La Guardia Community College

We Change Minds

1992 Catalog


**Calendar 1991/92**

### FALL QUARTER

- **9/3** First official day of Co-op Internship
- **9/9** Rosh Hashana (No classes)
- **9/17** Yom Kippur (No classes after 4 P.M.)
- **9/18** Yom Kippur (No classes)
- **9/19** Honors Night
- **9/19-9/20** Opening Sessions for Faculty and Staff
- **9/21** First day of classes
- **9/22** Commencement
- **10/3** Last day to apply for graduation or permit this quarter
- **10/7** Last day to add Independent Study/Individualized Courses
- **10/9** Last day of tuition refund period
- **10/14** Columbus Day (No classes)
- **10/24** Last day to withdraw from a course officially
- **11/6** Classes will meet according to a Friday schedule
- **11/7** Last day to apply as a Non-Degree student
  
  *Applications will be accepted on a space-available basis*
- **11/7** Last day to apply for readmission
- **11/7** Last day to apply for reinstatement from suspension
- **11/19** Last day for departments to submit change of grades
  
  *Changes after this date will not appear on this quarter’s transcripts*

### SPRING QUARTER

- **3/23** First official day of Co-op Internship
- **3/30** First day of classes
- **4/13** Last day to apply for graduation or permit this quarter
- **4/13** Last day to add Independent Study/Individualized Courses
- **4/13** Last day of tuition refund period
- **4/17-4/19** No classes
- **4/30** Last day to withdraw from a course officially
- **5/14** Last day for departments to submit change of grades
  
  *Changes after this date will not appear on this quarter’s transcripts*

### SUMMER QUARTER*

- **6/9** Last day of Spring quarter
- **6/12** Last official day of Co-op Internship

*Note: In order to provide the necessary amount of instructional time for Saturday classes, additional minutes will be added to each of the nine scheduled sessions.

### WINTER QUARTER

- **12/9** First official day of Co-op Internship
- **12/24-12/25** Christmas holiday (No classes)
- **12/31-1/1** New Year's holiday (No classes)
- **1/2** First day of classes
- **1/16** Last day to apply for graduation, nursing candidacy, or permit this quarter
- **1/16** Last day to add Independent Study/Individualized Courses
- **1/16** Last day of tuition refund period
- **1/20** Martin Luther King, Jr.'s Birthday observed (No classes)
- **2/4** Classes will meet according to a Wednesday schedule
- **2/6** Last day to withdraw from a course officially
- **2/12** Lincoln’s Birthday (No classes)
- **2/13** Last day for departments to submit change of grades
  
  *Changes after this date will not appear on this quarter’s transcripts*
- **2/13** Last day to apply as a Non-Degree student
  
  *Applications will be accepted on a space-available basis*
- **2/13** Last day to apply for readmission
- **2/13** Last day to apply for reinstatement from suspension
- **2/17** Washington's Birthday observed (No classes)
- **2/20** Classes will meet according to a Monday schedule
- **3/13-3/14** No classes
- **3/17** Last day of Winter quarter
- **3/20** Last official day of Co-op Internships

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**Special note on the addendum found at the back of this book:**

This edition of the LaGuardia catalog consists of a reprint of the 1991 edition with an addendum of course and curricular changes which have occurred during the past year. A completely revised edition will be published for Fall 1992.

The information is accurate as of August 1, 1991.
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LaGuardia Community College is one of the seven community colleges of the City University of New York. As such, it stands as one of the doors to the city, a door that opens paths to the future and the promise that New York has always offered to its citizens and to the world.

Our door swings open to offer academic excellence and economic empowerment to the people of the city. LaGuardia offers access to the corridors of lifelong learning and professional mobility. It offers ways to empower and to enrich people by involving them in the rich cultural mosaic that is New York.

LaGuardia opens the door to these paths through the classroom. The college is committed to excellence as a teaching institution; excellence in what is being taught, and excellence in how we teach.

LaGuardia faculty are among the leaders in the city and the nation in creating innovative and exciting strategies to help students learn. LaGuardia shows students how to acquire skills that will open doors into the professional and business life of the city. From Accounting and Computer Science to Occupational Therapy and Nursing, our students prepare themselves for a life of work and service.

The college offers students not just entry into the job market, but also into the world of ideas. LaGuardia students are as involved in the liberal arts as they are the commercial and practical ones. When students leave us they are prepared to work and to grow.

LaGuardia students do not just learn, they do.

Through our Division of Cooperative Education we open the doors to the day-to-day work of the city, and we place students in the corporations and institutions that make New York work. Through this program students apply the skills they acquire in the classroom to the actual needs of the community.

They see the ideal of the academic model and the real
workings of the system. They don’t stop learning when they are on the job. They use the city and its resources like a laboratory so that students come back to the classroom with experiences and perceptions that become a vital part of the learning process.

One of the most important doors that LaGuardia opens for students is its own.

Many of those who come to us are under-prepared for the academic life. We do not turn them away. Our faculty are committed to helping students learn how to learn; they have been in the forefront of finding ways to help students acquire and strengthen those skills they need to not just survive, but flourish, in a college setting.

Special, accelerated “Express” courses, free summer programs for recent high school graduates, preparatory High School Equivalency courses for those who have left the system, evening and weekend programs are all provided. Where the college sees a need, it offers help. Because we are part of the city, part of the community, we do not just offer this help to those who arrive at our doors.

We reach out to the community through a whole series of special programs with the high schools and intermediate schools of Queens, and we provide a home on our campus for two high schools with very special missions themselves. The Middle College offers to students who are at risk of dropping out of the system a special supportive environment. The International High School seeks out recent adolescent immigrants with minimal English skills and offers them a full high school curriculum with intensive reinforcement in English.

LaGuardia is not only geared toward getting students a degree. We try to serve the community in many ways. Through our Division of Adult and Continuing Education, we offer programs for homeless families, courses at correctional facilities and special programs for senior citizens. Neighborhood groups use our facilities for a variety of reasons.

We provide the most comprehensive educational program for deaf adults in the whole metropolitan area. We offer courses in Real Estate and computer networking. We even offer courses in how to fly!

This is what we do, what we are at this moment. We are a lot like the city we serve and the people we serve. We change, we grow, we keep moving forward.

Just as the college tries to provide doorways to its students, it is also always striving to create new paths to explore for itself.

What will the future hold for LaGuardia?
We want to help our students learn about themselves and each other so that they can walk through the doors of this college into a better, stronger, wiser world. We want to continue to offer students both the tools they need to succeed in school and the chance to use them.

We want to stay abreast of, even a little in front of, the changes in the economic life of the city. We want to help new industries and provide the workers and the leaders of twenty-first century New York. We want to stay open and aware of who is living in the city and how well they are living. We want to provide support and encouragement as they strive to better themselves and their city.
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 is able to provide students with learning experiences that will 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 3-month 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 Extended Day students, in the following specialized curricular areas:

- Human Services, Occupational Therapy Assistant, Animal Health Technology, Dietetic Technology, Bilingual Education Associate, 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.” 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 quarter, students
are visited by the Co-op Advisor who placed them. This Advisor is referred to as the Internship Coordinator. Internship Coordinators are available throughout the quarter, 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 below.

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 one evening a week to attend Internship Seminars. The seminar curriculum which is designed to have a sequential, cumulative and synergistic effect, provides a framework for analyzing and evaluating students' internship experiences. The purposes of the seminar curricula are to enable students to:

- synthesize meaning from the day-to-day occurrences of their internships in order to utilize these experiences to broaden their understanding of theoretical concepts as they apply to real life situations;
- gain insights into the relationship of the self to work and to the larger society by understanding their own values and developing an awareness and appreciation of differences;
- understand the steps required in the career decision-making process in order 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 Placement Office
One of the services offered through the Division of Cooperative Education is the Placement Office, room M-200. Through the Placement Office current students and alumni can receive:

- full and part-time job referrals based on their interests, skills, experience, and schedules;
- placement in temporary positions; and
- assistance in developing interview techniques and in preparing a resume.

The office is open Monday - Thursday until 4 p.m. and two evenings a week, which vary depending on the quarter. Students should call the office in advance to confirm these hours.

♦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 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 below):

Human Services, Occupational Therapy Assistant, Animal Health Technology, Dietetic Technology, Bilingual Education Associate, 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. The time frame for going out 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 quarter prior to each internship quarter; and
- completion of the appropriate introductory or other prerequisite courses in students' majors. 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 or a designee.

**The Internship Seminar:**
Part of the Co-op requirement is the successful completion of an internship seminar. The seminar is normally taken one evening per week during each internship quarter. In special cases, a student's Co-op Advisor may approve taking the seminar in a subsequent quarter. In unique circumstances, students may make arrangements with their Co-op Advisors for individualized projects 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. Failure to pass either the internship or seminar will result in a failing 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 quarter following their internship in order 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, 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 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 Division of Cooperative Education.

**Waivers:**
Students may apply for waivers from their Cooperative Education requirements by first obtaining a Waiver Application from the Division of Cooperative Education. For further information regarding the circumstances under which Waivers may be granted, please contact the Division of Cooperative Education.

**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 quarter:**
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 six credits of academic course work during an internship quarter.

**Foreign students with temporary non-immigrant visas:**
All Day students as well as Extended Day students in certain specialized curricular areas (see Internship Requirements section above), attending LaGuardia Community College on temporary non-immigrant visas are required to complete the Cooperative Education requirements in order to graduate. They must inform their Co-op Advisor of their visa status and meet with the college's Foreign Student Advisor who will explain and help them complete the necessary steps necessary to receive official authorization from the Immigration and Naturalization Service to work. This must be done before each internship begins.
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 three Certificate programs. Within each area the programs of study include:

**Associate in Applied Sciences**
- Accounting and Joint Accounting/Computer Option
- Animal Health Technology
- Business Management and Business Finance Option
- Commercial Foodservice Management
- Commercial Photography
- Computer Operations and Computer Programming Options
- Computer Technician-Computer Repair and Telecommunications Options
- Emergency Medical Technician
- Mortuary Science
- Nursing
- Office Technology
- Paramedic
- Physical Therapist Assistant
- Secretarial Science-Administrative Office Assistant and Legal Options
- Travel and Tourism

**Associate in Arts**
- Bilingual Education Associate
- Human Services-Child Development, Mental Health, and Gerontology Options
- Liberal Arts

**Certificate Programs**
- Commercial Photography
- Court Reporting
- Word Processing
Accounting

The Accounting Program, coordinated by the Accounting and Managerial Studies Department, offers a course of study leading to an Associate in Applied Science 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 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 are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 95.
Accounting Curriculum: AAS Degree

Required Courses 51-52 Credits

Counseling
New Student Seminar 0

English: 6 credits
Composition I ENGI01 3
Writing through Literature ENGI02 3

Mathematics: 6 or 7 credits
Algebra MAT110 3
Select one of the following courses:
  Precalculus MAT200 (4 credits) or
  Elementary Statistics MAT120 (3 credits)

Mathematics: 6 credits
Algebra MAT110 3
Elementary Statistics I MAT120 3
(Students who have previously completed a year of Algebra will be placed in Precalculus)

Social Science: 3 credits
Introductory Economics I SSE101 3

Accounting/Managerial Studies: 24 credits
Accounting I AMA101 2
Accounting II AMA102 2
Accounting III AMA103 2
Accounting Applications for the Microcomputer AMA110 3
Introduction to Business AMM101 3
Business Law I AMM110 3
Select three of the following courses:
  Intermediate Accounting I AMA201 (3 credits)
  Intermediate Accounting II AMA202 (3 credits)
Cost Accounting I AMA210 (3 credits)
Cost Accounting II AMA211 (3 credits)
Individual Income Tax Procedures AMA150 (3 credits)
Partnership and Corporation Tax Procedures AMA155 (3 credits)
Internal Audit AMA220 (3 credits)

Computer Information Systems: 3 credits
Introduction to Computers and their Applications BDP100 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.)

Elective Courses: 14-15 credits

One elective must be an Urban Study course.

Liberal Arts Electives 7
(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)

Unrestricted Electives 7-8
Transfer students are advised to take liberal arts courses. Career students are advised to select courses from the Accounting/Managerial Studies Department.

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.

Accounting Curriculum: Joint Accounting/Computer Option: AAS Degree

Required Courses 55 Credits

Counseling
New Student Seminar 0

English: 6 credits
Composition ENGI01 3
Writing through Literature ENGI02 3

Mathematics: 6 credits
Algebra MAT110 3
Elementary Statistics I MAT120 3
(Students who have previously completed a year of Algebra will be placed in Precalculus)

Accounting/Managerial Studies: 18 credits
Introduction to Business AMM101 3
Accounting I AMA101 2
Accounting II AMA102 2
Accounting III AMA103 2
Accounting Applications for the Microcomputer AMA110 3
Select one of the following pairs:
  Intermediate Accounting I AMA201 (3 credits) and
  Intermediate Accounting II AMA202 (3 credits)
  or
  Cost Accounting I AMA210 (3 credits) and
  Cost Accounting II AMA211 (3 credits)

Computer Information Systems: 13 credits
Introduction to Computers and their Applications BDP100 3
Principles of Programming with BASIC BDP109 3
Structured Programming with COBOL BDP195 4
MVS/OS Job Control Language BDP230 3

Business/CIS Elective: 3 credits
Select one of the following courses:
  Business Law AMM110 (3 credits)
  or
  Systems Analysis and Design BDP110 (3 credits)

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: 11 credits

One elective must be an Urban Study course.

Liberal Arts Electives 11
(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)

Unrestricted Electives
7-8

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.
Animal Health Technology

The Animal Health Technician 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 Science and leads to an Associate in Applied Science degree (AAS). 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 an Animal Health Technician.

Animal Health 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 3 of their 8 quarters 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 Animal Health 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 animal health 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 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 are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 95.

Animal Health Technology Curriculum: AAS Degree

Required Courses 57 Credits

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<tr>
<th>Counseling</th>
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<tbody>
<tr>
<td>New Student Seminar</td>
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<tr>
<td><strong>English:</strong> 3 credits</td>
<td>3</td>
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<tr>
<td>Composition I ENG101</td>
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<tr>
<td><strong>Social Science:</strong> 3 credits</td>
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<tr>
<td>Introduction to Sociology SSS100</td>
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<td><strong>Humanities:</strong> 3 credits</td>
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<tr>
<td>Oral Communication HUC101</td>
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<tr>
<td><strong>Mathematics:</strong> 3 credits</td>
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<tr>
<td>Elementary Statistics I MAT120</td>
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<td><strong>Natural &amp; Applied Sciences:</strong> 12 credits</td>
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<tr>
<td>Comparative Vertebrate Anatomy and Physiology SCB210</td>
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<td>Biological Chemistry SCC140</td>
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<td>General Microbiology SCB260</td>
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<td><strong>Animal Health Technology:</strong> 24 credits</td>
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<tr>
<td>Introduction to Animal Health Technology SCN101 (an Urban Study course)</td>
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<tr>
<td>Research Animal Technology SCV201</td>
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<td>Veterinary Nursing I SCV210</td>
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<td>Veterinary Nursing II SCV211</td>
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<td>Veterinary Radiography SCV212</td>
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<td>Veterinary Laboratory Techniques SCV213</td>
<td>3</td>
</tr>
<tr>
<td>Farm Animal Nursing SCV214</td>
<td></td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong> 9 credits</td>
<td>4</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>
</tbody>
</table>

Elective Courses 9 credits

Unrestricted Electives 9

Total credits: 66

This is a day program only.

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 Associate

### Bilingual Education Associate

The Education Associate Program with a specialization in Bilingual Education is administered by the Department of Humanities and awards the Associate in Arts degree (AA). 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 10-week 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 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 are required, they are included in the program in place of elective unrestricted courses. For more information on the basic skills requirements see page 95.

## Bilingual Education Associate Curriculum

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling:</td>
<td>54 credits</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 (ENG 101)</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature (ENG 102)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics/Sciences: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Early Concepts of Math for Children (MAT 103 or MAB 103 (bilingual mode))</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics in Elementary Education (MAT 104 or MAB 104 (bilingual mode))</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Sociology (SSS 100 or SSB 110 (bilingual mode))</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology (SSY 101 or SSB 102 (bilingual mode))</td>
<td>3</td>
</tr>
<tr>
<td>Group Dynamics (SSY 260)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Advanced Spanish Composition (HUS 210)</td>
<td>3</td>
</tr>
<tr>
<td>Latin American Civilization (HUS 204)</td>
<td>3</td>
</tr>
<tr>
<td>Literature of the Caribbean (HUS 270)</td>
<td>3</td>
</tr>
<tr>
<td>Bilingual Education Core Courses: 12 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Bilingualism (HUN 101 (an Urban Study course))</td>
<td>3</td>
</tr>
<tr>
<td>The Bilingual Child in the Urban Environment (HUB 102)</td>
<td>3</td>
</tr>
<tr>
<td>Principles and Practices of Bilingual Education (HUB 103)</td>
<td>3</td>
</tr>
<tr>
<td>Bilingual Language Arts (HUB 200)</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep (3 Internships, 3 credits each)</td>
<td></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 Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</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.
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 communications will be required to take basic skills 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 are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 95.

### Commercial Foodservice Management Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>59 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</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing for Business ENG112</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics/Natural Sciences</td>
<td>10 credits</td>
</tr>
<tr>
<td>Foods Microbiology SCB160</td>
<td>4</td>
</tr>
<tr>
<td>Nutrition I SCD200</td>
<td>3</td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td>Accounting/Managerial Studies and Computer Information Systems</td>
<td>10 credits</td>
</tr>
<tr>
<td>Principles of Accounting I AMA101</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting II AMA102</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following courses: Personnel Administration AMM121 (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Computers and their Applications BDP100 (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management</td>
<td>18 credits</td>
</tr>
<tr>
<td>Foods SCD100</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management I SCD250</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management II SCD251</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management III SCD252</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management IV SCD253</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Foods SCD205</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Education</td>
<td>9 credits</td>
</tr>
<tr>
<td>Co-op Prp</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
</tbody>
</table>

**Elective Courses**

- 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 Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)

**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 Photography

The Commercial Photography program, coordinated by the Department of Humanities, leads to both a Certificate and an Associate in Applied Science (AAS) degree.

The one-year Certificate curriculum emphasizes basic and intermediate photography skills and provides an excellent introduction to commercial laboratory techniques. It is particularly suited to people interested in seeking employment in a commercial photography laboratory. Students will learn to process transparency and negative film using commercial automated equipment. The curriculum also includes an introduction to color and black & white printing, and courses in chemistry, mathematics, and basic techniques in commercial photography.

The two-year AAS degree program will qualify graduates for entry-level positions in commercial photography. The first year of the program is almost identical to the certificate curriculum. In the second year, the student will concentrate on advanced techniques in commercial photography, including use of the 4 x 5 camera, electronic flash and tungsten illumination. Additionally, students will receive essential information on business practices, self-promotion, and how to secure employment as either a Photographer's Assistant or Staff Photographer.

The New York metropolitan area far and away leads the nation in the amount of work produced in commercial photography. LaGuardia Community College takes advantage of its location by placing students in internships as part of both the Certificate and AAS degree programs, giving them excellent "hands-on" experience to complement their on-campus studies.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills 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 courses are required, they are included in the program in place of elective unrestricted courses. For more information on the basic skills requirements see page 95.
**Commercial Photography Curriculum: AAS Degree**

**Required Courses**

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>60</td>
</tr>
<tr>
<td>New Student Seminar</td>
<td>0</td>
</tr>
<tr>
<td><strong>English</strong></td>
<td></td>
</tr>
<tr>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG 101</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
</tr>
<tr>
<td>3 credits</td>
<td></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 Science</strong></td>
<td></td>
</tr>
<tr>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>Topics in Chemistry SCC101</td>
<td></td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td></td>
</tr>
<tr>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td></td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies</strong></td>
<td></td>
</tr>
<tr>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td></td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>12 credits</td>
<td></td>
</tr>
<tr>
<td>Color Theory HUA115</td>
<td>3</td>
</tr>
<tr>
<td>Computer Art HUA125</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>The Art of Film HUC150</td>
<td>3</td>
</tr>
<tr>
<td><strong>Commercial Photography</strong></td>
<td></td>
</tr>
<tr>
<td>24 credits</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>Studio Lighting II HUA245</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>Commercial Photography Workshop*</td>
<td>3</td>
</tr>
<tr>
<td>Commercial Photography Seminar HUA280</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td></td>
</tr>
<tr>
<td>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:**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
</tr>
</tbody>
</table>

One elective must be an Urban Study course.

**Liberal Arts Electives**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

(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)

**Unrestricted Electives**

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

* New Course to be developed

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 Certificate Curriculum**

**Required Courses:**

<table>
<thead>
<tr>
<th>Category</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><strong>English</strong></td>
<td></td>
</tr>
<tr>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG 101</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
</tr>
<tr>
<td>3 credits</td>
<td></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 Science</strong></td>
<td></td>
</tr>
<tr>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>Topics in Chemistry SCC101</td>
<td></td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>6 credits</td>
<td></td>
</tr>
<tr>
<td>Color Theory HUA115</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Commercial Photography</strong></td>
<td></td>
</tr>
<tr>
<td>15 credits</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>Studio Lighting II HUA245</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>Commercial Photography Workshop*</td>
<td>3</td>
</tr>
<tr>
<td>Commercial Photography Seminar HUA280</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td></td>
</tr>
<tr>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>1 Internship</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 (CIS): All programs in CIS award students an AAS degree except for Computer Science which awards the 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 concentration 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:** The concentration in computer programming 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 option may qualify for positions as a junior programmer or programmer trainee.

**Computer Operations:** The concentration in computer operations 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 concentration in the computer technician program provides needed skills for a career in high-tech industries, in either microcomputer repair and operations, 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 concentration 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 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 courses are required, they are included in the program in place of electives courses. For more information on the basic skills requirements see page 95.

---

**Computer Science Curriculum: AS Degree**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>64 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:</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>Mathematics:</strong></td>
<td></td>
</tr>
<tr>
<td>Precalculus MAT 200</td>
<td>4</td>
</tr>
<tr>
<td>If MAT200 is waived, select one math course from the four listed below:</td>
<td></td>
</tr>
<tr>
<td>Linear Algebra MAT210 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Elementary Differential Equations MAT204 (4 credits)</td>
<td></td>
</tr>
<tr>
<td>Mathematical Probability and Statistics I MAT220 (4 credits)</td>
<td></td>
</tr>
<tr>
<td>Mathematical Probability and Statistics II MAT221 (4 credits)</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><strong>Computer Information Systems:</strong></td>
<td>23 credits</td>
</tr>
<tr>
<td>Introduction to Computer Science BDP101</td>
<td>4</td>
</tr>
<tr>
<td>Structured Programming Techniques with COBOL BDP195</td>
<td>4</td>
</tr>
<tr>
<td>Basic Assembler Language for Computer Science BDP196</td>
<td>5</td>
</tr>
<tr>
<td>Data Structures BDP286</td>
<td>3</td>
</tr>
<tr>
<td>Computer Architecture BDP295</td>
<td>4</td>
</tr>
<tr>
<td>Computer Information Systems Elective</td>
<td>3</td>
</tr>
<tr>
<td>(choose any CIS elective except BDP105)</td>
<td></td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies:</strong></td>
<td>3 credits</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science:</strong></td>
<td>3 credits</td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong></td>
<td>9 credits</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>3 credits</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>3 credits</td>
</tr>
<tr>
<td>(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)</td>
<td></td>
</tr>
</tbody>
</table>

Total credits: 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 Computer Operations Curriculum

## Programming Option: AAS Degree

### Required Courses: 55 Credits

<table>
<thead>
<tr>
<th>Subject</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/Humanities</strong></td>
<td>6</td>
</tr>
<tr>
<td>Composition I ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>English or Humanities Elective (must be a liberal arts course)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>6</td>
</tr>
<tr>
<td>Algebra MAT 110</td>
<td>3</td>
</tr>
<tr>
<td>(if waived, substitute Precalculus MAT200)</td>
<td></td>
</tr>
<tr>
<td>Math Elective</td>
<td>3</td>
</tr>
<tr>
<td>(recommended MAT200, MAT201 or MAT120)</td>
<td></td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies</strong></td>
<td>7</td>
</tr>
<tr>
<td>Principles of Accounting I AMA101</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting II AMA102</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Computer Information Systems</strong></td>
<td>24</td>
</tr>
<tr>
<td>Introduction to Computers and Their Applications BDP100</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Programming BDP109</td>
<td>3</td>
</tr>
<tr>
<td>Structured Programming Techniques with Cobol BDP195</td>
<td>4</td>
</tr>
<tr>
<td>Basic Assembler Language for Computer Science BDP196</td>
<td>5</td>
</tr>
<tr>
<td>MVS/OS Job Control Language BDP230</td>
<td>3</td>
</tr>
<tr>
<td>Systems Analysis and Design BDP110</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems Elective</td>
<td>3</td>
</tr>
<tr>
<td>(choose any CIS course except BDP105)</td>
<td></td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></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: 11 credits

One elective must be an Urban Study course.

#### Liberal Arts Electives: 5 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)*

#### Unrestricted Electives: 6 credits

Note: BDP106 AND BDP200 (6 credits) may substitute for BDP195 (4 credits). BDP120 AND BDP121 (6 credits) may substitute for BDP196 (5 credits). The extra credits will count as unrestricted electives. If both substitutions are made, 3 credits of unrestricted electives will be used.

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

## Operations Option: AAS Degree

### Required Courses: 55 Credits

<table>
<thead>
<tr>
<th>Subject</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/Humanities</strong></td>
<td>6</td>
</tr>
<tr>
<td>Composition I ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>English or Humanities Elective (must be a liberal arts course)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>6</td>
</tr>
<tr>
<td>Algebra MAT 110</td>
<td>3</td>
</tr>
<tr>
<td>(if waived, substitute Elementary Statistics MAT120)</td>
<td>3</td>
</tr>
<tr>
<td>Math Elective</td>
<td>3</td>
</tr>
<tr>
<td>(recommended MAT120, MAT121, or MAT200)</td>
<td></td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies</strong></td>
<td>7</td>
</tr>
<tr>
<td>Principles of Accounting I AMA101</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting II AMA102</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Computer Information Systems</strong></td>
<td>24</td>
</tr>
<tr>
<td>Introduction to Computers and their Applications BDP100</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Programming BDP109</td>
<td>3</td>
</tr>
<tr>
<td>Structured Programming Techniques with Cobol BDP195</td>
<td>4</td>
</tr>
<tr>
<td>Basic Assembler Language for Computer Science BDP196</td>
<td>5</td>
</tr>
<tr>
<td>MVS/OS Job Control Language BDP230</td>
<td>3</td>
</tr>
<tr>
<td>Systems Analysis and Design BDP110</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems Elective</td>
<td>3</td>
</tr>
<tr>
<td>(choose any CIS course except BDP105)</td>
<td></td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></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: 11 credits

One elective must be an Urban Study course.

#### Liberal Arts Electives: 5 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)*

#### Unrestricted Electives: 6 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.
**Computer Technician Curriculum:**

**Computer Repair Option: AAS Degree**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>62 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td></td>
</tr>
<tr>
<td>New Student Seminar</td>
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</tr>
<tr>
<td><strong>English/Humanities:</strong> 9 credits</td>
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<tr>
<td>Composition I ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101 or other oral skills course</td>
<td>3</td>
</tr>
<tr>
<td>English or Humanities Elective (must be a liberal arts course)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics:</strong> 7 credits</td>
<td>3</td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td>Precalculus MAT200</td>
<td>4</td>
</tr>
<tr>
<td><strong>Social Science:</strong> 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies:</strong> 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Computer Information Systems:</strong> 31 credits</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Computers and their Applications BDP100</td>
<td>3</td>
</tr>
<tr>
<td>Computer Electronics I BDP241</td>
<td>4</td>
</tr>
<tr>
<td>Computer Electronics II BDP242</td>
<td>3</td>
</tr>
<tr>
<td>Computer Hardware Interfacing and Programming BDP265</td>
<td>3</td>
</tr>
<tr>
<td>Computer Technology Project Lab BDP289</td>
<td>2</td>
</tr>
<tr>
<td>Computer Logic, Design and Implementation I BDP291</td>
<td>4</td>
</tr>
<tr>
<td>Computer Logic, Design and Implementation II BDP292</td>
<td>4</td>
</tr>
<tr>
<td>Computer Repair BDP293</td>
<td>4</td>
</tr>
<tr>
<td>Computer Architecture BDP295</td>
<td>4</td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong> 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 Co-op Internships or elective courses.)</td>
<td></td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>6 credits</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>3</td>
</tr>
<tr>
<td>(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)</td>
<td></td>
</tr>
<tr>
<td><strong>Unrestricted Electives</strong></td>
<td>3</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.

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**Computer Technician Curriculum:**

**Telecommunications Option: AAS Degree**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>61 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:</strong> 9 credits</td>
<td>3</td>
</tr>
<tr>
<td>Composition I ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC 101 or other oral skills course</td>
<td>3</td>
</tr>
<tr>
<td>English or Humanities Elective (must be a liberal arts course)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics:</strong> 7 credits</td>
<td>3</td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td>Precalculus MAT200</td>
<td>4</td>
</tr>
<tr>
<td><strong>Social Science:</strong> 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies:</strong> 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Computer Information Systems:</strong> 30 credits</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Computers and their Applications BDP100</td>
<td>3</td>
</tr>
<tr>
<td>Computer Electronics I BDP241</td>
<td>4</td>
</tr>
<tr>
<td>Computer Architecture BDP295</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Teleprocessing BDP260</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Telephony BDP261</td>
<td>3</td>
</tr>
<tr>
<td>Data Communications Concepts BDP262</td>
<td>4</td>
</tr>
<tr>
<td>Network Operations BDP263</td>
<td>4</td>
</tr>
<tr>
<td>Computer Hardware Interfacing and Programming BDP265</td>
<td>3</td>
</tr>
<tr>
<td>Computer Technology Project Lab BDP289</td>
<td>2</td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong> 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 Co-op Internships or elective courses.)</td>
<td></td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>6 credits</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>3</td>
</tr>
<tr>
<td>(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)</td>
<td></td>
</tr>
<tr>
<td><strong>Unrestricted Electives</strong></td>
<td>3</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.
Dietetic Technician

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.

It is designed to train individuals in the areas of nutrition counseling 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 courses include human anatomy physiology and biological chemistry.

Students complete four 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. 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 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 are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 95.

