If you would like additional information about the College, please call any of the following numbers for assistance:

Admissions . . . 937-9200
Academic Affairs . . . 937-9200
Cooperative Education . . . 937-9200
Student Services (Counseling, Financial Aid) . . . 937-9200

LaGuardia Community College

Sponsored by the
Board of Higher Education of the City of New York
Under the Program of the State University of New York

INTERIM INFORMATION BULLETIN 1971-72*

LaGuardia Community College
31-10 Thomson Avenue
Long Island City, New York 11101

*A formal college catalog will be available in the Spring, 1972. This temporary Bulletin provides all of the presently available information about the College and its programs. Information included herein is subject to change without notice.
ABOUT THE COLLEGE

LaGuardia Community College, formerly known as Community College Number Nine, opened in September, 1971. It is one of the twenty branches of the City University of New York and is located in Long Island City, Queens. It is sponsored by the Board of Higher Education of the State of New York and operates under the program of the State University of New York. As a branch of CUNY, LaGuardia Community College has an open admissions policy which guarantees admission to any New York City high school graduate, subject to space availability.

LaGuardia is the only unit of the City University of New York to offer a work-study program to all of its students. Known formally as Cooperative Education, the work-study plan offers the student the opportunity to combine classroom learning with on-the-job work experience.

Upon completion of the academic program, a student receives one of the following degrees: Associate in Arts (A.A.); Associate in Science (A.S.); Associate in Applied Science (A.A.S.).

Two program options called CAREER and TRANSFER are available. The CAREER option enables a student to select a two-year program and immediately enter the world of work following receipt of the A.A.S. degree. The TRANSFER option allows a student to select a program which offers preparation for transfer to a four year unit of the City University without loss of credit. The TRANSFER program leads toward the A.A. degree or, in certain cases where there is a concentration in science, toward the A.S. degree.

The College is located in Long Island City, Queens at 31-10 Thomson Avenue, very near Queens Plaza and easily accessible via public transportation.

ABOUT COOPERATIVE EDUCATION

Purpose
All full-time students who attend LaGuardia Community College are required to participate in the Cooperative Education Program. The purposes of the program are to provide a series of alternate learning situations in off campus or non-classroom setting; to enhance the student's growth concerning personal responsibility and maturity, and to reinforce and/or add to the student's motivation toward classroom learning.

How it Works
Students will be placed in the internships by the Cooperative Education Division. Each student will participate in three internships during the two years at the College. The internships, each 13 weeks in length, may be different during each work sequence or, in other cases, the internship may be the same each time. Three academic credits are granted for each completed work internship.

For example, a student accounting major following several months of classroom instruction, will have the opportunity of selecting a position where his accounting knowledge will be used and where he can learn from the day to day operations of the organization. As an Intern the student will be given specific responsibilities and will be paid the same salary as other employees at his job level.

Included in the Cooperative Education Program is the Practicum. The Practicum's purpose is to develop an educational bridge between the two parts (work and study) of the academic program. It is a structured educational experience, directed by the faculty, which will integrate the work experience with classroom instruction. The practicum will enable students to closely examine their experiences and the environment in which they occur.

A wide range of internships is available and the final selection is made following meetings and discussions among the student, his cooperative education advisors, faculty members, and the employer.

THE CALENDAR AND COOPERATIVE EDUCATION

LaGuardia Community College will operate on a quarter system, 13 weeks to each quarter. Since LaGuardia is a two-year College, its students must attend the College a minimum of eight quarters in order to graduate. During three of the eight quarters, students will be off the campus and employed at full-time jobs.

The calendar for the work-study program is as follows:

<table>
<thead>
<tr>
<th>OPTION A</th>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1971-72</td>
<td>STUDY</td>
<td>STUDY</td>
<td>WORK</td>
<td>STUDY</td>
</tr>
<tr>
<td>1972-73</td>
<td>WORK</td>
<td>STUDY</td>
<td>WORK</td>
<td>STUDY</td>
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<thead>
<tr>
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<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
<th>SUMMER</th>
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<tbody>
<tr>
<td>1971-72</td>
<td>STUDY</td>
<td>STUDY</td>
<td>STUDY</td>
<td>WORK</td>
</tr>
<tr>
<td>1972-73</td>
<td>STUDY</td>
<td>WORK</td>
<td>STUDY</td>
<td>WORK</td>
</tr>
</tbody>
</table>
ADMISSION PROCEDURES

THE ADMISSIONS PROGRAM of the College is administered by the Office of Admissions, under supervision of the Dean of Student Services. Inquiries regarding admission should be directed to the Admissions Office, (937-9200).

