1994/95 Academic Calendar

**FALL SEMESTER - SESSION I**

8/29  First official day of Coop Internship
8/31  First day of Fall classes - Session I
9/5   Labor Day (No classes)
9/6-9/7 No Classes
9/13  Honors Night
9/14-9/15 No Classes
9/16  Opening Sessions for Faculty and Staff (No Classes)
9/18  Commencement
9/21  Last day to apply for graduation, nursing candidacy or permit this semester
9/21  Last day to add Independent Study/Individualized Courses
9/21  Last day of tuition refund period
10/10 Columbus Day (No Classes)
10/13  Last day to withdraw from a course officially
10/22  No Classes
11/24-11/26 Thanksgiving Recess (No classes)
12/5   Last day of Fall classes - Session I
12/6-12/10 FINALS
12/9   Last official day of Coop Internship

**SPRING SEMESTER - SESSION I**

3/13  First official day of Coop Internship
3/13  First day of Spring classes - Session I
3/29  Last day to apply for graduation, nursing candidacy or permit this semester
3/29  Last day to add Independent Study/Individualized Courses
3/29  Last day of tuition refund period
4/15-4/21 No Classes
5/4   Last day to withdraw from a course officially
5/29  Memorial Day (No classes)
6/12  Last day of Spring classes - Session I
6/13-6/17 FINALS
6/16  Last official day of Coop Internship

**FALL SEMESTER - SESSION II**

12/12  First official day of Coop Internship
12/24-12/26 No classes
12/31-1/2 No classes
1/3   First day of Fall classes - Session II
1/10  Last day of tuition refund period
1/16  Martin Luther King, Jr.'s Birthday observed (No classes)
1/19  Last day to apply as a Non-Degree student (Applications will be accepted on a space-available basis)
1/19  Last day to apply for readmission or reinstatement from suspension (For Spring 1995 Semester)
1/26  Last day to withdraw from a course officially
1/31  Classes will meet according to a Monday schedule
2/8   Classes will meet according to a Monday schedule
2/13  Lincoln’s Birthday (No classes)
2/15  Last day of Fall classes - Session II
2/16-2/21 FINALS
2/20  Presidents’ Day (No classes)
3/10  Last official day of Coop Internship

**SPRING SEMESTER - SESSION II**

6/19  First official day of Coop Internship
6/26  First day of Spring classes - Session II
7/3   Last day of tuition refund period
7/4   Independence Day (No classes)
7/20  Last day to apply as a Non-Degree student (Applications will be accepted on a space-available basis)
7/20  Last day to apply for readmission or reinstatement from suspension (For Fall 1995 Semester)
7/20  Last day to withdraw from a course officially
7/24  Classes will meet according to a Tuesday schedule
8/7   Last day of Spring classes - Session II
8/8-8/12 FINALS
8/25  Last official day of Coop Internship

Cover painting: James McMullan
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Fiorello H. LaGuardia Community College, a branch of the City University of New York, is a dynamic community of teachers and learners. Founded in 1970, the college supports the principles of open access and equal opportunity for all.

LaGuardia serves the immediate surrounding area of Western Queens as well as the larger New York City metropolitan area. A large number of the students who attend the college are recent immigrants from many countries throughout the world. The college, through its array of academic programs, serves matriculated students working toward both associate degrees and certificate programs. The college also serves a large and diverse population of students in its many non-credit continuing education programs both on and off campus. In so doing, the college reaches out through community based programs to respond to the educational needs of such groups as the homeless, senior citizens, prisoners, deaf adults, recent immigrants and the unemployed.

The cooperative efforts of LaGuardia's distinguished faculty, staff, and administrators provide students with carefully designed academic curricula. The college fosters innovative classroom teaching, strong support services for students and professional development opportunities for faculty. Its twenty-nine academic majors meet the needs of students who want to transfer to four-year colleges as well as those who seek immediate employment.
Special attention is paid to students who lack fluency in English as well as students with limited proficiency in basic skills through innovative English-as-a-second language and developmental skills programs in reading, writing, speaking, critical thinking and mathematics. Students receive additional support through tutorial support services and academic and transfer counseling.

The college exploits the dynamic interplay between the classroom and the workplace. Through its academic offerings and its unique Coop­erative Education Program, LaGuardia skillfully blends professional and humanistic learning. Within a pluralistic environment, it prepares its students for a full life of work, service, and personal growth.

Long committed to college and secondary school collaboration, LaGuardia hosts two model high schools on its campus—a constructive partnership between the college and the New York City Board of Education. Middle College High School creates unique educational opportunities for students who are at risk of dropping out. International High School serves recent immigrants from numerous countries by offering a comprehensive secondary curriculum while developing students’ oral and written English language competence.

As LaGuardia moves into its third decade, it will continue to reaffirm its critical role in providing access to higher education and meaningful employment for the City’s historically under-served populations: the poor, ethnic minorities, women, the disabled and recent immigrants. By continuing to celebrate diversity throughout the college community and sharpening the focus for economic development, our institution will forge new paths of educational opportunity for all students who come to LaGuardia.
LaGuardia Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

**Pre-Admission Counseling**
The Admissions Office of LaGuardia Community College encourages prospective students to meet with an admissions counselor regarding their higher education goals. The counselor will help students examine their objectives, evaluate the requirements of the programs offered at LaGuardia, and discuss career opportunities. The Admissions Office is located in the Main Building, room M-147. Students may call (718) 482-7206 to arrange an appointment.

**Applying for Admission**
When students apply, they choose which program they want to enter. Most majors offer both a day and an extended day (evening and Saturday) program. All applicants admitted as day students are required to complete the college's cooperative education requirement. In general, the Co-op requirement is optional for most extended day students. Once registered, students cannot change their day or extended day status. However, regardless of students' day or extended day status, they can register to take classes at any time.

**Applications**
Complete only one of the following applications. Be certain to read the instructions carefully and submit all necessary documentation. There are three types of applications:

- **Undergraduate freshman application for admission**
  Use this application when applying as a freshman degree (matriculated) student. Applicants who have not previously attended a college are required to have a high school diploma or its equivalent (GED and scores). *Neither a high school certificate or an I.E.P. diploma is acceptable.* Applicants who earned a United States Armed Forces Institute Diploma must submit proof of having earned a minimum score of 225 on the GED examinations. Current high school seniors in New York City public schools (and in some parochial schools) should contact their high school college advisor to receive a personalized City University of New York (CUNY) application. All others can acquire applications at the locations listed at the end of this section.
  The application fee is $35.00.

- **Undergraduate transfer application for admission**
  Use this application when applying as a transfer student. This application is for students who have graduated from high school or its equivalent (GED) and have previously attended college or university either in the U.S. or outside the U.S. Applicants must submit a high school transcript and diploma or GED and an official college transcript from each college attended.
  To be eligible for advanced standing, students should have been matriculated with good academic standing at their home college. In addition, they are required to meet City University standards of retention as a condition for admissions.
  The application fee is $40.00.

- **Application for non-degree admission**
  For both freshman and transfer students, this application is used when applying to LaGuardia as a non-degree student. A non-degree student is defined as a student who enrolls for individual courses but is not enrolled in a specific curriculum or major. The student is not working towards a degree.
  This application must be delivered in person to the Admissions Office, room M-147. Do not send the application to the University Application Processing Center. Applications must be completed by the deadline; see the academic calendar for details. Non-degree registration is on a space available basis each semester. Non-degree students must have a minimum of a high school diploma or equivalent (GED and scores) and are not eligible for financial aid.
  The application fee is $35.00.

**Immunization**
The State of New York requires all students born on or after January 1, 1957 to present proof of immunity against measles, mumps, and rubella. Acceptable proof of immunization must include two doses of measles vaccine and one dose of mumps and rubella vaccine. All students, both degree and non-degree, who register for more than six
tuition units must comply with this law. Further information is available from the Admissions Office, M-147, Health Services Office, MB-40, and from the New York City Department of Health.

Where to request an application

Undergraduate freshman and transfer applications

Admissions Office
LaGuardia Community College
31-10 Thomson Avenue
Long Island City, N.Y. 11101
(718) 482-7206

CUNY Office of Admissions Services
101 West 31st Street, 6th floor
New York, N.Y. 10001
(212) 947-4800

Non-degree applications

Admissions Office
LaGuardia Community College
31-10 Thomson Avenue
Long Island City, N.Y. 11101
(718) 482-7206

Freshman Skills Assessment Test Policy

The Freshman Skills Assessment Program (FSAP) is a series of three tests: reading comprehension, mathematics, and writing. The University instituted these tests in 1978 in order to assess students' readiness in these three basic learning skills. As a result of their performance, students may be required to take remedial or developmental courses in these areas to strengthen their academic skills. After successful completion of coursework in any of these three areas, students are tested again on another version of the test. Successful retesting certifies the students' academic skills and is an important part of their record.

The following is the college's testing policy:
1) All matriculated freshmen must take the FSAP and the LaGuardia math placement test.
2) Students admitted to CUNY prior to 1978 are exempt from testing (both the FSAP and the LaGuardia math placement test).
3) Students who hold a Bachelor's degree from an accredited U.S. institution of higher education are exempt from testing (both the FSAP and the LaGuardia math placement test).
4) All students transferring from a non-CUNY college must take the FSAP and the LaGuardia math placement test.
5) Students transferring within CUNY with failing scores must retake the FSAP and take the LaGuardia math placement test.
6) Freshman and transfer reactives and reallocates who have taken the FSAP and the LaGuardia math placement test within one year prior to the first day of classes are exempt from any new testing.
7) Freshman and transfer reactives and reallocates who have taken the FSAP and the LaGuardia math placement test within one year prior to the first day of classes are exempt from all testing. However, students who have not taken the LaGuardia math placement test will not be allowed to register for any college level math courses or receive credit for any previously taken math courses until they have taken this exam. Therefore, reactives and reallocates who have only taken the FSAP must take the LaGuardia math placement test.

Transfer Credit to LaGuardia

Transfer credits

Students may transfer to LaGuardia credits earned at other accredited colleges, either in the U.S. or outside the U.S., provided these credits are comparable to those meeting degree requirements of their curricula. Transfer credits are evaluated by the Admissions Office, room M-149, prior to or during the first semester of attendance at LaGuardia. In general, for courses to be transferred, a grade of C or better must have been earned or, if taken at another unit of City University, a grade of D or better must have been earned. The maximum number of credits to be granted toward the degree is 30 and 10 toward a certificate.

Transfer and the freshman skills assessment program (FSAP)

In general, transfer students are required to take CUNY's FSAP tests in reading, writing, and mathematics and a LaGuardia test in mathematics. The only exceptions are those students who have already passed all three tests, who hold a baccalaureate degree from an accredited institution of higher education in the U.S., or students who were enrolled in a City University college prior to 1978. Transfer students who took the FSAP at another unit of CUNY are still required to take the LaGuardia math test.

Placement at LaGuardia is based on FSAP and LaGuardia math test results. These scores determine the initial placement, which may be in basic skills courses or in college-level courses. If the initial placement at LaGuardia is at the basic skills level, no transfer credit will be awarded for higher level courses in those areas that were taken elsewhere, and students may be required to repeat such higher level courses.

Students who have taken remedial courses at other CUNY colleges but who have not passed FSAP retests in those skill areas, will be tested before enrolling at LaGuardia and will be placed according to their LaGuardia test results. Based on those test results, LaGuardia may require retaking of basic skills courses passed elsewhere.

Note: Transfer students from other CUNY units are urged to make every effort to pass all parts of the FSAP test before applying for transfer to LaGuardia.
Transfer credits in cooperative education
Transfer credit may be granted for cooperative education courses for which credits have been granted at another college. The number of credits transferred may not exceed three. The determination of comparability is made by the Chairperson of the Cooperative Education Department. Transfer students without cooperative education credit must satisfy the cooperative education requirement. Transfer students may apply to the Division of Cooperative Education for a waiver of a portion of their Co-op requirement based on the following guidelines: 0-10 transfer credits-1 Co-op required; 11-20 transfer credits-2 Co-ops required; 21-30 transfer credits-1 Co-op required.

Transfer credits
Students who have taken an elementary level foreign language course at another institution and wish to receive transfer credit must complete an intermediate level course at LaGuardia before transfer credits will be awarded.

Transfer credits in health education
Transfer credit may be granted for coursework in health education taken at other institutions of higher education. The Natural and Applied Sciences Department will be responsible for approving transfer credits in health education. Transfer credits for nursing courses will not be awarded.

Transfer credits in religious studies
Transfer credit may be granted for theological or religious courses where those courses come under the heading of philosophy. This decision shall be made by the chairperson of the Humanities Department.

Transfer credits in remediation
Transfer credit will not be granted for any remedial or developmental-level course previously taken at another college.

Veteran's credit for military service
For information on having credit awarded for active service, please refer to page 112.

Special Programs

College Discovery Program
The College Discovery Program offers a comprehensive program of basic skills courses, counseling, tutoring, and financial aid to students who meet the eligibility requirements. The criteria for admission include:

1. high school diploma or its equivalent (GED);
2. high economic need;
3. academic underachievement in high school;
4. has not previously attended college or university (except in the case of students enrolled in HEOP or EOP programs, or veterans who may have earned up to 18 credits of college-level work prior to entering the service);
5. residency in New York City for at least one year prior to the first day of classes.

Note: Applicants for the College Discovery Program will only be considered if they complete the College Discovery portion of the City University Undergraduate Freshman Application at the time they make initial application to the university.

COPE Program
College Opportunity to Prepare for Employment (COPE) is part of the New York State response to the Federal Job Opportunities and Basic Skills (JOBS) program established by the Welfare Reform Act of 1988. The goals of the CUNY COPE plan are to see that public assistance recipients graduate from CUNY schools more quickly, that their retention is improved, and that ultimately, they find employment. LaGuardia Community College welcomes the opportunity to reach out to public assistance recipients, providing them with the academic program and support services necessary to move toward economic independence and self-sufficiency.

COPE is a college-within-a college, consisting of small, thematic, multidisciplinary learning communities. These communities utilize active learning strategies and set carefully in place an intensive support system, involving counselors, HRA liaison, tutorials and peer student mentors/tutors. Faculty plan their syllabi together and team-teach as appropriate. The curricula for each COPE Learning Community prepares students to pursue careers in Allied Health, Business and Computer Science or Human Services. COPE students enroll in one of the following learning communities: New Student House, Science Cluster, Human Services Cluster, Career Path, or Enterprise.

HRA provides training related expenses (TREs) to COPE participants to assist with transportation, lunch, and child care expenses. In order to remain eligible for TREs, participants must attend college full-time and make satisfactory progress towards their degree. For more information, students may visit the COPE office, M-418 or call (718) 482-5479.

CUNY BA/BS Program
Established in 1971, the CUNY Baccalaureate Program (CUNY BA/BS) is the only University-wide alternate degree program that allows students, working with faculty mentors, to design a program of study tailored to their unique individual academic interests and goals. Students may take courses at any of the City University's 17 colleges and at The Graduate School. The program is administered by the City University of New York Graduate School and University Center.

The CUNY BA/BS Program accepts up to 68 transfer credits earned at a community college toward the 120 credits needed for the degree. Qualified LaGuardia students can be in the CUNY BA/BS Program at the same time they are taking courses at LaGuardia toward their associate's degree. To be eligible for admission to the program students need 15 college credits and a GPA of at least 2.50. For further information contact the CUNY BA/BS campus coordinator at (718) 482-5395.

EMT/Paramedic Program
Prospective students must present proof of New York State EMT Certification. EMT's wishing to begin Paramedic training are required to have at least six months experience. Interested applicants should contact the EMT/Paramedic Office at LaGuardia Community College at (718) 482-5396 for further information and for information about how to acquire an EMT certificate.

Enterprise Program
The Enterprise Program offers regular college courses in innovative ways to help students succeed in their studies. Enterprise offers groups of two or three courses linked together by common themes, assignments or techniques. The instructors of these course pairs or clusters have worked together to create lessons and assignments which help students to see connections between different subjects and to master difficult skills and concepts.

Some Enterprise courses feature study groups led by advanced students. The students in study groups work together to learn how to handle difficult concepts or skills. The study group leaders guide the students in study groups work together to learn how to handle difficult concepts or skills. The study group leaders guide the groups so that each group can complete the required work.

Research has shown that most students participating in Enterprise versions of required courses have done better than students taking the regular sections of the same courses. Many students return each semester to find out what Enterprise course they should take next because they believe that the Enterprise approach helps them achieve success at the College.
Enterprise courses are open to anyone who meets the prerequisites and who registers for them. You can find the course pairs or clusters or Enterprise courses with study groups listed in the class schedules each semester along with the regular sections of each course. (Most frequently, Enterprise courses are found in business areas such as accounting, business and computers or in the math section.) Enterprise course pairs and clusters have the special course code starting with ENT. For more information, students may call (718) 482-5408 or stop by the Enterprising office, room M418.

International Studies Programs

The International Studies Program provides LaGuardia students with the opportunity to earn up to 6 academic credits during Spring Session 2 while gaining invaluable experience living in a country and culture different from their own.

Currently, there are two institutions in Latin America where the College’s program is in place: the Universidad Laica de Guayaquil, Ecuador and the Universidad Autonoma de Santo Domingo, Dominican Republic.

In order to apply for participation in the International Studies Program, students must:
1. have an overall G.P.A of 3.0 or higher;
2. have completed at least 28 credits;
3. have finished all basic skills requirements;
4. meet all prerequisite requirements for the course(s) to be taken abroad.

The following are titles and descriptions of the courses available for study in Ecuador and the Dominican Republic. For further information, students may contact Professor Dehly Porras, Director, International Studies Program at 482-5715.

HUS120 Elementary Spanish Communication I
3 credits; 12 hours for 4 weeks (An extra 3 hours are allotted for site visits.)

This course is designed for beginning Spanish students. Strong emphasis will be placed on acquiring conversation and comprehension skills using practical and interesting situational materials that will stress both language and culture. This course will provide both oral and written activities that can be used as starting points for communication. Activities are designed to encourage students to feel free to interact in Spanish as naturally and as spontaneously as possible.

Note: Students must successfully complete HUS102 or HUS121 before credit is granted for HUS101 or HUS120.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099
This course is equivalent to HUS101.

HUS121 Elementary Spanish Communication II
3 credits; 12 hours for 4 weeks. (An extra 3 hours are allotted for site visits.)

Students will build upon skills acquired in the first semester course and will be able to express themselves in a variety of more complex situations in Spanish.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUS101, or HUS120.
This course is equivalent to HUS102.

HUS122 Intermediate Spanish I
3 credits; 12 hours for 4 weeks (An extra 3 hours are allotted for site visits.)

Students will improve their speaking, listening, reading and writing skills, demonstrating the ability to report on various aspects of Spanish and Latin American life and culture, using complex language patterns and grammar review items. The emphasis in this course will be the development of functional language skills through intensive oral and written practice.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUS102, or HUS121, or permission of chairperson.
This course is equivalent to HUS103.

HUA/SSH135 Dominican Art and Culture
3 credits; 20 hours for 3 weeks

This course examines the social, economic and political changes of the Dominican Republic through its history, and how those changes relate to topics such as colonization, “mestizaje,” slavery, revolution, populism, democratic reform, socialism and military authority. The course also examines the relationships among various art forms and the Dominican society. Visits to museums and field trips constitute a significant part of this course. This course is taught in Spanish.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110, HUS105 or placement test

HUS235 Advanced Spanish Conversation and Composition II
3 credits; 12 hours for 4 weeks. (An extra 3 hours are allotted for site visits.)

Students will demonstrate the ability to write coherent and meaningful papers and reports as well as use grammar patterns previously learned through intermediate and advanced Spanish courses. They will also demonstrate the ability to read stories, newspaper articles, and other materials commonly consulted by native speakers of the language. In addition, students will be exposed to conversational situations which will enrich their communication skills. They will also demonstrate mastery of advanced elements of Spanish writing and grammar.
Prerequisite: HUS105, or placement test

HUS240 Contemporary Latin American Literature
3 credits; 12 hours for 4 weeks. (An extra 3 hours are allotted for site visits.)

Students will read and discuss, in the Spanish language, Latin American poetry, short stories, and plays of the Twentieth Century.
Prerequisite: HUS105, or placement test
This course is equivalent to HUS201

SSH150 Modern Latin American History
3 credits; 12 hours for 4 weeks. (An extra 3 hours are allotted for site visits.)

The student will discuss and analyze peoples and cultures of Latin America, emphasizing the period between the wars of independence and the present. This course is taught in Spanish.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110, HUS105 or placement test

SSH151 Introduction to Ecuadorian Society and Civilization
3 credits; 12 hours for 4 weeks. (An extra 3 hours are allotted for site visits.)

Students will demonstrate an understanding of historical development or the political, social and economic institutions of Ecuador. They will also analyze and evaluate issues and problems of contemporary Ecuador. This course is taught in English.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110
Learning Communities

During Fall Session I and Spring Session I the college offers over 20 different kinds of learning communities. The content of pairs and clusters is thematically linked by faculty who have created the courses together. Students are encouraged to learn how to study particular disciplines and also to make connections across disciplines. Learning communities provide students with an enriched learning experience as well as a supportive and friendly environment. They have become a very popular mode of learning and are offered by Liberal Arts, COPE and Enterprise. Individual learning communities, such as New Student House, serve specific groups of students. Students who are eligible for these programs will receive letters, after taking the FSAP placement test, inviting them to participate. When you get a letter, be sure to respond quickly because the classes fill early. If you think you might be eligible but have not received a letter, please call (718) 482-5400.

Nursing Program

All students are admitted into the Pre-nursing sequence. Being admitted into this sequence does not guarantee admission into the Nursing Program. Special rules and procedures apply for admission to the Nursing Program. Students admitted into the Pre-nursing sequence will receive a copy of the "Nursing Admissions Guide" which explains the process.

◆ Tuition and Fees

The cost of education

Cost is an important consideration for most students when they are deciding which educational program is best suited to their goals and aspirations.

The following information will help students calculate the cost of attending the City University of New York. By performing some basic calculations, students can develop their own "student budget." Generally, a student budget consists of the direct educational costs of tuition, fees, books and supplies, as well as those costs which are incurred by virtue of attendance, such as transportation and lunch. In addition, all students have costs related to recreation and personal expenses.

Developing a budget

Students who depend on some other person to provide a substantial portion of their support are generally defined as dependent students. For these students, the costs, defined below, represent the total out-of-pocket costs which result from college attendance.

For self-supporting students, who do not depend upon some other person for support, the out-of-pocket costs must be considered in addition to the regular cost of living, which students incur as a result of being dependent upon their own resources. A general description of these living costs is described below.

Typical expenses

Following is an itemized estimation of the educationally-related expenses students are likely to incur for a twelve-month period. It is expected that during students' internship semester, their salary will cover the expenses. Most students receive some form of financial assistance to help meet these expenses.

Dependent and Certain Independent Students

Dependent students, those who receive assistance from family or other sources, can expect to pay, in addition to $2,204 annual tuition and fees, the following costs during the 1992-93 academic year: books and supplies $667, transportation $900, personal and lunch items $2,408, and room and board $7,905.

Independent Students

Independent students and dependent students living away from home for 12 months during the 1992-93 academic year can expect the following expenses in addition to $2,204 tuition and fees: books and supplies $667, transportation $900, personal and lunch items $2,408 and room and board $7,905.

◆ Tuition

All fees and tuition charges listed in the college catalog and in any registration material issued by the college are subject to change by action of the university's Board of Trustees without prior notice. In the event of any increase in the fees or tuition charges, payments already made to the college will be treated as partial payments and notification will be given of the additional amount due and the time and method of payment. Any student who has not paid the total fees and tuition by the time indicated will not be considered as registered and will not be admitted to classes. In the event of an overpayment, the appropriate amount will be refunded.

Tuition per semester

New York City

To qualify, students must have made New York State their principal place of abode for at least 12 consecutive months and resided in the city of New York for at least 6 consecutive months immediately prior to the first day of classes. New York State residents who are not city residents must obtain a Certificate of Residence from their County Treasurer prior to registering. A new Certificate of Residence is required each school year.

Full-time matriculated students (12 tuition units or more) $1050.00
Cooperative education internship $1050.00
Part-time matriculated students (Fewer than 12 tuition units) $85/unit
Nondegree students $100/unit
Non-state residents and foreign students
Full-time matriculated students (12 tuition units or more) $1,338.00
Cooperative education internship $1,338.00
Part-time matriculated students (Fewer than 12 tuition units) $104/unit
Non-degree students $150/unit

Senior Citizens

(Enrollment on space available basis)
Tuition free
Student fee $52.00
Tuition waivers
Tuition and student activities fees for all students in the CUNY Baccalaureate program are billed for and collected by the Bursar at their home college. Students are billed according to the fee schedule in effect at their home college.

Permit students
All tuition and student activities fees are payable to the “home” college in accordance with its fee schedule. No additional payment of tuition or fees is required at the college where the course is taken.

Tuition refunds
Tuition refunds are computed according to the date that the student drops a course or courses. In cases of Medical Leave of Absences, the refund is computed according to the effective date of the leave. Non-instructional fees are non-refundable, except when courses are cancelled by the college, a student’s registration is cancelled by the college or if the student enters military service, Peace Corps or Vista service.

Students who drop courses from their record during the Change of Program period are entitled to a refund according to the following schedule:

<table>
<thead>
<tr>
<th>Session Type</th>
<th>Fall and</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>On or before the 1st</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>of classes</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>within 6 calendar</td>
<td>75%</td>
<td>50%</td>
</tr>
<tr>
<td>days after</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td>scheduled opening</td>
<td>25%</td>
<td>none</td>
</tr>
<tr>
<td>date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beyond the</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td>17th calendar day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>after the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>scheduled opening</td>
<td></td>
<td></td>
</tr>
<tr>
<td>date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: If the 6th, 12th or 17th day falls on a weekend, the refund period would be extended to the next business day.

Military, Peace Corps and Vista Refunds
The following guidelines govern all applications for refunds for students withdrawing from the college for service in the military, Peace Corps or Vista:

Evidence of Service
Military service must be documented with a copy of induction orders or military orders. Service in the Peace Corps or Vista must be documented with appropriate letters or other evidence.

Qualifications for Grades
No refund will be made for any course in which a student has been assigned a grade regardless of whether the grade is passing or failing.

Refund
If a student has enlisted in the armed services, the Peace Corps or Vista, does not attend classes for a sufficient time to qualify for a grade, but continues in attendance within two weeks of induction, refund of tuition and fees, except for the application fee, will be made as follows:

Withdrawals before the fifth calendar week after scheduled opening of session: 100% refund, withdrawals thereafter: 50% refund.

Tap Refunds
Students who have paid their full tuition prior to receiving award notification in the mail from the Tuition Assistance Program (TAP) are entitled, if in full attendance at the college, to a refund in the amount of the TAP award notification. TAP refunds will be issued within 45 days after the college receives a certified TAP award from the State of New York. A postcard will be sent to each student entitled to a TAP refund with instructions on when and where to pick up this refund.

Other Refunds
The regulations concerning TAP also apply to all other refunds to which a student may be entitled. As a general rule, however, the college will process non-TAP refunds within six weeks of the submission of the request.

Fees
Student Fees
These are non-refundable fees paid each semester of registration.

Full-time students (12 tuition units or more*)
- Student activity fee/$50
- Consolidated Services Fee/$2
- University Senate Fee/$85

Part-time Students (Less than 12 tuition units*)
- Student activities fee/$15
- Consolidated services fee/$2
- University Senate Fee/$85

Cooperative education internship
Consolidated services fee/$2

Senior Citizens (65 or older)
- Student activities fee/$50
- Consolidated services fee/$2

Non-instructional fees (not refundable)
- Application/$35
- Late Registration/$15
- Program Change/$10
- Transcript/$4 (Transcript sent free to CUNY. Cash or money order for all others.)
- Readmission/$10
- Reinstatement/$10
- Penalty Fee for issuance of bad check/$10
- Duplicate Diploma/$15
- Duplicate ID/$5
- Duplicate Bursar’s Receipt Fee Form/$5
- Locker per year/$1

Special Examination
- First examination/$15
- Each additional examination/$5
- Maximum each quarter/$25

Reserve Materials
- First hour overdue/50¢
- For the rest of the day/50¢
- For each succeeding day/50¢ (to maximum of $10)

Lost or Damaged Materials:
- Overdue fines, accumulated to the date reported, and replacement costs of the materials-plus a $5 processing charge.

Waiver of Change of Program Fee
No Change of Program Fee will be charged if any one of the following conditions is met:
1. the college cancels or withdraws a course, whether or not the student substitutes another course;
2. the college changes the hours of the course or makes other substantive changes that provide the student with justification for a change;
3. the college requests that the student transfer from one section to another section of the same course; or
Financial Aid

At LaGuardia every effort is made to help students overcome financial hardships. The Financial Aid Office, MB-10, is staffed by professional counselors who assist students in securing financial aid.

What follows is a description of some of the financial aid programs available to eligible students of the college. Additional information may be obtained in the Financial Aid Office.

Federal Programs:

Note: When questions of eligibility exist for any of these programs, the student or prospective student should see a financial aid counselor.

New York State Programs:
Tuition Assistance Program, Aid to Part-Time Students, Empire State Scholarships, Child of Veteran Award, Child of Deceased Police Officer/Firefighter, Vietnam Veterans Tuition Award, Challenger Scholarship, Supplemental Tuition Assistance program, Federal Family Education Loans.

Additional Program:
College Discovery Program.

Federal Programs

Academic Requirements for Federal Aid (Title IV)

Students at LaGuardia Community College may remain eligible to receive Title IV assistance for a maximum of four (4) “Full-Time Equivalency Years” providing that they are enrolled on a full-time basis. They must also complete a minimum of 18 degree credits, per full-time equivalency year. If they do not complete a minimum of (18) degree credits, they will be placed on provisional status.

The following table will be used to convert each semester’s enrollment into units of full-time equivalency degree enrollment.

<table>
<thead>
<tr>
<th>Degree Credit Enrolled</th>
<th>Status</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0-3.5</td>
<td>1/4 Time</td>
<td>.1250</td>
</tr>
<tr>
<td>6.0-8.5</td>
<td>1/2 Time</td>
<td>.2500</td>
</tr>
<tr>
<td>9.0-11.5</td>
<td>3/4 Time</td>
<td>.3750</td>
</tr>
<tr>
<td>12.0 and above</td>
<td>Full time</td>
<td>.5000</td>
</tr>
</tbody>
</table>

The following table represents the minimum annual credit accumulation to meet Title IV satisfactory progress and provisional status.

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Year (after)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>Status</td>
<td>8 18 36 54 72</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>0 21 42 63</td>
</tr>
<tr>
<td>Provisional</td>
<td>0 21 42 63</td>
</tr>
</tbody>
</table>

Students who fail to meet the provisional status will lose Title IV eligibility. They may file an appeal through the Academic Standing Committee. If they do not wish to file an appeal, or if their appeal has been denied, they may regain eligibility by leaving LaGuardia for a period of at least one year. Upon readmission, they will be placed on the standard by dividing their credit accumulation by 24. Thus, a student who returns after one year with 48 credits will be placed at the “2” full-time equivalency year point.

Academic Requirements for Federal Aid (Title IV):

Federal Work-Study (FWS), Federal Pell (FPELL), Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Family Education Loan (FFELP) [Formerly GSLI]

To be eligible to receive Title IV, you must, according to Federal guidelines, be “making significant progress toward your degree”, meaning that you must be earning credits at a sufficient rate. The Federal guidelines for achieving full-time status in a semester do allow you to include, along with credits, the tuition units of the “special value” courses, but there is a limit: after you have registered (and received Title IV money) for thirty or more “special value” tuition units, Title IV programs will not pay for any additional “special value” courses. For example, if you register for Basic Writing 099 and Math 095, those two courses count for a total of 10.0 “special value” tuition units. If those units are used in calculating your Title IV award for the semester, you will have 20.0 “special value” tuition units remaining in your account.

If, however, you register for other, “non-special value” courses which make you full-time without using the “special value” tuition units, you would still have 30 “special value” tuition units in your account.

Once you have used up your 30 “special value” tuition units, you can only receive Title IV money for “non-special value” courses. Any future awards will be based on the credit values of regular courses only. It is therefore to your advantage to try to take “special value” courses along with regular courses, if you have met the prerequisites.

Special Note: Although ESL courses are listed as “special value” courses, those courses do not count toward the Title IV maximum.

Students who do not meet the college’s minimum grade point average (GPA) will be placed on academic probation. They will be given one semester to achieve the minimum grade point average that was required before they were placed on probation. During this probationary period students who make satisfactory academic progress will continue to maintain their academic standing with the college and their concurrent eligibility for financial aid.

Federal Pell Grants

Application Procedures: Applications and other materials are available in the Financial Aid Office, room MB-10.

The complete application should be submitted for processing according to the directions included on it. A calculated Student Aid Report will be sent to the applicant. Based on this, the amount of the applicant’s award is determined by the Financial Aid Office. Upon enrollment, funds are paid directly to the applicant or credited to the students’ college account.

Selection of Recipients and Allocation of Awards: The Federal Pell Grant is an entitlement program. Eligibility and award amounts are based on need rather than academic achievement. The applicants must be enrolled at an approved post-secondary institution and must need financial assistance to continue their education, and must attend and meet their classes.

Financial need is determined by a formula applied to all applicants. It was developed by the U.S. Office of Education and is reviewed annually by Congress. The Expected Family Contribution (EFC) index is calculated by this formula.

Federal Pell Grant awards are paid as long as a student is enrolled in an approved program.

Award Schedule: 1993-94 awards ranged per semester $200.00 to $1,150.00. The amount of the award will be affected by costs of attendance and full- or part-time enrollment status. The Federal Pell award does not duplicate State awards.

Rights and Responsibilities of Recipients: Students must continue to make satisfactory academic progress in the degree program in which they are enrolled. Students must not owe any refunds on Federal Pell Grants or other awards paid, or be in default on repayment of any student loan.

Award payments made by check must be picked up by the student within a reasonable time. The Financial Aid Office will notify the
student of the availability of the award check, and where it is being held.

Students must attempt 24 credits during the academic year in order to earn the full Federal Pell award. Therefore, enrollment status for Federal Pell will be as follows: full-time 12 credits (or equivalent); 3/4 time 9 through 11.5 credits (or equivalent); 1/2 time 6 through 8.5 credits (or equivalent); and less than one-half time 1.0 through 5.5 credits (or equivalent). Please see Schedule of Classes for more information.

Federal Supplemental Educational Opportunity Grants (FSEOG)

Application Procedures: Application is made through the Financial Aid Office by completing the City University’s Financial Aid Form (FAP) and the free application for Federal Student Aid.

Selection of Recipients and Allocation of Awards: The applicants must be: 1) in exceptional financial need, to the extent that without a Supplemental Grant award their education could not be continued; 2) enrolled at least half-time as undergraduate students in an approved post-secondary institution, and 3) enrolled in an institution which will provide the applicants with additional financial assistance at least equal to the amount of the Supplement Grant award.

Award Schedule: The awards ranged from $100.00 to $800.00 in 1993-94. Normally an award may be paid for up to four years, or for five years for certain courses of study. The total amount that may be awarded per year can range up to $4,000.00.

Rights and Responsibilities of Recipients: The student must continue to make satisfactory academic progress.

Federal Perkins Loan

Application Procedures: Application is made through the City University’s Financial Aid Form (FAP). Loan cancellation information for borrowers who go into certain fields of teaching or specified military duty is also available.

Selection of Recipients and Allocation of Awards: Loans are available to students enrolled at least half-time in approved post-secondary institutions.

Award Schedule: Amounts which may be borrowed are up to $3,000.00 for each year of undergraduate study. The total debt cannot exceed $17,000 as an undergraduate and $33,000 for each year of study. Their total debt cannot exceed $40,000. This figure includes amounts borrowed for undergraduate study.

Rights and Responsibilities of Recipients: Continued eligibility is dependent on maintenance of satisfactory academic progress. The current interest rate, payable during the repayment begins six months after graduation or leaving school and may extend over a period of 10 years. Payment is not required for up to three years of active U.S. military service or service in the Peace Corps, VISTA, or similar national program.

Federal Work-Study Program (FWS)

Application Procedure: Application is made through the Financial Aid Office by completing the City University’s Financial Aid Form (FAP). Eligibility is determined and work arrangements are made for those who qualify.

Selection for Recipients and Allocation of Awards: The applicant must be enrolled at least half-time.

An institution must make employment reasonably available to all eligible students in the institution who are in need of financial aid. In the event that more students are eligible for FWS than there are funds available, preference is given to students who have greater financial need and who must earn a part of their educational expenses.

Award Schedule: The post-secondary institution arranges jobs on-campus or off-campus, with the public or private nonprofit agencies, such as hospitals, for up to 35 hours a week, based on availabilities of funds.

Factors considered by the Financial Aid Office in determining whether and for how many hours, the recipient may work under this program are: financial need, class schedule, academic progress, and health status.

Level of salary in 1993-94 was $6.00 an hour.

Rights and Responsibilities of Recipients: Satisfactory academic progress must be maintained.

Veterans Administration Educational Benefits

Montgomery G.I. Bill—Active Duty (Chapter 30)

Application Procedure: Application forms are available at all VA offices, the office of Veteran Affairs on campus, room MB-10, active duty stations and American embassies.

Eligibility Requirements: Individuals entering military service on or after July 1, 1985, have their basic military pay reduced by $100.00 a month for the first 12 months of their service, in order to be eligible for this educational assistance program. Individuals eligible for the Old G.I. Bill (Chapter 34) as of December 31, 1989, who meet certain eligibility criteria may also be eligible but do not have their basic pay reduced. Persons who, after December 31, 1976, received commissions as officers from service academies (e.g., West Point, the Naval Academy, etc.) or ROTC scholarship programs are not eligible for this program.

Entitlement/Monthly Rates:

Active duty for 3 years or 2 years active duty plus 4 years in the Selected Reserve or National Guard entitles an individual to $400.00 a month basic benefits for 36 months or the equivalent in part-time training. If an individual’s initial obligated period of active duty is less than 3 years which is not followed by service in the Selected Reserve, the basic educational assistance benefit is $325.00 monthly for 36 months (or the equivalent in part-time training). There is also a targeted, discretionary kicker of up to an additional $400.00 available to persons whose skills are critical to the military (e.g. Army College Fund, Navy Sea College Fund programs).

Montgomery G.I. Bill—Selected Reserve (Chapter 106, Title 10, U.S. Code)

Chapter 106 of title 10, U.S.C., Educational Assistance for Members of the Selected Reserve, is also referred to as the Montgomery G.I. Bill-Selected Reserve. Since July 1, 1985, DVA has held benefit payment responsibility, although the funding of educational assistance payments under this program is provided by the Department of Defense.

Monthly Rates: The rates of educational assistance allowance payable under Chapter 106 for pursuit of a program of education are:

- $190 per month for full-time pursuit,
- $143 per month for three-quarter time pursuit,
- $95 per month for half-time pursuit.

Post-Vietnam Era Veterans’ Educational Assistance Program (VEAP) (Chapter 32, Title 38, U.S. Code)

This is a voluntary Contributory matching program in which each person has the right while on active duty to enroll in and make contributions to the program. Service members may contribute between $25.00 and $100.00 each month while on active duty up to a maximum of $2,700.00 with 2-for-1 matching funds from the government. Participants, while on active duty, may make a lump sum
contribution to the training fund at any time prior to discharge or release from active duty. The government may also make additional contributions, called “kickers,” into the fund on behalf of certain service persons in critical military fields, as determined by the Department of Defense, or as deemed necessary to encourage persons to enter or remain in the Armed Forces.

Veterans enrolled in full-time study may agree to part-time employment under VA supervision and receive extra benefits. For 250 hours of work, the student will receive 250 x the minimum wage, but not less than $775.00. Lesser numbers of hours are paid proportionately.

**Tutorial benefits for Veterans:** To be eligible for tutorial benefits, veterans must be receiving benefits on at least a half-time basis.

**Rights and Responsibilities of Recipients:** Educational and vocational counseling will be provided by the VA on request. A program of education outside the United States may be pursued at an approved institution of higher learning. Institutions are required to report promptly to the VA interrupted attendance or termination of study on the part of students receiving benefits.

### Office of Veterans Affairs

The Office of Veterans Affairs, room MB-10, provides a full range of counseling services for the veteran population. The counselor in the office is prepared to provide information regarding all of the benefits available to students and help with any other problems encountered while attending the college. The programs available to veterans are:

**Veterans Tutorial Benefits:** To be eligible for tutorial benefits, veterans must be receiving monthly benefits on at least a half-time basis. A veteran is entitled to 12 months of tutorial benefits to a maximum of $100.00 per month.

**Veterans Work Study:** Veterans must be receiving full-time benefits to be eligible to work up to 750 hours per year. The hourly rate is $4.50. Placements are in areas which directly affect the student veteran population.

**Vocational Rehabilitation:** This is available to veterans who have at least a 20% disability rating from the Veterans Administration and includes payment for tuition, fees, and a monthly stipend. Full-time and part-time veteran students are eligible.

**Benefits for Dependents of Veterans:** There are numerous programs available to dependents of disabled veterans. For more information about these programs, please visit the office of Veterans affairs.

### Additional Regulations

Under Federal regulations, students may accumulate a maximum of thirty remedial, compensatory and/or developmental credits, excluding ESL courses, and still receive financial aid. If students exceed the maximum of thirty remedial credits, they may no longer be eligible for TITLE IV funds.

When submitting the Federal Pell Student Aid Report (SAR) for processing to the Financial Aid Office, students will be required to verify the number of other family members in college. Each member of the family attending college will have their respective educational institution complete a form known as the “Verification of Post-Secondary Institution Attendance.”

For Federal Pell awards, students not yet 24 years old by January 1st must prove their independence if they claim to be independent of their parents. They must also have unusual circumstances which must be documented.

In order to submit Federal Pell award certificates to the Financial Aid Office for processing, permanent residents must also submit a copy of the alien card. Students who have an I-94, with the following endorsements, are no longer eligible for Federal Pell, Federal Work-Study, FSEOG or Federal Perkins: a) Adjusted Applicant, b) 245, c) 245 Applicant, d) Applicant for Permanent Residence, e) Voluntary Departure, and f) Deferred Action.

Students are reminded that attendance is a requirement for receiving financial aid. Failure to attend classes could result in a reduction or loss of financial aid. If students charge tuition and/or books and do not attend classes, they are still liable for the costs and will be billed accordingly.

### State Programs

#### Academic Requirements for State Aid (TAP)

In order to be eligible for TAP, there are three major requirements that students must meet. They are outlined below.

1. **Students must be registered as full-time students.** In the Schedule of Classes, there is a chart called, “Am I a Full Time Student?” Students should check each semester at registration to be sure they are registering for a full-time program.

2. **Students must be making satisfactory progress toward their degree.** In each semester that they wish to receive an award, they must meet the following standards: a) Successfully pass a specified number of credits (see chart below), and b) Achieve a grade point average at a specified minimum level (see chart below).

<table>
<thead>
<tr>
<th>To be eligible for payment #</th>
<th>Your total earned credits must equal</th>
<th>Your average GPA must be at least</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
<td>1.00</td>
</tr>
<tr>
<td>4</td>
<td>31</td>
<td>1.30</td>
</tr>
<tr>
<td>6</td>
<td>60</td>
<td>1.70</td>
</tr>
<tr>
<td>7</td>
<td>75</td>
<td>1.75</td>
</tr>
</tbody>
</table>

3. **Students must pursue their courses at a specified level of completion.** Completion means receiving any LaGuardia grade except W or WU (grades of R and F are acceptable). Students complete their courses at the rate shown below.

<table>
<thead>
<tr>
<th>To be eligible for payment #</th>
<th>You must complete this % of the courses you take</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0%</td>
</tr>
<tr>
<td>2-3</td>
<td>50%</td>
</tr>
<tr>
<td>4-5</td>
<td>75%</td>
</tr>
<tr>
<td>6-10</td>
<td>100%</td>
</tr>
</tbody>
</table>

In addition to the academic requirements described, they must also meet certain residency requirements, citizenship requirements, and financial program criteria. For a full explanation of these regulations, students should contact the Financial Aid Office.

Every semester, all students’ records will be reviewed in the Registrar’s Office to see if they are meeting all of the academic TAP regulations. If they have met all of the conditions outlined above, they will be eligible to receive a payment. Students may, however, file an appeal through the Academic Standing Committee.

#### Tuition Assistance Program (TAP)

**Application Procedures:** Applicants must apply annually to the New York State Higher Education Services Corporation (NYSHESC, Tower Building, Empire State Plaza, Albany, NY 12255) or must complete CUNY’s Financial Aid Form (FAF).

The Higher Education Services Corporation determines the applicant’s eligibility and mails an award certificate directly to the applicant indicating the amount of the grant.

**Selection of Recipients and Allocation of Awards:** Tuition Assistance Program is an entitlement program based on financial need. There is neither a qualifying examination nor a limited number of awards.
The applicant must:
1) be a New York State resident and a U.S. citizen or permanent resident alien;
2) be enrolled full-time and matriculated at an approved New York State post-secondary institution;
3) have, if dependent, a family net income below $50,500.00; and
4) be charged a tuition of at least $200.00 per year.

The current definition of independent status is as follows (independent status under the State definition does not necessarily insure):

1) thirty-five years or older on June 30, 1993 or
2) twenty-two years or older on June 30, 1993 and not
   a) a resident in any house, apartment, or building owned or leased
      by parents for more than 2 consecutive weeks in calendar years 1992, 1993, 1994 or
   b) claimed as a dependent by parents on their Federal or State income tax returns for 1992, 1993
3) under 22 years of age on June 30, 1993 and meeting all other requirements of (2) above, and able to meet at least one of the following requirements:
   • both parents deceased, disabled or incompetent;
   • receiving public assistance other than Aid as a Dependent Child (ADC) or food stamps;
   • ward of a court
   • unable to ascertain parents' whereabouts; or
   • unable, due to an adverse family situation, to submit parents' income
   • married on or before December 31, 1992

Undergraduate students may generally receive TAP awards for four years of study. Students enrolled in approved five-year programs may receive awards for more than a total of eight years of undergraduate and graduate study.

Award Schedule: The amount of the TAP award is scaled according to level of study, tuition charge, and net taxable income. The income measure is the family's (or independent student's) net taxable income, and (for dependent students) support from divorced or separated parents. This income is further adjusted to reflect other family members enrolled full time in post secondary study. Awards range from $50.00 to $1,012.50.

Aid To Part-Time Students (APTS)
Applicants must apply annually to the New York State Services Corporation. This program is opened to eligible students who meet income requirements and who are taking 6.0 to 11.5 credits. Since funds are restricted, applicants are advised to apply early.

Nursing Scholarships
These scholarships are awarded by the Senate Education Department (SED) based on national test (ACT, SAT) scores. Scholarships may be granted for 4 years of full-time undergraduate study (or for 5 years in an approved bachelor's degree program.)

Child of Veteran Award
The Child of Veteran Award is a financial aid program for children of veterans who are deceased, disabled, or missing in action as a result of service during such service.

A Child of Veteran awardee can receive up to $450.00 each year without consideration of income or tuition costs. The award may be granted for 4 years of full-time undergraduate study (or for 5 years in an approved 5-year bachelor's degree program).

The combined Child of Veteran Award and TAP award can never exceed the amount of tuition charges.

For further information contact NYSHESC (see TAP application procedures) and request a Child Veteran Award Supplement.

Child of Deceased Police Officer/Firefighter Award
The Child of Deceased Police Officer-Firefighter Award is a financial aid program for children of police officers, firefighters, and volunteer firefighters who died as a result of injuries sustained in the line of duty.

A recipient of a Child of Deceased Police Officer-Firefighter Award can receive up to $450.00 each year without consideration of income or tuition costs. The award may be granted for 4 years of full-time undergraduate study (or for four years in an approved 5-year bachelor's degree program).

The combined Child of Deceased Police Officer-Firefighter award and TAP award can never exceed the amount of tuition charges.

For further information contact NYSHESC and request a Child of Veteran Award Supplement.

Vietnam Veterans Tuition Award
The Vietnam Veterans Award (VVTA) Program provides financial aid to veterans who served in Indochina between January 1, 1963 and May 7, 1975. Awards are available for full- and part-time study in both undergraduate degree and certain vocational programs.

Full-time awards are $500.00 per semester or full tuition, whichever is less, and are available for four years of full-time study (or for five years in an approved five-year bachelor's degree program.) The applicant is required to apply for a TAP award and Pell Grant. If a TAP award is approved, the combination of TAP and VVTA cannot exceed tuition.

Part-time awards are $250.00 per semester or tuition, whichever is less, and are for students taking 3-11 credit-hours (or the equivalent) per semester. The awards are available for up to 16 semesters (8 years), or 20 semesters (10 years) in an approved program which would normally require 5 years if the study were full-time. The applicant is required to apply for a Pell Grant.

For further information, contact, NYSHESC and request a Vietnam Veterans Tuition Award Supplement.

Supplemental Tuition Assistance Program (STAP)
Full-time undergraduate students first receiving TAP or other State awards on or after July 1, 1981, who are educationally disadvantaged and require remedial courses, may be eligible for up to one year of aid under the Supplemental Tuition Assistance Program. The procedures for applying for STAP are the same as TAP. After you receive your award certificate for NYSHESC, your school will determine if you are eligible for payment under STAP. If you are eligible, the dollar amount of your award will be based on the TAP award schedules. Remember, you cannot receive payment of both TAP and STAP for the same term.

♦ Federal Family Education Loan Program

Federal Stafford Loan:
Application Procedures: Students should obtain a loan application from a participating New York State lending institution (bank, credit union, etc.) in their area of permanent residence. The complete application is presented to the Financial Aid Office. The application is then routed to the lending institution and the Higher Education Services Corporation.

A counseling session and an interview are required. When the loan is approved, a promissory note is signed by the student.

Selection of Recipients and Allocation of Awards: To be eligible for a federal guaranteed loan, a student must be: 1) a U.S. Citizen or permanent resident alien; and 2) enrolled in or admitted as a matricu-
An undergraduate may borrow up to $2,625.00 per class year; for example, $2,625.00 during the student's freshman year, $2,625.00 during the sophomore year, etc. All students are eligible to receive interest benefits on their loans unless they choose to waive them. The student is eligible for a full interest subsidy on a subsidized loan amount is subtracted in full at the time the check is issued.

If you qualify for an unsubsidized Stafford Loan an "origination/insurance fee" of 6.5% will be deducted from each check disbursed to you.

**Rights and Responsibilities for Recipients:** Students may borrow at a relatively low interest rate (currently 6.94%) with no repayment as long as they remain enrolled at least half-time, and for six months after they cease to be at least a half-time student. Payment of principal may further be deferred during study under a graduate fellowship program approved by the U.S. Commissioner of Education, during up to three years as a full-time Peace Corps or VISTA or similar national program volunteer.

If a student applies for an additional loan, application must be made to the original lending institution.

Four months after ceasing to be at least a half-time student, the borrower must make formal arrangements with the lending institution to begin repayment. The following regulations apply:

1. Depending on the amount of the loan, the minimum monthly payment will be $50.00 plus interest. Under unusual and extenuating circumstances the lender, on request, may permit reduced payments.
2. The maximum repayment period is 10 years.
3. The maximum period of a loan from date of the original note may not exceed 15 years, excluding authorized deferments of payments.
4. Repayment in whole or part may be made at any time without penalty.

Source: New York State Higher Education Services Corporation, Tower Building, Empire State Plaza, Albany, NY 12255.

### Federal Parent Loan for Undergraduate Students (FPLUS)

FPLUS enables either natural or adoptive parents of dependent undergraduate students to borrow per child up to the cost of education, for each academic year at federally-approved schools. The amount borrowed in any year cannot be greater than the cost of going to school in that year, minus all other financial aid received for the period for the loan. Costs that may be covered include: Tuition and fees, room and board, books, travel, and an allowance for personal expenses. FPLUS loans for which the first disbursement is made on or after July 1, 1993 have no aggregate loan limit. Interest rates are variable and change every July 1st.

Effective October 1, 1993 the annual interest rate is currently 7.36%. Repayment of the loan must begin within 60 days after the date funds are distributed. Borrowers have 10 years to repay. The lender may charge an Insurance Premium of up to 3% on the loan principal. This premium is deducted from each loan disbursement. Applications may be obtained from participating New York State lending institutions. Parents will be eligible for the same authorized deferments described in the Federal Family Education Loan Program.

### Federal Supplemental Loan for Students (FSLS)

FSLS enables independent undergraduate and graduate or professional students at federally approved schools to borrow money in the following amounts effective for loans for which the first disbursement is made on or after July 1, 1993.

<table>
<thead>
<tr>
<th>Category of Student</th>
<th>Annual Limit</th>
<th>Aggregate Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Undergraduate</td>
<td>$4,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>(1st, 2nd yr)</td>
<td>(3rd, 4th yr)</td>
<td>$23,000</td>
</tr>
<tr>
<td>$5,000</td>
<td>$5,000</td>
<td></td>
</tr>
</tbody>
</table>

The limits for independent undergraduates include any amounts borrowed under the Stafford Loan Program. The total amount borrowed in any year cannot be greater than the cost of going to school in that year, minus all other financial aid received for the period for the loan. Costs that may be covered include: Tuition and fees, room and board, books, travel, and an allowance for personal expenses.

The annual interest rate is currently 7.36%. This rate is variable and will change every July 1st. Students will be billed quarterly for interest payments while in school. Repayment of the loan principal is deferred only while students remain in full-time attendance in school.

### Additional Program

**College Discovery (CD)**

**Application Procedures:** Application is made by completing the appropriate section of the admission form available from the Admissions Office, M-147, and returning the form to the University Application Processing Center of the City University of New York. Financial Aid forms must also be completed.

**Selection of Recipients and Allocation of Awards:** The applicant must be: 1) a resident of New York City; 2) academically disadvantaged according to guidelines approved by the Board of Trustees of the City University of New York; 3) economically disadvantaged according to guidelines approved by the Board of Regents and the Director of the Budget and 4) an applicant for admission to one of the two-year colleges of CUNY. Eligible applicants, after screening for academic potential, are offered admission to the CUNY community college of their first choice, on a space available basis.