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>English/Humanities</td>
<td>6 credits</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Algebra MAT 110</td>
<td>3</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>Natural Sciences: 13 credits</td>
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</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>
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<tr>
<td>Biological Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>Community Health SCN195</td>
<td>2</td>
</tr>
<tr>
<td>Managerial Studies: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Personnel Administration AMM121</td>
<td>3</td>
</tr>
<tr>
<td>Dietetic Technology: 22 credits</td>
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</tr>
<tr>
<td>Foods SCD 100</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition I SCD 200</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition II SCD 201</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition III SCD 202</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition IV SCD 204</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management I SCD 250</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management II SCD 251</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management IV SCD 253</td>
<td>3</td>
</tr>
<tr>
<td>Applied Dietetics SCD 206</td>
<td>2</td>
</tr>
<tr>
<td>Cooperative Education: 7 credits</td>
<td></td>
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<tr>
<td>Co-op Prep SCD007</td>
<td>0</td>
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<tr>
<td>Dietetic Field Experience I SCD 260</td>
<td>1</td>
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<tr>
<td>Dietetic Field Experience II SCD 221</td>
<td>2</td>
</tr>
<tr>
<td>Dietetic Field Experience III SCD 222</td>
<td>2</td>
</tr>
<tr>
<td>Dietetic Field Experience IV SCD 265</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>5 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 Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
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</tr>
<tr>
<td>Recommended Electives: General Psychology SSY 101 (3 credits)</td>
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</tr>
<tr>
<td>Introduction to Economics SSE 101 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Oral Communication HUC 101 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Writing through Literature ENG 102 (3 credits)</td>
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</tr>
<tr>
<td>Unrestricted electives</td>
<td>1</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-A) 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-A certificate. The EMT-A course is offered at the college through the Division of Adult and Continuing Education.

Students who are interested in this degree and who do not hold EMT-A certification should see a counselor or the Director of the program as soon as possible.

Students who need additional skill development in reading, writing, mathematics and communications will be required to take basic skills 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 are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 95.

Emergency Medical Technician Curriculum: AS Degree

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>62 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>English/Humanities: 9 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>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>Science/Mathematics: 14 credits</td>
<td></td>
</tr>
<tr>
<td>Elementary Statistics MAT120</td>
<td>3</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>
<tr>
<td>Paramedic Component: 33 credits</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>
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<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 SCE265</td>
<td>4</td>
</tr>
<tr>
<td>Obstetric and Pediatric Pathophysiology and Clinical SCE266</td>
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</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>
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<tr>
<td>Seminar in Paramedic Technology and Clinical SCE285</td>
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<tr>
<td>Elective Courses:</td>
<td>4 credits</td>
</tr>
<tr>
<td>One elective must be an Urban Study course.</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>4 credits</td>
</tr>
<tr>
<td>(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)</td>
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</tr>
</tbody>
</table>

Total Credits: 66

With successful completion of the paramedic tract of courses, students will be eligible to take the New York State Certification Examination.

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 Curriculum: AAS Degree

**Required Courses:** 53 credits

- Counseling
  - New Student Seminar 0
- English/Humanities: 6 credits
  - Composition I ENG101 3
  - English/Humanities Elective 3
  - (must be a liberal arts course)
- Social Science: 3 credits
  - Introduction to Sociology SSS100 3
- Science/Mathematics: 11 credits
  - Elementary Statistics MAT120 3
  - Fundamentals of Human Biology I SCB203 4
  - Fundamentals of Human Biology II SCB204 4
- 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
  - 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

**Electives Courses:** 13 credits

- One elective must be an Urban Study course.
- Unrestricted Electives 13

Total credits: 66

With successful completion of the paramedic tract of courses, students will be eligible to take the New York State Certification Examination.

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

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Paramedic Curriculum: AS Degree

**Required Courses:** 62 credits

- Counseling
  - New Student Seminar 0
- English/Humanities: 9 credits
  - Composition I ENG101 3
  - Writing Through Literature ENG102 3
  - Oral Communication HUC101 3
- Social Science: 6 credits
  - Introduction to Sociology SSS100 3
  - General Psychology SSY101 3
- Science/Mathematics: 14 credits
  - Elementary Statistics MAT120 3
  - Fundamentals of Human Biology I SCB203 4
  - Fundamentals of Human Biology II SCB204 4
  - Biological Chemistry SCC140 3
- 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 credits

- 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 Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)

Total credits: 66

Students who complete one quarter 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.

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

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>53 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/Humanities:</strong> 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>English/Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>(must be a liberal arts course)</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>Science/Mathematics:</strong> 11 credits</td>
<td></td>
</tr>
<tr>
<td>Elementary Statistics MAT120</td>
<td>3</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:</strong> 33 credits</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 SCE265</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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses:</th>
<th>13 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>One elective must be an Urban Study course.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unrestricted Electives</th>
<th>13</th>
</tr>
</thead>
</table>

Total credits: 66

Students who complete one quarter at LaGuardia will receive (on their official transcript as a grade of “CR”) 33 total credits for prior paramedic training. To earn the AAS degree, students will complete a total of 33 required and elective 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.

Note: 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 degree (AA) with a special orientation toward the helping professions. Students may select concentrations 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 community mental health centers, child and family clinics, 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 gerontology and social work.

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 third quarter. 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 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 are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 95.

Human Services Curriculum:
Child Development Option:
AA Degree

Required Courses: 54 credits

Counseling
New Student Seminar 0

English/Humanities: 9 credits
Composition I ENG101 3
Introduction to Art HUA101 3
Introduction to Music HUM101 3

Mathematics/Science: 9 credits
Early Concepts of Math for Children MAT103 3
Topics in Biology SCB101 3
Topics in Physical Sciences SCP101 3

Social Science: 9 credits
Introduction to Sociology SSS100 3
General Psychology SSY101 3
Developmental Psychology I SSY240 3

Human Services: 18 credits

Core Courses: 9 credits
Orientation to Human Services HSC101 3
Principles in Human Relations HSC102 3
Community Dynamics: Impact on Human Services HSN103 3
(an urban study course)

Child Development: 9 credits
(Specialization courses must be taken with internships)
Integrated Curriculum A: The Developing Child HSD170 3
Integrated Curriculum B: Developing Problem Solving Skills HSD171 3
Integrated Curriculum C: Developing Creativity HSD172 3

Cooperative Education: 9 credits
Co-op Prep HSS014 0
2 half-time Internships, 1.5 credits each 3
2 full-time Internships, 3 credits each 6

Elective Courses 12 credits

Liberal Arts Electives 12
(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)

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.
### Human Services Curriculum: Gerontology Option: AA Degree

**Required Courses**

<table>
<thead>
<tr>
<th>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/Humanities: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENGI02</td>
<td>3</td>
</tr>
<tr>
<td>Social Science: 9 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>Psychology of Aging SSY290</td>
<td>3</td>
</tr>
<tr>
<td>Natural and Applied Sciences: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Topics in Biology SCB101</td>
<td>3</td>
</tr>
<tr>
<td>Aging as a Health Process SCH111</td>
<td>3</td>
</tr>
<tr>
<td>Human Services: 18 credits</td>
<td></td>
</tr>
<tr>
<td>Core Courses: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Orientation to Human Services HSC101</td>
<td>3</td>
</tr>
<tr>
<td>Principles in Human Relations HSCI02</td>
<td>3</td>
</tr>
<tr>
<td>Community Dynamics: Impact on Human Services HSN103</td>
<td>3</td>
</tr>
<tr>
<td>(an urban study course)</td>
<td></td>
</tr>
<tr>
<td>Gerontology: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Gerontological Services HSG150</td>
<td>3</td>
</tr>
<tr>
<td>Human Services Roles and Systems HSCI35</td>
<td>3</td>
</tr>
<tr>
<td>Activities for Human Services Settings HSC130</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>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>
</tbody>
</table>

**Elective Courses**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts Electives</td>
<td>18</td>
</tr>
<tr>
<td>(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)</td>
<td></td>
</tr>
<tr>
<td>Two of the three courses below are recommended electives: Nutrition I SCD200 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>The Minority Aged in the Inner City SSI240 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Economics of Aging</td>
<td></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.

### Human Services Curriculum: Mental Health Option: AA Degree

**Required Courses**

<table>
<thead>
<tr>
<th>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/Humanities: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>English or Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics/Science: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Topics in Biology SCB101</td>
<td>3</td>
</tr>
<tr>
<td>Math or Science course</td>
<td>3</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>General Psychology SSY101</td>
<td>3</td>
</tr>
<tr>
<td>Developmental Psychology I SSY240</td>
<td>3</td>
</tr>
<tr>
<td>Group Dynamics: Small Group Processes SSY260</td>
<td>3</td>
</tr>
<tr>
<td>Human Services: 18 credits</td>
<td></td>
</tr>
<tr>
<td>Core Courses: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Orientation to Human Services HSC101</td>
<td>3</td>
</tr>
<tr>
<td>Principles in Human Relations HSCI02</td>
<td>3</td>
</tr>
<tr>
<td>Community Dynamics: Impact on Human Services HSN103</td>
<td>3</td>
</tr>
<tr>
<td>(an urban study course)</td>
<td></td>
</tr>
<tr>
<td>Mental Health: 9 credits</td>
<td></td>
</tr>
<tr>
<td>(Specialization courses must be taken with internships)</td>
<td></td>
</tr>
<tr>
<td>Survey of Psychological Treatment Approaches HSM120</td>
<td>3</td>
</tr>
<tr>
<td>Human Services Roles and Systems HSCI35</td>
<td>3</td>
</tr>
<tr>
<td>Activities for Human Services Settings HSC130</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>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>
</tbody>
</table>

**Elective Courses**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts Electives</td>
<td>12</td>
</tr>
<tr>
<td>(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)</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.
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 above. 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 each quarter with their faculty advisors. 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 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 courses are required, they are included in the program in place of unrestrictive elective courses. For more information on the basic skills requirements see page 95.
### Liberal Arts Curriculum: AA Degree

**Required Courses:**

- **Counseling**
  - New Student Seminar: 0
- **English/Humanities:** 17 credits
  - Composition I ENG101: 3
  - Writing the Research Paper ENG103: 2
  - Writing through Literature ENG102: 3
  - English Elective*: 3
  - Humanities Elective*: 3
  - English or Humanities Elective*: 3
- **Social Science:** 9 credits
  - Introduction to Sociology SSS100: 3
  - Social Science Elective*: 3
  - Social Science Elective*: 3
- **Mathematics/Science:** 9 credits
  - Math Elective*: 3
  - Lab Science Elective*: 3
  - Math or Science Elective*: 3
- **Liberal Arts:** 3 credits
  - Liberal Arts Seminar: Humanism, Science & Technology LIB200: 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.)

**Elective Courses:**

- **Liberal Arts Electives:** 7 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)
- **Unrestricted Electives:** 12 credits

Total credits: 66

---

### Introductory Cluster Requirement

An Introductory Cluster containing four courses is required for all DAY students; students must take the Cluster during the quarter they take Composition I ENG101.

### Core Requirement

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

**English Core Courses choose one**
- The Short Story ENG250
- The Novel ENG260
- The Drama ENG265
- Introduction to Poetry ENG270

**Humanities Core Courses choose one**
- Introduction to Art HUA101
- Mass Media And Their Evolution HUC120
- Art of Film HUC150
- Art of Theatre HUC170
- Introduction to Music HUM101
- Introduction to Philosophy HUP101

**Mathematics Core Courses choose one**
- Math and the Modern World MAT107
- Elementary Statistics I MAT120
- Logic and Computers MAT130
- History of Mathematics MAT132
- Precalculus MAT200

**Natural and Applied Sciences Core Courses choose one**
- Topics in Biological Sciences (lab) SCB101
- Topics in Chemistry (lab) SCC101
- Topics in Physical Sciences (lab) SCP101
- Topics in Astronomy (lab) SCP140
- History of Science SCS101
- Science and Modern Society SCS111

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

**Social Science Core Courses choose one**
- Introduction to Cultural Anthropology SSA101
- Introduction to Economics SSE101
- Themes in American History I SSH101
- Power & Politics in America SSP101
- Urban Sociology SSN187
- General Psychology SSY101

### 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 and Sciences Curriculum: AS Degree

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>57 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/Humanities</strong>: 12 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENGI01</td>
<td>3</td>
</tr>
<tr>
<td>Writing through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>English or Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>English or Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science</strong>: 9 credits</td>
<td></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>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Liberal Arts</strong>:</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Seminar: Humanism, Science and Technology LIB200 (3 credits)*</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics/Science</strong>: 27 credits</td>
<td></td>
</tr>
<tr>
<td>At least one math course and one lab science course must be included; all math courses must be at the MAT109 level or higher. Students may follow one of the suggested patterns below.</td>
<td></td>
</tr>
<tr>
<td><strong>Pre-Engineering</strong></td>
<td></td>
</tr>
<tr>
<td>General Physics I, II, III, SCP240, SCP241, SCP242</td>
<td>12</td>
</tr>
<tr>
<td>Engineering Mechanics: Statics SCP250</td>
<td>2</td>
</tr>
<tr>
<td>Engineering Mechanics: Dynamics SCP251</td>
<td>2</td>
</tr>
<tr>
<td>Calculus I, II, III MAT201, MAT202, MAT203</td>
<td>12</td>
</tr>
<tr>
<td>Differential Equations MAT204</td>
<td>4</td>
</tr>
<tr>
<td><strong>Biology/Health Sciences</strong></td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Biology I, II SCB201, SCB202</td>
<td>8</td>
</tr>
<tr>
<td>Fundamentals of Chemistry I, II, SCC201, SCC202</td>
<td>8</td>
</tr>
<tr>
<td>Electives from Natural and Applied Sciences**</td>
<td>15</td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td><strong>Chemistry</strong></td>
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</tr>
<tr>
<td>Fundamentals of Chemistry I, II, SCC201, SCC202</td>
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</tr>
<tr>
<td>Organic Chemistry I, II SCC251, SCC252</td>
<td>10</td>
</tr>
<tr>
<td>Calculus I, II, MAT201, MAT202</td>
<td>8</td>
</tr>
<tr>
<td>Electives from Natural and Applied Sciences or Mathematics Departments**</td>
<td>8</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
</tr>
<tr>
<td>Precalculus MAT200 (if needed)</td>
<td>4</td>
</tr>
<tr>
<td>Calculus I, II, III MAT201, MAT202, MAT203</td>
<td>12</td>
</tr>
<tr>
<td><strong>One or more of the following courses:</strong></td>
<td></td>
</tr>
<tr>
<td>Differential Equations MAT204</td>
<td>4</td>
</tr>
<tr>
<td>Linear Algebra MAT210</td>
<td>3</td>
</tr>
</tbody>
</table>

| 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 |
| **Pre-Actuarial Mathematics** |   |
| Calculus I, II, III MAT201, MAT202, MAT203 | 12 |
| Differential Equations MAT204 | 4 |
| Linear Algebra MAT210 | 3 |
| Mathematics Electives** | 5 |
| Science (lab) Elective | 3-4 |
| Business Electives** | 6 |
| Computer Information Systems Electives** | 6 |
| **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** | 9 |

---

*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.

Note: 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 curriculum 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) 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 is 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 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 courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 95.

Business Administration Curriculum: AS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>52 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 ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: 7 credits</td>
<td></td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td>Precalculus MAT200*</td>
<td>4</td>
</tr>
<tr>
<td>Social Science: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Introductory Economics SSE101</td>
<td>3</td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 24 credits</td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting I AMA101</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting II AMA102</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting III AMA103</td>
<td>2</td>
</tr>
<tr>
<td>Accounting Applications for the Microcomputer AMA110</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></td>
</tr>
<tr>
<td>Introduction to Computers and their Applications BDP100</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>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>14-15 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>One elective must be Urban Study course.</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>14-15</td>
</tr>
<tr>
<td>(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)</td>
<td></td>
</tr>
</tbody>
</table>

| Students who take: ENG102 and MAT120 | 15 liberal arts elective credits |
| Students who take: ENG102 and MAT200 | 14 liberal arts elective credits |

*Elementary Statistics MAT120 will be accepted as a graduation requirement for this program in place of Precalculus MAT200.

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

#### Required Courses: 45 credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>New Student Seminar</td>
<td>0</td>
</tr>
<tr>
<td><strong>English:</strong></td>
<td></td>
<td>6 credits</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics:</strong></td>
<td></td>
<td>6 credits</td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elementary Statistics MAT120*</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science:</strong></td>
<td></td>
<td>3 credits</td>
</tr>
<tr>
<td>Introductory Economics SSE101</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies:</strong></td>
<td></td>
<td>18 credits</td>
</tr>
<tr>
<td>Principles of Accounting I AMA101</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting II AMA102</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting III AMA103</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Accounting Applications for the Microcomputer AMA110</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Law I AMM110</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Computer Information Systems:</strong></td>
<td></td>
<td>3 credits</td>
</tr>
<tr>
<td>Introduction to Computers and their Applications BDP100</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong></td>
<td></td>
<td>9 credits</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td><strong>Elective Courses:</strong></td>
<td></td>
<td>21 credits</td>
</tr>
<tr>
<td>One elective must be an Urban Study course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Liberal Arts Electives:</strong></td>
<td></td>
<td>6 credits</td>
</tr>
<tr>
<td>(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)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Unrestricted Electives:</strong></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

*Precalculus MAT200 will be accepted as a graduation requirement for this program in place of Elementary Statistics MAT120.

**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: Business Finance Option: AAS Degree

#### Required Courses: 54 credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>New Student Seminar</td>
<td>0</td>
</tr>
<tr>
<td><strong>English:</strong></td>
<td></td>
<td>6 credits</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics:</strong></td>
<td></td>
<td>6 credits</td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elementary Statistics MAT120*</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science:</strong></td>
<td></td>
<td>3 credits</td>
</tr>
<tr>
<td>Introductory Economics SSE101</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies:</strong></td>
<td></td>
<td>18 credits</td>
</tr>
<tr>
<td>Principles of Accounting I AMA101</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting II AMA102</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting III AMA103</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Accounting Applications for the Microcomputer AMA110</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Law I AMM110</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Computer Information Systems:</strong></td>
<td></td>
<td>3 credits</td>
</tr>
<tr>
<td>Introduction to Computers and their Applications BDP100</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong></td>
<td></td>
<td>9 credits</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td><strong>Elective Courses:</strong></td>
<td></td>
<td>12 credits</td>
</tr>
<tr>
<td>One elective must be an Urban Study course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Liberal Arts Electives:</strong></td>
<td></td>
<td>9 credits</td>
</tr>
<tr>
<td>(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)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Unrestricted Electives:</strong></td>
<td></td>
<td>3</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.
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 an affiliated 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 33 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 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 are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 95.

### 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></td>
</tr>
<tr>
<td>New Student Seminar</td>
<td>0</td>
</tr>
<tr>
<td>English/Humanities: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENGI01</td>
<td>3</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>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 I SCB201</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Biology II SCB202</td>
<td>4</td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 5 credits</td>
<td></td>
</tr>
<tr>
<td>Small Business Management AMM150</td>
<td>3</td>
</tr>
<tr>
<td>Accounting I AMA101</td>
<td>2</td>
</tr>
<tr>
<td>Mortuary Science Courses: 33 credits</td>
<td></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</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>

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.

#### Elective Courses: 5 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted Electives</td>
<td>5</td>
</tr>
</tbody>
</table>

Total credits: 66

Suggested electives:
Accounting II AMA102 (2 credits)
Business Law I AMM110 (3 credits)
Office and Personnel Management AMM120 (3 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.
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 teach clients, communicate effectively, manage client care and function within the legal and ethical framework of the profession.

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 (N-CLEX-R.N.).

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills 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 95.

In order to be considered for admission into the first nursing course, students must meet eligibility requirements established as part of the pre-nursing sequence. These requirements are available from the Director of the Nursing Program.

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

Nursing Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>68 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/Humanities:</strong> 9 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>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science:</strong> 9 credits</td>
<td></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 Social Science Urban Study course:</td>
<td></td>
</tr>
<tr>
<td>Urban Anthropology SSN182 (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td>or Urban Sociology SSN187 (3 credits)</td>
<td></td>
</tr>
<tr>
<td><strong>Natural Sciences:</strong> 15 credits</td>
<td></td>
</tr>
<tr>
<td>Biological Chemistry SCC140*</td>
<td>3</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>General Microbiology SCB260</td>
<td>4</td>
</tr>
<tr>
<td><strong>Mathematics:</strong> 2 credits</td>
<td></td>
</tr>
<tr>
<td>Mathematics of Medical Dosages MAT106</td>
<td>2</td>
</tr>
<tr>
<td><strong>Nursing:</strong> 33 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to the Nursing Process SCR101</td>
<td>5</td>
</tr>
<tr>
<td>Nursing Process I SCR201</td>
<td>6</td>
</tr>
<tr>
<td>Nursing Process II SCR205</td>
<td>6</td>
</tr>
<tr>
<td>Nursing Process III SCR250</td>
<td>7</td>
</tr>
<tr>
<td>Nursing Process IV SCR255</td>
<td>7</td>
</tr>
<tr>
<td>Contemporary Issues in Nursing SCR295</td>
<td>2</td>
</tr>
</tbody>
</table>

*Pre-Nursing Key Courses

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.
Occupational Therapy Assistant

The Occupational Therapy Assistant Program, 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.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills 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 are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 95.

Occupational Therapy Curriculum: AS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>57 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</strong></td>
<td>3 credits</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>10 credits</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><strong>Social Science (Psychology)</strong>: 15 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 SSY240</td>
<td>3</td>
</tr>
<tr>
<td>Group Dynamics SSY260</td>
<td>3</td>
</tr>
<tr>
<td><strong>Occupational Therapy Skills and Applications</strong>: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Occupational Therapy Skills and Applications I SCO210</td>
<td>3</td>
</tr>
<tr>
<td>Occupational Therapy Skills and Applications II SCO225</td>
<td>2</td>
</tr>
<tr>
<td>Occupational Therapy Skills and Applications III SCO212</td>
<td>3</td>
</tr>
<tr>
<td><strong>Occupational Therapy Theory Foundations</strong>: 15 credits</td>
<td></td>
</tr>
<tr>
<td>Psychosocial Dysfunction SCO201</td>
<td>3</td>
</tr>
<tr>
<td>Functional Pathology SCO230</td>
<td>3</td>
</tr>
<tr>
<td>Physical Dysfunction SCO202</td>
<td>3</td>
</tr>
<tr>
<td>Physical Aspects of Human Growth and Development SCO242</td>
<td>3</td>
</tr>
<tr>
<td>Occupational Therapy Theory and Practice in Pediatrics and Developmental Disabilities SCO203</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong>: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep SCO054</td>
<td>0</td>
</tr>
<tr>
<td>Introductory Co-op:</td>
<td></td>
</tr>
<tr>
<td>Psychosocial Dysfunction CEO201</td>
<td>1.5</td>
</tr>
<tr>
<td>Physical Dysfunction CEO202</td>
<td>1.5</td>
</tr>
<tr>
<td>Clinical Placement:</td>
<td></td>
</tr>
<tr>
<td>Psychosocial Dysfunction SCO290</td>
<td>3</td>
</tr>
<tr>
<td>Physical Dysfunction SCO291</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>11 credits</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 Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
<td></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.
Office Technology

The Office Technology Program, coordinated by the Office Technology Department, leads to the Associate in Applied Science (AAS) degree.

The Office Technology Program 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 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 are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 95.

Office Technology Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>58 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>English: 6 credits</td>
<td>Composition I ENGI01 3</td>
</tr>
<tr>
<td></td>
<td>Critical Writing ENGI06 3</td>
</tr>
<tr>
<td>Mathematics/Science: 3 credits</td>
<td>Math or Science Elective 3</td>
</tr>
<tr>
<td></td>
<td>(must be a liberal arts course)</td>
</tr>
<tr>
<td>Social Science: 3 credits</td>
<td>Introduction to Sociology SSS100 3</td>
</tr>
<tr>
<td>Humanities: 3 credits</td>
<td>Oral Communication HUC101 3</td>
</tr>
<tr>
<td>Office Technology: 26 credits</td>
<td>Keyboarding I SEC131 2</td>
</tr>
<tr>
<td></td>
<td>Keyboarding II SEC132 2</td>
</tr>
<tr>
<td></td>
<td>Keyboarding III SEC133 2</td>
</tr>
<tr>
<td></td>
<td>Word Processing I SEC145 2</td>
</tr>
<tr>
<td></td>
<td>Word Processing II SEC146 2</td>
</tr>
<tr>
<td></td>
<td>Administration of Information Processing SEC147 3</td>
</tr>
<tr>
<td></td>
<td>Word Processing on the Microcomputer SEC150 2</td>
</tr>
<tr>
<td></td>
<td>Business Communications SEC260 3</td>
</tr>
<tr>
<td></td>
<td>Electronic Office Procedures SEC270 3</td>
</tr>
<tr>
<td></td>
<td>Microcomputer Applications: Spreadsheets SEC280 3</td>
</tr>
<tr>
<td></td>
<td>Microcomputer Applications: Data Base SEC281 3</td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 5 credits</td>
<td>Accounting I AMA101 2</td>
</tr>
<tr>
<td></td>
<td>Introduction to Business AMM101 3</td>
</tr>
<tr>
<td>Computer Information Systems: 3 credits</td>
<td>Introduction to Computers and Their Applications BDP100 3</td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td>Co-op Prep 0</td>
</tr>
<tr>
<td></td>
<td>3 Internships, 3 credits each 9</td>
</tr>
<tr>
<td></td>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>8 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>One elective must be an Urban Study course.</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td>(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)</td>
<td></td>
</tr>
<tr>
<td>Unrestricted Electives</td>
<td>2</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.
Word Processing Certificate Curriculum

Required Courses 31 credits

Counseling
New Student Seminar 0

English/Humanities: 6 credits
Composition I ENG101 3
Oral Communication HUC101 3

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

Computer Information Systems: 3 credits
Introduction to Computers and Their Applications BDP100 3

Office Technology: 19 credits
Keyboarding I SEC131 2
Keyboarding II SEC132 2
Keyboarding III SEC133 2
Word Processing I SEC145 2
Word Processing II SEC146 2
Administration of Information Processing SEC147 3
Business Communications SEC260 3
Electronic Office Procedures SEC270 3

Elective Courses 3 credits

Liberal Arts Electives 3
(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)

Total credits: 34

The Office Technology Department also offers a one-year certificate program in Word/Information Processing. This program is intended to give the student a general overview of the fast-developing field of word processing.

The student will become proficient in the uses of word processing, keyboarding and communication skills. Through field trips, lectures and special class projects, the student is given a practical understanding of the administrative duties involved in running and/or working in the field of word processing.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills 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 are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 95.

Court Reporting Certificate Curriculum:

This one-year certificate program is designed to provide training for persons who wish to acquire the skills necessary to become a competently trained court reporter. Court reporters record the proceedings for trials, conferences, and conventions. Intensive speed and accuracy development, as well as individualized diagnostics, will be stressed. Students will eventually achieve a minimum writing speed of 200 wpm, the speed required to gain employment as a court, conference, or convention reporter. Additionally, students will be exposed to the terminology used in courtroom testimony, jury charge, literary, medical, and technical materials.

Students also will be introduced to C.A.T. (computer-aided transcription), the currently used method of transcribing the court reporter's shorthand notes.

In order to be accepted into the program students must:
(1) demonstrate the ability to write machine shorthand at 80 wpm; (2) demonstrate the ability to type at 50 wpm; and (3) take the CUNY basic skills test. Students must demonstrate proficiency in English at the 099 level prior to taking Court Reporting I.

Required Course

Counseling
New Student Seminar 0

English
Composition 101 ENG101 3

Office Technology
Court Reporting I SEC171 4
Court Reporting II SEC172 4
Courtroom Communications & Procedures SEC175 3
Legal/Medical Terminology SEC185 3
Advanced Court Reporting I SEC271 6
Advanced Court Reporting II SEC272 6

Elective Course
Liberal Arts Elective 3

Total credits: 32

*New course to be developed.
Physical Therapist Assistant

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 Licensure 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.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills 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 are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 95.

---

Physical Therapist Assistant Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>52 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td></td>
</tr>
<tr>
<td>New Student Seminar</td>
<td></td>
</tr>
<tr>
<td>English:</td>
<td>3 credits</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td></td>
</tr>
<tr>
<td>Social Science:</td>
<td>6 credits</td>
</tr>
<tr>
<td>General Psychology SSY101</td>
<td></td>
</tr>
<tr>
<td>Developmental Psychology I SSY240</td>
<td></td>
</tr>
<tr>
<td>Natural Science:</td>
<td>16 credits</td>
</tr>
<tr>
<td>Fundamentals of Human Biology I SCB203</td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Human Biology II SCB204</td>
<td></td>
</tr>
<tr>
<td>Community Health SCN195 (an Urban Study course)</td>
<td>2</td>
</tr>
<tr>
<td>Functional Pathology SCO230</td>
<td></td>
</tr>
<tr>
<td>Aging as a Health Process SCH111</td>
<td>3</td>
</tr>
<tr>
<td>Physical Therapist Assistant:</td>
<td>18 credits</td>
</tr>
<tr>
<td>Introduction to Physical Therapy SCT101</td>
<td>2</td>
</tr>
<tr>
<td>Structural Kinesiology SCT202</td>
<td></td>
</tr>
<tr>
<td>Therapeutic Procedures I SCT211</td>
<td></td>
</tr>
<tr>
<td>Therapeutic Procedures II SCT212</td>
<td></td>
</tr>
<tr>
<td>Mobility Activities for P.T. Assistants SCT225</td>
<td>2</td>
</tr>
<tr>
<td>Therapeutic Exercise SCT250</td>
<td></td>
</tr>
<tr>
<td>Cooperative Education and Affiliations:</td>
<td>9 credits</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></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>14 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts Electives*</td>
<td>14</td>
</tr>
<tr>
<td>(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)</td>
<td></td>
</tr>
<tr>
<td>Total credits:</td>
<td>66</td>
</tr>
<tr>
<td>Total credits for Science Option:</td>
<td>71-72</td>
</tr>
</tbody>
</table>

* Students who are interested in continuing their education to become a physical therapist should follow the Science Option and take 8 credits in Chemistry, 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.