Applications for admission as matriculated students by those currently in high school, or by high school graduates who have not attended college, are processed by the University Application Processing Center, Box 148 Vanderveer Station, Brooklyn, New York 11210. Application forms may be obtained from the Center or from local high schools.

APPLICANTS FOR ADMISSION must have graduated from an accredited four-year high school or possess a New York State High School Equivalency Diploma. There are no residence restrictions for matriculation or attendance at LaGuardia Community College. Matriculants who are qualified residents of New York City attend the College tuition-free, subject to space availability and appropriate funding. All others are required to pay tuition fees in accordance with a fee schedule set by the City University of New York.

ACADEMIC OFFERINGS

The curricula at LaGuardia Community College are divided into four academic divisions: Business, Language and Culture, Social Sciences, and Natural Environment. Students who select the TRANSFER option (meaning those who wish to continue their studies at a four year institution) may enroll in Business Administration or Liberal Arts. Students who select the CAREER option (meaning those students interested in immediately entering professional employment at the end of two years) may enroll in Accounting, Business Management, Data Processing, or Secretarial Science. Students in the CAREER programs who later decide to transfer may do so, if a satisfactory academic record is maintained. These students may not necessarily receive full credit from a four year college for all courses taken at LaGuardia Community College.

A Human Services Program is being developed with a special orientation toward community service. The proposed curriculum enables students either to pursue further academic education or to enter directly into full time employment. Fields of specialization may include mental health associate, assistant teacher, community service assistant, legal aide, and health assistants. Students wishing this program should register for Liberal Arts, although by September 1972 Human Services will be a separate curriculum.

DEGREE REQUIREMENTS

Each student at LaGuardia must complete a minimum of 67 credits distributed as follows:

| I. Communication Skills | 6 credits |
| II. Urban Core Curriculum | 9 credits |
| (3 Intensives, 3 credits each) | |
| III. Cooperative Education | 9 credits |
| (3 Internships, 3 credits each) | |
| IV. Program Requirements and Electives | 43 credits |

Total 67 credits

A brief examination of each of these requirements will give a clearer picture of the academic program.

The Communications requirement is the college's way of helping each student to become proficient in handling the English language and some fundamental mathematical concepts. Some students will already have gained the proficiency in high school and will not need to repeat what they have done there. Other students will move at various rates of speed as they gain both the ability and the confidence to communicate well.

The student will normally take a sequence of two courses, one in each of his first two study quarters: Interpersonal Communication (oral, written, and reading skills in English) and Symbolic Communication (mathematics and related symbolic systems). Under certain conditions students may be exempted from these requirements.

The Urban Core Curriculum consists of a series of three courses which each student must take during his period of study. This "Core Curriculum" gives each student some exposure in each of the Liberal Arts Divisions. All courses will be designed to draw upon resources of the urban environment. However, the content may differ from one quarter to the next based on faculty and student choice and interest.

At the beginning of each quarter, courses will be offered in each Division which students may take to satisfy this requirement. The courses, called "Intensives," will introduce students to the method of study appropriate to the disciplines within that Division, by examining selected topics or problems.

The approach is selective and concentrated. It is consistent with one purpose of the College, which is to encourage students to learn by doing. The emphasis is on the process and not simply the results of learning. Every effort
will be made to reinforce classroom learning with direct experience in the surrounding urban laboratory, and vice versa.

A student will participate in an Intensive in each of the Liberal Arts Divisions during different study quarters. An Intensive will meet every day for five days during the first week of the quarter, and it is the only course which a student takes during that time. Throughout the quarter, it will meet for an hourly seminar once each week. The flexible scheduling permits a faculty member to arrange trips or projects with his class, during the first week, which a normal calendar would not allow. In addition, the weekly seminars during the quarter permit the completion of the project assigned during the first week.

The Intensives have two strong educational values. By breaking with a uniform pattern of learning, they permit and encourage a student to explore different ways of analyzing and comprehending material which may already be familiar to him. They permit a different mode of learning than the ordinary schedule. The second advantage is that they encourage multi-disciplinary approaches to the study of the urban environment, insofar as the Intensives in each Division are able to focus on a common set of problems. To the extent they succeed in doing so, they will create a distinctive educational atmosphere for the entire College.

The Program Requirements refer to the specific courses which a student must take in his curriculum (e.g., Accounting or Data Processing). Some of these requirements, such as a minimum number of credits in Liberal Arts, are set by the State. Others are determined by the need to satisfy the requirements of professional accrediting organizations. In every case, a student will have some room in his program for courses of his own choice.

The "Electives" are free choices which a student has, once he has met the other requirements. In some cases, he may want to take additional courses in his area of concentration. Often, he may want to try something interesting in an area which he has never explored. Courses such as Physical Education and Health are not required, but they will be available, and students will be urged to participate in these courses.