**Award Schedule:** The amount of financial assistance and other support provided to CD participants is dependent on need as determined by the CUNY Office of Student Financial Assistance and/or the individual college CD programs, within State Guidelines.
LaGuardia Community College is designed to provide its students with a wide range of learning opportunities in the areas of personal growth, academic achievement and career preparation. To meet these goals the college has created a variety of academic programs both traditional and experimental.

The college offers programs leading to three degrees: the Associate in Arts (AA), the Associate in Applied Sciences (AAS), and the Associate in Science (AS). In addition, the college offers two Certificate programs. Within each area the programs of study include:

**Associate in Applied Sciences**
- Accounting—Joint Accounting/Computer Option
- Business Management—Business Finance Option
- Commercial Foodservice Management
- Commercial Photography
- Computer Operations
- Computer Programming and Systems
- Computer Technician—Telecommunications Option
- Emergency Medical Technician/Paramedic
- Mortuary Science/Joint with American Academy McAllister Institute
- Nursing
- Microcomputer Systems and Applications
- Paralegal Studies
- Physical Therapist Assistant
- Secretarial Science-Administrative Secretary and Legal Secretary Options
- Travel and Tourism
- Veterinary Technology

**Associate in Arts**
- AA/BA Program in Liberal Arts/Education
- Education Associate: The Bilingual Child

**Associate in Science**
- Business Administration
- Computer Science
- Dietetic Technician
- Emergency Medical Technician/Paramedic
- Liberal Arts: Mathematics and Science
- Occupational Therapy Assistant
- School Foodservice Management

**Certificate Programs**
- Commercial Photography
- Word Processing Specialist

**Programs Leading to Two Degrees:**
- Liberal Arts: Human Services — Child Development and Mental Health Options
- Human Services: Gerontology
- Liberal Arts: Humanities and Social Science

**Associate in Science**
- Business Administration
- Computer Science
- Dietetic Technician
- Emergency Medical Technician/Paramedic
- Liberal Arts: Mathematics and Science
- Occupational Therapy Assistant
- School Foodservice Management
Accounting

The Accounting Program, coordinated by the Accounting and Managerial Studies Department, offers a course of study leading to an Associate in Applied Science (AAS) degree.

Although an AAS degree program is usually designed for students with immediate career goals upon graduation, experience has proven that a large percentage of accounting majors will continue their studies at a four-year college upon graduation (either full-time or part-time). Therefore, the accounting curriculum provides options for both the student who plans to transfer to a four-year college and the student whose immediate post-graduation goal is full-time employment.

The Accounting/Computer Information Systems Option recognizes the dominance of computers in the accounting field today. Through the option, students can acquire dual proficiency by becoming familiar with basic concepts in both computer systems and accounting. This combination of skills increases the job opportunities for which graduates will qualify.

The program of study recommended for students who intend to continue their education at a four-year college enables them not only to receive exposure to accounting and related fields but also to complete many of the liberal arts courses required at four-year colleges. The recommended program of study enables the student to transfer to a four-year college with the skill levels necessary for successful completion of the baccalaureate degree and also limits the additional course work that must be completed for the baccalaureate.

The program of study recommended for students with immediate career goals upon graduation is tailored to the needs and demands of job opportunities in the general business environment or in specific accounting positions.

Graduates are employable in entry level accounting positions in the private business sector and in federal, state, and local governmental agencies (at approximately the GS-5 civil service level). Graduates are also qualified to perform routine auditing and accounting functions on the staffs of public accounting firms.

Regardless of post-graduation goals, students are able to complete three internships from numerous job opportunities available through LaGuardia's Cooperative Education Division. These work experiences not only enable the students to bridge the gap between classroom theory and practical applications in the business world, but also provide valuable experience for subsequent full-time employment.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills or ESL courses are required, they are included in the program in place of unrestricted elective courses. For more information on the basic skills requirements see page 105.

Accounting Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>English: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENC101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENC102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Social Science: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: 3 or 4 credits</td>
<td>3-4</td>
</tr>
<tr>
<td>Elementary Statistics I MAT120 or Precalculus MAT200</td>
<td></td>
</tr>
<tr>
<td>Mathematics/Science: 3 or 4 credits</td>
<td>3-4</td>
</tr>
<tr>
<td>Elective*</td>
<td>3-4</td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
</tbody>
</table>

(Required for day students. Extended day students may take the Co-op Internships or elective courses.)
Accounting: 32 credits
Social Science: 3 credits
Introductory Economics I SSE101 3

Accounting/Managerial Studies: 26 credits
Principles of Accounting I AMA111 4
Principles of Accounting II AMA112 4
Accounting Applications for the Microcomputer AMA130 3
Introduction to Business AMM101 3
Business Law I AMM110 3

Select three of the following courses: 9
Intermediate Accounting I AMA201
Intermediate Accounting II AMA202
Cost Accounting I AMA210
Cost Accounting II AMA211
Individual Income Tax Procedures AMA150
Partnership and Corporation Tax Procedures AMA155
Internal Audit AMA220

Computer Information Systems: 3 credits
Introduction to Computers and their Applications CIS100 3

Elective Courses: Accounting 8-10 credits
One elective must be an Urban Study course.

Liberal Arts Electives 1-3
(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)

Unrestricted Electives 7
Transfer students are advised to take liberal arts courses. Career students are advised to select courses from the Accounting/Managerial Studies Department.

*Students who take: Must complete at least:
MAT120 and a 3-credit science elective 3 liberal arts elective credits
MAT120 and a 4-credit science elective 2 liberal arts elective credits
MAT200 and a 3-credit science elective 2 liberal arts elective credits
MAT200 and a 4-credit science elective 1 liberal arts elective credit

Or

Joint Accounting/Computer Option: 36 credits
Accounting/Managerial Studies: 20 credits
Principles of Accounting I AMA111 4
Principles of Accounting II AMA112 4
Accounting Applications for the Microcomputer AMA130 3
Introduction to Business AMM101 3

Select one of the following pairs: 6
Intermediate Accounting I AMA201 and
Intermediate Accounting II AMA202
or
Cost Accounting I AMA210 and
Cost Accounting II AMA211

Computer Information Systems: 13 credits
Introduction to Computers and their Applications CIS100 3
Principles of Programming with BASIC CIS109 3
Structured Programming with COBOL CIS195 4
MVS/OS Job Control Language CIS230 3

Business/CIS Elective: 3 credits
Select one of the following courses: 3
Business Law I AMM110
or
Systems Analysis and Design CIS110

Elective Courses: Joint Accounting/Computer Option 4-6 credits
One elective must be an Urban Study course.

Liberal Arts Electives 4-6 credits
(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)

*Students who take: Must complete at least:
MAT120 and a 3-credit science elective 6 liberal arts elective credits
MAT120 and a 4-credit science elective 5 liberal arts elective credits
MAT200 and a 3-credit science elective 5 liberal arts elective credits
MAT200 and a 4-credit science elective 4 liberal arts elective credits

Total credits: 66

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
Commercial Foodservice Management

The Commercial Foodservice Management Program offered through the Natural and Applied Sciences Department leads to an Associate of Applied Science (AAS) degree. The program provides management courses which deal with direct application of management theories to foodservice operations. Additional support courses include foods microbiology, accounting, advanced foods and nutrition. Through the cooperative education components of the program students gain first-hand knowledge of various aspects of the foodservice industry.

The foodservice industry is the third largest employer in the country. The industry anticipates it will need at least 250,000 new employees per year in the next decade. Program graduates are qualified for entry-level middle management trainee positions in large-scale foodservice enterprises such as food catering businesses, cafeterias, fast food outlets, and vending machine operations. Areas of employment include purchasing, sanitation and safety management, personnel supervision and food production management.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. For more information on the basic skills requirements see page 105.

Commercial Foodservice Management Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>New Student Seminar</td>
<td>0</td>
</tr>
<tr>
<td>English: 6 credits</td>
<td>3</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Math elective (must be a liberal arts course)</td>
<td>3</td>
</tr>
<tr>
<td>Natural and Applied Sciences: 7 credits</td>
<td>4</td>
</tr>
<tr>
<td>Foods Microbiology SCD160</td>
<td>4</td>
</tr>
<tr>
<td>Introductory Nutrition SCD200</td>
<td>3</td>
</tr>
<tr>
<td>Social Science: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td>Accounting/Managerial Studies and Computer Information Systems: 10 credits</td>
<td>4</td>
</tr>
<tr>
<td>Principles of Accounting I AMA111</td>
<td>4</td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following courses: Personnel Administration AMM121</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Computers and their Applications CIS100</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management: 18 credits</td>
<td>3</td>
</tr>
<tr>
<td>Foods SCD100</td>
<td>3</td>
</tr>
<tr>
<td>Quantity Food Production SCD250</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Sanitation and Safety SCD251</td>
<td>3</td>
</tr>
<tr>
<td>Quantity Food Purchasing SCD252</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Administration SCD253</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Foods SCD205</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td>9</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>7 credits</td>
</tr>
<tr>
<td>One elective must be an Urban Study course.</td>
<td>7</td>
</tr>
</tbody>
</table>

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
Commercial Photography

The Commercial Photography Program, administered by the Department of Humanities, leads to both an Associate in Applied Science (AAS) degree, and/or a one-year certificate.

The one-year Certificate curriculum emphasizes basic and intermediate photography skills and is an excellent introduction to commercial laboratory techniques. It is particularly suited to people interested in seeking employment in a commercial photography lab. Students will learn to process color transparencies, color negative film, and print color photographs using professional automated equipment. In addition to color photography, the curriculum involves the student in intensive black and white photography techniques including photography chemistry, lighting, mathematics, and basic techniques of the commercial photographer.

The two-year AAS degree program is designed to train and qualify graduates for entry-level positions in the commercial photography industry. The first year of the program is almost identical to that of the certificate curriculum. In the second year, the student will concentrate on advanced concepts and techniques of commercial photography, including 4x5 camera, electronic flash and tungsten illumination. Students will also receive essential information on business practices, self-promotion, portfolio development, and how to secure employment as either a Photographer's Assistant or Staff Photographer. Additional curriculum focus on content includes color theory, computer art (graphics, necessary as an introduction to digital imagery), 2-dimensional design and urban studies in Photo Journalism. This AAS degree is also an excellent vehicle through which to transfer to a variety of four-year colleges with professional programs in Photography.

The New York metropolitan area leads the nation in the quantity of work produced in commercial photography. LaGuardia Community College takes advantage of its location by placing students in required internships as part of both the Certificate and AAS degree programs. This provides excellent "hand-on" experience in the field to complement their on-campus studies.

Students who need additional skills development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required course section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. For more information on basic skills requirements see page 105.

<table>
<thead>
<tr>
<th>Commercial Photography Curriculum: AAS Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Courses</strong></td>
</tr>
<tr>
<td><strong>60 credits</strong></td>
</tr>
<tr>
<td><strong>Counseling</strong></td>
</tr>
<tr>
<td>New Student Seminar</td>
</tr>
<tr>
<td><strong>English:</strong></td>
</tr>
<tr>
<td>Composition I ENG101</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
</tr>
<tr>
<td><strong>Humanities:</strong></td>
</tr>
<tr>
<td>Speech Elective</td>
</tr>
<tr>
<td>The Art of Film HUC150</td>
</tr>
<tr>
<td><strong>Select two of the following courses:</strong></td>
</tr>
<tr>
<td>Introduction to Design HUA104</td>
</tr>
<tr>
<td>Color Theory HUA115</td>
</tr>
<tr>
<td>Computer Art HUA125</td>
</tr>
<tr>
<td><strong>Mathematics:</strong></td>
</tr>
<tr>
<td>Math Elective</td>
</tr>
<tr>
<td>(must be a liberal arts course)</td>
</tr>
<tr>
<td><strong>Natural and Applied Sciences:</strong></td>
</tr>
<tr>
<td>Topics in Chemistry SCC101</td>
</tr>
<tr>
<td><strong>Social Science:</strong></td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
</tr>
<tr>
<td><strong>Commercial Photography:</strong></td>
</tr>
<tr>
<td>Beginning Photography HUA130</td>
</tr>
<tr>
<td>Intermediate Photography HUA230</td>
</tr>
<tr>
<td>Studio Lighting I HUA145</td>
</tr>
<tr>
<td>Studio Lighting II HUA245</td>
</tr>
<tr>
<td>Color Photography HUA234</td>
</tr>
<tr>
<td>Color Darkroom Techniques HUA235</td>
</tr>
<tr>
<td>Commercial Photography Workshop HUA275</td>
</tr>
<tr>
<td>Commercial Photography Seminar HUA280</td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong></td>
</tr>
<tr>
<td>Co-op Prep</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
</tr>
<tr>
<td><strong>Elective Courses:</strong></td>
</tr>
<tr>
<td>One elective must be an Urban Study course.</td>
</tr>
<tr>
<td><strong>Liberal Arts Electives</strong></td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)</td>
</tr>
<tr>
<td>(History elective recommended.)</td>
</tr>
<tr>
<td><strong>Total credits:</strong></td>
</tr>
</tbody>
</table>

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to insure maximum transferability of credits taken.
# Commercial Photography Certificate Curriculum

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td>0</td>
</tr>
<tr>
<td>New Student Seminar</td>
<td></td>
</tr>
<tr>
<td><strong>English: 3 credits</strong></td>
<td>3</td>
</tr>
<tr>
<td>Composition EN101</td>
<td></td>
</tr>
<tr>
<td><strong>Humanities: 6 credits</strong></td>
<td>3</td>
</tr>
<tr>
<td>Speech Elective</td>
<td></td>
</tr>
<tr>
<td><strong>Choose one course from the following three:</strong></td>
<td>3</td>
</tr>
<tr>
<td>Color Theory HUA115</td>
<td></td>
</tr>
<tr>
<td>Introduction to Design HUA104</td>
<td></td>
</tr>
<tr>
<td>Computer Art HUA125</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics: 3 credits</strong></td>
<td>3</td>
</tr>
<tr>
<td>Math Elective</td>
<td></td>
</tr>
<tr>
<td>(must be a liberal arts course)</td>
<td></td>
</tr>
<tr>
<td><strong>Natural and Applied Sciences: 3 credits</strong></td>
<td>3</td>
</tr>
<tr>
<td>Topics in Chemistry SCC101</td>
<td></td>
</tr>
<tr>
<td><strong>Commercial Photography: 15 credits</strong></td>
<td></td>
</tr>
<tr>
<td>Beginning Photography HUA130</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Photography HUA230</td>
<td>3</td>
</tr>
<tr>
<td>Studio Lighting I HUA145</td>
<td>3</td>
</tr>
<tr>
<td>Color Photography HUA234</td>
<td>3</td>
</tr>
<tr>
<td>Color Darkroom Techniques HUA235</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education: 3 credits</strong></td>
<td>0</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td></td>
</tr>
<tr>
<td>1 Internships, 3 credits each</td>
<td>3</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take the Co-op Internship or an elective course.)</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits: 33
Computer Information Systems

Computer Information Systems (CIS): All programs in CIS award students an Associate of Applied Science (AAS) degree except for Computer Science which awards the Associate of Science (AS) degree. All options that the department offers help prepare students for careers in CIS as well as to facilitate transfer to senior colleges.

The major objectives are to provide students with technical competencies in the field of CIS and to instill a basic understanding of business organization and the role of CIS in support of the management process.

Students at LaGuardia can select the following courses of study:

Computer Science: The major in computer science is appropriate for those students interested in mathematics and/or computer science who plan on transferring to a senior college for further study in computer science. Graduating students will be prepared for careers as applications programmers.

Computer Programming and Systems: The computer programming and systems curriculum provides training for entry level jobs as well as for transfer to a senior college as a business or information sciences major. Graduates of this program may qualify for positions as a junior programmer or programmer trainee.

Computer Operations: The computer operations program prepares students to operate computer equipment. Students will qualify after graduation for positions as input/output control clerk, computer operator, and console operator.

Computer Technician: The computer technician program provides needed skills for a career in high-tech industries, either microcomputer repair and operation, or design and interface of microcomputers with peripherals. This program is designed to fill the gap between existing CIS programs and to provide students with vocational training in an area in which companies are currently hiring.

Telecommunications: The option in telecommunications provides students with skills for working in data switching centers, data line maintenance and communications devices repair. In addition, students can have the opportunity to plan advanced studies in teleprocessing and telecommunications.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills or ESL courses are required, they are included in the program in place of unrestricted elective courses. For more information on basic skills requirements see page 105.

Computer Science Curriculum: AS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>66/67 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td></td>
</tr>
<tr>
<td>New Student Seminar</td>
<td>0</td>
</tr>
<tr>
<td>English: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: 3 credits</td>
<td></td>
</tr>
<tr>
<td>(must be a liberal arts Urban Study course)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: 19 or 20 credits</td>
<td></td>
</tr>
<tr>
<td>Precalculus MAT200</td>
<td>3-4</td>
</tr>
<tr>
<td>If MAT200 is waived, select one math course from the two listed below:</td>
<td></td>
</tr>
<tr>
<td>Linear Algebra MAT210</td>
<td>4</td>
</tr>
<tr>
<td>Elementary Differential Equations MAT204</td>
<td></td>
</tr>
<tr>
<td>Calculus I MAT201</td>
<td>4</td>
</tr>
<tr>
<td>Calculus II MAT202</td>
<td>4</td>
</tr>
<tr>
<td>Calculus III MAT203</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Discrete Mathematical Structures MAT230</td>
<td>4</td>
</tr>
<tr>
<td>Social Science: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems: 23 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Computer Science CIS101</td>
<td>4</td>
</tr>
<tr>
<td>Structured Programming Techniques with COBOL CIS195</td>
<td>4</td>
</tr>
<tr>
<td>Basic Assembler Language for Computer Science CIS196</td>
<td>5</td>
</tr>
<tr>
<td>Data Structures CIS286</td>
<td>3</td>
</tr>
<tr>
<td>Computer Architecture CIS295</td>
<td>4</td>
</tr>
<tr>
<td>Computer Information Systems Elective</td>
<td>3</td>
</tr>
<tr>
<td>(choose any CIS elective except CIS105)</td>
<td></td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
</tr>
</tbody>
</table>

Total credits: 66-67

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
### Computer Programming and Systems Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>New Student Seminar</td>
<td></td>
</tr>
<tr>
<td><strong>English:</strong> 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENGI01</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENGI02</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities Elective:</strong> 3 credits</td>
<td></td>
</tr>
<tr>
<td>Elective (must be a liberal arts course)</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics:</strong> 4 credits</td>
<td></td>
</tr>
<tr>
<td>Precalculus MAT200</td>
<td>4</td>
</tr>
<tr>
<td><strong>Social Science:</strong> 3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies:</strong> 7 credits</td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting I AMA111</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Computer Information Systems:</strong> 24 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Computers and Their Applications CIS100</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Programming CIS109</td>
<td>3</td>
</tr>
<tr>
<td>Structured Programming Techniques with Cobol CIS195</td>
<td>4</td>
</tr>
<tr>
<td>Basic Assembler Language for Computer Science CIS196</td>
<td>5</td>
</tr>
<tr>
<td>MVS/OS Job Control Language CIS230</td>
<td>3</td>
</tr>
<tr>
<td>Systems Analysis and Design CIS110</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems Elective (choose any CIS course except CIS105)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong> 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>11</td>
</tr>
<tr>
<td>One elective must be an Urban Study course.</td>
<td></td>
</tr>
<tr>
<td><strong>Liberal Arts Electives</strong></td>
<td>5</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)</td>
<td></td>
</tr>
<tr>
<td><strong>Unrestricted Electives</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Total credits:</strong> 66-67</td>
<td></td>
</tr>
</tbody>
</table>

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

### Computer Operations Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>New Student Seminar</td>
<td></td>
</tr>
<tr>
<td><strong>English:</strong> 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENGI01</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENGI02</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities:</strong> 3 credits</td>
<td></td>
</tr>
<tr>
<td>Elective (must be a liberal arts course)</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics:</strong> 3 or 4 credits</td>
<td></td>
</tr>
<tr>
<td>Math Elective (except MAT106)</td>
<td>3-4</td>
</tr>
<tr>
<td>(recommended MAT120, MAT121 or MAT200)</td>
<td></td>
</tr>
<tr>
<td><strong>Social Science:</strong> 3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies:</strong> 7 credits</td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting I AMA111</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Computer Information Systems:</strong> 24 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Computers and Their Applications CIS100</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Programming CIS109</td>
<td>3</td>
</tr>
<tr>
<td>Systems Analysis and Design CIS110</td>
<td>5</td>
</tr>
<tr>
<td>MVS/OS Job Control Language CIS230</td>
<td>3</td>
</tr>
<tr>
<td>Data Center OPS: Basics CIS270</td>
<td>3</td>
</tr>
<tr>
<td>Data Center OPS: Advanced CIS275</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Teleprocessing CIS260</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems Elective (choose any CIS course except CIS105: recommended-CIS250, CIS265 or CIS241)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong> 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>11</td>
</tr>
<tr>
<td>One elective must be an Urban Study course.</td>
<td></td>
</tr>
<tr>
<td><strong>Liberal Arts Electives</strong></td>
<td>5</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)</td>
<td></td>
</tr>
<tr>
<td><strong>Unrestricted Electives</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Total credits:</strong> 66-67</td>
<td></td>
</tr>
</tbody>
</table>

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
Computer Technician Curriculum: AAS Degree

Required Courses  62-63 credits

Counseling
New Student Seminar  0

English: 6 credits
Composition I ENG101  3
Writing Through Literature ENG102  3

Humanities: 3 credits
Oral Communication HUC101  3

Mathematics: 8 credits
Technical Mathematics I MAT241  4
Technical Mathematics II MAT 242  4

Social Science: 3 credits
Introduction to Sociology SSS100  3

Accounting/Managerial Studies: 3 credits
Introduction to Business AMM101  3

Cooperative Education: 9 credits
Co-op Prep  0
3 Internships, 3 credits each  9
(Required for day students. Extended day students may take Co-op Internships or elective courses.)

Computer Information Systems

Computer Technician: 31 credits
Introduction to Computers and Their Applications CIS100  3
Computer Electronics I CIS241  4
Computer Electronics II CIS242  3
Computer Hardware Interfacing and Programming CIS265  3
Computer Technology Project Lab CIS289  2
Computer Logic, Design and Implementation I CIS291  4
Computer Logic, Design and Implementation II CIS292  4
Computer Repair CIS293  4
Computer Architecture CIS295  4

Elective Courses: Computer Technician  5
One elective must be an Urban Study course.

Liberal Arts Electives  3
(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)

Unrestricted Electives  2

Total credits: 68

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Telecommunications Option: 30 credits

Computer Information Systems: 30 credits
Introduction to Computers and Their Applications CIS100  3
Computer Electronics I CIS241  4
Computer Electronics II CIS242  3
Computer Architecture CIS295  4
Introduction to Telephony CIS261  3
Data Communications Concepts CIS262  4
Network Operations CIS263  4
Computer Hardware Interfacing and Programming CIS265  3
Computer Technology Project Lab CIS289  2

Elective Courses: Telecommunications Option  6
One elective must be an Urban Study course.

Liberal Arts Electives  3
(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)

Unrestricted Electives  3

Total credits: 68

Or
The Dietetic Technician Program, coordinated by the Department of Natural and Applied Sciences, leads to the Associate of Science (AS) degree. The program is approved by the American Dietetics Association, the national professional accreditation/approval organization.

The program is designed to train individuals in the areas of nutritional care and foodservice management. Students are trained to screen and assess patients and to plan and implement appropriate nutrition intervention plans. They are also trained in the areas of food production, menu planning, sanitation and safety and personnel supervision, evaluation and training.

The program provides courses in normal and therapeutic nutrition, nutrition education methodologies and foodservice management. The basic science course includes human anatomy physiology and biological chemistry.

Students complete three required clinical affiliation experiences at health care facilities in the New York Metropolitan area. These experiences provide the opportunity to combine classroom learning with practical work experience.

Successful graduates are eligible to sit for the dietetic technician registration exam. Employment opportunities exist in medical centers, hospitals, skilled and intermediate nursing facilities, foodservice companies, educational feeding programs and community health programs. Graduates may also enroll in bachelor's degree programs at various senior colleges. Membership in the American Dietetic Association and Dietary Managers Association is also available to program graduates.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. For more information on basic skills requirements see page 105.

### Dietetic Technician Curriculum: AS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>New Student Seminar</td>
<td>0</td>
</tr>
<tr>
<td>English: 6 credits</td>
<td>3</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Math Elective (must be a liberal arts course)</td>
<td>3</td>
</tr>
<tr>
<td>Natural and Applied Sciences: 13 credits</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Human Biology I SCB203</td>
<td>4</td>
</tr>
<tr>
<td>Fundamental of Human Biology II SCB204</td>
<td>4</td>
</tr>
<tr>
<td>Biological Chemistry SCC140</td>
<td>3</td>
</tr>
<tr>
<td>Community Health SCN195</td>
<td>3</td>
</tr>
<tr>
<td>Human Services: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Human Relations HSC102</td>
<td>3</td>
</tr>
<tr>
<td>Social Science: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td>Dietetic Technology: 27 credits</td>
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</tr>
<tr>
<td>Foods SCD100</td>
<td>3</td>
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<tr>
<td>Introductory Nutrition SCD200</td>
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<tr>
<td>Clinical Nutrition A SCD201</td>
<td>3</td>
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<tr>
<td>Clinical Nutrition B SCD202</td>
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<tr>
<td>Life Cycle Nutrition SCD203</td>
<td>3</td>
</tr>
<tr>
<td>Quantity Food Production SCD250</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Sanitation and Safety SCD251</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Administration SCD253</td>
<td>3</td>
</tr>
<tr>
<td>Applied Dietetics SCD206</td>
<td>2</td>
</tr>
<tr>
<td>Cooperative Education: 5 credits</td>
<td>0</td>
</tr>
<tr>
<td>Co-op Prep SCD007</td>
<td>0</td>
</tr>
<tr>
<td>Dietetic Field Experience I SCD260</td>
<td>1</td>
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<tr>
<td>Dietetic Field Experience II SCD221</td>
<td>2</td>
</tr>
<tr>
<td>Dietetic Field Experience III SCD222</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts Electives</td>
<td>4</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)</td>
<td>4</td>
</tr>
</tbody>
</table>

Total credits: 66

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
Education

The jointly registered AA/BA Program in Liberal Arts/Education, coordinated by the Social Science Department, is designed for students who are interested in pursuing teaching as a career, and who plan to transfer to the Queens College School of Education. The program guarantees admission to Queens College upon successful completion of LaGuardia's Associate of Arts (AA) degree requirements (66 credits) and provides a clearly defined academic path that leads to New York State provisional certification in teaching. It also ensures that the students' course selection at LaGuardia will simultaneously satisfy degree requirements at Queens College. Therefore, a student can earn an AA degree and a BA degree within the 128 credit limit.

This program is a response to a predicted teacher shortage nationwide in the coming years. This shortage is envisioned as being particularly acute among minority teachers, especially in the City of New York. This program is designed to respond to the shortcomings within the teaching profession itself by combining a strong Liberal Arts course of study with an early experiential component. It emphasizes a broad intellectual foundation and an understanding of the world we live in, its history, diversity and cultures.

The program has six credits of Cooperative Education internships. The internships (two) are accompanied by Cooperative Education seminars designed to integrate theory and practice.

The intent of the Cooperative Education internships is to involve students in the educational life of the classroom, to let them experience a variety of school settings, and to learn beginning skills in a teaching role. The aim of the seminars is to provide knowledge and practice that reinforce and explain the experience of internships. Through this experimental component, students will have the opportunity to clarify their personal goals, gain insight into the teaching profession and make informed career decisions about continuing in the field of urban education.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required course section of the curriculum. The number of credits and particular courses students must successfully complete are determined by their scores on the college placement tests. Basic Skills courses are not considered part of this curriculum. For more information on basic skills requirements see page 105.

AA/BA Program in Liberal Arts/ Education Curriculum: AA Degree

Required Courses: 59-62

Counseling
New Student Seminar 0

English: 12 credits*
Composition I ENG101 3
Writing Through Literature ENG102 3

Select one of the following courses:
The Drama ENG265 3
Shakespeare ENG266
Introduction to Poetry ENG270

Select one of the following courses:
Afro-Amer. Literature ENG225 3
Contemporary Black American Fiction ENG269

Humanities: 9-12 credits
Select one of the following courses:
Introduction to Art HUA101 3
Introduction to Music HUM101

Modern Languages:
Elementary Language I 3
Elementary Language II 3
Inter. Spanish HUS210**

Social Science: 21 credits
Introduction to Sociology SSS100 3
Sociology of Education SSS185 3
General Psychology SSY101 3
Developmental Psychology SSY240 3
Cultural Anthropology SSA101 3

Select one of the following courses:
Western Civilization I SSH103 3
Western Civilization II SSH104 3
Introduction to Philosophy HUP101 (Humanities course)

Select one of the following courses:
Urban Sociology SSN187 3
Sociology of the Black Community SSN186 3
The Urban Economy SSN189 3

Mathematics: 3 credits
Elementary Statistics MAT120 3

Natural & Applied Sciences: 8 credits
Choose ONE PAIR of courses from below: 8
Fundamentals of Chemistry I SCC201 and Fundamentals of Chemistry II SCC202
or Fundamentals of Physics I SCP201 and Fundamentals of Physics II SCP202

Cooperative Education: 6 credits
Co-op Prep 0
2 Internships, 3 credits each 6
Cooperative Education: Students in this program will be granted a waiver from the third Co-op internship requirement at the time of graduation based upon successful completion of all program requirements. For this program, Extended Day students are required to take the Cooperative Education courses.

Elective Courses: 4-7 credits

Liberal Arts Electives 4-7
Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Total credits: 66

Notes: * Students in this program must have a minimum overall cumulative average of 2.5 and an average grade of B in English courses in order to begin the study of education at Queens College.
**For students whose modern language is Spanish, this course is to be taken at LaGuardia if the student will major in Spanish at Queens. If taken, it reduces the number of elective credits to be taken at LaGuardia to four.
The Education Associate: The Bilingual Child Program is a two-year program that prepares Bilingual Education Associates to meet the critical need for professionally trained teaching support personnel to work in schools comprised largely of Spanish-speaking children. The program is administered by the Department of Humanities and awards the Associate in Arts (AA) degree. Students are encouraged to transfer to a senior college after graduation.

Selected courses in major subject areas: social science, psychology and mathematics are offered bilingually, in English and Spanish, with a focus on Hispanic culture. In addition, the program provides field-based instruction in bilingual curriculum development and teaching methodology.

Students who are not currently working as paraprofessionals will serve three internships in bilingual schools. Working classroom paraprofessionals may use their current employment site to fulfill the internship requirement.

The internships are accompanied by seminars designed to assist students with problems they encounter in their teaching positions. The seminars available to program participants include: Social Science in the Bilingual Program, Realities of Your Career Choice, Bilinguals and the World of Work, and Independent Research.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills or ESL courses are required, they are included in the program in place of unrestricted elective courses. For more information on the basic skills requirements see page 105.

### Education Associate: The Bilingual Child Curriculum: AA Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>6</td>
</tr>
<tr>
<td>New Student Seminar</td>
<td></td>
</tr>
<tr>
<td>English: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENC102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: 6 credits</td>
<td></td>
</tr>
<tr>
<td>(These courses are taught in Spanish only.)</td>
<td></td>
</tr>
<tr>
<td>Advanced Spanish Composition HUS210</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>Latin American Literature I HUS200</td>
<td>3</td>
</tr>
<tr>
<td>Latin American Literature II HUS201</td>
<td></td>
</tr>
<tr>
<td>Literature of the Caribbean HUS270</td>
<td></td>
</tr>
<tr>
<td>Mathematics: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Early Concepts of Math for Children MAT103 or MAB103 (bilingual mode)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics in Elementary Education MAT104 or MAB104 (bilingual mode)</td>
<td>3</td>
</tr>
<tr>
<td>Natural and Applied Sciences: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>Topics in Biology SCB101</td>
<td></td>
</tr>
<tr>
<td>Topics in Chemistry SCC101</td>
<td></td>
</tr>
<tr>
<td>Topics in Physical Science SCP101</td>
<td></td>
</tr>
<tr>
<td>Social Science: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Sociology SSS100 or SSB110 (bilingual mode)</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY101 or SSB102 (bilingual mode)</td>
<td>3</td>
</tr>
<tr>
<td>Group Dynamics SSY260</td>
<td>3</td>
</tr>
<tr>
<td>Bilingual Education Core Courses: 15 credits</td>
<td></td>
</tr>
<tr>
<td>(These courses are taught in the bilingual mode)</td>
<td></td>
</tr>
<tr>
<td>Educational Psychology: Bilingual Child in the Urban Environment HUB102</td>
<td>3</td>
</tr>
<tr>
<td>Principles and Practices of Bilingual Education and ESL HUB103</td>
<td>3</td>
</tr>
<tr>
<td>Teaching Reading and Language Arts in the Bilingual Classroom HUB200</td>
<td>3</td>
</tr>
<tr>
<td>Latin American Civilizations HUS204</td>
<td></td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>12</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>9</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)</td>
<td></td>
</tr>
<tr>
<td>Unrestricted Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits: 66

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
Emergency Medical Technician/Paramedic

These programs offer career advancement possibilities to pre-hospital health care providers in New York City.

Emergency Medical Technicians (EMT) will take a year of required and elective courses at the college, followed by a year in the specialized paramedic training program at the affiliated clinical facility. Successful completion of the two-year program will give students an Associate in Science (AS) or an Associate in Applied Science (AAS) degree, and will provide eligibility to sit for the New York State Department of Health certification examination for the AEMT-IV paramedic.

Paramedics who already hold paramedic certification will receive 33 credits in recognition of their specialized technical skills and training. A course of study toward the AS or AAS degree consisting of required and elective courses will be tailored to match the interests and career goals of individual paramedics. They must take 33 more credits at LaGuardia.

Although other students are ineligible to enroll in these programs without the respective certifications, they can work toward admission by taking the appropriate prerequisites and by earning the New York State EMT certificate. The EMT course is offered at the college through the Division of Adult and Continuing Education.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills or ESL courses are required, they are included in the program in place of elective unrestricted courses. For more information on basic skills requirements see page 105.

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### Emergency Medical Technician/Paramedic Curriculum: AS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>62</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>New Student Seminar</td>
<td></td>
</tr>
<tr>
<td>English: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Social Science: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY101</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Elementary Statistics MAT120</td>
<td>3</td>
</tr>
<tr>
<td>Natural and Applied Sciences: 11 credits</td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Human Biology I SCB203</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Human Biology II SCB204</td>
<td>4</td>
</tr>
<tr>
<td>Biological Chemistry SCC140</td>
<td>3</td>
</tr>
</tbody>
</table>

| Paramedic Component: 33 credits |    |
| Introduction to Paramedic Technology SCE200 | 2  |
| Cardiovascular Physiology and Pathophysiology SCE202 | 5  |
| Fluid Dynamics, Shock and Clinical SCE210 | 4  |
| Clinical Rotation SCE224 | 3  |
| Pharmacology for the EMT-Paramedic SCE251 | 3  |
| Musculoskeletal/Soft Tissue and Medical Emergencies SCE252 | 3  |
| Etiology of Respiratory Diseases and Clinical SCE265 | 4  |
| Obstetric and Pediatric Pathophysiology and Clinical SCE266 | 4  |
| Physiology and Pathophysiology of the Nervous System SCE271 | 2  |
| Operations, Crisis, Behavioral Emergencies and Clinical SCE275 | 2  |
| Seminar in Paramedic Technology and Clinical SCE285 | 1  |

| Elective Courses | 4  |
| One elective must be an Urban Study course. |    |
| Liberal Arts Electives | 4  |
| (Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.) |    |

**Total credits: 66**

Notes: EMTs wishing to begin Paramedic training must, in addition to listed academic prerequisites, demonstrate a minimum of six months or 200 hours paid or voluntary experience. With successful completion of the paramedic tract of courses, students will be eligible to take the New York State AEMT-IV Certification Examination. Students who enter the college already certified as Paramedics and complete one enhanced semester at LaGuardia will receive (on their official transcript as a grade of "CR") 33 total credits for prior paramedic training. To earn the AS degree, students will complete a total of 33 required credits and elective liberal arts credits. Since 33 credits are being awarded from prior paramedic training, students may not transfer any additional credits from other college coursework. Students who have taken one or more of the required courses at another college, will have substitute courses recommended.

Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
### Emergency Medical Technician/Paramedic Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td></td>
</tr>
<tr>
<td>New Student Seminar</td>
<td>0</td>
</tr>
<tr>
<td><strong>English: 6 credits</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities/English Elective: 3 Credits</strong> (must be a liberal arts course)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics: 3 credits</strong></td>
<td></td>
</tr>
<tr>
<td>Elementary Statistics MAT120</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Sciences: 3 credits</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Natural and Applied Sciences: 8 credits</strong></td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Human Biology I SCB203</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Human Biology II SCB204</td>
<td>4</td>
</tr>
<tr>
<td><strong>Paramedic Component: 33 credits</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Paramedic Technology SCE200</td>
<td>2</td>
</tr>
<tr>
<td>Cardiovascular Physiology and Pathophysiology SCE202</td>
<td>5</td>
</tr>
<tr>
<td>Fluid Dynamics, Shock and Clinical SCE210</td>
<td>4</td>
</tr>
<tr>
<td>Clinical Rotation SCE224</td>
<td>3</td>
</tr>
<tr>
<td>Pharmacology for the EMT-Paramedic SCE251</td>
<td>3</td>
</tr>
<tr>
<td>Musculoskeletal/Soft Tissue and Medical Emergencies SCE252</td>
<td>3</td>
</tr>
<tr>
<td>Etiology of Respiratory Diseases and Clinical SCE255</td>
<td>4</td>
</tr>
<tr>
<td>Obstetric and Pediatric Pathophysiology and Clinical SCE266</td>
<td>4</td>
</tr>
<tr>
<td>Physiology and Pathophysiology of the Nervous System SCE271</td>
<td>2</td>
</tr>
<tr>
<td>Operations, Crisis, Behavioral Emergencies and Clinical SCE275</td>
<td>2</td>
</tr>
<tr>
<td>Seminar in Paramedic Technology and Clinical SCE285</td>
<td>1</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>10</td>
</tr>
<tr>
<td>One elective must be an Urban Study course.</td>
<td></td>
</tr>
<tr>
<td><strong>Unrestricted Electives</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Total credits: 66</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:** EMTs wishing to begin Paramedic training must, in addition to the listed academic prerequisites, demonstrate a minimum of six months or 200 hours paid or voluntary experience. With successful completion of the paramedic tract of courses, students will be eligible to take the New York State AEMT-IV Certification Examination. Students who enter the college already certified as Paramedics and complete one enhanced semester at LaGuardia will receive (on their official transcript as a grade of "CR") 33 total credits for prior paramedic training. To earn the AS degree, students will complete a total of 33 required credits and elective liberal arts credits. Since 33 credits are being awarded from prior paramedic training, students may not transfer any additional credits from other college coursework. Students who have taken one or more of the required courses at another college, will have substitute courses recommended.

Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
Human Services

The Human Services Program, coordinated by the Department of Natural and Applied Sciences, leads to an Associate in Arts (AA) degree with a special orientation toward the helping professions. Students may select concentration in either child development, mental health or gerontology. The curriculum is designed to prepare students either for career objectives or for transfer to senior colleges.

The child development option prepares students for work with young children in group settings. Child development graduates who transfer to senior colleges can continue their studies in such fields as early childhood and special education.

The mental health option prepares students for careers in social service agencies, community centers, hospitals, and other related institutions. Mental health graduates who transfer to senior colleges can continue their studies in fields such as social work and psychology.

The gerontology option prepares students for careers in neighborhood senior citizen's centers, in nursing homes and in geriatric outreach programs. Gerontology students who transfer to senior colleges can continue their studies in fields such as social work and psychology.

To complete the program successfully, all human services students must earn nine credits in supervised internships in an approved human services setting. Internships are not assigned before the second semester. Integration of classroom and work experience is then achieved through a weekly schedule evenly divided between classroom study and field work.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required course section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills or ESL courses are required, they are included in the program in place of elective unrestricted courses. For more information on basic skills requirements see page 105.

<table>
<thead>
<tr>
<th>Liberal Arts: AA Degree Human Services Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Courses</strong></td>
</tr>
<tr>
<td><strong>Counseling</strong></td>
</tr>
<tr>
<td>New Student Seminar</td>
</tr>
<tr>
<td><strong>English:</strong> 6 credits</td>
</tr>
<tr>
<td>Composition I ENC101</td>
</tr>
<tr>
<td>Writing Through Literature ENC102</td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong> 9 credits</td>
</tr>
<tr>
<td>Co-op Prep HSS014</td>
</tr>
<tr>
<td>2 half-time Internships, 1.5 credits each</td>
</tr>
<tr>
<td>2 full-time Internships, 3 credits each</td>
</tr>
<tr>
<td><strong>Child Development Option: 42 credits</strong></td>
</tr>
<tr>
<td><strong>Humanities:</strong> 6 credits</td>
</tr>
<tr>
<td>Introduction to Art HUA101</td>
</tr>
<tr>
<td>Introduction to Music HUM101</td>
</tr>
<tr>
<td><strong>Mathematics:</strong> 3 credits</td>
</tr>
<tr>
<td>Early Concepts of Math for Children MAT103</td>
</tr>
<tr>
<td><strong>Natural and Applied Sciences:</strong> 6 credits</td>
</tr>
<tr>
<td>Topics in Biology SCB101</td>
</tr>
<tr>
<td>Topics in Physical Sciences SCP101</td>
</tr>
<tr>
<td><strong>Social Science:</strong> 9 credits</td>
</tr>
<tr>
<td>Introduction to Sociology SIS100</td>
</tr>
<tr>
<td>General Psychology SISY101</td>
</tr>
<tr>
<td>Developmental Psychology SISY240</td>
</tr>
<tr>
<td><strong>Human Services:</strong> 18 credits</td>
</tr>
<tr>
<td><strong>Core Courses:</strong> 9 credits</td>
</tr>
<tr>
<td>Orientation to Human Services HSC101</td>
</tr>
<tr>
<td>Principles in Human Relations HSC102</td>
</tr>
<tr>
<td>Community Dynamics: Impact on Human Services HSN103</td>
</tr>
<tr>
<td>(an urban study course)</td>
</tr>
<tr>
<td><strong>Child Development:</strong> 9 credits</td>
</tr>
<tr>
<td>(Specialization courses must be taken with internships)</td>
</tr>
<tr>
<td>Integrated Curriculum A: The Developing Child HSD170</td>
</tr>
<tr>
<td>Integrated Curriculum B: Developing Problem</td>
</tr>
<tr>
<td>Solving Skills HSD171</td>
</tr>
<tr>
<td>Integrated Curriculum C: Developing Creativity HSD172</td>
</tr>
<tr>
<td><strong>Elective Courses: Child Development Option</strong></td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)</td>
</tr>
</tbody>
</table>
### Mental Health Option: 42 credits

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective (must be a liberal arts course)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural and Applied Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Topics in Biological Science</td>
<td>3</td>
</tr>
<tr>
<td>Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>12</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Developmental Psychology I</td>
<td>3</td>
</tr>
<tr>
<td>Group Dynamics: Small Group Processes</td>
<td>3</td>
</tr>
<tr>
<td><strong>Human Services: 18 credits</strong></td>
<td></td>
</tr>
<tr>
<td>Core Courses:</td>
<td>9</td>
</tr>
<tr>
<td>Orientation to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>Principles in Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Community Dynamics: Impact on Human Services</td>
<td>3</td>
</tr>
<tr>
<td>(an urban study course)</td>
<td></td>
</tr>
<tr>
<td>Mental Health:</td>
<td>9</td>
</tr>
<tr>
<td>(Specialization courses must be taken with internships)</td>
<td></td>
</tr>
<tr>
<td>Survey of Psychological Treatment Approaches</td>
<td>3</td>
</tr>
<tr>
<td>Human Services Roles and Systems</td>
<td>3</td>
</tr>
<tr>
<td>Activities for Human Services Settings</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective Courses: Mental Health Option</strong></td>
<td>9</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)</td>
<td></td>
</tr>
<tr>
<td><strong>Unrestricted Electives</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total credits:</strong></td>
<td>66</td>
</tr>
</tbody>
</table>

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to insure maximum transferability of credits taken.

### Liberal Arts: AA Degree

#### Gerontology Curriculum

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>English</td>
<td>6</td>
</tr>
<tr>
<td>Writing</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural and Applied Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td>9</td>
</tr>
<tr>
<td>Human Services</td>
<td>18</td>
</tr>
<tr>
<td>Core Courses:</td>
<td>9</td>
</tr>
<tr>
<td>Orientation to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>Principles in Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Community Dynamics: Impact on Human Services</td>
<td>3</td>
</tr>
<tr>
<td>(an urban study course)</td>
<td></td>
</tr>
<tr>
<td>Gerontology:</td>
<td>9</td>
</tr>
<tr>
<td>Introduction to Gerontological Services</td>
<td>3</td>
</tr>
<tr>
<td>Human Services Roles and Systems</td>
<td>3</td>
</tr>
<tr>
<td>Activities for Human Services Settings</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Education:</td>
<td>9</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>2 half-time Internships, 1.5 credits each</td>
<td>3</td>
</tr>
<tr>
<td>2 full-time Internships, 3 credits each</td>
<td>6</td>
</tr>
<tr>
<td><strong>Elective Courses:</strong></td>
<td>12</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>9</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)</td>
<td></td>
</tr>
<tr>
<td><strong>Unrestricted Electives</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total credits:</strong></td>
<td>66</td>
</tr>
</tbody>
</table>

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to insure maximum transferability of credits taken.
Liberal Arts and Sciences

The Liberal Arts and Sciences Program is designed for students who want to continue their education at senior colleges and to engage in studies leading to careers in the arts and sciences. Students in these programs choose from a wealth of courses offered by the Departments of English, Humanities, Mathematics, Natural and Applied Sciences, and Social Science.

The Science Program, leading to the Associate in Science (AS) degree, is suggested for students interested in pursuing a career in mathematics, the sciences, engineering, medicine, and allied health fields. The science and mathematics career concentrations are designed specifically to meet the requirements of those students who wish to continue their education beyond the Associate degree.

The Liberal Arts Program leads to an Associate in Arts (AA) degree. For students who want an early start in planning for a liberal arts-related career, the program has a number of Career Preparation Patterns from which to choose. Career patterns are now offered in such areas as art, music, media, theater, film, journalism, aging, community studies, child development, Latin American studies and legal studies. Liberal arts majors also have a special opportunity to link job skills with liberal studies by taking a business minor.

In the Introductory Cluster, an interdisciplinary approach to the liberal arts, AA students learn how to make meaningful connections among different areas of study. Through core courses, students gain knowledge of liberal studies necessary to continue their education after graduation.

In addition to required courses, students choose electives to meet their individual career goals and interests; electives may include courses from one or more of the career patterns listed below. Through the sequence of courses offered in patterns and concentrations, students are prepared for internships taken in the Division of Cooperative Education. These internships provide a laboratory for linking classroom preparation with further exploration of careers in the liberal arts and sciences. Students bring together their work/study experience in a final seminar where liberal studies are viewed through humanistic, scientific and technological themes.

Liberal Arts and Sciences majors have specifically appointed faculty advisors to help with the planning of their programs. Students are requested to consult with their faculty advisors each semester. Planning courses well allows students to take full advantage of existing articulation agreements.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills or ESL courses are required, they are included in the program in place of unrestricted elective courses. For more information on basic skills requirements see page 105.

Liberal Arts: Humanities and Social Science Curriculum: AA Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>47</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>New Student Seminar</td>
<td></td>
</tr>
<tr>
<td>English:</td>
<td>11</td>
</tr>
<tr>
<td>Composition I ENGI01</td>
<td>3</td>
</tr>
<tr>
<td>Writing the Research Paper ENG103</td>
<td>2</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>English Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Humanities:</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective*</td>
<td></td>
</tr>
<tr>
<td>English/Humanities:</td>
<td>3</td>
</tr>
<tr>
<td>English/Humanities Elective</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts:</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Seminar: Humanism, Science &amp; Technology LIB200</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics:</td>
<td>3</td>
</tr>
<tr>
<td>Math Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Natural and Applied Sciences/Mathematics:</td>
<td>6</td>
</tr>
<tr>
<td>Lab Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Math or Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Social Science:</td>
<td>9</td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>Themes in American History to 1865 SSH101</td>
<td>3</td>
</tr>
<tr>
<td>Themes in American History since 1865 SSH102</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization from Ancient Times to the Renaissance SSH103</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization from the Renaissance to Modern Times SSH104</td>
<td>3</td>
</tr>
<tr>
<td>Afro-American History SSH231</td>
<td></td>
</tr>
<tr>
<td>Survey of Latin American and Caribbean History SSH232</td>
<td></td>
</tr>
<tr>
<td>Cooperative Education:</td>
<td>9</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
</tr>
</tbody>
</table>

Elective Courses 19 credits
One elective must be an Urban Study course.

Liberal Arts Electives
(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)
Unrestricted Electives 12

Total credits: 66

* Course must be a liberal arts course.
Introductory Cluster Requirement

An Introductory Cluster containing four courses with an integrated Seminar (LIB110) is required for all DAY students; students must take the Cluster during the 12-week session when they take Composition ENC101.

Core Requirement

All students must select 12 credits from the core courses listed below. One course must be taken in each of the four following areas.

English Core Courses (choose one):
- The Short Story ENG250
- The Novel ENG260
- Drama ENG265
- Afro-American Literature ENG225
- Images of Women in Literature ENG245
- Introduction to Poetry ENG270

Humanities Core Courses (choose one):
- Introduction to Art HUA101
- Oral Communications HUC101
- Creative Thinking HUR101
- Introduction to Music HUM101
- Introduction to Bilingualism HUN101
- Introduction to Philosophy HUP101

Mathematics Core Courses (choose one):
- Math and the Modern World MAT107
- Elementary Statistics I MAT120
- History of Mathematics MAT132
- Pre-calculus MAT200

Natural and Applied Sciences Core Courses (choose one):
- Fundamentals of Biology I SBI201
- Fundamentals of Chemistry I SCG201
- Fundamentals of Physics I SCP201
- History of Science SCS101
- Science and Modern Society SCS111

This core area can be fulfilled by a Topics course as well as a Fundamentals course.

Social Science Core Courses (choose one):
- Introduction to Cultural Anthropology SSA101
- Introduction to Economics SSE101
- Power & Politics in America SSP101
- Urban Sociology SSN187
- General Psychology SSM101

Elective Career Preparation Patterns

Students may choose to use elective courses to complete one of the career preparation patterns which include journalism, fine arts, film production and performance, cinema studies, jazz performance, vocal performance, legal studies, aging, community studies, child development, Latin American studies, or a business minor in office technology, computer information systems, or accounting/managerial studies. See the Liberal Arts Handbook for courses in these patterns.

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
Liberal Arts: Mathematics and Science Curriculum: AS Degree

**Required Courses 48**

### Counseling
New Student Seminar 0

### English: 6 credits
Composition I ENC101 3
Writing Through Literature ENC102 3
English or Humanities Elective* 3

### Humanities: 3-6 credits
Humanities Elective* 3

### Liberal Arts: 3 credits
Liberal Arts Seminar: Humanism, Science & Technology LIB200 3

### Social Science: 9 credits
Introduction to Sociology SSS100 3
Social Science Elective* 3

**Select one of the following courses:**
Themes in American History to 1865 SSH101 3
Themes in American History since 1865 SSH102 3
Western Civilization from Ancient Times to the Renaissance SSH103 3
Western Civilization from the Renaissance to Modern Times SSH104 3
Afro-American History SSH231 3
Survey of Latin American and Caribbean History SSH232 3

### Mathematics/Sciences: 24 credits
At least one math course and one lab science course must be included; all math courses must be at the MAT120 level or higher. Students may follow one of the suggested patterns below:

- **Pre-Engineering**
  - General Physics, I, II, III SCP240, SCP241, SCP242 12
  - Engineering Mechanics: Statics SCP250 2
  - Engineering Mechanics: Dynamics SCP251 2
  - Calculus I, II, III MAT201, MAT202, MAT203 12
  - Differential Equations MAT204 4

- **Biology/Health Sciences**
  - Fundamentals of Biology I, II SCB201, SCB202 8
  - Fundamentals of Chemistry I, II SCC201, SCC202 8
  - Electives from Natural and Applied Sciences** 15
  - Pre calculus MAT200 4

- **Chemistry**
  - Fundamentals of Chemistry I, II SCC201, SCC202 8
  - Organic Chemistry I, II SCC251, SCC252 10
  - Calculus I, II, III MAT201, MAT202 8
  - Electives from Natural and Applied Sciences or Mathematics Departments** 8

### Mathematics
- Pre calculus MAT200 (if needed) 4
- Calculus I, II, III MAT201, MAT202, MAT203 12

**One or both of the following courses:**
- Differential Equations MAT204 4
- Linear Algebra MAT210 3

**One or more of the following courses:**
- Elementary Statistics I MAT120 3
- Elementary Statistics II MAT121 3
- History of Mathematics MAT132 3

**One or more of the following sequences:**
- Fundamentals of Biology I, II SCB201, SCB202 8
- Fundamentals of Chemistry I, II SCC201, SCC202 8
- General Physics I, II, III SCP240, SCP241, SCP242 12

### Cooperative Education: 9 credits
Co-op Prep 0
3 Internships, 3 credits each 9
(Required for day students. Extended day students may take Co-op Internships or elective courses.)

**Elective Courses 9 credits**
One elective must be an Urban Study course.

**Unrestricted Electives 0**

Total credits: 66

Notes: **This course counts as an unrestricted elective, or as required course credit in English, Humanities or Social Science.

**To be chosen by the student in consultation with a faculty advisor. Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
Managerial Studies

The Managerial Studies Program, coordinated by the Department of Accounting and Managerial Studies, is designed to acquaint the student with the range of opportunities in the business world and to introduce the student to the various functional areas of business.

The Business Administration curriculum leads to an Associate in Science (AS) degree and is designed for students who intend to transfer to a senior college after graduating from LaGuardia. The Business Management curriculum leads to an Associate in Applied Science (AAS) degree and is designed for students who are interested in immediate full-time employment upon graduation.