1 While all other courses are offered in both the day and evening, affiliations are available during the day only.
School Foodservice Management

Admission 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 academic quarter at the college. They are completed at students' 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 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/Humanities: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing for Business ENG112</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Social Science: 9 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>Urban Sociology SSN187</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Community Health SCN195 (an Urban Study course)</td>
<td>2</td>
</tr>
<tr>
<td>Foods Microbiology SCB160</td>
<td>4</td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td>3</td>
</tr>
<tr>
<td>Dietetic Technology: 21 credits</td>
<td></td>
</tr>
<tr>
<td>Foods SCD100</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition I SCD200</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Foods SCD205</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management I SCD250</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management II SCD251</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management III SCD252</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management IV SCD253</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td></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>
<tr>
<td>Elective Courses</td>
<td>6 credits</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td>(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.)</td>
<td></td>
</tr>
<tr>
<td>Recommended electives:</td>
<td></td>
</tr>
<tr>
<td>Public Speaking HUC106 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Mass Communication and Society HUC130 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Principles in Human Relations HSC102 (3 credits)</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.
Secretarial Science

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

The legal 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 office assistant 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 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 are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 95.

SECRETARIAL SCIENCE CURRICULUM: LEGAL SECRETARY OPTION: AAS DEGREE

Required Courses

<table>
<thead>
<tr>
<th>Course</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: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing for Business ENG112</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics/Science: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Math or Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>(must be a liberal arts course)</td>
<td></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>Office Technology: 30 credits</td>
<td></td>
</tr>
<tr>
<td>Keyboarding I SEC131</td>
<td>2</td>
</tr>
<tr>
<td>Keyboarding II SEC132</td>
<td>2</td>
</tr>
<tr>
<td>Keyboarding III SEC133</td>
<td>2</td>
</tr>
<tr>
<td>Word Processing I SEC145</td>
<td>2</td>
</tr>
<tr>
<td>Stenography I SEC100 or SEC102</td>
<td>2</td>
</tr>
<tr>
<td>Stenography II SEC110 or SEC112</td>
<td>2</td>
</tr>
<tr>
<td>Stenography III SEC120, SEC121, or SEC122</td>
<td>3</td>
</tr>
<tr>
<td>Electronic Office Procedures SEC270</td>
<td>3</td>
</tr>
<tr>
<td>Legal Office Technology I SEC235, SEC236 or SEC237</td>
<td>3</td>
</tr>
<tr>
<td>Legal Office Technology II SEC245, SEC246 or SEC247</td>
<td>3</td>
</tr>
<tr>
<td>Legal Dictation and Transcription I SEC265, SEC266 or SEC267</td>
<td>3</td>
</tr>
<tr>
<td>Legal Dictation and Transcription II SEC275, SEC276 or SEC277</td>
<td>3</td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Business Law AMM110</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

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 Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog

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.

THIS IS A DAY PROGRAM ONLY.
Secretarial Science Curriculum:  
Administrative Office Assistant  
Option: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>58 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:</strong> 8 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing the Research Paper ENG103</td>
<td>2</td>
</tr>
<tr>
<td>Writing for Business ENG112</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics/Science:</strong> 3 credits</td>
<td></td>
</tr>
<tr>
<td>Math or Science Elective (must be a liberal arts course)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities/Social Science:</strong> 9 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Select one of the following courses:</strong></td>
<td>3</td>
</tr>
<tr>
<td>Public Speaking HUC106 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>or General Psychology SSY101 (3 credits)</td>
<td></td>
</tr>
<tr>
<td><strong>Office Technology:</strong> 21 credits</td>
<td></td>
</tr>
<tr>
<td>Keyboarding I SEC131</td>
<td>2</td>
</tr>
<tr>
<td>Keyboarding II SEC132</td>
<td>2</td>
</tr>
<tr>
<td>Keyboarding III SEC133</td>
<td>2</td>
</tr>
<tr>
<td>Word Processing I SEC145</td>
<td>2</td>
</tr>
<tr>
<td>Administration of Information Processing SEC147</td>
<td>3</td>
</tr>
<tr>
<td>Stenography I SEC100</td>
<td>2</td>
</tr>
<tr>
<td>Stenography II SEC110</td>
<td>2</td>
</tr>
<tr>
<td>Stenography III SEC120, SEC121 or SEC123</td>
<td>3</td>
</tr>
<tr>
<td>Electronic Office Procedures SEC270</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies:</strong> 5 credits</td>
<td></td>
</tr>
<tr>
<td>Secretarial Accounting AMA120 (Extended Day students may substitute Accounting I AMA101)</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Computer Information Systems:</strong> 3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Computers and Their Applications BDP100</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>8 credits</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>3</td>
</tr>
<tr>
<td>(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)</td>
<td></td>
</tr>
<tr>
<td><strong>Unrestricted Electives</strong></td>
<td>5</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.
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 the 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 rentals; 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 courses. These courses are not listed in the required 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 are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 95.

Travel and Tourism Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>59 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td></td>
</tr>
<tr>
<td>New Student Seminar</td>
<td></td>
</tr>
<tr>
<td>English/Humanities: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENGI01</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>Oral Communication HUC101 (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td>Voice and Diction HUC104 (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td>Communication in a Professional Setting HUC108 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Mathematics: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</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: 14 credits</td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting I AMA101</td>
<td>2</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>Principles of Marketing AMM104</td>
<td>3</td>
</tr>
<tr>
<td>Salesmanship 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>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>7 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>One elective must be an Urban Study course.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unrestricted Electives</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total credits: 66</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.
Course Descriptions

Accounting/Managerial Studies Department*

Department Faculty:

AMAI01/AMB102 Principles of Accounting I
2 credits; 4 hours
This course introduces the student to the entire accounting cycle as illustrated by service and merchandising concerns using the single proprietorship form of business organization. The course reviews the fundamental concepts and techniques of recording transactions in general journals, special journals, summarizing the transactions, adjusting and closing the accounts, and the preparation of financial statements. The student is also introduced to deferrals and accruals and their relationship to periodic reporting. The student will prepare classified balance sheets and income statements. (AMAI02 is the bilingual version of AMAI01.)
Prerequisite: CSE098, MAT098

AMAI02 Principles of Accounting II
2 credits; 4 hours
This course covers accrual and valuation accounting as well as control procedures for cash, accounts and notes receivable, accounts and notes payable, inventories and fixed assets. Payroll accounting and accounting systems are explored. Accounting concepts relating to the partnership form of business organization are also covered.
Prerequisite: CSE099, ENG098, MAT099 or MAT109, AMAI01

AMAI03 Principles of Accounting III
2 credits; 4 hours
The first part of the course examines accounting techniques and principles of the corporate form of business organization and includes such topics as: the nature and formation of a corporation, stock transactions, elements affecting retained earnings, long-term liabilities and investments in stocks and bonds. Basic theoretical concepts and principles are also explored and related to accounting practice. The second part of the course introduces the student to the accounts and statements used by manufacturing concerns; cost and revenue relationships as well as reports and analysis used by management for decision purposes; the need for, preparation of, use of the statement of changes in financial position; and basic analytical procedures and tools available for financial statement analysis.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, AMAI02

AMAI10 Accounting Applications for the Microcomputer
3 credits; 3 hours
This course is designed to provide both reinforcement in Accounting Principles I and II and to provide a "hands on" experience with the microcomputer. It provides twenty separate computerized accounting applications including general ledger, financial statements, cash receipts, sales, accounts receivable, cash payments, purchases, accounts payable, and payroll. Accounting applications are integrated with the analysis of appropriate accounting systems.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, AMAI02, BDP100, or BDP101

*All courses can only be used to fulfill the unrestricted elective requirement. They cannot be used to fulfill the liberal arts requirement.
AMA120 Secretarial Accounting  
2 credits; 4 hours
This course is tailored to the accounting needs of the Secretarial Science student. It introduces the fundamentals of accounting and the entire accounting cycle. Emphasis is placed on the recording of transactions in special journals relating to cash receipts, cash payments, payroll, sales and purchase journals. The meaning and purpose of financial statements is explored. Students who wish to continue accounting studies can complete Audio Visual Tape units 12, 13, 17, 18, 24, 25, and 26 in order to be admitted to Accounting 102. 
Prerequisite: CSE098, MAT098

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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109

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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, AMA103, AMA150

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. A review of the accounting cycle sets the stage for detailed exploration of the reporting process namely, the Balance Sheet, the Income Statement, the Retained Earnings Statement, and the Statement of Changes in Financial Position. Advanced and alternative accounting practices as well as control procedures are examined as they pertain to Cash, Short-term investments, and Receivables. Inflation and the effect of changing prices on financial reporting are also examined. 
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, AMA103

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, and leases. Present value concepts and their applications are also covered. 
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, 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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, AMA103

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 designs, 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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, 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: CSE099, ENE/ENX/ENG099, MAT120 for career option students; MAT200 for transfer option students; AMA103, BDP103 or BDP100

AMM101 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: CSE098, ENE/ENX/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: CSE098, ENE/ENX/ENG099, MAT098, AMM101
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: CSE098, ENE/ENX/ENG099, AMM101

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: CSE098, ENE/ENX/ENG099, AMM101

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: CSE098, ENE/ENX/ENG099, AMM101

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: CSE098, ENE/ENX/ENG099, AMM101

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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, AMM101

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: CSE098, ENE/ENX/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: CSE098, ENE/ENX/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: CSE098, ENE/ENX/ENG099, AMM101

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: CSE098, ENE/ENX/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: CSE098, ENE/ENX/ENG099, AMM101

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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, AMM101. 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 flows 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: CSE099, ENE/ENX/ENG099, AMA103

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.
Prerequisites: CSE099, ENE/ENX/ENG099, AMM140, AMM141

AMM150 Organizing and Operating a Small Business
3 credits; 3 hours
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.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT098, AMA103, AMM101

AMM155 Salesmanship
3 credits; 3 hours
This course is an introduction to the principles and practices of selling as a profession including such topics as the sales job, the sales environment, the sales process, and sales training. The dominant theme is professionalism in contemporary selling.
Prerequisite: CSE099, ENE/ENX/ENG099, AMM101

AMN195 Profile and Prospects of Business in New York City*
3 credits; 3 hours
This is an urban study course which examines the status of business in New York City using various sources of data and field assignments such as visitations to the New York Stock Exchange, major business corporations and various government agencies. Students will learn how to develop a profile of business in New York City in terms of employee, type of industry, and form of ownership. Students will also learn about various social responsibility programs being offered by the business community, and will examine the many different career opportunities available in the N.Y.C. area.
Prerequisite: CSE098, ENE/ENX/ENG099, MAT098, AMA101

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: CSE099, ENE/ENX/ENG099, MAT098

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.
Prerequisites: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, 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.
Prerequisites: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, AMT110; highly recommended: SEC130 or SEC140 or SEC 131

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: CSE099, ENE/ENX/ENG099, MAT098 or MAT109, 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: CSE099, AMT120, ENG101, MAT098 or MAT110, 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 emphasizes comprehension techniques and study skills. It places students with supervised tutorial assistance.

Department Faculty

CSE096 Reading Workshop
1/2 credit; 5 hours
The 096 Reading Workshop provides intensive work in the basics of reading. Through various diagnostic approaches, students gain an understanding of their reading strengths and weaknesses. Students will be introduced to many types of materials and strategies appropriate to the demands of each type. There will also be an emphasis on basic dialogue, vocabulary development and study and note-taking techniques. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

Prerequisite: CSE096

CSE097 Basic Reading I
1/2 credit; 5 hours
This course helps students improve their reading ability. The course focuses on basic reading comprehension strategies, vocabulary development, and study skills. Among the topics studied are: paraphrasing and summarizing, dictionary use, previewing, library research, note-taking, note-taking and time management. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

Prerequisite: CSE096

CSE098 Basic Reading II
1 credit; 5 hours
This course continues the development of the reading comprehension and study skills strategies presented in CSE097, but introduces more difficult reading material. Students analyze articles and apply such skills as outlining, paraphrasing and summarizing. Continued vocabulary development and test-taking strategies are emphasized. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

Prerequisite: CSE097

CSE099 Basic Reading III
1 credit; 5 hours
This course reinforces content studied in CSE098 with the reading and study skills strategies applied to more difficult texts. Critical reading is emphasized. Standardized reading test procedures and strategies are introduced. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

Prerequisite: CSE098

CSE103 Advanced Reading and Study*
3 credits; 3 hours
This course is designed for the development of reading and study skills at a more 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: CSE097, ENEIENX/ENG099, MAT098

CSE200 Speed Reading*
2 credits; 3 hours
This course is offered for students who are interested in speed 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: CSE099, ENEIENX/ENG099, MAT098

Computer Information Systems Department*

Department Faculty
Gerald H. Meyer, Chairperson; Mercedes Acosta, Russell Dale, Donald A. Davidson, Walter De La Torre, Dan J. Ehrlich, Mario Fernández, James Frost, Joan M. Greenbaum, Antonio Moreno, Barbara Mulhill, Lawrence Muller, David Peled, Beverly Rosendorf, Toby Shatzoff, Meryl Sussman, Herman A. Washington, Robert Weidemann, Gene Yao.

BDP100 Introduction to Computers and Their Applications (Formerly: Introduction to Data Processing)
3 credits; 5 hours
This course will introduce the student to the uses of computers in business and will prepare the student for more advanced courses in the computer field. Students will work on business applications software packages on microcomputers and will be introduced to computer programming with emphasis on the BASIC language. The course will familiarize the student with the vocabulary of the computer fields. Topics will include: how the computer works; basic hardware devices; number systems (binary, octal, hexadecimal); data formats, codes and elementary structures; importance and examples of using software; flowcharting concepts. This course is required for CIS and Technology students prior to their first internship.

Prerequisite: CSE099, ENEIENX/ENG099, MAT099 or MAT 109

BDP101 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

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characteristics of computers, program structure, string processing, data structures and their applications, and trees. Not open to students who have taken BDP100.

Prerequisite: CSE099
Pre- or Corequisite: ENE/ENX/ENG099, MAT200

BDP/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 effects such issues as jobs, privacy, and education. Lab work is included.

Prerequisite: CSE098, ENE/ENX/ENG099, MAT099 or MAT109, BDP100 or BDP101

BDP106 COBOL Programming I
3 credits; 5 hours

This course introduces the student to the COBOL programming language. The student becomes familiar with the conceptual and syntactical characteristics of the COBOL language. The student then moves from theoretical to practical COBOL programming by means of programming drills, exercises and writing programs in COBOL utilizing various input and output devices. The course subject matter is woven into the business environment and experience with a variety of applications involving inventory control, accounting, payroll, and personnel records.

Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, BDP100 or BDP101

BDP108 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, like other computer programming languages, is a means whereby individuals can communicate with the electronic computer for the purpose of getting the computer to solve some problem. 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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, BDP100 or BDP101

BDP109 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: CSE099, ENE/ENX/ENG099, BDP100 or BDP101
Corequisite: MAT110

BDP110 Systems Analysis and Design
3 credits; 4 hours

This course introduces the student to existing manual and electronic data processing systems and the 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 and document a comprehensive systems study.

Prerequisite: CSE099, MAT099 or MAT109, BDP109 or BDP195 or BDP196, ENG101

BDP120 Assembler Language I
3 credits; 5 hours

This course is designed to provide basic knowledge of the IBM System/370 Computer and Assembler Language Programming with emphasis on the following areas: main storage organization; addressing using base registers; index and displacement registers; fixed and variable length data formats; the condition code; interruptions and the program status word; arithmetic, logical, and branching operations; and writing assembler language programs.

Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, BDP100 or BDP101

BDP121 Assembler Language II
3 credits; 4 hours

The student will enhance his knowledge of BASIC Assembler Language by writing sophisticated programs utilizing indexing, subroutines and linkage conventions, and system and user defined macros. TR, EXEC, BXLE and logical instructions will be covered.

Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, BDP120

BDP125 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: CSE099, ENE/ENX/ENG099, MAT200, BDP101 or BDP109

BDP195 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: CSE099, ENE/ENX/ENG099, BDP100 or BDP101
Pre-Corequisite: MAT200

BDP196 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.

Prerequisite: CSE099, ENE/ENX/ENG099, BDP100 or BDP101, MAT200
BDP200 COBOL Programming II
3 credits; 4 hours
This is an advanced course for students majoring in programming. The course broadens the study of the COBOL language to include the handling of tape and disk files and the use of table structures. Students write and document programs involving the use of these techniques. The subject matter is woven into the business environment and experience with a variety of applications involving inventory control, accounting payroll and personnel records.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, or MAT200 or BDP106

BDP210 PL/I Programming
3 credits; 4 hours
In this course students will learn the rules and structure of this higher level programming language. It will be assumed that the student already has some familiarity with compiler-oriented languages, and, therefore, will be expected to program and document problems of a more complicated nature than in earlier computer courses. The student will be encouraged to learn how to read core dumps to find out where the “bugs” are. Students will proceed at their own pace, thereby simulating conditions in commercial data processing installations.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, or BDP100 or BDP101 or MAT200

BDP220 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, loops, arrays and subprograms.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, or BDP100 or BDP101 or MAT200

BDP230 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/ICL) of the IBM computer, including the use of multiple step job stream and entry procedures. Topics covered are the JOB, EXEC, DD, PROC, PEND, DELIMITER, and NULL and comments statements and the various parameters used on these statements, in-stream modes and use of the IBM utilities. IEBGENER and IEBTPCH to create and retrieve disk data sets.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, or BDP106 or BDP109 or BDP120 or BDP195

BDP241 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 covered 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: CSE099, ENE/ENX/ENG099
Pre- or Corequisite: MAT200

BDP242 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.
Prerequisite: CSE099, ENE/ENX/ENG099, BDP241 or BDP290, MAT200

BDP250 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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, or BDP106 or BDP109 or BDP195

BDP260 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: CSE099, ENE/ENX/ENG099, MAT110, BDP101 or BDP261

BDP261 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 study, 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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, BDP241, BDP260
BDP262 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 minicomputer 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: CSE099, MAT099 or MAT109, BDP260
Pre- or Corequisite: BDP261

BDP263 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: CSE099, ENEIENXIENG099, MAT200, BDP241, BDP261, BDP262

BDP265 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: CSE099, ENEIENXIENG099, MAT110, BDP100 or BDP101

BDP270 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/SP operating system utilizing CMS and CP commands.
Prerequisite: CSE099, MAT099 or MAT109, BDP100 or BDP101
Pre- or Corequisite: ENGI01

BDP275 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: CSE099, MAT099 or MAT109, BDP270, ENGI01

BDP286 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: CSE099, ENEIENXIENG099, MAT200, BDP101

BDP289 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, wirewrapping, 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: CSE099, ENEIENXIENG099, MAT099 or MAT109, BDP261 or BDP292

BDP291 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: CSE099, ENEIENXIENG099, MAT099 or MAT109, BDP241 or BDP290

BDP292 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. Wave form analysis will be done in the lab using oscilloscopes and logic devices. The students should expect to spend about $25 for laboratory materials.
Prerequisite: CSE099, ENEIENXIENG099, MAT099 or MAT109, BDP291

BDP293 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: CSE099, ENEIENXIENG099, MAT099 or MAT109, BDP292
BDP295 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: CSE099, ENE/ENX/ENG099, MAT200, BDP120 or BDP196 or BDP265

Cooperative Education*

Department Faculty
Judy Bieber, Janet Cyril, Diane Ducat, Irwin Feifer, Michael Frank, Harry Heinemann, Joan Heitner, Andrea Kaye, Freeman McMillan, Belinda Miles, Paula Nesoff, Helen Perry, Paul Saladino, Lucy Sardell, Belinda Stephenson-Miles, Ted Theodorou, John Weigel, Jeff Weintraub.

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

The purpose of the “Co-op Prep” 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.
Pre or Co-requisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, 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; 7 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 for all three internships 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/Paramedic, 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 decision as to which seminars students must register for is made by their Co-op Advisors. Seminar titles are listed below.

CPS001 First Internship Seminar
Major Title
Accounting Accounting Information Systems
Animal Health Technician Methodology, Morality and the Use of Animals in Research
Computer Information Systems Application of Data Processing to the Work Place
Liberal ArtsB Applying Social Science Concepts in the Work Place
Bilingual Education
Associate, Physical Therapist Assistant
Managerial Studies Management Principles: Theory and Application
Office Technology
School Food Service Management I
Management

CPS002 Second Internship Seminar - Fundamentals of Career Advancement

This seminar is designed to enhance one’s skill in making career decisions. Each student will be engaged in the process of solving a career dilemma. Other experiential activities will focus on the need to consider and plan for further education, the benefits of an extensive career network, the importance of obtaining reliable and diverse career information, and the ways in which one can enhance learning from on-the-job experience.

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Animal Health Technician students must take Practice Management for the Animal Health Technician in place of this seminar. School Food Service Management students must take School Food Service Management II in place of this seminar.

CPS003 Third Internship Seminar
Major Accounting Accounting Information Systems
Accounting Jurisprudence and Ethics for the Technician
Animal Health Computer Information Systems Advanced TAR Seminar in Management
Liberal Arts Bilingual Education Associate
Managerial Studies What do Managers do? An Office Technology Advanced TAR Seminar in
School Food Service School Food Service Management III
Management
Prerequisite: 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 quarter prior to each internship quarter; and
• completion of the appropriate introductory or other prerequisite courses in students' 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 or a designee. Students must obtain a Permit to Register from their Co-op Advisor in order to register for this course.

CEP204 Cooperative Education
3 credits; 7 hours
Students may elect to do an optional fourth internship. This course may be applied as an unrestricted elective credit towards their degree. The decision to do a fourth internship must be reached jointly by the student and the Co-op Advisor and is subject to the availability of an appropriate internship. Students registering for a fourth internship are required to take an internship seminar.
Prerequisite: CEP203 Students must obtain a Permit to Register from their Co-op Advisor in order to register for this course.

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 Freshman Seminar course, described below.

Department Faculty

New Student Seminar (Formerly Freshman Seminar)
0 credit; 1 hour
New Student Seminar is designed to provide an orientation to LaGuardia and to provide students with the knowledge and skills they need to be successful in college. Students will learn college policies and requirements; they will learn effective study skills and test-taking strategies. In addition, students will engage in the career exploration process and develop plans for relating classroom learning to cooperative education experiences.

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.

Department Faculty

ENE099 Basic Writing III
1/2 credit; 4 hours
This course replaces ENX099 for extended day ONLY.
Prerequisite: ENG098

ENG097 Basic Writing I
1/2 credit; 4 hours
This course is designed to introduce students to the elements of sentence and paragraph writing. The focus is on generating ideas and
strategies for composition. Students will also apply basic grammatical principles in practicing proofreading skills. Work will be done individually and in groups both in the classroom and at the Writing Center. Admission to this course is based on college placement test scores.

**ENG098 Basic Writing II**

1/2 credit; 4 hours

This course is designed to improve students' fluency in writing through personal experience narratives. The focus is on the development of an idea into a paragraph. The course introduces the student to essential principles of grammar and sentence structure. Students receive personalized instruction in the classroom and in the Writing Lab. In addition, students are encouraged to receive tutoring at the Writing Center. Admission to this course is based on college placement test scores.

Pre-requisite: ENG097; ESL sequence (if previously required)

**ENG099 Basic Writing III**

1/2 credit; 4 hours

This course is designed to develop or reinforce students' rhetorical, organizational and grammatical skills through understanding of the writing process. The focus is on expressing ideas clearly in formal written English. Grammatical competency is reinforced throughout the term according to students' individual needs: both the classroom setting and the Writing Lab are used for this purpose. In addition, students are encouraged to receive tutoring at the Writing Center. Students must write a series of passing in-class essays to complete the course. Admission to this course is based on college placement test scores.

Pre-requisite: ENG097; ESL sequence (if previously required)

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

3 credits; 3 hours

In this course students focus on the process of writing clear, correct and effective expository essays in response to selected prose readings. Emphasis is placed on using various methods of organization appropriate to the writer's purpose and audience. Students are introduced to argumentation and documentation. They write essays frequently, both in and out of class. This course is required for all majors.

Pre-requisite: CSE098, ENGL/ENX/ENG099 (if previously required)

**ENG102 Composition II: Writing Through Literature**

3 credits; 3 hours

This course is a continuation of the work done in ENG101. It also provides a dual focus: intensified work in writing and an introduction to the study of fiction, poetry, and drama. Students are introduced to a variety of writing strategies used in composing interpretive and analytical essays. Writing assignments include a critical research paper. (This course is required for all liberal arts majors.)

Pre-requisite: CSE098, 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. It is recommended for students transferring to four-year colleges. 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.

Pre-requisite: CSE098, 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 cooperative learning experience. It is designed to give students a better understanding of themselves 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. Three hours of supervised tutoring in the Writing Center and two class hours will be required of all students taking this course.

Pre-requisite: CSE098, 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.

Pre-requisite: CSE099, ENG101

**ENG112 Writing for Business**

3 credits; 3 hours

This course introduces students to the principles of effective business writing and focuses on clarity, precision, brevity, inclusiveness, politeness and correct format. Students are introduced to a variety of different forms of business writing, like the memo, the resume, letters of application, complaint and adjustment letters. The students are also guided through the process of writing a longer research report.

Pre-requisite: CSE098, ENG101

**ENG197 Media Arts**

3 credits; 3 hours

The chief aim of this course is to reach a fuller understanding of the workings, devices, and effects of four types of mass media: film, newspaper, television and drama. The section on film discusses the very complex questions of when film is fact and when it is fiction. Using this knowledge of film, the course analyzes the portrait of newspapers in film and the ability of television to inform, cajole, and manipulate. Finally, filmed versions of plays will be compared to the written versions. Some creative work in one or another media, for those who wish it, is also possible.

Pre-requisite: ENG101

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.*
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 in American literature as the Protestant ethic, the Horatio Alger myth, and the commercial spirit will be investigated in the context of the social, economic, and political framework that influenced them. The course will survey colonial times to the present. Such major American writers as Franklin, Douglass, Cather, Fitzgerald and Steinbeck will be included.
Prerequisite: CSE099
Pre- or Corequisite: 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, prophecy 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: CSE099, ENG101

ENG207 Feature Writing for Newspapers and Popular Magazines (Formerly: Forms and Techniques of Popular Writing)
3 credits; 3 hours
This course introduces students to a variety of feature story forms: the human interest story, investigative reporting, lifestyle columns and reviews. Students will learn how to conduct interviews, develop background information, organize articles and write in a lively style. Students will write in their own area of interest—politics, fashion, sports or the arts—and will have an opportunity to publish work in the school newspaper, The Bridge.
Prerequisite: CSE099, ENG101

ENG214 Journalism: Its Scope and Uses
3 credits; 3 hours
This course is an overview of journalism, with emphasis on print and related areas, such as publicity, in-house publications and public relations. Also to be covered are the history, techniques and impact of journalism as an institution. Newswriting, editing, production, organization and management methods are to be practiced through assignment to various college publications. Working press visitors to the classroom, and field trips to newspaper and magazine offices are course components.
Prerequisite: ENG101

ENG215 Journalism: The Craft of Gathering and Reporting The News
3 credits; 3 hours
This course emphasizes investigative techniques and old fashioned legwork. In addition to working on at least one major investigative and several other writing assignments, in teams or individually, students will be involved in rewriting, editing, and headwriting. Students will be assigned to college publications. Field trips and working press visitors are elements of the course.
Prerequisite: ENG101

ENG216 Journalism in the Private Sector: The House Organ, Public Relations and Advertising
3 credits; 3 hours
Private sector journalism is an examination of house- and group-organ publications and their impact upon the people they are designed to serve. The course will also cover public relations and advertising history and their growth as institutions. Elements of copywriting for these journalism-related industries will be practiced, as well as planning for simulated advertising and public relations campaigns.
Prerequisite: ENG101

ENG217 Elements of Broadcast Journalism: Radio and Television Writing and Programming
3 credits; 3 hours
This course deals with news writing for radio and television. It also examines the history of these communications media and their impact on American society. Full-coverage news programming will be studied and written. Areas to be covered include the traditional news shows, public and community affairs, music and educational offerings. Students will simulate television news programs with available equipment.
Prerequisite: ENG101

ENG225 Afro-American Literature
3 credits; 3 hours
This course is a survey of Black literature in America from its earlier writers (Phyllis Wheatly, Frederick Douglass) to important modern writers (Ralph Ellison, Richard Wright, Imamu Baraka, Gwendolyn Brooks). Key writers of the Harlem Renaissance will be considered as popular anonymous forms of Black literature such as spirituals and work songs. Writers to be studied might include Daniel Walker, Charles Chestnut, James Weldon Johnson, Langston Hughes, Jean Toomer, Claude McKay, Countee Cullen, W.E.B. DuBois, Robert Hayden, Toni Cade Bambara, Chester Himes, John A. Williams, James Baldwin, Maya Angelou and Ishmael Reed.
Prerequisite: CSE099, 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 urban life. Attention will be given to important urban social issues and cultural developments as seen in novels, short stories, poems and plays. Popular art forms like journalism, songs, and films may also be examined from an urban perspective. Such major city writers as Carl Sandburg, Charles Dickens, Daniel Defoe, Nathaniel West, Hart Crane, Lorraine Hansberry, Richard Wright and Ralph Ellison will be considered.
Prerequisite: CSE099, 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,
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 ethnic groups, geographic locations, and historical periods will reveal how being a woman has influenced the woman writer’s creative interpretation of the human condition. Tillie Olsen, Carson McCullers, Joyce Carol Oates, Toni Morrison, Lillian Hellman, and Nadine Gordimer may be studied.
Prerequisite: CSE099, ENG101

ENG250 The Short Story
3 credits; 3 hours
An examination of the development and conventions of the short story, this course provides an analysis of representative short stories in the context of their biographical, social, intellectual, and artistic backgrounds. Such authors as Edgar Allan Poe, Anton Chekhov, D.H. Lawrence, F. Scott Fitzgerald, James Joyce, Ernest Hemingway, Ralph Ellison and Nadine Gordimer may be studied.
Prerequisite: CSE099, 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: CSE099, 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 class will define and examine examples of humorous literature such as satire, romantic comedy, parody and farce.
Prerequisite: CSE099, ENG101

ENG260 The Novel
3 credits; 3 hours
This course explores the structure and growth of the novel—its techniques, its psychological insights, and its startling changes in form. The course provides an analysis of representative works with an emphasis on 19th and 20th Century fiction in the context of its biographical, social, intellectual and artistic backgrounds. Such authors as Daniel Defoe, Jane Austen, Charles Dickens, George Eliot, D.H. Lawrence, E.M. Forster, Ernest Hemingway, Ralph Ellison, John A. Williams, J.D. Salinger and Toni Morrison will be studied.
Prerequisite: CSE099, ENG101

ENG265 The Drama
3 credits; 3 hours
This course is an introduction to dramatic literature, with attention given to major periods of development, including ancient Greece, the Elizabethan period, and modern times. Selections will be made from such representative dramatists as Sophocles, William Shakespeare, William Congreve, Oscar Wilde, Henrik Ibsen, Eugene O’Neill, Lillian Hellman, Bertolt Brecht, Lorraine Hansberry, Arthur Miller, Tennessee Williams, Peter Shaffer, and Tom Stoppard.
Prerequisite: CSE099, ENG101

ENG266 Shakespeare
3 credits; 3 hours
This course is designed to help students appreciate Shakespeare. It is a survey that briefly looks at Elizabethan society in order to help the students understand Shakespeare’s world. A selection of sonnets are examined to familiarize the class with the special language of the age. The course concentrates on approximately five representative plays from the history plays, the comedies, the romances and the tragedies. Plays studied might include Henry IV, Part I, Twelfth Night, Hamlet, A Midsummer Night’s Dream, As You Like It, Romeo and Juliet, King Lear, and/or Anthony and Cleopatra.
Prerequisite: CSE099, ENG101

ENG268 The Immigrant Experience in American Literature
3 credits; 3 hours
This course will offer an introduction to literature written by and about immigrants in America. Attention will be given to the immigrant’s experiences and struggles as seen in novels as well as poems, stories, and plays. The works of such major writers as Willa Cather, Arthur Miller, James T. Farrell, Mario Puzo, Philip Roth, Alex Haley, William Saroyan, Rene Marques, Paule Marshall, Claude McKay, and Maxine Hong Kingston will be considered.
Prerequisite: CSE099, ENG101

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: CSE099, ENG101

ENG270 Introduction to Poetry
3 credits; 3 hours
This course introduces students to the pleasures and rewards of poetry. The basic elements of poems will be studied. Students will read many kinds of poems from different countries and different historical periods. Such poets as William Shakespeare, William Blake, Walt Whitman, Emily Dickinson, Robert Frost, e.e. cummings, W.B. Yeats, Countee Cullen, Langston Hughes, Gwendolyn Brooks and Adrienne Rich may be studied.
Prerequisite: CSE099, 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: CSE099, ENG102, HUC150 or HUC270

ENG275 The Great Writer
3 credits; 3 hours
This course focuses on literature for the adolescent at the junior and senior high school level. 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, or Morrison.
Prerequisite: CSE099, ENG101

ENG280 Children’s Literature
3 credits; 3 hours
This course is designed to familiarize the student with various types of children’s literature, including folklore, modern fantasy, poetry, picture books and realistic fiction. Students also learn how to evaluate the literature and how to choose books to share with children from preschool through elementary school. Through a study of works of such authors as Hans Christian Andersen, E.B. White, A.A. Milne, Louisa R. Shotwell, William H. Armstrong and Maurice Sendak, among others, the basic themes of children’s literature are explored.
Prerequisite: CSE099, ENG101

ENG285 Literature for the Adolescent
3 credits; 3 hours
This course focuses on literature for the adolescent at the junior and senior high school level. Students will learn how to evaluate various genres on the basis of criteria for literary excellence and on the basis of appropriateness for and accessibility to the adolescent. Emphasis is placed on works of literature dealing with the rite of passage into adulthood, and students will explore the various cultural, racial, economic and religious contexts in which that passage is experienced. Readings will include works by Mark Twain, Sherwood Anderson, J.D. Salinger, John Knowles, Sylvia Plath, Nat Hentoff, James Baldwin, Alice Childress, Paul Zindel and others.
Prerequisite: CSE099, ENG101

ENN191 Art, Politics, 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 Greenwich Village or Soho, to Ellis Island, to Broadway and off-Broadway productions and to individual communities.
Prerequisite: CSE098, ENE/ENX/ENG099

ENN193/SSN193 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: CSE099, ENE/ENX/ENG099, SSE101 or SS1100 or SS110 or SSY101

ENN195 Violence in American Art and Culture
3 credits; 3 hours
This course investigates the atmosphere of violence in New York life as reflected in urban art forms. Through field trips to television studios, theaters, construction sites, subway stations and selected neighborhoods, students will examine art that reflects the sources and forms of urban violence. Special attention will be given to forms of popular culture such as films, newspapers, theaters, crime stories and subway art.
Prerequisite: ENE/ENX/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: ENG101

ENX099 Basic Writing III
1/2 credit; 3 hours
This course is equivalent to ENG099, but is offered in a five-hour format for new students in their first quarter at the College. See course description for ENG099 above. Admission to this course is based on college placement test scores.