Extensive advising will be available to each student, both as he makes his career decision and as he chooses his electives. This advising will be provided by faculty, student development counselors, and cooperative education coordinators.

**LIBERAL ARTS AND SCIENCE (A. A. DEGREE)**

**Communication Skills**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal Communication (English I, II)</td>
<td>6</td>
</tr>
<tr>
<td>Symbolic Communication (Mathematics)</td>
<td>3</td>
</tr>
<tr>
<td>Urban Core Curriculum (Liberal Arts and Science Intensives)</td>
<td>9</td>
</tr>
<tr>
<td>Cooperative Education</td>
<td>9</td>
</tr>
</tbody>
</table>

For the remaining credits each student is expected to take a balanced distribution between each of the divisions of the Liberal Arts curriculum (normally a minimum of 6 credits in each division.) In every case, a student is encouraged to work out course selections within the Liberal Arts curriculum which will express his own special interests.

<table>
<thead>
<tr>
<th>Credit Distribution</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Total</td>
<td>40</td>
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</tbody>
</table>

Total 67
BUSINESS ADMINISTRATION (A.S. DEGREE)

BUSINESS MANAGEMENT (A.A.S. DEGREE)

Communication Skills
Interpersonal Communication I (English) .................. 3
Symbolic Communication I (Mathematics) .................. 3

Urban Core Curriculum (Liberal Arts and Science Intensives) ........ 9

Business/Business Administration and
Business/Business Management Requirements, .................. 24
including the following:
Principles of Accounting I, II.
Business Organization and Management
Principles of Finance
Statistics
Economics
Introduction to Data Processing
Business Law

Cooperative Education ........................................... 9

Liberal Arts Electives ........................................... 12
(for A.A.S., 3 L.A. Electives Needed)

Other Electives ................................................. 7
(for A.A.S., 16 Electives Needed) Total 67

ACCOUNTING (A.A.S. DEGREE)

Communication Skills
Interpersonal Communication I (English) .................. 3
Symbolic Communication I (Mathematics) .................. 3

Urban Core Curriculum (Liberal Arts and Science Intensive) ........ 9

Business and Accounting Requirements, ...................... 22
including the following:
Principles of Accounting I, II.
Business Organization and Management
Intermediate Accounting I-A, I-B, II.
Business Law
Economics
Introduction to Data Processing

Cooperative Education ........................................... 9

Liberal Arts Electives ........................................... 12

Business or Accounting Electives ............................. 9
Total 67
DATA PROCESSING (A.A.S. DEGREE)  
MACHINE OPERATIONS OPTION

Communication Skills  
Interpersonal Communication (English) ........................................... 3  
Symbolic Communication (Mathematics) ........................................ 3  
Urban Core Curriculum (Liberal Arts and Science Intensives) .............. 9  
Business and Data Processing Requirements, ................................... 30  
including the following:  
Introduction to Business Data Processing  
Business Organization and Management  
RPG Programming  
Basic Computer Operations  
Basic COBOL Programming  
Advanced Computer Operations  
Advanced COBOL Programming  
Teleprocessing Operations  
Applied Statistics and Programming  
Economics  
Cooperative Education ..................................................................... 9  
Liberal Arts Elective ....................................................................... 3  
Other Electives .............................................................................. 10  
Total ......................................................................................... 67

DATA PROCESSING (A.A.S. DEGREE)  
PROGRAMMING AND SYSTEMS (OPTION)

Communication Skills
Interpersonal Communication (English) ........................................... 3  
Symbolic Communication (Mathematics) ........................................ 3  
Urban Core Curriculum (Liberal Arts and Science Intensives) .............. 9  
Business and Data Processing Requirements  
including the following:  
Introduction to Data Processing  
Basic COBOL  
Basic RPG  
FORTRAN or PL/1  
Systems Analysis and Design  
Advanced Programming  
Assembly Language Programming  
Operating Systems  
Accounting I  
Business Organization Management  
Cooperative Education ..................................................................... 9  
Liberal Arts Elective ....................................................................... 3  
Other Electives .............................................................................. 10  
Total ......................................................................................... 67
## SECRETARIAL SCIENCE (A.A.S. DEGREE) EXECUTIVE OPTION

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Communication Skills</td>
<td></td>
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<tr>
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<td>6</td>
</tr>
<tr>
<td>Symbolic Communication (Mathematics)</td>
<td>3</td>
</tr>
<tr>
<td>Urban Core Curriculum (Liberal Arts and Science Intensive)</td>
<td>9</td>
</tr>
<tr>
<td>Business and Secretarial Science Requirements</td>
<td>24</td>
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<tr>
<td>Stenography I, II, III.</td>
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<tr>
<td>Typewriting I, II.</td>
<td></td>
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<tr>
<td>Transcription I, II.</td>
<td></td>
</tr>
<tr>
<td>Office and Personnel Management</td>
<td></td>
</tr>
<tr>
<td>Executive Secretarial Practice</td>
<td></td>
</tr>
<tr>
<td>Cooperative Education</td>
<td>9</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>3</td>
</tr>
<tr>
<td>Other Electives</td>
<td>13</td>
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<td>Total</td>
<td>67</td>
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</table>