The Business Finance option is specifically designed to introduce the student to the place of commercial credit in today's business world. The program will examine the role of the credit department within a company and the career possibilities within the department. It will prepare the student for entry level positions in a credit department. In addition to factoring firms, employment opportunities exist in manufacturing, banks and retail establishments. Employment opportunities are excellent.

During the first year of study, the courses taken under either program are essentially the same, enabling students to clarify their post-graduation goals. Transfer-oriented students (in the AS program) must then take more liberal arts courses in the second year of study since these are usually required during the first two years at a senior college. Career-oriented students (in the AAS program) are able to select numerous business-oriented courses related to their specified fields of interest, such as marketing, personnel, finance, insurance, and salesmanship.

Regardless of the program selected, the student will be able to complete three internships from numerous job opportunities available through LaGuardia's Cooperative Education Division. These work experiences enable the student to bridge the gap between classroom theory and practical applications in the business world and provide valuable experience for choosing a career and subsequent full-time employment.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills or ESL courses are required, they are included in the program in place of unrestricted elective courses. For more information on basic skills requirements see page 105.

Business Administration Curriculum: AS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>59-61 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>New Student Seminar</td>
<td></td>
</tr>
<tr>
<td>English: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: 3 or 4 credits</td>
<td>3 or 4</td>
</tr>
<tr>
<td>Elementary Statistics MAT120</td>
<td></td>
</tr>
<tr>
<td>or Precalculus MAT200</td>
<td></td>
</tr>
<tr>
<td>Natural and Applied Sciences: 3-4 credits</td>
<td>3</td>
</tr>
<tr>
<td>Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Social Science: 6 credits</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Economics I SSE101</td>
<td>3</td>
</tr>
<tr>
<td>Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 26 credits</td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting I AMA111</td>
<td>4</td>
</tr>
<tr>
<td>Principles of Accounting II AMA112</td>
<td>4</td>
</tr>
<tr>
<td>Accounting Applications for the Microcomputer AMA130</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Finance AMM102</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing AMM104</td>
<td>3</td>
</tr>
<tr>
<td>Business Law I AMM110</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Computers and their Application CIS100</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take the Co-op Internships or elective courses.)</td>
<td></td>
</tr>
<tr>
<td>Elective Courses:</td>
<td>7-9 credits</td>
</tr>
<tr>
<td>One elective must be an Urban Study course.</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>7-9</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)</td>
<td></td>
</tr>
</tbody>
</table>

Total credits: 66

*Students who take: Must complete at least:
| MAT120 and a 3-credit science elective       | 9 liberal arts elective credits |
| MAT120 and a 4-credit science elective      | 8 liberal arts elective credits |
| MAT200 and a 3-credit science elective      | 8 liberal arts elective credits |
| MAT200 and a 4-credit science elective      | 7 liberal arts elective credits |

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
# Business Management Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>3</td>
</tr>
<tr>
<td>New Student Seminar</td>
<td>0</td>
</tr>
<tr>
<td><strong>English:</strong> 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Social Science: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: 3 or 4 credits</td>
<td>3-4</td>
</tr>
<tr>
<td>Elementary Statistics I MAT120</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Precalculus MAT200</td>
<td></td>
</tr>
<tr>
<td>Mathematics/Science: 3 or 4 credits</td>
<td>3-4</td>
</tr>
<tr>
<td>Elective*</td>
<td>3-4</td>
</tr>
<tr>
<td>Social Science: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Economics I SSE101</td>
<td></td>
</tr>
<tr>
<td>Computer Information Systems: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Computers and their Application CIS100</td>
<td></td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td>3</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take the Co-op Internships or elective courses.)</td>
<td></td>
</tr>
</tbody>
</table>

## Accounting/Managerial Studies

### Business Management: 29 credits

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Accounting I AMA111</td>
<td>4</td>
</tr>
<tr>
<td>Principles of Accounting II AMA112</td>
<td>4</td>
</tr>
<tr>
<td>Accounting Applications for the Microcomputer AMA130</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td>3</td>
</tr>
<tr>
<td>Business Law I AMM110</td>
<td>3</td>
</tr>
<tr>
<td>Management or Accounting Electives: 9 credits</td>
<td>9</td>
</tr>
</tbody>
</table>

*Choose three of the following courses:*

- AMM102, AMM104, AMM105, AMM106, AMM108, AMM111, AMM115, AMM120, AMM121, AMM140, AMM141, AMM142, AMM150, AMM152, AMM150, AMM155, AMA201, AMA202, AMA210, AMA211, AMA220, AMA195

### Elective Courses: Business Management 5-7 credits

One elective must be an Urban Study course.

### Liberal Arts Electives 1-3

(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)

### Unrestricted Electives 4

*Students who take: Must complete at least:

- MAT120 and a 3-credit science elective 3 liberal arts elective credits
- MAT120 and a 4-credit science elective 2 liberal arts elective credits
- MAT200 and a 3-credit science elective 2 liberal arts elective credits
- MAT200 and a 4-credit science elective 1 liberal arts elective credit

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

---

# Business Finance Option: 29 credits

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Accounting I AMA111</td>
<td>4</td>
</tr>
<tr>
<td>Principles of Accounting II AMA112</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Finance AMM102</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td>3</td>
</tr>
<tr>
<td>Business Law I AMM110</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Credit Management AMM140</td>
<td>3</td>
</tr>
<tr>
<td>Financial Statement Analysis AMM141</td>
<td>3</td>
</tr>
<tr>
<td>Accounts Receivable Financing AMM142</td>
<td>3</td>
</tr>
</tbody>
</table>

### Elective Courses: Business Finance Option 5-7 credits

One elective must be an Urban Study course.

### Liberal Arts Electives 1-3

(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)

### Unrestricted Electives 4

Or
Mortuary Science

The Mortuary Science Program, coordinated by the Department of Natural and Applied Sciences, leads to an Associate in Applied Science (AAS) degree and career preparation as a funeral service practitioner.

The funeral service practitioner has responsibility for reposing and burial procedures carried out according to statutes, religious codes and traditions. This includes embalming, restorative arts and coordinating services. Students in the Mortuary Science Program are given both a theoretical and a practical understanding of funeral home operation and are taught the public health roles of the funeral director and embalmer.

Mortuary Science is a joint program between LaGuardia Community College and the American Academy-McAllister Institute in Manhattan. AAMI is nationally accredited by the American Board of Funeral Service Education.

Students spend their first year at LaGuardia completing 36 liberal arts and unrestricted elective credits. The second year of the program is taught at AAMI, where the necessary practical training and coursework in mortuary science are completed. At AAMI, students earn an additional 33 credits, completing the requirements for the Associate in Applied Science degree. Graduates serve residencies at funeral homes, and take the National Funeral Services Board Examination for New York State Licensure.

During their first year at LaGuardia, students pay all tuition and fees to the college bursar; during the second year at AAMI, the students pay AAMI tuition charges to the AAMI bursar.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses or ESL are required, they are included in the program in place of unrestricted elective courses. For more information on basic skills requirements see page 105.

Mortuary Science Curriculum: AAS Degree

Required Courses 28 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>New Student Seminar</td>
<td>0</td>
</tr>
<tr>
<td>English: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Natural and Applied Sciences: 11 credits</td>
<td></td>
</tr>
<tr>
<td>Biological Chemistry SCC140</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Biology 1 SCB201</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Biology II SCB202</td>
<td>4</td>
</tr>
<tr>
<td>Social Science: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY101</td>
<td>3</td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Organizing and Operating a Small Business AMM150</td>
<td>3</td>
</tr>
<tr>
<td>Mortuary Science Courses: 33 credits</td>
<td>33</td>
</tr>
<tr>
<td>(taken at the American Academy-McAllister Institute of Funeral Service, Inc.)</td>
<td></td>
</tr>
<tr>
<td>Accounting 101</td>
<td></td>
</tr>
<tr>
<td>Anatomy 121, 122, 123</td>
<td></td>
</tr>
<tr>
<td>Chemistry 121, 122</td>
<td></td>
</tr>
<tr>
<td>Embalming 131, 132, 133</td>
<td></td>
</tr>
<tr>
<td>Funeral Service Counseling 101</td>
<td></td>
</tr>
<tr>
<td>Funeral Service Principles 121, 122</td>
<td></td>
</tr>
<tr>
<td>General Psychology &amp; Dynamics of Grief 101</td>
<td></td>
</tr>
<tr>
<td>Law 121, 122</td>
<td></td>
</tr>
<tr>
<td>Microbiology 121</td>
<td></td>
</tr>
<tr>
<td>Pathology 121, 122</td>
<td></td>
</tr>
<tr>
<td>Principles of Counseling the Bereaved 101</td>
<td></td>
</tr>
<tr>
<td>Restorative Arts 121, 122</td>
<td></td>
</tr>
<tr>
<td>State Rules and Regulations 101</td>
<td></td>
</tr>
<tr>
<td>Thanatology and Society 101</td>
<td></td>
</tr>
</tbody>
</table>

Elective Courses 4 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted Electives</td>
<td>4</td>
</tr>
</tbody>
</table>

Total credits: 66

Notes: Students must have a minimum 2.00 cumulative GPA to be considered for transfer to the second year of the program at the American Academy-McAllister Institute.

Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
Nursing

The Nursing Program, coordinated by the Department of Natural and Applied Sciences, offers a course of study leading to the Associate in Applied Science (AAS) degree.

The program prepares graduates to function as registered nurses in structured care settings, using the nursing process to provide direct care to clients of all ages who exhibit common, well-defined health problems. The curriculum contains a balance of nursing and general education courses to enable the graduate to provide direct client care within the legal and ethical framework of nursing.

Classroom instruction for each nursing course is complemented by campus laboratory experience and actual clinical practice in area health care facilities.

Graduates will be eligible to sit for the National Council of State Boards Licensure Examination (NCLEX-RN).

Special progression standards exist for nursing majors. Students admitted into this program for Fall 1994, and all students admitted thereafter, are considered to be in the "pre-clinical" phase of the major. To progress to the "clinical" phase, students must meet specific criteria which are described in the program's admissions handbook. These handbooks are available from the Admissions Office and from the program director.

Students are advised that achievement of the progression standards does not guarantee advancement to the clinical phase. Only a small number of students are admitted to the clinical phase of each program due to limited program capacity.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. For more information on the basic skills requirements see page 105.

The Nursing program is fully accredited by the National League for Nursing.

Nursing Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>New Student Seminar</td>
<td>0</td>
</tr>
<tr>
<td>English: 6 credits</td>
<td>3</td>
</tr>
<tr>
<td>Composition I ENG101*</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences: 15 credits</td>
<td>3</td>
</tr>
<tr>
<td>Biological Chemistry SCC140*</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Human Biology I SCE203*</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Human Biology II SCE204</td>
<td>4</td>
</tr>
<tr>
<td>General Microbiology SCB260</td>
<td>4</td>
</tr>
<tr>
<td>Social Science: 9 credits</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY101*</td>
<td>3</td>
</tr>
<tr>
<td>Developmental Psychology I SSY240</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following Social Science Urban Study courses:</td>
<td>3</td>
</tr>
<tr>
<td>Urban Anthropology SSN182</td>
<td>3</td>
</tr>
<tr>
<td>Urban Sociology SSN187</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: 2 credits</td>
<td>2</td>
</tr>
<tr>
<td>Mathematics of Medical Dosages MAT106</td>
<td>2</td>
</tr>
<tr>
<td>Nursing: 33 credits (all new courses)</td>
<td>6</td>
</tr>
<tr>
<td>Fundamentals of Nursing SCR110</td>
<td>6</td>
</tr>
<tr>
<td>Perspectives of Nursing SCR150</td>
<td>1</td>
</tr>
<tr>
<td>Psychiatric Mental Health Nursing SCR200</td>
<td>4</td>
</tr>
<tr>
<td>Medical Surgical Nursing I SCR210</td>
<td>4</td>
</tr>
<tr>
<td>Trends in Nursing SCR260</td>
<td>1</td>
</tr>
<tr>
<td>Parent-Child Health Nursing SCR270</td>
<td>8</td>
</tr>
<tr>
<td>Medical Surgical Nursing II SCR290</td>
<td>9</td>
</tr>
</tbody>
</table>

Total credits: 68

Note: * Pre-Clinical Nursing Key Courses

Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
The Occupational Therapy Assistant Program, as coordinated by the Department of Natural and Applied Sciences, offers a course of study leading to the Associate in Science (AS) degree.

Graduates work with occupational therapists providing services to persons with problems caused by physical injuries, developmental impairment, aging, or other disabilities.

Such services include: using developmental and play activities to help the child who has growth problems and learning disabilities develop the skills to manage school and social learning; assisting the elderly and others with diminished physical endurance to perform essential tasks of daily living and achieve maximum independence; working with patients who have lost a limb to use a new prosthesis and master normal skills; designing and fabricating hand splints and instructing the client in their use; helping depressed clients feel more positively toward their environment through the use of productive activity; and making it easier for the socially withdrawn person to interact with others through the use of planned group experiences.

This is an approved program of the American Occupational Therapy Association and leads to eligibility to sit for the certification examination for occupational therapy assistants (COTA). Graduates are also eligible for New York State certification without examination.

Special progression standards exist for occupational therapy assistant majors. Students admitted into this program for Fall 1994, and all students admitted thereafter, are considered to be in the "pre-clinical" phase of the major. To progress to the "clinical" phase, students must meet specific criteria which are described in the program's admissions handbook. These handbooks are available from the Admissions Office and from the program director.

Students are advised that achievement of the progression standards does not guarantee advancement to the clinical phase. Only a small number of students are admitted to the clinical phase of each program due to limited program capacity.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required course section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. For more information on basic skills requirements see page 105.

### Occupational Therapy Curriculum: AS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>New Student Seminar</td>
<td>0</td>
</tr>
<tr>
<td>English: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition ENG101*</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Humanities Elective (must be a liberal arts elective)</td>
<td>3</td>
</tr>
<tr>
<td>Natural and Applied Sciences: 10 credits</td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Human Biology I SCB203*</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Human Biology II SCB204</td>
<td>4</td>
</tr>
<tr>
<td>Community Health SCN195 (an urban study course)*</td>
<td>2</td>
</tr>
<tr>
<td>Social Science (Psychology): 12 credits</td>
<td></td>
</tr>
<tr>
<td>General Psychology SSY101*</td>
<td>3</td>
</tr>
<tr>
<td>Abnormal Psychology SSY230</td>
<td>3</td>
</tr>
<tr>
<td>Developmental Psychology I SSY240</td>
<td>3</td>
</tr>
<tr>
<td>Group Dynamics SSY260</td>
<td>3</td>
</tr>
<tr>
<td>Occupational Therapy Foundations and Skills: 17 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Occupational Therapy SCO101</td>
<td>4</td>
</tr>
<tr>
<td>Physical Aspects of Human Growth &amp; Development SCO200</td>
<td>2</td>
</tr>
<tr>
<td>Occupational Therapy Skills and Functional Activities I SCO214</td>
<td>4</td>
</tr>
<tr>
<td>Occupational Therapy Skills and Functional Activities II SCO215</td>
<td>4</td>
</tr>
<tr>
<td>Functional Pathology SCO220</td>
<td>3</td>
</tr>
<tr>
<td>Occupational Therapy Theory and Practice: 8 credits</td>
<td></td>
</tr>
<tr>
<td>Occupational Therapy Process: Psychosocial Dysfunction and Geriatric Conditions SCO204</td>
<td>4</td>
</tr>
<tr>
<td>Occupational Therapy Process: Physical and Developmental Disabilities SCO205</td>
<td>4</td>
</tr>
<tr>
<td>Cooperative Education: (Fieldwork) 7 credits</td>
<td></td>
</tr>
<tr>
<td>Occupational Therapy Co-op Prep SCO054</td>
<td>0</td>
</tr>
<tr>
<td>Occupational Therapy Clerkship for Psychosocial/ Dysfunction and Geriatric Conditions SCO284</td>
<td>1.5</td>
</tr>
<tr>
<td>Occupational Therapy Clerkship for Physical/ Developmental Disabilities SCO285</td>
<td>1.5</td>
</tr>
<tr>
<td>Occupational Therapy Fieldwork in Psychosocial Dysfunction and Geriatric Conditions SCO294</td>
<td>2</td>
</tr>
<tr>
<td>Occupational Therapy Fieldwork in Physical and Developmental Disabilities SCO295</td>
<td>2</td>
</tr>
</tbody>
</table>

### Elective Courses: 3 credits

| Liberal Arts Electives | 3 |

(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science except when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)

Total credits: 66

Note: *Pre-Clinical Occupational Therapy key courses.

Students should consult with a counselor and/or faculty advisor in the selection of elective courses to insure maximum transferability of credits taken.
Office Technology

The Microcomputer Systems and Applications Curriculum, coordinated by the Office Technology Department, leads to the Associate in Applied Science (AAS) degree.

The Microcomputer Systems and Applications Curriculum has been developed to give students the option of a career based on technical office skills. It is designed to prepare students to meet the challenge of the new skills needed to function effectively in increasingly sophisticated electronic offices.

This curriculum responds to two areas: language skills and technological skills. It does this by providing students with a foundation of liberal arts courses, and a working knowledge of the concepts of information processing systems.

In the technical area, this program gives students hands-on training on microcomputer applications such as word processing, spreadsheets, and database management.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. For more information on basic skills requirements see page 105.
# Word Processing Specialist Certificate Curriculum

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td></td>
</tr>
<tr>
<td>New Student Seminar</td>
<td>0</td>
</tr>
<tr>
<td><strong>English: 6 credits</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities: 3 credits</strong></td>
<td></td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Office Technology: 24 credits</strong></td>
<td></td>
</tr>
<tr>
<td>Keyboarding I OFT131</td>
<td>2</td>
</tr>
<tr>
<td>Keyboarding II OFT132</td>
<td>2</td>
</tr>
<tr>
<td>Keyboarding III OFT133</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Information Systems OFT151</td>
<td>3</td>
</tr>
<tr>
<td>Word Processing I OFT155</td>
<td>3</td>
</tr>
<tr>
<td>Word Processing II OFT156</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications OFT260</td>
<td>3</td>
</tr>
<tr>
<td>Electronic Office Procedures OFT270</td>
<td>3</td>
</tr>
<tr>
<td>Desktop Publishing Applications OFT282</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective Courses:</strong></td>
<td>2-3 credits</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>Microcomputer Applications: Spreadsheets OFT280</td>
<td></td>
</tr>
<tr>
<td>Microcomputer Applications: Data Base OFT281</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep and Internship</td>
<td>2-3</td>
</tr>
</tbody>
</table>

Total credits: 35-36
Paralegal Studies

Students who complete the Paralegal curriculum, which is administered by the Department of Accounting and Managerial Studies, will receive the Associate in Applied Science (AAS) degree. The curriculum prepares students for entry-level positions as paralegals.

Paralegals, or legal assistants, assist lawyers in a wide range of activities. (Paralegals may not themselves give legal advice, appear in court, or set fees.) In the litigation area, for example, paralegals interview prospective clients, research the law, prepare court documents, and assist at trials. Paralegals who work in corporate legal departments may prepare contracts, maintain records, and ensure that the corporation has complied with various statutes and government regulations. Paralegals who work for banks or real estate firms may prepare mortgage agreements and other documents relating to real estate transactions and assist at closings. Paralegals may work in similar capacities for government agencies and community legal service projects. Thus, the nature of paralegal work is almost as broad as the legal profession itself, and the demand for qualified paralegals is expected to increase dramatically during the present decade.

The Paralegal curriculum has been carefully designed to balance paralegal specialty and related courses with a broad liberal arts background. Students gain valuable practical experience through three internships. Paralegal specialty courses are taught by experienced attorneys.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. For more information on basic skills requirements see page 105.

Paralegal Studies Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>63-64 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td></td>
</tr>
<tr>
<td>New Student Seminar</td>
<td>0</td>
</tr>
<tr>
<td>English: 8 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Research Paper ENG103</td>
<td>2</td>
</tr>
<tr>
<td>Humanities: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td></td>
</tr>
<tr>
<td>Voice and Diction HUC104</td>
<td></td>
</tr>
<tr>
<td>Communication in a Professional Setting HUC108</td>
<td></td>
</tr>
<tr>
<td>Mathematics: 3-4 credits**</td>
<td>3-4</td>
</tr>
<tr>
<td>Elementary Statistics I MAT120 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>or Precalculus MAT200 (4 credits)</td>
<td></td>
</tr>
<tr>
<td>Social Science: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>4</td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 10 credits</td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting I AMA111</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Business Law I AMM110</td>
<td>3</td>
</tr>
<tr>
<td>Paralegal Studies: 21 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Paralegal Studies AMP101</td>
<td>3</td>
</tr>
<tr>
<td>Civil Litigation AMP205</td>
<td>3</td>
</tr>
<tr>
<td>Legal Research and Writing AMP204</td>
<td>3</td>
</tr>
<tr>
<td>Computer Applications for the Law Office (to be developed) AMP206</td>
<td>3</td>
</tr>
<tr>
<td>Select any three of the following courses:</td>
<td>9</td>
</tr>
<tr>
<td>Administrative Law AMP201</td>
<td></td>
</tr>
<tr>
<td>Wills, Trusts and Estates AMP202</td>
<td></td>
</tr>
<tr>
<td>Family Law AMP203</td>
<td></td>
</tr>
<tr>
<td>Real Estate Law for Paralegals AMP207</td>
<td></td>
</tr>
<tr>
<td>The Law of Business Enterprises for Paralegals AMP208</td>
<td></td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
</tr>
<tr>
<td>Elective Courses</td>
<td>2-3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>2-3</td>
</tr>
<tr>
<td>*One elective must satisfy the Urban Studies requirement unless it has been satisfied by the Social Science or Humanities elective.</td>
<td></td>
</tr>
</tbody>
</table>

**Students who take: Must complete at least:
MAT120 3 liberal arts elective credits
MAT200 2 liberal arts elective credits

Total credits: 66
The Physical Therapist Assistant Program leads to an Associate in Applied Science (AAS) degree and its graduates are eligible for certification by the New York State Licensing Board. The Program is approved by the New York State Education Department and accredited by the American Physical Therapy Association.

Graduates work under the supervision of a registered physical therapist in a variety of settings such as nursing homes, general hospitals, rehabilitation centers, school programs, developmental centers, orthopedic and sports medicine programs and private offices of physical therapists. The patients served could include those with cerebral palsy, mental retardation, cerebro-vascular accidents (stroke), fractures, amputations, arthritis, head or spinal cord injuries, burns, back and musculoskeletal problems, and other conditions.

Some of the treatment techniques performed by the physical therapist assistant include therapeutic exercise, massage, heat and cold treatments, hydrotherapy, ultrasound, electrical stimulation, and mobility training.

The program consists of classroom and laboratory courses at the college, as well as clinical placements (affiliations) in different types of settings where physical therapy services are provided.

Special progression standards exist for physical therapy assistant majors. Students admitted into this program for Fall 1994, and all students admitted thereafter, are considered to be in the "pre-clinical" phase of the major. To progress to the "clinical" phase, students must meet specific criteria which are described in the program's admissions handbook. These handbooks are available from the Admissions Office and from the program director.

Students are advised that achievement of the progression standards does not guarantee advancement to the clinical phase. Only a small number of students are admitted to the clinical phase of each program due to limited program capacity.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. For more information on basic skills requirements see page 105.

### Physical Therapist Assistant Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>New Student Seminar</td>
<td>0</td>
</tr>
<tr>
<td>English: 6 credits</td>
<td>3</td>
</tr>
<tr>
<td>Composition I ENG101*</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENC102</td>
<td>3</td>
</tr>
<tr>
<td>Natural and Applied Sciences: 16 credits</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Human Biology I SCB203*</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Human Biology II SCB204</td>
<td>4</td>
</tr>
<tr>
<td>Community Health SCN195 (an Urban Study course)*</td>
<td>2</td>
</tr>
<tr>
<td>Functional Pathology SCO230</td>
<td>3</td>
</tr>
<tr>
<td>Aging and Health SCH111</td>
<td>3</td>
</tr>
<tr>
<td>Social Science: 6 credits</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY101*</td>
<td>3</td>
</tr>
<tr>
<td>Developmental Psychology I SSY240</td>
<td>3</td>
</tr>
<tr>
<td>Physical Therapist Assistant: 18 credits</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Physical Therapy SCT101</td>
<td>2</td>
</tr>
<tr>
<td>Structural Kinesiology SCT202</td>
<td>2</td>
</tr>
<tr>
<td>Therapeutic Procedures I SCT211</td>
<td>4</td>
</tr>
<tr>
<td>Therapeutic Procedures II SCT212</td>
<td>4</td>
</tr>
<tr>
<td>Mobility Activities for P.T. Assistants SCT225</td>
<td>2</td>
</tr>
<tr>
<td>Therapeutic Exercise SCT250</td>
<td>4</td>
</tr>
<tr>
<td>Cooperative Education and Affiliations: 9 credits</td>
<td>9</td>
</tr>
<tr>
<td>Physical Therapist Assistant Co-op Prep CPP035</td>
<td>0</td>
</tr>
<tr>
<td>General Health Internship and Seminar CEP201</td>
<td>3</td>
</tr>
<tr>
<td>Physical Therapist Assistant Affiliation Seminar I SCT291</td>
<td>3</td>
</tr>
<tr>
<td>Physical Therapist Assistant Affiliation Seminar II SCT292</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts Electives***</td>
<td>11</td>
</tr>
</tbody>
</table>

(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)

Total credits: 66

Notes: * Pre-Clinical Physical Therapy Key Courses.

**While all other courses are offered in both the day and evening, affiliations are available during the day only.

***Students who are interested in continuing their education to become a physical therapist should follow the Science Option and take 8 credits in Chemistry, and/or 8 credits in Physics and 3 or 4 credits in Mathematics. Students who do not take the Science Option should take 3 credits in Humanities.
School Foodservice Management

Admissions to the School Foodservice Management Program is available only to students referred to LaGuardia by District Council 37/Local 372 and/or the New York City Office of School Food and Nutrition Services. Those referred are employed in school foodservice positions such as school lunch assistants, school lunch aides and school lunch helpers.

The School Foodservice Management program at LaGuardia awards the Associate in Science (AS) degree to those who successfully complete the program. The degree fulfills the academic requirements for eligibility for promotion to a school lunch manager position with the Office of School Food and Nutrition Services, NYC Department of Personnel. Students may also choose to pursue their bachelor's degree at a senior college of their choice.

Cooperative education internships begin in the second semester at the college. They are completed at student's school work sites under the direction of their district supervisors. The internships are accompanied by internship seminars, designed to assist students with problems and to provide reinforcement for technical and human relations skills.

Applications for the program are submitted through the District Council 37 Education Fund. The basic skills testing and any additional basic skills courses required in reading, writing and mathematics are also provided by the Education Fund of District Council 37. Courses at LaGuardia are scheduled in the evening, two nights each week in consideration of students' work schedules.

School Foodservice Management Curriculum: AS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>60</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>New Student Seminar</td>
<td>0</td>
</tr>
<tr>
<td>English: 6 credits</td>
<td>3</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics and the Modern World MAT107</td>
<td>3</td>
</tr>
<tr>
<td>Natural and Applied Science: 9 credits</td>
<td>9</td>
</tr>
<tr>
<td>Community Health SCN195 (an Urban Study course)</td>
<td>2</td>
</tr>
<tr>
<td>Foods Microbiology SCD160</td>
<td>4</td>
</tr>
<tr>
<td>Introductory Nutrition SCD200</td>
<td>3</td>
</tr>
<tr>
<td>Social Science: 9 credits</td>
<td>9</td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SBY101</td>
<td>3</td>
</tr>
<tr>
<td>Urban Sociology SNN187</td>
<td>3</td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management: 18 credits</td>
<td>18</td>
</tr>
<tr>
<td>Foods SCD100</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Foods SCD205</td>
<td>3</td>
</tr>
<tr>
<td>Quantity Food Production SCD250</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Sanitation and Safety SCD251</td>
<td>3</td>
</tr>
<tr>
<td>Quantity Food Purchasing SCD252</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Administration SCD253</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td>9</td>
</tr>
<tr>
<td>School Foodservice Management I (2x1.5 credits)</td>
<td>3</td>
</tr>
<tr>
<td>School Foodservice Management II (2x1.5 credits)</td>
<td>3</td>
</tr>
<tr>
<td>School Foodservice Management III (2x1.5 credits)</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses 6 credits

Liberal Arts Electives 6

(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)

Recommended electives:

- Public Speaking HUC106 (3 credits)
- Communication in a Professional Setting HUC108 (3 credits)
- Principles in Human Relations HSC102 (3 credits)

Total credits: 66

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
Secretarial Science

The Secretarial Science curriculum, coordinated by the Department of Office Technology, leads to the Associate in Applied Science (AAS) degree through one of two courses of study: the legal option and the administrative secretary option.

The Legal Secretary Option prepares students for secretarial positions in law departments, private and corporate law offices and judicial agencies. (This option is offered in the Day only.)

The Administrative Secretary Option prepares students for positions in which they will help supervise the daily operations of businesses and other organizations.

Students who have studied Gregg, Pitman, Machine or ABC shorthand in high school may continue study in their system. Students will be placed in advanced courses according to skill achieved and will receive exemption credit for beginning courses. Students who begin shorthand study at LaGuardia will be taught Gregg or Machine shorthand.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills or ESL courses are required, they are included in the program in place of unrestricted elective courses. For more information on basic skills requirements see page 105.

### Secretarial Science Curriculum: Administrative Secretary Option: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>59 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>New Student Seminar</td>
<td></td>
</tr>
<tr>
<td>English: 8 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Writing the Research Paper ENG103</td>
<td>2</td>
</tr>
<tr>
<td>Humanities: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics/Science: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Math or Science Elective</td>
<td>(must be a liberal arts course)</td>
</tr>
<tr>
<td>Social Sciences: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td>Office Technology: 30 credits</td>
<td></td>
</tr>
<tr>
<td>Stenography I OPT100</td>
<td>3</td>
</tr>
<tr>
<td>Stenography II OPT110</td>
<td>3</td>
</tr>
<tr>
<td>Stenography III OPT120, OPT121 or OPT123</td>
<td>3</td>
</tr>
<tr>
<td>Keyboarding I OPT131</td>
<td>2</td>
</tr>
<tr>
<td>Keyboarding II OPT132</td>
<td>2</td>
</tr>
<tr>
<td>Keyboarding III OPT133</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Information Systems OPT151</td>
<td>3</td>
</tr>
<tr>
<td>Word Processing I OPT155</td>
<td>3</td>
</tr>
<tr>
<td>Word Processing II OPT156</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications OPT260</td>
<td>3</td>
</tr>
<tr>
<td>Electronic Office Procedures OPT270</td>
<td>3</td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
</tr>
</tbody>
</table>

**Elective Courses:** 9 credits

One elective must be an Urban Study course:

**Liberal Arts elective** 3 credits

Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science 3 credits

Unrestricted Electives 6 credits

**Total credits: 68**

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
Secretarial Science Curriculum:  
Legal Secretary Option: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
</table>

**English: 6 credits**  
Composition I ENG101 3  
Writing Through Literature ENG102 3

**Humanities: 3 credits**  
Oral Communication HUC101 3

**Mathematics/Science: 3 credits**  
Math or Science Elective 3  
(must be a liberal arts course)

**Social Science: 3 credits**  
Introduction to Sociology SSS100 3

**Office Technology: 33 credits**  
Stenography I OFT100 or OFT102 3  
Stenography II OFT110 or OFT112 3  
Stenography III OFT120, OFT121, OFT122 3  
Keyboarding I OFT131 2  
Keyboarding II OFT132 2  
Keyboarding III OFT133 2  
Word Processing I OFT135 3  
Electronic Office Procedures OFT270 3  
Legal Office Technology I OFT235, OFT236 or OFT237 3  
Legal Office Technology II OFT245, OFT246 or OFT247 3  
Legal Dictation and Transcription I OFT265, OFT266 or OFT267 3  
Legal Dictation and Transcription II OFT275, OFT276 or OFT277 3

**Accounting/Managerial Studies: 3 credits**  
Business Law I AMM110 3

**Cooperative Education: 9 credits**  
Co-op Prep 0  
3 Internships, 3 credits each 9

**Elective Courses: 8 credits**  
One elective must be an Urban Study course

**Liberal Arts elective**  
(Any course in English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Sciences  
EXCEPT when noted as an unrestricted elective in the Schedule of Classes or College Catalog. See pages 107-108 for these courses.)

**Unrestricted Electives** 3

**Total credits: 68**

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
Travel and Tourism

The Travel and Tourism curriculum, a course of study leading to the Associate in Applied Science (AAS) degree, is administered by the Accounting and Managerial Studies Department and co-sponsored by the Department of Social Sciences. The program is designed to prepare students for entry-level positions in the travel industry.

In the last few years, employment in the travel field has increased at twice the rate of total business employment. Projections for the next ten years indicate a growth rate 25 percent greater than that of general employment.

The Travel and Tourism industry is very diverse. It encompasses airline, bus, rail and ship travel; hospitality enterprises (hotels, motels, resorts); tour packaging; retail and wholesale travel agencies; car rental; cargo transport, etc. Each of these areas has employment needs on several levels: sales, market research and development; packaging and advertising; customer service and general management.

The curriculum is designed to meet the needs of the industry, combining liberal arts courses, business courses, specialized courses in travel and tourism, and the experience of three internships. These full-time cooperative internships give students thirty weeks as travel industry employees, enabling them to utilize the knowledge learned in the classroom and to learn the realities of working at their chosen profession. The travel courses in the program are taught by experienced professionals.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills or ESL courses are required, they are included in the program in place of unrestricted elective courses. For more information on the basic skills requirements see page 105.

Travel and Tourism Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td></td>
</tr>
<tr>
<td>New Student Seminar</td>
<td>0</td>
</tr>
<tr>
<td>English: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td></td>
</tr>
<tr>
<td>Humanities: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Voice and Diction HUC104</td>
<td></td>
</tr>
<tr>
<td>Communication in a Professional Setting HUC108</td>
<td></td>
</tr>
<tr>
<td>Communication and the Non-Native Speaker HUL100</td>
<td></td>
</tr>
<tr>
<td>Mathematics: 3-4 credits*</td>
<td>3-4</td>
</tr>
<tr>
<td>Elementary Statistics MAT120</td>
<td></td>
</tr>
<tr>
<td>or Precalculus MAT200</td>
<td></td>
</tr>
<tr>
<td>Social Science: 12 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td>Cultural Anthropology SSA101</td>
<td>3</td>
</tr>
<tr>
<td>World Geography SSE125</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY101</td>
<td>3</td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 16 credits</td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting I AM111</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing AMM104</td>
<td>3</td>
</tr>
<tr>
<td>Business Law I AMM110</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Personal Selling AMM155</td>
<td>3</td>
</tr>
<tr>
<td>Travel and Tourism: 15 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to the Travel Industry AMT101</td>
<td>3</td>
</tr>
<tr>
<td>Airline Reservations and Ticketing AMT110</td>
<td>3</td>
</tr>
<tr>
<td>Airline Reservations Computer Systems AMT111</td>
<td>3</td>
</tr>
<tr>
<td>Basic Tour Planning AMT120</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Tour Planning AMT121</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take the Co-op Internships or elective courses.)</td>
<td></td>
</tr>
</tbody>
</table>

Elective Courses: 4-5 credits

One elective must be an Urban Study course.

Unrestricted Electives: 4-5 credits

Total credits: 66

*Students who take: Must complete at least:
MAT120 5 unrestricted elective credits
MAT200 4 unrestricted elective credits

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
Veterinary Technology

The Veterinary Technology Program provides for both classroom and clinical training in the areas of small and large animal care, and laboratory animal science. It is coordinated by the Department of Natural and Applied Sciences and leads to an Associate in Applied Science (AAS) degree. The program meets requirements set forth by the New York State Department of Education, is accredited by the American Veterinary Medical Association, and will prepare the graduate for a career as a Veterinary Technician.

Veterinary Technicians work under the supervision of a veterinarian in a wide variety of tasks. These include such services as: collection of specimens and performance of tests on blood and urine, preparation of animal patients and equipment for surgery; routine nursing of medical and surgical patients; exposure and development of radiographs; supervision of subordinate hospital personnel; and routine business management procedures.

Students will spend three internships working in veterinary practices and research animal facilities. A number of New York City practicing veterinarians will provide work experience for students. Students will also work with laboratory animals at one of many research laboratories in New York City.

There are a wide variety of employment opportunities for Veterinary Technicians in the metropolitan area. These include animal research laboratories, private veterinary practices, institutional veterinary hospitals, pet shops, and animal shelters. The LaGuardia Community College program will prepare students to meet the requirements for New York State licensure as veterinary technicians. Students will also be prepared for a certifying examination given by the American Association for Laboratory Animal Science.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required course section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills or ESL courses are required, they are included in the program in place of unrestricted elective courses. For more information on the basic skills requirements see page 105.

Veterinary Technology Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>60-61 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>English: 6 credits</td>
<td>3</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communications HUC101</td>
<td></td>
</tr>
<tr>
<td>Speech: Voice and Diction HUC104</td>
<td></td>
</tr>
<tr>
<td>Communication in a Professional Setting HUC108</td>
<td></td>
</tr>
<tr>
<td>Communication and the Non-Native Speaker HUL100</td>
<td></td>
</tr>
<tr>
<td>Mathematics: 3-4 credits</td>
<td></td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td>3-4</td>
</tr>
<tr>
<td>Mathematics and the Modern World MAT107</td>
<td></td>
</tr>
<tr>
<td>Elementary Statistics I MAT120</td>
<td></td>
</tr>
<tr>
<td>Precalculus MAT200</td>
<td></td>
</tr>
<tr>
<td>Social Science: 3 credits*</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td></td>
</tr>
<tr>
<td>Natural and Applied Sciences: 12 credits</td>
<td></td>
</tr>
<tr>
<td>Vertebrate Anatomy and Physiology I SCB208</td>
<td></td>
</tr>
<tr>
<td>Vertebrate Anatomy and Physiology II SCB209</td>
<td></td>
</tr>
<tr>
<td>Biological Chemistry SCC140</td>
<td></td>
</tr>
<tr>
<td>General Microbiology SCB260</td>
<td></td>
</tr>
<tr>
<td>Veterinary Technology: 24 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Veterinary Technology SCN101</td>
<td></td>
</tr>
<tr>
<td>(an Urban Study course)</td>
<td>3</td>
</tr>
<tr>
<td>Research Animal Technology SCV201</td>
<td></td>
</tr>
<tr>
<td>Veterinary Nursing I SCV210</td>
<td></td>
</tr>
<tr>
<td>Veterinary Nursing II SCV211</td>
<td></td>
</tr>
<tr>
<td>Veterinary Radiography SCV212</td>
<td></td>
</tr>
<tr>
<td>Veterinary Laboratory Techniques SCV213</td>
<td></td>
</tr>
<tr>
<td>Farm Animal Nursing SCV214</td>
<td></td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>Co-op Research Animal Practice CEV201</td>
<td>3</td>
</tr>
<tr>
<td>Co-op Small Animal Practice CEV202</td>
<td>3</td>
</tr>
<tr>
<td>Co-op Selected Animal Practice CEV203</td>
<td>3</td>
</tr>
<tr>
<td>Elective Courses:</td>
<td>6 credits</td>
</tr>
<tr>
<td>Unrestricted Electives</td>
<td>6</td>
</tr>
<tr>
<td>Total credits:</td>
<td>66-67</td>
</tr>
</tbody>
</table>

THIS IS A DAY PROGRAM ONLY.

Note: *For transfer students this requirement may be met by General Psychology.

Students should consult with a counselor and/or faculty advisor in the selection of elective courses to insure maximum transferability of credits taken.
Course Descriptions

Accounting/Managerial Studies Department

Department Faculty:
Annette Siegel, Chairperson; David Blumberg, James D. Cernigliaro, Clifton Clarke, Robert E. Coiro, Jeffrey W. Davis, Kathleen Forestieri, Janice Karlen, Elaine K. Leff, Namy Lytle, Yves Richards, Fernando Santamaria, David A. Schoenberg, Barry L. Silverman, Howard Stitzer, David Wertheimer, Patrick Wharton.

AMA11/AMB11 Principles of Accounting I (Formerly: AMA101 and 102)
4 credits; 6 hours
This course introduces students to the accounting cycle. The course reviews the fundamental concepts and techniques of recording transactions in journals, summarizing the transactions, using adjusting and closing procedures, and preparing financial statements and reports. It also introduces the student to valuation accounting relating to inventory and fixed assets, internal control concepts with an emphasis on cash control, procedures for notes payable and receivable, and payroll accounting.
Pre or Corequisite: CSE095 or CSE098
Corequisite: Placement out of MAT095/MAB095

AMC110 Principles of Accounting I Part 1 (Formerly: AMA101) For students placed in the compensatory sequence
2 credits; 4 hours
This course introduces students to the entire accounting cycle. The course explores the fundamental concepts and techniques of recording transactions in journals, summarizing the transactions, using adjusting and closing procedures, and preparing financial statements and reports. This course will provide basic skills instruction in mathematics and apply those skills to accounting theory and practice.
Prerequisite: CSE095 or CSE098
Corequisite: Placement into MAT095/MAB095

AMC111 Principles of Accounting I Part 2 (Formerly: AMA102) For students placed in the compensatory sequence
2 credits; 4 hours
This course is a continuation of AMC110. It reviews the essentials of accrual accounting and introduces the student to valuation methods relating to inventory and fixed assets, internal control concepts with an emphasis on cash controls, procedures for accounting for notes payable and receivable and payroll accounting.
Prerequisite: CSE095 or CSE098, MAT095/MAB095, AMC110

AMA112 Principles of Accounting II (Formerly: AMA103)
4 credits; 4 hours
This course introduces the student to the partnership and corporate form of business organization with topics relating to their formation, operation and dissolution. In the area of corporation accounting, further topics explored are stock transactions, long-term liabilities and retained earnings. Cash flows and financial statement analyses are also covered as are an introduction to manufacturing concern accounting, related statements, and cost and revenue relationships.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, AMA111 or AMC111

AMA130 Accounting Applications for the Microcomputer (Formerly: AMA110)
3 credits; 3 hours
This course emphasizes management information systems through giving students “hands-on” microcomputer experience in the processing of accounting data. In an instructor-supervised laboratory environment students will explore both spreadsheets and dedicated accounting software. Lectures on the design of accounting systems, computer
related management decisions, and strategic controls considerations will be integrated with applications.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, AMA111 or AMC110, CIS100 or CIC100 or CIS101

AMA150 Individual Income Tax Procedures
3 credits; 3 hours

This course introduces the fundamental concepts of individual income taxation, and the mechanics of Federal, New York State and City individual income tax return preparation. Some of the special topics are includable and excludable income, allowable deductions, personal exemptions and dependents, filing status, computation of tax and credits against tax. Students will complete a Federal income tax return practice set.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095

AMA155 Partnership and Corporate Tax Procedures
3 credits; 3 hours

The students will learn the basic principles of partnership and corporate taxation. This will include determination of income and the tax consequences of that income. Students will also become familiar with the preparation of Partnership and Corporation information and tax forms.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, AMA112

AMA201 Intermediate Accounting I
3 credits; 4 hours

This course is designed to give an overview of the foundations of accounting theory, the problems of current practice and its relationship to accounting theory as expressed in the Accounting Principles Board's Opinions and the Financial Accounting Standards Board's Statements. The course includes a review of the accounting cycle and a detailed exploration of the reporting process, namely, the Statement of Financial Position, the Statement of Income, the Statement of Retained Earnings and the Statement of Cash Flow.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, AMA112

AMA202 Intermediate Accounting II
3 credits; 4 hours

This course is a continuation of Intermediate Accounting I. It explores the problems of current practice and its relationships to Financial Accounting Theory as expressed in AICPA Opinions and FASB Statements. Topics examined include Inventories, Long-Term Investments in Stocks, Tangible and Intangible Fixed Assets, Liabilities and Income Taxes, Leases and Income Tax Allocation. Present Value Concepts and their applications are also covered.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, AMA201

AMA210 Cost Accounting I
3 credits; 4 hours

Cost accounting methods and procedures are studied, including job-order costing, process costing, payroll accounting and budgeting. Emphasis is placed on the importance of cost accounting to management in controlling and analyzing cost data and in the areas of decision-making and planning future operations.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, AMA112

AMA211 Cost Accounting II
3 credits; 4 hours

This course continues the study of cost determination and analysis as taught in AMA210. Cost-volume relationships, systems design, flexible budgets, standard costs, cost allocation, and applications of the contribution margin approach to decision-making are included. A continued emphasis is placed on the importance of cost data to management in the areas of decision-making and planning.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, AMA210

AMA220 Internal Audit
3 credits; 4 hours

This course explores the use of internal audit as a management tool that is used to evaluate the performance of a business. It focuses on the review of internal controls such as those used to safeguard company assets. The course also discusses audit tools such as the Audit Program which are used to evaluate various operational (e.g. payroll functions) and financial activities (e.g. preparation of balance sheets and other financial reports) of the organization. Topics include developing the audit program, sampling, field work, work papers, computer auditing and report writing.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT120 or MAT200; AMA112, CIS100 or CIC100.

AMM101/AMB101 Introduction to Business
3 credits; 3 hours

This is an introductory course designed to acquaint the student with the role of business in our economy, the forms of organization, and the various business functions such as management, personnel, marketing and finance. Career opportunities in the business world are also explored. This course should be taken prior to any other business courses.

Prerequisite: CSE095 or CSE098, ENA/ENE/ENG099

AMM102 Principles of Finance
3 credits; 3 hours

This course is a study of the monetary and credit systems of our economy and related policies and problems. In addition, the course addresses itself to the following: 1) commercial and noncommercial banking institutions and operations; 2) money and banking in relation to prices, economic growth, and international events.

Prerequisite: CSE095 or CSE098, ENA/ENE/ENG099, MAT095/MAB095, AMM101 or AMB101

AMM103 Principles of Management
3 credits; 3 hours

This course is an analysis of the role of the manager and the functions of management in an enterprise. Consideration is given to the interlocking nature of these functions and the principles which are the basis for the practice of management. Attention is given to the impact of the external environment on the development of the managerial role and on managerial practice. This course is required for Business Administration and Management students prior to their first internships.

Prerequisite: CSE095 or CSE098, ENA/ENE/ENG099, AMM101 or AMB101

AMM104 Principles of Marketing
3 credits; 3 hours

This course explores the vital role of marketing in our economy. The factors of consumer behavior and motivation are covered to provide an...
understanding of market planning. The system of distribution of goods from producer to consumer is discussed by relating theory to actual case histories.

Prerequisite: CSE095 or CSE098, ENA/ENE/ENG099, AMM101 or AMB101

**AMM105 Principles of Insurance**  
*3 credits; 3 hours*

The course covers the nature of risk and risk bearing, functions of insurance organizations, the fundamentals of insurance contracts, the major types of insurance and the basic laws covering insurance policies. It is designed for the student as an individual and as a prospective business manager.

Prerequisite: CSE095 or CSE098, ENA/ENE/ENG099, AMM101 or AMB101

**AMM106 Principles of Retailing Management**  
*3 credits; 3 hours*

This course deals with basic retail principles and merchandising practices. Retail store organization and operations in large and small establishments are explored.

Prerequisite: CSE095 or CSE098, ENA/ENE/ENG099, AMM101 or AMB101

**AMM108 Principles of Real Estate I (Formerly: AMM107 Principles of Real Estate)**  
*4 credits; 4 hours*

This course covers the social and economic impact of real estate, the nature and instruments of property rights, various types and aspects of property ownership, real estate brokerage operations and discussion of urban planning needs. The course is required in order to take the New York State licensing examination. Students must obtain broker sponsorship in order to take the New York State licensing examination for Real Estate Salesperson.

Prerequisite: CSE095 or CSE098, ENA/ENE/ENG099, MAT095/ MAB095, AMM101 or AMB101

**AMM110 Business Law I**  
*3 credits; 3 hours*

This course introduces students to the areas of law & society, contracts and sales contracts. It includes legal rights & obligations, judicial systems, lawsuits, criminal and tort law and the law of contracts, sales contracts and an introduction to Article 2 of the Uniform Commercial Code.

Prerequisite: CSE095 or CSE098, ENA/ENE/ENG099

**AMM111 Business Law II**  
*3 credits; 3 hours*

This course introduces the student to the important area of products liability, consumer law, secured transactions, partnerships, corporations, agencies and bailments.

Prerequisite: CSE095 or CSE098, ENA/ENE/ENG099, AMM110

**AMM115 Basics of Advertising**  
*3 credits; 3 hours*

This course gives a broad overview of advertising, its roles in marketing and as a motivational force in society. The nature of media and their creative and productive functions are discussed as they are related to advertising programs.

Prerequisite: CSE095 or CSE098, ENA/ENE/ENG099, AMM101 or AMB102

**AMM120 Office and Personnel Management**  
*3 credits; 3 hours*

This course, designed for Secretarial Science majors, is an introduction to the principles and practices of office management and administration. It will include such topics as the office environment, employee/employer relations, job analysis and evaluation, fundamentals of motivation, the function of procedures and labor relations and grievances.

Prerequisite: CSE095 or CSE098, ENA/ENE/ENG099  
Corequisite: HUC099

**AMM121 Personnel Administration**  
*3 credits; 3 hours*

This course is an introduction to the principles and practices of personnel administration including such topics as the personnel management system, recruitment, selection, training and development of employees, management-labor relations, remuneration and security, evaluation methods and leadership development. Particular emphasis is placed on leadership and supervision.

Prerequisite: CSE095 or CSE098, ENA/ENE/ENG099, AMM101 or AMB101

**AMM140 Introduction to Credit Management**  
*3 credits; 3 hours*

This course is designed to introduce the student to the role of commercial credit and collection in today's business world. It will examine the role of the credit department within a company, the positions with the department and career possibilities. In addition, it will prepare the student to work as a collector in a credit department by explaining specialized terminology, collection policy, principles and procedures and necessary legal concepts.

Prerequisite: CSE095 or CSE098, ENA/ENE/ENG099, MAT095/ MAB095, AMM101 or AMB101, AMA111 or AMC110. This course is open to any student as an unrestricted elective but is primarily intended for freshmen interested in beginning their internship program in the Commercial Credit & Collection industry.

**AMM141 Financial Statement Analysis**  
*3 credits; 3 hours*

This course will provide students with skills required to analyze financial statements for credit decisions. Students will examine income statements, statements of retained earnings, balance sheets, statements of cash flow and review trial balance information, schedules and notes supporting the financial statements. Students will also learn to make evaluations based on general economic conditions and economic conditions relating to a specific industry. A minimum of 6 hours of computer lab work is required.

Prerequisite: CSE095 or CSE098, ENA/ENE/ENG099, AMM110  
AMM142 Accounts Receivable Financing  
*3 credits; 3 hours*

This course explores concepts in economics, auditing, accounting, finance and commercial law relevant to accounts receivable financing decisions. It analyzes effects of economic factors on these decisions. Students will use auditing and accounting principles to verify the values of collaterals. Students will learn to apply basic finance mathematics and learn the legal principles of sales contracts, negotiable instruments and secured transactions. In addition, a minimum of 6 hours of computer lab work is required.

Prerequisite: CSE095 or CSE098, ENA/ENE/ENG099, AMM140, AMM141
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<th>Course Code</th>
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<th>Credits</th>
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<tr>
<td>AMP201</td>
<td>Administrative Law</td>
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<td>AMP202</td>
<td>Willis, Trusts and Estates</td>
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<td>AMP203</td>
<td>Family Law</td>
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<td>AMP204</td>
<td>Legal Research and Writing</td>
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<td>AMP205</td>
<td>Civil Litigation</td>
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<td>AMP207</td>
<td>Real Estate Law for Paralegals</td>
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<td>AMP208</td>
<td>The Law of Business Enterprises for Paralegals</td>
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<tr>
<td>AMM150</td>
<td>Organizing and Operating a Small Business</td>
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<td>AMM155</td>
<td>Principles of Personal Selling</td>
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<td>AMN195</td>
<td>Profile and Prospects of Business in New York City</td>
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<tr>
<td>AMP101</td>
<td>Introduction to Paralegal Studies</td>
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<td>AMP201</td>
<td>Administrative Law</td>
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This course is a basic study of the importance of small business, its status, problems, and requirements for success. The course covers, among other things, the decision to go into business for one's self, the preparation needed, the methods of launching the business, and management functions involved in operating the business. 

Prerequisites: CSE095 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, AMM101 or AMB101

This course introduces the student to the legal system of the United States and to the role of the paralegal in it. Topics include the classifications and sources of law, the court system, the activities of the paralegal, and the legal and ethical restrictions on the paralegal's role. 

Prerequisites: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, AMM101 or AMB101

This course covers the law of sole proprietorships, corporations and partnerships, and their respective advantages and disadvantages. Students learn to prepare legal documents pertaining to the creation, operation and termination of each form of business. 

Prerequisites: CSE098 or CSE099, ENA/ENE/ENG099, ENC101 or ENG101, AMP101
AMT101 Introduction to the Travel Industry
3 credits; 3 hours
This course is an overview of the travel and tourism industry. It explores the structure, products and services of travel suppliers, such as transportation companies, accommodations and attractions; and of travel marketing organizations, such as travel agencies, tour packagers and tourism bureaus. The course also traces the historical development of travel and tourism and explores their roles in contemporary life. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095

AMT110 Airline Reservations and Ticketing
3 credits; 3 hours
This course introduces students to airline reservations and ticketing terminology, regulations and procedures. Students learn how to plan air itineraries using printed reference materials, to reserve seats, to calculate fares, and to issue tickets and other airline forms. Emphasis is placed on the appropriate interpretation of routing and fare rules. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, AMT101

AMT111 Airline Reservations Computer Systems
3 credits; 3 hours
This course is designed to introduce students to the operation of airline reservation computer systems. Students will learn formats to access information stored in the computer and to enter new data. Students will use these formats to make airline, rental car and hotel reservations, create passenger records, quote airline fares, and issue airline tickets. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095 AMT110; highly recommended, OFT130 or OFT131

AMT120 Basic Tour Planning
3 credits; 3 hours
This course is an introduction to research techniques used in tour planning by travel professionals. Students learn how to use information sources such as industry reference guides, travel guidebooks and brochures to select travel products suited to client needs. Students also learn the terminology and reservations procedures used by hotels, railroads, car rental companies, cruise lines and tour packagers. The major attractions of destinations in North America and the Caribbean are discussed. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095 AMT101

AMT121 Advanced Tour Planning
3 credits; 3 hours
This course continues the study of tour planning, with emphasis on the principle of tour design and management. Topics include selecting escorted tours, planning customized independent tours, developing and administering group tour programs, and applying basic sales, marketing, and finance principles to the retail travel environment. Discussions will include the major attractions of destinations in South America, Europe, Africa, Asia, and the Pacific. Prerequisite: CSE098 or CSE099, MAT096/MAB096, AMT120, ENG101 or ENC101, SSE125

Communication Skills Department

The Communications Skills Department teaches courses in developmental reading, advanced reading, and study skills. The department encourages students to view reading as a thinking process and emphasis is placed upon comprehending college level materials. The reading laboratory provides students with supervised tutorial assistance.

