bronx community college
of the city university of new york
catalog 1975-76
# Academic Calendar 1975-1976

## Fall 1975 Semester

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Days</th>
<th>Events/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 18-September 8</td>
<td>Monday-Monday</td>
<td>Registration (Detailed schedule to be distributed.)</td>
</tr>
<tr>
<td>September 1</td>
<td>Monday</td>
<td>Labor Day—Holiday</td>
</tr>
<tr>
<td>September 12</td>
<td>Friday</td>
<td>Faculty Conference</td>
</tr>
<tr>
<td>September 13</td>
<td>Saturday</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>September 15</td>
<td>Monday</td>
<td>Yom Kippur—No Classes</td>
</tr>
<tr>
<td>October 10</td>
<td>Friday</td>
<td>Last Day for Students to File for Spring 1975 Make-Up Exams for ABS Grades</td>
</tr>
<tr>
<td>October 13</td>
<td>Monday</td>
<td>Columbus Day—No Classes</td>
</tr>
<tr>
<td>October 25</td>
<td>Saturday</td>
<td>Make-Up Exams for Resolution of Spring 1975 ABS Grades</td>
</tr>
<tr>
<td>October 27</td>
<td>Monday</td>
<td>Deadline Date for Resolution of Spring 1975 INC and ABS Grades</td>
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<tr>
<td>November 3-8</td>
<td>Monday-Saturday</td>
<td>Mid-Term Evaluation Week</td>
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<tr>
<td>November 4</td>
<td>Tuesday</td>
<td>Election Day—No Classes</td>
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<tr>
<td>November 11</td>
<td>Tuesday</td>
<td>Veterans Day—No Classes</td>
</tr>
<tr>
<td>November 27-29</td>
<td>Thursday-Saturday</td>
<td>Thanksgiving Recess—No Classes</td>
</tr>
<tr>
<td>December 24-January 3</td>
<td>Wednesday-Saturday</td>
<td>Winter Recess—No Classes</td>
</tr>
<tr>
<td>January 7</td>
<td>Wednesday</td>
<td>All Classes Meet According to Friday Schedule</td>
</tr>
<tr>
<td>January 8</td>
<td>Thursday</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>January 9-14</td>
<td>Friday-Wednesday</td>
<td>Final Examination Week</td>
</tr>
</tbody>
</table>

## Spring 1976 Semester

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Days</th>
<th>Events/Notes</th>
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</thead>
<tbody>
<tr>
<td>January 23-February 4</td>
<td>Friday-Wednesday</td>
<td>Registration (Detailed schedule to be distributed.)</td>
</tr>
<tr>
<td>February 6</td>
<td>Friday</td>
<td>Faculty Conference</td>
</tr>
<tr>
<td>February 9</td>
<td>Monday</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>February 12</td>
<td>Thursday</td>
<td>Lincoln’s Birthday—No Classes</td>
</tr>
<tr>
<td>February 16</td>
<td>Monday</td>
<td>Washington’s Birthday—No Classes</td>
</tr>
<tr>
<td>March 12</td>
<td>Friday</td>
<td>Last Day for Students to File for Fall 1975 Make-Up Exams for ABS Grades</td>
</tr>
<tr>
<td>March 27</td>
<td>Saturday</td>
<td>Make-Up Exams for Resolution of Fall 1975 ABS Grades</td>
</tr>
<tr>
<td>March 29</td>
<td>Monday</td>
<td>Deadline Date for Resolution of Fall 1975 INC and ABS Grades</td>
</tr>
<tr>
<td>March 29-April 3</td>
<td>Monday-Saturday</td>
<td>Mid-Term Evaluation Week</td>
</tr>
<tr>
<td>April 12-17</td>
<td>Monday-Saturday</td>
<td>Spring Recess—No Classes</td>
</tr>
<tr>
<td>May 25</td>
<td>Tuesday</td>
<td>Last Day of Classes—Classes Meet According to Thursday Schedule</td>
</tr>
<tr>
<td>May 26-29</td>
<td>Wednesday-Saturday</td>
<td>Final Examination Week</td>
</tr>
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</table>
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bronx community college of the city university of new york

university avenue and west 181 street • the bronx, new york 10453 • tel. 367-7300
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introducing bronx community college

PHILOSOPHY AND AIMS OF THE COLLEGE

Quality Higher Education for the Many

Bronx Community College was founded in 1957 to offer ever-widened opportunities for higher education to the many. In September 1970, with the advent of the City University's policy of open admissions, the College's original commitment was dramatically extended as it welcomed hundreds of students who previously might have been denied a college education. Although the size and diversity of the new student body has placed considerable demands upon the College's facilities and resources, open admissions offers the College an unprecedented opportunity to demonstrate its commitment to provide quality higher education for the many.

Traditionally, a community college aims to help students acquire the knowledge and develop the skills characteristic of higher education. Its functions have been to offer a broad, comprehensive and useful educational experience to prepare for a life of independent and creative thinking, dignity and community participation.

In brief, community college education has combined sound general education in the liberal arts with meaningful and relevant professional or career preparation.