ENZ099 Basic Writing III
1/2 credit; 3 hours
This course is designed to develop and/or reinforce students’ rhetorical, organizational 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 ENG099, but is taught in a microcomputer lab and offered in intensive modes.
Prerequisite: ENG098
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 & ESW099) stress oral and written skills. A mandatory tutorial ESL lab complements the course offerings. This and the microcomputer lab are also available to students on a drop-in basis.

Department Faculty

ESL096 English as a Second Language Workshop
1 1/2 credits; 9 hours
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.

Prerequisite: ESL096

ESL097 English as a Second Language I
2 1/2 credits; 9 hours
This course is for students who have some knowledge of English. Its purpose is to develop proficiency in all of the skills: listening, speaking, reading and writing, with pronunciation receiving careful attention. Special care is given to helping students recognize the similarities and differences between the spoken and written language. At the end of the course, students must demonstrate their overall proficiency in the use of the material covered in the course. Admission is automatic for students who have completed ESL096. For other students, admission is based on the college placement test scores.

Prerequisite: ESL096

ESL098 English as a Second Language II
2 1/2 credits; 8 hours
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.

Prerequisite: ESL097

ESR098 English as a Second Language for Selected Readers
2 1/2 credits; 8 hours
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.

ESW099 English As A Second Language III (Formerly: ESL099)
3 credits; 8 hours; 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 have completed ESL098. For others, admission is based on college placement test scores.

Prerequisite: ESL098

Humanities Department

The Humanities Department offers courses in: visual arts (HUA/HUC), bilingual education (HUB), critical thinking (HUPIHUR), speech communication (HUC/HUL), foreign languages (HUE/HUK/HUI/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: CSE099, ENEIENXIENG099

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.

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
Problems in descriptive drawing will be explored. There will be individual and group criticism. Sketchbooks are required.

**Pre- or Corequisite:** CSE098, ENE/ENX/ENG099

**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

**HUA105 Two-Dimensional Design**
**3 credits; 3 hours**

This course examines the principles of two-dimensional design. Students will develop individual designs to solve problems based on the formal elements of point, line and plane. The course will emphasize the function of visual form as a basis for communication through design projects; visual demonstrations and class discussion.

**Prerequisite:** CSE098

**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 mass and volume. Techniques in construction and carving will be demonstrated and developed in plaster, wood, cardboard and metal.

**Prerequisite:** CSE098

**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:** CSE098, ENE/ENX/ENG099

**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/ENX/ENG099, MAT098

**HUA120 Beginning Sculpture***
**3 credits; 3 hours**

Problems in three-dimensional form will be examined through projects in clay and paper-mache. There will be group and individual criticism.

**Pre- or Corequisite:** CSE098, ENE/ENX/ENG099

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.

**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:** CSE099, ENE/ENX/ENG099, MAT098

**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.

**Prerequisite:** MAT098

**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 1***
**3 credits; 4 hours (1 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:** CSE099, MAT099, HUA230

**HUA150 Beginning Printmaking***
**3 credits; 3 hours**

This course is an introduction to printmaking. Students work to produce original designs in relief and collagraph printing techniques. Operation of the printing press, registration, inking and other printing techniques in black and white will be demonstrated. Edition printing and final portfolio required. Special projects and final portfolio are required. It is recommended that students provide their own 35mm cameras.

**Prerequisite:** CSE098, ENE/ENX/ENG099

**HUA180 Life Drawing***
**3 credits; 3 hours**

In this course techniques are developed in descriptive and interpretive drawing. Special emphasis will be placed on drawing from the human figure. Textbook readings, studies in human anatomy and sketchbooks will be required.

**Prerequisite:** CSE098, ENE/ENX/ENG099; HUA103 recommended but not required.
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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109

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: CSE099, ENE/ENX/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: CSE099, EN01, HUA200 or permission of the instructor.

HUA210 Intermediate Painting*
3 credits; 3 hours
This course is a continuation of problems in three-dimensional form related to the human figure, portrait and their abstract qualities. Emphasis will be placed on individual expression and the development of technical skills in plaster and clay.
Prerequisite: CSE099, ENE/ENX/ENG099, HUA120 or permission of instructor

HUA220 Intermediate Sculpture*
3 credits; 3 hours
This course is a continuation of problems in three-dimensional form related to the human figure, portrait and their abstract qualities. Emphasis will be placed on individual expression and the development of technical skills in plaster and clay.
Prerequisite: CSE099, ENE/ENX/ENG099, HUA120 or permission of instructor

HUA230 Intermediate Photography*
3 credits; 4 hours (1 lecture, 3 lab)
An intermediate course in photographic instruction, darkroom techniques 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, ENE/ENX/ENG099, MAT098, 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 aesthetic 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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, 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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, 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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, HUA145

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
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, ENG101, HUB103

HUA290 Studio Art Workshop*  
3 credits; 3 hours  
Students work on independent art projects in drawing, painting, or sculpture. The nature and direction of the art project will be established during the first week of class by the student with the direction from the studio instructor. Students will learn techniques in drawing, painting, or sculpture. Projects will be determined during the first week of class by the student with direction from the instructor. The course encompasses special assignments, including a research report and sketchbooks. There will also be discussions and group critiques.  
Prerequisite: CSE098, ENEIENXIENG099; any one of the following: HUA103, HUA110, HUA120, HUA180 or consent of instructor; Portfolio required.

HUB102 The Bilingual Child in an Urban Environment (Educational Psychology)*  
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.  
Prerequisite: CSE098, ENE/ENX/ENG099, HUN101, SSY101  
Note: This is a TAR course that follows HUN101 in the Bilingual Education Associate sequence and must be completed before the first internship.

HUB103 Principles and Practices of Bilingual Education*  
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, ENE/ENX/ENG099, HUB102

HUB200 Bilingual Language Arts*  
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, ENG101, HUB103

HUC098 Basic Communication Strategies I  
1/2 credit; 4 hours  
This course will introduce students to a core of fundamental communication skills needed to express themselves clearly. Students will work on listening skills, and standard American English pronunciation and grammar. The course is taught together with basic reading and writing courses and is designed to integrate speech with reading and writing skills. This course prepares students for HUC099. Admission to this course is based on the college placement test scores.

HUC099 Basic Communications Strategies II  
1/2 credit; 4 hours  
This course builds on the communication concepts and skills introduced in HUC098. Students will continue to practice their communication skills of listening effectively and speaking standard American English and will explore such issues as: connecting ideas, distinguishing between facts and opinions, developing specificity in language and practicing effective interviewing techniques. The course is taught together with basic reading and writing courses and is designed to integrate speech with reading and writing skills.  
Prerequisite: HUC098

HUC101 Oral Communication  
3 credits; 3 hours  
This course is designed to introduce the student to communication concepts, theories and skills which people use in personal and professional settings. Topics include: What is communication? How does culture affect communication patterns? What does self-disclosure mean? What are effective response styles? How do language choices and non-verbal cues affect the image a person projects? How can a verbal confrontation produce its intended result? What are effective ways to organize a message? How does a person prepare for and present a successful interview?  
Prerequisite: CSE098

HUC104 Speech: Voice and Diction  
3 credits; 4 hours (3 lecture, 1 lab)  
This course is designed for students who wish to improve their speaking skills. Course content will include the basic theory of the production of speech and voice, study of the speech and hearing mechanism and a survey of the sound system of regional standard English. Students will participate in an analysis of their speaking skills and use drills to modify their voice and articulation patterns.  
Prerequisite: CSE098, ENG098

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

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
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, ENG098, 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: CSE099, ENEI/ENX/ENG099, HUC101

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: CSE099
Pre-or Corequisite: ENEI/ENX/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: CSE099, HUC101
Pre- or Corequisite: ENG101

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, ENEI/ENX/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, ENEI/ENX/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, ENEI/ENX/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, ENEI/ENX/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: CSE099, ENEI/ENX/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: CSE099, ENEI/ENX/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, ENEI/ENX/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: CSE099, ENEIENX, 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: CSE099, ENEIENX, ENG099

HUC210 Group Communication
3 credits; 3 hours
This course is an extension of Oral Communication (HUC101), but its focus is on the group, rather than on the interpersonal situation. It will introduce the student to communication theories, concepts and skills which groups use in a variety of social and professional settings. Topics include: communicator characteristics which promote discussion, leadership skills, effective discussion roles and the effect of sexism on discussion roles, nonverbal messages, techniques for organizing an effective discussion, patterns of problem solving, communication skills for establishing a cooperative climate, effective ways of dealing with verbal conflicts.
Prerequisite: CSE099, ENEIENX, ENG099, HUC101

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: CSE099, ENEIENX, ENG099, MAT098

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, ENEIENX, 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, Dickinson, Wright, and West; films to be viewed may include those made by Griffith, Chaplin, Riefenstahl, Flaherty and Resnais.
Prerequisite: CSE099, ENG101; HUC150 or 270 recommended but not required.

HUC275 American Film Comedy
3 credits; 4 hours
This course surveys American film comedy through the study of comic performers and comic styles of film-making. It explores such areas as the difference between physical and verbal comedy and why we laugh at slapstick. The course includes in-class screenings and discussions. Contributions by comedians from a variety of ethnic backgrounds are highlighted. Suggested comic artists include Charlie Chaplin, Bill Cosby, W.C. Fields, the Marx Brothers and Mae West. The student should expect to spend approximately $15 for film screenings.
Prerequisite: CSE099, ENG101; HUC150 or 270 recommended but not required.

HUD101 Theatrical Dance 1*
2 credits; 2 hours 1 practice hour
This course will introduce students to ballet, modern jazz and selected ethnic dance through dance history and class performance. Students will utilize the basic techniques of each of these dance forms, including barre exercises, center practice and combinations across the floor. The basic theory of the positions and movements of the body will be explored. Leotards and tights or loose-fitting athletic wear is recommended. 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, ENEIENX, ENG099

HUE101 Modern Chinese 1
3 credits; 4 hours (3 lecture, 1 lab)
The basic course in Modern Chinese (Mandarin) is designed to develop primarily listening and speaking skills through work in the classroom and the language laboratory. Students will learn the pronunciation, grammar and vocabulary of Chinese in the context of important aspects of the culture affecting the communication process. Students will be introduced to the romanized writing system (pinyin).
Prerequisite: CSE098, ENEIENX, ENG099
Note: A student must successfully complete HUE102 before credit towards graduation is granted for HUE101 Modern Chinese 1.

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Hours</th>
<th>Description</th>
<th>Prerequisites</th>
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</thead>
<tbody>
<tr>
<td>HUI102 Modern Chinese II</td>
<td>3</td>
<td>4</td>
<td>This is a continuation of HUI101. Listening and speaking skills will be further developed through work in the classroom and the language lab. Students will learn more about Chinese pronunciation, grammar and vocabulary in selected cultural contexts. The basic Chinese writing system will be introduced.</td>
<td>CSE098, EN/E/ENX/ENG099, HUE101 or exemption exam</td>
</tr>
<tr>
<td>HUI101 Elementary French I</td>
<td>3</td>
<td>4</td>
<td>This course for beginners is designed to develop listening, speaking, reading, and writing skills through work in the classroom and the language laboratory.</td>
<td>CSE098, EN/E/ENX/ENG099</td>
</tr>
<tr>
<td>HUI102 Elementary French II</td>
<td>3</td>
<td>4</td>
<td>This is a continuation of HUI101.</td>
<td>CSE098, EN/E/ENX/ENG099, HUE101 or permission of chairperson</td>
</tr>
<tr>
<td>HUI103 Intermediate French</td>
<td>3</td>
<td>4</td>
<td>This course is designed to further develop language skills. The relationship between speaking, reading, and writing is emphasized.</td>
<td>CSE098, EN/E/ENX/ENG099, HUE102, or placement test</td>
</tr>
<tr>
<td>HUI150 Skills Maintenance in Foreign Language</td>
<td>1</td>
<td>2</td>
<td>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.</td>
<td>CSE098, EN/E/ENX/ENG099</td>
</tr>
<tr>
<td>HUK204 Perspectives on Modern Greek Culture and Literature</td>
<td>3</td>
<td>3</td>
<td>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.</td>
<td>CSE099, EN/E/ENX/ENG099, Greek Exemption Exam</td>
</tr>
<tr>
<td>HUI100 Exploring the Humanities</td>
<td>3</td>
<td>3</td>
<td>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.</td>
<td>CSE099, EN/E/ENX/ENG099</td>
</tr>
<tr>
<td>HUI101 Elementary Italian I</td>
<td>3</td>
<td>4</td>
<td>This course for beginners is designed to develop listening, speaking, reading, and writing skills through work in the classroom and the language laboratory.</td>
<td>CSE098, EN/E/ENX/ENG099, or waiver</td>
</tr>
<tr>
<td>HUI102 Elementary Italian II</td>
<td>3</td>
<td>4</td>
<td>This is a continuation of HUI101.</td>
<td>CSE098, EN/E/ENX/ENG099, HUI101 or permission of chairperson</td>
</tr>
<tr>
<td>HUK103 Intermediate Greek</td>
<td>3</td>
<td>3</td>
<td>This course is designed to further develop language skills. The relationship between speaking, reading, and writing is emphasized.</td>
<td>CSE098, EN/E/ENX/ENG099, HUE102, or placement test</td>
</tr>
<tr>
<td>HUK105 Skills Maintenance in Foreign Language</td>
<td>1</td>
<td>2</td>
<td>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.</td>
<td>CSE098, EN/E/ENX/ENG099</td>
</tr>
<tr>
<td>HUK099 Oral Practice for the Non-Native Speaker</td>
<td>1</td>
<td>4</td>
<td>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.</td>
<td>ESL098</td>
</tr>
</tbody>
</table>
HUM100 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: ESL097 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, ENE/ENX/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, ENE/ENX/ENG099

HUM111 Theory of Musical Improvisation
2 credits; 3 hours
This course will be concerned with the art of performing music as an immediate response to creative ability, that is, without the aid of manuscript, sketches or memory. Students will study the technique of spontaneous composition and improvisation, and learn how to extemporize on their principal instrument (including the singing voice).
Prerequisite: CSE098, ENE/ENX/ENG099, MAT098; and one of the following: HUM150, HUM155, HUM160, HUM165, HUM170 or HUM180

HUM140 Music Theory I
3 credits; 3 hours
This course is concerned primarily with learning to read music. A study will be made of both the sight and sound of major scales. Diatonic intervals, primary chords and key signatures also will be emphasized, and students will learn to write simple melodies in staff notation from melodic dictation.
Prerequisite: CSE098, ENE/ENX/ENG099, MAT098, HUM170 or HUM180 or by permission

HUM141 Music Theory II
3 credits; 3 hours
This course is a continuation of HUM140. A study will be made by sight and sound of melodic, harmonic and natural minor scales. Key signatures and intervals in minor modes will be emphasized. Secondary chords and their inversions as well as suspensions and passing tones will be introduced in both major and minor keys. Students will learn to write melodies in minor keys and will learn to use both primary and secondary chords and their inversions in harmonizing melodies. Students will analyze music for keys, modulations, and chord progressions.
Prerequisite: CSE098, ENE/ENX/ENG099, MAT098, HUM140 with grade of "C" or better

HUM150 Choir*
1 credit; 3 hours
Emphasis is on the preparation of choral music for performance. The repertoire will include traditional masterpieces of choral literature, Broadway show tunes and currently popular works. Choir will provide the student with an opportunity to learn and perform masterpieces of the choral literature from ancient chants to the latest contemporary works. Choir members will study the form and structure of choral works from different historical periods and learn to recognize their stylistic differences. In addition to classwork (rehearsals), the students will be prepared for public performances before audiences and on radio and TV.
A student may take Choir five quarters for credit, or audit without credit. A student may earn a total of 10 credits in Band, Contemporary Vocal Ensemble and/or Choir.
Prerequisite: CSE098
Corequisite: ENE/ENX/ENG099, MAT098

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 repertoire 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

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: ENE/ENX/ENG099, MAT098

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
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, ENEIENXENG099, MAT098, HUM101 or HUM150 or equivalent; HUM155 or equivalent

HUM160 Band*
1 credit; 3 hours
The Band will provide the student with an opportunity to learn and perform masterpieces of the instrumental literature from the Renaissance to the latest contemporary works of today. Members of the band will study the form and structure of instrumental works from different historical periods and learn to recognize their stylistic differences. In addition to classwork (rehearsals), the students will be prepared for public performances before audiences and on radio and TV. A student may take Band for 5 quarters for credit, or audit without credit. A student may earn a total of 10 credits in Choir, Contemporary Vocal Ensemble and/or Band.
Prerequisite: CSE098, ENEIENXENG099, MAT098, HUM101 or HUM150 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 had 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 the use of these skills in expressive performance.
Prerequisite: CSE098, ENEIENXENG099, MAT098, HUM101 recommended but not required

HUM166 Wind Instruments II*
3 credits; 3 hours
A continuation of HUM165, students in this course will continue to develop ensemble and solo performance skills on the instrument of their choice. Special emphasis will be placed on advanced concepts of tone, intonation, fingering, embouchure, breathing, breath control, rhythm, articulation, scales, improvisation and composition. Students will use these skills in expressive musical performance.
Prerequisite: CSE098, ENEIENXENG099, MAT098, HUM165 or equivalent; HUM101 recommended but not required
Corequisite: HUM160 desirable 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/chords and they need not have had previous guitar instruction. Guitars will be provided for student use.
Prerequisite: CSE098, MAT098

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, MAT098, HUM170 with a grade of "C" or better 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, ENEIENXENG099, MAT098

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, ENEIENXENG099, MAT098, 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, ENEIENXENG099, MAT098, HUM180 and HUM181 or by audition.

HUM200 Electronic Music*
3 credits; 3 hours
After a brief investigation into the nature and history of electronic music, students become involved in a "hands-on" discovery of the various techniques of electronic music composition, including sound collecting, sound modification, tape techniques, tape experiments, acoustics, synthesizers and synthesizer experiments. The work of each student will culminate in the creation of an electronic composition

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
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, ENEIENXIENG099, HUM140 or 180, HUM155, HUM156

HUM210 American Music
3 credits; 3 hours

This exploration of musical development in America over the past 350 years will concentrate on three major areas: the origins and changing form and character of American folk music, musical theater and “pop” music, and the evolution of the American symphonic tradition. These will be examined in the light of present and probable future developments in each area.

Prerequisite: CSE098, ENEIENXIENG099, HUM101

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, ENEIENXIENG099

HUN192 Art and Society
3 credits; 3 hours

This course examines the relationships among various art forms and the societies out of which they arise. The focus is to establish the connection between the human drive to create and the social attitudes which influence that creation and provide it with a context. Using the rich cultural resources of New York City, students will have the opportunity to explore characteristics and functions of art in other historical and cultural settings. Field trips to various art institutes in the city will constitute a significant part of the course.

Prerequisite: CSE099, ENEIENXIENG099

HUN194 The Puerto Rican Community: Minority Group Experience
3 credits; 3 hours

This course examines the Puerto Rican community in order to provide an enhanced awareness of and sensitivity to the value systems of New York City’s minorities. Students will experience first hand the cultural heritage of one of the city’s largest minorities and will learn about their contributions, conditions, and problems. Field trips will include El Barrio, Office of the Commonwealth of Puerto Rico, the Puerto Rican Traveling Theatre, and other organizations.

Prerequisite: CSE098, ENEIENXIENG099

HUN245 The New York Theatre Experience*
3 credits; 4 hours

This course involves the study of current professional and semi-professional theatre in New York City. Students will be required to attend a total of six Broadway, Off-Broadway and Off-Off Broadway plays in order to compare their content, underlying aesthetic concepts, and production techniques. (Plays may be seen on Sunday afternoons. Students will pay a total of approximately $30-$40 for theatre tickets.)

Prerequisite: CSE098, ENEIENXIENG099

HUP100 Critical Thought Skills
3 credits; 3 hours

This course seeks to aid the development of students’ thinking skills and language abilities. Concrete examples will be employed as a means of improving the students’ everyday use of concepts to organize their experience. The examples will focus on those skills which students need in order to solve problems and to make choices in their academic, career and personal lives.

Corequisite: CSE097 or CSE098 or CSE099, ENG098 or ENEIENXIENG099 or MAT098 or MAT099 or MAT109; this course is limited to students enrolled in any one or more of these courses.

HUP101 Introduction to Philosophy
3 credits; 3 hours

This course introduces students to the process of philosophical reflection. Utilizing the concept of freedom extensively, it seeks to develop the student’s ability to analyze concepts and to explore life experience in a structured and coherent fashion. Students are encouraged to develop their perceptions by critically examining their own beliefs, attitudes and assumptions in light of the philosophical analysis they encounter.

Prerequisite: CSE099, ENEIENXIENG099

HUP110 Philosophy, Value and Business Ethics
3 credits; 3 hours

This course is specially designed for students entering the world of commerce and business, 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: CSE099, MAT099 or MAT109, ENG101

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 criteria are appropriate 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: CSE099, ENEIENXIENG099, 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, 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: CSE099, ENE/ENX/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-Religion will be explored and evaluated. Special attention will be given to the phenomenon of religious experience as it occurs in the different traditions.
Prerequisite: CSE099, ENE/ENX/ENG099, HUP101 or permission of instructor

HUP240 Freedom and Life Experience
3 credits; 3 hours

This course applies the concept of freedom, as developed in HUP101, across the spectrum of one's daily activities, including work, leisure, time with family and time alone. Analysis of concepts such as work, leisure and obligation provide the framework within which students maintain logs of their daily activities and assess these activities from the standpoint of freedom.
Prerequisite: CSE099, ENE/ENX/ENG099, HUS101, HUP101

HUP250 Individual Freedom and Work Experience
1 credit; 1 1/2 hours

This course will help students explore and examine various features and dimensions of their internship/work experiences from the standpoint of freedom. Students will maintain journals in which they will respond to questions concerning the degree of freedom they have and want on the internship.
Prerequisite: CSE099, ENE/ENX/ENG099, HUP101
Corequisite: Internship placement

HUR101 Creative Thinking Theory and Practice
3 credits; 3 hours

This course is designed to explore the creative thinking process from a Humanities perspective and to develop one's creative thinking abilities. It includes an analysis of the creative thinking process, opportunities to work on projects and activities requiring creative thinking, and personal appearances by creative people discussing their work.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT098

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, ENE/ENX/ENG099;
Note: A student must successfully complete HUS101 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, ENE/ENX/ENG099, HUS101

HUS103 Intermediate Spanish
3 credits; 4 hours (3 lecture, 1 lab)

This course is designed to further develop language skills. The relationship between speaking, reading and writing is emphasized.
Prerequisite: CSE098, ENE/ENX/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 Foreign 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, ENE/ENX/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 Civilization
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 as an introduction to the study of fiction and
stylistics in the Spanish language. Students learn to identify and utilize
effective communicative strategies in written Spanish. They also
build an adequate vocabulary for career or academic purposes. Weekly
assignments will stress critical and composition skills.
Prerequisite: HUS105 or exemption exam

HUS220 Commercial Spanish*
3 credits; 3 hours
This course is designed to reinforce advanced composition and re­
search 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 similari­
ties and differences between commercial terminology in Spanish and
English.
Prerequisite: CSE098, ENG101, 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 Fanon.
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, ENE/ENX/ENG099
Note: A student must successfully complete HUZ102 before credit is
granted for HUZ101 Elementary Portuguese I

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

Library Media Resources Center

Instruction in the use of library resources is a regular part of
LaGuardia's educational program. Librarians and 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, Francine
Egger, William Grauer, Kevin Howley, Johnson Kuma, M. K.
Kuriakose, Clementine Lewis, Frederick E. Low, Terry Parker,
Kenneth E. Peeples, Jr., Louise Spain, Colette A. Wagner.

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 and
problem-solving. Students will analyze information needs, 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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109

*This course can only be used to fulfill the unrestricted elective
requirement. It cannot be used to fulfill the liberal arts requirement.
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 Essential Mathematics I
1 1/2 credits; 6 hours
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. This material includes all of MAT098 and part of MAT099.

MAT/MAB098 Basic Mathematics I
1 credit: 5 hours
This course develops arithmetic concepts and skills, particularly in the areas of whole numbers, fractions, decimals, percents, operations with signed numbers, exponents, algebraic expressions and the solution of simple first degree equations. This material includes all of MAT098 and part of MAT099.