Department Faculty

CSE094 Fundamentals of Reading I (Formerly: CSE096 Reading Workshop)
1 credit; 5 hours (4 lecture, 1 lab)
This course gives students an intensive and personal reading experience. Students will learn how reading, writing, listening and speaking are connected. The course presents a wide variety of narrative reading materials which are related to the individual's background and community. The course goals are to improve students' vocabulary, comprehension, and study skills while extending their knowledge. This foundation course also prepares students for college-level reading. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

CSE095 Essentials of Reading I (Formerly: CSE097 Basic Reading I)
1 credit; 5 hours (4 lecture, 1 lab)
This course emphasizes developing students' ability to comprehend what they read on a literal level. Inferential reading is introduced. Narrative material continues to be the focus, but appropriate exposition is also studied. Students read and interpret material from culturally relevant textbooks. Study strategies introduced are reinforced and applied to more difficult text. Specialized textbook vocabulary is targeted. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

CSE098 Fundamentals of Reading II (Formerly: Basic Reading II)
1 credit; 5 hours (4 lecture, 1 lab)
This course concentrates on the development of reading comprehension and study skills using intermediate-level reading selections of culturally relevant material. Applied reading of one or more full texts is emphasized. Vocabulary development is continued and test-taking strategies are also reinforced. CUNY Reading Test administered. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

CSE099 Essentials of Reading II (Formerly: Basic Reading III)
1 credit; 5 hours (4 lecture, 1 lab)
This course reinforces reading and study strategies applied to advanced texts of a culturally relevant nature. Emphasis is on exposition. Elements of critical reading are introduced. Standardized reading test strategies are a focal point in preparation for the CUNY Reading Test. Reading as a process is explained and experienced using students' own
self-monitoring strategies. Critical reading of one or more texts is required. Admission to this course is based on college placement test scores of the Freshmen Skills Assessment Program.

CSE103 Advanced Reading and Study
3 credits; 3 hours
This course is designed for the development of reading and study skills at an advanced level. Emphasis is on such skills as vocabulary improvement, previewing, note-taking, test-taking, summarizing and critical analysis. Students explore different types of exposition and styles of writing. Content area materials are utilized.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAB095/MAT095

CSE105 Vocabulary Enhancement
3 credits; 3 hours
This course introduces students to methods of expanding their vocabulary. The development of modern English is studied to explain the state of current vocabulary. Various types of dictionaries, Greek and Latin word elements and meanings derived from context are explored. Special consideration is given to introducing the students to the vocabulary essential to their major area of study.
Pre- or Corequisite: CSE098 or CSE099, ENA/ENE/ENG099

CSE200 Speed Reading
2 credits; 3 hours
This course is offered for students who are interested in power reading techniques. Emphasis is placed on the development of effective reading habits and the techniques of rapid reading, identifying authors' patterns of writing, skimming, scanning and ongoing practice with mechanical aids and timed exercises.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAB095/MAT095

Computer Information Systems Department

Department Faculty
Gerald H. Meyer, Chairperson; Mercedes Acosta, Donald A. Davidson, Walter DeLa Torre, Mario Fernandez, James Frost, Joan M. Greenbaum, Antonio Moreno, Barbara Mulhill, Lawrence Muller, David Peled, Beverly Rosendorf, Toby Shatzoff, Meryl L. Sussman, Herman A. Washington, Robert Weidemann, Gene Yao, Cynthia Zanger.

CIC100 Introduction to Computers and Their Applications
3 credits; 5 hours
This course introduces the student to the uses of computers in business. A minimum of one contact hours per week contains curriculum designed to improve basic skills deficiencies in mathematics by reinforcing the arithmetic and algebraic concepts. Students learn the vocabulary of the computer field and the ways computers work. The course teaches students to use application software packages on microcomputers and will introduce students to computer programming using the BASIC language. Admission to this course is based on college placement scores.
Prerequisite: CSE098, ENA099
Pre- or Corequisite: CSE099, ENE/ENG099, placement into MAT096/MAB096

CIS100 Introduction to Computers and Their Applications
3 credits; 4 hours
This course will introduce the student to the uses of computers in business. Students will learn the vocabulary of the computer field and how computers work. The course will teach students to use application software packages on microcomputers and will introduce students to computer programming using the BASIC language.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT200 or MAT241

CIS101 Introduction to Computer Science
4 credits; 5 hours
This is the first course in the computer science option. It is designed to provide a broad overview of the fields of computer science and data processing. An emphasis will be placed on the logic of computer programming using PASCAL as an illustrative language. This course will include topics such as data representation, organization and characteristics of computers, program structure, string processing, data structures and their applications, and trees. Not open to students who have taken CIS100.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT200 or MAT241

CIS/SSD105 Computers and Society
3 credits; 4 hours
This course examines the relationship between human values, society and technology. It begins with an explanation of how computers work and then investigates how technology affects such issues as jobs, privacy, and education. Lab work is included.
Pre requisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAT096

CIS107 Computer Graphics
3 credits; 4 hours
This course is a survey of the many ways in which computers can be used to generate graphic images. The course will introduce the students to hardware standards, graphic input devices, and graphic output devices. Students will learn programming techniques to produce lines, shapes, animation and color. Other topics to be covered include: statistical graphics, desktop publishing, and future trends in computer graphics.
Prerequisite: ESL099, CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, CIS101 or CIS109

CIS108 Report Program Generator
3 credits; 4 hours
This course introduces the student to RPG, a high-level computer language that can be used on a wide range of small-to-large computer systems for solving business problems. RPG programming language is an excellent language for the beginning student and for the experienced programmer who wishes to learn RPG and RPG II as they are implemented on IBM Computer Systems.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, CIS100 or CIC100 or CIS101
CIS109 Principles of Programming with BASIC
3 credits; 4 hours
The student will learn to solve problems on the computer by using flowcharts to develop algorithms. The student will use such programming techniques as: input/output operations, arithmetic operations, decisions (simple, complex, compound), looping, control breaks, arrays, file handling (sequential and random), string processing and report formatting. Students will be required to implement algorithms by writing programs in BASIC.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, CIS100 or CIC100 or CIS101
Corequisite: MAT096/MAB096

CIS110 Systems Analysis and Design
3 credits; 4 hours
This course introduces the student to existing manual and electronic data processing systems and the analysis and design of computer based systems to replace them, with consideration given to organizational structures, form design, file design, data structures, scheduling, operations research techniques and hardware and software organization. Actual and simulated case studies will be utilized. The student will program prototype and document a comprehensive systems study.
Prerequisite: CSE098 or CSE099, MAT096/MAB096, CIS109 or CIS195 or CIS196, ENG101 or ENC101

CIS125 C Programming
3 credits; 4 hours
This course introduces the C programming language through the implementation of various algorithms. Topics include: input/output, expressions, operators, basic data types, functions, flow-control and macros. The course will emphasize structured design and problem solving. Laboratory assignments will be required.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, CIS101 or CIS109, MAT241

CIS130 MS-DOS Concepts and Programming
3 credits; 4 hours (3 lecture, 1 lab)
This course introduces the student to the MS-DOS command language and batch programming for microcomputers. Topics include using system commands, using MS-DOS utility programs, writing MS-DOS batch files, batch programming and implementation. Students will also be introduced to TSR hardware drivers, the hardware interrupt structure of the machine and system configuration.
Prerequisites: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, ESL099/ESR099, CIS100 or CIC100

CIS195 Structured Programming with COBOL
4 credits; 6 hours
Algorithms discussed in the introductory course will be coded in COBOL. A structured approach will be stressed in the analysis of control break logic, sequential file updates, random file processing, ISAM programs, table handling and subprogram linkage.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, CIS100 or CIC100 or CIS101

CIS196 BASIC Assembler Language for Computer Science
5 credits; 6 hours
This course is designed as a complete course in BASIC Assembler Language covering most of the 360/370 instruction set as well as macros, conditional assembly and privileged instructions. Mathematical, scientific and business applications will be illustrated.

CIS203 CICS with Structured COBOL Programming
3 credits; 4 hours
This course gives the student experience in online programming using IBM CICS (Customer Information Control System). Topics include: screen generation using BMS (Basic Mapping Support), a discussion of VSAM (Virtual Storage Access Method) and three types of files it supports (KSDS, ESDS, and RRDS), the writing of a pseudoconversational online program using CICS macro instructions within a STRUCTURED COBOL program. The lab projects will require the students to write an online program which will process three types of transactions: add, delete, and change.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, CIS195

CIS220 FORTRAN Programming
3 credits; 4 hours
This course introduces the student to the FORTRAN programming language, which is used primarily in the fields of mathematics and science. Topics covered include definition of constants, variables and expressions, real and integer arithmetic, input/output, control statements, looping, arrays and subprograms.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT200 or MAT241

CIS230 MVS/OS Job Control Language
3 credits; 4 hours
This is an advanced course designed to introduce the facilities of computer operating systems to the student. It includes the definition and objectives of an operating system and a detailed description of job management, task management, and data (information) management. There is heavy emphasis on using the control language (OS/JCL) of the IBM computer, including the use of multiple step job stream and catalog procedures. Topics included are the JOB, EXEC, DD, PROC, PEND, DELIMITER and NULL and comments statements and the various parameters used on these statements, instram procedures and use of the IBM utilities. IEBGENER and IEBTPCH to create and retrieve disk data sets.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, CIS109 or CIS195

CIS241 Computer Electronics I (Formerly BDP290)
4 credits; 6 hours
This is a course in the fundamentals of DC and AC electric circuit theory which will provide a basis for further study and concentration in computer repair and telecommunications. Among the topics to be considered are Ohm's Law, power, Kirchhoff's Laws, voltage divider rule, RC time constants, measurement techniques, and some basic electronic components such as resistors, capacitors and inductors. The laboratory work will include experiments using voltmeters, ammeters, oscilloscopes, and breadboards. (The purchase of a small kit is required, $20-$25.)
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099
Pre- or Corequisite: MAT241

CIS242 Computer Electronics II (Formerly BDP201)
3 credits; 4 hours
This course is a continuation of Computer Electronics I. Topics covered include parallel resonance, high and low pass passive filter...
circuits, transformers, semiconductor structure, diodes, BJTs, FETs, integrated circuits, power supply circuits, transistor amplifier circuits, operational amplifiers, oscillators, and modulation and receiver circuits. This course will emphasize the laboratory construction and the troubleshooting of these circuits. Students should expect to spend about $40 for laboratory materials.

Prerequisites: CSE098 or CSE099, ENA/ENE/ENG099, CIS241 or CIS290, MAT241

CIS250 Data Base Concepts and Programming
3 credits; 4 hours

This comprehensive course covers the concepts of data collection, organization and retrieval. Understanding of data structures and analysis of file organization techniques will be emphasized. The principles of data base design, selection and management will be introduced. Students will be given extensive laboratory experience with programming using a database application package.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, CIS109 or CIS195

CIS260 Introduction to Teleprocessing
3 credits; 4 hours

This course examines the area of data transmission and how it is used to communicate with the computer. Topics covered include the nature of the communication links and of the hardware attached to them; common carriers and their services; configuring data communication systems including a description of the codes, modems, terminals, software and methods of line organization. Both a project and a case study are integral elements of the course and are carried out as a part of laboratory assignments.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, CIS101 or CIS100 or CIC100

CIS261 Introduction to Telephony
3 credits; 4 hours

The purpose of this course is to introduce the student to the technology of voice switching, basic activities of a central office and outside telephone media. Various technologies used in telephony will be examined. The topics covered include numbering plan, voice switching using SxS, CROSSBAR, ESS, distributing frames (MDF) and carriers. Other topics include history, organization and regulation of Telephony. Telephone media such as cable, satellite, microwave, fiber optic, carriers, and CO equipment (power, MDF, repeaters), principles of wire and radio transmission, a computer controlled switching, PBX, CBS, PABX, CENTREX, VAN, WATS, bypass and cellular telephone systems, and digital services will be reviewed. The student should expect to spend about $45 for laboratory materials.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, CIS241, MAT241

CIS262 Data Communication Concepts
4 credits; 4 hours

This course covers various methods and techniques used in computer communications. The course is designed for telecommunications majors and will aid them in applying data communications skills to on-the-job situations. The student will be required to become familiar with mini and microcomputer data communications. Main topics include message and packet switching, communication processors, distributed systems, line control techniques and IBM access methods. The student should expect to spend about $25 for laboratory materials.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096

Pre- or Corequisite: CIS241

CIS263 Network Operations
4 credits; 4 hours

This course introduces the student to general network theory with respect to the operations and management of data and voice networks. The student will use laboratory equipment, prepare, analyze, configure and simulate network devices such as: PBX, multiplexers, modems, switches and a variety of communication media. Actual cases involving trouble-shooting and reporting and loop-testing are utilized to simulate data switching center environments.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, CIS241, CIS262, MAT241

CIS265 Computer Hardware Interfacing and Programming (Formerly BDP265 Minicomputers)
3 credits; 4 hours

The course will introduce the student to techniques in controlling a computer system. The course will include interfacing techniques such as memory mapped and isolated I/O, hardware/software interrupts, polling, and assembler language. Programming to include: addressing modes, arithmetic and logic instructions, conditional branching, stacks, subroutines, etc. Also, the student will program in conditional assembler language and macros. The laboratory portion will utilize a 16 or 32 bit based computer system.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, CIS100 or CIC100 or CIS101

CIS270 Data Center Operations: The Basics (Formerly Computer Operations I)
3 credits; 4 hours

This course introduces students to the field of computer operations and the duties associated with the job of computer operator. Students will be introduced to the operation and maintenance of computer hardware and peripherals on the mainframe, and to the keeping of vital logs associated with job scheduling, shift work, hardware repair and facility scheduling logs. Students will also gain a working knowledge of the VM/SB operating system utilizing CMS and CP commands.

Prerequisite: CSE098 or CSE099, MAT096/MAB096, CIS100 or CIC100 or CIS101

Pre- or Corequisite: ENG101 or ENC101

CIS275 Data Center Operations: Advanced Topics (Formerly Computer Operations II)
3 credits; 4 hours

This course is a continuation of Data Center Operations: The Basics. The emphasis of this course will be placed on advanced computer system operations including such topics as command languages, console commands, analysis of various microcomputer and mainframe operating systems, and computer resource management. The student will also learn binary and hexadecimal code as it applies to the EBCDIC and ASCII systems. This course will cover such operating systems as MS-DOS, UNIX, MVS and VM.

Prerequisite: CSE098 or CSE099, MAT096/MAB096, CIS270, ENG101 or ENC101

CIS286 Data Structures
3 credits; 4 hours

This advanced computer science course focuses on data structures. It is assumed that the student is familiar with basic computer concepts and Pascal syntax. Topics will include linear data structures such as
linked lists, stacks, queues and trees, file processing concepts, records and sets. Programming assignments will focus on implementing complex algorithms.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, CIS101, MAT200 or MAT241

CIS289 Computer Technology Project Lab
2 credits; 2 hours

This course reinforces the student’s concepts of digital circuit-board fabrication and/or telecommunications through the construction of a project. Topics include: lab safety, reading schematic diagrams, soldering, wire wrapping, PC board layout and construction. The student will be required to purchase a project kit and some additional material for the course. The price range for the kit and materials is about $40.00 to $70.00. The projects will vary.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, CIS261 or CIS292

CIS291 Computer Logic, Design and Implementation I
4 credits; 5 hours

This course will teach students how a computer logic statement is converted into an actual circuit. Using binary notation and Boolean algebra, the student will analyze switching networks of logic gates. The circuits which are mathematically described will then be translated into wiring diagrams and implemented on logic trainers and/or prototype boards. The student should expect to spend about $25 for laboratory materials.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, CIS241 or CIS290

CIS292 Computer Logic, Design and Implementation II
4 credits; 5 hours

Students will learn to analyze sequential networks. The use of flip-flops in circuits, such as binary counters, serial adders, parallel multipliers and code converters will be studied. Waveform analysis will be done in the lab using oscilloscopes and logic devices. The students should expect to spend about $25 for laboratory materials.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, CIS291

CIS293 Computer Repair
4 credits; 5 hours

Students will learn how to maintain, diagnose problems in, and repair power supplies, floppy disk drives and controllers, hard disk drives and controllers, memory devices, main computer boards, serial and parallel ports, video devices and printers. Test equipment to be used will include computerized testers, oscilloscopes and patch boxes. The student should expect to spend about $25 for laboratory materials.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, CIS292

CIS295 Computer Architecture
4 credits; 5 hours

This course is intended for students who are in the computer science program or for students interested in developing a background in hardware concepts. Topics covered include number systems, logic circuits, arithmetic circuits, flip-flops, registers, memories, sample designs of simple computers and an introduction to microprogramming. The student should expect to spend about $45 for laboratory materials.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, CIS196 or CIS265, MAT200 or MAT241

Cooperative Education

Department Faculty

Introduction to Cooperative Education—“Co-op Prep”
0 credits; 1 hour

This course will clarify program procedures and requirements; introduce students to a process of self-assessment which analyzes their accomplishments; introduce pluralism as it relates to an understanding of one’s self worth and work; assist students in identifying interpersonal and technical skills; introduce work needs and how to evaluate them; familiarize students with a process for establishing internship and career learning objectives; enable students to write an effective resume; and provide students with strategies for successful employment interviewing.

Pre- or Corequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAT095, introductory courses in the student’s major field. Please refer to the Cooperative Education Student Handbook for these courses.

CEP201, CEP202, CEP203 Cooperative Education
3 credits; 12 hours

Each of these three courses include both the Internship and the Internship Seminar. When registering, students must also register for the appropriate seminar code as specified by their Co-op Advisor. Only the CEP course code will appear on students’ transcripts.

The Internship: The internship is a full-time work experience which provides students the opportunity to: explore or confirm their career interests and plans; apply classroom learning to real work situations; and practice and strengthen interpersonal or technical skills.


School Food Service Management majors register for CEE201.89, CEE202.89 or CEE203.89 in place of CEP201, CEP202 and CEP203.

Physical Therapist Assistant majors register for CEP201 for their first General Health Internship but should check their departmental course descriptions for the appropriate internship and seminar codes which replace CEP202 and CEP203.

Students in the following specialized curricular areas should also check their departmental course descriptions for the appropriate internship and seminar codes: Human Services, Dietetic Technology Assistant, EMT/Paamadic, Mortuary Science, and Nursing.

The Internship Seminar: The college believes in the value of linking work experience with opportunities for critical analysis and reflection. While on their internships, students return to the college one evening a week to attend Internship Seminars. Students register for seminar classes according to their major. The choice of seminar is determined by the Co-op Advisor. Seminar titles are listed below.

The seminar provides a framework for analyzing and evaluating students’ internship experiences. The purposes of the seminar curriculum are to enable students to: synthesize meaning from the day-to-day occurrences of their internships in order to broaden their under-
fulfilled the following requirements:

- Completion of Basic Skills courses as specified by the Division of Cooperative Education or have received waivers.
- Completion of the Co-op Prep course.
- Evidence of satisfactory academic progress. Students are required to have at least a 2.0 cumulative grade point average the semester prior to each internship semester.
- Completion of the appropriate introductory or other prerequisite courses in students' major. Please refer to the Cooperative Education Student Handbook for these courses.

Prerequisites: Prior to their first internship, students must have completed the following requirements:

Counseling Program

Counselors within the Division of Student Services provide programs designed to help students with personal, academic and career concerns. The department also offers a New Student Seminar and a Career Development Seminar. These courses are described below.

Department Faculty


FSM000 New Student Seminar (Formerly Freshman Seminar)

0 credit; 1 hour

New Student Seminar is designed to provide an orientation for students to LaGuardia and to provide students with the knowledge and skills they need to be successful in college. Students will learn college policies and academic requirements, effective study skills, and test-taking strategies. In addition, students will engage in self and career exploration as well as academic planning and advisement.

FSC100 Career Development Seminar

1 credit; 1 hour

This seminar introduces the theory and process of career development. Students will examine personal and societal forces that influence career choice. In addition, an assessment of the students' career interests, values, and skills will help students understand the theory of career decision-making and apply this knowledge to their own career
exploration. Through the use of career information resources, students will learn the relationship between self-assessment and career choice. 

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095
Pre- or Corequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095

**English Department**

The English Department, through a carefully designed curriculum that includes composition, literature and journalism courses, teaches students writing and analytical skills necessary for both academic and career success. The department offers courses in: journalism, literature, writing, and urban study.

**Department Faculty**


**ENA099 Basic Writing**

(Formerly: ENG098 Basic Writing II)

1 credit; 7 hours (6 lecture, 1 lab)

This course introduces and reinforces students' rhetorical and organizational skills through an understanding of the writing process. Essential principles of grammar and sentence structure are covered and students are introduced to at least three rhetorical modes, such as narration, description and development by example. Students write essays in response to classroom discussion and multicultural written and visual texts. Admission to this course is based on college placement test scores.

**ENG099 Basic Writing**

(Formerly: Basic Writing III)

1 credit; 5 hours (4 lecture, 1 lab)

This course develops and reinforces students' rhetorical and organizational skills through an understanding of the writing process. Essential principles of grammar and sentence structure are covered and students are introduced to at least three rhetorical modes, such as narration, description, development by example, argumentation, and comparison-contrast. Students write essays in response to classroom discussion and multicultural written and visual texts. Admission to this course is based on college placement test scores.

**ENC101 Composition I: An Introduction to Expository Writing**

3 credits; 5 hours

In this course students focus on the process of writing clear, correct and effective expository essays in response to materials drawn from culturally diverse sources. Emphasis is placed on using various methods of organization appropriate to the writer's purpose and audience. Students are introduced to argumentation, fundamental research methods and documentation procedures. Students write frequently both in and out of class, and attention is given to a thorough review of grammar and sentence structure. Admission to this course is based on college placement test scores.

**ENG101 Composition I: An Introduction to Expository Writing**

3 credits; 4 hours

In this course students focus on the process of writing clear, correct and effective expository essays in response to materials drawn from culturally diverse sources. Emphasis is placed on using various methods of organization appropriate to the writer's purpose and audience. Students are introduced to argumentation, fundamental research methods and documentation procedures. Students write frequently both in and out of class. Admission to this course is based on college placement test scores.

**ENG102 Composition II: Writing Through Literature**

3 credits; 3 hours

This course is a continuation of English 101. Students will reinforce and extend their abilities to write correct, well-organized essays using various rhetorical strategies and stylistic techniques. Poetry and at least one other literary genre from among fiction, drama and the nonfiction essay will be studied. Students will be introduced to a variety of writing strategies used in composing interpretive and analytical essays. Writing assignments will include a critical research paper.

Prerequisite: CSE098 or CSE099, ENC101 or ENG101

**ENG103 Preparing and Writing the Research Paper**

2 credits; 2 hours

This course takes up the skills needed to prepare and write a formal research paper. The students learn and practice the skills involved in research reports for such major disciplines as the social sciences, humanities, human services, and English. These include: choosing an appropriate topic and limiting its focus; using library reference materials; outlining and taking notes; using quotations and paraphrases; preparing footnotes and bibliography; and, finally, incorporating these skills in the development of a typed manuscript.

Prerequisite: CSE098 or CSE099, ENC101 or ENG101

**ENG104 Intermediate Writing: The Peer-Tutor Experience**

4 credits; 5 hours

This course is for students who want to perfect their writing while at the same time engaging in a peer-tutoring experience. It is designed to give students a better understanding of peer tutoring and of their writing, and to improve their skills in grammar and composition. Active discussion and criticism of one another's writing will form the core of this course. Carefully supervised peer-tutoring in the Writing Center will give students valuable additional experience and insight into the writing process. Students are permitted in class only with a grade of B or better in English 101. Those interested should have good writing skills and work well with people.

Prerequisite: CSE098 or CSE099, ENC101 or ENG101
ENG106 Critical Writing: Analysis and Argumentation
3 credits; 3 hours
This course is designed to reinforce and add to the skills developed in Composition I. Emphasis will be placed on those skills central to planning, composing and revising essays of argumentation and critical analysis. Students will also work on developing greater variety and brevity of style and will write a series of essays, including precis, analyses and critiques, based on related readings. A final term paper will contain an independent evaluation of secondary sources.
Prerequisite: CSE098 or CSE099, ENC101 or ENG101

ENG112 Writing for Business
3 credits; 3 hours
This course introduces students to the principles of effective business writing. It focuses on clarity, precision, brevity, inclusiveness, courtesy and correctness and basic business writing principles. General rhetorical principles of writing are also reinforced. Students are introduced to such forms of writing as the memo, resume, and letters of application. Students are also guided through the process of writing a formal business report. Attention is given to intercultural issues relevant to business communication.
Prerequisite: CSE098 or CSE099, ENC101 or ENG101

ENG203 Work, Labor & Business in American Literature
3 credits; 3 hours
This course examines the development of American literature from the perspective of work, organized labor, and business. Such major themes as exploration and experimentation, the Protestant ethic, the American Dream and the commercial and entrepreneurial spirit will be investigated. Among the writers to be studied will be Byrd, Woolman, Douglass, Franklin, Harding, Gilman, Thoreau, Melville, Fitzgerald, Steinbeck, Miller, Hansberry, and Wilson.
Prerequisite: CSE098 or CSE099
Pre- or Corequisite: ENC101 or ENG101

ENG205 The Bible as Literature
3 credits; 3 hours
This course is designed to analyze the Bible critically as a literary compilation with particular consideration to the following forms: myth, epic narrative, drama, poetry, prophesy and parable. Questions of literary history, canonicity, authorship and source materials are considered. Various translations (e.g., King James, Coverdale, Jerusalem) may be examined comparatively for their use of language. Selections for study are chosen for their impact on subsequent literature, as well as for their artistic merit.
Prerequisite: CSE098 or CSE099, ENC101 or ENG101

ENG210 Journalism: Its Scope and Use (Formerly: ENG214)
3 credits; 3 hours
This course provides an overview of journalism with an emphasis on print and related areas, such as in-house publications and public relations writing. Also to be covered are the history and impact of journalism, particularly the changing role of women and minorities in the press. News reporting, editing, production, newsroom organization and management will be explored through writing assignments, demonstrations and visits to LaGuardia’s newspaper as well as professional news publications.
Prerequisite: ENC101 or ENG101

ENG211 Journalism: The Craft of Gathering and Reporting The News
3 credits; 3 hours
This course emphasizes writing various types of hard news stories for mainstream and community newspapers. Students also learn how to use different interview styles to cover a variety of newsbeats. Students will be involved in writing for the college newspaper. Field trips to newsrooms will enable students to write reports on potential careers in news writing.
Prerequisite: ENC101 or ENG101

ENG212 Feature Writing for Newspapers and Popular Magazines (Formerly: Forms and Techniques of Popular Writing)
3 credits; 3 hours
This course introduces students to writing various types of feature stories, such as the human interest story, the lifestyle column, opinion and reviews (films, theater, books). To gather material for these features, students will learn how to vary their interview techniques. Press law which applies to writing reviews and opinion will be covered. Each student will also have an opportunity to write a feature profiling cultural diversity at LaGuardia.
Prerequisite: ENC101 or ENG101

ENG213 Broadcast Journalism: Writing For Radio
3 credits; 3 hours
This course introduces student to the essentials of radio news writing. Students learn how to prepare for radio news interviews, how to outline, write and edit radio news spots of various styles, how to proofread stories to avoid violating FCC regulations. This course also focuses on writing for community based radio stations. Students will visit a community radio station and will write about careers in radio journalism.
Prerequisite: ENC101 or ENG101

ENG214 Broadcast Journalism: Writing For Television
3 credits; 3 hours
This course introduces students to the basics of TV news reporting. Students learn how to prepare questions for different types of TV interviews, and to organize, write and edit TV news scripts of various styles. Students will also proofread stories to adhere to the ethics of TV news reporting. Writing for special interest TV news shows that serve culturally diverse audiences will also be covered. Students will visit TV stations in order to write about careers in TV journalism.
Prerequisite: ENC101 or ENG101

ENG225 Afro-American Literature
3 credits; 3 hours
This course is a survey of African American literature from its beginning to the present day, including the slavery era, the era of accommodation and protest, the Harlem Renaissance, the integrationist movement, the era of black aestheticism, and the post-1960’s decades. Writers to be studied might include Wheatley, Douglass, DuBois, Hughes, McKay, Brown, Wright, Brooks, Walker, Ellison, Baldwin, Hansberry, Baraka, Morrison, Naylor, and Wilson, among others.
Prerequisite: CSE098 or CSE099, ENC101 or ENG101

ENG240 Literature of the City
3 credits; 3 hours
This course is designed to introduce students to the literature of the city and make them more aware of the power, richness, and complexity of
This course introduces students to humor in literature from the Classic period to the present in the genres of drama, poetry, and fiction and provides them with interpretive skills required for an appreciation and understanding of the texts. In reading the work of such authors as Aristophanes, Shakespeare, Ishmael Reed, and Fran Lebowitz, the class will define and examine examples of humorous literature such as satire, romantic comedy, parody and farce.  
Prerequisite: CSE098 or CSE099, ENC101 or ENG101

ENG246 The Novel  
3 credits; 3 hours  
This course introduces students to ways of reading, discussing and writing about novels through a close reading and analysis of their elements, and a consideration of their social, cultural and artistic contexts. Novels from a diverse range of sexual, racial, class and ethnic perspectives, from the 18th Century to the present, will be selected, including such writers as Jane Austen, James Baldwin, Charles Dickens, F. Scott Fitzgerald, Zora Neale Hurston, Yasunari Kawabata, Gabriel Garcia Marquez, Toni Morrison, Mark Twain and Richard Wright.  
Prerequisite: CSE098 or CSE099, ENC101 or ENG101

ENG241 Literature of Difference: Lesbian/Gay Writers  
3 credits; 3 hours  
This course will explore the literature and experiences of lesbian and gay writers. Examining these works will reveal how sexual orientation influences the authors’ creative interpretations of themselves, their culture, and the world at large. Themes of growing up gay, coming out, families, relationships, communities, homophobia, AIDS, aging, loss and renewal are explored. Such writers as Brown, White, Lorde, Leavitt, Gomez, Beam, Baldwin, Kramer, Anzaldua and Sarton will be studied.  
Prerequisite: CSE098 or CSE099, ENC101 or ENG101

ENG245 Images of Women in Literature  
3 credits; 3 hours  
This course is designed to familiarize the student with the ways in which the role of women has been portrayed in literature. By identifying various stereotypes and certain recurrent themes, students will be made aware of how literature reflects and sometimes determines societal expectations. Works by both male and female authors will be examined including such authors as Henrik Ibsen, D.H. Lawrence, Ernest Hemingway, Tennessee Williams, Edward Albee, Sylvia Plath, Mary Gordon, Toni Morrison, Alice Walker, and Audre Lorde.  
Prerequisite: CSE098 or CSE099, ENC101 or ENG101

ENG247 The Woman Writer: Her Vision and Her Art  
3 credits; 3 hours  
This course will explore the unique experience of the woman writer. Studying works written by women from a variety of cultures, races and classes will reveal how being a woman has influenced the woman writer’s creative interpretation of the human condition. Maya Angelou, Charlotte Bronte, Maxine Hong Kingston, Emily Dickinson, Tillie Olsen, and Leslie Marmon Silko will be read.  
Prerequisite: CSE098 or CSE099, ENC101 or ENG101

ENG250 The Short Story  
3 credits; 3 hours  
This course will examine the development and conventions of the short story providing analysis of representative short stories in the context of their biographical, social, intellectual, and artistic backgrounds. Stories will be chosen to reflect a diversity of cultural, racial and ethnic experiences. Such authors as Eudora Welty, Anton Chekhov, Richard Wright, F. Scott Fitzgerald, Willa Cather, Gloria Anzaldua, Charlotte Perkins Gilman, Yukio Mishima, Nadine Gordimer, Gloria Naylor and Bharati Mukherjee will be studied.  
Prerequisite: CSE098 or CSE099, ENC101 or ENG101

ENG252 Sexuality in Literature  
3 credits; 3 hours  
This course will introduce students to literature in which sexuality provides the dominant themes, motifs, or images. Issues such as sex as a metaphor for violence, pornography vs. eroticism, and the Idealized Lover may be discussed. Authors examined might include Chaucer, Bernard Malamud, Virginia Woolf, Walt Whitman, Donald Goines, Alta, and Victor Hernandez Cruz. Works such as For Colored Girls..., Lolita, Lady Chatterley’s Lover, The Color Purple, and The Picture of Dorian Gray may be included.  
Prerequisite: CSE098 or CSE099, ENC101 or ENG101

ENG256 Humor in Literature  
3 credits; 3 hours  
This course introduces students to humor in literature from the Classic period to the present in the genres of drama, poetry, and fiction and provides them with interpretive skills required for an appreciation and understanding of the texts. In reading the work of such authors as Aristophanes, Shakespeare, Ishmael Reed, and Fran Lebowitz, the
ENG269 Contemporary Black American Fiction
3 credits; 3 hours
This is a consideration and analysis of a selected number of major
Afro-American fiction writers from 1952 to the present. Emphasis will
be placed on both the survival of older fictional concerns (e.g., racism,
violence, the search for identity and the appearance of new trends (e.g.,
the employment of folklore materials, the revitalized use of Black
dialects, the emergence of a group of women writers). Works by such
authors as Ralph Ellison, James Baldwin, John Williams, Toni Morrison,
Albert Murray, Alice Walker, Ernest Gaines and Ishmael Reed will be
read.
Prerequisite: CSE098 or CSE099, ENC101 or ENG101

ENG270 Introduction to Poetry
3 credits; 3 hours
This course introduces students to the formal conventions of poetry as
well as the basic elements that work to create a poem. Poems from
different countries and different historical periods will be explored, at
times from different critical perspectives. Works by such poets as
William Shakespeare, John Donne, Walt Whitman, Emily Dickinson,
W.B. Yeats, Langston Hughes, e.e. cummings, Federico Garcia Lorca,
Adrienne Rich, Audre Lorde, Leslie Marmon Silko, and Gary Soto will
be discussed.
Prerequisite: CSE098 or CSE099, ENC101 or ENG101

ENG/HUC272 Literature and Film
3 credits; 4 hours
This course studies the similarities and differences between literature
and film. By comparing and contrasting literary works (complete and
excerpts) with films, the course illuminates the methods, structures
and contents of the two media, as well as their relationship. Writers to
be considered may include Shakespeare, Keats, Dickens, Dickinson,
Wright, and West; films to be viewed may include those made by
Griffith, Chaplin, Eisenstein, Riefenstahl, Flaherty and Resnais.
Prerequisite: CSE098 or CSE099, ENG102, HUC150 or HUC270

ENG275 The Great Writer
3 credits; 3 hours
This course studies the work of a single major author. Students will
examine the author in depth, exploring the writer’s career, major
works, literary influence, and cultural context in order to understand
his or her contribution to literary history. The author selected might be
Chaucer, Milton, Austen, Dickens, Whitman, Dickinson, Wright,
Faulkner, Hughes, Soyinka or Morrison.
Prerequisite: CSE098 or CSE099, ENC101 or ENG101

ENG280 Children’s Literature
3 credits; 3 hours
This course is designed to familiarize students with various types of
children’s literature, including folklore, modern fantasy, picture books
and realistic fiction. Students also learn how to evaluate the literary
standards and pluralistic character of the literature and how to choose
books to share with children from pre-school through elementary
school. Through a study of works from such authors as Hans Christian
Andersen, E.B. White, Virginia Hamilton, Pura Belpre, Laura Ingalls
Wilder, Julius Lester, C.S. Lewis, Jamake Highwater, A.A. Milne and
Maurece Sendak among others, the basic themes of children’s litera-
ture will be explored.
Prerequisite: CSE098 or CSE099, ENC101 or ENG101

ENN191 Art, Polities, and Protest
3 credits; 3 hours
This course examines political and/or protest art as expressed in
literature, song, drama, and other arts. Issues in New York that stirred
or are stirring artistic responses will be given special emphasis.
Activities will include visits to museums such as the Metropolitan
Museum of Art or the Museum of Modern Art, to galleries in Green-
wich Village or Soho, to Ellis Island, to Broadway and off-Broadway
productions and to individual communities.
Prerequisite: CSE098 or CSE099, ENE/ENG099

ENN/SSN193 Ideal Societies
3 credits; 3 hours
This course is designed to help students understand utopian move­
ments in urban society from historical, psychological and sociological
perspectives. This course will focus on both the causes for creating
utopian experiments and the ways in which utopias approach family
structure, religion, education, power, and economic organization.
Literary versions of utopian communities will be studied. Field trips
may be taken to such places as Roosevelt Island and Shaker Village.
Prerequisite: CSE098 or CSE099, ENE/ENG099, SSE101 or
SSY101

ENN195 Violence in American Art and Culture
3 credits; 3 hours
This course surveys the depiction of various types of violence and the
use of violence as a theme or metaphor in North American literature,
art, and popular culture. Emphasis is placed on New York City as a
laboratory and resource for researching considerations of violence in
poetry, drama, fiction, film and other visual art forms as well as popular
culture (e.g. lyrics, comic strips, advertising, horror and suspense
stories).
Prerequisite: ENE/ENG099

ENN198 Creative Writing Workshop
3 credits; 3 hours
This course introduces students to the elements of creative writing by
using New York as a writer’s laboratory. Field trips to city places such
as schools, streets, parks will lead to writing that uses these places and
the people in them as themes. Students will write a variety of creative
pieces — sketches, brief narratives, poems, dramatic dialogues dealing
with this glimpsed New York life. Reading of and visits with New
York writers writing on New York themes will complement these
activities.
Prerequisite: ENC101 or ENC101

ENZ099 Basic Writing (Formerly: Basic Writing III)
1 credit; 3 hours
This course is designed to develop and/or reinforce students’ rhetorical,
orational, and grammatical skills through an understanding of the
writing process. The focus is on expressing ideas clearly in formal
written English. Grammatical competency is reinforced according to
students’ individual needs. This course is equivalent to ENE/ENG099,
but is taught in a microcomputer lab and offered in intensive modes.


English as a Second Language

The English as a Second Language (ESL) Program provides credit-bearing courses for students of limited English proficiency from the beginning through the advanced levels. The receptive skills, listening and reading, are emphasized at the lower levels (ESL096 & ESL097), while the advanced levels (ESL098/ESR098/ESR099) stress reading and written skills. A mandatory tutorial ESL lab complements the course offerings. This and the microcomputer lab are available to students registered in the ESL sequence.

Department Faculty

ESL096 English as a Second Language I (Formerly: English as a Second Language Workshop)
1 credit; 8 hours (6 lecture, 2 lab)
This course is designed for students who do not know any English or have only a minimal knowledge. They receive intensive practice in the language through listening and reading activities. Pronunciation, speaking and writing are also emphasized. At the end of the course, students are expected to show significant improvement in all of the skills, but especially in listening and reading. Admission to this course is based on college placement test scores.

ESL097 English as a Second Language II (Formerly: English as a Second Language I)
2 credits; 9 hours (7 lecture, 2 lab)
This course, for students with some knowledge of English, develops students' proficiency in listening, speaking, reading and writing. Listening and pronunciation receive careful attention. Similarities and differences between written and spoken language are emphasized. At the end of the course, students must demonstrate their overall proficiency by passing departmental listening, reading, and writing examinations. Admission is automatic for students who have completed ESL096. For other students, admission to this course is based on the college placement test scores.

ESL098 English as a Second Language III (Formerly: English as a Second Language II)
2 credits; 9 hours (7 lecture, 2 lab)
This course helps intermediate level ESL students to improve their reading and writing skills and also provides practice in listening and speaking. All of the activities focus on expanding the students' knowledge of English and developing fluency in all of the skills. At the end of the course, students must demonstrate increased competency in writing as well as in reading, speaking, and listening. Admission is automatic for students who have completed ESL097. For other students, admission is based on the college placement test scores.

ESL098 English As A Second Language III for Science and Health
2 credits; 9 hours; (7 lecture, 2 lab)
This course is an alternative to ESL098. It is designed for intermediate level ESL students majoring in allied health or science fields. This course expands students' knowledge of English and aids in developing their fluency while familiarizing them with the language of science and health. At the end of the course, students must demonstrate increased competency in writing as well as reading, speaking, and listening. This course is open to students who have completed ESL097. For other students, admission is based on the college placement test scores. Prerequisite: ESL097 or waiver

ESR098 English as a Second Language III for Selected Readers
2 credits; 8 hours (6 lecture, 2 lab)
This is an accelerated course which focuses on expository writing, speaking and critical reading skills for the non-native speaker of English and is open only to those students who achieve a predetermined level based on the reading placement test. Oral presentations and/or themes will follow the discussion of reading selections used to improve the students' ability to think critically. These selections and the students' compositions will be used for grammar and vocabulary instruction. Students will practice all the language skills and at the end of the course are expected to use English with greater fluency and facility. Admission is based on college placement test scores.

ESL099 English As A Second Language IV (Formerly: ESW099)
3 credits; 10 hours; (8 lecture, 2 lab)
This course provides extensive practice in reading, writing, listening and speaking using college-level materials and helps students to increase their vocabulary and study skills. Its purpose is to enable students to express ideas in acceptable written and spoken English. Final compositions read by both ESL and English Department faculty determine placement in English Department courses. Admission is automatic for students who successfully complete ESL098. For others, admission is based on college placement test scores.

ESR099 English As A Second Language IV for Selected Readers
3 credits; 8 hours; (6 lecture, 2 lab)
This is an accelerated ESL099 course which provides extensive practice in reading, writing, listening and speaking using college-level materials and helps students increase their vocabulary and study skills. Its purpose is to enable students to express ideas in acceptable written and spoken English. Final compositions read by both ESL and English Department faculty determine placement in English Department courses. Admission is automatic for students who successfully complete ESL098. For others, admission is based on college placement test scores.

ESS011 Language Reinforcement for Fundamentals of Nursing
0 credits; 2 hours
This course is designed to reinforce the language development of non-native speakers of English enrolled in Fundamentals of Nursing (SCR110). The course gives students supplemental instruction in the subtechnical vocabulary of topics covered in SCR110. The course allows for practice in paraphrasing technical information into the language of the lay person, speaking about hospital clients, writing
progress notes, and taking multiple choice examinations. Students receive support and individual attention from an ESL professional. **Prerequisites:** CSE098 or CSE099, ENAIEN/ENG099, MAT096/MAB096, ESL/ESR099, ENG101 or ENC101, SSY101, SCB203, SCC140

**Pre-or Corequisite:** SCR204

**Corequisites:** SCR110, MAT106, SCR150

**ES020 Language Reinforcement for Psychiatric Nursing**

0 credits; 2 hours

This course reinforces the language development of non-native speakers of English enrolled in Psychiatric Mental Health Nursing (SCR200) through supplemental instruction in the lay, or subtechnical, vocabulary of topics covered in that course. Students practice paraphrasing technical information into the language of their clients. They receive feedback on the organization, grammar and vocabulary used in their written and oral assignments and individual attention from an ESL professional. **Prerequisites:** CSE098 or CSE099, ENAIEN/ENG099, MAT096/MAB096, ESL/ESR099, ENG101 or ENC101, SCB204, MAT106, SCR110, SCR150, SSY240

**Corequisite:** SCR200

**ES027 Language Reinforcement for Parent-Child Nursing**

0 credits; 2 hours

This course is designed to reinforce the language development of non-native speakers of English enrolled in Parent-Child Health Nursing (SCR270). The course gives students supplemental instruction in the lay, or subtechnical, vocabulary of topics covered in SCR270. Students practice paraphrasing technical information presented in SCR270 into the language of their clients and receive feedback on the organization, grammar and vocabulary used in their written and oral assignments. Students receive individual attention from an ESL professional. **Prerequisites:** CSE098 or CSE099, ENAIEN/ENG099, MAT096/MAB096, ESL/ESR099, ENC101, SCR204, MAT106, SCR110, SCR150, SSY240

**Corequisite:** SCR200

**ESV090 English as a Second Language Through Video**

1 credit: 4 hours (3 lecture, 1 lab)

This course uses video to improve the listening, reading and writing skills of beginning level ESL students. Students improve their comprehension of spoken American English through watching selected scenes from both standard and closed captioned documentaries and feature films. Scenes from selected videos highlight such topics as the immigrant experience, American family life, cultural diversity and the American workplace.

Open only to students with placements in ESL096 or ESL097

Humanities Department

The Humanities Department offers courses in: visual arts (HUA/HUC), bilingual education (HUB), critical and creative thinking (HUP/HUJR), speech communication (HUC/HUL), modern languages (HUE/HUFR/HUK/HUJ/HUS/HUZ), performing arts (HUM/HUC/HUD), philosophy (HUP), and urban study (within various disciplines). These courses are presented below.

**Department Faculty**


**HUA101 Introduction to Art**

3 credits; 3 hours

This course is designed to develop the students' ability "to see," while it examines the fundamental nature, meaning and humanistic value of art. Attention will be given to an examination of the creative process and to the role of the spectator as an active participant in the understanding of Art. Relevant readings will be discussed in relation to specific works of Art. The function of basic compositional elements will be examined. (Museum visits required.) **Prerequisite:** CSE098 or CSE099, ENAIEN/ENG099

**HUA103 Beginning Drawing**

3 credits; 3 hours

This course is an introduction to drawing through basic examination of the visual fundamentals of line, texture, value, space and form. Problems in descriptive drawing will be explored. There will be individual and group criticism. Sketchbooks are required. **Pre- or Corequisite:** ESL096/ESR099 if required

**HUA104 Introduction to Design**

3 credits; 3 hours

This course is an introduction to the fundamentals of design through an investigation of visual elements such as line, shape and composition. Students will develop designs in two dimensional form. The design principles will be discussed and illustrated as they relate to a number of visual arts forms. **Prerequisite:** CSE098 or CSE099, ENAIEN/ENG099, MAT096/MAB096

**HUA106 Three-Dimensional Design**

3 credits; 3 hours

This course examines the principles of three-dimensional design. Students will develop individual designs based on formal elements such as line, shape and mass and volume. Techniques in construction and carving will be demonstrated and developed in plaster, wood cardboard and metal. **Prerequisite:** CSE098 or CSE099, ENAIEN/ENG099, MAT095/MAB095
HUA110 Beginning Painting
3 credits; 3 hours
This course is an introduction to painting techniques related to landscape, still life and abstract composition. Emphasis will be on color expression and color mixing. There will be individual and group critiques.
Pre- or Corequisite: ESL099/ESR099 if required

HUA115 Color Theory
3 credits; 3 hours
This course is an introduction to the theory and application of color in two dimensional design. The basic principles of design will be demonstrated in relation to the interaction of colors. Students will develop two dimensional designs through techniques in color mixing and collage.
Pre- or Corequisite: ENE/ENG099, MAT095/MAB095

HUA120 Beginning Sculpture
3 credits; 3 hours
Problems in three-dimensional form will be examined through projects in clay and plaster. There will be group and individual criticism.
Pre- or Corequisite: ESL099/ESR099, if required

HUA125 Introduction to Computer Art
3 credits; 3 hours (1 lab)
This course provides an introduction to all phases of computer graphics applications, including draft and paint modes, fills, textures, brushes, graphic tools, and color blending through exercises in drawing, painting, graphic design, illustration and advertising techniques. Electronic publishing and software design will also be presented through field trips and video tapes. Students will have hands-on experience with microcomputers utilizing graphics, draw and paint software programs. No previous experience with computers or graphics is necessary.
Prerequisite: CSE098 or CSE099, ENE/ENG099, MAT095/MAB095

HUA130 Beginning Photography
3 credits; 4 hours (1 lecture, 3 lab)
This course is an introduction to photography covering the 35mm camera, lighting exposure, processing and printing. The creative use of photography techniques as they relate to individual expression will be considered. Special projects and final portfolio are required. It is recommended that students provide their own 35mm cameras.
Pre- or Corequisite: MAT095/MAB095, ESL099/ESR099 if required
Note: An additional hour of lab is required per week so that students may practice technique in the darkroom. Proficiency in basic photography developing and printing is the goal of this scheduling. The additional lab hour is supervised by a college technician.

HUA145 Studio Lighting I
3 credits; 4 hours (3 lecture, 1 lab)
This course introduces the students to studio photography. Professional equipment, including the 4 x 5 view camera, 35mm camera, and studio tungsten lighting, will be utilized. Basic studio lighting techniques will be addressed in “table-top” (still-life) situations. Most assignments will be in black & white; students’ ability to produce commercial quality black & white negatives and prints will be emphasized. Students must have a 35mm camera, and should expect to spend about $75 for materials.
Prerequisite: CSE098 or CSE099, ENE/ENG099, MAT095/MAB095, HUA230

HUA180 Life Drawing
3 credits; 3 hours
This course is an introduction to drawing the human figure. Techniques in line and value and proportion will be developed. Textbook readings, studies in human anatomy and sketchbooks will be required.
Prerequisite: CSE098 or CSE099, ENE/ENG099

HUA190 Technical Drawing
3 credits; 3 hours
This drawing course is designed to meet the needs of both art and pre-engineering students. It begins with the concept that technical drawing is a communicative tool and proceeds to explore the major areas of drafting. Students taking this course will develop a proficiency in multi-view projection and pictorial drawing by learning the proper use of basic drafting equipment.
Prerequisite: CSE098 or CSE099, ENE/ENG099, MAT095/MAB095

HUA200 Art of the Twentieth Century
3 credits; 3 hours
This course explores the history of various styles and forms of Western painting and sculpture from the Impressionist period to the present. Such diverse styles of Modern Art as Cubism, Dada and Surrealism, Expressionism and the more recent styles of Pop and Conceptual Art, will be examined and discussed. Consideration will be given to the understanding of abstract and non-objective art as well as the influences which African and Eastern art have had on the development of modern art styles. Illustrated with slides. Museum visits required.
Prerequisite: CSE098 or CSE099, ENE/ENG099, HUA101 recommended but not required

HUA201 Art in New York: A Museum/Gallery Workshop
3 credits; 3 hours
Museum and gallery visits will comprise the major portion of this course. Through first-hand observation and discussion, students will examine the form and content of contemporary painting, drawing and sculpture. The class will discuss selected art exhibits in an effort to explore the nature of art criticism.
Prerequisite: CSE098 or CSE099, ENG101 or ENC101, HUA200 or permission of the instructor.

HUA202 History of Photography
3 credits; 3 hours
This course will examine the development of photography as an art form. Beginning with with the introduction of the camera in the 19th Century, the course will focus on early photographic experimentation and its effects on painting. Accordingly, students will then be introduced to the work of great photographers from Nadar to Steiglitz, and to the effects of their work on the development and refinement of the photographic form. An overview of photography in the modern age will conclude the course.
Prerequisite: CSE098 or CSE099, ENG101 or ENC101, HUA200

HUA203 Intermediate Drawing
3 credits; 3 hours
This course further explores the drawing techniques established in Beginning Drawing. Students will concentrate on drawing objects and spaces from life and from the imagination. Individual drawing assign-
ments and the development of a final portfolio and sketchbook will be emphasized. Field trips are usually required. Instead of a textbook, students should expect to spend approximately $35.00 on art supplies. Prerequisites: ESL099/ESR099 if required, HUA103

HUA210 Intermediate Painting
3 credits; 3 hours
This course is a continuation of the investigations of landscape and still life and their implicit abstract qualities. A special emphasis will be placed on the function of surface, color saturation, scale and multiple relations in contemporary painting. Projects will include finished paintings and sketchbooks. Studio projects will be analyzed and evaluated.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUA110 or permission of the instructor.

HUA215 Art of the Renaissance in Italy
3 credits; 3 hours
The painting, sculpture, and architecture of Renaissance Italy will be examined for humanistic content as well as for the visual qualities of composition, style and technique. Works of art will be discussed within the historical context of the Renaissance. Such renowned works as Michelangelo’s Sistine Ceiling and Leonardo’s Last Supper will be compared to earlier styles. Renaissance Art as a foundation of Modernism will also be discussed.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099
Pre- or Corequisite: ENG101 or ENC101, HUA101 recommended but not required.

HUA220 Intermediate Sculpture
3 credits; 3 hours
This course is a continuation of problems in three-dimensional form related to the human figure, portraiture and their abstract qualities. Emphasis will be placed on individual expression and the development of technical skills in plaster and clay.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUA120 or permission of instructor.