At Bronx Community College today, the primary emphasis is again upon the relationship of the individual faculty member to the individual student. Perhaps more than ever before, the administration and faculty recognize the new responsibilities and challenges offered by open admissions. Bronx Community College accepts this responsibility and welcomes this challenge.
A Comprehensive Program: Career and Transfer Curricula

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

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

Bronx Community College offers courses of study, both day and evening, that lead to a career after two years, or transfer to a four-year college.

Career programs leading to an Associate in Applied Science degree (A.A.S.) include accounting, data processing, marketing management and sales, chemical technology, education associate, electrical engineering technology, mechanical engineering technology, medical laboratory technology, nursing, plastics technology, and secretarial studies.

Transfer programs include business administration, business teaching, computer science, engineering science, pre-pharmacy, and music. The Liberal Arts offer studies in art, biology, Black and Puerto Rican studies, chemistry, communication arts and sciences, dance, economics, English, French, German, health education, history, Italian, mathematics, philosophy, physical education, physics, political science, psychology, sociology, Spanish, and theatre.
CHARTER

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

ACCREDITATION

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

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

The Nursing curriculum is accredited by the National League for Nursing.

AFFILIATIONS

The Bronx Community College is a member of the American Association of Junior Colleges, the New York State Association of Junior Colleges, and the Council of Higher Educational Institutions in New York City. In addition, the College and its faculty have numerous professional memberships and scholarly affiliations.
The establishment of Bronx Community College in 1957 crowned a decade of effort by civic-minded groups in Bronx County. To meet the growing need for increased higher education facilities in the “Borough of Universities and Progress,” they urged the establishment of a new publicly supported two-year college in the Bronx.

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

In October 1957, the Board of Higher Education named Dr. Morris Meister, principal of the nationally known Bronx High School of Science, president of Bronx Community College. President Meister took office February 1, 1958, and his staff began to plan the growth and development of the College, preparatory to admitting students in February 1959.

The half-century-old, but structurally sound, Bronx High School of Science building at Creston Avenue and 184 Street was chosen as the site immediately available. By 1972, the College was renting and occupying seven additional centers within a six-block radius serving approximately 10,000 matriculated students.

In April 1961, The City University of New York became a new entity by action of the State Legislature, with Bronx Community College as one of the then seven constituent undergraduate colleges, which now number eighteen.

Dr. James A. Colston became the second president of Bronx Community College on August 1, 1966, following Dr. Meister's retirement.
Bronx Community College moved virtually all its operations to the site of the former NYU uptown campus at University Avenue and West 181 Street beginning with the Fall 1973 semester. The campus encompasses more than 50 acres on a bluff overlooking the Harlem River. Bronx Community College students have the same facilities that have served the university and graduate school so well. There are modern classrooms, lecture halls and laboratories; student center, cafeteria and lounges; shaded walks and a grassy mall; athletic fields, tennis courts, and a swimming pool; and advanced media and library facilities. The Hall of Fame, a national landmark, will continue to be open to the public.

The expanded Nursing program of the College includes operation of the new 13-story Nursing Residence and School, opened in September 1964 at the Bronx Municipal Hospital Center in cooperation with the Department of Hospitals of the City of New York.

The College’s Center for Continuing Education and Community Services, located at 120 East 184 Street, offers approximately 30 programs to carry out the College’s commitment to its community. Last year 9,000 persons were served.

The College’s important contribution to the cultural life of its students and the borough is felt through the Bronx Community and College Symphony, the Bronx Community and College Choir, work with the Bronx Council on the Arts, and most of all through the more than 120 events coordinated annually by the Office of Special Events. Concerts, plays, films, speakers, and art exhibits are open to both students and the public, some at modest prices, many free.
DEGREE PROGRAMS OFFERED

The applicant to Bronx Community College may be admitted to one of the various curricula offered. Detailed descriptions of the requirements for the degree in the curricula (and options) appear on pages 66-97.

The following list summarizes the programs:

1. **Business (Career)**
   - Career Program—A.A.S. Degree
   - Curricula: Accounting, Marketing Management and Sales, Data Processing (Programming)

2. **Business Administration**
   - Transfer Program—A.A. Degree for transfer to Baruch College of The City University of New York
   - Options: Accounting, Marketing Management and Sales, Management

3. **Business Teaching**
   - Transfer Program—A.A. Degree for transfer to Baruch, Hunter or Lehman College of The City University of New York
   - For students planning to teach Accounting or Marketing Management and Sales on the secondary level

4. **Chemical Technology**
   - Transfer Program (to a College of Pharmacy, only)—A.A.S. Degree
   - Curriculum: Pre-Pharmacy
   - Career Program—A.A.S. Degree
   - Curricula: Chemical Technology, Plastics Technology

5. **Education—Child Care Associate**
   - Career or Transfer Program—A.A.S. Degree

