schedule. However, baccalaureate matriculants from City University senior colleges will be required to pay non-matriculant fees.

Students with permits from colleges not of City University must all register as non-matriculants regardless of status in their own colleges.

COUNSELING AND ADVISEMENT FOR REGISTRATION

Advisers from all curricula offered in the College are available during the registration period. All students must have their programs approved by Faculty Counselors either before or during Registration. Counselors of the Department of Student Personnel are available by appointment throughout the semester. Appointments to see Counselors may be made in the Office of the Counseling and Advisement Program, Room 5-8 in the Main Building.

STUDENT ACTIVITIES

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

The life of the College includes student publications, musical, artistic and dramatic events and other cultural activities described later in this section.

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

FINANCIAL AID AND LOAN APPLICATIONS

Students in need of financial assistance must arrange an appointment with a representative of the Committee on Financial Aid to Students before registration. Appointments may be made by calling the Department of Student Personnel between 10 A.M. and 4 P.M. Applications for bank loans requiring certification of attendance or admission will be processed by the Registrar only if such forms are received via the Committee on Financial Aid to Students.
TUITION AND OTHER FEES

All fees must be paid in full at the time of registration. Where tuition fees are reduced by place of residence, legal proof of such residence may be required to establish eligibility. (Any arrangements for loans or applications for loans or grants must be completed in advance of registration. For Financial Aid and Assistance, see page 42.)

GENERAL FEES
(Payable by all students—matriculated and non-matriculated.)
(Includes, registration, library, laboratory, audio-laboratory, breakage, malpractice insurance, student activities and graduation fees.)

1. Full-time students (12 or more credits) $25.00/Sem.
2. Part-time students (fewer than 12 credits) $13.00/Sem.

SPECIAL FEES
(For all students—matriculated and non-matriculated.)

1. Application for Admission $4.00
   a. This fee is payable to the University Application Processing Center for applications processed by that office.
   b. This fee is paid to Bronx Community College by applicants processed by the college.
2. Transcript and Duplicate Record $1.00
   (No charge for transcripts sent to colleges of the City University of New York.)
3. Make-up and Special Examinations $5.00
   (Maximum fee of $15.00 for three or more examinations during one semester.)
4. Late Registration $5.00
5. Change of Program (Schedule of Classes) $5.00

TUITION FEES
Matriculated Students — Full-time (12 or more credits)

1. Residents of New York City Free Tuition*
2. Non-Residents of New York City:
   a. Residents of N.Y. State, with Certificate of Residency $150/Sem.
   b. Residents of N.Y. State without Certificate of Residency $300/Sem.
3. Non-Residents of New York State $300/Sem.
4. In the Nursing Program, regardless of residence Free Tuition
   (Nursing matriculants who are residents of New York State, outside of New York City, must file a Certificate of Residence with the Business Office.)

* Matriculated Students—Full-Time
For all courses up to 3 credits beyond the degree requirement.
Exceptions:
1. For any student who has received one Associate Degree from any college of the City University, either wholly or partially tuition free, $150.00 per semester.
2. For a student who has commenced work on an Associate Degree and has changed his degree objective more than once, $150.00 per semester.
3. A student exceeding by more than 3 credits earned the number of credits required for a degree, $15 per contact hour for those credits in excess of 3 above the degree requirement.
TUITION & FEES (cont')

Matriculated Students — Part-time (fewer than 12 credits)
1. Residents of New York City  
   Free Tuition**
2. Non-Residents of New York City:
   (1) Residents of N.Y. State with Certificate of Residency  
       $10/contact hr.
   (2) Residents of N.Y. State without Certificate of Residency  
       $20/contact hr.
3. Non-Residents of N.Y. State  
   $20/contact hr.
4. In the Nursing program, regardless of residence
   (Nursing matriculants who are residents of New York State, out-
    side of New York City, must file a Certificate of Residence with the
    Business Office.)  
   Free Tuition

Non-Matriculated Students
Resident of New York State  
$15/contact hr.
Non-Residents of New York State  
$20/contact hr.