HUA230 Intermediate Photography
3 credits; 4 hours (1 lecture, 3 lab)
An intermediate course in photographic instruction, darkroom technique and aesthetics. Students will be exposed to classic examples of photo-journalism, and instructed in appropriate techniques in each area. Students will begin to build a portfolio in a chosen area. Each person will be expected to have a camera.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, HUA130

HUA234 Color Photography
3 credits; 4 hours (2 lecture, 2 lab)
This course covers the theory and use of negative film (for prints) and positive film (for slides). The psychological and esthetic effects of color will be investigated, and the student will learn to manipulate color through an understanding of various light sources and the use of filters. This course is offered in conjunction with Color Darkroom Techniques. Students must have a 35mm camera and should expect to spend approximately $125 in material expenses.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, HUA230
Corequisite: HUA235

HUA235 Color Darkroom Techniques
3 credits; 4 hours (1 lecture, 3 lab)
This course covers the processing of positive photographic film (slides) and color photographic papers (prints). Chemical processes and photographic emulsions will be described and utilized. The student will learn how to operate the dichroic color enlarger and the universal film and print processor. This course is offered in conjunction with Color Photography. Students should expect to spend about $125 for material expenses.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, HUA230
Corequisite: HUA234

HUA245 Studio Lighting II
3 credits; 4 hours (3 lecture, 1 lab)
This course introduces the students to techniques in portraiture and fashion photography using electronic flash. Students will continue ‘table-top’ photography using the 4x5 view camera. Assignments will be in black-and-white as well as color; emphasis will be placed on exposure of color transparency, film with tungsten and flash illumination. A unit in architectural photography is included. Students must have 35mm equipment and should expect to spend about $100 for materials.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, HUA145

HUA275 Commercial Photography Workshop
3 credits; 4 hours (2 lecture, 2 lab)
This is the most advanced course in the Commercial Photography curriculum. The student will explore and analyze the creative and logistic problems encountered during all stages of a commercial photography assignment. Using standard pre- and post-production procedures, as well as photographic techniques learned in previous classes, the student will produce three photographic projects consisting of 5 to 10 images for each. Students should expect to spend about $100 for materials.

Prerequisite: CSE098 or CSE099, MAT095/MAB095, ENG101 or ENC101, HUA245

HUA280 Commercial Photography Seminar
3 credits; 3 hours
This course introduces the students to the day-to-day operations and business practices of the photographic industry. The professional responsibilities of photographers and photographers' assistants will be explored in detail. Commercial self-promotion, including the creation of an appropriate portfolio, business card, and resume will be covered. The business, legal, and ethical dimensions of everyday activities within the industry will be discussed.

Prerequisite: CSE098 or CSE099, MAT095/MAB095, ENG101 or ENC101, HUA145 or waiver, HUA230

HUB102 Educational Psychology: The Bilingual Child in an Urban Environment
3 credits; 5 hours
This course deals with an examination of the psychological theories of learning and motivation as they apply to bilingual children. Students will be introduced to the general concepts of educational psychology specifically as they apply to bilingual education. Theories of learning and motivation, cognition, learning disabilities and cultural pluralism will be examined in the context of preadolescent development in an urban setting. In addition to class sessions, a two-hour per week field lab and a case study log are required.
HUB103 Principles and Practices of Bilingual Education and ESL
3 credits; 6 hours
This course deals with a) learning theories and their implications for the bilingual child in his/her total school environment, b) a review of instructional approaches and teaching strategies which could be effectively used to educate bilingual children. c) the nature of first and second language acquisition as well as the materials for the teaching of language to transitional bilingual children. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUB102

HUB200 Teaching Reading and Language Arts in the Bilingual Classroom
3 credits; 6 hours
This course surveys theories, practices, and materials in the teaching of language arts in bilingual programs. It includes examination of the interrelations of listening, speaking, reading, and writing, as well as the influence of culture on language development. Course work involves developing and presenting mini-lessons and designing a four-week language arts unit. In addition, students will evaluate materials and present written and oral reports. A three-hour weekly field experience is required. Prerequisite: CSE098 or CSE099, ENG101 or ENC101, HUB103

HUC099 Basic Speech Communication (Formerly: Basic Communication Strategies I and II)
1 credit; 4 hours
This course will introduce students to a core of fundamental communication concepts and skills needed to express ideas and feelings with confidence and clarity. Students will explore such topics as: listening, language, and speech. They will apply these topics to preparing speeches, interviewing techniques, and in general, to using Standard American English effectively. This course may be taught together with basic oral skills developed in Oral Communication (HUC101) and is designed to provide the student with the critical understanding and increased skill in formal public speaking. In addition to examining oral rhetoric theory, students learn and practice skills in research, organization, delivery and criticism of speeches. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUC101 or HUL100

HUC105 Voice and Diction Workshop
1 credit; 3 hours (1 lecture, 2 lab)
This course is designed for students who wish to continue to improve their English speaking skills. It will extend the content of HUC104 to include the study of speech sound variations and help students modify their articulation, voice and intonation patterns. The students will improve the clarity of their speech through the use of drills, exercises and feedback. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUC104

HUC106 Public Speaking
3 credits; 3 hours
This course is a continuation of Oral Communication (HUC101) and is designed to provide the student with critical understanding and increased skill in formal public speaking. In addition to examining oral rhetoric theory, students learn and practice skills in research, organization, delivery and criticism of speeches. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUC101 or HUL100

HUC108 Communication in a Professional Setting
3 credits; 3 hours
This course will develop students' knowledge of oral communication principles and theories in professional settings. Topics will include types of organizational communication, obstacles to effective communication, effective leadership behavior and nonverbal communication. Students will learn about assertive behavior, conflict resolution, effective listening skills and persuasive presentations. Prerequisite: CSE098 or CSE099, Pre-or Corequisite: ENA/ENE/ENG099

HUC109 Argumentation and Debate
3 credits; 3 hours
This course builds on the basic oral skills developed in Oral Communication (HUC101) and is designed to provide the student with the rhetorical and analytical skills necessary for persuasive debate. The student will be introduced to different styles of debating, including the cross examination debate. The student will also learn to prepare a debate brief and to use flow sheets to structure refutation and rebuttal. In addition, the role of argumentation and debate in a democratic society will be discussed. Prerequisite: CSE098 or CSE099, HUC101 or HUL100, Pre-or Corequisite: ENG101 or ENC101

HUC120 Mass Media and Their Evolution
3 credits; 3 hours
This course historically traces the development of such mass media as radio, television, newspapers, recordings, and film, and examines the functions and limitations of each medium. Special attention is given both to the role of mass communication in reflecting and projecting society, and to the form and functions of mass media systems of the future. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099
HUC130 Mass Communication and Society
3 credits; 3 hours
This course critically analyzes selected issues in mass communication. Possible topics include: media violence and pornography; media stereotyping; comics and political cartoons; hidden persuaders; editorial policies; media bias; censorship; press freedom and responsibility. Student projects may vary each term.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUC120 recommended but not required.

HUC150 The Art of Film
3 credits; 4 hours
This course provides an overview of film history and theory. The student learns about aesthetic and technological innovations in the medium, while developing critical skills through screening films selected as representative of a type or concept. The student should expect to spend approximately $15 for film screenings.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

HUC165 Film and the Supernatural
3 credits; 4 hours
This course will explore major films which have reflected and helped to define the concept of “supernatural horror” in Western culture. The films will be related to the themes in folklore and fiction that inspired their scripts. Students will learn to identify the basic themes in supernatural film and fiction and will acquire the basic methodology required to analyze these films as unconscious reflections and/or semi-unconscious projections of archetypal fears. The student should expect to spend approximately $15 for film screenings.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUC150 recommended but not required.

HUC170 Art of Theatre
3 credits; 3 hours
This course introduces the student to the theories, techniques, and literature of the theatre. Subject matter includes the fundamental tools of playwriting, basic techniques of acting, function of the designer, and evaluation and criticism of performance. Readings, seminars, field trips to New York theatres, and class projects provide the student with an understanding of theatre as a social force and as an art form.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

HUC180 Creative Drama
3 credits; 3 hours
This course examines the theories, procedures, and means of assessing improvisational drama in such non-traditional settings as day-care centers, rehabilitation centers, and a variety of social-work areas. Also explored is the relation of creative drama to such fields as occupational therapy, geriatrics, media and education. In addition, the student will have an opportunity to develop a resource file of dramatic materials applicable to his or her chosen field.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

HUC190 Acting I
3 credits; 3 hours
This course examines the theoretical perspectives and the practical demands of acting as an art form. Readings in theory are supplemented by student presentations of short scenes and possible seminar visits to New York theatres.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUC170 recommended but not required.

HUC191 Acting II
3 credits; 3 hours
This course offers an advanced exploration of the theory and practice of acting as an art form. The study of scene preparation, characterization and improvisation will be emphasized. Study scenes will be taken from comedy, farce and serious drama, offering practice in a variety of acting styles. The spatial characteristics of the stage, rehearsal procedures and the use of props, costumes and make-up will be examined. Attendance at two theatre performances will be arranged and required at a total cost of approximately $25.00.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUC190 or by audition.

HUC195 Theatre Production Workshop
3 credits; 4 hours
This course will involve the study and practical application of basic aesthetic and technical aspects of theatrical production. Through participation in a public production, the student will have a major responsibility in one of the following areas: acting, directing, stage management, rehearsal techniques, set design and lighting, make-up and costuming, and publicity or promotion. Additional time for rehearsals and technical production will be required as a part of this course.
Prerequisite: HUC170 or HUC190 recommended but not required
Pre- or Corequisite: CSE098 or CSE099, ENA/ENE/ENG099

HUC240 Video Production Workshop (Formerly: HUC240 Media Production Workshop)
3 credits; 4 hours
This course introduces the student to the theory, vocabulary and production techniques of the video medium. Students, functioning as a production team, create and produce short video projects during the quarter which culminate in a final production created, organized and produced by the class. Students are assigned, on a rotating basis, specific production roles such as director, switcher, camera operator, floor manager, audio technician, production assistant or VCR operator. Projects vary from term to term as deemed appropriate by the instructor.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095

HUC270 American Film
3 credits; 4 hours
This course is a survey of artistic, technological, and industrial developments of cinema in America. The films screened are representative of major developments in American film history: technological, aesthetic, industrial and sociocultural. Through readings and screenings, the student considers such topics as: major genres that reflect and project American attitudes and values, the work of the great American film artists, and the role of films by Black Americans. The student should expect to spend approximately $15 for film screenings.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUC150 recommended but not required.

HUC/ENG272 Literature and Film
3 credits; 4 hours
This course studies the similarities and differences between literature and film. By comparing and contrasting literary works (complete and excerpts) with films, the course illuminates the methods, structures and contents of the two media, as well as their interrelationship. Writers to be considered may include Shakespeare, Keats, Dickens,
This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory. Students will be required to attend one live dance performance (estimated cost: $5.00 to $10.00). Studio time (one hour) will be recommended for use by students for practice. This will be unsupervised practice time and students will not be required to pay tuition for this hour.

Pre- or Corequisite: CSE098 or CSE099, ENA/ENE/ENG099

HUF101 Elementary French I
3 credits; 4 hours (3 lecture, 1 lab)

This is a continuation of HUF101. 
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUF101 or permission of chairperson

HUF102 Elementary French II
3 credits; 4 hours (3 lecture, 1 lab)

This is a continuation of HUF101.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUF101 or permission of chairperson

HU1100 Exploring the Humanities
3 credits; 3 hours

Students will identify and examine the concepts and connections among the various disciplines within the humanities such as: philosophy, art, music, theatre, language, and literature. They will do so through a series of readings, observations, and museum/theatre visits and apply basic principles of aesthetics and interpretation.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

HU1101 Elementary Italian I
3 credits; 4 hours (3 lecture, 1 lab)

This course for beginners is designed to develop listening, speaking, reading, and writing skills through work in the classroom and the language laboratory.
Prerequisite: CSE098 OR CSE099, ENA/ENE/ENG099 or waiver
Note: A student must successfully complete HU1102 before credit is granted for HU1101 Italian I.

HU1102 Elementary Italian II
3 credits; 4 hours (3 lecture, 1 lab)

This is a continuation of HU1101.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HU1101 or permission of chairperson

HU150 Skills Maintenance in Modern Language
1 credit; 2 lab hours

This laboratory course is designed to maintain foreign language skills during an interruption in the study sequence. Individual instruction is directly related to students' particular field of interest. Hours individually arranged.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099
HUK103 Intermediate Greek
3 credits; 3 hours
This course is designed to further develop language skills. The relationship between speaking, reading, and writing is emphasized. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, exemption test or permission of chairperson

HUK150 Skills Maintenance in Modern Language
1 credit; 2 lab hours
This laboratory course is designed to maintain foreign language skills during an interruption in the study sequence. Individual instruction is directly related to students' particular field of interest. Hours individually arranged. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

HUK204 Perspectives on Modern Greek Culture and Literature
3 credits; 3 hours
This course will survey major ideological currents and cultural practices which created the modern Greek nation after Byzantium. Emphasis will be placed on understanding the formation of modern Greek identity and its relationship to the modern nation state and hellenic diaspora. Readings will include selections from the Akritic cycle, Erotokritos, Solomos, and others. Fluency in Modern Greek is required. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

HUL098 Beginning Speech for Non-Native Speakers
1 credit; 4 hours (3 lecture, 1 lab)
This is a course for ESL students who want to begin expressing themselves orally in English. They will learn to recognize syllable units, word units and thought groups, and to use basic rhythm patterns. Students will engage in interactive tasks in preparation for communicating within the college and the larger community.

HUL099 Oral Practice for the Non-Native Speaker
1 credit; 4 hours
This is a listening/speaking course for students who are not native speakers of English. The course emphasizes use of Standard American English pronunciation and grammar in conversational tasks or functions such as introducing oneself, giving directions, describing a process and reporting information. Students learn to express these and other functions appropriately in formal and informal situations. They will also become familiar with some important values which shape social interaction in this society. During the lab period, students will work on particular problems in pronunciation.
Pre- or Corequisite: ESL098 or ESR098

HUL100 Communication and the Non-Native Speaker (Formerly: HUC110)
3 credits; 4 hours
This course is designed to help the student develop facility with English when it is not his or her native language. It is especially designed to provide students with insight into interpersonal relations in various cultural settings. Course content will include communication theory, interpersonal skills in both verbal and non-verbal communication, and reinforcement of oral language skills. Students will survey the sound system for Standard English, learn listening skills and self corrections for pronunciation and grammar.
Prerequisite: ESL099 or permission

HUM101 Introduction to Music
3 credits; 3 hours
This course is designed to develop an understanding and appreciation of various forms of music. Emphasis will be placed on the elements of musical organization, expression and style. Students will gain understanding by listening to selections and by discussing significant features of musical compositions from the Middle Ages to the present time. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

HUM110 Introduction to Jazz
3 credits; 3 hours
This course is designed to develop an understanding and appreciation of jazz as a folk art. The music and characteristics of various styles, including Dixieland, blues, ragtime, boogie-woogie, bop, cool, funky, eclectic, and jazz fusion rock, will be studied through recordings and classroom performances. Emphasis will be on the stylistic characteristics of jazz piano, jazz/blues vocalists, the rhythm section, alto saxophone, tenor saxophone, trumpet and trombone. The course will involve outside reading and listening, as well as performances and lecture/demonstrations. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

HUM151 Contemporary Vocal Ensemble
1 credit; 3 hours
Emphasis is on the preparation for public performance of contemporary choral music for small vocal ensemble with two to four voices on each part. The repertory will include arrangements in a variety of contemporary vocal idioms: gospel, musical theatre, jazz. Performances of original works will also be encouraged. Enrollment will be limited to 20 students. A student may take Contemporary Vocal Ensemble five quarters for credit, or audit without credit. (A student may earn a total of 10 credits in Choir, Band and/or Contemporary Vocal Ensemble).
Prerequisite: CSE098 or CSE099

HUM155 Voice Class I
3 credits; 3 hours
Emphasis is on the development of the voice for solo performance. Each student will explore the music most suitable for his or her individual voice or singing style. Class work includes basic music reading, vocal exercises, stage conduct and vocal styles. There will be both individual and group vocal work in class, including daily solo stage performance. Use of recording and TV taping for development of style and stage professionalism is included. Prerequisite: ENA/ENE/ENG099, MAT095/MAB095

HUM156 Voice Class II
3 credits; 3 hours
Based on foundations and experience in HUM155, emphasis is on individual vocal and professional development in performance. Class work includes advanced vocal exercises, stage conduct and style, daily solo performance, use of recording techniques, stage and TV taping. Experience involves preparation of resumes and professional programs in various styles of vocal music. Actual working experience will include techniques and adaptations required on TV, recording, opera, clubs, orchestras, and combos. Business aspects of the vocal music profession will be investigated, including: agents, publicity, managers, and contracts. Public performance on campus is required. Opportunities for auditions in New York City for professional and semi-professional engagements are provided. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, HUM101 or HUM150 or equivalent, HUM155 or equivalent
HUM165 Wind Instruments I
3 credits; 3 hours
This course is open to all students interested in playing a wind instrument but who have no previous experience. Students in this class will develop ensemble and solo performance skills on an instrument of their choice. Skills include tone production, intonation, posture, breathing, embouchure, fingering, rhythm, articulation, and scales and use of these skills in expressive performance. Students should expect to spend approximately $35 for materials (reeds, mouthpiece, instrument strap and books).
Prerequisites: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, HUM101 (Recommended but not required)

HUM170 Guitar I
3 credits; 3 hours
This course is designed to introduce students to the fundamentals of acoustic guitar technique: strumming/picking technique, correct fingerings and tuning the guitar. Students will be introduced to the rudiments of music (types of notes, note values, time signatures, chord structure and scales). Students will learn to read and perform simple guitar melodies/chorus and they need not have had previous guitar instruction. Guitars will be provided for student use.
Prerequisite: CSE098 or CSE099, MAT095/MAB095

HUM171 Guitar II
3 credits; 3 hours
This course is a continuation of HUM170. Guitar techniques, including: strumming, slurring, guitar picking and exercises to facilitate more advanced left hand with right hand coordination will be continued. Further study in music theory, chord analysis and the essentials of various styles (classical, pop and jazz) will also be included. Guitars will be provided for student use.
Prerequisite: CSE098 or CSE099, MAT095/MAB095, HUM170 with a grade of "C" or better or by audition.

HUM180 Piano I
3 credits; 3 hours
This course is open to all students interested in playing the piano but who have had no previous experience. Students in this class will develop the ability to play simple melodies and learn simple accompanying techniques for folk songs, sight read at the keyboard, and to play easy piano literature from a variety of stylistic eras.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095

HUM181 Piano II
3 credits; 3 hours
A continuation of HUM180, this course will train students to play more complex compositions. Students also will learn to sight read more difficult musical selections, and will learn to improvise simple accompaniments for folk songs.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, HUM180 with grade of "C" or better or by audition.

HUM182 Piano III
3 credits; 3 hours
A continuation of HUM181, this course is designed to give the student an increased technical and reading capability. The student will learn about scales and finger exercises which will aid in the study of pieces representative of the various periods of musical composition. Upon completion of the course, the student should be able to play pieces appropriate for the advanced beginner from both the classical and popular repertoire.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, HUM180 and HUM181 or by audition.

HUM201 The American Musical Theater: A Production Workshop
3 credits; 4 hours
The student will participate in the preparation and public performance of a Broadway musical. Emphasis will be placed on individual and group learning experiences, and specific techniques required for performing in musicals, including such techniques as characterization, coordination of acting and body movement with singing, transition from speech to song, group movement for singing chorus, techniques of memorization, and overall production and publicity responsibilities. Additional rehearsal hours are part of the course requirement.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, HUM180, HUM155, HUM156

HUN101 Urban Study: Introduction to Bilingualism
3 credits; 3 hours
This course will cover the basic rationale, principles and applications of a bilingual philosophy of learning. It will consider psychological, social and political factors of bilingualism, including past and present legislation. It will also examine language acquisition theories, representative models of bilingualism and bilingual instruction, and issues related to the maintenance of language and culture. Field trips to various schools in the city will constitute a significant part of the course.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

HUN/SSN180 Introduction to Intercultural Communications
3 credits; 3 hours
The course introduces students to the dynamics of intercultural communications and enables them to communicate more effectively in multicultural settings. Through field trips, cultural research, and role-plays, students develop the skills needed to look objectively at other cultures. Using New York City as a laboratory, they gain experience identifying and analyzing dominant cultural patterns, thus improving their ability to understand the often perplexing behavior of people from cultures other than our own.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, ESL099, ENG101 or ENC101, SSS100, HUC101 or HUL100

HUN191 Photo Journalism: An Introduction
3 credits; 3 hours
This course will explore photography as a journalistic tool, emphasizing the photograph as a recorder of newsworthy events. Students will be given assignments to use the photo-document as a visual illustration of the written word. The primary focus of investigation will be the multicultural urban center of New York City. Field trips, a term paper and additional written assignments will be required. The approximate cost of supplies is $25.00.
Prerequisites: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, ESL099/ESR099, if required
Pre Corequisites: ENG101, HUA130
HUP110 Philosophy, Value and Business Ethics  
3 credits; 3 hours
This course is specially designed for students entering the world of commerce and business, and will display and explore philosophical connections among value, morality and business. Using an analysis of key concepts such as value, valuing, morality, relativism and utility, students will explore selected topics in business ethics, such as the ethics of marketing and advertising and the rights and obligations of employers and employees.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, ENG101 or ENC101

HUP210 Ethics  
3 credits; 3 hours
This course investigates the nature of morality and its place in human experience. Among the questions posed and discussed are: Is morality simply relative to specific cultures? What are criteria for right and wrong? What is moral agency? Does love have a place in the moral life? Students are encouraged to explore how morality functions in their own lives.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUP101

HUP215 Philosophy of Love and Sexuality  
3 credits; 3 hours
This course involves a philosophical analysis of the basic structures of love and sexuality, their relationship to each other and their place in human existence. Among the questions posed and discussed are: What is the nature of love? What is the relationship between love and sexuality? What is the significance of the language of sexuality? Is there a specific sexual morality? Students will be encouraged to explore and develop the philosophical implications of their perceptions in these areas. Philosophers to be studied include Nagel, Moulton and Solomon.
Prerequisite: ENG101 or ENC101, HUP101, and any additional 3 credit philosophy course with the exception of HUP100

HUP220 Political and Social Philosophy  
3 credits; 3 hours
The course will explore the following questions: What are sources of political authority? What are the limits of political authority? What are the rights and duties of the individual in relation to the state? How do social institutions influence human personality? What is the nature of social control? What are its consequences? These questions will be examined in terms of both a logical and a normative point of view.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUP101

HUP230 Philosophy of Religion  
3 credits; 3 hours
An examination of humanity's basic perceptions of itself as they are reflected in religion. Both Western Theism and Eastern Non-Theism will be explored and evaluated. Special attention will be given to the phenomenon of religious experience as it occurs in the different traditions.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUP101 or permission of instructor
HUR101 Creative Thinking Theory and Practice
3 credits; 3 hours
This course explores the process of thinking creatively and guides students in developing the creative thinking process, opportunities to work on a variety of projects and activities requiring creative thinking, and personal appearances by creative people discussing their work. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095

HUS101 Elementary Spanish I
3 credits; 4 hours (3 lecture, 1 lab)
This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099. Note: A student must successfully complete HUS102 before credit is granted for HUS101 Elementary Spanish I.

HUS102 Elementary Spanish II
3 credits; 4 hours (3 lecture, 1 lab)
This is a continuation of HUS101. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUS101

HUS103 Intermediate Spanish
3 credits; 4 hours (3 lecture, 1 lab)
This course is designed to further develop language skills. The relationship among speaking, reading and writing is emphasized. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUS102 or permission of chairperson

HUS105 Spanish for Fluent Speakers I
3 credits; 4 hours (3 lecture, 1 lab)
This course is designed to enable the native speaker of Spanish to master the intricacies of Spanish accentuation and spelling, to expand his/her vocabulary and to allow him/her to conduct a basic grammatical analysis of the sentence. Prerequisite: Placement Exam

HUS106 Spanish for Fluent Speakers II
3 credits; 4 hours (3 lecture, 1 lab)
This course is designed to develop mastery of Spanish orthography, to expand vocabulary and knowledge of perfect tenses and regular verbs, and to develop the ability to construct complex syntactical structures. Students will be expected to write grammatically correct short paragraphs. Prerequisite: HUS105 or placement test

HUS150 Skills Maintenance in Modern Language
1 credit; 2 lab hours
This laboratory course is designed to maintain foreign language skills during an interruption in the study sequence. Individual instruction is directly related to students' particular field of interest. Hours individually arranged. Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

HUS200 Latin American Literature I
3 credits; 3 hours
This course deals with an introduction to Latin American literature and its relationship to the dynamics of social change. The course also traces the influence of European, North American, African, and pre-Columbian elements on Latin American literary movements. Topics include pre-Columbian literatures, colonization and exploration, the wars of independence, and abolition. Prerequisite: HUS105 or placement test

HUS201 Latin American Literature II
3 credits; 3 hours
This course is a continuation of HUS200. The second term deals with urbanization, social consciousness, alienation, black awareness, and the new revolutions. Prerequisite: HUS105 or placement test.

HUS204 Latin American Civilizations
3 credits; 3 hours
This course deals with an in-depth study of the peoples and cultural institutions of Latin America through the examination of selected topics such as caudillismo, machismo, mestizaje, honor, slavery, and aboriginal traditions as reflected in different forms of literary and artistic expression. Students will learn to comment critically on Latin American civilization and to make significant comparisons with their own backgrounds and experiences. Prerequisite: HUS105 or permission of instructor

HUS210 Advanced Spanish Composition
3 credits; 3 hours
This course is designed to reinforce advanced composition and research techniques in the field of business. Emphasis is placed on types of business communications and the preparation and analysis of research reports. Students will become familiar with the main similarities and differences between commercial terminology in Spanish and English. Prerequisite: CSE098 or CSE099, ENG101 or ENC101, HUS210 or placement exam

HUS220 Commercial Spanish
3 credits; 3 hours
This course is designed to reinforce advanced composition and research techniques in the field of business. Emphasis is placed on types of business communications and the preparation and analysis of research reports. Students will become familiar with the main similarities and differences between commercial terminology in Spanish and English. Prerequisite: CSE098 or CSE099, ENG101 or ENC101, HUS210 or placement exam

HUS270 Literature of the Caribbean
3 credits; 3 hours
This course deals with a comparative study of the novel, drama, poetry, and essay of the countries in the Caribbean basin. Course content will change according to instructor and student preferences. Representative authors may include Martí, Hostos, Llorens Torres, Guillen, Lezama Lima, Mir, Bosch, Cesaire, Carpentier, and Ferre. Prerequisite: HUS105 or placement test
HUZ101 Elementary Portuguese I
3 credits; 4 hours (3 lecture, 1 lab)
This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099 or waiver
Note: A student must successfully complete HUZ102 before credit is granted for HUZ101 Portuguese I.

HUZ102 Elementary Portuguese II
3 credits; 4 hours (3 lecture, 1 lab)
This is a continuation of HUZ101.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HUZ101 or permission of chairperson

Liberal Arts Seminar Departments: English, Humanities, Mathematics, Natural and Applied Sciences, and Social Science

LIB110 Integrating Seminar: Liberal Arts Cluster
1 credit; 1 hour
This one-hour integrating seminar will be used to tie together the content material of the Liberal Arts Cluster. Class time will be spent exploring connections and thematic links introduced in the cluster classes. Instructional methods may include small group work, discussion, media presentations, field trips and guest speakers. Information regarding the introductory clusters may be found in the Liberal Arts Advisement Handbook.
Prerequisites: CSE098, ENA/ENG/EXN099
Prerequisites of courses in cluster to which LIB110 is attached.

LIB200 Humanism, Science and Technology: Liberal Arts Seminar
3 credits; 3 hours
The Liberal Arts Seminar explores aspects of the relationship between humanism, science and technology. The course deals with such questions as: What does it mean to be a man or woman in a world of machines? Are the values we cherish in conflict with those imposed on us by mechanization? The course probes these and other issues in class discussions based on selected readings; student seminar reports and papers; attention to current developments as covered, for example, in The New York Times; and trips to various museums.
Prerequisite: CSE098 or CSE099, ENA/ENG/ENX099, MAT096/MAB096, and 39 credits

Students may take Humanities courses in Ecuador or the Dominican Republic through the International Studies Program. Please see page 8 for information.

Library Media Resources Center

Instruction in the use of library resources is a regular part of LaGuardia's educational program. Library faculty and classroom instructors arrange integrated lessons in which library lectures are tied in with class assignments to aid students in successfully completing their course work.

Department Faculty
Ngozi P. Agbim, Chief Librarian; Michael Considine, Jane Devine, Francine Egger-Sider, Louise Fluk, Michael Gold, William Grauer, Juan Hurtado, Clementine Lewis, Frederick E. Low, Terry Parker, Kenneth E. Peeples, Jr., Mark Rosenzweig, Evgheni Sandu, Kathleen Scanlon, Louise Spain.

LRC102 Information Strategies
3 credits; 3 hours (course replaces LRC101 Library Research Methods)
This course is an introduction to the nature and uses of information sources (i.e., print, non-print and computerized) for study, problem-solving, and research. Students will identify topics, pose research questions, plan research strategies, assess materials, use the LaGuardia Library, and identify other libraries for collecting data and producing critical bibliographies. Through the use of the latest research technology, students will gain greater understanding of the information age in which we live.
Prerequisite: CSE098 or CSE099, ENA/ENG/ENX099, MAT096/MAB096

Mathematics Department

The Mathematics Department offers a great variety of courses to students at all levels: from basic arithmetic and algebra to linear algebra, calculus and differential equations. From these courses, students gain skills and confidence for advanced work while learning to apply their course work to other disciplines.

Department Faculty:

MAT095/MAB095 Essential Mathematics I
(Formally: MAB/MAT098 Basic Mathematics I)
1 credit; 6 hours (5 lecture, 1 lab)
This course focuses on basic mathematical concepts and skills, including whole numbers, fractions, decimals, percents, operations with signed numbers, exponents, algebraic expressions and the solution of simple first degree equations. Admission to this course is based on college placement test scores.
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forms, infinite series, the Taylor expansion and applications, solid geometry, the calculus of several variables, and an introduction to partial derivatives.

Prerequisite: MAT202

MAT204 Elementary Differential Equations
4 credits; 4 hours

This course will consider selected problems and mathematical models which generate first and second order differential equations. Both numerical and analytical methods will be used to obtain solutions for first and second order differential equations. Power series solutions will be emphasized, and where feasible, solutions utilizing computer methods will be explored.

Prerequisite: MAT202 or equivalent
Pre- or Corequisite: MAT203

MAT210 Linear Algebra
3 credits; 3 hours

This course is designed to introduce the students to the theory and applications of algebraic structures. This is done by studying the structure and properties of the matrix. The matrix is viewed both as an object possessing algebraic structure and an aid to computation. Systems of equations and their solutions are studied, and the concepts of basis and dimension are developed. Applications are discussed, including linear programming and computer programs in BASIC.

Prerequisite: MAT201

MAT230 Introduction to Discrete Mathematical Structures
4 credits; 4 hours

This course covers mathematical concepts essential for continued study in computer science and related fields. The topics of study include: the mathematical concept of algorithm with emphasis on the process of recursion; Boolean algebra with applications to logic; switching circuits; an introduction to combinatorics with application to probability; linear algebra with applications to programming; and graph theory.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, CIS101 or any programming language course, MAT201,
Pre- or Corequisite: MAT202

MAT241 Technical Mathematics I
4 credits; 4 hours

This course helps students to appreciate the usefulness of mathematics in today's technical world. The concepts of college algebra and trigonometry are presented with emphasis on their applications in science and technology. Topics include analytic geometry, trigonometry, exponential and logarithmic functions and their graphs, system of linear equations, matrices and complex numbers.

Prerequisite: MAT096/MAB096

MAT242 Technical Mathematics II
4 credits; 4 hours

This is the second course in the Technical Mathematics sequence. Scientific methods of differential calculus are developed and applied to solving practical problems. Topics include differentiation and integration of algebraic, exponential, logarithmic and trigonometric functions, curve sketching, rectilinear motion, extrema, area and volume.

Prerequisite: MAT241

Natural and Applied Sciences Department

The Department offers courses in: natural sciences (biology, chemistry, general science, health science, and physics), applied sciences, (veterinary technician, dietetic technician, nutrition care services and foodservice management, school foodservice management, EMT/Paramedic, human services, American Sign Language, child development, gerontology, mental health, nursing, occupational therapy assistant and physical therapist assistant), and urban study.

Department Faculty


HSC101 Orientation to Human Services
3 credits; 3 hours

This course is designed to provide students with a broad view of human services through a combination of field visits to community agencies and classroom presentations. Topics include an overview of human services as a profession; examination of similarities and differences in program functions and service delivery styles; identification of issues and concerns of workers and consumers.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

HSC102 Principles of Human Relations
3 credits; 3 hours

Students will be given the opportunity to learn fundamental concepts and skills needed for relating to, and working with, people from different cultural and ethnic backgrounds. The course work will focus on the principles of human relationships through discussions, exercises, and role-playing activities. Topics to be covered within a multicultural framework will include self-understanding, the helping relationship, using communication tools, and the professional self.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099
Note: This is the first TAR course and must be completed before your first internship.

HSC130 Activities for Human Services Settings
3 credits; 3 hours

This course will enable the student to understand the reasons for and uses of activity in human services settings. Topics covered will include theoretical frameworks underlying different approaches, an introduction to the range of activities, a consideration of the processes involved in using activities with clients, and the use of activities in relation to clients with different cultural heritages. Students will participate in selected activities and will develop a resource portfolio.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, HSC102, SSY101
Corequisite: A Cooperative Education internship in a related setting.
HSC135 Human Services Roles and Systems
3 credits; 3 hours
The students in this course will explore the concepts related to worker, supervisor and client roles in human services settings. Guidelines for specific roles will be identified. The dynamics of bureaucratic organizations will be discussed in relation to students’ experiences as interns. Understanding of elementary systems theory will be reinforced, and alternative types of service delivery systems will be compared with the agencies known by the students.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HSC101, HSC102, SSS100
Corequisite: A Cooperative Education internship in a related setting.

HSC200 Cooperative Education, Child Development
1 1/2 credits; 7 hours
This is the part-time internship of the Cooperative Education program for Human Services students, along with its companion seminar. Students are placed in multicultural settings where they learn to interrelate practice with theory through the internship and seminar, taken along with co-requisite Human Services courses.
Prerequisite: ESL098, CSE098 or CSE099, ENA/ENE/ENG099, HSC101, HSC102, HSS014 (Co-op Prep)
Corequisite: (one of the following) HSD170, HSD171, HSD172

HSC201 Cooperative Education Child Development
3 credits; 30 hours
This is a full-time internship of the Cooperative Education program for Human Services students, along with its companion seminar. Students are placed in multicultural settings where they learn to interrelate practice with theory through the internship and seminar taken along with co-requisite Human Services courses.
Prerequisite: ESL098, CSE098 or CSE099, ENA/ENE/ENG099, HSC101, HSC102, HSS014 (Co-op Prep)
Corequisite: (one of the following) HSD170 or HSE109, HSD171, HSD172

HSD170 Integrated Curriculum A: Framework for the Developing Child
3 credits; 3 hours
This first course in the Child Development sequence introduces the concept of the integrated curriculum as the preferred approach in early childhood education. Theories on the acquisition of language and its sequential development will provide a framework for understanding the significance of language in interpersonal relationships within one’s culture and across other cultural groups. Curriculum experiences for children will be planned and tested in a required co-requisite internship setting.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HSC102, SSS100
Pre- or Corequisite: SSY101
Corequisite: approved Co-op internship

HSD171 Integrated Curriculum B: Developing Problem-Solving Skills
3 credits; 3 hours
This course will introduce students to the problem solving and logical thinking processes that are common to both science and mathematics learning for young children. The continuing emphasis on language development will focus on building a specialized vocabulary and the communication of thinking processes. The course will also foster knowledge and understanding of the mathematical and scientific legacies ancient cultures and civilizations have passed on to the modern world. There is a required co-requisite internship.
Prerequisite: HSD170 or HSE109
Pre- or Corequisite: MAT103 or SCB101 or SCP101
Corequisite: approved Co-op internship

HSD172 Integrated Curriculum C: Developing Creativity
3 credits; 3 hours
This course will consider the media through which children’s creativity is expressed. The content will focus on the use of imaginative play, music and movement, art and materials. The course will also challenge students to study and present art, music, and literature in their many forms from various cultural, ethnic, religious, and racial perspectives.
Prerequisite: HSD170 or HSE109
Pre- or Corequisite: HUA101 or HUM101, SSY240
Corequisite: approved Co-op internship

HSE105 Understanding and Working With Children With Disabilities
3 credits; 3 hours
This course is designed to link an understanding of the normal growth and development of children with an understanding of the special developmental problems of children with disabilities. Students will learn to identify the cognitive, affective, physical and social ways in which disabled children vary from other children. They will develop competence in evaluating and selecting culturally diverse activities and materials that are appropriate for use with children with a range of disabilities.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSY240

HSE106 Working with Communication-Impaired Populations
3 credits; 3 hours
This course is designed to acquaint students with the natural development of language and to give them an understanding of communicative disorders. It will introduce students to specific characteristics of communication-impaired persons and the ways they relate to their environment. Students will develop competency in evaluating materials appropriate use with culturally diverse populations. They will be able to recognize the characteristics of the typical educational environment which must be adapted to meet the needs of people with communicative disorders.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSY240 or equivalent
Pre- or Corequisite: HSE105 or equivalent

HSE111 Introduction to Developmental Disabilities
3 credits; 3 hours
This course will provide an overview of developmental disabilities and the nature and needs of disabled people throughout the life cycle. Issues to be explored include definition of developmental disabilities, etiology, normalization, mainstreaming, and the role of the interdisciplinary team. Legal, ethical, and cultural considerations will be emphasized, as well as the impact of disabilities on the person affected, the family and community. One field visit will be required.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, ENG101 or ENC101, HSC102, SSS100/SSB110, SSY101
HSE112 Intervention with Fragile Infants and Toddlers
3 credits; 3 hours
This course provides students with strategies to work with fragile and at-risk infants and toddlers, including those prenatally exposed to drugs. Emphasis will be placed on the children's cognitive, linguistic, social, physical and affective development. Other topics include: laws, regulations, and policies, parents and family involvement; cultural factors that may impact on intervention. Acquired theoretical concepts will be applied in appropriate co-op settings. Two field visits are required.
Prerequisites: CSE098 or CSE099, ENA/ENE/ENG099, HSE111
Pre-Corequisite: ENG102
Corequisite: Approved Co-op internship or employment in the field

HSG150 Introduction to Gerontological Services
3 credits; 3 hours
This course introduces students to the theories underlying practice in the area of gerontological services in New York City's culturally diverse environment. Substantive areas covered include an overview of the social forces, policy issues and institutions impacting on older adults, major legislation affecting older adults, service delivery programs for a culturally diverse aging population, employment opportunities and career advancement in aging services. Field visits to a variety of service programs required.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

HSI180 American Sign Language I
3 credits; 3 hours
This is a beginning course designed to develop skills in a form of manual communication used primarily by American-born deaf persons in interpersonal (face-to-face) relations. Emphasis will be on the use of the body for visually-based communication, and the structure, vocabulary and development of American Sign Language.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

HSI181 American Sign Language II
3 credits; 3 hours
This course is a continuation of American Sign Language I with emphasis on vocabulary building in conjunction with appropriate use of the body and grammatical patterns.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HSI180

HSI182 American Sign Language III
3 credits; 3 hours
In this course, students who have learned some of the vocabulary and grammatical principles of American Sign Language in ASL I and ASL II will begin to apply what they have learned in a conversational context. Students will become acquainted with a variety of ASL communication styles and dialects used by deaf people.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HSI181

HSM120 Survey of Psychological Treatment Approaches
3 credits; 3 hours
In this course students will be introduced to those treatment approaches most frequently used in mental health treatment settings in the United States. These will include psychoanalytic, Rogerian, behavioral and other common treatment systems. Western concepts will be compared with approaches from other cultures. The development, theoretical framework, guidelines and uses of each approach will be considered. The class will review case studies demonstrating each approach.

HSM125 AIDS-Related Case Management
3 credits; 3 hours
This course will enable students to learn about case management with clients who are HIV-positive or who have AIDS. Topics include the biopsychosocial aspects of HIV/AIDS, the role of worker in HIV prevention and testing, and providing services and functioning as a case manager or technician. The AIDS service delivery system, management of occupational risk, and self and group support for the worker are also discussed. An AIDS-specific internship is a corequisite.
Prerequisites: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/ MAB096, HSC101, HSC102, HSC135, SSI100, SCN194
Corequisite: AIDS-specific internship approved by program director and Cooperative Education Coordinator

HSM200 Cooperative Education: Mental Health/Gerontology
1 1/2 credits; 18 hours
The cooperative education program for Human Service students consists of part-time and full-time internships with coordinated internship seminars. Students learn to interrelate practice with theory through this part-time internship and seminar, taken along with co-requisite Human Service courses.
Prerequisite: ESL098, CSE098 or CSE099, ENA/ENE/ENG099, HSC101, HSC102, HSS014 (Co-op Prep) or current employment in an approved mental health or gerontological setting
Corequisite: (one of the following) HSM120, HSC130, HSC135

HSM201 Cooperative Education: Mental Health/Gerontology
3 credits; 30 hours
The cooperative education program for Human Services students consists of part-and full-time internships with coordinated internship seminars. Students learn to interrelate practice with theory through this full-time internship and seminar taken along with corequisite Human Services courses.
Prerequisite: ESL098, CSE098 or CSE099, ENA/ENE/ENG099, HSC101, HSC102, HSS014 (Co-op Prep)
Corequisite: HSM120 or HSG150, HSC130, HSC135

HSN103 Community Dynamics: Impact on Human Services
3 credits; 3 hours
Students will examine New York City's multicultural urban community as an action system in the delivery of human services. Topics to be included are: the community decision-making process, community planning and the development of human services, and community change techniques. Field visits will be made to community decision-making groups.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, HSC101, SSI100 or SSI100

HSN110 Perspectives on Homelessness
3 credits; 3 hours
Students in this course will study homelessness as a social problem. Topics will include factors contributing to the rise and persistence of homelessness, the meaning of homelessness to homeless people and to
the general public, and the emerging role of the human services system. Responses of people from different cultures to the scarcity of affordable housing will be explored. The course will explore the national scope of homelessness, but will focus primarily on the problem in New York City. Field trips will be made to program sites.

**Prerequisite:** CSE098 or CSE099, MAT095/MAB095, SSS100 or SSE101 or SSY101

**Pre- or Corequisite:** ENG101 or ENC101

**HSS014 Co-op Prep Human Services**

0 credits; 1 hour

This course enables students to prepare for the internships that are available for all Human Services majors, regardless of status. The course introduces students to the requirements and processes of the internship program. Students are assisted in recognizing their skills, writing learning objectives for their internships, preparing a resume, preparing for employment interviews and learning about Human Services careers.

**Prerequisite:** ESL098, CSE098 or CSE099, ENA/ENE/ENG099

**SCB101 Topics in Biological Sciences**

3 credits; 4 hours (2 lecture, 2 lab)

This course offers an introduction to the scientific method, the origin and organization of life, and reproduction and ecology. The relevance of modern biological theory to human life in particular areas will be emphasized using selected topics such as urban pollution and population control.

**Prerequisite:** CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095

**SCB160 Food Microbiology**

4 credits; 6 hours (3 lecture, 3 lab)

This course is an introduction to the science of food, with emphasis on microbiological processes and fundamental chemistry of food are studied, as well as the complex interactions which exist between food and microorganisms, including handling, preparation and storage. The laboratory will focus on morphological and physiological characteristics of microorganisms associated with contamination, spoilage, preservation, and food borne disease. This course does not fulfill the Dietetic Technology General Microbiology requirement.

**Prerequisite:** CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, SCD100

This course satisfies the New York City Department of Personnel requirement for the foods course for eligibility for School Lunch Manager.

**SCB201, 202 Fundamentals of Biology I and II**

4 credits; 6 hours each (3 lecture, 1 recitation, 2 lab)

This course is an integrated two-semester laboratory-based sequence, stressing major concepts of biology designed to assist the student in relating these concepts to the environment. The scientific method of thinking and the experimental approach will be stressed. Among the topics studied are: **SCB201:** Cellular and molecular basis of life, heredity, and the evolution of life. **SCB202:** Survey of the Kingdoms, organismic anatomy and physiology with emphasis on the human system. The principles of ecology and problems of population.

**Prerequisite for SCB201:** CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB096

**For SCB202:** SCB201

**SCB203 Fundamentals of Human Biology I**

4 credits; 6 hours (3 lecture, 1 recitation, 2 lab)

This course is an introduction to the anatomy and physiology of the human body. The architecture and function of cells, tissues and organ systems will be studied. The laboratory includes physiology experiments and gross and microscopic anatomy experiments using the cat as a dissection subject. Topics will include the chemistry of life, the cell, skeletal, muscular, cardiovascular and excretory systems.

**Prerequisite:** CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096

**SCB204 Fundamentals of Human Biology II**

4 credits; 6 hours (3 lecture, 1 recitation, 2 lab)

This course is an introduction to the anatomy and physiology of the human body. The architecture and function of cells, tissue and organ systems will be studied. The laboratory includes physiology experiments and gross and microscopic anatomy experiments, using the cat as a dissection subject. Topics will include the digestive, nervous, endocrine, respiratory, and reproductive systems.

**Prerequisite:** CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, SCB203

**SCB208 Vertebrate Anatomy and Physiology 1**

2 credits; 3 hours (1 lecture, 2 lab)

This course introduces the student to the evolution, anatomy and physiology of the major vertebrate classes. Emphasis is placed on the taxonomy and characteristics of vertebrates. Muscle and bone organization and the physiology of contraction are also covered in depth. In the laboratory, students have the opportunity to dissect representative non-mammalian vertebrates.

**Prerequisite:** ESL098, CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, SCD101 for students in Veterinary Technology Program, SCB202 for all Associate of Science students, SCC140

**SCB209 Vertebrate Anatomy and Physiology 2**

3 credits; 4 hours (2 lecture, 2 lab)

This course is a continuation of Vertebrate Anatomy and Physiology 1. Major organ systems are discussed while emphasis is place on mammalian anatomy and physiology. In the laboratory, students have the opportunity to view these systems through the dissection of a cat.

**Prerequisite:** ESL098, CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, SCD100

**SCB240 Biotechnology I**

2 credits; 4 hours (1 lecture, 3 lab)

Biotechnology is the application of recombinant DNA technology to living systems. Biotechnology I is an introductory laboratory course which will allow the student to learn some of the basic techniques used in molecular biology and recombinant DNA laboratories. This course will include basic applications of gel electrophoresis and interpretation of restriction enzyme cleavage patterns of DNA, including DNA fingerprinting.

**Prerequisite:** CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, SCB201 OR SCB208 or SCC201

**SCB260 General Microbiology**

4 credits; 6 hours (3 lecture, 3 lab)

This course offers an introduction to microorganisms found in nature, industry and disease. The student is introduced to virology, bacteriology, immunology, epidemiology, pathology and other related areas of microbial physiology. The laboratory will deal with the isolation and identification of common pathogenic and nonpathogenic organisms.
This course reviews the policies and procedures for dietetic fieldwork career goals. Students must successfully complete this course the complete fieldwork, and aids the student in developing personal and career goals. Note: This course is not open to students with credit in SCC140 or SCC201

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, SCB202 or SCB204 or SCB209 or equivalent

SCC101 Topics in Chemistry
3 credits; 4 hours (2 lecture, 2 lab)
This course is a one-semester survey of the principles and applications of chemistry. Emphasis will be placed upon descriptive chemistry in areas such as food and drugs, synthetics and biological chemistry. Lecture and discussion will be complemented by laboratory experiments in which chemical principles and techniques are applied to the analysis and synthesis of familiar items. Note: This course is not open to students with credit in SCC140 or SCC201
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB095

SCC140 Biological Chemistry
3 credits; 4 hours (2 lecture, 2 lab)
This course is an introduction to the chemical basis of life. Topics will include an introduction to basic chemical principles, atomic structure, bond formation, and structure and mechanisms in organic and biochemical systems. These will be related to the basic life processes of reproduction development, growth, nutrition and health.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096

SCC201, 202 Fundamentals of Chemistry I and II
4 credits; 6 hours each (3 lecture, 1 recitation, 2 lab)
This is a two-semester sequence covering the basic concepts of chemistry and their historical development. The experimental nature of chemistry as well as the role of chemistry in many aspects of daily life are stressed. Among the topics studied are:
SCC201: atomic structure, chemical bonding, chemical reactivity, quantitative relationships in chemical reactions.
SCC202: solutions, acid-base theory, chemical equilibrium, electrochemistry.
Prerequisite for SCC201: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096
For SCC202: SCC201

SCC251, 252 Organic Chemistry I and II
5 credits; 7 hours each (3 lecture, 4 lab)
This course is a two-semester sequence emphasizing the synthesis, structure, reactivity and mechanisms of action of organic compounds. Laboratory stresses synthesis, purification, separation and identification of compounds.
SCC251: Aliphatic and aromatic hydrocarbons; stereochemistry.
SCC252: Alcohols, carboxylic acids, amines, heterocycles, biomolecules.
Prerequisite for SCC251: MAT096/MAB096, SCC202 or equivalent
For SCC252: SCC251

SCD007 Co-op Prep - Dietetic Technician
0 credit; 1 hour
This course reviews the policies and procedures for dietetic fieldwork eligibility, introduces students to the skills necessary to successfully complete fieldwork, and aids the student in developing personal and career goals. Students must successfully complete this course the semester immediately preceding their fieldwork experience.

Prerequisite: ESL098 or ESR098, CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, SCD200

SCD100 Foods
3 credits; 5 hours (2 lecture, 1 recitation, 2 lab)
This course will investigate the didactic and experiential components of the scientific study of foods. Upon completion of the course the student will have acquired a basic understanding of the scientific principles governing foods and the use of commercial food service equipment. Emphasis will be placed on the identification of qualitative aspects of foods and elementary food preparation techniques.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095

SCD200 Introductory Nutrition (Formerly: Introduction to Nutrition)
3 credits; 3 hours
This course is an introduction to the scientific principles of human nutrition. The following aspects of dietary nutrients are studied: physical and chemical properties, physiological functions, effects of deficiency or excess, dietary allowances, food sources, and availability of nutrients from various foods. Current experimental and population studies data will be discussed. Projects will be required.
Prerequisite: MAT095/MAB095, ENG101 or ENC101

SCD201 Clinical Nutrition A (Formerly: Nutrition II)
3 credits; 3 hours
This course is a study of the relationship between diet and disease. Students learn methods of nutritional assessment, obtaining nutrition histories, and calculating and planning prescribed diets. Students will explore the relationship of diet to various disease conditions such as diabetes, weight control, cardiovascular disease, hypertension and allergies.
Prerequisite: CSE098 or CSE099, MAT095/MAB095, ENG101 or ENC101, SCB203, SCD200 or SCD210
Corequisite: SCD221 for D.T. students only

SCD202 Clinical Nutrition B (Formerly: Nutrition III)
3 credits; 3 hours
This course is a continuation of the study of the relationship between diet to disease begun in Clinical Nutrition A. Emphasis will be placed on the dietary implications of gastrointestinal diseases, disease of the liver, pancreas, gallbladder and kidney, cancer, surgery and burns.
Prerequisite: CSE098 or CSE099, MAT095/MAB096, ENG101 or ENC101, SCB203, SCB204, SCD201 or SCD211
Corequisite: SCD222 for D.T. students only

SCD203 Life Cycle Nutrition (Formerly: Nutrition IV)
3 credits; 3 hours
This course is a study of the nutritional requirements of individuals throughout the life-cycle. Emphasis is placed on the physiological, socioeconomic and cultural factors affecting nutritional status. Nutrition intervention by government and private agencies for population groups at nutritional risk will be addressed.
Prerequisite: CSE098 or CSE099, ENG101 or ENC101, SCD200

SCD205 Advanced Foods
3 credits; 5 hours (2 lecture; 3 lab)
This course introduces the student to advanced culinary techniques with an emphasis on food presentation and garniture. Topics include recipe development, menu planning, cost control and energy saving.
SCD206 Applied Dietetics
2 credits; 2 hours
This course will introduce students to the concepts, techniques and skills necessary for the assessment of clients' normal nutritional needs for the promotion of wellness through nutritional planning and clients' education. Topics to be addressed include gathering nutritional information, developing and implementing a nutrition instruction plan, and documenting interventions. Participation in the LaGuardia Nutrition Fair is a requirement of this course.
Prerequisite: CSE098 or CSE099, ENE/ENG099, MAT095/MAB095, SCD200

SCD221 Dietetic Field Experience II (Formerly: Nutrition Field Experience II)
2 credits; 1 seminar hour, 16 fieldwork hours
This fieldwork course is an application of the principles learned in Clinical Nutrition A. With supervision, students review medical records, interview patients to obtain nutrition histories, and develop and document nutrition care plans. Students calculate and plan diets for weight control, diabetes and cardiovascular diseases. Attendance at a weekly seminar is required. Students must provide proper uniform, liability insurance, and evidence of physical examination.
Prerequisite: MAT096/MAB096, ENG101 or ENC101, SCD260, and permission of D.T. coordinator.
Corequisite: SCD201

SCD222 Dietetic Field Experience III (Formerly: Nutrition Field Experience III)
2 credits; 1 seminar hour, 16 fieldwork hours
This fieldwork course is an application of the principles learned in Clinical Nutrition B. With supervision, students refine skills in interviewing and nutrition care plan development and documentation. Students calculate and plan diets for gastrointestinal, liver, and kidney diseases, as well as cancer, surgery, traumas, and burns. Attendance at a weekly seminar is required. Students must provide proper uniform, liability insurance, and evidence of a physical examination.
Prerequisite: CSE098 or CSE099, MAT096/MAB096, ENG101 or ENC101, SCD204, SCD221, and permission of D.T. coordinator.
Corequisite: SCD202

SCD250 Quantity Food Production (Formerly: Foodservice Management I)
3 credits; 3 hours
This course covers the basic principles involved in the planning, preparation, and service of large quantities of food in foodservice facilities. Topics include food selection variables, menu planning techniques, forecasting procedures, “front and back of the house” management, and recipe standardization, conversion, and costing. Term projects are required.
Prerequisite: CSE098 or CSE099, ENE/ENG099, MAT095/MAB095, ENG101 or ENC101, SCD100
Corequisite: SCD260 for D.T. students only

SCD251 Foodservice Sanitation & Safety (Formerly: Foodservice Management II)
3 credits; 3 hours
The emphasis of this course is on the sanitation and safety needs of quantity foodservice operations. Topics include food handling and storage, cleaning and sanitizing procedures, foodborne diseases, principles for prevention of food poisoning, and pertinent regulations. The course integrates basic principles of equipment selection, layout and design, and work simplification. Term projects are required. Completion of this course enables students to be eligible for the Food Protection Certificate from the NYC Department of Health.
Prerequisite: CSE098 or CSE099, ENE/ENG099, MAT095/MAB095, SCD100

SCD252 Quantity Food Purchasing (Formerly: Foodservice Management III)
3 credits; 3 hours
This course covers the technical aspects and procedures involved in forecasting and institutional procurements for foodservice systems. Topics include market analysis, buying ethics, legal aspects, and effective control of food costs. The development and implementation of accurate and precise food commodity specifications, purchasing strategies, portion control methods, inventory controls, and receiving procedures are introduced. Food cost accounting topics and relevant calculations are presented. Term projects are required.
Prerequisite: CSE098 or CSE099, ENE/ENG099, MAT096/MAB096, SCD250

SCD253 Foodservice Administration (Formerly: Foodservice Management IV)
3 credits; 3 hours
This course deals with the organization and administration of foodservice systems in institutions. Topics include the functions of management, personnel procedures and management, marketing and promotional activities, and human relations techniques for employees and clients. Also administrative leadership topics are presented such as legal, organizational, and cost control aspects of management. Term projects and case studies are required.
Prerequisite: CSE098 or CSE099, ENE/ENG099, MAT096/MAB096, SCD250
Corequisite: SCD265 for D.T. students only.