MAT/MAB099 Basic Mathematics II
1 credit: 4 hours
This course will introduce students to basic algebraic concepts and skills, including numerical and algebraic expressions, signed numbers, solving equations, laws of exponents and graphing points. In addition, computational and problem solving skills will be reinforced. Admission to this course is based on college placement test scores. (MAB099 is the bilingual version of MAT099.)
Prerequisite: CSE098, MAT099 or MAT109

MAT103 Early Concepts of Math for Children (Formerly: Structure of the Number System I )
3 credits; 3 hours
This course combines theory with practical aspects of how children learn mathematics. Students learn how to help young children to develop numerical relationships and geometric patterns. This course is of particular value to Child Development majors, prospective elementary school teachers and paraprofessionals.
Prerequisite: CSE098, MAT099 or MAT109

MAT104 Mathematics in Elementary Education (Formerly: Structure of the Number System II )
3 credits; 3 hours
This is the second course of a two-quarter sequence devoted to the study of how children learn mathematics. The course examines the mathematics curriculum of the elementary school with an emphasis on how to teach it. Among the topics included are operations on rationals, geometry, measurement and basic notions of statistics of particular value to prospective school teachers and paraprofessionals.
Prerequisite: CSE098, MAT103

MAT106 Mathematics of Medical Dosages*
2 credits; 2 hours
This course is designed for Nursing majors and will aid them in applying basic mathematical concepts to on-the-job situations. Students will learn the various techniques of calculations. These include conversions using metric, household, and apothecary systems of measurement as well as the computational methods used in the preparation of oral medication, solutions, parenteral therapy, and pediatric dosages.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109
Corequisite: SCR101

MAT107 Mathematics and the Modern World
3 credits; 3 hours
This course introduces selected topics in mathematics which have significant application in other fields. For each topic studied, emphasis will be placed first on the mathematics itself, and then on one or more significant applications of the mathematics. Topics to be included will be chosen from the areas of number theory, algebra, probability and statistics, topology, computers, and geometry.
Prerequisite: CSE098, ENE/ENX/ENG099, MAT099 or MAT109

MAT109 Algebra and Problem Solving
4 credits; 6 hours
This course will introduce students to basic algebraic concepts including numerical and algebraic expressions, signed numbers, solution of equations, laws of exponents and graphing. Problem-solving skills will also be reinforced. Working closely with the Mathematics Laboratory, students will be able to work at their own pace during the quarter. Further topics to be covered will include the theory of linear equations, products and factors, quadratic equations, and coordinate geometry. This course is a combination of MAT099 and MAT110. Registration is restricted to students who score in a special range on the FSAP test and who have MAT110 as part of their required curriculum.
Prerequisite: MAT098

MAT/MAB110 Algebra
3 credits; 4 hours
This is a first course in algebra. Students will be able to work in close conjunction with the Mathematics Laboratory, enabling them to work at their own pace. Topics to be covered include: signed numbers, linear equations, products and factors, exponents, quadratic equations, and coordinate geometry.
(MAB110 is the bilingual version of MAT110.)
Prerequisite: MAT099 or MAT109

MAT120 Elementary Statistics I
3 credits; 3 hours
This course serves as a study of the basic concepts and computational techniques of elementary statistics. Among the topics studied are measures of central tendency, standard deviation, percentiles, statistical graphs, binomial distribution, normal distribution, probability and hypothesis testing.
Prerequisite: MAT099 or MAT109
MAT121 Elementary Statistics II
3 credits; 3 hours
As a sequel to MAT120 this course develops the methods of statistical inference including experimental design, sampling, estimation, hypothesis testing and decision making.
Prerequisite: MAT120

MAT130 Logic and Computers
3 credits; 3 hours
An introduction to logic, with emphasis on the organization and analysis of ideas, symbolic methods and the application of logic to computers and models of the brain. Beginning with deductive reasoning, the course covers formal methods, the concept of “proof,” and the use of logic in science and technology. Students will learn a simple computer language (BASIC) and use it to develop programs.
Prerequisite: ENEIENX/ENG099, MAT109 or MAT110 or high school algebra or permission of the department

MAT132 History of Mathematics
3 credits; 3 hours
This course serves as an examination of the theoretical developments of mathematics from antiquity to the end of the last century. Mathematical thought will be studied in relation to the social, economic and technological forces of various crucial periods. Among the topics treated historically are systems of numeration, logic (including an introduction to modern formalism), geometry from Euclid through Riemann, and the development of the modern computer beginning with primitive instruments.
Prerequisite: ENEIENX/ENG099, MAT109 or MAT110

MAT200 Precalculus
4 credits; 4 hours
This course is intended as a preparation for the study of calculus. Topics to be covered include a study of coordinate geometry and the analysis of the following functions: polynomial, exponential, logarithmic, and trigonometric.
Prerequisite: MAT109 or MAT110

MAT201 Calculus I
4 credits; 4 hours
This course is the first of a three-course sequence designed to provide students with an appreciation of the usefulness and power of calculus. The course covers the fundamentals of the differential calculus of elementary functions and includes an introduction to integral calculus. Among the topics studied are limits, derivatives, applications of the derivative, and integrals.
Prerequisite: MAT200

MAT202 Calculus II
4 credits; 4 hours
This is a course designed to provide students with an appreciation of the usefulness and power of calculus. Emphasis will be placed on the application of calculus to various disciplines. Among the topics studied are the definite integral, area, formal integration and applications of integration.
Prerequisite: MAT201

MAT203 Calculus III
4 credits; 4 hours
This is the third course in the calculus sequence and is designed to build upon the concepts and techniques of MAT201-202 and to provide a more rigorous conceptual grounding for the entire calculus sequence. Topics to be covered include limits and continuity, indeterminate 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. 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. The matrix is viewed both as an object possessing algebraic structure and an aid to computation.
Prerequisite: MAT201 or equivalent.

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: CSE099, ENEIENX/ENG099, MAT201, BDP101 or any programming language course
Pre- or Corequisite: MAT202

MAT235 Mathematics Using Microcomputers
4 credits; 4 hours
This course will introduce students to topics in number theory, geometry, algebra, analysis and statistics using microcomputers. Emphasis will be placed on techniques of structured programming to build a library of mathematical programs in BASIC and PASCAL. Students will also learn the elements of computer graphics, LOGO and MuMath.
Prerequisite: MAT201
MAZ098 Basic Math I - Express
0 credits; 1 1/2 hours
This course develops arithmetic concepts and skills, particularly in the areas of whole numbers, fractions, decimals, and percents. An emphasis is placed on problem-solving skills incorporating the use of the microcomputer in order to accelerate students through the MAT098 material.
Note: In this express version students will meet 5 days for 3 1/2 hours each day.

MAZ099 Basic Mathematics II - Express
0 credits; 1 1/2 hours
This course will introduce students to basic algebraic concepts and skills relating to numerical algebraic expressions, signed numbers, the solving of equations, laws of exponents, and graphing points. In addition, computational and problem-solving skills will be reinforced. This course extensively incorporates the use of the microcomputer in order to accelerate students through the MAT099 material.
Note: In this express version students will meet 5 days for 3 1/2 hours each day.

Natural and Applied Sciences Department

The Department offers courses in: natural sciences (biology, chemistry, general science, health science, and physics), applied sciences (animal health 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 and physical therapy), and urban study.

Department Faculty

CEO201 Introductory Co-op in OT: Psychosocial Dysfunction*
1 1/2 credits; 3 1/2 hours
The student is assigned to a mental health setting under professional supervision. The student learns to observe and record behavior of individuals and groups, and participates in evaluation and treatment. Placement is for one week prior to beginning of quarter in which student takes SCO201 and continues for four hours weekly throughout quarter. A weekly seminar is required.
Prerequisite: CSE099, MAT098, ENG101
Corequisite: SCO201
Pre- or Corequisite: SSY230 (The student attends a clinical site for approximately 80 hours of fieldwork.)

CEO202 Introductory Co-op in OT: Physical Dysfunction*
1 1/2 credits; 3 1/2 hours
The student is assigned to a mental health setting under professional supervision. The student will observe and participate in occupational therapy program for clients with physical dysfunction. Placement is for one week prior to the beginning of the quarter in which the student takes SCO202. Placement continues for four hours weekly throughout the quarter. A weekly seminar provides reinforcement of career concepts.
Prerequisites: CSE099, MAT098, ENG101
Corequisite: SCO202 (80 internship hours over the whole quarter)

HSB101 Bilingual Orientation to Human Services
3 credits; 3 hours
This course is offered bilingually, in English and Spanish. It provides 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; similarities and differences in program functions and service delivery styles; issues and concerns of workers and consumers with a special focus on the needs of Hispanic people.
Prerequisite: ESL098

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, ENE/ENX/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. The course will focus on the principles of human relationships through discussions, exercises, and role-playing activities. Topics will include: self-understanding, the helping relationship, using communication tools, and the professional self.
Prerequisite: CSE098, ENE/ENX/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, and a consideration of the processes involved in using activities with clients. Students will participate in selected activities and will develop a resource portfolio.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099, or MAT109, HSC102, SSY101
Corequisite: A cooperative education internship in a related setting.

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
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 organization 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: CSE099, ENEIENX IENG099, HSC101, HSC102, SSI100 or SSS100
Corequisite: A cooperative education internship in a related setting.

HSC200 Cooperative Education, Child Development*
1 1/2 credits; 7 hours
The cooperative education program for Human Service students consists of 13-week part-time internships for each of six quarters with coordinated internship seminars. Students learn to interrelate practice with theory through the internship taken each quarter along with other Human Service courses.
Prerequisite: CSE098, ENEIENX IENG099, HSC101, HSC102, HSS014 (Co-op Prep)
Corequisite: HSD170, HSD171, HSD172

HSC201 Cooperative Education Child Development*
3 credits; 7 hours
This is a full-time internship for advanced students, with permission of the coordinator.
Prerequisite: CSE098, ENEIENX IENG099, HSC101, HSC102, HSS014 (Co-op Prep)
Corequisite: HSD170, 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. Experiences in social living for young children will be developed on the basis of sound development principles and theories of learning. The emphasis on the acquisition of language and its sequential development will provide a framework for understanding the significance of language in interpersonal relationships. Curriculum experiences for children will be planned and tested in a variety of co-op field settings.
Prerequisite: CSE099, ENEIENX IENG099, HSC102, SSI100 or SSS100
Corequisite: SY101, 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 mathematics and science learning for young children. The continuing emphasis on language development will focus on building a specialized vocabulary and the communication of thinking processes.
In their co-op field settings, students will plan curriculum experiences involving concepts and operations which enable children to view mathematics and science as part of an integrated curriculum rather than as subjects taught in isolation from each other.
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, and arts materials. The continuing emphasis on language development will focus on increasing competency in conversation and developing the use of expressive language (i.e., original stories, poems, dramatizations). In their co-op field settings students will plan curriculum experiences which will enable children to engage in activities which stimulate spontaneity and originality.
Prerequisite: HSD170 or HSE109
Pre- or Corequisite: HUA101 or HUM101, SY240
Corequisite: approved co-op internship

HSE105 Understanding and Working with Handicapped Children
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 handicapping conditions. Students will learn to identify the cognitive, affective, physical and social dimensions along which handicapped children vary from normally developing children. They will develop competence in evaluating activities and materials appropriate for use with children with a range of handicapping conditions.
Prerequisite: CSE099, ENEIENX IENG099, SY240

HSE106 Communication Problems of Handicapped Children
3 credits; 3 hours
This course is designed to acquaint students with the natural development of language and an understanding of communication disorders. Students will examine the specific characteristics of communication-impaired persons and how they relate to their environment; the alternative modes of communication in relation to language utilization; and issues and concerns of workers and consumers in related educational settings.
Prerequisite: CSE099, ENEIENX IENG099, SY240 or equivalent
Pre- or Corequisite: HSE105 or equivalent

HSE109 Principles and Practice of Early Childhood*
3 credits; 3 hours
This course examines principles underlying behavior and personality development from birth to adolescence and relates classroom behavior to these two factors. Insights into normal life crises are enriched through the study of important contributions from psychology, sociology and allied fields. Tasks and growth potential of the child are examined in the light of dynamic cultural settings. In providing insight into curricula for young children, students will become familiar with some theories of learning, and will document environmental factors that promote learning.
Prerequisite: CSE099, ENEIENX IENG099, SSI100 or SSS100

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
HSG150 Introduction to Gerontological Services
3 credits; 3 hours
This course introduces students to the theoretical base of practice in the area of gerontological services in the urban environment. Substantive areas covered include: an overview of the social forces, policy issues and institutions affecting the elderly; major legislation designed to meet the service needs of the elderly, service delivery programs for the elderly, career and job opportunities. Field visits to a variety of service programs and facilities required.
Prerequisite: CSE098, ENE/ENX/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 hearing impaired 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, ENE/ENX/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, ENE/ENX/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, ENE/ENX/ENG099, HSI181

HSM120 Survey of Psychological Treatment Approaches
3 credits; 3 hours
In this course students will learn about the various treatment approaches used in mental health settings. The development, theoretical framework and uses of each approach will be considered. Psychoanalysis, behavior modification, Rogerian and other common treatment systems will be covered. The class will review case studies demonstrating each approach.
Prerequisite: CSE099, ENE/ENX/ENG099, HSC102, SSY101, internship in a human services setting or permission of the instructor

HSM200 Cooperative Education: Mental Health/Gerontology*
1 1/2 credits; 7 hours
The cooperative education program for Human Service students consists of part-time internships with coordinated internship seminars. Students learn to interrelate practice with theory through the internship taken each quarter along with other Human Service courses.
Prerequisite: CSE098, ENE/ENX/ENG099, HSC101, HSC102, HSS014 (Co-op Prep); or current employment in an approved mental health or gerontological setting
Corequisite: HSM120, HSC130, HSC135

HSM201 Cooperative Education: Mental Health/Gerontology*
3 credits; 7 hours
A full-time internship for advanced students, with permission of the coordinator.
Prerequisite: CSE098, ENE/ENX/ENG099, HSC101, HSC102, HSS014 (Co-op Prep)
Corequisite: HSM120, HSC130, HSC135

HSN103 Community Dynamics: Impact on Human Services
3 credits; 3 hours
Students will examine the urban community as an action system in the delivery of human services, the decision-making process at various community levels, the nature and interaction of special interest groups in the community decision-making process, community planning and development in the human services area, community change techniques, and special dimensions of community life in the New York City setting. Field visits will be made to community decision-making groups.
Prerequisite: CSE099, ENE/ENX/ENG099, HSC101, SS1100 or SS1100

HSN110 Perspectives on Homelessness
3 credits; 3 hours
Students in this course will study homelessness as a social problem. Among the topics surveyed will be factors contributing to the rise of homelessness, the meaning of homelessness to homeless people and to the general public, and the emerging role of services to homeless people as a significant element of the human services system. The course will cover 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: CSE099, MAT098, SS1100 or SS1100 or SSS101 or SSS101 or SSY101
Pre- or Corequisite: ENG101

SCB101 Topics in Biological Sciences
3 credits; 4 hours (2 lecture, 2 lab)
This course gives 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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109

SCB150 Introduction to Histology
3 credits; 5 hours (1 lecture, 4 lab)
This course is an introduction to the theory of histology and practice of histotechnique. Special emphasis will be given to the actual preparation of histological specimens from animal tissue, including the proper procedures for the fixation, embedding, sectioning, staining and mounting of various tissue types.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCC101 or SCC140 or SCC201

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
SCB160 Food Microbiology
4 credits; 6 hours (3 lecture, 3 lab)
This course is an introduction to the science of food, with emphasis on microorganisms which affect it. Digestive 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 (spring).
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, 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 (3 lecture, 1 recitation, 2 lab each quarter)
This course is an integrated two-quarter 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, evolution of various organ systems (fall and winter). SCB202: Diversity of animal, plant, and protist life, evolution, and relationship to man. The principles of ecology and problems of urban development (spring and summer).
Prerequisite: For SCB201: CSE099, ENE/ENX/ENG099, MAT099 or MAT109
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 physiological experiments and gross and microscopic anatomy using the cat as a dissection subject. Topics will include the chemistry of life, the cell, skeletal, muscular, digestive and excretory systems.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109

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 physiological experiments and gross and microscopic anatomy experiments, using the cat as a dissection subject. Topics will include the cardiovascular, nervous, endocrine, respiratory, and reproductive systems.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCB203

SCB210 Comparative Vertebrate Anatomy and Physiology
5 credits; 7 hours (3 lecture, 4 lab)
This course is a survey of the evolution, anatomy and physiology of the major vertebrate classes. The course will include dissection of representative vertebrates and a comparative study of their organ systems.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCC140, SCN101 for students in Animal Health Technician Program; SCB201 and SCB202 for all Associate of Science students

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 utilizing techniques of staining, culturing, fermentation reactions and microscopic inspection.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCB202 or SCB204 or SCB210 or equivalent

SCC101 Topics in Chemistry
3 credits; 4 hours (2 lecture, 2 lab)
This course is a one-quarter 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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109

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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109

SCC200 Essentials of Inorganic Chemistry
4 credits; 6 hours (3 lecture, 3 lab)
This is a one-quarter course surveying the basic principles of general chemistry with particular emphasis on their role in health-related disciplines. Topics include atomic structure, classes of chemical reactions, solutions, chemical equilibrium, acids and bases, electrolytes and nuclear chemistry. Laboratory exercises complement the lecture instruction.
Prerequisite: CSE099, ENE/ENX/ENG099
Pre- or Corequisite: MAT110

SCC201, 202 Fundamentals of Chemistry I and II
4 credits; 6 hours (3 lecture, 1 recitation, 2 lab each quarter)
This is a two-quarter 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 (Fall and Winter)
SCC202: solutions, acid-base theory, chemical equilibrium, electrochemistry (Spring)
Prerequisite: For SCC201: CSE099, ENE/ENX/ENG099, MAT110
For SCC202: SCC201
SCC250 Essentials of Organic Chemistry
4 credits; 6 hours (3 lecture, 3 lab)
This is a one-quarter course surveying the basic principles of organic chemistry stressing their role in the health science. Topics include nomenclature, classes of organic compounds and their characteristic properties and reactions. Proteins, enzymes, and an introduction to metabolism are also included. Laboratory exercises provide practical experience of the lecture concepts.
Prerequisite: CSE099, ENE1/ENX/ENG099, MAT099 or MAT109, SCC200 or SCC202

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: CSE099, ENE1/ENX/ENG099, MAT098

SCD200 Nutrition I—Introduction to Nutrition (Formerly: SCD210)
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: MAT099 or MAT109, ENG101
Pre- or Corequisite for D.T. students: SCB203

SCD201 Nutrition II (Formerly: SCD211 Nutrition Care 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: CSE099, ENG101, MAT110, SCB203, SCD200 or SCD210
Pre- or Corequisite: SCB204
Corequisite: SCD221 for D.T. students only

SCD202 Nutrition III*
3 credits; 3 hours
This course is a continuation of the study of the relationship between diet to disease begun in Nutrition II. Emphasis will be placed on the dietary implications of gastrointestinal diseases, disease of the liver, pancreas, gallbladder and kidney, cancer, surgery and burns.
Prerequisite: CSE099, ENG101, MAT110, SCB203, SCB204, SCD201 or SCD211
Corequisite: SCD222 for D.T. students only.

SCD203 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: CSE099, MAT110, ENG101, SCB203, 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 practices. Professional cooking techniques are utilized and students are introduced to the organization of the classical kitchen.
Prerequisite: CSE099, ENE1/ENX/ENG099, SCD100, SCD250
Pre- or Corequisite: MAT110

SCD206 Applied Dietetics*
2 credits; 2 hours
This course will introduce students to the concepts, techniques and skills necessary for the application of nutritional therapy. Topics to be addressed include medical terminology, interviewing, counseling and instructional techniques for client education. Students will also be introduced to the application of computers in dietetic practice.
Prerequisite: CSE099, ENE1/ENX/ENG099, MAB099, MAT099 or MAT109, SCD200

SCD221 Nutrition Field Experience II*
2 credits; 1 seminar hour, 16 fieldwork hours
This fieldwork course is an application of the principles learned in Nutrition II. 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: ENG101, MAT110, SCB203, SCD260, and permission of D.T. coordinator.
Corequisite: SCB204, SCD201

SCD222 Nutrition Field Experience III*
2 credits; 1 seminar hour, 16 fieldwork hours
This fieldwork course is an application of the principles learned in Nutrition III. 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, trauma, and burns. Attendance at a weekly seminar is required. Students must provide proper uniform, liability insurance, and evidence of a physical examination.
Prerequisite: CSE099, ENG101, MAT110, SCB204, SCD221, and permission of D.T. coordinator.
Corequisite: SCD202

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
SCD250 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: CSE099, MAT099, ENG101, SCD100
Corequisite: SCD260 for D.T. students only

SCD251 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: CSE099, ENE/ENX/ENG099, MAT098, SCD250, SCD260
Corequisite: SCD261 for D.T. students only

SCD252 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: CSE099, ENE/ENX/ENG099, MAT110, SCD250

SCD253 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: CSE099, ENE/ENX/ENG099, MAT110, 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 Foodservice Management I. 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: CSE099, ENE/ENX/ENG099, MAT110, SCD100
Corequisite: SCD250

SCD255 Dietetic Field Experience IV*
2 credits; 1 classroom hour, 16 fieldwork laboratory hours
This fieldwork course provides for the application of the principles learned in Nutrition IV and Foodservice Management IV. The student will refine skills acquired from previous academic and fieldwork experiences. The student will choose placement at a foodservice management, clinical nutrition or community nutrition site. Attendance at a weekly seminar designed to prepare the student for entrance into the job market is required. Students must provide evidence of liability insurance and physical examination.
Prerequisites: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCD222
Corequisite: SCD250, SCD253

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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCB203, EMT-A Certification
Corequisite: SCD204

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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCB203, EMT-A Certification
Corequisite: SCE200, SCE210, SCE251, SCE265

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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCB203, SCB204, SCE251, EMT-A Certification

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCB204 or SCE200 or SCE251, EMT-A Certification
Pre- or Corequisite: SCE266 or SCE202 or SCE252

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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCE200, SCB203, EMT-A Certification
Pre- or Corequisite: SCB204

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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCB203, EMT-A Certification
Pre- or Corequisite: SCB204, SCE200, SCE251

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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCB203 or SCB204, EMT-A Certification
Pre- or Corequisite: SCE200, 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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCE210, SCE265, EMT-A Certification
Pre- or Corequisite: SCE202, SCE252, SCE271

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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCB203 or SCB204, EMT-A Certification
Pre- or Corequisite: SCE200 or SCE210 or SCE251

SCE275 Operations, Crisis, Behavioral Emergencies and Clinical *
2 credits; 2 hours
An overview of behavioral emergencies, related medical/legal issues, methods of evaluation and management will be presented. Techniques specific to the geriatric patient will be stressed. EMS and paramedic field operations will be presented, emphasizing triage, radio/telemetry and unusual incidents. Discussion of stress on the paramedic will be the basis to study its management. Clinical observation in the psychiatric unit is required.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCE200 or SCE251 or SCE265, EMT-A Certification
Pre- or Corequisite: SCE202

SCE285 Seminar in Paramedic Technology and Clinical*
1 credit; 25 hours (1 lecture, 24 clinical)
Medical and trauma scenarios will enable students to practice paramedic techniques, develop diagnostic abilities, and decision-making skills and to apply treatment modalities. Case studies from clinical rotations will be discussed and their management will be evaluated. Clinical rotations with medical examiner and in the intensive care units will be required.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCB203 or SCB204, SCE200 or SCE210 or SCE251, EMT-A Certification

SCH11 Aging as a Health Process*
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, MAT098, ENG101

SCH113 Techniques with the Visually Impaired: Scopes/Uses*
2 credits; 2 hours
This course will provide the student with an awareness of, and a basic orientation to approaches used in services for the blind and visually impaired. Topics related to the visually impaired will include: attitudes toward the blind, common dysfunction of the eye, agencies and programs available and specific living techniques, e.g., skills in eating, cooking, grooming and communication.

Prerequisite: CSE099, ENE/ENX/ENG099

SCH120 Therapeutic Approaches in Pediatrics in the Community*
2 credits; 2 hours
This course is designed as a basic orientation to therapeutic approaches in pediatrics. Topics will include: types of disabilities; types of facilities; roles of the therapist working with a pediatric population; the relationship of various members of the health care team; specific approaches to therapeutic technology, e.g., modification, perceptual motor training and future trends in pediatric services.

Prerequisite: SCH1195; O.T. majors or students with an equivalent background upon receipt of permission from the instructor.
Pre- or Corequisite: ENG101

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: CSE099, ENE/ENX/ENG099

SCN101 Introduction to Animal Health Technology* (formerly: SCV101)
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: CSE099, ENE/ENX/ENG099, MAT098 or MAT109

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 current trends. Visits to local health facilities (i.e., hospitals, nursing homes) are included.

Prerequisite: CSE098, ENE/ENX/ENG099, MAT098, major in Allied Health or permission of instructor

SC0201 Occupational Therapy Theory and Practice in Psychosocial Dysfunction*
3 credits; 3 hours
This course examines the philosophy, theories and techniques of occupational therapy for clients with psychosocial dysfunction. This includes concepts of observation and assessment, group and individual treatment, the use of self in the therapeutic relationship, selection of appropriate media, and professional communication. The role of the occupational therapy assistant in psychiatry and the principles of supervision are also introduced. This course is linked to SCO201, which must be taken in the same quarter.

Prerequisite: CSE099, ENE/ENX/ENG099, SCO210
Pre- or Corequisite: CEO201, ENG101, SSV230, SSV240

SC0202 Occupational Therapy Practice in Physical Dysfunction*
3 credits; 3 hours
This course will examine theory and application of occupational therapy for patients of all ages with physical disabilities. It will also include various approaches in prevention, evaluation of capabilities and deficits in functioning, and methods of treatment.

Prerequisite: CSE099, ENE/ENX/ENG099, SCO210
Pre- or Corequisite: CEO202, ENG101, SCO230, SCO212

SC0203 OT Theory/Practice in Pediatrics and Developmental Disabilities*
3 credits; 3 hours
This course examines the philosophy, theories and techniques of occupational therapy for children and adults with developmental disabilities and multiple handicaps (e.g. cerebral palsy, mental retardation.) Emphasis is on the skills needed to provide services in the areas of adapted feeding and dressing, therapeutic handling and skills development. Approaches for instructing developmentally disabled individuals and for interacting with their families will be explored. Three field visits are included.

Prerequisite: CSE099, MAT098, SCO202, SCO212
Pre-or Corequisite: SCO242

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
SC0210 Occupational Therapy Skills and Application I*
3 credits; 5 hours (1 lecture, 4 lab)
The student will learn basic principles of occupational therapy and general methods for instructing activities. The student will also acquire skills in various handicrafts and recreational activities. The analysis and adaptation of activities to meet the therapeutic needs of patients will be a major emphasis. Skills will include fiber crafts, leather, metal, mosaics, art and scrap crafts.
Prerequisite: CSE098, ENE/ENX/ENG099, MAT098, SCN195

SC0212 Occupational Therapy Skills/Application III: Life Tasks*
3 credits; 5 hours (1 lecture, 4 lab)
This course will identify and examine the roles and skills essential for an individual's adaptation to the home situation or institutional setting, assessment of the nature and level of work and recreational capacities and self-care skills. Activities include orthotics, prosthetics, activities of daily living, homemaking for the handicapped, adaptive equipment and administration of pre-vocational tests.
Prerequisite: CSE098, MAT098, ENG101, SC0210

SC0225 Occupational Therapy Skills and Application II*
2 credits; 4 hours
This course provides a basic experience in woodworking, weaving and ceramics, emphasizing their therapeutic use in occupational therapy. Students will engage in construction of projects with a focus on developmental, motor, cognitive, perceptual, interpersonal and affective components. Students will also have an opportunity to instruct a simulated patient.
Prerequisite: CSE099, MAT099 or MAT109, SC0210
Pre- or Corequisite: ENG101

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 etiology, pathology, symptoms, management and prognosis. Knowledge of proper terminology and techniques of literature review will also be emphasized.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCB204 or equivalent

SC0242 Physical Aspects of Human Growth and Development*
3 credits; 3 hours
This course presents an overview of human biological development as it affects functional performance throughout the life cycle. 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 non-human environment in facilitating and supporting healthy development is emphasized.
Prerequisite: CSE099, MAT098, ENG101, SCB204

SC0290 Occupational Therapy Internship in Psychosocial Dysfunction*
3 credits; 7 hours (1 quarter full-time)
The student is assigned full-time to a clinical facility under professional supervision. The internship provides exposure to clients with psychosocial dysfunction, (psychiatric patients whose diagnosis may include schizophrenia, affective disorders, organic mental disorders, substance abuse disorders, etc.) The student will have opportunities to practice treatment approaches and the use of activities with this population. Communication (written and oral) with other treatment professionals is required. A biweekly seminar provides reinforcement of career concepts. (Scheduled 2 hours every other week.)
Prerequisite: CSE099, ENG101, MAT098, SC0201, CEO201, SSY260, SC0225 and permission of O.T. Coordinator

SC0291 OT Clinical Internship Physical Dysfunction*
3 credits; 7 hours (1 quarter full-time)
The student is assigned full-time to a clinical facility (e.g. rehabilitation center, school for the handicapped, general hospital) under professional supervision. The internship provides exposure to clients with physical dysfunction (e.g., stroke, paraplegia, arthritis) and opportunities to practice, under supervision, a variety of treatment approaches. Communication (written & oral) with other treatment professionals is required. A biweekly seminar provides reinforcement of career concepts (scheduled 2 hours every other week.)
Prerequisite: CSE099, ENG101, MAT098, CEO202, SC0202, SC0212, SC0225, SC0240 and permission of O.T. Coordinator

SC0292 Health and Humanities—Creative Arts Therapy*
3 credits; 7 hours
This course will focus on how such areas as art, drama, dance, music, are used in activities therapy as an adjunctive means of achieving health-related goals. The student will explore career opportunities available in the activity therapies, and will review their academic and clinical requirements. In addition, the student will become familiar with the competencies of specific activity therapists, and learn how such knowledge and skills facilitate the patient's development. On-site practical periods and/or co-op placements (ranging from 3 partial days per week to full time for the quarter) will provide the student with an opportunity to critically observe and analyze the practical application of the creative arts therapies as an approach to health care.
Prerequisite: CSE098, ENE/ENX/ENG099, MAT098, and permission of instructor

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: CSE099, ENE/ENX/ENG099, MAT098, and permission of instructor

SCP140 Topics in Astronomy
3 credits; 4 hours (2 lecture, 2 lab)
This course surveys modern astronomy with special emphasis on recent development in space, astrophysics, and radio astronomy.

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
Among the topics to be covered will be planetary astronomy; the moon and the space program; life on other worlds; energy production in stars; stellar evolution; pulsars, quasars, "black holes," and cosmological theories. Laboratory periods will include use of LaGuardia's Astronomy center—including the planetarium and telescope—plus field trips to planetariums and observatories in the NYC area.

Prerequisite: CSE099, ENEIENX/ENG099, MAT099 or MAT109

SCP201, SCP202 Fundamentals of Physics I and II
4 credits; 6 hours (3 lecture, 1 recitation, 2 lab)

Fundamentals of Physics I and II are together a two-quarter 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 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, MAT109 or MAT110
For SCP202: CSE098, MAT109 or MAT0110, SCP201

SCP240, SCP241, SCP242 General Physics I, II and III
4 credits; 6 hours (3 lecture, 1 recitation, 2 lab each quarter)

General Physics I, II and III are together a three-quarter sequence in physics for science and engineering students. The topics covered in the first quarter 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 quarter include: heat and temperature; the laws of thermodynamics; kinetic theory; entropy, oscillations; wave motion; properties of light; optics. The topics covered in the third quarter include: electrostatics; DC circuits; magnetism and magnetic materials; AC circuits; special relativity; modern physics. This is a calculus-based physics course.

Prerequisite: For SCP240: EN/E/E/ENG099
Pre- or Corequisite: MAT200
Prerequisite: For SCP241: EN/E/E/ENG099, SCP240
Pre- or Corequisite: MAT201
Prerequisite: For SCP242: EN/E/E/ENG099, SCP241
Pre- or Corequisite: MAT202

SCP250 Engineering Mechanics: Statics
2 credits; 2 hours

This course is an intermediate study of mechanics covering the fundamental principles of force, moments, centroids, shear, friction, virtual work; offered in the Fall.