NOTE: Non-matriculants who are residents of New York State outside of New York City
may not register without Certificate of Residence on file in the Business Office.

** Matriculated Students—Part-Time
For all courses up to 3 credits beyond the degree requirement.
Exceptions:
1. A student who has received one Associate Degree from any college of the City University,
either wholly or partially tuition free—$10 per contact hour.
2. A student who has commenced work on an Associate Degree and has changed his degree
   objective more than once, $10 per contact hour.
3. A student exceeding by more than 3 credits earned the number of credits required for a
degree, $15 per contact hour for those credits in excess of 3 above the degree requirement.

TO GET INFORMATION
Address all inquiries to
BRONX COMMUNITY COLLEGE
The City University of New York
120 East 184 Street
Bronx, New York 10468
Phone: (212) WEllington 3-7000

ADMINISTRATIVE OFFICE HOURS:
Monday through Friday 9 a.m. - 5 p.m.
Saturdays Closed
Sundays and Official Holidays  Closed
Summer Hours 9 a.m. - 4 p.m.

Evening and Extension Division Office:
Monday - Thursday 9 a.m. - 5 p.m. and 6 p.m. - 10:30 p.m.
Friday 9 a.m. - 5 p.m.

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## OFFICERS OF ADMINISTRATION

Morris Meister, Ph.D., Sc.D. ............................................................... President
Abraham Tauber, Ph.D. ........................................................................ Dean of Faculty
Sidney Silverman, Ed.D. ....................................................................... Dean of Administration and Director of Evening and Extension Division
Clement M. Thompson, Ph.D. .............................................................. Dean of Students
Henry F. White, Ph.D. .......................................................................... Director of Summer Session
John E. D'Andrea, M.S. in Ed. ............................................................... Director of Admissions and Registrar
Joseph E. Berman, B.S. ....................................................................... Fiscal Officer

## ASSISTANTS TO OFFICERS OF ADMINISTRATION

Daniel S. McGrath, Jr., M.A. .............................................................. Assistant Dean of Administration
Vera F. Minkin, Ed.D. ........................................................................... Assistant Dean of Students
Leonard A. Brickman, Ed.D. ............................................................... Administrator of Nursing Center
Rachel D. Wilkinson, Ph.D. ................................................................. Coordinator of College Discovery Program
Paul Rosenfeld, M.A. ........................................................................... Assistant to Dean of Administration
Peter J. Caffrey, M.A. ......................................................................... Assistant to Director of Evening and Extension Division
Norma L. Newmark, Ph.D. ................................................................. Assistant to Dean of Faculty; Public Information and Community Relations Officer
Herman Stein, M.A. ............................................................................. Assistant to Director of Summer Session
Mildred Kraft, B.A. ............................................................................. Assistant Registrar
Richard A. Rogal, B.A. ........................................................................ Assistant Registrar
Peter I. O'Hara, M.S. in Ed. ................................................................. Assistant Registrar
Harvey Erdsneker, B.S. in Ed. ............................................................... Assistant Registrar
David P. Greenberg, LL.B. ................................................................. Senior Accountant and Group Chief
CURRICULA TO BE ADDED TO LIST ON PAGE 12

6. Electrical Technology
   . Career Program - A.A.S. Degree

7. Mechanical Technology
   . Career Program - A.A.S. Degree

8. Liberal Arts and Sciences
   . Transfer Program - A.A. Degree

9. Medical Laboratory Technology
   . Career Program - A.A.S. Degree

10. Nursing
    . Career Program - A.A.S. Degree

ADDITIONAL NEW CURRICULA NOT INCLUDED IN THIS BULLETIN

a) Business (Career)
   . Data Processing - A.A.S. Degree

b) Performing Arts - Music
   . Transfer Program in conjunction with the New York College of Music - A.A.S. Degree