SCD260 Dietetic Field Experience I
1 credit; 8 fieldwork hours per week
This course is an application of theories learned in Quality Food Production. The practical implementation of the principles involved in the preparation and service of large quantities of food in health care facilities will be studied. The student will actually be involved in the supervised preparation of large quantities of food in the various units of a foodservice system in a health care institution. Proper uniform, liability insurance, physical examination, seminars, and reports are required.
Prerequisite: CSE098 or CSE099, ENE/ENG099, MAT095/MAB096, SCD100
Corequisite: SCD250

SCE200 Introduction to Paramedic Technology
2 credits; 2 hours
The course will introduce students to the roles and responsibilities of the EMT/Paramedic including major job functions, medical/legal implications, medical ethics, and death and dying. An overview of body systems will be used to introduce the techniques and methods of
patient assessment. Laboratory work will focus on paramedic skills with emphasis on vital signs, physical examination, history-taking, the general scene survey, and the overall approach to the acute patient.

**Prerequisite:** CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, permission of program coordinator, 6 months (minimum 200 hours) paid or voluntary EMT experience

**Corequisite:** SCE210, SCE224, SCE251, SCE265

**SCE202 Cardiovascular Physiology and Pathophysiology**

5 credits; 5 hours

A review of the anatomy and physiology of the cardiovascular system will be the basis for a study of its pathology. Specific disorders will include artery disease, angina, myocardial infarction, heart failure, syncope, cardiogenic shock, dysrhythmias, cardiac arrest and surgical emergencies. Patient assessment techniques and treatment modalities will be presented. Students will practice the following skills: CPR, ECG interpretation, defibrillation, cardioversion, and heart/lung sound evaluation. Interpretation of ECG's will be stressed.

**Prerequisite:** CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, permission of program coordinator, 6 months (minimum 200 hours) paid or voluntary EMT experience

**Corequisite:** SCE252, SCE266, SCE271, SCE275, SCE285

**SCE210 Fluid Dynamics, Shock and Clinical**

4 credits; 4 hours

A review of the anatomy and physiology of the cardiovascular system and body fluid dynamics will be the basis for a study of disease processes in fluid and electrolyte imbalance, dehydration, overhydration and shock. Patient treatment modalities will be presented. Students will practice skills such as phlebotomy, IV cannulation, fluid administration and the application of the anti-shock garment. Clinical work involves the administration of these skills in a patient care environment.

**Prerequisite:** CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, permission of program coordinator, 6 months (minimum 200 hours) paid or voluntary EMT experience

**Corequisite:** SCE200, SCE224, SCE251, SCE265

**SCE224 Clinical Rotation**

3 credits; 19 hours

This course consists of clinical rotations in the emergency department and on the paramedic ambulance. The student will participate with increasing levels of responsibility in the care of the emergency patient. The role of the student will vary from observation to the direct application of the interactive, assessment, management and treatment skills and techniques learned throughout the program. The student will be supervised by paramedics, emergency nurses and physicians.

**Prerequisite:** CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, permission of program coordinator, 6 months (minimum 200 hours) paid or voluntary EMT experience

**Corequisite:** SCE200, SCE224, SCE251, SCE265

**SCE251 Pharmacology for the EMT-Paramedic**

3 credits; 3 hours

This course provides an introduction to the major mediators of body systems and clinical prehospital pharmacology. Emphasis is placed on the action of drugs on the major body systems, as well as the indications, contraindications, complications, methods of administration and routes of administration of prehospital drugs. Lab work involves computing dosages and preparing medications for administration and practice with various administration techniques, sublingual, intravenous, intramuscular, subcutaneous and endotracheal installation. Skills taught in this course are necessary for later application in the sequence of paramedic courses during clinical rotations in the emergency department and paramedic ambulance.

**Prerequisite:** CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, permission of program coordinator, 6 months (minimum 200 hours) paid or voluntary EMT experience

**Corequisite:** SCE200, SCE224, SCE251, SCE265

**SCE252 Musculoskeletal/Soft Tissue and Medical Emergencies**

3 credits; 3 hours

The etiology and management of a variety of medical emergencies such as: alcohol and drug abuse, poisoning, diabetic emergencies, anaphylaxis, and abdominal emergencies will be presented. An overview of the skin, soft tissues and musculoskeletal system will provide the basis for the recognition and treatment of fractures, wounds, and environmental emergencies. Practice will include immobilization techniques for extremity fractures, bandaging, and the sterile techniques of wound and burn management.

**Prerequisite:** CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, SCE200, SCE210, SCE224, SCE251, SCE265

**Corequisite:** SCE202, SCE266, SCE271, SCE275, SCE285

**SCE265 Etiology of Respiratory Diseases and Clinical**

4 credits; 4 hours

A review of respiratory anatomy and physiology will be the basis for a study of disease processes in respiratory emergencies. Patient assessment and treatment modalities will be presented. Students will practice related oxygen, ventilation and airway skills. Clinical rotations in the operating room will require performance of advanced airway management techniques.

**Prerequisite:** CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, permission of program coordinator, 6 months (minimum 200 hours) paid or voluntary EMT experience

**Corequisite:** SCE200, SCE224, SCE251

**SCE266 Obstetric and Pediatric Pathophysiology and Clinical**

4 credits; 4 hours

This course explores gynecological emergencies, emergency childbirth, and pediatric emergencies. A review of the anatomy and physiology of the reproductive system and of the developing child is included. Assessment and management will be emphasized. Clinical rotations in the delivery room and pediatric emergency department are required.

**Prerequisite:** CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, SCE200, SCE210, SCE224, SCE251, SCE265

**Corequisite:** SCE202, SCE252, SCE271, SCE275, SCE285

**SCE271 Physiology and Pathophysiology of the Nervous System**

2 credits; 2 hours

The anatomy and physiology of the nervous system will be the basis for a study of the pathophysiology of neurological emergencies. Patient assessment, the neurological examination and treatment modalities will be presented. Emphasis will be on life-threatening problems and the management of head and spinal injuries. Students will practice spinal immobilization techniques.

**Prerequisite:** CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, SCE200, SCE210, SCE224, SCE265

**Corequisite:** SCE202, SCE252, SCE266, SCE271, SCE275, SCE285
SCN101 Introduction to Veterinary Technology (Formerly: Introduction to Animal Health Technology)
3 credits; 3 hours
This is a comprehensive introduction to the fundamental principles of animal science. Subjects covered include genetics and breeding, growth and senescence, environmental physiology, nutrition and feeding, and animal behavior. In addition students will begin the study of basic animal care and management, dosage calculations and animal diseases. There will be field trips to selected animal facilities in the metropolitan area.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096

SCN194 AIDS in New York City
3 credits; 3 hours
This course is a comprehensive examination of what is currently known about Acquired Immune Deficiency Syndrome (AIDS) and its impact on the New York health care system. Topics to be addressed will include the history of AIDS; definition and transmission; symptoms, diagnosis and treatment; prevention and risk reduction techniques. Students will learn about the poilitical, economic, epidemiological, psychosocial, and sociocultural aspects of HIV infection. Visits to AIDS health care facilities are included.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

SCN195 Community Health
2 credits; 2 hours
This course is a basic orientation to the organization of health care systems in New York City and the position of the health care worker within these systems. Topics will include health careers, the nature of health and disease, prevention of disease, public health measures, types of facilities, payment sources, medical care available, and future trends. Visits to local health facilities (i.e., hospitals, nursing homes) are included.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, major in Allied Health or permission of instructor

SC0054 Occupational Therapy Fieldwork Preparation
0 credits; 1 hour
This course serves as an introduction to occupational therapy as a career area. Students learn the history, requirements for graduation and certification, the settings in which occupational therapy assistants train and work, the categories of personnel in the field and the professional organizations and opportunities. Experiences include writing a resume and preparing for an interview. Supervision and responsibilities are discussed as well as procedures for placement and evaluation.
Prerequisite: Open only to students in the Occupational Therapy Assistant Program.

SC0101 Introduction to Occupational Therapy (Formerly: Occupational Therapy Theory and Practice in Psychosocial Dysfunction)
4 credits; 7 hours (1 lecture, 6 labs)
This course provides an overview of occupational therapy, its scope of practice and basic principles, and the roles of occupational therapy assistant. Course activities include practice in basic craft skills, analysis and instruction of games and small crafts, development of communication skills, and field visits. The effects of environmental and cultural differences in shaping activity behaviors and preference are emphasized.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SCO054, ENGT101 or ENCI101, SCH203, SCN195, SSY101
Pre or corequisite: SCO054

SCH110 Aging and Health
3 credits; 3 hours
This course will discuss the aging process and the effect of biological changes on the mental processes and functioning of the individual. The relationship between aging and chronic disease will be reviewed with special consideration given to prevention of the effects of physical and mental deterioration. Role playing, exercises and group discussions will be used to increase the knowledge of the aging process and consider the relationship between the emotional, social and physical forces of aging.
Prerequisite: CSE098 or CSE099, MAT095/MAB095, ENG101 or ENCI101, SCT101 for PT Assistant majors only.

SCH150 Drugs and Behavior
3 credits; 3 hours
This course is an overview of drug abuse and addiction. It encompasses issues related to alcohol and drug dependency. A variety of methods is used to explore such issues as the psychosocial aspects of drug taking; the dynamics of dependence; pharmacology; medical and nonmedical use of drugs; preventive measures and alternatives. Students will have the opportunity to develop a fundamental philosophy and understanding which can be used in more advanced study.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

SCH210 Human Sexuality
3 credits; 3 hours
This is a survey course designed to provide students with knowledge of sexuality as related to their physical, mental, and emotional maturation. Topics to be addressed include: anatomy and physiology of the reproductive system, sexual health concerns, alternative life styles (i.e., bisexuality, homosexuality, and erotic minorities). Emphasis is placed on the positive functional aspects of sexuality rather than the dysfunction.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095
SC0200 Physical Aspects of Human Growth and Development
2 credits; 2 hours
This course presents an overview of human biological development as it affects functional performance from birth to pubescence. Specific topics include development of the sensory and motor systems, sensory integration, reflex integration, differentiation of joint motion, and the role of the endocrine system. The importance of the human and nonhuman environment in facilitating and supporting optimal development is emphasized.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, ENG101 or ENG101, SCB204, SCO101, SSY101, SCN195
Pre- or Corequisite: SCB230

SC0204 OT Process: Psychosocial and Geriatric Conditions
4 credits; 4 hours
This course presents occupational therapy theory base and process skills for evaluation and treatment of patients with psychosocial dysfunction and or disorders associated with aging. Topics include: data collection, problem solving, treatment planning and implementation, reassessment, family involvement, legal, ethical and regulatory issues. The importance of the individual in planning treatment is emphasized, with special attention to personal history and preferences, culture and environment.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, ENG101 or ENC101, MAT095/MAB095, SCB204, SCO054, SCO101, SSY230, SCN195, SCO054
Pre-or Corequisite: SSY260
Corequisite: SCO284

SC0205 OT Process: Physical and Developmental Disabilities
4 credits; 4 hours
This course presents occupational therapy theory base and process skills for evaluation and treatment of patients with physical and or developmental disabilities. Topics include: data collection, problem solving, treatment planning and implementation, reassessment, family involvement, legal and ethical and regulatory issues, supervision of ancillary personnel and volunteers. Identification and management of functional performance deficits is the primary emphasis.
Prerequisite: CSE098 or CSE099, MAT096/MAB096, ENG101 or ENC101, SCO101, SCO200, SCO204, SCO214, SCO230, SCN195, SCO054, SSY240
Pre- or Corequisite: SCO215, SCO285

SC0214 OT Skills and Functional Activities I
4 credits; 6 hours (2 lecture, 4 lab)
This course provides a foundation for performing, analyzing, and instructing activities used in the treatment of patients with psychosocial dysfunction and or disorders associated with aging. The roles of student, worker, homemaker, parent, recreator and self-maintainer serve to frame the assessment and treatment processes and the selection of activities. Activity programming, reality orientation and remotivation, program administration and management are included.
Prerequisite: ESL099, CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, ENG101 or ENC101, SCB204, SCO054, SCO101, SSY230
Pre-or Corequisite: SSY260
Corequisite: SCO204, SCO284

SC0215 OT Skills and Functional Activities II
4 credits; 6 hours (2 lecture, 4 lab)
This course provides the student with experience in performing, analyzing, adapting and instructing activities used in the treatment of patients with physical and or developmental disabilities. Activities are organized around the childhood roles of player and learner, and the adult roles of student, worker, homemaker, parent, recreator and self maintainer. Topics include: splinting, toys and play activities, adaptation of equipment and environment, positioning, transfers and treatment modalities. Splinting and orthotics are included.
Prerequisite: ESL099, CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, SCO101, SCO200, SCO214, SCO230, SSY240
Corequisite: SCO205, SCO285

SC0230 Functional Pathology
3 credits; 3 hours
This course is a systems approach to the study of pathophysiology. Emphasis will be on the normal and abnormal response to disease and injury, and effects on bodily systems. Consideration will be given to selected disorders, including a survey of pathology, symptomatology, management and prognosis. Knowledge of proper terminology will also be emphasized.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, SCB204 or equivalent

SC0284 OT Clerkship for Psychosocial/Geriatric Conditions (Formerly: CE0201)
1 1/2 credits; 5 hours (1 lecture, 4 fieldwork)
This is an introductory fieldwork experience in a supervised setting. The setting may be one which serves persons with psychosocial conditions or one which provides activity/recreation/leisure programming for the aged. The student spends a minimum of one half day per week or the equivalent at the fieldwork site. Attendance at a weekly seminar is required and provides opportunities for students to integrate classroom theory with fieldwork experiences.
Prerequisite: ESL099, CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, ENG101 or ENC101, SCB204, SCO054, SSY230
Pre-or Corequisite: SSY260
Corequisite: SCO204

SC0285 OT Clerkship for Physical/Development Disabilities
1 1/2 credits; 5 hours (1 lecture, 4 fieldwork)
Introductory fieldwork in a supervised setting. The setting may serve persons with physical disabilities or developmental disabilities. The student spends a minimum one half day per week or the equivalent at the fieldwork site. A weekly seminar provides opportunities to integrate classroom theory with fieldwork experiences.
Prerequisite: ESL099, CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, ENG101 or ENC101, SCO054, SCO101, SCO200, SCO230, SCB204
Corequisite: SCO215, SCO205

SC0294 OT Fieldwork in Psychosocial /Geriatric Conditions (Formerly: SC0290)
2 credits; 38 hours (1 lecture, 37 fieldwork)
This is a full-time placement in a supervised setting for six weeks. The setting may be one which serves persons with psychosocial conditions or one which provides activity/recreation/leisure programming to the aged. Attendance at a weekly seminar is required. A minimum of 220 hours (excluding absences) of fieldwork must be completed to satisfy
requirements of the American Occupational Therapy Association. Students are responsible for their travel costs for fieldwork.

**Prerequisite:** ESL099, CSE098 or CSE099, MAT096/MAB096, ENG101 or ENC101, SCO204, SCO214, SCO284, permission of Occupational Therapy Program Director is required to register.

**SC0295 OT Fieldwork: Physical/Development Disabilities**
2 credits; 38 hours (1 lecture, 37 fieldwork)
The student is assigned to a full-time clinical facility under professional supervision. The internship provides exposure to clients with physical and/or developmental disabilities. The student is provided with opportunities to practice a variety of treatment approaches under supervision. Participation at a weekly seminar facilitates integration of theory with practice.

**Prerequisite:** ESL099, CSE098 or CSE099, MAT096/MAB096, ENG101 or ENC101, SCO205, SCO215, SCO230, SCO285, SCO101 Permission of Occupational Therapy Program Director required to register.

**SCP101 Topics In Physical Sciences**
3 credits; 4 hours (2 lecture, 2 lab)
This course consists of a survey of the major concepts in physics, astronomy, chemistry and geology. The physics section includes the theory of motion (Kinematics); the law of conservation of energy; different forms of energy, especially electrical and atomic; and the laws of wave motion and optics. The astronomy section deals with both planetary and stellar astronomy. The unit on chemistry, emphasizes the structure of atoms and their combination into molecules. Finally, the segment on geology centers around the theory of plate tectonics and how it is used to explain phenomena such as earthquakes and volcanos.

**Prerequisite:** CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095

**SCP201, 202 Fundamentals of Physics I and II**
4 credits; 6 hours each (3 lecture, 1 recitation, 2 lab)
Fundamentals of Physics I and II are together a two-semester sequence covering the basic laws of physics with an emphasis on laboratory experience and mathematical solutions of problems. This is a basic course for students intending to continue their studies in the physical and biological sciences, since more advanced courses in the natural sciences assume knowledge of this material. Among the topics studied are:

**SCP201:** The basic concepts of mechanics; kinematics; Newton’s gravitation; conservation of momentum and energy; heat, emphasizing the kinetic theory; and electrostatics (charge, forces, fields, electrical energy.)

**SCP202:** The basic concept of electrodynamics (currents and magnetism electromagnetism); optics (wave theory, lenses); and modern physics (relativity, atomic theory, quantum mechanics.)

**Prerequisite:** For SCP201: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096
For SCP202: CSE098 or CSE099, ENA/ENE/ENG099, MAT096 or MAB096, SCP201

**SCP240, 241, 242 General Physics I, II and III**
4 credits; 6 hours each (3 lecture, 1 recitation, 2 lab)
General Physics I, II and III are together a three-semester sequence in physics for science and pre-engineering students. The topics covered in the first semester include: motion in one, two and three dimensions; vectors; forces and moments; Newton’s Laws; work and energy; center of mass; momentum and collisions; rotational motion; moment of inertia; hydrostatics and hydrodynamics. The topics covered in the second semester include: heat and temperature; the laws of thermodynamics; kinetic theory; entropy, oscillations; wave motion; properties of light; optics. The topics covered in the third semester include: electrostatics; DC circuits; magnetism and magnetic materials; AC circuits, special relativity, modern physics. This is a calculus-based physics course.

**Prerequisite for SCP240:** CSE098 or CSE099, ENA/ENE/ENG099
**Prerequisite:** MAT201
**Pre- or Corequisite:** MAT202
**Prerequisite for SCP241:** ENA/ENE/ENG099, SCP240, MAT202
**Prerequisite for SCP242:** SCP241

**SCR110 Fundamentals of Nursing**
6 credits; 12 hours (3 lecture, 3 lab, 6 clinical)
This course is an introduction to the five interrelated roles of the associate degree nurse, with emphasis on the role of provider of care. Students focus on the assessment phases of the nursing process to formulate nursing diagnoses. Campus laboratory experiences stress the development of fundamental nursing skills. Clinical practice in health facilities involves care of clients with health problems. A uniform, liability insurance and physical examinations are required.

**Prerequisite:** CSE098 or CSE099, ENC101 or ENG101, SBB203, SCC140, SSY101, Pre-nursing index of 2.5 or above and permission of Nursing Program Director.
**Pre-or Corequisite:** SBB204
**Corequisite:** MAT106, SCR150

**SCR150 Perspectives of Nursing**
1 credit; 1 hour
This course focuses on historical influences on nursing. The evolution of the nursing profession within the health care delivery system will be explored. Emphasis will be placed on past nursing leaders and various types of nursing education.
SCS150 Mentoring: The Helping Relationship
3 credits; 3 hours
This course offers a study of, and experience in, the helping relationship. Theoretical approaches to the helping process will be covered as well as specific skills. Topics and guest presentations include peer tutoring, problem solving, adolescence, peer counseling, and use of a mentor in career development. Students will be involved in seminar discussions, training, and field visits. Each participant will serve as a mentor in a supervised experience with a high school student.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, ENG101 or ENC101 and one of the following: ENG104 or HSC102, or HUC101 or SSY101, minimum cumulative GPA of 2.0

SCT101 Introduction to Physical Therapy
2 credits; 2 hours
This course introduces the concepts and scope of physical therapy, its professional organization and its relationship with other health professions. Subjects include: the role and function of health personnel, professional ethics and conduct, medico-legal aspects of physical therapy services, vital signs, medical terminology, communication skills, and record keeping.
Prerequisite: ESW99, CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, ENG101 or ENC101, SCB203, SSY101, SCN195

SCT202 Structural Kinesiology
2 credits; 3 hours (1 lecture, 2 lab)
This course introduces students to the study of muscles as the basis for movement and exercise. Topics include: review of the human skeletal and muscular systems, biomechanics, types of joints and movements, normal range of motion, types of muscle contractions, muscle actions and innervations, manual muscle testing and principles of body mechanics.
Prerequisite: ESL099, CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, SCB203, SCT101
Pre- or Corequisite: SCB204

SCT211 Therapeutic Procedures I
4 credits; 6 hours (2 lecture, 4 lab)
This course will focus on the principles and use of heat, cold, light and traditional massage as they relate to physical therapy. Topics include: proper preparation of patients, treatment areas and equipment, application of hot and cold packs, paraffin, whirlpool, infrared, ultraviolet, basic massage, intermittent compression, sterile technique and wound debridement. Physical therapy techniques for the treatment of respiratory disorders are included.
Prerequisite: ESL099, CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, SCB203, SCT101
Pre- or Corequisite: SCB204, SCT202

SCT212 Therapeutic Procedures II
4 credits; 6 hours (2 lecture, 4 lab)
This course covers advanced physical therapy procedures and techniques and focuses on the treatment of pain. Topics include: Use and application of short-wave and microwave diathermy, ultrasound, electrical stimulation, and pelvic and cervical traction. Pain control theories are discussed, including the use of acupressure, T.E.N.S. and biofeedback. Postural evaluation and exercises for posture and back pain are included.
Prerequisite: ESL099, CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, SCB204, SCT202, SCT211
SC225 Mobility Activities for P.T. Assistants  
2 credits; 3 hours (1 lecture, 2 lab)
This course covers the principles of mobility activities and their application to various physical disabilities. Topics include: bed and mat activities, wheelchair specifications, architectural barriers, transfers, normal gait, gait deviations, use of assistive and supportive devices, orthotics and prosthetics.  
Prerequisite: ESL099, CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB096, SCB204, SCT202

SC250 Therapeutic Exercise  
4 credits; 6 hours (2 lecture, 4 lab)
This course covers the principles and techniques of therapeutic exercise including all basic approaches to exercise (passive, active-assistive, active and resistive exercises.) In addition, neuromuscular facilitation techniques and principles of soft tissue mobilization are introduced. Goniometry, posture, reflex and manual muscle testing will be included.  
Prerequisite: ESL099, CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, ENG101 or ENC101, SCT202, SCT225, SCO230  
Pre- or Corequisite: SCT 212

SC291 Physical Therapist Assistant Affiliation & Seminar I  
3 credits; 19 hours (1 lecture, 18 affiliation)
This course provides students with an opportunity to apply and integrate the theory and practice of physical therapist assistant skills in clinical settings under the supervision of a physical therapist. The biweekly seminar integrates the students' experiences with their classroom training. Students are required to provide their own uniform, liability insurance and proof of a physical examination.  
Prerequisite: ESL099, CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, ENG101 or ENC101, SCT101, SCT202, SCT211, SCT212, SCT225, SCT250, and permission of P.T. Coordinator.

SC292 Physical Therapist Assistant Affiliation & Seminar II  
3 credits; 19 hours (1 lecture, 18 affiliation)
This course provides students with the continued opportunity to apply and integrate the theory and practice of physical therapist assistant skills in clinical settings under the supervision of a physical therapist. The student is expected to assume increased responsibility for treatments and administrative tasks and to improve his/her ability to manage time effectively. Students are required to attend scheduled seminars and provide their own uniform, liability insurance and proof of a physical examination.  
Prerequisite: ESL099, CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, ENG101 or ENC101, SCT101, SCT202, SCT211, SCT212, SCT225, SCT250, and permission of P.T. Coordinator.

SC201: Research Animal Technology  
4 credits; 6 hours (3 lecture, 3 lab)
This course prepares students to work with rodents, rabbits and other animals used in research. Laboratory sessions provide hands-on training in restraint, drug administration, sample collection, anesthesia and research techniques. Classroom periods will cover husbandry, diseases, and sanitation, as well as the principles and ethics of animal research. Students will participate in the operation of the college's animal facility.  
Prerequisite: ESO99, CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB096, SCN101

SCV210 Veterinary Nursing I  
4 credits; 6 hours (3 lecture, 3 lab)
This course introduces students to the technical procedures of veterinary practice. The major disciplines to be covered in lecture sessions are anesthesiology, parasitology and small animal diseases. In the laboratory students will anesthetize dogs and cats and perform basic diagnostic and therapeutic techniques. They will also prepare patients for aseptic surgery, employ techniques of surgical assisting, and learn the principles of cardiopulmonary resuscitation.  
Prerequisite: ESO99, CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, SCB209, SCV201

SCV211 Veterinary Nursing II  
4 credits; 6 hours (3 lecture, 3 lab)
This course deals with advanced technical procedures in veterinary practice and laboratory animal science. Lecture sessions will cover animal diseases, emergency care, pharmacology and gnotobiology. In the laboratory, students will receive training in the care of sick and injured animals, including dentistry, catheterization, fluid and drug administration, and the use of monitoring devices. In addition, students will maintain a germfree isolator and perform minor surgical procedures on rodents.  
Prerequisite: ESO99, CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, SCV210  
Pre- or Corequisite: SCB260

SCV212 Veterinary Radiography  
3 credits; 5 hours (2 lecture, 3 lab)
This course will provide lectures which explore the theory and principles of radiography. The laboratory will provide students with training in the operation and maintenance of the x-ray machine, automatic and manual film processing, animal restraining and positioning, health and safety precautions and radiograph evaluation and storage.  
Prerequisite: ESO99, CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096, SCV210  
Pre- or Corequisite: SCV211

SCV213 Veterinary Laboratory Techniques  
3 credits; 5 hours (2 lecture, 3 lab)
This course deals with the examination of blood, urine, and other body substances for diagnostic and prognostic purposes in veterinary practice. Students will learn to perform complete blood counts, blood chemistries, serological tests and urinalysis. Lecture periods will cover the theories on which the tests are based and the relevance of laboratory results in the evaluation of the health of animals.  
Prerequisite: ESO99, CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB096  
Pre- or Corequisite: SCV210

SCV214 Farm Animal Nursing  
3 credits; 5 hours (2 lecture, 3 lab)
In this course, students will study the application of animal health technology to farm animals. Class sessions will cover diseases, government health regulations and programs, emergency care, orphan animal care, and relevant farm management procedures. Using various
species of animals and types of equipment, students will learn tech-
niques for restraint, administration of medication, sample collection,
bandaging, surgical preparation and assistance, and positioning for
radiology.
Prerequisite: ESL099, CSE098 or CSE099, ENA/ENE/ENG099,
MAT096/MAB096, SCV201
This course will be taught at an off-campus location. Students must
pay their own travel and room and board expenses.

Office Technology
Department

Department Faculty:
Deborah P. Harrell, Chairperson; Avis O. Anderson, John Appiah,
Adalgisa A. Cardoso, Josephine Corso, Eve Fischthal, Gail Green-
Fraser, Audrey W. Harrigan, Joann Lanaro, Magalie Lopez, Margarita
Lopez, Paula Murphy, Linda Ramos, Marian Rutledge, Marie Sacino-
Erlich, Rosemary Scalfani.

OFT100 Stenography I (Gregg)
3 credits; 4 hours
Students will master the basic theory of the Gregg Shorthand System.
Students are expected to master the basic principles of the Gregg
shorthand system and to acquire a minimum writing speed of 40 words
a minute. The ability to read shorthand from textbook plates, home-
work notes, and classroom dictation will be developed. Written and
oral communication skills including grammar, punctuation, vocabu-
larv, and listening skills will be emphasized. Special attention will be
given to selecting dictation material that deals with multicultural
issues in our society.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

OFT102 Stenography I (Machine)
3 credits; 6 hours (4 lecture, 2 lab)
Students will receive an intensive presentation of the basic theory of
Machine Shorthand. At the conclusion of the course, students are
expected to have mastered the basic principles of machine shorthand
and to have acquired a minimum writing speed of 40 words a minute
and the ability to read shorthand from textbook plates, homework
notes, and classroom dictation.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

OFT110 Stenography II (Gregg)
3 credits; 4 hours
This course completes the presentation of the basic principles of Gregg
Shorthand System and provides for speedbuilding in both reading and
writing of shorthand. The final writing speed goal is a minimum of 50
words per minute for two minutes. Vocabulary development and
language arts are stressed. Pre-transcription drills are begun in prepa-
ration for typewritten transcription. Special attention will be
given to selecting dictation material that deals with multicultural
issues in our society.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, OFT100,
OFT131 or OFC131

OFT112 Stenography II (Machine)
3 credits; 6 hours (4 lecture, 2 lab)
This course completes the presentation of the basic principles of
Machine Shorthand and enables students to build speed in both reading
and writing of shorthand. Final writing speed goal is a minimum of 60
words per minute. Pre-transcription drills are commenced in prepara-
tion for keyboarding transcription.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, OFT102,
OFT131 or OFC131

OFT120, 121, 123 Stenography III (Gregg, Pitman, ABC)
3 credits; 6 hours
Speedbuilding to a minimum speed of 70 words a minute is the primary
focus of this course. Emphasis on spelling, grammar, and punctuation
continues. Transcription skill is developed from textbook plates,
homework notes, and new-matter dictation. Mailability on average-
length letters from unfamiliar material is required.
Prerequisite: CSE098 or CSE099, OFT110
Pre- or Corequisite: ENG101 or ENC101, OFT133

OFT122 Stenography III (Machine)
3 credits; 8 hours (6 lecture, 2 lab)
The primary focus of this course is to build speed to a minimum of 80
words a minute. Emphasis on spelling, written communications, and
punctuation is continued. Transcription skill is developed from text-
book plates, homework notes, and from new-matter dictation. Mail-
ability on average-length letters from unfamiliar material is required.
Prerequisite: CSE098 or CSE099, OFT112
Pre- or Corequisite: ENG101 or ENC101, OFT133

OFT131 Keyboarding I
2 credits; 3 hours
This course is designed to instruct beginners in the fundamentals of
touch keyboarding. Keyboard mastery will be developed through
intensive speed and accuracy exercises. Proofreading techniques and
the formatting of mailable block and modified block-style business
letters, large envelopes, and unbound manuscripts will be stressed.
The final speed goal is 25-35 gross words a minute for three minutes
with a maximum of three errors.
Prerequisite: ESH098 or ESL098 or ESR098

OFC131 Keyboarding I
2 credits; 4 hours
This course is designed to provide instruction in touch keyboarding.
Developmental instruction and practice will be provided in formatting
of business letters and envelopes, unbound manuscripts, and proof-
reading techniques. Instruction in the basic skills of reading and
writing are provided to address language deficiencies through rein-
forcement of spelling and techniques in proofreading and following
instructions. Through intensive speed and accuracy exercises, stu-
dents will acquire a keyboarding speed of 25-35 words a minute for
three minutes with a maximum of three errors.
Corequisite: Placement into ESH098 or ESL098 or ESR098

OFT132 Keyboarding II: Production Formatting
2 credits; 4 hours
This course is designed to increase the skills of students who have
successfully completed Keyboarding I or its equivalent. Emphasis will
be placed on intensive speedbuilding and accuracy drills. Formatting
for business correspondence, tabulations, and manuscripts will be
covered. The final speed goal is 40-45 gross words per minute for five minutes with a maximum of five errors.

Prerequisite: ESH098 or ESL098 or ESR098, OFT131 or OFC131.

OFT133 Keyboarding III: Advanced Production Formatting (Formerly SEC142 Typewriting III)
2 credits; 4 hours

This course is designed to increase the keyboarding and production skills of students who possess a minimum speed of 40 gross words a minute. Intensive speed, accuracy, and reinforcement drills will be stressed. Complex formats for letters, manuscripts, tabulations, memos, and business forms will be introduced. The final keyboarding speed goal is a rate of 50-55 gross words a minute for five minutes with a maximum of five errors.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, OFT132

OFT151 Introduction to Office Information Systems
3 credits; 4 hours (3 lecture, 1 lab)

This course is a comprehensive introduction to office systems and technology for microcomputer users in an organizational context. Applying office tools and technologies for increased productivity will be emphasized. Topics include history of microcomputers; basic organizational and general systems theory; hardware, software, and systems management; DOS commands; management of hard disk files; software installation procedures and program maintenance.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

OFT155 Word Processing I (Formerly: SEC150)
3 credits; 4 hours (3 lecture, 1 lab)

This course introduces students to word processing on the microcomputer. Through hands-on practice, students will become proficient in the basic uses of a major word processing software package. Topics covered include creating, editing, storing, page formatting, printing, basic merging, and performing block functions using single files.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, OFT131 or OFC 131

OFT156 Word Processing II
3 credits; 4 hours (3 lecture, 1 lab)

This course is a continuation of Word Processing I. Emphasis will be placed on advanced word processing applications on the microcomputer. Topics will include advanced techniques of creating and merging files, advanced editing, specialized printing, and creating and using on-line resources such as thesaurus, math, a sort, and macro commands.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, OFT155

OFT171 Court Reporting I
4 credits; 8 hours (4 lecture, 4 lab)

Court Reporting I is designed to increase the skills of students who possess a minimum shorthand speed of 80 wpm utilizing touch shorthand. Intensive speed and accuracy development, as well as individualized diagnostics, will be stressed. Students will develop a minimum speed of 90 wpm with 95% accuracy using literary, Jury Charge, and testimony dictation materials.

Prerequisite: CSE098 or CSE099
Pre- or Corequisite: ENG101 or ENC101, OFT122 or ability to pass placement exam of 50 wpm typing; 80 wpm machine steno.

OFT172 Court Reporting II
4 credits; 8 hours (4 lecture, 4 lab)

Court Reporting II is designed to increase skills of students who possess a minimum shorthand speed of 90 wpm utilizing touch shorthand. Intensive speed and accuracy development will be stressed through individualized testing. Students will develop a minimum speed of 120 wpm with 95% accuracy using literary, technical, commercial materials, openings and summations of counsel, Jury Charge, and courtroom testimony. Students will be introduced to computer-aided transcription.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, OFT171
Corequisite: ENG101 or ENC101, OFT175

OFT175 Courtroom Communications and Procedures
3 credits; 3 hours

This course will introduce students to the functions of the court reporter during trials, depositions, and hearings. Professional ethics will be discussed. Maintenance of financial records such as billing and record-keeping, and stenographic notes will be explained. The course will also introduce students to grammar usage and punctuation in the courtroom through the study of word usage, language structure, writing mechanics, and spelling.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, OFT171
Corequisite: OFT172

OFT185 Legal/Medical Terminology
3 credits; 3 hours

The language utilized in court reporting and other areas of verbatim reporting will be introduced. Emphasis will be placed on the teaching of prefixes and suffixes of the medical language so that those in the field of court and convention reporting will have the skills necessary to record medical testimony. Students will also be introduced to terminology and concepts in various areas of the law including legislative, executive and judicial functions as they relate to the courts and to conventions.

Prerequisite: CSE098 or CSE099, MAT095/MAB095, ENG101 or ENC101, OFT172, OFT175
Corequisite: OFT271

OFT235, 236, 237 Legal Office Technology I (Gregg, Pitman, Machine)
3 credits; 3 hours

This course is designed to provide the student with the vocabulary and background information required to prepare legal documents and correspondence. High-level keyboarding speed, accuracy and production techniques will be developed. Machine transcription of legal documents and correspondence will be introduced as well as appropriate legal style and formats. English grammar, spelling, and punctuation will also be reviewed and reinforced in this course.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, AMM110, OFT120 or OFT121 or OFT122, OFT133 or OFT155
Corequisite: OFT265 or OFT266 or OFT267

OFT245, 246, 247 Legal Office Technology II (Gregg, Pitman, Machine)
3 credits; 3 hours

This course is a continuation of Legal Office Technology I. It includes more advanced terminology and legal documents, and correspondence. It further develops keyboarding speed, accuracy and machine
transcription skills through the use of word processing software on microcomputers. Written communication skills will be reinforced and refined.

Prerequisite: CSE098 or CSE099, ENG101 or ENCl01, AM1110, OFT235 or OFT236 or OFT237
Corequisite: OFT275 or OFT276 or OFT277

OFT250 Educational Problems of the School Secretary: Part I
2 credits; 2 hours

This course deals with the interrelationship of the school secretary with respect to the school personnel, pupils, and community. All the above is discussed in depth in relationship to by-laws of the Board of Education, Guidance, Practical Psychology for the school secretary, ethics of the school secretary, and special education.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

OFT251 Educational Problems of the School Secretary: Part II
2 credits; 2 hours

This course deals with the organization of the New York City public school system. Topics such as circulars and directives as they apply to the school secretary, philosophy of education, and interpretation of educational statistics will also be discussed.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, OFT250

OFT255 School Records and Accounts
2 credits; 2 hours

This course is designed to develop an understanding of New York City public school records, accounts and administrative procedures as related to pupil and staff. Classwork will consist of actual implementation of selected school records and accounts. Day-to-day procedures will be reviewed, discussed and analyzed.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/ MAB095

OFT260 Business Communications
3 credits; 3 hours

This course provides students with the ability to exercise various communication tasks in business. Special consideration will be given to the mechanics of written English. Written activities will focus on memos, business letters, reports, and special communications (news releases and minutes). Oral communication will be refined and telephone skills will be emphasized.

Prerequisite: CSE098 or CSE099, ENG101 or ENCl01, HUC101
Pre- or Corequisite: OFT131 or OFC131 or equivalent

OFT265, 266, 267 Legal Dictation and Transcription I (Gregg, Pitman, Machine)
3 credits; 6 hours

This course is designed to provide introductory training and instruction in the preparation of legal documents and legal correspondence. Emphasis will be placed upon the stenographic, transcription and format aspects of such documents and correspondence. An understanding of the nature, purpose and terminology of legal documents will be provided. Proofreading, editing and writing skills will also be refined.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, AM1110, OFT120 or OFT121 or OFT122, OFT133, OFT135
Corequisite: OFT235 or OFT236 or OFT237

OFT270 Electronic Office Procedures
3 credits; 6 hours

Business skills such as word processing and machine transcription will be developed, integrated, and refined. Human relations skills, interpersonal relationships, and organizational structure will be covered through job-related projects. Basic filing rules, mail procedures, and telephone techniques will be discussed. Hands-on training will be conducted in payroll processing, electronic record keeping, electronic calendaring and filing.

Prerequisite: OFT132 or equivalent and HUC101
Pre- or Corequisite: ENG101 or ENCl01
Note: This is the first TAR course and must be completed before your first internship.

OFT271 Advanced Court Reporting I
6 credits; 10 hours (6 lecture, 4 lab)

This course increases the skills of students who possess a minimum shorthand speed of 120 wpm utilizing touch shorthand. Speed and accuracy, as well as individualized diagnostics, will be stressed. Students will develop a minimum speed of 150 words per minute with 95% accuracy using literary, medical, technical and commercial materials, openings and summations of counsel and Jury Charge. Students will be introduced to two-voice courtroom testimony and will utilize computer-aided transcription.

Prerequisite: CSE098 or CSE099, MAT095/MAB095, ENG101 or ENCl01, OFT172, OFT175
Corequisite: OFT185

OFT272 Advanced Court Reporting II
6 credits; 10 hours (6 lecture, 4 lab)

This course increases the skills of students who possess a minimum shorthand speed of 150 wpm utilizing touch shorthand. Speed and accuracy, as well as individualized diagnostics, will be stressed. Students will develop a minimum speed of 200 wpm with 95% accuracy using literary, medical, technical, commercial materials, openings and summations of counsel and Jury Charge. Students will also be introduced to four-voice courtroom testimony and will utilize computer-aided transcription.

Prerequisite: CSE098 or CSE099, ENG101 or ENCl01, OFT271

OFT275, 276, 277 Legal Dictation and Transcription II (Gregg, Pitman, Machine)
3 credits; 6 hours

This course is designed to provide advanced training and instruction in the preparation of legal documents and legal correspondence, building upon the work completed in Legal Dictation and Transcription I. Emphasis will be placed upon the stenographic, transcription and format aspects of such documents and correspondence. An understanding of the nature, purpose and terminology of legal documents will be provided. Proofreading, editing and writing skills will also be refined.

Prerequisite: OFT265 or OFT266 or OFT267 and OFT235 or OFT236 or OFT237
Corequisite: OFT245 or OFT246 or OFT247
OFT280 Microcomputer Applications—Spreadsheets
2 credits; 4 hours (2 lecture, 2 lab)
This course will familiarize students with the menu commands and uses of spreadsheet software packages. Through hands-on practice students will develop the ability to create spreadsheets for multiple purposes. Emphasis will be placed on recordkeeping for general business applications.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, OFT131 or OFC131

OFT281 Microcomputer Applications—Data Base
3 credits; 4 hours (3 lecture, 1 lab)
This course introduces the software application of a data base. Students will explore the uses of a data base through extensive hands-on experience. The course will emphasize the use of alternative methods of searching the data base, selective retrieval of information, and report preparation. Students will explore the use of advanced functions in order to combine files, modify original design, update records and become familiar with the use of temporary storage.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, OFT151, OFT131 or OFC131

OFT282 Desktop Publishing Applications
3 credits; 4 hours (3 lecture, 1 lab)
This course introduces students to the basics of desktop publishing—the art of producing typeset documents. Familiarization with equipment, available software, and electronic printing will be emphasized. Students will receive hands-on training relating to the art of typesetting on the microcomputer. Topics include input, composition, and output in electronic publishing.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099 or ESL098 or ESR098, MAT095/MAB095, OFC131 or OFT131

OFT286 Integrated Software Systems
3 credits; 4 hours (3 lecture, 1 lab)
This course will emphasize the systems and procedures used to process information in an integrated software environment. Students will be familiarized with advanced data base and spreadsheet concepts and receive instruction in the operation of graphics software. Integrated software applications will be completed in a simulated office environment. Topics also will include use of ASCII codes, electronic clipboards, windows, and utility programs.
Prerequisite: CSE098 or CSE099, MAT096/MAB096, ENG101 or ENC101, OFT156, OFT280, OFT281

OFT290 Decision Support Systems
3 credits; 4 hours (1 lecture, 1 lab)
This course is the capstone to the Microcomputer Systems, and Applications curriculum. Instruction will focus on the uses of word processing, data base, spreadsheet, and graphics software applications essentials to support typical business decisions. An understanding of general concepts of decision support systems (DSS), including problem solving, data management, and data-flow diagramming, will be developed using various computer software available for decision support applications.
Prerequisite: CSE098 or CSE099, MAT096/MAB096, ENG101 or ENC101, OFT260, OFT286

Social Science Department

Social Science courses examine why people behave the way they do; why society is the way it is; who has power, wealth, and prestige and how they got them. Many of the courses emphasize the themes of ethnicity, class, gender, and power through which students can better understand themselves, society, and the world in which they live.

The department offers interdisciplinary courses as well as courses in anthropology, economics, history, political science, psychology, sociology, and urban study.

Department Faculty

SSA100 Introduction to Anthropology
3 credits; 3 hours
In this course, students will be introduced to the fields of anthropology—physical anthropology, archeology, cultural anthropology, and anthropological topics in Linguistics. The aim shall be to explore the origins and development of some of the world’s hunter-gatherer, agricultural, peasant and industrial societies. Utilizing examples from both extinct and modern day societies, the student will gain an appreciation of the wide diversity of human cultures.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SSA101 Cultural Anthropology
3 credits; 3 hours
This course examines the similarities and differences found in the various types of human cultures and societies. It acquaints students with the basic concepts that help explain differences and similarities. The role of culture and language in determining human behavior is examined as is the interrelationship of aspects of behavior (economics, politics, family and religion) in different types of societies. Patterns of cultural change will also be discussed.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SSA106 Anthropology of Latin America
3 credits; 3 hours
This course will focus on the different peoples and cultures of Latin America, including Indian groups, rural communities of peasants, blacks and other plantation workers, urbanized peasants, urban workers, new middle classes and elites. The social and cultural organization of each of these groups will be examined, particularly in their relationship to the larger society. The impact of the global economy on Latin American cultures will also be examined.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SSD/CIS105 Computers and Society
3 credits; 4 hours
This course examines the relationship between human values, society and technology. It begins with an explanation of how computers work and then investigates how technology affects such issues as jobs, privacy, and education. Lab work is included.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095
SSE101 Introductory Economics I
3 credits; 3 hours
This course serves as an introduction to some of the major economic principles, institutions and policies in the United States. Among the topics included are: the nature and methods of economics; the historical development of the market and other systems; supply and demand; the roles of industry and government in the market place; money and banking; income levels; and the problems of inflation and unemployment.
Prerequisite for Accounting, Business Administration or Management majors: CSE098 or CSE099, ENA/ENE/ENG099
For all others: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110
Pre- or Corequisite: MAT096/MAB095

SSE102 Introductory Economics II
3 credits; 3 hours
As a continuation of SSE101, Economics II introduces students to the allocation of resources in the world economy. Specifically, students will examine how capitalist and socialist countries manage their resources. In addition, students will learn about major issues in international trade and finance, economic development in third world countries, pollution and the environment, defense spending, and the economics of energy.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT096/MAB095, SSE101

SSE125 World Geography
3 credits; 3 hours
The course studies the influence of physical features and climates of the world on human activities, production, distribution and other economic activities. Emphasis is placed on the location and distribution patterns of the world's resources and their uses. Topics studied include urban geography, geopolitics of oil and gas and preparation and interpretations of maps by physical features and cultural aspects.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, SSS100 or SSB110

SSH101 Themes in American History to 1865
3 credits; 3 hours
This course will focus on the major themes in American History from the colonial period to the Civil War. Topics such as slavery, women's roles, expansion, urbanization, reform movements and the development of the American character will be examined in this course.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SSH102 Themes in American History Since 1865
3 credits; 3 hours
This course will examine American history since 1865. Such topics as industrialization, labor unions, immigration, organization, political parties, reform movements, foreign policy and the rise of the U.S. as the major force in the world will be covered in this course.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SSH103 Western Civilization from Ancient Times to the Renaissance
3 credits; 3 hours
This course investigates the main features of human civilization from ancient times to the Renaissance. The importance of geography, religion, custom and ideology are explored for the purpose of capturing the spirit of the past as well as understanding its relationship to the present.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SSH104 Western Civilization from the Renaissance to Modern Times
3 credits; 3 hours
This course discusses the major ways in which Western Society has changed over the past 250 years. It covers the scientific revolution, the industrial revolution, and the major political revolutions. It also explores the impact of ideas such as liberalism, Marxism, Darwinism, Nazism, and Freudianism. The two World Wars and prospects for world peace are examined.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SSH231 Afro-American History
3 credits; 3 hours
This is an introduction to some of the basic issues in the black American's struggle against slavery and racist oppression in the United States. Special attention is given to the following: the methods that blacks have used in their attempts to bring about social change; important persons and institutions from the African beginning to the present; and the contributions blacks have made to American society.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SSH232 Survey of Latin America and Caribbean History
3 credits; 3 hours
This course begins with a study of the interaction between the Indian, European, and African peoples who shaped the history of Latin America and the Caribbean. It then considers the colonial period, the Independence movements, and the challenge of modernization in selected Latin American and Caribbean nations. The relationship between Latin America and the United States will also be discussed.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SS312 Women in Society
3 credits; 3 hours
The course will examine the role of women in society from historical and cross-cultural perspectives. It will examine women’s psychological issues, economic functions and their relationships to social institutions. The debates surrounding women at work, women in politics and women’s movements will be discussed.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SS3/HUN180 Introduction to Intercultural Communications
3 credits; 3 hours
The course introduces students to the dynamics of intercultural communication and enables them to communicate more effectively in multicultural settings. Through field trips, cultural research, and role-plays, students develop the skills needed to look objectively at other cultures. Using New York City as a laboratory, they gain experience identifying and analyzing dominant cultural patterns, thus improving their ability to understand the often perplexing behavior of people from cultures other than their own.
Prerequisite: CSE098 or CSE099, ENG101 or ENC101, SSS100 or SSB110, HUC101 or HUL100
SSN182 Urban Anthropology

3 credits; 3 hours

This course examines urban culture and society in different parts of the world. It includes an examination of the role cities play in different societies; urbanization in developing societies and a comparison of urban society and culture in developed societies with urban life in the United States. Field trips to sites in New York City such as new immigrant communities will be included to familiarize the students with recent changes in urban culture.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, SSS100 or SSB110, SSA101 or SSE101 or SSY101 or SSB110 or SSB110

SSN183 History of Minorities/Urban Studies

3 credits; 3 hours

This course focuses on the experiences of and challenges to minorities in the United States. It examines changing patterns of the immigration, settlement and employment of various minority groups including Afro-Americans, Irish-Americans, Hispanic-Americans and Asian-Americans. In addition, the situation of the Native Americans, women, gays and the aged will be discussed in an historical context.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SSN184 Urban Studies: Environmental Psychology

3 credits; 3 hours

This course explores the relationship between the urban physical environment and human behavior. Topics to be considered include the effects of personal space, noise, crime, crowding, architectural design, and urban blight on the actions and feelings of urban dwellers. Two field trips in this course will be based on research projects aimed at understanding behavior in such urban settings as subways, parks, and neighborhoods.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, SSS100 or SSB110 or SSE101 or SSY101 or SSB102

SSN186 Sociology of the Black Community (Formerly: SSS230 Sociology of the Black Community)

3 credits; 3 hours

This course is about the social dynamics of Black communities in urban America. With special reference to New York City, it examines the socialization process, the family, education, and organizational life within urban Black communities. Current problems and future prospects for the urban Black community are discussed. Field trips to communities such as Harlem and Bedford Stuyvesant are included.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, SSS100 or SSB110 or SSE101 or SSY101 or SSB102

SSN187 Urban Sociology (Formerly: SSS101 Urban Sociology)

3 credits; 3 hours

This course examines changing ideas about the city and the changing impact of the city on American lifestyles. With reference to New York City, the course explores the origins and the social structure of the city. It focuses on the relationship of class to family, gender, education, ethnicity, religion, politics and economics. Visits to housing projects, community organizations, or service delivery agencies will familiarize the students with the issues of planning and change in the city.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, SSS100 or SSB110 or SSE101 or SSY101 or SSB102

SSN189 The Urban Economy

3 credits; 3 hours

This course examines key economic problems facing cities and urban neighborhoods, particularly those of New York City. The students will study how supply and demand, land use, taxation, national product, unions, and state and federal policies affect the local economy. Through visits in their neighborhoods, and such places as the Office of Economic Development and the Stock Exchange, students will apply the above concepts to local issues of employment, housing, transportation, and business activity.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110 or SSE101 or SSY101 or SSB102

SSN190 Leadership

3 credits; 3 hours

This course explores alternative leadership theories and styles. It focuses on leadership within the urban context and on the importance of New York City figures such as Boss Tweed, Fiorello H. LaGuardia and Shirley Chisholm. Special reference will be made to the particular leadership problems presented by cities. The course will include speakers and field trips to centers of leadership in New York City, either on the citywide or community level, in the public or private sector.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110 or SSE101 or SSY101 or SSB102

SSN192 Practical Politics in New York City

3 credits; 3 hours

This course examines New York City as a unique political entity within the context of urban politics in America. It explores the roles of elected officials, community boards, unions, minority groups and business interests in political decision making. The course includes guest speakers and field trips.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110 or SSE101 or SSY101 or SSB102

SSN/ENN193 Ideal Societies

3 credits; 3 hours

This course is designed to help students understand utopian movements in urban society from historical, psychological and sociological perspectives. This course will focus on both the causes for creating utopian experiments and the ways in which utopias approach family structure, religion, education, power, and economic organization. Literary versions of utopian communities will be studied. Field trips may be taken to such places as Roosevelt Island and Shaker Village.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110 or SSE101 or SSY101 or SSB102

SSN194 Religion and Social Change

3 credits; 3 hours

This course will trace the evolution of traditional and nontraditional religions among various groups within the New York City religious community. The course will focus on Latin groups and Eastern religions as well as social action projects sponsored by mainline major denominational groups. Field interviews by students will be made.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110 or SSE101 or SSY101 or SSB102
SSN199 Neighborhood History
3 credits; 3 hours
This course will study the social, economic and political changes of New York City neighborhoods. The focus will be on the people who migrated into, lived, and then moved out of these neighborhoods. Through field research, students will look closely at such things as immigration, housing, businesses, government legislation, and mass transit lines that have significantly effected neighborhood changes. The course will include field trips such as walking tours and a visit to Ellis Island.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110 or SSE101 or SSY101 or SSB102

SSN240 History of New York City (Formerly: SSI240
History of New York City)
3 credits; 3 hours
This course is about the development of New York City from colonial times to the present. It deals with changes in housing, transportation, immigration, politics, and social classes. The rise of New York City as a financial and cultural center will be discussed. New York City’s current problems and future prospects will be assessed. The course includes a walking tour of old New York and a museum trip.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110 or SSE101 or SSY101 or SSB102

SSN280 Urban Black Psychology (Formerly: SSY280
Black Psychology)
3 credits; 3 hours
This course introduces students to psychological theories and issues relating to blacks in America. Emphasizing the shift from rural to urban environments, it examines the impact of slavery and racism on blacks. With special reference to New York City, the course investigates the relationship between black personality and family, education, work, culture, and mental health. There will be field trips to Harlem and to a community mental health center.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110 or SSE101 or SSY101 or SSB102

SSP101 U.S. Power and Politics (Formerly: Power and Politics in America)
3 credits; 3 hours
This course analyzes the relationship between the theory, form, and practice of American government. The course studies the strengths and weaknesses of the American political system. A major concern of the course is the nature of power in America and the options for reforming the American political system.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SSP200 World Politics
3 credits; 3 hours
This course will investigate the dynamics of international power politics. After an introduction to alternative forms of political organization, the class will study the problems of achieving a balance of power between nations and the ultimate breakdown of that balance in war. It will examine the role of the superpowers, the impact of emerging nations and the Third World as well as the function of alliances in world relations. The class will also evaluate the feasibility of various plans for international order and peace.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SSP220 Politics of Latin America and the Caribbean
3 credits; 3 hours
This course will examine the major groups which seek power in Latin America and the Caribbean, and analyze the various strategies they use including revolution, populism, democratic reform, socialism and military authority. The prospects for modernization will be drawn from a variety of Latin American and Caribbean countries. The course includes discussion of the role of foreign nations in the politics of this area.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095, SSS100 or SSB110

SSP240 Crime and Punishment
3 credits; 3 hours
This course deals with the purposes and problems of penal systems, old and new, national and international. The course will investigate the relationship between the criminal, punishment, society, and politics. Selected famous cases will be studied in detail as will the American criminal justice system and the issue of the death penalty.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SSP245 Law and Human Rights in America (Formerly: The Law, Politics and the Individual)
3 credits; 3 hours
This course will focus on the legal aspects of human rights issues in America. Starting with the origins of democracy and the Bill of Rights, students will explore major Supreme Court cases and Constitutional amendments dealing with such topics as freedom of speech, freedom of the press, freedom of religion, the right to vote, equality before the law, and the rights of the accused. Controversial contemporary issues such as abortion, privacy, and gun control will also be discussed in a legal context.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SSP250 Political Ideas and Ideologies
3 credits; 3 hours
This course explores the relationship between political ideas and practice. Political ideologies such as liberalism, conservatism, socialism, and liberation ideologies (feminist, black, and gay/lesbian) are examined in their historical development. The relationship between their goals and the methods used to achieve them is analyzed and criticized. The relevance of these ideologies for understanding current political issues is discussed. Readings include original theories of politics as well as commentaries upon them.
Prerequisites: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SSS100/SSB110 Introduction to Sociology: Contemporary Society (Formerly: SSI100 Introduction to Social Science)
3 credits; 3 hours
This course offers students information and ideas with which to understand the social factors of human life. It places the study of social interaction, social processes, and social institutions in an historical context. It examines the human condition with particular reference to work, to culture, to personality, to ethnic, class and gender relations, as well as economic and political institutions. (SSB110 is the bilingual version of SSS100.)
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099

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SSY175 Sociology of Organizations (Formerly: Sociology of Complex Organizations)
3 credits; 3 hours
This course will analyze the social structure and dynamics of large scale organizations such as the corporation, the government agency, and the labor union. It will examine the significance of these organizations in the larger world as well as investigate the social worlds which exist within these organizations. Through this course, the student will come to understand the interaction between individual personality and bureaucratic structure.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SSS185 Sociology of Education
3 credits; 3 hours
This course examines the social relations which exist in educational institutions and processes. It also analyzes the reciprocal influences of family, school, economic, political, and other social institutions. The relationships between changes in society and in education are explored in depth. Focus is on the educational system of the U.S.A.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SSY280 Sociology of the Family
3 credits; 3 hours
This course examines the contemporary American family from historical and cross-cultural perspectives. It considers sub-cultural variations within American society; the influence of industrial and technological changes on family life; relationship of socialization to personality development; programs to meet family needs, dating, courtship and marriage.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SSY101/SSB102 General Psychology
3 credits; 3 hours
This is an introduction to some of the major fields of study in the science of psychology. Areas covered include learning, perception, theories of personality, mental illness and therapy, social psychology, and the research methods of psychology. (SSB102 is the bilingual version of SSY101.)
Prerequisite for Occupational Therapy, Pre-Nursing, Physical Therapy majors: CSE098 or CSE099, ENA/ENE/ENG099
For all others: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SSY200 Personality
3 credits; 3 hours
Theories, methods, and selected issues in the field of personality will be discussed in the context of achieving greater self-awareness and insight into the behavior of others. Among the topics discussed are: psychoanalytic, behavioristic and phenomenological theories of personality types and traits, the achievement of self-knowledge, psychological testing and personality research methods.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSS100 or SSB110

SSY210 Principles of Behavior Management
3 credits; 3 hours
This course will provide students with an overview of behavior modification principles which are based on theories of learning in relation to the acquisition, maintenance and modification of human behavior. The course focuses on the specific application of these principles to special needs populations. Topics will include assessment and data collection techniques, design of effective multicultural behavioral programs and ethical issues in behavior treatment.
Prerequisites: CSE098 or CSE099, ENG101, or ENC101, SSY101 or SSB110

SSY230 Abnormal Psychology
3 credits; 3 hours
This course introduces the major categories of mental illness, their symptoms, causes and treatment. Among the mental disorders covered are personality disorders, anxiety disorders, schizophrenic, and affective disorders. Theoretical models for understanding mental disorders are discussed.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSY101 or SSB110

SSY240 Developmental Psychology I
3 credits; 3 hours
This course examines the physiological and psychological factors in individual development from birth through adolescence. It includes a study of emotional and behavioral disorders of children as well as principles of child guidance. Issues such as battering, drug usage and discipline will be discussed. The course emphasizes cognitive, moral and personality development.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSY101 or SSB110

SSY241 Developmental Psychology II
3 credits; 3 hours
This course examines the biological, psychological, and social changes of adults and the principles underlying these changes. The course explores such topics as social sex roles, self-identity, self-esteem, worker productivity, ideas and values. Students will learn about adult life crisis issues such as marriage, divorce, mid-life crisis, menopause, unemployment and aging.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSY101 or SSB110

SSY250 Social Psychology
3 credits; 3 hours
This course examines how the individual's personality is affected by the influences of other people and the physical environment. Among the topics discussed are: forming attitudes, conformity in groups, helping others, prejudice, and environmental stress. Research methods will also be introduced.
Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSY101 or SSB110

SSY260 Group Dynamics
3 credits; 3 hours
This is an introduction to the theory, research and practice of group dynamics and small group interaction in a variety of settings. Methods and techniques utilized in the investigation of small group processes will be demonstrated and critically examined. Through participation in role playing and small group interaction, students will be introduced to
basic principles of interpersonal and group dynamics in families, groups, and at work.