Prerequisite: EN/E/E/ENG099, MAT201, SCP240

SCP251 Engineering Mechanics: Dynamics
2 credits; 2 hours

This course is an intermediate study of mechanics covering the fundamental principles of dynamics and their application to problems involving particles and systems of particles. Topics include: vectors, kinematics, energy and conservative forces, central forces and celestial mechanics, mechanics of systems of particles and of rigid bodies, non-inertial reference frames; offered in the Spring.

Prerequisite: ENEIENX/ENG099, MAT202, SCP240

SCR101 Introduction to the Nursing Process*
5 credits; 10 hours (3 lecture, 1 lab, 4 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 phase of the nursing process to identify baseline data related to basic health needs. Campus laboratory experiences stress the development of fundamental nursing skills. Clinical practice in area hospitals and health related facilities involves care of clients with health problems. Proper uniform, liability insurance and physical examinations are required. Students provide their own transportation to hospitals.

Prerequisite: CSE099, ENEIENX/ENG099, SCR105, Pre-nursing index of 2.5 or above and permission of Nursing Program Director
Corequisite: MAT106, SCB204

SCR201 Nursing Process I*
6 credits; 12 hours (3 lecture, 3 lab, 6 clinical)

This course stresses the application of nursing and scientific concepts to the care of childbearing families and their infants. The effects of pregnancy on the needs of the mother and family are considered. Emphasis is placed on the formulation of nursing diagnoses and the implementation of plans of care. Experiential learning offers opportunities to provide care during the antepartal, intrapartal and postpartal periods of the pregnancy. The assessment of clients' physical and behavioral responses will be explored as well as the determination of short and long term goals of intervention. Focusing on the use of self as a therapeutic agent, students will learn to apply psychiatric nursing principles and therapeutic communication skills to promote and maintain the mental health of all clients as well as assist those who are mentally ill. Experience will be provided in a variety of mental health/psychiatric settings and in the campus laboratory.

Pre-requisite: MAT106, SCB204, SCR101
Pre- or Corequisite: SSY240

SCR205 Nursing Process II*
6 credits; 12 hours (3 lecture, 3 lab, 6 clinical)

This course will focus on the psychosocial needs of the client throughout the life cycle. The assessment of clients' physical and behavioral responses to stress will be explored as well as the determination of short and long term goals of intervention. Focusing on the use of self as a therapeutic agent, students will learn to apply psychiatric nursing principles and therapeutic communication skills to promote and maintain the mental health of all clients as well as assist those who are mentally ill. Experience will be provided in a variety of mental health/psychiatric settings and in the campus laboratory.

Pre-requisite: SCR201, SSY240
Pre- or Corequisite: SCB260

SCR250 Nursing Process III*
7 credits; 13 hours (4 lecture, 9 clinical)

This course will focus on nursing measures used to meet the needs of adults and children with common physical health problems. Utilizing the nursing process, students will develop appropriate plans of care for one or two clients with non life-threatening health problems. Emphasis will be placed on determining priorities of nursing diagnoses and client goals as well as implementing plans in an organized manner.

Prerequisite: SCB260, SCR205

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
SCR255 Nursing Process IV*
7 credits; 13 hours (4 lecture, 9 clinical)
This course focuses on care of adult and child clients whose ability to age groups.
Experiential learning in acute care facilities will offer the student opportunities to apply this knowledge in providing care to clients of all age groups.
Prerequisite: SCR250
Pre- or Corequisite: SCR295

SCR295 Contemporary Issues in Nursing*
2 credits; 2 hours
This course provides students with the opportunity to discuss contemporary nursing issues and trends in light of their historical perspective as well as their impact on nurses and the nursing profession. Emphasis will be placed on the role of the Associate Degree nurse and the transition from student status to member of the health team.
Prerequisite: SCR250
Pre- or Corequisite: SCR255

SCS100 Topics in Ecology
3 credits; 4 hours (2 lecture, 2 lab)
This course is a study of the interrelationships between organisms and their environment. Special emphasis will be placed on the physical and biological factors that influence man’s adaptation to the urban environment. Laboratory work will center around methods of study of urban ecology and pollution analysis.
Prerequisite: CSE098, ENE/ENX/ENG099, MAT098

SCS101 History of Science
3 credits; 3 hours
This course presents science as an evolving and ever-changing dynamic area of study. The course begins with Greek theories of the solar system and theories of motion. It traces changes in scientific theories from Greek times until the 20th century. History of astronomy, physics, chemistry and biology is surveyed. The role of perseverance, luck and inventiveness in science also is highlighted. The rise and fall of theories as well as reasons for supporting and rejecting the various theories are surveyed.
Prerequisite: CSE098, ENE/ENX/ENG099, MAT098

SCS111 Science and Modern Society
3 credits; 3 hours
This is a study of the interaction between science and society in the modern world. Topics are to be chosen from underdevelopment, use and misuse of technology, medical care, computers and unemployment, pollution, present day genetics, funding for science, and alienation from science and technology. No scientific background is needed.
Prerequisite: CSE098, ENE/ENX/ENG099, MAT098

SCS150 Mentoring: The Helping Relationship
3 credits; 3 hours
This course offers a study of and experience in the helping relationship. Theoretical approaches dealing with 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 to promote career development. Students will be involved in seminar discussions, training, field visits. Each participant will serve as mentor in supervised experience with a high school student.
Prerequisite: CSE099, MAT099 or MAT109, ENG101 and one of the following: ENG104 or HSC102, or HUC101 or SSY101 minimum cumulative GPA of 2.0

SCS101 Introduction to Physical Therapy*
2 credits; 3 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, and medical/legal aspects of physical therapy services, vital signs, medical terminology, communication skills, and record keeping.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109
Pre- or Corequisite: SCB203

SCS102 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 and principles of body mechanics.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCB203, SCS101
Pre- or Corequisites: SCB204

SCS103 Therapeutic Procedures I*
4 credits; 6 hours (2 lecture, 4 lab)
This course will focus on the principles and use of heat, cold, water, 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. A visit to a hydrotherapy department will be a required course activity.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCB203, SCS101
Pre-Corequisites: SCB204, SCS202

SCS104 Therapeutic Procedures II*
4 credits; 6 hours (2 lecture, 4 lab)
This course covers advanced physical therapy procedures and techniques. Topics include: Use and application of short-wave and microwave diathermy, ultrasound, electrical stimulation, and pelvic and cervical traction. Pain control techniques are discussed, including the use of acupuncture, T.E.N.S. and biofeedback. Physical therapy techniques for the treatment of respiratory disorders are included.
Prerequisite: CSE099, ENG099, MAT099 or MAT109, SCB204, SCS202, SCS211

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
SCT225 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: CSE099, ENG099, MAT099 or MAT109, SCB204, SCT202

SCT250 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: CSE099, MAT099 or MAT109, ENG101, SCB204, SCT101, SCT202, SCT225

SCT291 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: CSE099, MAT099 or MAT109, ENG101, SCT101, SCT202, SCT211, SCT212, SCT225, SCT250, and permission of P.T. Coordinator.

SCT292 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: CSE099, MAT099 or MAT109, ENG101, SCT101, SCT202, SCT211, SCT212, SCT225, SCT250, SCT291, and permission of P.T. Coordinator.

SCV201: 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, anesthetia 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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCN101
Corequisite: SCB210

SCV210 Veterinary Nursing I*
4 credits; 6 hours (3 lecture, 3 lab)
This course introduces students to the technical procedures of humane 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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCB210

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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCB210, 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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, 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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SCV211

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 techniques for restraint, administration of medication, sample collection, bandaging, surgical preparation and assistance, and positioning for radiology.

Prerequisite: CSE099, ENEIENX1ENG099, MAT099 or MAT109, SCV201
Pre- or Corequisite: SCV210
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, Asjnett V. Jones, Joann Lanaro, Catherine Lisanti, Margarita Lopez, Paula Murphy, Robert J. O’Pray, Linda Ranton, Marian Rutledge, Marie Sacino-Erlich, Rosemary Sclafani.

SEC100 Stenography I (Gregg)
2 credits; 4 hours
Students will receive an intensive presentation of the basic theory of Gregg shorthand. At the conclusion of the quarter, students are expected to have mastered the basic principles of 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, ENG098

SEC102 Stenography I (Machine Shorthand)
2 credits; 4 hours
Students will receive an intensive presentation of the basic theory of Machine Shorthand. At the conclusion of the quarter, 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, ENG098

SEC110 Stenography II (Gregg)
2 credits; 4 hours
This course completes the presentation of the basic principles of Gregg shorthand and provides for speedbuilding in both reading and writing of shorthand. Final writing speed goal is a minimum of 50 words per minute. Pre-transcription drills are commenced in preparation for typewritten transcription.
Prerequisite: CSE099, ENEIENX1ENG099, SEC100, SEC131 or SEC140

SEC112 Stenography II (Machine)
2 credits; 4 hours
This course completes the presentation of the basic principles of Machine Shorthand and provides for speedbuilding in both reading and writing of shorthand. Final writing speed goal is a minimum of 50 words per minute. Pre-transcription drills are commenced in preparation for typewritten transcription.
Prerequisite: CSE099, ENEIENX1ENG099, SEC102, SEC131 or SEC140

SEC120, 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: CSE099, SEC110 or waiver
Pre- or Corequisite: ENG101, SEC133 or SEC142

SEC122 Stenography III (Machine)
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: CSE099, SEC112
Pre- or Corequisite: ENG101, SEC133 or SEC142

SEC131 Keyboarding I (Formerly SEC140 Typewriting I)
2 credits; 4 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-style business letters, large envelopes, and unbound manuscripts will be stressed. The final minimum speed goal is 30 gross words a minute for three minutes with a maximum of three errors.
Prerequisite: ESL098

SEC132 Keyboarding II: Production Formatting (Formerly SEC141 Typewriting II)
2 credits; 4 hours
This course is designed to increase the skills of students who possess a minimum speed of 30 gross words a minute using touch keyboarding. Intensive speed, accuracy, and reinforcement drills will be stressed. Basic formats and coding for correspondence, tabulations, manuscripts, and footnotes will be introduced. The final speed goal is a minimum of 40 gross words per minute for five minutes with a maximum of five errors.
Prerequisite: SEC131 or SEC140; ESL098

SEC133 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
This course is designed for students who will seek positions requiring skills in office procedures. Basic instruction is provided in keyboarding, office filing, telephone techniques, and handling of routine correspondence. Emphasis will also be placed on developing proper work habits, effective human relations skills, competency in organizing and prioritizing work assignments and on improving proofreading and listening skills. Closed in Office Technology/Secretarial Science degree and certificate students.

Prerequisite: CSE098
Pre- or Corequisite: ENE/ENX/ENG099

SEC171 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 testing will be stressed. Students will develop a minimum speed of 90 wpm with 95% accuracy using literary, Jury Charge, and testimony dictation materials.

Prerequisite: CSE099
Pre- or Corequisite: ENE/ENX/ENG099

SEC172 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: CSE099, ENE/ENX/ENG099, SEC171
Corequisite: SEC175

SEC185 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 medical terminology so that those in the field of court and convention reporting will have the skills necessary to record verbatim the 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 verbatim reporting.

Prerequisite: CSE099, MAT098, ENG101, SEC172, SEC175
Corequisite: SEC271

SEC235, 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. Development of typing speed, machine transcription of legal documents and correspondence, spelling, and punctuation will be stressed.

Prerequisite: CSE099, ENE/ENX/ENG099, AMM110, SEC120 or SEC121 or SEC122, SEC133 or SEC142
Pre- or Corequisite: SEC145
Corequisite: SEC265 or SEC266 or SEC267
SEC245, 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, further development of typewriting speed, machine transcription on word processors, and continued exercises in spelling and punctuation.
Prerequisite: CSE099, ENG101, AMM110, SEC235 or SEC236 or SEC237
Corequisite: SEC275 or SEC276 or SEC277

SEC250 Educational Problems of the School Secretary: Part I
2 credits; 2 hours
This course is one of three courses designed to prepare a student for the School Secretary License Examination. It will cover the by-laws of the Board of Education, guidance procedures, practical psychology for the school secretary, ethics of the school secretary and issues of special education.
Prerequisite: CSE099, EN1E/ENG099

SEC251 Educational Problems of the School Secretary: Part II
2 credits; 2 hours
This course is a continuation of SEC250. It deals with the organization of the New York City public school system, circulars and directives as they apply to the school secretary. The philosophy of education and the interpretation of educational statistics is also introduced.
Prerequisite: CSE099, ENG101, AMM110, SEC250

SEC255 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. Classroom will consist of actual analysis of selected school records and accounts. Day-to-day procedures will be reviewed, discussed and analyzed.
Prerequisite: CSE099, ENG101, AMM110, SEC250

SEC260 Business Communications
3 credits; 3 hours
This course provides instruction and practice for the secretary in how to exercise various communication tasks in business. Written activities will focus on business letters, memoranda, application letters, cover letters, and resumes. Oral activities will include simulation of office situations, telephone inquiries, etc. Special consideration will be given to the mechanics of written English.
Prerequisite: CSE099
Pre- or Corequisite: ENG101

SEC265, 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 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 reinforced.
Prerequisite: CSE099, ENG101, AMM110, SEC145, SEC265 or SEC266 or SEC267, Corequisite: SEC245 or SEC246 or SEC247

SEC266 or SEC267, Corequisite: SEC245 or SEC246 or SEC247

SEC260 Business Communications
3 credits; 3 hours
This course provides instruction and practice for the secretary in how to exercise various communication tasks in business. Written activities will focus on business letters, memoranda, application letters, cover letters, and resumes. Oral activities will include simulation of office situations, telephone inquiries, etc. Special consideration will be given to the mechanics of written English.
Prerequisite: CSE099
Pre- or Corequisite: ENG101

SEC265, 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 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 reinforced.
Prerequisite: CSE099, ENG101, AMM110, SEC145, SEC265 or SEC266 or SEC267, Corequisite: SEC245 or SEC246 or SEC247

SEC270 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, interoffice relationships, and organizational structure will be covered through job-related projects. Basic filing rules, mail procedures, electronic mail, telephone techniques, and telecommunications will also be discussed. Hands-on training will be conducted in electronic calendaring and filing. The Teletrainer will be used for hands-on telephone training.
Prerequisite: SEC132 or SEC141
Pre- or Corequisite: ENG101, SEC145
Note: This is the first TAR course and must be completed before your first internship.

SEC271 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: CSE099, MAT098, ENG101, SEC172, SEC175
Corequisite: SEC185

SEC272 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: CSE099, ENG101, SEC271

SEC275, 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 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: CSE099, ENG101, AMM110, SEC145, SEC265 or SEC266 or SEC267, Corequisite: SEC245 or SEC246 or SEC247
**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. Courses are presented in that order.

**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: CSE099, ENE/ENX/ENG099, SSI100 or SSS100

**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: CSE099, ENE/ENX/ENG099, SSI100 or SSS100

**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: CSE099, ENE/ENX/ENG099, SSI100 or SSS100

**SSA150 The Dynamics of Culture Change**
3 credits; 3 hours

This course examines the responses of the peoples and cultures of the Third World to the expansion of Western Society. It focuses on the changes brought about by colonialism, modernization, development, nation building and the emergence of a global economy in selected
societies of Asia, Africa and Latin America. Case studies are examined to understand the factors that promote stability, change and revolution.  
Pre-requisite: CSE099, ENE/ENX/ENG099, MAT098 or MAT099, SS1100 or SS1100

**SSA205 Human Evolution, Variation and Biology**  
4 credits; 6 hours (3 lecture, 3 lab)  
This course introduces students to the evidence for human evolution and the relationship of humans to the rest of the biological world. Through class discussions, readings and laboratory studies, students will examine how the scientific process is applied to the study of human biological variation and development. The unique cultural and social development and characteristics of the human species will also be covered.  
Pre-requisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SS1100 or SS1100

**SSD/BDP105 Computer 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, ENE/ENX/ENG099, MAT098

**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.  
Pre-requisite: For Accounting, Business Administration or Management majors: CSE098, ENE/ENX/ENG099  
For all others: CSE098, ENE/ENX/ENG099, SS1100 or SS1100  
Pre- or Corequisite: MAT099 or MAT109

**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.  
Pre-requisite: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SSE101

**SSE110 Consumer Economics (Formerly: Consumer Economics and Personal Finance)**  
3 credits; 3 hours  
The course examines the role of the consumer in the American market economy. In addition, it seeks to illuminate consumer concerns in daily economic transactions. Topics include: consumer behavior, the relation of consumption to the nation’s wealth, the consumer movement and consumer organizations, consumer protection laws, and the consumer’s stake in such economic policies as protective tariffs, monetary policy, agricultural supports and anti-inflation measures.  
Pre-requisite: CSE098 or CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SSE101 for accounting or business majors; SS1100 or SS1100 for liberal arts majors

**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.  
Pre-requisite: CSE099, ENE/ENX/ENG099, MAT098, SS1100 or SS1100

**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.  
Pre-requisite: CSE099, ENE/ENX/ENG099, SS1100 or SS1100

**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.  
Pre-requisite: CSE099, ENE/ENX/ENG099, SS1100 or SS1100

**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.  
Pre-requisite: CSE099, ENE/ENX/ENG099, SS1100 or SS1100

**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.  
Pre-requisite: CSE099, ENE/ENX/ENG099, SS1100 or SS1100

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
SSH210 Work in America (Formerly: Labor History)  
3 credits; 3 hours  
This course will investigate the changing circumstances of workers in America from the Colonial period to the present. It will cover the rise of the labor movement and the role of women and minorities in the changing labor market. The impact of technology on work will also be discussed.  
Prerequisite: CSE099, ENEIENXIENG099, SS1100 or SSS100 or SSE101

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: CSE099, ENEIENXIENG099, SS1100 or SSS100

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: CSE099, ENEIENXIENG099, SS1100 or SSS100

SSH260 History of Minorities  
3 credits; 3 hours  
This course focuses on the experiences 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: CSE099, ENEIENXIENG099, SS1100 or SSS100

SSI210 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: CSE099, ENEIENXIENG099, SS1100 or SSS100

SSI230 Identity and Culture  
3 credits; 3 hours  
This course is an introduction to the process of developing personal identity in a multicultural and multi-racial society. Students will compare characteristics of their own culture with those of mainstream U.S. culture as well as of other cultural groups. Special attention will be given to ideas about assimilation, amalgamation, cultural pluralism and social mobility in the U.S.  
Corequisite: ESR098 or ESL099

SSI240 The Minority Aged in the Inner City  
3 credits; 3 hours  
This course will examine the life styles and experiences of minority elderly living in the inner city. The course is designed to provide an enhanced awareness of and sensitivity to the multiple jeopardy of ageism, racism, and poverty experienced by many inner city minority aged. A major focus will be placed on the Black and Hispanic aged. Substantive topics to be covered will include the psycho-social, political and economic forces that influence the quality of life in the inner city. Field trips to service programs, facilities and visits to the homebound will be required.  
Prerequisite: CSE099, ENEIENXIENG099, MAT099 or MAT109, SS1100 or SSS100

SSN181 Contemporary Urban Issues (Formerly: SSN195 Urban Social Problems)  
3 credits; 3 hours  
This course provides an overview of urban issues in order to help students understand their daily environment. It examines New York City in comparison to cities of the past and around the world. It reviews current urban social, political, and economic issues as well as the quality of city life. The course includes field projects and a trip to a community board.  
Prerequisite: CSE099, ENEIENXIENG099, MAT099 or MAT109, SS1100 or SSS100 or SSE101 or SSY101

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 developing 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: CSE099, ENEIENXIENG099, MAT099 or MAT109, SS1100 or SSS100 or SSA101 or SSE101 or SSY101

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: CSE099, ENEIENXIENG099, MAT099 or MAT109, SS1100 or SSS100 or SSE101 or SSY101

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
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: CSE099, ENE/ENX/ENG099, MAT099 or MAT109, SSI100 or SSS100 or SSE101 or SSSY101

SSN188 Archeology
3 credits; 3 hours
In this course, students will be introduced to the development, history, techniques and methods of the discipline of Archeology. The aim shall be to explore the reconstruction of the lifeways of past societies such as the Aztecs, Incas, Nubians, and others. The student will read selected writings on current problems as well as gain practical experience by participating in two site visits in the New York City area, such as Weeksville in Brooklyn, Indian Caves in Inwood Park and others.
Prerequisite: CSE099, ENE/ENX/ENG099, MAT098, SSI100 or SSS100 or SSE101 or SSSY101

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: CSE099, ENE/ENX/ENG099, SSI100 or SSS100 or SSE101 or SSSY101

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: CSE099, ENE/ENX/ENG099, SSI100 or SSS100 or SSE101 or SSSY101

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: CSE099, ENE/ENX/ENG099, SSI100 or SSS100 or SSE101 or SSSY101

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: CSE099, ENE/ENX/ENG099, SSI100 or SSS100 or SSE101 or SSSY101

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: CSE099, ENE/ENX/ENG099, SSI100 or SSS100 or SSE101 or SSSY101

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 affected neighborhood changes. The course will include field trips such as walking tours and a visit to Ellis Island.
Prerequisite: CSE099, ENE/ENX/ENG099, SSI100 or SSS100 or SSE101 or SSSY101

SSN240 History of New York City (Formerly: SSH240 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: CSE099, ENE/ENX/ENG099, SSI100 or SSS100 or SSE101 or SSSY101
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: CSE099, ENE/ENX/ENG099, SSI100 or SSS100

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: CSE099, ENE/ENX/ENG099, SSI100 or SSS100

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: CSE099, ENE/ENX/ENG099, SSI100 or SSS100

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, ENE/ENX/ENG099, MAT099 or MAT109, SSI100 or SSS100

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: CSE099, ENE/ENX/ENG099, SSI100 or SSS100

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: CSE099, ENE/ENX/ENG099, SSI100 or SSS100

SSS100/SSB110 Introduction to Sociology (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 SSI100.)
Prerequisite: CSE098, ENE/ENX/ENG099

SSS175 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: CSE099, ENE/ENX/ENG099, SSI100 or SSS100

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: CSE099, ENE/ENX/ENG099, SSI100 or SSS100

SSS280 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: CSE099, ENE/ENX/ENG099, SSI100 or SSS100
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: CSE099, ENEIENXIENG099.
For all others: CSE099, ENEIENXIENG099, SS100 or SSS100

SSY110 Psychology of Relationships
3 credits; 3 hours
The course focuses on the dynamics of personal relationships, especially as applied to work, school, family and community settings. Students will examine topics such as working mothers, single parents, divorce, reconstituted families, sexual norms, and values. The course will explore issues of adjustment and mental health in both traditional and contemporary families.
Prerequisite: CSE099, ENEIENXIENG099, SS1100 or SS1100

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: CSE099, ENEIENXIENG099, SSY101

SSY220 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, the neuroses, schizophrenic psychosis, and the major affective disorders. Theoretical models for understanding mental disorders will also be discussed.
Prerequisite: CSE099, ENEIENXIENG099, SSY101

SSY220 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: CSE099, ENEIENXIENG099, SSY101

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, self-life crisis, menopause, unemployment and aging.
Prerequisite: CSE099, ENEIENXIENG099, SS1100 or SSS1100 or SSY101

SSY246 Psychology in Business and Organizations
3 credits; 3 hours
This course will examine and analyze human behavior in the workplace from an organizational psychology perspective. Students will investigate the relationship between the individual and the organization. Specifically, the course will explore relationships, communication, groups, motivation, attitudes and individual development in the workplace. Finally, the nature of organizational systems and their interaction with society will be analyzed.
Prerequisite: CSE099, ENEIENXIENG099, MAT099 or MAT109, AMM103 or SS1100 or SSS1100 or SSY101

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: CSE099, ENEIENXIENG099, SSY101 or permission of instructor

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: CSE099, ENEIENXIENG099, SSY101

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. It will also explore the determinants of aging—cognition, personality, role changes, and attitudes and adjustments towards dying and death.
Prerequisite: CSE099, ENG101, SSY101; SSY241 recommended but not required
HEGIS Codes

The following is an official list of State approved programs, H.E.G.I.S. (Higher Education General Information System) codes and approved degrees.

LaGuardia Community College—New York State Institution No. 1100.

<table>
<thead>
<tr>
<th>N.Y.S. Program Name</th>
<th>N.Y.S. Degree</th>
<th>H.E.G.I.S. Code No.</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>AAS</td>
<td>5002</td>
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<tr>
<td>Business Administration</td>
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<td>Business Management</td>
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<tr>
<td>Secretarial Science—Administrative</td>
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<td>Secretarial Science—Bilingual</td>
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<td>Nursing</td>
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<td>Occupational Therapy Assistant</td>
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<tr>
<td>Mathematics and Science</td>
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Note: In compliance with Federal regulations, it is the policy of LaGuardia Community College to recruit, employ, retain and promote employees, and to admit and provide services for students without regard to sex, age, race, color, religion or handicap. As a public college, LaGuardia Community College believes, in accordance with the requirements of Title IX of the Education Amendments Act of 1972 and the implementing Federal regulations, in a policy of non-discrimination on the basis of sex in the operation of the College's educational programs and activities. Federal requirements of non-discrimination on the basis of sex include employment by the College and admissions to LaGuardia Community College.
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:

Goal 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.

Goal 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.

Goal 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.

Goal 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.

Goal 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.

Goal 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.

Goal 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.

Goal 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.

Goal 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.

Goal 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.
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 quarterly with a counselor or faculty advisor to arrange an appropriate sequence of courses. The basic skills, ESL, and college-wide requirements are below.*

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 course 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 test in reading, writing and mathematics are part of CUNY’s Freshman Skills Assessment Program (FSAP). When students report for their first quarter registration appointment, they meet with counselors to review their placement test scores and plan their first quarter 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 will be required to 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.

**Writing:** The Basic Writing sequence consists of three courses: Basic Writing I (ENG097), Basic Writing II (ENG098) and Basic Writing III (ENE099, ENG099, ENX099).

**Reading:** The Basic Reading sequence consists of four courses: Basic Reading Workshop (CSE096), Basic Reading I (CSE097), Basic Reading II (CSE098), Basic Reading III (CSE099). CSE096 and CSE097 are not offered in the Extended Day session.

**Mathematics:** The Basic Mathematics sequence consists of two courses: Basic Mathematics I (MAT098), Basic Mathematics II (MAT099 or MAT109). MAB098 and MAB099 are the bilingual versions of these courses.

**Oral Communication:** The Basic Oral Communication sequence consists of two courses: Basic Communication Strategies I (HUC098), Basic Communication Strategies II (HUC099). These courses are not offered in the Extended Day session.

**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
The college may link, at times, 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 the following areas: writing (ENZ099) and math (MAZ098 and MAZ099).

Students eligible to participate in Express Courses will be invited to apply by the college or the instructional staff.

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, Animal Health Technology, Dietetic Technology, Bilingual Education Associate, EMT/Paramedic, Mortuary Science, Physical Therapist Assistant, Nursing, and School FoodService Management.

A Cooperative Education course is defined as an internship and a seminar. Three credits are awarded for each course. For further discussion of 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 results of the Writing Assessment Test of City University’s Freshman Skills Assessment Program. The courses in English as a Second Language offer intensive practice in reading, writing, speaking and listening. The sequence ranges from a workshop which is 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 Workshop (ESL096), ESL I (ESL097), ESL II (ESL098), and ESL III (ESL099). ESL for Selected Readers (ESR098) is 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 courses, please refer to the Course Description section of the catalog.

Independent study and individualized courses

Independent study
The college offers students the opportunity to pursue independent study courses. This format is designed for the student who is self-motivated, self-disciplined, and capable of doing advanced work. Before registering for an independent study course, 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 for the course. The formal learning contract must be developed with the instructor and submitted to the Registrar’s Office before the end of the third week of classes. In addition:
1. the student must have successfully completed 36 credits;
2. the student must meet the requirements for individual study set by the individual department;
3. the contract may involve in-depth exploration of a special topic not 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 six credits of independent study and may not engage in more than three credits of independent study per quarter. (A request for waiver may be made to the Office of Academic Affairs, M-400.)

Individualized course
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 before the end of the third week of classes. The course may be offered if any of the following conditions are met:

1. the student needs the course to graduate in the next two quarters;
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 quarter or the next quarter.

In addition:

1. the student may take a maximum of six credits of individualized courses and may not engage in more than 3 credits of individualized course study per quarter (A request for waiver may be made to the Office of 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 a planning session during the first two weeks of the quarter. 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 which may negatively affect students’ financial aid.

Liberal Arts Elective Requirements
In general, courses offered by the departments of English, Humanities, Library, Mathematics, Natural and Applied Sciences (including Human Services), and Social Sciences are considered liberal arts courses and may be used to fulfill the liberal arts elective requirements specified in each degree program.

Students must complete a minimum of 20 liberal arts credits for an AAS degree, 30 liberal arts credits for an AS degree and 45 liberal arts credits for an AA degree.