## SECRETARIAL SCIENCE (A.A.S. DEGREE) LEGAL OPTION

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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<td>Communication Skills</td>
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</tr>
<tr>
<td>Business and Secretarial Science Requirements</td>
<td>30</td>
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<tr>
<td>including:</td>
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<tr>
<td>Stenography I, II, III.</td>
<td></td>
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<tr>
<td>Typewriting I, II.</td>
<td></td>
</tr>
<tr>
<td>Business Law</td>
<td></td>
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<tr>
<td>Legal Stenography I, II.</td>
<td></td>
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<tr>
<td>Legal Vocabulary I, II.</td>
<td></td>
</tr>
<tr>
<td>Executive Secretarial Practice</td>
<td></td>
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<tr>
<td>Cooperative Education</td>
<td>9</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>3</td>
</tr>
<tr>
<td>Other Electives</td>
<td>7</td>
</tr>
<tr>
<td>Total</td>
<td>67</td>
</tr>
</tbody>
</table>
EDUCATION ASSOCIATE (A.A. DEGREE)

Communication Skills
  Interpersonal Communication (English I, II) .... 6
  Structure of the Number System I, II ........ 6
Urban Core Curriculum (Liberal Arts and Science Intensives) .... 9
Practicum .................................. 9
Education Associate Curriculum requirements, including the following subjects:
  Psychology I, II.
  Sociology I, II.
  Music
  Art
  Science
  Science Laboratory
  Seminar
Liberal Arts Electives .................................. 9
Other Electives ........................................ 5

Total 67

ACADEMIC RULES AND REGULATIONS

There are three passing grades at LaGuardia:
  E (Excellent)
  G (Good)
  P (Passing)
There is one non-passing grade:
  NC (No Credit)
The College will not use a grade point equivalent on the student transcript.

When a student withdraws from a course before the end of the sixth week, no record of this will appear on his permanent record. A student withdrawing after the sixth week will receive NC (No Credit).
The (NC) designation which represents incomplete work in a course can be changed to a passing grade by the end of the next quarter. The grade cannot be converted beyond this time except in cases where the instructor grants an extension which may not exceed one additional quarter.

THE DIVISION OF STUDENT SERVICES

The Division of Student Services at LaGuardia Community College offers a broad range of services designed to facilitate student participation in the life of the College. The programs of the division maximize the individual development of the student both inside and outside of the classroom.

These programs include the following:

I. Orientation — A program designed to allow the freshman the opportunity to discover the College and to learn about its programs and activities.

II. Advising-Counseling Teams — Each student will become a member of a group of 25 students who will work closely with an Advisory-Counseling Team in planning the way he or she will participate in the LaGuardia Community. The teams will include a faculty member, a Cooperative Education Coordinator, and a Student Services faculty member.
III. **Student Planning Boards** — Flexible structures designed to provide incoming students with a voice in the establishment of programs and policies which most directly affect them.

IV. **Health Services** — Concerned with the physical and mental well-being of its community, LaGuardia offers a broad range of health services. These include the services of a nurse, a medical doctor and a psychologist.

V. **Financial Aid** — Students who are in need of financial assistance should contact the Student Services’ Financial Aid Office. Such assistance is based on financial need. An application may be obtained from the Financial Aid Office. All financial aid applicants are required to file a Parents’ Confidential Statement of family’s finances.

Loans are available from the New York State Higher Education Assistance Corporation and the National Defense Education Act. Loan applications are processed through the Financial Aid Office.

Educational Opportunity Grants are available to students of exceptional financial need. These grants must be matched by some other form of financial assistance. Students should contact the Financial Aid Office.

VI. **Placement Services** — This office will offer students aid and direction in finding a position upon graduation from LaGuardia Community College.

VII. **Student Faculty Association** — This Association was founded to provide financial support for college-related events which cannot be funded by tax levy money from the College’s regular budget. The Board of the Association will be responsible for funding student organizations and activities open to the entire student body. Receiving its major portion of funds from the Student Activities Fees, the Association will also provide auxiliary services such as the bookstore, food services, etc.

VIII. **Campus Activities Office** — This office coordinates and serves as consultant for all campus activities and events, excluding those of academic-faculty nature. Such programs as clubs, activities, governance, etc., are coordinated by Campus Activities office.