Prerequisite: CSE098 or CSE099, ENA/ENE/ENG099, SSY101 or SSB102

SSY290 Psychology of Aging
3 credits; 3 hours

This course will examine the principles underlying the biological, psychological and social changes that occur during the latter part of the life span. Students will explore such determinants of aging as: cognition, personality, role changes, and cross cultural factors. This course will also examine individual, family and societal attitudes and adjustments towards dying and death.

Prerequisite: CSE098 or CSE099, ENG101 or ENC101, SSY101 or SSB102, SSY241 recommended but not required

Students may take Social Science courses in Ecuador or the Dominican Republic through the International Studies Program. Please see page 8 for information.
Common Goals

LaGuardia Community College strives to help each student acquire the academic, social and professional knowledge and values needed to live effectively and creatively in an urban environment. A LaGuardia education aims to produce a well-rounded individual aware of his/her own potential. Each graduate should understand the interconnectedness of knowledge and be able to use life experience and analytical thinking as tools for lifelong growth and learning. The college seeks to provide each student with the intellectual, technical and interpersonal skills needed for continued education and for productive participation in the world of work. A LaGuardia education will prepare a student to achieve the following goals:

1. interpret and communicate ideas effectively
The student will demonstrate increased ability to:
• identify the thesis and major supporting details of written, oral and visual materials;
• organize and express ideas in a clear, precise and logical manner; and
• use appropriate verbal and nonverbal techniques and skills when interacting with others.

2. reason logically, solve problems and think abstractly
The student will demonstrate increased ability to:
• formulate hypotheses, gather information and test hypotheses;
• define the problem, identify and evaluate alternative solutions, and reach a provisional conclusion;
• use such processes as analogy, cause and effect, and comparison and contrast;
• formulate and solve problems in mathematical terms; and
• reason inductively and deductively, and generalize from specific information.

3. gather, analyze, synthesize and report information
The student will demonstrate increased ability to:
• conduct research using the library and other available resources;
• organize and interpret research information accurately and logically;
• use information based on research to support a thesis, topic or issue; and
• communicate research information clearly in written, spoken and/or graphic form.

4. develop self-awareness by examining value systems and ethics
The student will demonstrate increased ability to:
• recognize and understand value systems of one’s own culture and of different cultures;
• examine and articulate one’s personal value systems and goals; and
• act independently and responsibly in one’s personal and public life.

5. understand the complexity of the natural world
The student will demonstrate increased ability to:
• describe basic laws of nature;
• use the scientific method in the solution of problems;
• appreciate the impact of science on humankind; and
• understand our interdependent relationship with nature.

6. understand the diversity and richness of the human experience and the creative process
The student will demonstrate increased ability to:
• recognize the intellectual and spiritual importance of the arts in the development of non-Western and Western cultures;
• understand the importance of the creative process for individuals and societies;
• engage in the creative process from the beginning of an idea through its development;
• understand the interdependence of form and content;
• critically evaluate creative works; and
• understand our need to seek meaningful and creative ways to express and communicate thoughts and emotions.

7. place contemporary society in a historical perspective
The student will demonstrate increased ability to:
• identify issues related to United States history, government and geography;
• understand the importance of gender, ethnicity and class in United States society;
• use past events in Western and non-Western history as an aid to understanding present conditions and predicting future trends;
• identify major historical forces that influence contemporary society; and
• identify major social, economic and/or political theories.

8. understand the dynamics of contemporary urban issues
The student will demonstrate increased ability to:
• describe how institutions shape community life;
• appreciate historical, cultural and ethnic influences on urban development;
• identify the problems of the city and their causes; and
• understand issues of career choice and mobility in an urban setting.

9. understand the impact of technology on society
The student will demonstrate increased ability to:
• describe the evolving relationship between technology and humanism;
• acquire knowledge of the technology in one’s field;
• describe the impact of social values on technological developments; and
• understand what computers are and how they are used.

10. integrate formal education, career and life experience
The student will demonstrate increased ability to:
• communicate effectively to enhance career progress and personal fulfillment;
• apply critical thinking and problem-solving skills to career and personal situations;
• apply ethical principles to professional relationships and situations;
• recognize connections between formal education and career choice; and
• recognize the need for continued professional development and lifelong learning.
One of the major premises underlying LaGuardia’s educational model is that learning takes place in many different settings, both in and outside the classroom. Through the Division of Cooperative Education, the college provides students with learning experiences that enable them to realize their full potential in work, education and everyday life. The “Co-op” program offers students the opportunity to learn through meaningful experiences in the work place. These experiences help students to:

• Explore various career options or confirm career plans;
• Apply classroom learning to real work situations; and
• Practice and strengthen interpersonal and technical skills.

In general, students are required to take three internships. While on their internships, students take seminar classes that provide a framework for analyzing and evaluating their internship experiences. Students are evaluated and graded for each internship and seminar. They receive 3 credits and a grade for each successfully completed internship and seminar pair, for a total of 9 credits toward the Associate Degree.

LaGuardia requires 9 credits of cooperative education for all day students as well as for extended day students in the following specialized curricular areas:

Human Services, Occupational Therapy Assistant, Veterinary Technology, Dietetic Technology, Education Associate: The Bilingual Child, EMT/Paramedic, Mortuary Science, Physical Therapist Assistant, Nursing, and School Food Service Management.

Students in these specialized curricular areas should consult with their departments for specific guidelines regarding their cooperative education requirements.

While Cooperative Education is optional for extended day students in other majors, it is highly recommended for students who are considering career changes or advancement or who are undecided about their career choice. Cooperative Education can also be helpful to extended day students seeking to develop specific personal and professional skills.

■ The Program

“Co-op Prep” - The First Step
Prior to the first internship, students take the Introduction to Cooperative Education course, also known as “Co-op Prep”. All students should register for “Co-op Prep” after completing 18 credits and the introductory course in their major. The purpose of the course is to:

• Clarify the procedures and requirements of the Co-op program;
• Introduce students to a process of self-assessment which analyzes their past and present accomplishments, achievements and jobs;
• Assist students in identifying personal skills which can be related to their career objectives;
• Introduce students to the concept of work needs and a method for evaluating which work needs are important;
• Familiarize students with a process for establishing individual learning objectives, both for the first internship and as part of a long-range career planning process;
• Enable students to write an effective resume; and
• Provide students with strategies and skills for successful employment interviewing.

The Co-op Prep course is taught by a faculty member called a Co-op Advisor (also referred to as a Co-op Coordinator). Generally this person becomes the Co-op Advisor for students in a given Co-op Prep course. Co-op Advisors work closely with students throughout their co-op experience. The Co-op Advisor guides students through the program, advises them in the selection of internships based on their career, personal, and educational objectives, and helps them to assess what has been learned through their internships and seminars.

The Internship
While on internships, students work as regular employees of the companies in which they are placed. They are expected to follow the rules and regulations of the company and perform their duties as would
any other employee. During the internship, students are visited by the Co-op Coordinator who placed them. Internship Coordinators are available throughout the term should problems arise.

Students' performance is evaluated by their supervisors. This evaluation forms a major part of their final grade for the co-op experience. Grading is discussed in greater detail later in this section.

Students choose their internships from over 350 cooperating companies and organizations. The internships span a wide range of fields including accounting, business, education, the liberal arts, natural and applied sciences, computer related fields, and office technology.

The Division of Cooperative Education develops internships based on the interests and needs of students and job market conditions. Students may also develop their own internships or use existing jobs as internships. In order to do so, interested students must first receive permission from their Co-op Advisors.

The Internship Seminar
LaGuardia Community College believes in the value of linking work experience with opportunities for critical analysis and reflection. While on their internships students return to the college to attend Internship Seminars. The seminar curriculum provides a framework for analyzing and evaluating students' internship experiences.

The purpose of the seminar is to enable students to:

- Gain meaning from the day-to-day occurrences of their internships in order to broaden their understanding of theoretical concepts as they apply to real life situations;
- Develop insights into the relationship of the self to work and to the larger society by understanding their own values and strengthening an awareness and appreciation of differences;
- Understand the steps required in the career decision-making process to plan for professional mobility and lifelong learning; and
- Develop the personal and professional skills and strategies that will facilitate success in the next stages of life.

The Job Placement Office
The Job Placement Office is a part of the Division of Cooperative Education. The office is located in C-102. Through the Job Placement Office, employers, current students and graduates of one year or less can receive:

- Assistance in assessing their skills, developing interviewing techniques and in preparing a resume.
- Full- or part-time, permanent or temporary job referrals based on their interest, skills, experience and schedules.
- Assistance to employers in filling their staffing needs in a cost efficient manner through direct job postings, on-campus recruiting, career and job fairs.

The office is open Monday - Thursday 10 a.m. until 4 p.m. for Day students, and 4 p.m. until 7 p.m. for Extended Day students. There are no evening hours during intersession. Graduates must call or visit the office to schedule an appointment.

- There are no fees to students, graduates or employers for our direct job posting and referral service.

Cooperative Education Policies
The following is a list of some of the basic policies of the Division of Cooperative Education. For additional information about the Cooperative Education program and its policies, please refer to the Cooperative Education Student Handbook, available in LaGuardia's Main Building, Room M-204, or contact the Division of Cooperative Education at (718) 482-5204.

Internship requirements
As stated before, as part of the requirements for the LaGuardia degree, all day students as well as extended day students in the following specialized curricular areas are required to successfully complete three Cooperative Education courses or their equivalent (see Exemption Credits and Waivers on the next page):
Human Services, Occupational Therapy Assistant, Veterinary Technology, Dietetic Technology, Education Associate: The Bilingual Child, EMT/Paramedic, Mortuary Science, Physical Therapist Assistant, Nursing, and School Food Service Management.

Students in these specialized curricular areas should consult with their departments for specific guidelines regarding their cooperative education requirements.

A Cooperative Education course is defined as an internship and a seminar.

Three credits are awarded for each course. Placement on internships is determined by a student's interests, needs, academic progress and the availability of appropriate internships.

Prerequisites to internships
Prior to their first internship, students must have fulfilled the following requirements:

- Completion of basic skills courses as specified by the Division of Cooperative Education or have received waivers;
- Completion of the Co-op Prep course;
- Evidence of satisfactory academic progress. Students are required to have at least a 2.0 cumulative grade point average the term prior to each internship; and
- Completion of the appropriate introductory or other prerequisite courses in the student's major. Please refer to the Cooperative Education Student Handbook for these courses. Responsibility for deciding whether a student is ready to go out on an internship rests with the student's Co-op Advisor. Appeal of this decision should be addressed to the Dean of Cooperative Education.

The internship seminar
Part of the Co-op requirement is the successful completion of an internship seminar. The seminar is normally taken during each internship term. In special cases, a student's Co-op Advisor may approve taking the seminar in a subsequent term. In unique circumstances, a student may make arrangements with the Co-op Advisor for an individualized project in place of a seminar.

Grading
The cooperative education grade is determined by the degree to which a student meets the requirements for both the internship and the internship seminar. The internship and seminar grades each contribute 50% toward the final grade. Students must pass both the internship and the seminars to receive a passing grade for the cooperative education course. Students must meet with their Co-op Advisors for a final evaluation conference during the early weeks of the term following their internship to receive a final grade. Failure to do so will result in a failing grade for the cooperative education course.

The internship grade is based on the Co-op Advisor's assessment of a student's on-site visit evaluation, employer evaluation and the progress made toward achieving learning objectives.

The seminar grade is based on grades received on class assignments, classroom participation and attendance.

The Co-op Advisor determines the final cooperative education grade based on the above. Only the final grade will appear on the student's transcript.

The Division of Cooperative Education does not place or grant further cooperative education credit to a student who has received two F grades in cooperative education courses. Appeals may be made to the Academic Standing Committee.

Exemption credit
Students may qualify for three Cooperative Education credits for prior paid work experience if they have at least six months of continuous, full-time (25 hours a week or more) work experience. For further information regarding exemption credits please contact the Co-op Advisor during the Co-op Prep course.

Waivers
Students may apply to be waived from a Cooperative Education requirement by obtaining and completing a Waiver Application from the Division of Cooperative Education. For further information regarding the circumstances under which waivers may be granted, refer to the Cooperative Education Student Handbook available in room M-204.

Financial aid and Co-op
By Federal law, projected co-op earnings, minus expenses, will be applied against all financial aid awards other than TAP and PELL. Students must consult with their Co-op Advisor and a Financial Aid Counselor to determine how their financial aid will be affected.

Taking courses during an internship
Students on internships are permitted to take academic course work, as long as it does not conflict with their internship and seminar. It is generally considered inadvisable for students to take more than 6 credits of academic course work while taking an internship.

Foreign students with temporary non-immigrant status
All day students as well as extended day students in certain specialized curricular areas (see Internship Requirements section), attending LaGuardia Community College with temporary non-immigrant status, are required to complete the Cooperative Education requirements in order to graduate. They must inform their Co-op Advisor of their status and meet with the college's Foreign Student Advisor who will explain and help process the steps necessary to receive official authorization from the Immigration and Naturalization Service to work. This must be done before each internship begins.
Academic Requirements And Policies

♦ Academic Requirements
Students must successfully complete a specified number of required courses prior to graduation. The number of courses required differs with each major and also depends on the amount of basic skills work needed as explained below. It is important that students consult each semester with a counselor or faculty advisor to arrange an appropriate sequence of courses. The basic skills, ESL, and college-wide requirements are outlined in this section.

Basic skills program
To be successful at LaGuardia, all students must be able to use reading, writing, oral communication and mathematical skills. The college offers a comprehensive basic skills program to help students achieve success in their college careers. The Basic Skills Program includes:

1. careful evaluation of each student’s basic skills needs;
2. a variety of courses in reading, writing, mathematics and oral communication geared to specific skill levels; and
3. extensive counseling help in making academic, vocational, and personal decisions.

Since basic skills courses are designed to teach skills needed in other subjects, students are required to attend these courses regularly and to complete these courses during their first 36 credits attempted at the college. Students who need to take several basic skills courses should expect to take extra time to complete all of their LaGuardia degree requirements.

Evaluation and placement
The basic skills course requirements for each student are determined by scores on the placement tests. These tests in reading, writing and mathematics are part of CUNY’s Freshman Skills Assessment Program (FSAP). When students report for their first semester registration appointment, they meet with counselors to review their placement test scores and plan their first semester programs. No degree or certificate student will be permitted to register for classes without having taken the placement tests.

Students who do not pass one or more of the three parts of the FSAP placement test should take a retest when they complete their basic skills courses in that area. All three parts of the test must be passed while at LaGuardia if a student wishes to transfer to a four-year college in CUNY.

Basic skills courses
For detailed descriptions of these courses, including credits and semester hours, please refer to the Course Description section of the catalog. In general, students are required to complete each course in the sequence to which they are assigned from the point of their initial placement. Basic skills courses count as unrestricted elective credit.

Writing: There are two Basic Writing courses: Basic Writing (ENA099) for those students who are placed into CSE094 or CSE095, Basic Writing (ENG099) for those students who are placed into CSE098 or CSE099. Basic Writing (ENE099) is for extended day students who require CSE098 or CSE099.

Reading: There are two different Basic Reading sequences:
Sequence I: Fundamentals of Reading I (CSE094) followed by Fundamentals of Reading II (CSE098)
Sequence II: Essentials of Reading I (CSE095) followed by Essentials of Reading II (CSE099)

Mathematics: There is one Basic Math sequence: Essentials of Mathematics I (MAT095/MAB095) followed by Essentials of Mathematics II (MAT/MAB096).

Oral Communication: There is one Oral Communication course: Basic Speech Communication (HUC099)

Tutorial laboratories and services
Each of the basic skills departments provides, in addition to classroom instruction, individual or small-group tutoring services. The Writing Center offers help in all areas of writing, from grammar through complex essays and reports. Peer tutors, students who have successfully completed ENG104, provide a portion of the tutoring services.

The mathematics lab, the reading lab, and the communication lab all provide personal tutoring, as well as audio-visual aids to help...
students master basic skills and concepts necessary for success in college and for a career.

**Pairs and clusters**

At times, the college may link sections of two or more courses in “pairs” or “clusters.” The purpose of this linking is to enable students to see connections between subjects by offering an integrated, multidisciplinary, educational experience.

Some students, depending on their initial placement and/or career goals, may be required to register for a pair or cluster of courses. Other students may elect to take sections which are paired or clustered.

**Express courses**

During intersession periods, the college may offer express courses. Express courses offer students the opportunity to advance in basic skills areas by taking concentrated periods of computer-based instruction. The college currently offers Express Courses in writing and math.

Students eligible to participate in express courses will be invited to apply by the college.

**Cooperative Education**

As part of the requirements for the LaGuardia degree, all day students as well as extended day students in the following specialized curricular areas are required to successfully complete three Cooperative Education courses or their equivalent:

- Human Services
- Occupational Therapy Assistant
- Veterinary Technology
- Dietetic Technology
- Education Associate: The Bilingual Child
- EMT/Paramedic
- Mortuary Science
- Physical Therapist Assistant
- Nursing
- School Food Service Management

Students in these specialized curricular areas should consult with their departments for specific guidelines regarding their Cooperative Education requirements.

A Cooperative Education course is defined as an internship and a seminar. Three credits are awarded for each course. For further discussion of the Cooperative Education program and requirements, please refer to the Cooperative Education section of this catalog and the Cooperative Education Student Handbook.

**English as a Second Language (ESL)**

LaGuardia Community College offers through its English as a Second Language Program, a four-level, integrated language skills program for students whose native language is not English. Students are placed in the program on the basis of their writing assessment test of City University’s Freshman Skills Assessment Program (FSAP). The courses in English as a Second Language offer intensive practice in reading, writing, speaking, and listening. The sequence ranges from a beginning-level course designed for students with little or no English to an advanced course focusing on expository writing and critical reading skills. In addition, the ESL lab provides individual and small group tutoring.

The ESL sequence consists of the following courses:
- ESL I (ESL096), ESL II (ESL097), ESL III (ESL098/ESH098), and ESL IV (ESL099).
- ESL for Selected Readers (ESR098) and (ESR099) are offered to some new students by special placement procedures. Students are generally required to complete the sequence from the point of initial placement. For detailed descriptions of the ESL course, please refer to the Course Description section of the catalog.

ESL courses count as unrestricted elective credit.

**Independent study and individualized courses**

**Independent study**

The college offers students the opportunity to pursue independent study credit(s). This format is designed for the student who is self-motivated, self-disciplined, and capable of doing advanced work.

Before registering for independent study credit(s), students must secure permission from the instructor and chairperson of the appropriate academic department. This permission form is available in the Registrar’s Office, M-101, and must be returned at registration. The completed permission form must also indicate the number of credits to be earned. The formal learning contract must be developed with the instructor and submitted to the Registrar’s Office. In addition:

1. the student must have successfully completed 36 credits;
2. the student must meet the requirements for individual study set by the specific department;
3. the contract may involve an in-depth exploration of a specific topic within an existing course or it may involve an in-depth exploration of a specific topic within (but not duplicating) an existing course; and
4. the student may take a maximum of 6 credits of independent study and may not engage in more than 3 credits of independent study per session. (A request for waiver may be made to the Office of Academic Affairs, M-400.)

**Individualized courses**

At the discretion of the department, for certain courses and under certain conditions, the college offers students the chance to accomplish the goals of pre-existing courses in a non-traditional mode. The project must be based on and fulfill the instructional and performance objectives of the existing courses. Students interested in pursuing such a project must meet departmental prerequisites for the existing courses and must provide a transcript of work already completed to the instructor. Students must also secure permission from the instructor and the chairperson of the appropriate academic department. The permission form is available in the Registrar’s Office, M-101, and must be returned at the time of registration. The formal learning contract must be developed and submitted to the Registrar’s Office by the deadline date. The course may be offered if any of the following conditions are met:

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**Image Description**

- A person is looking at a piece of paper.
- The person appears to be wearing glasses.
- The background is blurred, focusing attention on the person and the paper.
1. the student needs the course to graduate in the next semester;
2. the course is required for the student’s progress in a sequence;
3. the course has been cancelled by the college; or
4. the course won’t be offered in the current session or the next session.

In addition:
1. the student may take a maximum of 6 credits of individualized courses and may not engage in more than 3 credits of individualized course study per session (A request for waiver may be made to the Office for Academic Affairs, M-400);
2. the student must meet departmental requirements of prerequisites for individualized course study;
3. the student and faculty member must have met and formalized a learning contract within stated time requirements;
4. the course must be among those listed as being offered for individualized course study by the department; and
5. all of the above depend upon faculty consent.

**In order to pursue Independent Study or an Individualized Course, students must complete the following steps.**

**Faculty approval**
The student must consult a faculty member who is willing to serve as an instructor. A Request to Register form must be signed by the instructor, student and chairperson.

**Registration**
The student must submit the signed request form at registration so the course can be put on a roster.

**Planning the contract**
The student must meet with the instructor at the beginning of the session. The purpose of this planning session is to complete the contract form. For independent study, a detailed description of course requirements must be listed on the contract. For an individualized course, the course outline must be attached and the material to be covered during the session noted. The student and instructor should determine dates for future meetings. A minimum of 7 hours and a maximum of 10 hours must be spent in discussing course work during pre-determined sessions with the instructor.

**Recording the contract**
The signed contract must be submitted to the Registrar’s Office by either the instructor or the chairperson of the department by the end of the third week of classes.

**Consequences for failing to make or carry out the plan**
Once registered, students are responsible for completing all requirements as stated in the contract. Failure to meet with the instructor as agreed or to fulfill course requirements will result in a punitive grade.

**Liberal Arts Elective Requirements**
Liberal arts electives provide you with a valuable opportunity to round out your academic program. They can also help you prepare for transfer to the four-year colleges and help you meet the liberal arts distribution requirements at those schools. Most courses offered by the above-mentioned departments can be used to fulfill the liberal arts elective requirement.

**Courses that DO NOT count as Liberal Arts:**
Courses that are listed below AND ALL BASIC SKILLS AND ESL COURSES cannot be used to fulfill the liberal arts requirement but may be used as unrestricted elective credit.
New Student Seminar

New Student Seminar is an orientation course required of all entering freshmen and transfer students. The course provides students with the knowledge and skills they need to be successful in college.

Urban Study Requirement

The purpose of the urban study requirement is to encourage multidisciplinary approaches to the environment. Classroom learning will be applied and reinforced through direct experience in the surrounding city.

At least one urban study course must be completed by each degree candidate for graduation. A course taken at an accredited college in New York City that fulfills the criteria for the urban study course and is the equivalent of an existing Urban Study course may fulfill the LaGuardia urban study requirement. Additional urban study courses would count as electives. Some urban study courses will be offered every academic semester. Liberal arts urban study courses fulfill either the liberal arts or unrestricted elective requirement. All others fulfill only the unrestricted elective requirement. Urban study courses:

1. focus primarily on aspects of urban life and help students understand some aspects—cultural, historical, political, social, economic, ecological, etc.—of New York City;
2. explore systematically and visit resources within New York City in order to introduce and/or reinforce course concepts—at least two or more field trips will be made during the session; and
3. are scheduled in a mode which facilitates the use of the city as a learning laboratory and permits follow-through of conceptual material in the classroom.

The following is a list, by department, of urban study courses:

Accounting/Managerial Studies:
AMN195 Profile and Prospects of Business in New York City

English:
ENN191 Art, Politics and Protest
ENN/SSN193 Ideal Societies
ENN195 Violence in American Art and Culture
ENN198 Creative Writing

Human Services:
HSN103 Community Dynamics: Impact on Human Services
HSN110 Perspectives on Homelessness

Humanities:
HUN101 Introduction to Bilingualism
HUN192 Art and Society

Natural and Applied Sciences
SCH111 Aging as a Health Process
SCN195 Community Health

Dietetic Technician:
All courses except SCD200 Introductory Nutrition (formerly SCD200)

EMT/Paramedic:
All courses

Occupational Therapy:
All courses

Physical Therapy:
All courses

Nursing:
All courses

Veterinary Technology:
All courses

Office Technology
All courses

Social Science
SSD105 Computers and Society (cross-listed as CIS105)

Day and extended day status
After a student’s first registration at the college, the student’s admissions status cannot be changed.

Credit load
The college does not require that students enroll for a minimum number of credits. A full-time program, however, is considered to be 12.0 credits or credit equivalents per semester. Many financial aid programs depend on full-time status. For further information consult the Financial Aid Office, room MB-10.

Maximum tuition units per semester
Students may not register for more than 18 tuition units per 12-week session or two courses or 9 tuition units per 6-week session without special permission. (Not including Cooperative Education.) To receive special permission:
1. during advisement, students must consult with their faculty advisor or counselor to receive his or her recommendation, or
2. it is recommended that students planning to go out on internship should not register for more than two courses during their internship. Students should consult with their Cooperative Education Coordinator in planning their academic schedule for that session; and
3. students must obtain written permission from the Dean for Academic Affairs or designee.

Maximum credits attempted prior to graduation
In general, students are expected to graduate prior to completion of 73 credits attempted. All students who have attempted 73 or more credits and have not satisfied the degree requirements for graduation may have to obtain approval of the Dean of Students in order to register for additional courses.

Attendance policy
Attendance in class is a requirement and will be considered in the evaluation of student performance. Instructors are required to keep an official record of student attendance. The maximum number of unexcused absences is limited to 15% of the number of class sessions.

Note: Absences are counted from the first day of class even if they are a result of late registration or change of program.

Academic integrity
The college has established an Academic Integrity Policy that describes procedures and penalties for students who are suspected of academic dishonesty. This includes cheating, plagiarism, academic fraud, misconduct on internship or clinical affiliations, and bribery. Copies of the Academic Integrity Policy are available in the Dean of Students Office, the Student Government Office, the Student Activities Office, Counseling offices and the Library.
Grading Policy

Grading system
The following grading symbols are included in the calculation of Grade Point Average (GPA):

- A = 90-100
- B = 80-89
- C = 70-79
- D = Lowest passing grade (see D grade policy below)
- F = Failure (see F grade policy below)
- FIN = Failure from incomplete (see note below)
- WU = Unofficial Withdrawal (see note below)

The following symbols are also used on the official transcript.

- CR Exemption credit (credit earned). Students with demonstrated competence in specific areas may be granted credit for courses related to these areas.
- E Excellent. (used prior to Fall 1975 with GPA value of 4.00)
- F The Failure grade is used when an instructor evaluates a student's work as not having met the standards for the course. Ordinarily the student is expected to retake the course. A student who has received an F twice for the same course must consult with and receive permission from the department chairperson or designee before attempting the course again.
- FIN An INC (Incomplete) grade which has been converted to a failing grade will appear as a FIN grade.
- G Good. (used prior to Fall 1975, with GPA value of 3.00)
- INC The Incomplete grade may be awarded to students who have not completed all of the required course work. An INC grade can be changed to a passing or failing grade by the instructor during the semester after which the INC was incurred. The one-semester allowance may be extended for a specified time under extraordinary circumstances at the discretion of the instructor and department chairperson or designee. If a change of grade form is not submitted by the end of two semesters, the INC grade automatically converts to a FIN. Instructors giving INC grades must inform students in writing of the conditions under which they may receive passing grades. THE STUDENT SHOULD NOT RE-REGISTER FOR THE SAME COURSE.
- NC No credit. Currently used only for high school students enrolled in college-level courses. (used for all students prior to March, 1977; calculated as an F in the GPA if earned between September, 1976 and March, 1977; not calculated for any other period)
- P Passing. (used prior to Fall 1975; not calculated in GPA)
- R The Repeat grade is awarded only in Basic Skills courses. In general, the student has satisfactorily completed all assignments and has demonstrated satisfactory progress toward the goal of the course but has not reached the level required to pass the course. To earn a grade of "R" students who do not pass the course must:
  1. comply with the college's attendance policy. Students who have stopped attending on or before the official withdrawal date must receive a grade of "WU";
  2. complete all assigned work;
  3. make substantial progress in appropriate skills improvement; and
- Note: After Spring 1990, students who register for a course in which they have previously received two or more "R"'s are not eligible to receive an additional "R". Students who do not pass the course in their third or subsequent attempt must be given a grade of "F".
- S Satisfactory. This grade is used only in courses that carry no credit, such as New Student Seminar and Co-op Prep.
- TCR The Transfer Credit Grade is given to students who have transferred into LaGuardia with credits earned at other accredited colleges. Based on guidelines established by the academic department, these transfer credits are evaluated by the Registrar's Office, room M-101, prior to or during the first semester of attendance at LaGuardia. Students may receive a maximum of 10 transfer credits towards a certificate and 30 transfer credits towards a degree.
- U Unsatisfactory. This grade is used only in courses that carry no credit, such as New Student Seminar and Co-op Prep.
- W Official Withdrawal. This grade is given when a student officially withdraws from a course after the change of program period, but prior to the official withdrawal deadline.
- WA Administrative Withdrawal
- WU The Unofficial Withdrawal grade is assigned to a student who never officially withdrew and never attended class, or stopped attending prior to the official withdrawal date. If the student stopped attending after the official withdrawal date, a grade of "F" is given.
- Y Indicated completion of the first quarter of a two quarter course. (used prior to Fall 1980)
- Z This "temporary" grade indicates that a student's official grade was not received by the Registrar in time to be recorded on the official transcript. The actual grade usually appears on the next issued transcript.

- @ Waiver of requirement (without credit). A student may obtain a waiver for a course when the appropriate department chairperson or designee determines that such a waiver is warranted. Students may not register for courses that they have successfully completed with a grade of A, B, C, INC, S, CR, TCR, P, E, G or @.

D grade policy
Starting with Fall 1983, students who receive a "D" grade may wish to repeat a course in an attempt to upgrade the skill level achieved. Repeated courses, however, cannot be used to determine students' eligibility for TAP. Each department has its own guidelines and procedures for students who wish to repeat a "D" grade, and not every department allows repetition of course work. Special permission must be obtained from the appropriate academic department prior to repeating the course. In addition to securing departmental approval, the following general conditions must be met:

1. students may repeat the same course only once;
2. the repeat must occur in the students' next semester of atten-
dance or the next time the course is offered by the department (whichever comes first);
3. both grades will appear on the students' transcripts and will be included in the calculation of the GPA (even if students failed the course the second time);
4. when a course is repeated, the credit for that course is not counted toward the degree a second time; and
5. generally students may repeat only three different courses in which a "D" grade was earned. Requests to repeat more than three "D" grade courses may be directed to the chairperson of the Academic Standing Committee.

F grade policy
At LaGuardia and other CUNY schools, any student who earns an academic grade of "F," or an administrative failing grade ("WU" or "FIN"), and subsequently retakes the course and receives a grade of "C" or better, will no longer have that "F," "WU," or "FIN" grade computed into the grade point average subject to the following provisions:
1. this policy was effective as of Fall 1990;
2. the failing grade must have been earned after September 1, 1984.
3. the maximum number of failing credits that can be deleted from the GPA shall be limited to a total of 16 throughout The City University of New York;
4. the "F," "WU," or "FIN" grade will remain on the transcript, but will not be calculated in the GPA;
5. for the student who earns a grade of "C" or better in a course taken at LaGuardia, the original failing grade must have also been earned at LaGuardia; and

Grade Point Average (GPA):
The GPA is a numerical computation of a student’s academic record and is used to determine graduation eligibility, graduation honors, inclusion on the Dean’s List, probation and suspension. The GPA is also used to determine continued eligibility for some financial aid programs. The GPA is calculated per semester as follows.
1. Multiply the credit value of each course with a grade of A, B, C, D, F, FIN or WU by the numerical value of the grade for that course. Numerical Values are A = 4.00, B = 3.00, C = 2.00, D = 1.00, FIN, F, & WU = 0.00. Total the results of the multiplications.
2. Total the number of credits for all of the courses involved.
3. Divide the result of Step 1 by the result of Step 2 to obtain the GPA (calculated to two decimal places).

Therefore, 30 divided by 15 yields a grade point average of 2.00, which is a C average.

Policy on early advisement to improve student performance
College policy requires that faculty will:
1. provide students with clear-cut course objectives and requirements and evaluation criteria (criteria for grading);
2. administer some form of evaluation (e.g., quiz, exam, written assignment) by the end of the fourth week of a 12-week session or by the end of the second week of a 6-week session; the evaluation is to be returned and discussed with students; and
3. initiate early contact with students performing poorly; assist students by offering advice and by referring students to labs or to the Counseling Department.

Credits
Advanced placement credit
LaGuardia is a member institution of the College Entrance Examination Board. The college has a policy governing the granting of credit to students who have taken the College Level Examination Program (CLEP) subject exams, the Advanced Placement (AP) exams and the College Placement Exam Program.
Credit is granted at the discretion of individual academic departments in conjunction with the Transfer Credit Office. Check with the Admissions Office for detailed information.

Basic language courses
Students who start a new language must complete both elementary and intermediate levels (a minimum of six credits) before they are granted any credit toward the degree.

Exemption credit
Exemption credit from any course offered at LaGuardia may be granted on the basis of an examination or a project equivalent to the final requirement of the course. Equivalencies are determined by the
faculty of the appropriate division or department and must be approved by the chairperson. To receive credit by exemption, the student should apply to the appropriate chairperson or designee.

The maximum number of exemption credits that can be counted towards a LaGuardia degree is ten. These ten exemption credits may be applied toward LaGuardia’s 36 credit residency requirement for a degree; a maximum of nine exemption credits may be applied toward a certificate. Any transfer credits are applied in addition to exemption credits.

Note: Exemption credits are awarded to degree students only.

Exemption credits in Cooperative Education
To be eligible to receive Co-op exemption credit for previous work experience, a student must:
1. be a degree student;
2. have completed 12 credits at LaGuardia;
3. have completed introductory courses in student’s major as specified by the Division of Cooperative Education;
4. have had six months or more of continuous paid full-time work experience; and
5. have completed the Co-op Prep Course.
Students must apply for exemption credit during the Co-op Prep course. The final decision regarding an exemption credit application is made by the Dean of Cooperative Education or designee.

Transfer credit
For information on transferring credits previously earned at other accredited colleges or universities, please refer to page 6.

Veteran’s credit for military service
Veterans enrolled in degree programs (matriculated) who have been honorably discharged from the United States Military may qualify for unrestricted elective credit. The veteran must have been in active service for more than 90 days and must have completed at least one semester at LaGuardia Community College with a cumulative GPA of 2.00 or higher. Unrestricted elective credits will be awarded based on length of active service according to the following scale:
- less than 3 months = none
- 3 months through 12 months = 2
- 12 months through 24 months = 4
- 25 months or more = 6
Veterans who qualify under the above guidelines should present form DD214 to the Registrar’s Office for review.

Academic Policies

Academic review
The academic records of all students are reviewed each semester. Letters are sent to students who do not meet the scholastic requirements at LaGuardia. All students, however, are responsible for maintaining the requirements EVEN IF THEY HAVE NOT RECEIVED A LETTER.

Dean’s List
The Dean’s List is established every semester to honor those students who have achieved academic excellence. To be eligible for inclusion on the Dean’s List in a given semester, a student must have:
1. earned 9.0 credits or more;
2. achieved a grade point average (GPA) of 3.50 for the semester;
3. not received grades of F, INC, WU, Z and R;
4. not enrolled in any of the following courses: CSE094, CSE095, CSE098, CSE099, ENA099, ENO099, ENE099, ESL096, ESL097, ESL098, ESL099, ESR098, ESR099, ESH098, ESL097, MAB095/ MAB096/MAT096; and
5. maintained a cumulative GPA of 2.00.

Retention policy
All students must achieve a minimum cumulative grade point average (GPA).

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Credits Attempted</th>
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<tbody>
<tr>
<td>1.50</td>
<td>0.0-12.0</td>
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<tr>
<td>1.75</td>
<td>12.5-24.0</td>
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<tr>
<td>2.00</td>
<td>24.5-or more</td>
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Academic probation
Students who do not meet the minimum grade point average (GPA) will be placed on academic probation. They will be given one semester to achieve the minimum grade point average that was required before they were placed on probation. During this probationary period, students who make satisfactory academic progress will continue to maintain their academic standing with the college and their concurrent eligibility for financial aid. If the minimum GPA is not achieved, students may be suspended from the college. However, in order to allow students to file appeals (due to constraints associated with the calendar), there is a one semester delay concerning suspensions.

Suspension
Students who have been suspended are not eligible to register for courses at the college for one semester. They may appeal the suspension in writing to the chairperson of the Academic Standing Committee. Appeal forms are available in the Counseling Offices. If the appeal is approved, students will be expected to show substantial improvement in academic performance. Normally this will require maintaining a session GPA of 3.00. Exceptions may be granted, only under unusual circumstances, by the Academic Standing Committee or its chairperson.
Reinstatement

Students on academic suspension may apply in writing for reinstatement during their period of suspension. Applications must be obtained and returned to the Registrar’s Office. Applications must be returned approximately five weeks prior to the beginning of a semester for which a student is eligible to return. Students should check the academic calendar for the reinstatement deadline. There is a $10 non-refundable reinstatement processing fee (even if the application is rejected) payable to the Bursar. If reinstated, students will be expected to show substantial improvement in academic performance. Normally this will require maintaining a session GPA of 3.00. Exceptions may be granted, only under unusual circumstances, by the Academic Standing Committee or its chairperson. NOTE: REINSTATEMENTS WILL NOT BE CONSIDERED FOR A SIX-WEEK SESSION.

Academic appeals/change of grade

A student who wants to appeal a grade should contact his or her instructor to discuss the grade. If no equitable solution is reached, the student may then go to the instructor’s department chairperson for consultation. If no agreement is reached, the student has the option of appealing the case in writing to the chairperson of the Academic Standing Committee. The decision of the Academic Standing Committee is final. Students who wish to appeal final grades must file a written appeal within six months following the session in which the course was taken (including requests for medical leaves of absence). Appeal forms are available from the Counseling Offices: Day Counseling, room M-149; Extended Day Counseling, room M-149; and College Discovery, room MB-46.

Note: Grades of “W” and “WU” cannot be altered by instructors or chairpersons. They can only be changed by appealing to the Academic Standing Committee. Grades of A, B, C, D, R, Z, @, INC, FIN or F may be changed by instructors with permission from the department chairperson. The Director of the Registrar’s Office will review all changes where more than one grade level is involved, e.g. “C” to “A”, “B” to “D”, “F” to “C.”

Registration, Withdrawal and Leave

Late registration

Students will not be permitted to register for a course after the announced deadline. Exceptions may be granted by chairpersons or departmental designees when reassignment based on skill level is deemed appropriate or when exceptional circumstances exist. Refer to the Schedule of Classes for specific dates.

Withdrawal from courses

There are two mechanisms for students to drop courses. During the Change of Program period students may come to the Registrar’s Office to drop a course or courses. Dropping basic skills courses requires a counselor’s signature. No grade will appear on the students’ transcripts for courses dropped during this time. Students will have a financial liability for these courses and/or will be entitled to a refund according to the tuition refund policy.

Dropping courses after Change of Program is discouraged but is possible through the college’s Official Withdrawal procedure. A student who wishes to withdraw from a course must have an Official Withdrawal form signed by the instructor indicating good academic standing at the time of withdrawal. For basic skills courses, the Official Withdrawal form must be signed first by a counselor and then by the course instructor, indicating good academic standing at the time of withdrawal. All withdrawals must occur by the deadline. When a student officially withdraws by the deadline date, a grade of “W” is given. 
Withdrawal from cooperative education

Termination or withdrawal from a cooperative education internship is subject to the approval of the student's Co-op advisor. It is recognized that termination of employment may be due to a variety of justifiable reasons. Therefore, each case will be handled individually by the Co-op advisor, subject to normal grading procedures of review and appeal of Cooperative Education grades.

Leave of absence

Students who wish to leave the college for one or more semesters do not need to apply for a “leave of absence.” Normally, students attend the college for as many consecutive semesters as they need to complete their requirements and earn their degrees. Those students who wish to discontinue enrollment temporarily must go to the Registrar’s Office to withdraw from any courses in progress prior to the deadline. When they wish to return, they must apply to the Registrar’s Office for readmission, observing the deadline listed in the academic calendar.

Medical leave of absence

Students may be permitted to take a medical leave of absence if they can provide a physician’s statement and verification by faculty of students' attendance and grades prior to the onset of illness. The documents are then reviewed by Health Services for approval.

Readmission to the college

All students who have not registered for classes for one or more semesters must apply for readmission. This includes those students who have been on a medical leave of absence.

Readmission forms are available in the Registrar's Office and must be completed and returned by the deadline (approximately five weeks prior to the semester in which they would like to return.) There is a non-refundable $10 readmission processing fee payable to the Bursar.

Students returning to the college within one year (two semesters) will be readmitted to the college under the same curriculum (major) requirements which were in effect at the time the student was admitted to the college. However, students returning after one year will be readmitted under the curriculum requirements in effect at the time of their readmission. In exceptional cases, where the new requirements create an unnecessary hardship (such as graduating with an excess of 72 credits), students will be eligible to petition the requirements and seek possible exception to this policy to the Academic Standing Committee. The decision of the committee is final. NOTE: READMISSION WILL NOT BE CONSIDERED FOR A SIX-WEEK SESSION.

Permit policy

LaGuardia students currently registered in good academic standing who wish to take one or two courses at another CUNY college may do so only by using the Permit procedure, and only degree-seeking students are eligible to apply to go out on permit. At LaGuardia, courses allowed to be taken on permit are restricted to those which can legitimately be transferred back toward the LaGuardia degree. Under normal circumstances, only courses not being offered by LaGuardia in a particular semester will be considered. All courses successfully completed on permit are recorded on the LaGuardia transcript as transfer credit, which is noted with the standard “TCR” grade and which is not calculated in the GPA. Students who are interested in taking courses on permit must secure approvals from the appropriate academic departments and the Registrar’s Office, and pay the tuition and fees to LaGuardia’s Bursar before beginning their studies at another institution. Credit will be given only for those courses granted prior approval and indicated on the permit form on file in the Registrar’s Office. Students who wish to apply for a permit must contact the Registrar’s Office by the deadline indicated on the academic calendar.

Students from other CUNY colleges who wish to attend LaGuardia on permit must obtain the required permissions and make payment at their home college. They are eligible to register on a space available basis.

◆College Preparatory Initiative (CPI)

The City University of New York has instituted a new program for entering students called the College Preparatory Initiative.

Students entering a community college in 1993 will be expected to have at least nine units of high school work in academic courses, including a minimum of 1 unit of laboratory science, 2 units of mathematics and 3 units of English.

High school students should consult with guidance counselors to ascertain what courses are considered to be academic within the English, science, mathematics, social science, foreign language and fine and performing arts curriculum.

All entrants will be informed of the preparatory units that have been recognized as a result of high school preparation. GED students may receive units in English and mathematics based on their test scores.

Students who have not completed the academic unit expectations prior to enrolling in the University will be required to demonstrate skills and knowledge in the discipline areas in which they lack preparation. In most cases, this will be accomplished by taking a designated college course. Students will be informed of alternative methods for demonstrating competence.

In subsequent years, the unit expectations will increase by 2 units every second year. In 1995, the expectations will be 11 units for the community colleges. The minimum distribution of units is specified below.
Graduation

At LaGuardia, a 2.00 GPA (C average) is required for graduation. A graduate whose cumulative GPA is between 3.50 and 3.89 shall be graduated with honors. The term "with honors" will be inscribed on the student's diploma and noted on the commencement program. A graduate whose cumulative GPA is 3.90 or better shall be graduated with high honors. The term "with high honors" will be inscribed on the student’s diploma and noted on the commencement program. All students must register for “Intent to Graduate” in order to have their records reviewed. This should be done when they register for their final semester. Students wishing to appeal graduation requirements may submit a written appeal to the Academic Standing Committee. The decision of the committee is final.

Note: If the Registrar’s Office determines that you have met the requirements for graduation, you may not continue studying at LaGuardia unless you have filed a second degree/credential or a non-degree application.

Second degree students

Students who have graduated from LaGuardia Community College and who are interested in pursuing a second degree at LaGuardia should contact the Career and Transfer Center, room MB-09. Second degree students must complete LaGuardia’s residency requirements of 36 credits toward the new degree and may transfer up to 30 credits toward a degree. All second degree students will be held accountable for the cooperative education requirement.

Residency requirement

Students must successfully complete a minimum of 36 credits at the college before being awarded a degree.

Note: Up to ten exemption credits, as well as courses taken "on permit", may be used to fulfill this requirement.

Pursuit of additional study after graduation

Students who have earned a certificate and then wish to pursue a degree, and students who graduate with a degree and wish to pursue a certificate, must file a “Second Credential Application.” This is available in the Registrar’s Office and must be filed by the deadline. Courses completed for the first credential may also be used to meet the requirements of the second credential. Students must re-register for “Intent to Graduate” in the semesters in which they anticipate completing the second credential. Students with a previous degree (from LaGuardia or another college) who wish to pursue a second degree at LaGuardia should obtain the application in the Career and Transfer Center, room MB-65.

Articulation Agreements

LaGuardia has articulation agreements with over twenty public and private four-year colleges and universities. The Office for Academic Affairs has developed specific agreements that guarantee acceptance of LaGuardia credits when students transfer to these colleges after earning the Associate degree. At the time of printing, the following institutions have joined LaGuardia in articulation partnerships: Baruch College, City College, Hunter College, John Jay College, Lehman College, Queens College, York College, SUNY College at Old Westbury, SUNY College at Plattsburgh, SUNY College of Technology Utica/Rome, Adelphi University, Bethune-Cookman College, Clarkson University, College of the Atlantic, Dominican College of Blauvelt, Laboratory Institute of Merchandising, Long Island University, Middlebury College, New York University, Pace University, St. John’s University, The College of Insurance, and Vassar College.

CUNY articulation policies for community college graduates

LaGuardia graduates who earn the Associate in Arts or the Associate in Science degree and meet all other CUNY requirements, including the Skills Assessment Tests in basic reading, writing, and mathematics, are guaranteed admission to a CUNY senior college.

Under ordinary conditions, it will not be necessary to earn more than the 128 credits usually required for a bachelor’s degree. However, students are advised to plan their programs in consultation with counselors and faculty advisors to insure that all prerequisites are fulfilled. Additional credits may be required if the major field is changed or if students have not followed the prescribed program for transfer.

An Associate in Applied Science degree graduate who changes at the senior college into a program not directly related to the former major cannot be assured a specific number of transfer credits. Additional credits may be needed to meet the new major requirements.

Admission is not guaranteed to the first-choice senior college for the community college graduate. Further, admission into a high demand program is not guaranteed either. In such cases, criteria for admission are established by the senior colleges according to seat availability.

Students who wish to transfer after graduating from LaGuardia are advised to contact LaGuardia’s Career and Transfer Center or the Admissions Office of the college of their choice for details.

SUNY articulation policies

The State University of New York pledges that “a New York State resident who wishes to transfer from a State University of New York two-year college, including all community colleges throughout the state, and who possesses or will have an Associate in Arts or Associate in Science degree at the time of transfer is guaranteed an opportunity to continue on a full-time basis at a senior campus of the University.” Students with an Associate in Applied Science degree or those who do not graduate are not guaranteed admission.

Students are advised to contact LaGuardia’s Career and Transfer Center or the Admissions Office of the college they wish to attend for specific requirements.

Private college articulation policies

Students who wish to continue their studies after graduating from LaGuardia by transferring to a private institution should select their courses in consultation with a counselor and/or faculty advisor. In addition, they should contact well in advance LaGuardia’s Career and Transfer Center and the Admissions Office of the college of their choice for specific requirements and deadlines since the criteria vary from college to college.
The Division of Student Affairs offers programs designed to help students achieve goals that are essential to their academic, career, and personal development. These goals include:
1. understanding the requirements for academic success;
2. assessing personal interests and abilities in relation to career and educational plans;
3. selecting an appropriate career goal and formulating an educational plan for attaining that goal;
4. understanding educational options and preparing for transfer to a four-year college, if appropriate;
5. creating an adequate plan for financing one’s education;
6. building group participation skills and leadership; and
7. growing personally and socially.