Courses that DO NOT count as Liberal Arts:
The following courses do not count towards fulfillment of liberal arts credits but do count as unrestricted elective credits:

Accounting/Managerial Studies
All courses

Communication Skills
CSE103 Advanced Reading and Study
CSE200 Speed Reading

Computer Information Systems
All courses

Cooperative Education
All courses

English
ENG112 Writing for Business
ENG197 Media Arts Workshop

Humanities
HUA103 Beginning Drawing
HUA104 Introduction to Design
HUAI05 Two-Dimensional Design
HUAI06 Three-Dimensional Design
HUAI10 Beginning Painting
HUAI15 Color Theory
HUAI20 Beginning Sculpture
HUAI25 Computer Art (formerly HUVI25)
HUAI30 Beginning Photography
HUAI45 Studio Lighting I
HUAI50 Beginning Printmaking
HUAI80 Life Drawing
HUAI90 Technical Drawing
HUAI210 Intermediate Painting
HUAI220 Intermediate Sculpture
HUAI230 Intermediate Photography
HUAI234 Color Photography
HUAI235 Color Darkroom Techniques
HUAI245 Studio Lighting II
HUAI280 Commercial Photography Seminar
HUAI290 Studio Art
HUAI102 The Bilingual Child in an Urban Environment: Educational Psychology
HUAI103 Principles and Practices of Bilingual Education
HUAI200 Bilingual Language Arts
HUAI105 Voice and Diction Workshop
HUAI195 Theatre Production
HUAI240 Production Workshop
HUAI101 Theatrical Dance I
HUAI150 Choir
HUAI151 Contemporary Vocal Ensemble
HUAI155 Voice Class I

HUAI160 Band
HUAI165 Wind Instruments I
HUAI166 Wind Instruments II
HUAI170 Guitar I
HUAI171 Guitar II
HUAI180 Piano I
HUAI181 Piano II
HUAI182 Piano III
HUAI200 Electronic Music
HUAI201 The American Musical Theatre: A Production Workshop
HUAI245 The New York Theatre Experience
HUAP100 Critical Thought Skills (for Liberal Arts AA and AS majors only)
HUAI220 Commercial Spanish

Human Services
HUAI130 Activities for Human Services Setting
HUAI135 Human Services Roles and Systems
HUAI170 Integrated Curriculum A: Framework for the Developing Child
HUAI171 Integrated Curriculum B: Developing Problem-Solving Skills
HUAI172 Integrated Curriculum C: Developing Creativity
HUAI109 Principles and Practices of Early Childhood

Mathematics
HUAI106 Math of Medical Dosages

Library/Media
LUAI101 Library Research Methods

Natural and Applied Sciences
HUAI290 Principles of Cardiology Care
HUAI291 Principles of Respiratory Disease Care
HUAI111 Aging as a Health Process
HUAI113 Techniques with the Visually Impaired
HUAI120 Therapeutic Approaches: Pediatrics in the Community
HUAI195 Community Health
Animal Health:
All courses
Dietetic Technician:
All courses except SCD200 Nutrition I (formerly SCD210)
EMT/Paramedic:
All courses
Occupational Therapy:
All courses
Physical Therapy:
All courses
Nursing:
All courses

Office Technology
All courses

Social Science
HUAI105 Computers and Society (cross-listed as BDP105)

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 as stated in the original charge of the college 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 quarter. 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, sociological, 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 quarter; 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
- HUN194 Puerto Rican Community: Minority Group Experience
- *HUN245 The New York Theatre Experience

**Natural and Applied Sciences:**
- *SCN101 Introduction to Animal Health
- SCN195 Community Health

**Social Sciences:**
- SSN181 Contemporary Urban Issues
- SSN182 Urban Anthropology
- SSN184 Environmental Psychology
- SSN186 Sociology of the Black Community
- SSN187 Urban Sociology
- SSN188 Archeology
- SSN189 The Urban Economy
- SSN190 Leadership
- SSN192 Practical Politics in New York City
- SSN/ENN193 Ideal Societies
- SSN194 Religion and Social Change
- SSN199 Neighborhood History
- SSN240 History of New York City
- SSN280 Urban Black Psychology

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirements.

**Academic Policies and Regulations**

Academic policies are generally monitored through the Registrar’s Office. The Registrar’s Office, located in the lobby of the Main Building, room M-101, serves the students of LaGuardia in a variety of ways. In addition to coordinating and implementing the registration process, the Registrar’s Office also provides the following services: transcript requests, tuition refund requests, verification of attendance, change of data (name, address, etc.), maintenance of student records, transfer credit evaluations, CUNY assessment test scores, graduation checks, student enrollment data, and readmission and reinstatement applications.

In this section you will find general information regarding semester credits and credit loads as well as specific information about the grading system and policies, academic standards, attendance policies, graduation, exemption credits and permit students.

**General Information**

**Day and extended day status**

After a student’s first registration at the college, the student’s status cannot be changed.

**Semester hours**

LaGuardia Community College divides its calendar year into four quarters. However, we schedule our classes so that each instructional “hour” is 70 minutes long instead of the traditional 50 minutes. In this way we are able to offer the same total number of instructional hours in a quarter as other colleges offer in a semester. Consequently,
LaGuardia awards semester hours for all of its courses. Students transferring from LaGuardia should have all credits evaluated as semester credits, despite the quarterly calendar.

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 between 7.0 and 12.0 credits or credit equivalents per quarter. Many financial aid programs depend on full-time status. For further information consult with the Financial Aid Office, room MB-10.

Maximum tuition units per quarter
Students may not register for more than 18 tuition units per quarter without special permission.

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 on internship should not register for more than two courses during their internship quarter. Students should consult with their Cooperative Education Coordinator in planning their academic schedule for that quarter; and
3. students must obtain written permission from the Dean of Faculty 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.

For example, if a course meets three times per week, the maximum number of absences in the quarter is four.

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 Averages (GPA):
- A = 90-100
- B = 80-89
- C = 70-79
- D = Lowest passing grade (see D Grade Policy below)
- F = Failure (see note 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 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 quarter after which the INC was incurred. The one-quarter 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 quarters, 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 R 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
4. beginning with the Spring 1990 quarter, 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 Freshman Seminar and Co-op Prep.

TCR The TCR 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 quarter 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 Freshman Seminar and Co-op Prep.

W Official Withdrawal. This grade is given when a student officially withdraws from a course after the first two weeks of classes (change of program period) but prior to the official withdrawal deadline (fifth week of classes).

WU The Unofficial Withdrawal grade is awarded 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 Indicates 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 the Fall 1983 quarter, 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 quarter of attendance 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 Academic Standing Committee.

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 quarterly and cumulatively. The GPA is computed 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 multiplication.
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).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>Credits</th>
<th>Total Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>X</td>
<td>9</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>X</td>
<td>6</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>F, WU, FIN</td>
<td>0</td>
<td>X</td>
<td>0</td>
</tr>
</tbody>
</table>

Therefore, 30 divided by 15 yields a grade point average of 2.00, which is a C average.

Note: Courses with grades of INC, CR, Z, R, TCR, W, S and U are not included in calculating the GPA.

Policy on early advisement to improve student performance
College policy requires that professors 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 third week; 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

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 six exemption credits may be applied toward LaGuardia’s 36 credit residency requirement for 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; and
4. have had six months or more of continuous full-time work experience.

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 109.

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 credits. The veteran must have been in active service for more than 90 days and must have completed at least two quarters 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 quarter. 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 quarter to honor those students who have achieved academic excellence. To be eligible for inclusion on the Dean’s List in a given quarter, a student must have:

1. earned 4.0 credits or more;
2. achieved a grade point average (GPA) of 3.50 for the quarter;
3. not received grades of F, INC, FIN, WU, Z and R;
4. not enrolled in any of the following courses: CSE096, CSE097, CSE098, CSE099, ENE099, ENG097, ENG098, ENG099, ENX099, ENZ099, ESL096, ESL097, ESL098, ESL099, ESR098, ESW099, EXO099, HUC098, HUC099, HUL099, HUL100, MAB098, MAB099, MATH095, MATH098, MAZ098, MAT099, MAX099, and/or MAZ099; 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>Credits Attempted</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0-12.0</td>
<td>1.50</td>
</tr>
<tr>
<td>12.5-24.0</td>
<td>1.75</td>
</tr>
<tr>
<td>24.5-or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Academic probation
Students who do not meet the minimum grade point average (GPA) will be placed on academic probation. They will be given two quarters to achieve the minimum grade point average that was required before they were placed on probation. 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 quarterly calendar), there is a one-quarter delay concerning suspensions.

**Suspension**

Students who have been suspended are not eligible to register for courses at the college for two quarters. 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 quarterly 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 the second quarter of suspension. Applications may be obtained and returned to the Registrar's Office. Applications must be returned approximately five weeks prior to the beginning of the quarter for which a student is eligible to return. Students should check the academic calendar for the quarterly 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 quarterly GPA of 3.00. Exceptions may be granted, only under unusual circumstances, by the Academic Standing Committee or its chairperson.

**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 two quarters following the quarter 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-103; 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, INC, FIN or F may be changed by instructors with permission from the department chairperson. The Academic Standing Committee 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 first week of classes. Exceptions may be granted by chairpersons or departmental designees when reassignment based on skill level is deemed appropriate or when exceptional circumstances exist. However, in no case will students be permitted to register for a class after the second week of instruction.

**Withdrawal from courses**

There are two mechanisms for students to drop courses. During the Change of Program period (the first two weeks of each quarter) students may come to the Registrar's Office to drop a course or courses from their record. 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 the second week 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 quarterly deadline, normally during the fifth week of the quarter. When a student officially withdraws by the deadline date, a grade of W is given. Any student who stops attending a class after the official date to withdraw will receive an F grade. Official Withdrawal does not entitle a student to a refund and may affect the student's financial aid.

**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 quarters do not need to apply for a "leave of absence." Normally, students attend the college for as many consecutive quarters 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 quarterly deadline. When they wish to return, they must apply to the Registrar's Office for readmission, observing the quarterly 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 the 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 quarters 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 quarterly deadline (approximately 5 weeks prior to the quarter in which they would like to return.) There is a non-refundable $10 readmission processing fee payable to the Bursar. Students who have registered for the Spring quarter but not the Summer quarter are exempt from this process. They are automatically invited to register for the Fall quarter if they are in good academic standing.
Students returning to the college within one year (four quarters) 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.

**Permit policy**

LaGuardia students, currently registered in good academic standing, who wish to take 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. 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 indicated on the Permit form on file in the Registrar’s Office for which prior approval has been granted. Students who wish to apply for a permit must contact the Registrar’s Office by the quarterly deadline which is 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.

**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 quarter. Students wishing to appeal graduation requirements may submit a written appeal to the Academic Standing Committee. The decision of the committee is final.

**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 quarterly 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 quarter 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, 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.

The articulation agreements are published in the Transfer Information Guide which is available in the Career and Transfer Center, Counseling Services, Academic Departments, the Library, and through faculty advisors and counselors. The Guide is updated annually and will contain additional agreements established after this catalog was printed.

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 ensure 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 the Career and Transfer Center, room MB-65, for assistance with planning and executing the application.

CUNY policies for non-graduates of community colleges

Students who wish to transfer to another CUNY college before earning the associate degree from LaGuardia must meet that college’s entrance requirements, have completed a certain number of credits, and earned a minimum grade point average. Specific guidelines vary from college to college. Students 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 University of the State 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.
Admission, Tuition and Financial Aid

♦ 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:
Complete only one of the following applications. Be certain to read the instructions carefully and submit all necessary documentation. The application fee is $30.

Applications:
There are three types of applications.

Undergraduate freshman application for admission:
Use this application when applying as a freshman degree (matriculated) student. 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 below.

Undergraduate transfer application for admission:
Use this application when applying as a transfer (advanced standing) degree (matriculated) student. This application is for students who have graduated from high school or its equivalent and have previously attended college either in the U.S. or abroad.

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.

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

♦ Admission Requirements for Degree Candidates
Prospective students who plan to attend the college to earn a degree may attend either the day or the extended day (evening and Saturday) sessions regardless of their day or evening status. 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.

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. Further information is available from the Admissions Office at LaGuardia and from the New York City Department of Health.

New freshmen students
Applicants who have not previously attended a college are required to have a high school diploma or its equivalent (GED and scores). A high school certificate is not 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.

Transfer (advanced standing) students
Applicants who have attended another accredited college or university either in the U.S. or abroad and who have earned fewer than 24 college credits must submit a high school transcript or its equivalent (GED and scores) and an official college transcript from each college attended. Applicants who have earned 24 credits or more must submit an official college transcript from each college attended. A high school transcript need not be submitted.

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 admission.

See page 109 for information on transferring previously earned college credits to LaGuardia.

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-65. 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.

Special admissions policies
College Discovery Program
The College Discovery Program at the college 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. no previous attendance at an institution of post-secondary education (except veterans who may have earned up to 18 credits of college-level work prior to entering the service); and
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 college.

Court Reporting Certificate Program
Special rules and procedures apply for admission to the Court Reporting Certificate Program. Interested applicants should contact the Office Technology Department of LaGuardia Community College at (718) 482-5470 for further information.

CUNY BA/BS Program
An exciting alternative for highly motivated students who want freedom and independence in designing their baccalaureate program to suit their unique interests and goals. Participants have access to the courses and resources of all 17 CUNY undergraduate colleges. To be eligible, students must have completed at least 15 credits with a GPA of 2.50 or above and must have passed all three basic skills tests. Admission deadlines are in June and November. Further details are available in room MB11 or by calling (718) 482-5413.

EMT/Paramedic Program
Prospective students should present proof of New York State EMT-A Certification. Interested applicants should contact the EMT/Paramedic Office at LaGuardia Community College at (718) 482-5396 for further information and for information as to how to acquire EMT-A certification.

Nursing Program
Special rules and procedures apply for admission to the Nursing Program. Interested applicants should contact the Nursing Office of LaGuardia Community College at (718) 482-5774 for a copy of the "Nursing Admissions Guide."

Admission Requirements for Non-Degree Applicants
Prospective students who wish to register for classes but who are not interested in earning a degree should complete the application for Non-Degree admission. This application must be delivered in person to the college's Admissions Office, room M-147. Do not send the application to the University Applications Processing Center. Non-degree application forms are available only from the college's Admissions Office and must be completed by the quarterly deadline. Non-degree registration is on a space available basis each quarter. Non-degree students must have a minimum of a high school diploma or equivalent (GED and scores) and are not eligible for financial aid.
Transfer credits

Students may transfer to LaGuardia credits earned at other accredited colleges either in the U.S. or abroad provided these credits are comparable to those meeting degree requirements of their curricula. Transfer credits are evaluated by the Registrar’s Office, room M-101, prior to or during the first quarter 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 FSAP tests in reading, writing and mathematics. The only exceptions are those students who have already passed all three test or students who were enrolled in a City University college prior to 1978.

Placement at LaGuardia is based solely on FSAP 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 Dean of Cooperative Education. 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-3 Co-ops required; 11-20 transfer credits-2 Co-ops required; 21-30 transfer credits-1 Co-op required.

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 Dept.

Transfer credits in remediation

Students who transfer having received credit from another college for a remedial-level course in English, mathematics, reading or oral communications, but who, according to college placement procedures, are required to take a course or courses at or below the level of the course previously taken will not receive transfer credit for their remedial courses previously taken.

Credit in foreign languages

Basic language courses

Students who start a new language must complete both elementary and intermediate levels (a minimum of six credits or two quarters of study) before they are granted any credit toward the degree.

Intermediate and advanced courses

Students who successfully complete a course at the intermediate and/or advanced level are granted all due credits immediately.

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.

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 subject exams and the Advanced Placement exams.

College level examination program

Students presenting scores in the 50th percentile or above in the subject areas listed below will receive appropriate credits.

Advanced placement

Students presenting scores of B or above will receive appropriate credit as indicated below.

College placement exam program (administered by the Board of Regents/State Education Department)

Students presenting scores the equivalent of grade C or better in the subject examinations for those subjects which parallel the CLEP examination titles listed below will receive credit as indicated under CLEP.

CLEP Examination Title

General Psychology: 3 credits
Economics: 3 credits in the Economics courses, which are Macroeconomics. The student must score in the 50th percentile or above for credit.

Accounting/Managerial Studies

Introduction to Accounting: A total of 6 credits (2 credits for each AMA101, 102, and 103).
Introduction to Business Management: 3 credits
Introduction to Marketing: 3 credits
Introduction to Business Law: 3 credits

Data Processing

Computer and Data Processing: 3 credits

Mathematics

Calculus with Analytic Geometry: A total of 8 credits (4 credits for Calculus I and II).

Natural and Applied Sciences

General Biology: 4 credits (SCB201 and 202)
General Chemistry: 4 credits (SCC201 and 202)

Humanities

Spanish Level I: 3 credits
Spanish Level II: 3 credits. The student must score in the 75th percentile or above in either for credit.
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 or 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 nine-month (three quarter) period. It is expected that during students’ internship quarter, 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 $1,321.80 annual tuition and

fees, the following costs during the 1990-91 academic year; books and supplies $480, transportation $828, personal and lunch items $1,812, and room and board $1,500.

Independent Students

Independent students and dependent students living away from home for 12 months during the 1990-91 academic year can expect the following expenses in addition to $1,321.80 tuition and fees: books and supplies $480, transportation $828, personal and lunch items $2,267 and room and board $7,471.

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 quarter

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.

7 tuition units or more $437.50
Cooperative education internship $437.50
Fewer than 7 tuition units $73/unit to a maximum of $437.50

Non-state residents and foreign students

7 tuition units or more $581.50
Cooperative education internship $581.50
Fewer than 7 tuition units $89/unit to a maximum of $581.50

Senior Citizens

(Enrollment on space available basis)
Tuition free
General fee $25.00

CUNY BA/BS Program

Tuition and student activities fees for all students in the CUNY Baccalaureate program are billed for and collected by the Graduate School and University Center. 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 waivers

Staff members of City University, including professional staff, instructional staff, and Gittelson employees (with six months of employment prior to the first day of classes), are permitted to enroll in undergraduate courses on a space available basis, tuition free.

*Tuition units represent the number of credits plus compensatory hours required in a course as listed in the Schedule of Classes.
Tuition refund

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, 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:

On or before the first day of the quarter: 100%
On or before the fifth calendar day of the quarter: 75%
On or before the tenth calendar day of the quarter: 50%
On or before the fourteenth calendar day of the quarter: 25%
After the Change of Program Period: None

Note: The actual refund dates for each quarter are published in the Schedule of Classes. Refunds for Saturday classes will be handled on an individual basis.

Military, Peace Corps and Vista Refunds

The following guidelines govern all applications for refund 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 fourth 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.

In order to obtain a TAP refund, students must fill out a Refund Request Form in the Bursar's Office as soon as the TAP notification is received. A student may pick up the refund check at the Business Office, or, if the student chooses, the check will be mailed to his or her home.

At least 10 to 12 weeks are needed by the college to process the TAP refund because the State of New York does not send the college individual student checks, but sends one check which may cover the TAP awards for as many as 500 students. The college then must deposit the state check and prepare individual refund checks after verification is made that the student is in full-time attendance. Completing this process accounts for the 10 to 12 weeks of delay.

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 Activities Fees

These are non-refundable fees paid each quarter of registration.

Full-time Students
7 tuition units or more*/$25
Human Services Curriculum (third quarter and thereafter)/$10

Part-time Students
6.5 tuition units or less*/$7.50

Cooperative Education Internship/None

University Senate Fee/.45

Non-instructional fees (not refundable)

Application/$30
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

*Tuition units represent the number of credits plus compensatory hours required in a course as listed in the Schedule of Classes.
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
4. the college cancels the registration of the student for academic, disciplinary or other reasons.

Financial Aid
At LaGuardia every effort is made to help students overcome financial hardships. The Financial Aid Office, room 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:
Pell Grants, Supplemental Educational Opportunity Grants, Perkins Loans, College Work-Study Program and Veterans Administration Education Benefits.

Note: Where any question of eligibility exists 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, Guaranteed Student Loans.

Additional Programs:
College Discovery Program and Mayor’s Scholarship 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 quarter’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>0.0-3.0</td>
<td>1/4 Time</td>
<td>.0625</td>
</tr>
<tr>
<td>3.5-5.0</td>
<td>1/2 time</td>
<td>.1250</td>
</tr>
<tr>
<td>5.5-6.5</td>
<td>3/4 time</td>
<td>.1875</td>
</tr>
<tr>
<td>7.0 and above</td>
<td>Full time</td>
<td>.2500</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>Status</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>18 36 54 72</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 readmittance, 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 (CWS, Pell, Perkins Loan, SEOG, Stafford Loan [formerly GSL])

In order to be eligible to receive PELL, a student must be making significant progress towards a degree. The Federal Government will not pay for courses that are considered “Special Value” if the student has registered (and received Title IV money) for thirty or more “Special Value” tuition units. All students are entitled to only thirty “Special Value” tuition units. For example, if students are registered for Accounting I and Algebra, they are taking eight (8) “Special Value” tuition units. If those tuition units are used in calculating the Title IV award, students will have 22 hours remaining in their accounts. If on the other hand they are not used in the calculation of the award (e.g. students also registered for Introduction to Social Science, Composition, and Business Law) because students were full-time without them, they would still have thirty “Special Value” tuition units in their accounts.

Once students have used up their thirty “Special Value” tuition units, they can only receive Title IV money for courses not considered “Special Value.” Students should keep this in mind when planning a schedule. It is to students’ advantage (if they are academically eligible) to take “Special Value” courses along with regular courses.

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 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 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 Pell Grant index is calculated by this formula.

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

Award Schedule: 1990-91 awards ranged quarterly from $36.50 to $15.50. The amount of the award will be affected by costs of attendance and full- or part-time enrollment status. The PELL award does not duplicate State awards.

Rights and Responsibilities of Recipients: Students must continue to make satisfactory academic progress in the program in which they are enrolled. Students must not owe any refunds on 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 are eligible to receive PELL awards for summer attendance. This procedure is required by Federal regulations and will have the following effects:

- Students will receive the maximum allowable award for the year, students must enroll for all four quarters.
- Students must attempt 28 credits during the academic year in order to earn the full PELL award. Therefore, enrollment status for PELL will be as follows: full-time-7 credits (or equivalent); 3/4 time-5.25 thru 6.75 credits; and 1/2 time-3.5 through 5 credits (or equivalent). Please see Schedule of Classes for more information.

Supplemental Education Opportunity Grants (SEOG)

Application Procedures: Application is made through the Financial Aid Office by completing the City University's application for Federal and State Aid (AFSSA).

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 Supplemental Grant award.

Award Schedule: The awards ranged from $100 to $1000 in 1989-90. Normally an award may be paid for up to four years, or for five years for certain courses of study. However, the total amount that may be awarded is $4,500 for a four-year course of study, $5,000 for a five-year course of study.

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

Perkins Loan

Application Procedures: Application is made through the Financial Aid Office by completing the City University's application for Federal and State Aid (AFSSA). 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 postsecondary institutions.

Award Schedule: Amounts which may be borrowed are: up to $1,500 by students who have completed fewer than two years of a program leading to a bachelor's degree or who are enrolled in a vocational program; up to $5,000 by students who have completed two years toward a bachelor's degree, to include any amount borrowed through on Perkins for the first two years of study; up to $10,000 for graduate study, to include any amount borrowed through on Perkins 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.

College Work-Study Program (CWS)

Application Procedures: Application is made through the Financial Aid Office by completing the City University's application for Federal and State Aid (AFSSA). Eligibility is determined and work arrangements are made for those who qualify.

Selection of 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 an event that more students are eligible for CWS 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 postsecondary institution arranges job on-campus or off-campus, with the public or private nonprofit agencies, such as hospitals, for up to 35 hours a week.

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 1989-90 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 MB10, 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 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 $300 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 $250 monthly for 36 months (or the equivalent in part-time training). There is also a targeted, discretionary kicker of up to an additional $400 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:
- $140 per month for full-time pursuit,
- $105 per month for three-quarter time pursuit,
- $70 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 and $100 each month while on active duty up to a maximum of $2700 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 times the minimum wage, but not less than $775. 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 counselors in the office are 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 $76.00 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 $3.80. Placements are in areas which directly affect the student veteran population.

Vocational Rehabilitation: This is available to veterans who have at least a 10% 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 credit, they may no longer be eligible for TITLE IV funds.

When submitting the 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 Pell awards, students not yet 24 years old by January 1st must prove their independence if they claim to be independent of their parents. Proof will consist of the parent’s tax return which will show whether or not the student was claimed.

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

In order to meet Federal regulations regarding cooperative education earnings, those earnings are now considered a part of the financial aid package. Thus, it is important for students to follow the scheduled co-op internship since it will affect financial aid.

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 quarter at registration to be sure they are registering for a full-time program.

2. Students must be making progress toward their degree. In each quarter 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>1.5</td>
<td>0.75</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
<td>1.00</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>1.20</td>
</tr>
<tr>
<td>6</td>
<td>12</td>
<td>1.30</td>
</tr>
<tr>
<td>7</td>
<td>18</td>
<td>1.35</td>
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<tr>
<td>8</td>
<td>24</td>
<td>1.40</td>
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<td>9</td>
<td>31</td>
<td>1.50</td>
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<tr>
<td>10</td>
<td>38</td>
<td>1.60</td>
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<tr>
<td>11</td>
<td>45</td>
<td>1.65</td>
</tr>
<tr>
<td>12</td>
<td>52</td>
<td>1.70</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</th>
<th>You must complete this % for payment # of the courses you take</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0%</td>
</tr>
<tr>
<td>2-5</td>
<td>50%</td>
</tr>
<tr>
<td>6-9</td>
<td>75%</td>
</tr>
<tr>
<td>10-12</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 quarter, all students’ records will be reviewed in the Office of Academic Standing 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 (HESC), Tower Building, Empire State Plaza, Albany, NY 12255 or must complete CUNY’s application for federal and state aid (AFSSA).

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 postsecondary institution;
3) have, if dependent, a family net income below $42,000; and
4) be charged a tuition of at least $200 per year.
The current definition of independent status is as follows (independent status under the State definition does not necessarily insure independent status for federal aid programs):
1) thirty-five years or older on June 30, 1990 or
2) twenty-two years or older on June 30, 1990 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 1987, 1988, 1989 or
   b) claimed as a dependent by parents on their Federal or State income tax returns for 1987, 1988, 1989;
3) under 22 years of age on June 30, 1990 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.
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 postsecondary study.

Aid to Part-Time Students (APTS)
Applicants must apply annually to the New York State Services Corporation. This program is open to eligible students who meet income requirements and who are taking 3.5 to 6.75 credits. Since funds are restricted, applicants are advised to apply early. Students must also file a PELL application when applying for APTS.

Empire State Scholarships of Excellence, Regents College and 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.)
Empire State Scholarships of Excellence provide for up to $2,000 each year but may not exceed the costs of tuition, fees, books, transportation, room and board.
Regents College Scholarships provide for up to $250 each year without consideration of income. Original winners of the 1990 series scholarships must submit their applications by October 31, 1990, or risk forfeiture of their scholarships.

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 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 cannot exceed the amount of tuition charges.
For further information contact HESC (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 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 HESC 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 and graduate degree and certain vocational programs.
Full-time awards are $500 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 a Pell Grant. If a TAP award is approved, the combination of TAP and VVTA cannot exceed tuition.
Part-time awards are $250 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 HESC 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 from HESC, 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.

Guaranteed Student Loans Program
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 guaranteed loan, a student must be: 1) a U.S. citizen or permanent resident alien; and 2) enrolled in or admitted as a matriculated, at least half-time student at an approved college, university or other postsecondary institution in any of the United States or a foreign country.

Loan Schedule: An undergraduate may borrow up to $2,625 per class year: for example, $2,625 during the student’s freshman year, $2,625 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, during the time he/she is in school, and for a following six month grace period before repayment must begin. An annual insurance premium of 5 percent of the loan amount is subtracted in full at the time the check is issued. Interest payments are as follows: Adjusted family income-all; rate of interest and fee-9%; student in school and during grace period-9%; NYS in school and during grace period-1%; rate of interest during repayment-9%.

Rights and Responsibilities of Recipients: Students may borrow at a relatively low interest rate (currently 9%) 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 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.

Parent Loan for Undergraduate Students (PLUS)

PLUS enables either natural or adoptive parents of dependent undergraduate students to borrow up to $3,000 per child for each academic year in order to help meet the costs of postsecondary education at federally-approved schools. The amount borrowed in any year cannot be greater than the cost of going to school during that year, minus all other financial aid received for the period of the loan. Costs that may be covered include: tuition and fees, room and board, books, travel, and an allowance for personal expenses. The total amount borrowed for any one student may not exceed $15,000.

The annual interest rate is currently 12 percent. Repayment of the loan must begin within 60 days after the date funds are distributed. Borrowers have ten years to repay. There is an Insurance Premium of 1 percent, payable at the time of disbursement. Applications may be obtained from participating New York State lending institutions. Parents will be eligible for the same authorized deferments described in the Guaranteed Student Loan Program.

Supplemental Loan to Students (SLS)

SLS enables independent undergraduate and graduate or professional students at federally approved schools to borrow money in the following amounts:

Category of Student Annual Limit Aggregate Limit
Independent
Undergraduate $2,625 $12,500

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 12 percent. 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 Programs

College Discovery (CD)

Application Procedures: Application is made by completing the appropriate section of the admission form available from, and returned 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.

Mayor’s Scholarship Program

The City of New York offers a scholarship program to income-eligible students. Applications are generally available by late Spring in the Financial Aid Office, room MB-10. Completed applications can be submitted to the Registrar’s Office, M-101.
Student Services
The Division of Student Services 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
Career and Transfer Center
Students desiring assistance in making career decisions, assessing 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-65. 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.

Counselor-on-duty
Counselors are available to see students on a walk-in basis to discuss academic, career and personal concerns. During daytime hours, students who wish to see a counselor should go to Day Counseling Services, room M-149. In the evening, a counselor is available to see students in Extended Day Counseling, room M-103. College Discovery students may see a counselor in the College Discovery office, room MB-46.

Foreign student advisement
The Foreign Student Office, room M-147, 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.

Individual counseling
Students may see a counselor for individual counseling about educational and career concerns, and also about family and personal matters. They may make an appointment with a counselor in any of the counseling offices listed above.

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 quarter from counselors and/or faculty advisors. The goal of advisement is to help students choose courses for the next quarter, 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 to 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 quarter, 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 to plan their courses each quarter and to progress toward graduation.

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 staying out of academic jeopardy.

Early Childhood Learning Center
The licensed child care facilities incorporate early childhood, school age and weekend programs for the children of LaGuardia students. The programs are housed at the college and provide learning through play, experiences, as well as homework assistance. A team of professional educators staff the programs. For more specific information, contact the Early Childhood Learning Center Programs, room MB-34.

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 one evening 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 at (718) 482-5413.

Health Services
The Health Center, room MB-40, offers a variety of services including blood pressure monitoring, health screenings, educational programs, counseling and community referrals, as well as first aid and emergency care. The services and programs are provided for all members of the college community free of charge.

Laboratory Facilities
The Accounting Lab provides scheduled lab sessions and serves as a tutorial center.

Adult Learning Center Labs help students to improve their basic literacy skills, or to prepare for GED exams.

The Child Development Lab 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 Language Center Lab is used in several credit courses in the English as a Second Language Program and is available on a walk-in basis for students’ independent work.

The Humanities Department contains the following labs: Foreign Language, Music, Piano, Music Center, Communication Arts, Photography, Art, Painting and Drawing, Sculpture and Design.

The Math Lab supports all the courses offered by the Math Department.

The Microcomputer Center of the Dean of Faculty’s Office is used in conjunction with several courses.

The Natural & Applied Sciences Department administers fourteen laboratory facilities located throughout the college.

The Reading Lab of the Communication Skills Department is used 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 terms papers, etc.

The Veterans’ Lab is required for several developmental courses and assists students to prepare for GED Exams and exemption from basic skills courses upon entry into college.

The Writing Center provides individual and group training for all students in the college to work on grammar, paper revision, paper development and research papers for any course they are taking. Special tutors for the deaf and the learning disabled are available by appointment.

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.

The LaGuardia Library includes a large collection of magazines and newspapers with information on current events, new social issues,
or people in the news. Media programs on film, video, computer software, slides, filmstrips, cassette tapes and discs provide an audiovisual key to learning about and interacting with the larger world. Viewing and listening stations on the lower level are available for group or individualized access to audiovisual programs in the collection.

The Library also contains textbooks, course readings, career information, study aids, research material, pamphlet files and government documents. A team of Library faculty and three college laboratory technicians is in place to link the user with the Library's vast resources for research and educational development.

The Library offers a book collection of over 50,000 volumes, 10 percent of which constitute a rich core collection of reference works in a variety of subjects. Currently, the Library subscribes to about 650 periodicals including 26 newspapers. The non-print media collection of 3,000 items includes both fictional and documentary subjects in a variety of formats.

Library faculty provides 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. A library instruction class is conducted in conjunction with the English 101 program, in order to introduce students to what is in the collection and how to find it with the aid of the C.O.M. (microfiche) catalog and various indexes. The credit course, LRC102, 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 AM-5 PM, Saturday 10 AM-2 PM). A validated college ID is the library card. The Library provides study seating and photocopying machines. Novels, popular nonfiction and magazines are available for leisure reading.

Recreation Office

The Office 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 Saturdays. 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 and community guests and may be obtained in the Business Office or at the gym control desk.

The facility, located on 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, three volleyball courts, three paddle/handball courts, two tennis courts and two enclosed tennis/golf/baseball alleys complete with ball machines.

The gymnasium is complemented by a dance/exercise room featuring the Universal Gym exercise and weight training machine, barbell and dumbbell training areas, hardwood floors, wall-to-wall mirrors and training bars. A game area for backgammon, chess, checkers and table tennis is located in the lobby outside the gymnasium 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 your personal lock, towels, separate men's and women's showers and bathrooms with hair drying facilities. The equipment check-out is located immediately inside the entrance to the recreation facility.

The recreation program is divided into multiple categories.

Announcement and publicity

Information governing hours of operation, scheduling, programs and activities is available at the gym control desk, or the Recreation Office, room MB-34, 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.

Extramural sports

The Office of Recreation is currently developing an extramural, club sports program to provide competitive experiences for students against other schools and organizations. League play is planned in basketball, soccer, and volleyball.

Instructional workshops

The workshop series provides professional instruction in such activities as modern jazz dance, tennis, martial arts, weight training, aerobics, swimming and archery.

Sections are offered for all levels of skills, beginner to expert. Workshops are scheduled once or twice weekly and continue throughout the quarter. 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 soccer. Tournaments, leagues, and special novelty events, such as student vs. faculty competitions, are scheduled every quarter. Students may compete in the activities or participate as coach, official, statistician, or timekeeper. Awards are presented to intramural champions at the conclusion of an event.

Open recreation

A portion of the gymnasium and exercise room 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 dance/exercise room.
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 provides a variety of programs and activities for students interested in communications. 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 M-406.

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—National Honor Society of Community Colleges
Phi Theta Kappa was established in 1918 as the National Honor Society of Community Colleges. 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 continuing education of student scholars. Membership is a privilege earned by qualifications, honor, and service. Invitations to become a Phi Theta Kappan 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 is concerned with the educational needs of a variety of adult students—men and women who attend classes after a day of work to get 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; and
• programs for special populations including children, deaf/adults, visually impaired adults, veterans, unemployed and under-employed men and women, the homeless heads of households and non-English speaking adults.

For further information on any of these programs, visit the non-credit programs office in the college's Main Building, room M-103, 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. Below are some areas and courses which remain popular.
Educational
High School Equivalency (in English and Spanish)
English as a Second Language
Adult Basic Education
Skills development
Bookkeeping
Computer courses
Real Estate
Typing
Personal development and leisure pursuits
Auto Repair
Aerobics
Career development
Career Workshop Seminars

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 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 advice 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 Center offers a large variety of day, evening, and weekend classes and programs to adults and young adults who wish to improve their skills for personal and/or career advancement. High school equivalency exam preparation classes are given in English and Spanish. Basic education classes, in which students improve their reading, writing, and math skills are available for adults from basic to advanced levels.

In addition, the Center offers instruction in English to Speakers of Other Languages (ESOL) in a number of community locations and Amnesty classes for adults seeking permanent residency status in the United States.

For additional information, call (718) 482-5300.

The Center for Corporate, Labor and Small Business Training
During the past ten years, the Center has provided educational and training opportunities to over 2,000 employees from major hotel chains and hospitals to local wholesalers, retailers, manufacturers and their unions. The Center for Corporate, Labor & Small Business Training has served all staff levels: executives and technical employees, foremen and factory workers, sales force and clerical staff, both on campus and off-site at company locations. For more information, call (718) 482-5330.

Certificate Program in Telecommunications
The Division of Adult and Continuing Education in conjunction with Empire WiT (Women and Men in Telecommunications) offers a 160-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 eleven 20-hour courses are offered: five required and six elective. Certificates are granted upon completion of 160 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 offers a combination of leisure and academic enrichment activities and courses on Saturdays. Courses are low-cost and range from SAT skills, math and reading for ages 4 to high school age, martial arts, computer courses, and art classes. For further information, call (718) 482-7244.

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
This center provides instruction in English as a second language in non-credit courses, which are open to recent immigrants, foreign students, foreign visitors and non-English speaking community residents on either a part-time or full-time basis. The Center issues I-20 forms to qualified students applying from abroad.

For further information visit the English Language Center, room C-720, or call (718) 482-5360.

Job Training Program for Homeless Heads of Households Residing in Hotels
The goal of the program is to strengthen and preserve families through the provision of training and education for successful and meaningful employment. The program provides aptitude and skills assessment, training, and career guidance, placement, supportive services, personal development, job opportunities, remedial and further education options. For more information, call (718) 482-5322.

Jobward Bound Program
Jobward Bound addresses the needs of unemployed, out of school, economically disadvantaged youths aged 17-21 by offering a comprehensive program of vocational training, academic remediation, work
Veterans Education Center

New York City Taxi Driver Institute

Part of the application process to become a New York City Taxi Driver includes a 40-hour course of study. The college is approved by the Taxi and Limousine Commission to offer this training. The program offered by the Division of Adult and Continuing Education holds classes seven days a week, from 8:45 A.M. to 5:15 P.M. For further information, call (718) 482-5335.

Program for Deaf Adults

Since 1975, LaGuardia's Programs for Deaf Adults has provided the largest, most comprehensive model post-secondary program in the New York City area. Students pursuing Associate degrees are supported by academic and personal counseling, registration assistance, classroom interpreters, tutors, and remediation courses. Another of PDA's goals—to provide optimum interpreting services—has led to the creation of the first and only interpreter education program in the metropolitan area. For information, call (718) 482-5324 (voice and TTY).

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. Also, high school equivalency preparation and vocational counseling are available. For additional information, visit the Veterans Education Center, room C-345, or call (718) 482-5386.

Women's Program

This program provides career exploration/assessment, training in keyboarding and microcomputer applications and business communications. The program offers office information training to individuals for new careers or wanting to increase their current job skills and opportunities. For more information, call (718) 482-5397/98.

Outreach Programs

Special programs administered 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, or professional development. The division's major efforts in this area currently consist of the following programs:

Adult Learning Centers on Rikers Island

These centers assist inmates in academic skills development through courses in Adult Basic Education, English as a Second Language, High School Equivalency Preparation and College Preparation. The program also provides vocational instruction in Keyboarding Skills/Data Entry, Pesticide Control and Baking. For more information, call (718) 482-5333.

Astoria Adult Education Center

A wide variety of non-credit classes are offered at our Astoria Center, conveniently located at the corner of Ditmars Boulevard and 31st Street. Each quarter over 300 adults enroll in classes in English as a Second Language, Small Business Management, Bookkeeping, Travel, Computers, Real Estate and foreign languages. For further information, call (718) 482-5353.

Chinatown Center

The Division of Adult and Continuing Education offers a variety of courses in Chinatown to resident 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 for Special Purposes. Admissions, financial aid and career counseling services are available. For further information, please call (212) 431-3720.

Eastside Connection

The Division offers non-credit classes to staff of the University's Central Office as well as upper Eastside residents each quarter. Offered weekdays after work at E. 80th Street, current program selections include: aerobics, yoga, CPR, low stress exercise and varying special events. For further information, call (718) 482-5334.

LaGuardia/CAMBA English Language and Vocational Assistance Program

In collaboration with the Church Avenue Merchants Block Association in Brooklyn, the Division of Continuing Education offers an English language and vocational skills program to unemployed and under-employed immigrants and refugees in need of English, cultural orientation and employment preparation. For additional information, please call (718) 482-5124 or (718) 287-2600.

LaGuardia/Woodside at The Bulova School

Initiated in Winter 1985, this program offers Woodside residents and neighboring areas vocational and leisure courses in craftwork, health, physical fitness, at an accessible community facility. The Joseph Bulova School is located at 40-24 62nd Street. For more information, call (718) 482-5334.

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 $25.45 per quarter. For information, call (718) 482-5321.

LaGuardia Archives

The Fiorello H. LaGuardia Archives was established in 1982 to collect, preserve and make available documents and photographs on the social history of twentieth-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, Jr., and oral histories on life in the neighborhoods of New York City in the early twentieth 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 his vision of a government responsible to the needs of all the people.

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 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 tenth graders from junior high schools in Districts 24 and 30 in the western section of Queens. The five-year program, which combines the tenth, eleventh, and twelfth grades with the first two years of college, provides intensive remediation, 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) 482-5441 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

Office of the President
Raymond C. Bowen, President
Roy H. McLeod, Executive Associate to the President
Shirley J. Saulsbury, Executive Assistant to the President

Office of the Dean for Academic Affairs
George S. Hamada, Dean for Academic Affairs
Roberta S. Matthews, Associate Dean for Academic Affairs
Vincent Bruno, Director of Extended Day
(Vacant), Director of Developmental and Special Programs

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Gilberto Arroyo, Social Science Dept.
John P. Bihn, Natural and Applied Sciences Dept.
Sandra Dickinson, Humanities Dept.
Anthony P. Giangrasso, Mathematics Dept.
Cecilia Cullen, Principal of Middle College High School
Eric Nadelstern, Principal of International High School

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James Buckley, Associate Dean of Administration
Alfred C. Longobardi, Director of Support Services
William C. Pan, Director of Planning, Design and Construction
Adele Rainey, Director of Records Management
(Vacant), Director of Building Operations

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Kenneth Cottrell, Associate Dean of Adult and Continuing Education
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Office of the Dean of Institutional Advancement
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Renee Butler, Director of Early Childhood Learning Center
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Sulema A. Ebrahim, Director of Financial Aid

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Deborah P. Harrell, Office Technology Dept.
Gerald H. Meyer, Computer Information Systems Dept.
Annette Siegel, Acct./Managerial Studies Dept.
Joyce Zartisky, Communication Skills Dept.

Joan E. Roude, Business Manager
Yvette C. Urquhart, Director of Labor Rel. and Personnel
Marvin Weinbaum, Director of Computer Services

Robert F. Rosa, Sr. Admin., Health, Career & Prof. Programs
Sandra Watson, Sr. Admin., Family Institute for Education, Training & Employment

William D. Freeland, Director of Communications
John Kotowski, Director of College & Community Relations
Ray Schoenberg, Acting Director of Registrar and Records
Linda Tobash, Director of Admissions

Judith Gazzola, Director of Career and Transfer Center
Manuel Perez, Director of College Discovery
Olga Vega-Mallo, Director of Academic Advisement
(Vacant), Director or Health Services
All staff directory information is based on official college records as of July 16, 1990.

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Gilberto Arroyo
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College and University Policies

Affirmative Action Policy
It is the policy of LaGuardia Community College of the City University of New York to recruit, employ, retain and promote employees; and to admit and provide services to students without regard to race, color, religion, sex, age, sexual orientation, national origin, handicap, or veteran's status. In addition, the college will neither discriminate against nor exclude staff or students who have AIDS (Acquired Immune Deficiency Syndrome) or related conditions. The college is committed to taking any and all steps necessary to identify and alter policies, practices or other institutional barriers which cause or perpetuate inequality.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against any qualified individual solely on the basis of his or her disability. Students, faculty, and staff with disabilities have the college's commitment to provide physical and programmatic accessibility. The college's Section 504 Coordinator, Paula Nesoff, (718) 482-5214, and Affirmative Action Officer, Eneida Rivas, (718) 482-5058, have been designated by the President as his representatives to handle informal complaints and formal grievances from all members of the college community.

Procedures for making informal complaints and formal grievances are outlined in the Student's Rights and Responsibilities Handbook.

Policy Against Sexual Harassment
LaGuardia Community College is committed to maintaining and fostering a fair, humane and supportive environment for all of its students and staff. As such, the harassment of employees or students on the basis of sex is prohibited. The college's policy relates to and conforms with the equal employment opportunity policy of the Board of Trustees of the City University of New York to recruit, employ, retain and promote employees without regard to sex, age, race, color, religion, national origin, handicap or veteran's status.

Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. Inquiries, concerns or complaints should be directed to Eneida Rivas, Affirmative Action Officer, (718) 482-5058.


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.

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 education 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 discretionary power in carrying 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 identification 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 demonstrating 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 instrument 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 hereafter defined 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, suspension, without or with pay, if determined by the Bylaws of the Board of Higher Education, or suspension with dismissal if properly ordered by a properly constituted Board.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-10 shall be subject to the following range of penalties: warning, censure, suspension, without or with pay, if determined by the Bylaws of the Board of Higher Education, or suspension with dismissal if properly ordered by a properly constituted Board.

4. Any organization which authorized the conduct prohibited under substantive 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 harm.

C. Censure.

Written reprimand for violation of specific rules, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University rule within a period stated in the letter of reprimand.

D. Disciplinary Probation.

Exclusion from participation in privileges 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.

F. Suspension.

Exclusion from all 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. Exclusion.

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

LaGuardia operates on a quarterly calendar, instructional time is allocated in such a way as to be equal to that of a college on a semester system. Therefore, LaGuardia awards semester credits for 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 quarters 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
AAS: Associate in Applied Sciences
AS: Associate in Science

Academic Advisement: a service provided by Student Services counselors and faculty advisors to assist students in developing an academic plan and meeting their degree requirements. Students are advised to meet with an academic advisor prior to registration to discuss career goals, academic progress, and placement. Academic advisors are available to assist students in selecting courses that will meet graduation requirements. Students are encouraged to meet with their academic advisor at least once per semester to discuss their academic progress and career goals.

Academic Year: the period from September to August, exclusive of the summer intersession.

Advisement Form: a required form which must be completed by the student's academic advisor prior to registration. The form includes a list of courses for which the student has been advised to register, along with a description of the course and its prerequisites.

Articulation: a process by which students who have completed courses at one institution can transfer those credits to another institution.

Associate in Arts: the degree awarded in the following programs: Bilingual Education, Human Services, Liberal Arts.

Associate in Applied Sciences: the degree awarded in the following programs: Accounting, Commercial Photography, Computer Technician, Data Processing, Emergency Medical Technician, Mortuary Science, Office Technology, Paramedic, Physical Therapist Assistant, Pre-Nursing (Nursing), Secretarial Science.

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, Mastercard, VISA, 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 four-year colleges and universities. The Center houses a library of occupational and educational information.

Career Preparation Elective Pattern: a group of five courses designed to give students a foundation for a career in areas such as art, journalism, and legal studies with related co-op experiences (AA degree in Liberal Arts only).

Cleared: a term used by the Bursar's Office to indicate that a student has paid or made acceptable arrangements to pay tuition owed to the college.

Club Hours: Wednesday afternoons from 1:20-3:50 p.m. Classes are not usually scheduled during this time.

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

Communication Skills: academic department that offers courses in reading.

Computer Information Systems: the academic department that offers courses in computer science, data processing, 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: a course taken during internship quarter. 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: a course which must be taken during the same quarter as another course.

Counselor: a 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 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 a 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: a course not required for a major in a department. A student may choose to take to meet general education requirements. Liberal arts electives include courses from the Departments of English, Humanities, Human Services, Natural and Applied Sciences, Math and Social Science, except those courses listed on page 97. Unrestricted electives may be chosen from any department of the college.

English: the academic department that offers courses in writing, literature, and journalism.

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.

Faculty: teachers, counselors, co-op coordinators, etc.

Faculty Advisor: a counselor in a student's major who can assist with academic and career planning.

FSAP (Freshman Skills Assessment Program): a three-part test for new freshman students that determines whether they will be placed in basic reading, writing, oral communication and/or math classes.

Full-time student: generally, a student registered for 7-12 tuition units or credit equivalents per quarter. 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, biblical education, philosophy, critical thinking and reasoning, dance, film and media.

I
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 (MMR) given at least one month apart, the second dose after the age of 12 months. Immunization does not mean immunity; it means the child is protected from the diseases. Immunization is only effective if the child is vaccinated on time. Immunization status is verified by the College's Health Center. Immunizations are not required for students enrolled in programs in the College of Liberal Arts, Business Administration, and Information Technology, provided they are not taking courses in the College of Nursing and Health Professions or the College of Pharmacy and Health Sciences. Immunization status is verified by the College's Health Center. Immunizations are not required for students enrolled in programs in the College of Liberal Arts, Business Administration, and Information Technology, provided they are not taking courses in the College of Nursing and Health Professions or the College of Pharmacy and Health Sciences. Immu-
vaccine and one dose of mumps and rubella vaccine. Further information is available from the Admissions Office at LaGuardia and from the New York City Department of Health.

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 master 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.

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.

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.

Mathematics: the academic department that offers mathematics courses.
Middle College: a Board of Education high school on campus.

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.
NDSL: 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 quarter’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.

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 office technology, secretarial science, court reporting, and word processing.

Part-time Student: generally, a student registered for less than seven tuition units is considered part-time at LaGuardia. Since each financial aid program has a different definition for part-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.
Pell Grant: a form of financial aid (formerly BEOG).
Perkins Loan: a form of financial aid.
Prerequisite: a course that must be completed prior to taking another course.
Probation: a trial period of two quarters which permits students to improve a low grade point average.

R: a symbol that may appear on a student’s transcript which indicates that the course must be repeated. This grade is only given in basic skills courses.
Regents Award for Children of Deceased or Disabled Veterans: a form of financial aid.
Regents College Scholarship: a form of financial aid.
Registrar’s Office: coordinates and implements the registration process. In addition, it handles the following services: transcript requests, tuition refund requests, verification of attendance, change of data (name, address, etc.), maintenance of students’ records, transfer credit evaluation, FSAP scores, graduation checks, student enrollment data, readmission applications, reenrollment applications.

Registration Appointment: a specific appointment assigned by the Registrar’s Office indicating the day and time a student is invited to register.
Requirement: necessary courses for completion of a degree.
Retention: policy specifying conditions for maintaining student status.

S: a symbol that may appear on a student’s transcript which indicates the student has satisfactorily passed the course. This grade is not counted in the calculation of the student’s GPA.
SIR (Student Instructional Report): the questionnaire by which students evaluate their teachers.

Social Science: the academic department that offers courses in economics, history, psychology, sociology, political science, and anthropology.
Social Security Payments to Children of Deceased or Disabled Parents: a form of financial aid.
Special Programs: programs offered by the Division of Continuing Education which generally focus on educational preparation, occupationally related skills and training, vocational counseling, or professional development. These programs are usually offered at off-campus locations.

Student Activities Department: a college department which includes the Student Activities Committee, student clubs and organizations, and Student Government.

Student Services: a college division which offers programs including Counseling, Student Activities, Health Services, Early Childhood Learning Center, Career and Transfer Center, and Financial Aid.
Supplemental Educational Opportunities Grant: a form of financial aid.
Suspension: the result of a student’s failure to raise a low grade point average during probation. Students on suspension cannot register for classes in the college for two quarters.

TAP: Tuition Assistance Program—a form of financial aid.
TAR: LaGuardia’s way of linking the concepts students learn in the classroom with their experiences on co-op internships. TAR stands for the Teaching of concepts in classes, their Application on internships, and their Reinforcement in co-op seminars and later classes.

Transcript: report of grades, received after each quarter of study.

W: a symbol that may appear on a student’s transcript which indicates the student has not satisfactorily passed the course. This grade is not counted in the calculation of the student’s GPA.

Urban Study Requirement: all students are required to take at least one of the special series of courses which utilize the facilities of New York City for focusing learning in a given discipline (formerly referred to as an Intensive).

Veterans Administration Educational Benefits: a form of financial aid.

WU: a symbol that may appear on a student’s transcript which indicates official withdrawal from a course prior to the sixth week of classes.

Y: a symbol that may appear on a student’s transcript which indicates that the student completed the first quarter of a two quarter course. Used prior to Fall 1980 and is not calculated towards GPA.

Z: a symbol on a student’s transcript which indicates that the instructor was delayed in submitting a grade. Students completing a co-op internship normally receive the temporary grade of “Z.” The “Z” grade will be changed to the student’s correct grade by the fifth week of the quarter following the internship. The “Z” grade is also given to students who have passed all requirements of Basic Reading III except the CUNY retest. When the CUNY retest is passed, the “Z” grade changes to the grade the student has earned in Basic Reading III.
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BY SUBWAY
The College can be reached easily by both the IND and IRT lines.

The Queens Plaza IND stations are serviced by the E, F, G, R, and N trains. The college is an 8-minute walk from this station.

The Rawson St. station of the Flushing IRT line is serviced by the number 7 train, which connects in Manhattan with the Lexington IRT 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 59th Street Bridge to Queens Blvd. and follow signs to college.
Natural and Applied Sciences Department
Veterinary Technology (formerly Animal Health Technology)
Veterinary Technology Curriculum: AAS Degree

Office Technology Department
Microcomputer Systems and Applications Curriculum: AAS Degree (formerly Office Technology)

**CURRICULAR CHANGES**

**Humanities Department**

**Commercial Photography Curriculum:** AA.8 Degree

**Required Courses**

**60 credits**

- **Counseling**
  - New Student Seminar
  - English: 3 credits
  - Composition I ENG 101
  - Mathematics: 3 credits
  - Math Elective
    (must be a liberal arts course)
  - Natural and Applied Science: 3 credits
    - Topics in Chemistry SCC101
  - Social Science: 3 credits
    - Introduction to Sociology SSS100
  - Accounting/Managerial Studies: 3 credits
    - Introduction to Business AMM101
  - Humanities: 12 credits
    - Oral Communication HUC101
    - The Art of Film HUC150
    (Select two of the following courses)
    - Introduction to Design HUA104
    - Color Theory HUA115
    - Computer Art HUA125
  - Commercial Photography: 24 credits
    - Beginning Photography HUA130
    - Intermediate Photography HUA230
    - Studio Lighting I HUA145
    - Studio Lighting II HUA245
    - Color Photography HUA234
    - Color Darkroom Techniques HUA235
    - Commercial Photography Workshop HUA275
    - Commercial Photography Seminar HUA280
  - Cooperative Education: 9 credits
    - Co-op Prep
    - 3 Internships, 3 credits each
    (Required for day students. Extended day students may take Co-op Internships or elective courses.)

**Elective Courses:**

**6 credits**

- One elective must be an Urban Study course.

- **Liberal Arts Electives**
  - Mathematics: 3 credits
    (Select one of the following)
    - Algebra MAT110
    - Elementary Statistics I MAT120
    - Precalculus MAT200
  - Social Science: 3 credits
    - Introduction to Sociology SSS100
  - Natural and Applied Sciences: 3 credits
    - One liberal arts course
  - Humanities: 3 credits
    - Oral Communication HUC101
  - Office Technology: 28 credits
    - Keyboarding I SEC131
    - Introduction to Information Systems SEC151
    - Word Processing I SEC155
    - Word Processing II SEC156
    - Business Communications SEC260
    - Spreadsheets Applications SEC280
    - Database Management SEC281
    - Desktop Publishing Applications SEC282
    - Integrated Software Systems SEC286
    - Decision Support Systems SEC290

**Total credits: 66**

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

Continued on page 154
Secretarial Science Curriculum: Administrative Office Assistant Option: 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:</td>
<td>8</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Composition II ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Writing the Research Paper ENG103</td>
<td>2</td>
</tr>
<tr>
<td>Humanities:</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communications HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics:</td>
<td>3</td>
</tr>
<tr>
<td>(Select one of the following)</td>
<td></td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td>Elementary Statistics MAT120</td>
<td>4</td>
</tr>
<tr>
<td>Precalculus MAT200</td>
<td></td>
</tr>
<tr>
<td>Social Science:</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology SSI100</td>
<td>3</td>
</tr>
<tr>
<td>Natural &amp; Applied Sciences:</td>
<td>3</td>
</tr>
<tr>
<td>Select one liberal arts course</td>
<td></td>
</tr>
<tr>
<td>Office Technology:</td>
<td>25</td>
</tr>
<tr>
<td>Stenography I SEC100</td>
<td>2</td>
</tr>
<tr>
<td>Stenography II SEC110</td>
<td>2</td>
</tr>
<tr>
<td>Stenography III SEC120 or SEC123</td>
<td>3</td>
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<tr>
<td>Keyboarding I SEC131</td>
<td>2</td>
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<tr>
<td>Keyboarding II SEC132</td>
<td>2</td>
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<tr>
<td>Keyboarding III SEC133</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Office Information Systems SEC131</td>
<td>3</td>
</tr>
<tr>
<td>Word Processing I SEC155</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications SEC260</td>
<td>3</td>
</tr>
<tr>
<td>Electronic Office Procedures SEC270</td>
<td>3</td>
</tr>
<tr>
<td>Accounting/Managerial Studies:</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business AMM101</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>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: 8-9 credits

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 Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)

Unrestricted Electives 5-6

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.
Word Processing Specialist Certificate Curriculum (formerly Word Processing Certificate)

<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>English/Humanities: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Composition II ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Office Technology: 24 credits</td>
<td></td>
</tr>
<tr>
<td>Keyboarding I SEC131</td>
<td>2</td>
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<tr>
<td>Keyboarding II SEC132</td>
<td>2</td>
</tr>
<tr>
<td>Keyboarding III SEC133</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Information Systems SEC151</td>
<td>3</td>
</tr>
<tr>
<td>Word Processing I SEC155</td>
<td>3</td>
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<tr>
<td>Word Processing II SEC156</td>
<td>3</td>
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<tr>
<td>Business Communications SEC260</td>
<td>3</td>
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<tr>
<td>Electronic Office Procedures SEC270</td>
<td>3</td>
</tr>
<tr>
<td>Desktop Publishing Applications SEC282</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Education: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>1 Internship, 3 credits</td>
<td></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>Total credits: 36</td>
<td></td>
</tr>
</tbody>
</table>

NEW COURSES

Communications Skills Department

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, ENG099

Counseling Department

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.
Pre-requisite: New Student Seminar
Pre- or Corequisite: CSE099, ENG099, MAT099

Humanities Department

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.
Pre-requisite: CSE099, MAT099, ENG101, HUA245

HUF201 French Literature from a Global Perspective
3 credits; 3 hours
This course is an introduction to the literature and culture of French-speaking countries through various forms of literary expression. Readings and discussions will emphasize the rich contributions of African, Caribbean, and North American writers and artists, as well as responses to them from France and the United States.
Pre-requisite: ESW099, HUF103 or placement exam
Pre- or Corequisite: CSE099, ENG099
Natural and Applied Sciences Department

SCR100 Nurse, Client, Environment: Problems & Approaches
2 credits; 2 hours
This course introduces basic nursing concepts and strategies to students considering a career in nursing. An overview of the existing health care delivery system and the roles of various health care providers will be discussed. The main focus of the course will be on understanding the components of a therapeutic relationship and on developing problem-solving strategies appropriate to common nurse-client situations.
Prerequisite: CSE099, ENG099

Office Technology Department

SEC151 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: CSE099, ENG099

SEC155 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 include creating, editing, storing, page formatting, printing, performing block functions, merging, and using single and multiple files.
Prerequisite: CSE098, ENG098, SEC130 or SEC131 or SEC140

SEC156 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 thesauri, math, sort, and macro commands.
Prerequisite: CSE099, ENG099, SEC150 or SEC155

SEC286 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: CSE099, ENG101, MAT110, SEC156, SEC158, SEC280, SEC281

SEC290 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 essential 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: CSE099, ENG101, MAT110, SEC260, SEC286

CHANGES IN EXISTING COURSES

Humanities Department

IUL100 Communication and the Non-Native Speaker (formerly IUL110)
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.
Pre- or Corequisite: ESL099 or permission

HUP100 Critical Thinking Skills (formerly Critical Thought Skills)
3 credits; 3 hours
This course seeks to aid the development of students’ thinking skills and language abilities. Concrete examples will be employed as a means of improving the students’ everyday use of concepts to organize their experience. The examples will focus on those skills which students need in order to solve problems and to make choices in their academic, career and personal lives.
Corequisite: CSE097 or CSE098 or CSE099, ENG098 or ENL/ENX/ENG099 or MAT098 or MAT099 or MAT109; this course is limited to students enrolled in any one or more of these courses.
Natural and Applied Sciences Department

SCP240, 241, 242 General Physics I, II and III
4 credits; 6 hours (3 lecture, 1 recitation, 2 lab each quarter)

General Physics I, II and III are together a three quarter sequence in physics for science and pre-engineering students. The topics covered in the first quarter 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 quarter include: heat and temperature; the laws of thermodynamics; kinetic theory; entropy, oscillations; wave motion; properties of light; optics. The topics covered in the third quarter include: electrostatics; DC circuits; magnetism and magnetic materials; AC circuits, special relativity, modern physics.

This is a calculus-based physics course.

Prerequisite for SCP240: CSE099, MAT201
Pre- or Corequisite: MAT202
Prerequisite for SCP241: MAT202, SCP240
Prerequisite for SCP242: SCP241

Social Science Department

SSN185 History of Minorities/Urban Studies (formerly SSH260 History of Minorities)
3 credits; 3 hours

This course examines the changing patterns of immigration, settlement and employment of various minority groups including African-Americans, Irish-Americans, Hispanic-Americans, and Asian-Americans. In addition, the situation of Native Americans, women, gays and the aged will be discussed. This course is set in New York City, the nation’s center of immigration and diversity, and includes trips to sites of immigrant and minority history.

Prerequisite: CSE099, ENE/ENX/ENG099, SSH100 or SSS100 or SSE101 or SSSY101
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