Counseling Services

Counseling Department
Counselors provide personalized counseling and advisement so that students can develop personal, academic and career maturity. The range of services provided by counselors include: services to new students, personal counseling, career counseling, services related to academic progress, outreach and student advocacy, and services to special student populations. Students who wish to see a counselor should go to the Counseling Office, room C-229.

Orientation for New Students
Orientation is the first contact students have with a counselor. Counselors provide a one hour group process activity in which students are familiarized with college resources available to help them achieve their personal goals.

New Student Seminar
The New Student Seminar is a required course, taught by the counseling faculty, which provides an orientation for students to LaGuardia and provides them with the information and skills needed to be successful in college. (See course description under Counseling Program.)

Career Development Seminar
The Career Development Seminar, also taught by the counseling faculty, is an elective credit bearing course, which introduces the theory and process of career development. (See course description under Counseling Program.)

Individual Counseling
Students may choose to see a counselor for individual counseling about educational and career concerns as well as family and personal matters. They may make an appointment with a counselor in the Counseling Office.

College Discovery Program
All students in the program during the first semester are assigned to a counselor who provides services dealing with academic, personal, career, and transfer issues. To schedule an appointment to see their CD counselor, students must go to the College Discovery Office, room C-246.

Counselor-on-duty
Counselors are available to see students on a walk-in basis Monday through Thursday from 10:00 a.m. to 8:00 p.m. to discuss academic, career, and personal concerns. This service is designed to facilitate the handling of immediate student concerns that require brief information or referral to another college office. More in-depth concerns should be handled through individual appointments with a counselor.

Academic Advisement
The academic advisement process is initiated with a counselor in the New Student Seminar. Additionally, counselors provide academic advisement during college-wide advisement as well as during registration periods. Counselors also provide academic advisement at late registration and change of program. On-going academic advisement also occurs in individual sessions that students schedule with counselors throughout the enhanced semester.

Probation workshops
The Counseling Department has designed a program of workshops and specialized counseling sessions that help students develop strategies
for academic success. Counselors help students learn strategies for getting off probation and remaining in good academic standing.

**Career and Transfer Center**

Students desiring assistance in making career decisions, setting occupational goals, and learning about training and educational requirements for various careers are encouraged to use the resources available in the Career and Transfer Center, room MB-09. In addition to occupational and educational information, the Center houses transfer resources, including four-year college catalogs, videos and transfer applications for CUNY and SUNY institutions. The Center also assists students in locating scholarships to finance their education at LaGuardia and at colleges to which students transfer. The Center houses several computerized guidance programs designed to assist students explore their interests and learn about career and transfer opportunities.

**Office of Academic Advisement**

The Office of Academic Advisement oversees academic advisement services to ensure that all students receive advisement before registration. Students receive academic advisement each enhanced semester from counselors and/or faculty advisors. The goal of advisement is to help students choose courses for the next enhanced semester, make long-range educational and career plans and evaluate their progress toward graduation.

The Office manages the current advisement program for the college, including the PASS Peer Advisement program (LaGuardia students trained to serve as peer advisors to other students) and the Advisement Express (the opportunity for selected students to advise themselves, rather than work with a counselor or advisor).

The Office also helps students through the process of academic advisement by providing them with advisement materials they need. For example, each enhanced semester, students receive a computerized Degree Requirements Checklist (DRC) that matches their completed courses against their degree requirements. The DRC provides students with an accurate statement of what they need in order to graduate. The DRC helps students plan their courses each enhanced semester and to monitor their progress toward graduation. The office is located in M-166. Further information can be obtained by calling (718) 482-5288.

**Foreign Student Advisement**

The Foreign Student Office, room M-144, has general responsibility for the adjustment to college life of students from overseas. Services include news of special social and educational opportunities, orientation to the U.S.A., visa arrangements for students abroad, immigration procedures, foreign exchange clearance, foreign military draft deferments, counseling on immigration regulations, and maintenance of the college foreign student census.

**Services for Students with Disabilities**

Under Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, LaGuardia Community College has an implicit responsibility to ensure that students with disabilities have equal access to its programs and services, and that the rights of students with disabilities are not denied. If you are a student with a disability requiring an accommodation to gain access to a program or service or feel that your rights as a student with a disability are being denied, please contact the person or program that applies to you:

**Counselor for Disabled Student Services**

The counselor is available to assist you with academic, personal and career issues. The counselor will also facilitate your accommodation needs, including special arrangements for advisement and registration.
tion, contact the Early Childhood Learning Center Programs, room MB-34, or call (718) 482-5295.

Extended Day Session
The Extended Day Session is a continuation into the evening and weekend of scheduled credit classes.

To meet the special needs of adults who have work and family commitments, extended day courses are scheduled in a variety of patterns; these permit a student to take several courses while attending just two or three evenings a week. Some courses can be completed by attending classes only once a week or on Saturday.

Extended day students may also take daytime courses as their personal needs dictate; similarly, Day students may enroll in evening and weekend classes.

All students benefit from the basic college services: counseling and advisement, health services, instructional laboratory facilities, bookstore, cafeteria, recreation facilities, and administrative services, and are governed by the same general college policies and regulations.

Any questions concerning the Extended Day Program can be directed to the Extended Day Office in M103 or at (718) 482-5395.

Health Services
The Health Center, room MB-40, offers a variety of services free of charge to the entire college community.

Besides coordinating the college immunization program, the Health Center provides blood pressure monitoring as well as counseling and community referrals for all types of services.

The Emergency Medical Technicians who staff the Health Center provide emergency medical care from 8:00 a.m. until 9:00 p.m. Monday through Friday.

Members of the Health staff are available to conduct demonstrations in first aid as well as to provide lectures on related AIDS, and Safe Sex Practices.

The Health Center also provides booklets and pamphlets on health and nutrition for students and staff free of charge. Pamphlets and brochures on prevention of alcoholism and drug abuse are available. Students with these concerns are referred to the substance abuse counselors in the Counseling Department. Also, contained in the Health Center is a limited resource library on AIDS, HIV infection and the history of the disease.

Laboratory Facilities
The Accounting and Managerial Studies Resource Center serves as an accounting tutorial lab, and also a center for the completion of the computerized components of accounting and managerial courses.

Adult Learning Center Lab helps students to improve their basic literacy skills, or to prepare for GED exams.

Human Services Laboratory is used for supplemental work in the Human Services Department.

The Community Services Lab schedules use for developmental studies and assists hearing impaired students to develop study skills for basic education, GED and college preparation.

The Computer Information Systems Department has two labs: the Microcomputer Lab, providing the laboratory component for several introductory courses, and the Computer Lab, focusing on computer use and programming beyond the introductory courses.

The English as a Second Language Lab provides large and small group tutoring for matriculated students taking ESL classes in the credit program. Large group tutoring is conducted on the assigned schedule. Individual or small group tutoring is conducted based on teachers' referral or by special appointment.

The Humanities Department contains the following labs: Modern Language, Music, Piano, Music Center, Speech Center, Photography, Art, Painting and Drawing, Sculpture and Design.

The Math Lab supports all the courses offered by the Math Department. It is required for the basic skill courses. It administers make-up exams and the retest of the CUNY Mathematics Assessment Test.

The Office of Academic Computing oversees the administration of microcomputing laboratories located throughout the college. Twenty-one computer laboratories are available to students during the college's normal operating hours on weekdays and Saturdays.

The Office Technology Department administers four microcomputer labs and two typing labs.

The Natural & Applied Sciences Department administers fourteen laboratory facilities located throughout the college.

The Reading Lab of the Communication Skills Department is required for all developmental reading courses; in addition, the lab is a resource center to help students in reading and study skills on their request.

The Typing Lab is required for several non-credit continuing education courses and for an elective course to improve spelling skills for ESL students. It is also available to students for typing term papers, etc.

The Veteran's Center Lab is required for the program's non-credit courses in reading, writing and mathematics. This lab assists veterans to prepare for the GED Exams and exemption from basic skills courses upon entry into college.

The Writing Center provides individual and group tutoring for all students in the college to work on grammar, paper revision, paper development and research papers for any course they are taking.

Library Media Resources Center
In the complex world of ever-increasing information and new technology, every student at LaGuardia needs access to a dynamic, up-to-date collection of information resources and materials. In LaGuardia's new library, a variety of computerized indexes provide quick, efficient access to books, media, and periodical articles.

The Library offers a book collection of over 74,000 volumes, 10 percent of which constitute a rich core collection of reference works on a variety of subjects. The Library also maintains a large collection of magazines and newspapers with information on current events, new social issues, or people in the news. (Currently, the Library subscribes to about 700 periodicals, including approximately 30 newspapers in both paper and microfilm formats).

The non-print media collection of 4,000 items includes audiovisual programs in a variety of formats: film, video, videodiscs, computer software, slides, filmstrips, cassette tapes, records and compact discs, which provide an audiovisual key to learning about and interacting with the larger world. Viewing and listening stations in the Media Lab are available for group or individual access to audiovisual programs in the collection.

The Library's holdings also include textbooks, assigned course readings, career information, study aids, research material, pamphlet files and government documents. The Library also maintains files of current information on companies and organizations which participate in the college's Cooperative Education program.

A team of eleven faculty and four college laboratory technicians links the user with the Library's vast resources for research and educational development. Library faculty provide one-on-one instruction at the Reference Desk, and teach information-gathering skills through the Library's various user-education programs. These include tours, small group orientation, course related/course integrated Library instruction, and a three-credit liberal arts course on methods of library research. Library instruction classes are conducted in conjunction with English 101 courses in order to introduce students to what is in the collection and how to find it. The Library's credit course (LRC 102) is an in-depth exploration of research methods and information sources.
The Library is open six days and four evenings a week (Monday-Thursday 9 AM-10 PM, Friday 9-5, Saturday 10-2). A validated college ID is the library card. The Library provides study seating, photocopying machines, and microfilm reader/printers. Novels, popular non-fiction, and magazines are available for leisure reading.

LaGuardia Performing Arts Center

The LaGuardia Performing Arts Center (LPAC), located on the main campus of LaGuardia Community College, is committed to presenting culturally and ethnically diverse programming of the highest quality for the College community and residents of Western Queens and the tri-state area.

With technical features that rival those of many theaters in Manhattan, and a location which makes it easily accessible from Midtown, LPAC - the largest theater of its kind in Western Queens - is quickly finding its place within the city's rich array of cultural resources.

LPAC has a rich history of providing opportunities for children and families to gain a theater experience and build a tradition of art appreciation that will flourish for years to come. This has been accomplished through a policy of professional artistic standards, community outreach and service, and low ticket prices.

LPAC consists of a 730-seat state-of-the-art proscenium theater, a 220-seat multi-purpose theater, a lecture/reception hall and an exhibition space. Each season, LPAC presents an eclectic mix of performances, including the Sacred Music Concert Series, the Latin Music and Dance Concert Series, the annual Asian and American Dance Festival, the Schooltime Series and the Saturday Holiday and Family Series. The spaces are also used by the students, faculty, staff and alumni for a variety of cultural activities.

LPAC has begun an aggressive outreach program to encourage the many culturally diverse civic, community and arts groups in the Queens community to participate in the theater's programming and to use its spaces for their own group projects. For more information about programs, performances, rentals and to be included on LPAC's mailing list, please call 718 482-5151.

Department of Recreation

The Department of Recreation provides a wide variety of leisure time experiences for the entire college population. The programs are designed to include many kinds of activities throughout the day, evening, and on weekends. A validated student ID card or a Recreation Pass, is the "membership" card to the facility. Recreation Passes are available to LaGuardia faculty and staff, continuing education students, Alumni and community guests. Passes may be obtained at the gym or pool control desk.

The facility, located in the basement level of the Main Building, includes a multi-purpose gymnasium that is equipped to accommodate at different times: two regulation basketball courts, two indoor soccer fields, two volleyball courts, three paddle/handball courts, and two enclosed tennis/golf/baseball alley complete with ball machines. A new six-lane NCAA regulation size Swimming Pool and adjacent Movement Studio are located in the E building. The LaGuardia Pool offers basic swimming, lifeguard training, scuba classes and a variety of special instructional and recreation programs for children and adults. The newly renovated Fitness Center in the gymnasium is equipped with $100,000 worth of new weight training and aerobic equipment, including Eagle Cybex, Nautilus and Universal resistance machines, several treadmills, exercise bicycles, stair machines, and a circuit training station. The new Fitness Center will be fully accessible to people in wheelchairs, and is open to business and community memberships. The Movement Studio located by the poolside offers Step Aerobics, Middle Eastern Belly-Dancing, Introduction to Ballet, Modern and Jazz Dance.

The gymnasium is complemented by a game area for backgammon, chess, checkers and table tennis, located in the lobby outside the main gym entrance.

Equipment for these games may be obtained at the gym control desk. The locker complex consists of large daily lockers to be used with a personal key or combination lock, separate men's and women's showers and bathrooms. The equipment check-out is located immediately inside the entrance to the recreation facility.

The recreation program is divided into multiple categories:

Instructonal Workshops

The workshop series provides professional instruction in such activities as martial arts, aerobics and fitness, introduction to weight training, personal fitness training, tennis for the learning disabled and special sports programs for people who are deaf and hard of hearing.

Sections are offered for all levels of skill: beginner to expert. Workshops are scheduled twice weekly and continue throughout the enhanced semester. Registration for all workshops takes place at the gym control desk.

Intramural Sports Activities and Special Events

The Intramural Program provides competitive recreational experiences in such team sports as basketball, co-ed volleyball and indoor soccer. Tournaments and special events such as handball, table tennis, and Mr. and Ms. LaGuardia bodybuilding competitions, are scheduled every enhanced semester. Students may compete in these activities or participate as coaches, officials, statisticians or timekeepers. Awards are presented to intramural champions at the conclusion of the event.

Open Recreation

A portion of the gymnasium and Fitness Center is almost always scheduled for walk-in-recreation for students, faculty and staff. Some of the activities available are basketball, volleyball, soccer, paddleball, dance, weight training, and table tennis. A validated student ID card or Recreation Pass allows the equipment to be checked out for use in the gymnasium or fitness center.

Announcement and Publicity

Information governing hours of operation, scheduling, programs and activities is available at the gym/pool control desk, and the Recreation
Office, room MB-31, and on bulletin boards posted outside student and faculty/staff dining areas. The sports/recreation column in the Bridge, the student newspaper, announces and reviews program highlights. Recreation Office (718) 482-5044; Gymnasium (718) 482-5043; Pool (718) 482-5038.

♦Student Activities

Clubs and organizations
Clubs are dependent upon the interests of students involved. Club members plan and implement social, cultural, educational and creative ventures outside of the classroom. Assistance in the formation of new clubs is offered by the Student Activities Committee, room M-115.

Communications media
Media provide a variety of programs and activities for students interested in communication. A campus radio station, a printing office, video programs and a student newspaper have been established to inform students about programs and activities of the college. Students who want to be involved in these programs should contact Student Activities, room M-114.

Graduation
The annual Commencement Exercises and Honors Night Program are supported and funded by student fees. The rental of an auditorium, purchase of diplomas, invitations and awards are some of the specific items covered by this area. Additional information is available in the Student Activities Office, room M-115, or the Office of College and Community Relations, room E-511.

Performing arts
Reduced-price tickets to Broadway, Off-Broadway and other performing arts events taking place in New York city are provided for students. This program also sponsors its own theatrical events, talent shows, concerts and film series. For details on the offerings of this area, contact the Student Activities Department, room M-115.

Phi Theta Kappa—International Honor Society of the Two-Year College
Phi Theta Kappa was established in 1918 as the Honor Society of the Two-Year College. The Greek letters of Phi Theta Kappa symbolize wisdom, aspiration, and purity. The purpose of Phi Theta Kappa is to nurture academic excellence, to provide the opportunity for leadership training, to promote an intellectual climate for interchange of ideas and ideals, and to instill the desire for the continuing education of student scholars. Membership is a privilege earned by qualifications, honor, and service. Invitations to become a member are extended to LaGuardia students who have completed a minimum of 20 credits at LaGuardia, attained a cumulative grade point average of 3.75 or higher, and plan to receive a degree from LaGuardia Community College.

Other programs
Off-campus activities, such as skiing, camping and ranching trips, are offered each year at relatively low prices. For more information contact Student Activities, room M-115.

Student government
Student Government is an organization elected by students to represent the student body to the administration of the college faculty, student organizations and the general college community. Elections are held annually. Students who wish to become actively involved in student government may contact the Student Government Office, room M-160, for further information.

♦Campus & Community Programs

Adult and Continuing Education
The Division of Adult and Continuing Education responds to the educational needs of a variety of adult students—men and women who attend classes after a day of work to get the education needed for a new career or to compete for better jobs, older adults seeking productive use of retirement years, veterans, recent immigrants and others with broader life experiences than those of the traditional student who enters college directly upon graduation from high school.

To meet the special needs and to accommodate the unique contributions of adult students, the Division of Adult and Continuing Education offers a variety of non-credit programs which reflect the diversity of adult interests and needs in New York City generally and western Queens in particular.

Through continuing education, adults may enroll in any of the following types of courses:
• non-credit courses for personal and professional development;
• non-credit courses for educational preparation, skills training, and leisure pursuits;
• programs for special populations including children, youth, deaf adults, visually impaired adults, veterans, unemployed and underemployed men and women, homeless heads of households, and non-English speaking adults; and
• off-campus programs.

For further information on any of these programs, visit the Office of Adult and Continuing Education in the college's Main Building, room M141; or call (718) 482-7244.

Non-credit programs
Non-credit programs are offered throughout the year, both on campus and at community locations. Courses are designed to meet the different interests and needs of a variety of individuals and groups.

Because many non-credit courses are initiated and modified to meet new needs as they emerge, any printed listing of courses is incomplete. Information on all non-credit programs is available by calling (718) 482-7244. Some areas and courses which remain popular are listed on the next page.
Educational
High School Equivalency (in English and Spanish)
English as a Second Language
Adult Basic Education
Skills development
Bookkeeping
Computer courses
Real Estate
Typing
Auto repair
Foreign languages
American Sign Language
Emergency Medical Technician
Career Development
A Certificate Program in Telecommunications Technology
Business courses
Career Workshop Seminars
Microcomputer Systems Training
Sex Equity

Campus-based programs
Adult Career Counseling and Resource Center
The Adult Career Counseling and Resource Center provides a wide range of career counseling programs and services for adults. The Center's services are available to all adult students enrolled in non-credit continuing education classes and community residents who want to explore career changes and enter or re-enter the job market. Counselors are available at the Center to answer questions and to provide advisement and referral services relating to educational and career goals. For further information or to speak with a counselor, call (718) 482-5355.

Adult Learning Center
The Adult Learning Center is among the University's largest providers of adult basic education, high school equivalency and college preparation instruction. The Center offers morning, afternoon, and evening classes to over 3,000 adults each year. Instruction is given in basic reading and writing skills, high school equivalency (GED) exam preparation (English and Spanish), and in college preparation. Classes are held on campus and in the Queens communities of Flushing and Corona. In addition, the Center provides career and vocational counseling to all students through LaGuardia's Adult Career Counseling and Resource Center. For additional information, call (718) 482-5380.

Certificate Program in Telecommunications
The Division of Adult and Continuing Education offers a 180-hour Certificate Program in Telecommunications which includes courses designed to meet the needs of both entry-level students and professionals already practicing in the field. A total of thirteen 20-hour courses are offered: six required and seven elective. Certificates are granted upon completion of 180 hours of course work. For additional program information and a complete listing of current offerings, call (718) 482-7244.

College for Children
LaGuardia's College for Children/Program for Teens offers a combination of academic enrichment activities, preschool programs, enrichment programs, and swimming. Courses offer opportunities for young people to explore a variety of subjects: Chinese traditional painting, dance, math and reading, music, computer classes, and typing. Courses are low cost and meet on Saturdays. For further information, call (718) 482-5323.

CUNY Catch Transitional Services
CUNY Catch is an alliance of four CUNY colleges-LaGuardia, Bronx, John Jay and Medgar Evers-uniting to provide transitional services for detainees leaving Rikers Island. Included are referral to campus training and education as well as counseling, job search preparation, and support services. For further information, call (718) 482-5326.

Emergency Medical Technician
LaGuardia's Emergency Medical Technician (EMT) certificate program is designed to train individuals in Basic Pre-Hospital Emergency Care. New York State Certification will depend upon satisfactory attendance, successful completion of course exams, and passing of a final exam to be administered by the New York State Department of Health Emergency Medical Services Program. A pre-test will be given to determine the selection of 40 students for this course. For additional information, call (718) 482-5768.

English Language Center
The center provides non-credit instruction in English as a second language. Courses are open to recent immigrants, foreign students and visitors, and non-English speaking community residents on either a part-time or full-time basis. The center issues 1-20 forms to qualified students applying from abroad. A modern language lab facility is available for student use. For further information, call (718) 482-5360.

Entrepreneur Training Program for Family Day Care Providers
This program is designed to enable women and men to start or expand a day care provider service. Applicants eligible for this program will be city residents who are economically disadvantaged, single heads of household, displaced workers, displaced homemakers, welfare recipients, or teenage mothers and existing family day care providers. Its main components feature entrepreneurial training in the design, marketing and management of a family day care provider service. The program prepares participants to successfully complete the New York State Department of Health Certification process. In addition, this program introduces participants to ENTRENET, a network within the Family Day Care Provider System. Call (718) 482-5340 for more information.

JobWard Bound Program
The JobWard Bound Program is designed to serve unemployed, financially-disadvantaged youths aged 17-21 who do not have a High School or Equivalency Diploma. JobWard Bound addresses the needs of these youth by offering a comprehensive program of vocational training in data entry, academic remediation, work internship and job placement services. For more information, call (718) 482-5340.
The LaGuardia Urban Center for Economic Development (LUCED)
LUCED offers education and training programs to meet the needs of business, government, and non-profit agencies throughout the metropolitan area. LUCED provides expertise in four general areas: customized industry-specific workplace training; entrepreneurial education and training programs; environmental, compliance, assistance programs and quality management programs for small businesses. For more information, call (718) 482-5330.

Licensed Refrigeration Machine Operator
This course, approved by the New York City Fire Department, is offered in conjunction with the National Association of Power Engineers, and it qualifies participants to take the fire department's licensing test in this area. The program is offered every year from October through June on Tuesday and Thursday evenings. For more information, call (718) 482-7244.

Microcomputer Skills Training Program
This program is for dislocated workers, long-term unemployed and displaced homemakers. This 20-week program trains individuals to become successfully employed and/or develop skills for career mobility in word processing, electronic spreadsheets and data base management. Job placement is an integral component of the program. Call (718) 482-5397 for more information.

New Directions for Mature Adults
LaGuardia welcomes mature adults to all college programs and also provides opportunities especially designed to meet their interests. In addition, the program assists adults 65 and over in entering the college credit program where they may register at a special rate of $50 per session. For information, call (718) 482-5321.

New York City Taxi Driver Institute
A comprehensive Taxi Driver Training program is required of all new drivers by the New York City Taxi and Limousine Commission. The current program format involves three levels of instruction: a standard forty-hour course, an eighty-hour course designed for non-native English speakers entering the industry and a fourteen-hour advanced placement course. Two other courses are also offered, one to prepare taxi drivers for income taxes and another to retrain drivers designated as "persistent rules violators." For further information, call (718)542-5336.

Office Information and Medical Records Systems Training Program
This program is for Unemployed, Underemployed and Single Parent Homemakers. It affords students the opportunity to learn WordPerfect, Lotus 1-2-3, Medical Records Coding using ICD-9-CM Physician's Billing, and Medical Terminology as well as participate in career counseling classes. For more information, call (718) 482-5340.

Program for Deaf Adults
Since 1975, this program has provided the largest, most comprehensive model post-secondary program for Deaf and hard of hearing students in the New York City area. Students pursuing associate degrees are supported by academic and personal counseling, registration assistance, classroom interpreters, and tutors. Courses offered under continuing education include GED, Regents Preparation, Adult Basic Education, American Sign Language, and computer courses. Additional program components consist of the Institute of Sign Language Interpretation which provides Interpreter Education courses and the Regional Support Service Center which provides support services to Deaf and hard of hearing students who may attend any of the 19 CUNY campuses. For more information, please call (718) 482-5324.

Project ACHIEVE
This is a 19-week program designed for young parents (aged 18-21) on public assistance who do not have a high school diploma. This program assesses the special needs of young men and women and provides an intense comprehensive program in academic remediation, college preparation, computer literacy training, individualized career education, job internships, and job placement services. This program prepares ADC teenaged parents for the GED, college and vocational school admissions, and the world of work. For more information, please call (718) 482-5166.

Project Enable
Project Enable provides educational and vocational training programs to the homeless and the heads of families on public assistance. Project Enable serves both native speakers of English and those for whom English is a second language. Classes are held on campus and in transitional housing facilities. The program also offers career guidance, job placement, supportive services, and personal development workshops. For more information, call (718) 482-5128.

Project New Ventures (Computer Repair for Women)
This program is designed to prepare women to enter the computer repair industry and other non-traditional, technical fields. The program is full-time, 35 hours per week for 21 weeks and is open to unemployed and underemployed women who have a high school diploma or GED. For further information, call (718) 482-5397.

Veterans Education Center
This center provides academic preparatory courses and vocational counseling to veterans. Full-time and part-time evening students attend college preparatory courses emphasizing reading, writing, mathematics, and study skills. High school equivalency preparation and vocational counseling are also available. For more information, visit the Veterans Education Center, or call (718) 482-5386.

Outreach Programs
Special programs administered off-campus by the Division of Adult and Continuing Education are designed for specific populations and generally focus on educational preparation, occupationally-related skills and training, vocational counseling, professional development, or leisure pursuits. The division's major efforts in this area currently consist of the following programs:
**Astoria Adult Education Center**
A wide variety of non-credit classes are offered at the Astoria Center at Ditmars Boulevard and 31st Street. Each quarter over 300 adults enroll in English as a Second Language, business, travel, computer, real estate, and foreign language classes. After-school classes in math, reading, and writing are available for children and teens. For further information, call (718) 482-5353.

**CAMBA/LaGuardia English Language and Vocational Assistance Program**
This program is offered in collaboration with the Church Avenue Merchants Block Association in Brooklyn. Immigrants, refugees, and other community residents take classes in English, adult basic education, and GED. Vocational skills instruction is also provided. For additional information, please call (718) 482-5124 or (718) 287-2600.

**Chinatown Center**
The Division of Adult and Continuing Education offers a variety of courses in Chinatown to residents and employees of the Chinatown community. Credit offerings include English as a Second Language and introductory mathematics, sociology, and business courses. The non-credit programs available include adult basic education and English. Admissions, financial aid, and career counseling services are also available. For further information, please call (212) 431-3720.

**Eastside Connection**
Non-credit exercise classes are offered to the staff of the University's central office as well as to community residents at 535 E. 80th Street in Manhattan. Current program selections include aerobics, yoga, CPR, and low stress exercise. For further information, call (212) 482-5334.

**LaGuardia provides Adult Learning Centers on Rikers Island focusing on basic skills, ESL, GED prep in English and Spanish, and college preparation. Courses also include vocational training in word processing/data entry and in food service occupations.**

**Job Literacy Program**
In cooperation with the Adult Learning Center, this program, based at the Otis Bantum Correctional Center on Rikers Island, provides literacy and ESL instruction using workplace materials.

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**LaGuardia and Wagner Archives**
The LaGuardia and Wagner Archives was established in 1982 to collect, preserve, and make available documents and photographs on the social history of 20th-century New York City. The new and growing repository houses the personal papers of Fiorello H. LaGuardia, the original files of the New York City Housing Authority, records of Steinway & Sons Piano Company, the papers of Robert F. Wagner, Abraham Beame, Edward Koch, and oral histories on life in the neighborhoods of New York City in the early 20th century.

The mission of the Archives is to serve as a research center for LaGuardia students and faculty and for outside scholars. To these ends, the Archives is actively involved in producing publications, seminars, and curriculum materials and in collecting, preserving, and making available historical documents. In these ways, the Archives reflects Fiorello H. LaGuardia's own commitment to serve the people of New York and their vision of a government responsive to the needs of all the people.

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**High Schools**

**International High School**
International High School at LaGuardia Community College serves students with varying degrees of limited English proficiency. As a collaborative venture between the Board of Education of the City of New York and the City University of New York, this school offers a high school/college curriculum combining substantive study of all subject matter with intensive study and reinforcement of English. The goal of the instructional program is to enable each student to develop the linguistic, cognitive, and cultural skills necessary for success in high school, college, and beyond.

The faculty members of The International High School utilize English as a Second Language techniques as a means of reinforcing English language development and facilitating the acquisition of content across the curriculum. As students move from concrete to abstract levels of language acquisition, teachers present the content in greater complexity, while maintaining a level of comprehensible input commensurate with the level of English skills development. Collaborative learning strategies encourage students at different levels of English language acquisition and academic preparation to work in small groups as they explore their subject area studies. With the teacher functioning as a facilitator, students are taught to rely upon themselves and each other for revision of written assignments, study and development of vocabulary, and mastery of content. They are encouraged to utilize their native language skills to support their learning of English, and to regard their own cultural background and those of other students as a classroom resource to enhance and enrich their learning experiences.

All graduates of The International High School are guaranteed admission to LaGuardia Community College. Courses specifically designed for high school students, and taught by college professors, are available. While enrolled in the high school, students may take courses in a variety of areas for both high school and advanced placement college credit. The International High School students are members of the college community, enjoying full use of the facilities, including the library, gymnasium, cafeteria, and recreation programs.

**Career Education**
A career/occupational education program serves as a central curricular focus of The International High School. All students participate in a mandatory out-of-school internship program for one-third of each school year. This graduation requirement allows limited English proficient (LEP) students to investigate careers in business, technology, human services and liberal arts and sciences, while providing them with opportunities to reinforce their English language skills and further develop their native language proficiencies within the context of the workplace.
Extended Day Program
Extended day study opportunities are available. Students can participate in small group tutorials designed to promote communicative competence, reinforce native language skills, extend content area studies and explore career education alternatives. Additionally, extracurricular teams and clubs supplement the Extended Day Program.

Admissions
The International High School is open to all newly-arrived immigrants who reside in New York City and for whom high school placement is appropriate in the next school year. For admissions consideration, students must be limited English proficient, have resided in the United States for less than four years, and be referred for admission by their guidance counselor as requiring an alternative educational environment to reach their full potential. Additional information may be obtained by contacting the International High School Admissions Office at (718) 482-5454.

Middle College High School
Middle College High School at LaGuardia Community College each year accepts 125 ninth and tenth graders from junior high schools in Districts 24 and 30 in the western section of Queens. The six-year program, which combines the ninth, tenth, eleventh, and twelfth grades with the first two years of college, provides intensive guidance, small classes, career exploration, and an interdisciplinary curriculum for students who might not reach their potential in a traditional school setting. The resources and positive role models provided by the college supplement the skills of the teachers, all of whom have New York City high school licenses.

Students may take courses both in the high school and in the college for high school credit. College level course credits are stored in a computer bank and may be counted toward the Associate degree upon completion of high school.

Middle College High School is a cooperative venture between the Board of Education and the CUNY Board of Trustees. There is no tuition fee or charge for textbooks. Students who meet the criteria set by the City of New York are entitled to free lunch and transportation passes.

Students interested in enrolling should speak with their junior high school guidance counselors for complete information. Students may call the Middle College High School Admissions Office at (718) 349-4000 for information about admissions procedures.

Career Education
All Middle College students participate in an out-of-school internship program which gives them unpaid full- or part-time work experience for one third of each school year as part of the graduation requirements. Students can investigate careers in depth in business technology, human services, and liberal arts and sciences. In some cases qualified high school seniors obtain first level college cooperative education internships, a number of which are paid.

Middle College students may choose from hundreds of college courses which can be taken for both college and high school credit. All students graduating from Middle College High School are guaranteed admission to LaGuardia Community College. Special courses, taught by college professors, especially for Middle College students, are available every cycle in the areas of secretarial science and data processing.

Students at Middle College are members of the college community, and can use the full facilities of the college including the library, membership in college clubs, participation in intramural sports and open recreation programs. Middle College has a special program for hearing handicapped students in western Queens.
LaGuardia Community College Administration

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(Vacant), Executive Associate to the President
Shirley J. Saulsbury, Executive Assistant to the President

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Appendixes And Indexes

College and University Policies

Affirmative Action Policy
LaGuardia Community College is committed to the principles and spirit of affirmative action and equal opportunity.

It is the policy of LaGuardia Community College to recruit, employ, train and promote employees on the basis of equal opportunity without regard to race, color, religion, sex, sexual orientation, religion, age, national origin, disability, Acquired Immune Deficiency Syndrome, or status as a disabled or Vietnam Era Veteran.

LaGuardia Community College recognizes its obligation to provide students with equal consideration when seeking admission, financial aid, and access to student services, academic and athletic programs.

The College believes in a policy of nondiscrimination, and as an educational institution maintains an ongoing program to assure compliance with federal legislation and University guidelines. The Affirmative Action Program encourages positive practices and ensures equitable disciplinary procedures for any member of the college community who engages in harassment on the basis of race, sex, sexual orientation or disability, or any individual who reports such an incident.

It is the policy of LaGuardia Community College to operate and comply with the requirements of the Equal Pay Act of 1963, the Civil Rights Act of 1964, Title VI, Title VII, the Educational Amendment Act of 1972 (Title IX), Executive Order 11246 as amended by Executive Order 11375, the Rehabilitation Act of 1973 (503 and 504), Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Age Discrimination Act of 1974, the Immigration Reform and Control Act of 1986, the Civil Rights Restoration Act of 1987, and the American Disabilities Act of 1990.

The President, as Chief Executive Officer, has overall responsibility for the Affirmative Action Program. The President has designated the responsibility for the Affirmative Action Program (e.g. Section 504, Title IX, formal and informal grievance procedures) to the Affirmative Action Officer, Shirley J. Saulsbury, Executive Assistant to the President, Room E-513, (718) 482-5050.

Policy Against Sexual Harassment
LaGuardia Community College is committed to the principles and spirit of compliance with the Equal Employment Opportunities Commission laws which govern sexual harassment. Sexual harassment is illegal under Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments Act of 1972.

Sexual harassment occurs when "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature" are made a condition of employment or student status, are used in decisions affecting an employee or student, affect an employee's work performance or student's academic performance or create an overall intimidating, hostile or offensive working environment or student environment.

LaGuardia Community College is committed to maintaining and fostering a fair, humane and supportive environment for all of its students, faculty and staff. As such, sexual harassment of students and employees is prohibited.

The College adheres to the official policy of the Board of Trustees of the City University of New York, which explicitly prohibits sexual harassment throughout the University community. The Policy is as follows:

"It is the policy of the Board of Trustees of the City University of New York to prohibit the harassment of employees or students on the basis of sex. It is a violation of policy of any member of the University community to engage in sexual harassment..."

The College believes in a policy of nondiscrimination on the basis of sex, and also ensures equitable disciplinary procedures for any member of the college community who engages in sexual harassment, or harasses any individual who reports it.

Complaints of sexual harassment by students and employees should be directed to the Affirmative Action Officer, or to the Sexual Harassment Task Force. All inquiries, complaints and concerns will be kept confidential.

The President, as Chief Executive Officer of the College is committed to and supportive of the Affirmative Action Program. The Affirmative Action Officer has overall responsibility for ensuring compliance with Sexual Harassment rules and regulations. Information, initial complaints and concerns should be directed to the Coordinator of the College's Sexual Harassment Task Force and Sexual Harassment Network, Irma Lynch, Room E-114C, (718) 482-5628.

Declaration of Pluralism
We are a diverse community at LaGuardia Community College. We strive to become a pluralistic community.

We respect diversity as reflected in such areas as race, culture, ethnicity, gender, religion, age, sexual orientation, disability and social class.

As a pluralistic community we will:
- Celebrate: individual and group diversity.
- Honor: the rights of people to speak and be heard on behalf of pluralism.
- Promote: intergroup cooperation, understanding and communication.
- Acknowledge: each others' contributions to the community.
- Share: beliefs, customs and experiences which enlighten us about members of our community.
- Affirm: each others' dignity.
- Seek: further ways to learn about and appreciate one another.
- Confront: the expression of de-humanizing stereotypes, incidents where individuals or groups are excluded because of difference, the intolerance of diversity and the forces of racism, sexism, heterosexism, homophobia, disability discrimination, ageism, classism and ethnocentric that fragment the community into antagonistic individuals and groups.

We believe by carrying out these actions we, as students, faculty and staff can achieve social change and the development of a society in which each individual can achieve her or his maximum potential.

Family Educational Rights and Privacy Act of 1974 as Amended

Annual Notice to Students.
Annually, LaGuardia Community College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the corrections of inaccurate or misleading data through information and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the Registrar's Office, Room M-101. All education records maintained on students by this institution are housed in the Registrar's Office. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's Office.

Student Rights and Responsibilities
Student rules of conduct and disciplinary procedures are printed in the Student Handbook, which is distributed by the Advisement and Career Cluster, Division of Student Affairs.
Rules and Regulations for the Maintenance of Public Order
(Pursuant to Article 129-A of the Education Law Henderson Rules)
The tradition of the University as a sanctuary of academic freedom and center of
informed discussion is an honored one, to be guarded vigilantly. The basic
significance of that sanctuary lies in the protection of intellectual freedom: the
rights of professors to teach, of scholars to engage in the advancement of
knowledge, of students to learn and to express their views, free from external
pressures or interference. These freedoms can flourish only in an atmosphere of
mutual respect, civility, and trust among teachers and students, only when
members of the University community are willing to accept self-restraint and
reciprocity as the condition upon which they share in its intellectual autonomy.
Academic freedom and the sanctuary of the University campus extend to all
who share these aims and responsibilities. They cannot be invoked by those who
would subordinate intellectual freedom to political ends, or who violate the
norms of conduct established to protect that freedom. Against such offenders the
University has the right, and indeed the obligation, to defend itself. We
accordingly announce the following rules and regulations to be in effect at each
of our colleges which are to be administered in accordance with the requirements
of due process as provided in the Bylaws of the Board of Higher Education.
With respect to enforcement of these rules and regulations we note that the
Bylaws of the Board of Higher Education provide that:
THE PRESIDENT. The president, with the respect to his educational unit,
shall:
a. have the affirmative responsibility of conserving and enhancing the
educational standards of the college and schools under his jurisdiction;
b. be the advisor and executive agent of the Board of his respective College
Committee and as such shall have the immediate supervision with full discretion­
ary powers to carry into effect the Bylaws, resolutions, and policies of the
Board, the lawful resolutions of the several faculties;
c. exercise general superintendence over the concerns, offices, employees,
and students of his educational unit.
I. Rules
1. A member of the academic community shall not intentionally obstruct and/or
forcibly prevent others from the exercise of their rights. Nor shall he interfere
with the institution’s educational processes or facilities, or the rights of those who
wish to avail themselves of any of the institution’s instructional, personal,
administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued
by representatives of the University/college when they are acting in their official
capacities. Members of the academic community are required to show their
identifications cards when requested to do so by an official of the college.
3. Unauthorized occupancy of University/college facilities or blocking
access to or from such areas is prohibited. Permission from appropriate college
authorities must be obtained for removal, relocation, and use of University/
college equipment and/or supplies.
4. Theft from, or damage to University/college premises or property, or theft
of or damage to property of any person on University/college premises is
prohibited.
5. Each member of the academic community or an invited guest has the right
to advocate his position without having to fear abuse, physical, verbal, or
otherwise, from others supporting conflicting points of view. Members of the
academic community and other persons on the college grounds shall not use
language or take actions reasonably likely to provoke or encourage physical
violence by demonstrators, those demonstrated against, or spectators.
6. Action may be taken against any and all persons who have no legitimate
reason for their presence on any campus within the University/college, or whose
presence on any such campus obstructs and/or forcibly prevents others from the
exercise of the rights or interferes with the institution’s educational processes or
facilities, or the rights of those who wish to avail themselves of any of the
institution’s instructional, personal, administrative, recreational, and community
services.
7. Disorderly or indecent conduct on University/college-owned or controlled
property is prohibited.
8. No individual shall have in his possession a rifle, shotgun, or firearm or
knowingly have in his possession any other dangerous instruments or material
that can be used to inflict bodily harm on an individual or damage upon a building
or the grounds of the University/college without the written authorization of such
educational institution. Nor shall any individual have in his possession any other
instrument or material which can be used and is intended to inflict bodily harm on
any individual or damage upon a building or the grounds of the University/
college.
9. Any action or situation which recklessly or intentionally endangers mental
or physical health or involves the forced consumption of liquor or drugs for the
purpose of initiation into or affiliation with any organization is prohibited.
10. The unlawful manufacture, distribution, dispensation, possession, or use
of illegal drugs or other controlled substances by University employees in the
workplace is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation
occurring in the workplace not later than five (5) days after such conviction.
II. Penalties
1. Any student engaging in any manner in conduct prohibited under substantive
Rules 1-9 shall be subject to the following range of sanctions as hereinafter define
in the attached Appendix: admonition, warning, censure, disciplinary probation,
restitution, suspension, expulsions, ejection, and/or arrest by the civil authorities.
2. Any tenured or non-tenured faculty member, or tenured or non-tenured
member of the administrative or custodial staff engaging in any manner in conduct
prohibited under substantive Rules 1-10 shall be subject to the following range
of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of the Board of Higher Education, or suspension
with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities,
and, for engaging in any manner in conduct prohibited under substantive Rule 10,
may, in the alternative, be required to participate satisfactorily in an appropriately
licensed drug treatment or rehabilitation program. In addition, in the case of a
tenured faculty member, or tenured member of the administrative or custodial
staff engaging in any manner in conduct prohibited under substantive Rules 1-10,
he or she shall be entitled to be treated in accordance with applicable provisions
of the Education Law or Civil Service Law.
3. Any visitor, licensee, or invitee, engaging in any manner in conduct
prohibited under substantive Rules 1-9 shall be subject to rejection, and/or arrest
by the civil authorities.
4. Any organization which authorized the conduct prohibited under substan­
tive Rules 1-10 shall have its permission to operate on campus rescinded.
Penalties 1-4 shall be in addition to any other penalty provided by law or The
City University Trustees.
Appendix Sanctions Defined:
A. Admonition.
An oral statement to the offender that he has violated University rules.
B. Warning.
Notice to the offender, orally or in writing, that continuation or repetition of
the wrongful conduct, within a period of time stated in the warning, may cause
far more severe disciplinary action.
C. Censure.
Written reprimand for violation of specified regulation, including the possi­
bility of more severe disciplinary sanction in the event of conviction for the
violation of any University regulation within a period stated in the letter of
reprimand.
D. Disciplinary Probation.
Exclusion from participation in priveliges or extracurricular University
activities as set forth in the notice of disciplinary probation for a specified period
of time.
E. Restitution.
Reimbursement for damage to or misappropriation of property. Reimburse­
ment may take the form of appropriate service to repair or otherwise compensate
for damages.
F. Suspension.
Exclusion from classes and other privileges or activities as set forth in the
notice of suspension for a definite period of time.
G. Expulsion.
Termination of student status for an indefinite period. The conditions of
readmission, if any is permitted, shall be stated in the order of expulsion.
H. Complaint to Civil Authorities.
I. Ejection.
Middle States Accreditation
LaGuardia Community College is accredited by the Commission on Higher
Education of the Middle States Association of Colleges and Schools.
Credit Values at LaGuardia
Starting in Fall 1992, LaGuardia began operating on an enhanced semester
system awarding semester credits. Prior to Fall 1992, the College operated on a
quarterly calendar; instructional time was allocated in such a way as to be equal
to that of a college on a semester system. Therefore, LaGuardia awards and has
always awarded semester credits for all its courses.
Graduation Rates
Graduation rates at LaGuardia compare favorably with those for other CUNY
community colleges. While most students require more than two years to
complete an Associate’s degree, studies have shown that approximately 20% of
entering students may require up to five years. An important factor to consider
in addition to the graduation rates is the number of students who attend part-time
and require additional time to complete their studies.
Glossary of Terms

A

@: a symbol that may appear on a student’s transcript which indicates a waiver of a requirement (without credit).

AA: Associate in Arts: the degree awarded in the following programs: AA/BA Program in Liberal Arts/Education, Education Associate: The Bilingual Child, Human Services, Liberal Arts

AAS: Associate in Applied Science: the degree awarded in the following programs: Accounting, Business Management, Commercial Photography, Computer Programming and Operations, Computer Technician, Emergency Medical Technician, Microcomputer Systems and Applications, Mortuary Science, Paralegal Studies, Paramedic, Physical Therapist Assistant, Pre-Nursing (Nursing), Secretarial Science, and Travel and Tourism.

AS: Associate in Science: the degree awarded in the following programs: Business Administration, Computer Science, Dietetic Technician, Emergency Medical Technician, Liberal Arts and Sciences, Occupational Therapy Assistant, Paramedic, School Foodservice Management.

Academic Advisement: a service provided by Student Services counselors and faculty advisors to assure that students receive accurate information on courses they must take and other degree requirements they must meet.

Academic Year: enhanced semester calendar.

Accounting/Managerial Studies: the academic department that offers courses in accounting, business administration and management, credit management, travel and tourism, veterinary technology.

Advisement Form: required form which must be signed by a counselor or faculty advisor before registration. It lists the courses for which a student has been advised to register, and also courses in progress.

Articulation: an agreement between a four-year college and LaGuardia to accept certain courses for credit towards a BA or BS degree at that senior college, or an agreement between LaGuardia and a high school for automatic advanced placement credit.

B

Basic Skills: required courses in reading, writing, math and oral skills based upon students’ performance on the Freshman Skills Placement Test

Bursar: the college cashier, where all fees and tuition are collected, and all refunds and financial aid checks are given out. The Bursar’s Office accepts cash, checks, and money orders.

Campus: all buildings and surrounding areas which the college occupies.

Career and Transfer Center: offers assistance to students making career decisions, setting occupational goals, and learning about training and educational requirements of various careers. The Center also assists students in transferring to 4-year colleges and universities. The Center houses a library of occupational and educational information.

Career Preparation Elective Pattern: a group of no more than five courses designed to give students a foundation for a career in areas such as art, journalism, and legal studies with related co-op opportunities (AA degree in Liberal Arts only).

Certificate: awarded in court reporting, commercial photography, and word processing specialist.

Cleared: a term used by the Bursar’s Office to indicate that a student has paid or has made acceptable arrangements to pay money owed to the college.

Club Hours: Wednesday afternoons. Classes are not usually scheduled during this time.

Cluster: three or more courses offered during the same semester and linked by common themes or assignments. (Two courses linked in the same way are often called “Pair”.)

College Discovery Program: a comprehensive program of basic skills courses, counseling, tutoring and financial aid to students who meet the eligibility requirements.

College Preparatory Initiative (CPI): An initiative designed to strengthen high school students’ academic preparation in order to enhance success in college and/or employment.

Communication Skills: academic department that offers courses in reading.

Computer Information Systems: the academic department that offers courses in computer science, computer programming and operations, and computer technology.

Confirmation: a student’s official schedule of classes issued after tuition has been paid.

Continuing Education: a college division which offers various noncredit programs to adult students.

Co-op: see Cooperative Education below.

Co-op Advisor: a faculty member who teaches co-op prep courses and advises students throughout their three co-op internships.

Co-op Internship: credit-bearing work experience.

Co-op Prep: a required non-credit course which prepares students for co-op internships. Eligibility for placement on a co-op internship is dependent upon satisfactory completion of Co-op Prep. Course activities include identifying personal co-op internship objectives, interviewing for internships, resume writing and practice interviews.

Co-op Seminar: once class taken during internship cycle. In the seminar, students examine their work experiences in relation to career and educational objectives, and academic concepts.

Cooperative Education: a college division which provides students with an opportunity to apply content learned in the classroom in a workplace environment.

Core: in the Liberal Arts curriculum only, a twelve-credit requirement of introductory-level courses taken in four out of five liberal arts departments.

Corequisite: course which must be taken during the same session as another course.

Counselor: college faculty trained to help students examine educational, career and personal concerns. Counselors conduct New Student Seminars, lead workshops, and are available to see students on an individual and group basis.

Course Code: each code (listed in the Schedule of Classes) identifies the department offering the course, the name of the course, and the particular section (days and times) a course is scheduled to meet (e.g., ENG101.01).

CR: a symbol that may appear on a student’s transcript which indicates a course for which a student earned credit by examination or on the basis of an articulation agreement with the student’s high school.

Curriculum: a student’s major field of study at LaGuardia.

D

Degree Requirements Checklist (DRC): a computerized list of courses including students’ basic skills requirements (if any), required courses, and academic progress and history.

Elective: course not required for a major which a student may choose to take to meet overall degree requirements. Liberal arts electives include courses from the Department of English, Humanities, Human Services, Natural and Applied Sciences, Math and Social Science, except those courses listed on pages 107-108. Unrestricted electives may be chosen from any department of the college.

Enhanced Semester: See 109 for a detailed description of the academic calendar.

English: the academic department that offers courses in writing, literature and journalism.

Enterprise Program: see page 7.

ESL: the academic program that offers courses in English As A Second Language.

Express Course: courses offered in an intensive mode, usually during intersession.

Extended Day: evening (after 5 p.m.) and Saturday courses.

F

F: a symbol that may appear on a student’s transcript which indicates the student failed the course. Counted in the calculation of a student’s GPA.

F Grade Policy: Detailed explanation is found in the Academic Policy section of the catalog.

Faculty Advisor: an instructor in a student’s major who can assist with academic and career planning.

FSAP (Freshman Skills Assessment Program): a three-part test for new students that determines whether they will be placed in ESL, basic reading, writing, and math classes.

Full-time student: generally, a student registered for at least 12 tuition units or credit equivalents per semester. Since each financial aid program has a different definition for full-time status, students should see a financial aid counselor for information about how to maintain eligibility for all forms of financial aid. Veterans should speak with the Veterans Affairs Office.

G

GPA: grade point average.

H

Human Services: the program area that offers courses in child development, mental health, and gerontology.

Humanities: the academic department that offers courses in the areas of speech/communication, art, music, foreign languages, bilingual education, philosophy, critical thinking and reasoning, dance, film and media.
II
Immunization: The State of New York requires all students born on or after January 1, 1957 to present proof of immunity against measles, mumps, and rubella. See page 5.
INC: a symbol on a student's transcript indicating an incomplete course.
IOL (Internship Opportunities List): a complete listing by major of internships available through the Division of Cooperative Education.
ISR (Integrated Skills Reinforcement): a LaGuardia program that helps students better understand the content of college courses.
Independent Study: a course of study designed by a faculty member and a student tailored to a student's interests.
International High School: a Board of Education high school on campus.
Internship: see Co-op Internship.
Internship Seminar: see Co-op Seminar.

J
Job Placement Office: available to all students and alumni. Offers full- and part-time job referrals, placement in temporary positions, and assistance in developing interview techniques and the preparation of a resume.
Learning Community: a group of students who enroll in a common set of courses which are thematically linked and who work together on projects and assignments.
Liberal Arts: a college major which includes courses from the Departments of English, Humanities, Human Services, Natural and Applied Sciences, Mathematics, and Social Science or electives taken from those departments.

M
Mathematics: the academic department that offers mathematics courses.
Middle College: a Board of Education high school on campus.
Military Credit: Up to six unrestricted elective credits for veterans in degree programs who have been honorably discharged from the United States military.

N
Natural and Applied Sciences: the academic department that offers courses in biology, chemistry, physics, general science and many allied health areas (Animal Health Technology, Dietetic Technology, EMT/Paramedic, Occupational Therapy Assistant, Physical Therapist Assistant, and Nursing).
NC: a symbol which may appear on a student's transcript which indicates no credit was earned for the course.
NDSC: National Direct Student Loan—a form of financial aid.
New Student Seminar: a required, counselor-led course which helps orient students to the college.
Non-Cleared: term used by the Bursar's Office to indicate that a student owes money to the college. The account must be settled before the student will be permitted to register for the next semester's classes.
Non-Credit Programs: college programs that offer non-credit courses, designed to meet the interest and needs of a variety of individuals and groups.

O
Option: a subset of a curriculum indicating the degree requirements for that particular degree (for example, Administrative Office Assistant is an option within the Secretarial Science curriculum).
Office Technology: the academic department that offers courses in microcomputer systems and applications, secretarial science, court reporting, and word processing.

P
Prerequisite: a course that must be completed prior to taking another course.
Probation: a trial period of one semester which permits students to improve a low grade point average.

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**BY SUBWAY**
The College can be reached easily by both the IND and IRT lines.

The two stations at Queens Plaza are serviced by the E, F, G, R, and N trains. The college is an eight-minute walk from these stations.

The Rawson St. station of the Flushing IRT line is serviced by the number 7 train, which connects in Manhattan with the Broadway and Lexington IRT trains and the B, D, and F lines. The college is a three-minute walk from the Rawson St. Station.

**BY BUS**

From Queens: Number 60 bus west along Queens Blvd. to Thomson Ave.

From the Bronx: The QBX-1 bus from Coop City to Main Street, Flushing, and transfer to the IRT number 7 train to Rawson St. or the Q44 bus to Main St., Flushing, and transfer to the IRT number 7 train to Rawson St.

From Manhattan: The M32 bus along Madison Ave. and across 57th Street and the 59th St. Bridge to the intersection of Queens Blvd. and Thomson Ave.

**BY CAR**

The college is located on Thomson Ave., three blocks west of its intersection with Queens Blvd.

From Queens: The Long Island Expressway, west to Van Dam St. exit. Make a right at light and go to Thomson Ave., where you make a left.

From Brooklyn: Brooklyn-Queens Expressway, north, to Long Island Expressway exit (toward Midtown Tunnel) to Van Dam St. exit. Make a right at light and go to Thomson, where you make a left.

From the Bronx: Triboro Bridge to Brooklyn-Queens Expressway south. Exit at Queens Blvd., west, and when Queens Blvd. forks, turn left onto Thomson Ave.

From Manhattan: Take the lower level of the 59th Street Bridge to Queens Blvd. and follow signs to college.
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