6. **Engineering Science**
   - Transfer Program—A.A. Degree

7. **Electrical Technology**
   - Career or Transfer Program—A.A.S. Degree

8. **Mechanical Technology**
   - Career or Transfer Program—A.A.S. Degree

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

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

11. **Nursing**
    - Career or Transfer Program—A.A.S. Degree

12. **Performing Arts-Music**
    - Transfer or Career Program—A.A.S. Degree

13. **Secretarial Studies**
    - Career Program—A.A.S. Degree (Executive Secretarial, Legal Secretarial, Medical Secretarial Assistant, School Secretarial)
    - Transfer Program—A.A. Degree for transfer to Baruch, Hunter or Lehman College for students planning to teach Secretarial Studies on the secondary level
OFFICE OF EVENING AND CONTINUING EDUCATION

Dean of Evening and Continuing Education: Dr. Manuel Stillerman
Associate Dean of Evening, Saturday and Extension Education: Dr. Gloria L. Hobbs
Associate Dean of Continuing Education and Community Services: Mr. Seymour Reisin
Assistant to the Dean of Evening Education: Mr. Peter Daniels
Director of Education for Aging: Dr. Ronald Szczypkowski
Coordinator of Veterans' Affairs: Mr. William Webb

Evening, Saturday and Extension Education

All students, regardless of matriculation status, may register for courses at any time of the day or evening, on Saturdays, and in any of the extension centers where the College maintains classes.

Extensive course offerings leading to the Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.) degrees are available to students during the evening hours at the main campus. In most curricula, it is possible to complete all requirements for these degrees in the Evening Session.* These courses may be transferred to an appropriate curriculum of another institution. The instructors of all evening, Saturday and extension courses are either full-time or adjunct members of the Bronx Community College faculty.

In addition to taking day and evening courses during the week on campus, students may also enroll in courses given on Saturdays from 8:30 a.m. to 3:30 p.m. and at extension centers located throughout the Bronx. Course offerings in the extension centers are determined by demand and space availability. The following are extension centers in the Bronx where college-credit courses are currently being offered: Bronx River Neighborhood Center, 1619 East 174 Street; Bronx Psychiatric Hospital, 1500 Waters Place; Columbus Evening High School, Astor and Colden Avenues; Kingsbridge Veterans Hospital Center, 130 West Kingsbridge Road; Morrisania Hospital, 168 Street and Walton Avenue; and Soundview Mental Health Center, 2527 Glebe Avenue.

Regulations found in other sections of this catalog concerning admissions, courses, credits, matriculation status, records, registration, student services, academic policies and procedures, and governance of the College apply to all students, no matter when or where they attend classes.

* Major courses in nursing and music are only scheduled during the day.
Continuing Education and Community Services

In addition to fulfilling its educational responsibilities to each student enrolled, Bronx Community College is committed to providing educational services requested by community agencies and civic groups. These services and programs, offered by the Center for Continuing Education and Community Services at 120 East 184 Street, are called continuing education and community service programs and include noncredit adult education courses given at neighborhood sites. Public and private agencies, voluntary organizations and commercial firms desiring educational upgrading opportunities for members, employees or community residents may call upon the Center for a variety of services and assistance.

Programs undertaken have included:

**Municipal and State Civil Service Programs**—New York City and State civil service personnel may prepare for promotional examinations or meet qualifications for civil service positions by enrolling in courses such as typing, speed-reading, shorthand, conversational Spanish, psychology, and administrative management. Courses are offered during late afternoons and evenings.

**Licensed Practical Nurse Program**—Upgrading courses in medical-surgical and geriatric nursing, pharmacology, and medications are available to licensed practical nurses who wish to improve their skills.

**Medical Assistants Program**—Medical Assistants employed by health institutions or private physicians are eligible to participate in a 30-hour upgrading course prepared cooperatively by the College’s Biology Department and the Bronx County Medical Assistants Association.

**Mini-Semester Program**—Photography, sculpture, human sexuality, karate, belly dancing, home repair and other leisure-time activities are offered on a low-cost basis within the Mini-Semester Program. Those interested in career development may enroll in typing, rapid writing, bookkeeping and business management courses. Educational courses offered in response to community request include high school equivalency and college preparation. All courses are offered during convenient weekday, evening and Saturday hours.
Adult Learning Center—Bronx residents and workers, age 17 or over, who seek a high school equivalency diploma or desire job skills upgrading can benefit from individual testing and counseling and self-instructional programs of study enabling them to realize their goals. Program participants use the Center at their convenience and work at their own speed.

Summer Water Safety Job Training Program—Teenagers, age 17 or older, from low-income backgrounds, may participate in a short-term summer water safety program that qualifies successful graduates for afterschool and summer employment as water safety instructors or lifeguards. Job counseling and placement are essential parts of the program.

Job Development and Job Placement Program—Academic, career and vocational guidance is provided for students enrolled in courses offered by the Center for Continuing Education and Community Services. Job development and placement are also available for students currently or previously registered in the Center’s programs.

Summer Sports Skills Day Camp Program—Neighborhood youngsters participate in a field-gymnasium-pool summer sports program under the supervision of the College’s Department of Health and Physical Education.
Right to Read—Instruction in English as a second language and basic reading is provided for adults who speak or read little or no English.

Education for Aging—The College's Adult Luncheon Club provides Bronx senior citizens with free daily lunches and offers them recreational and cultural activities, tuition-free college courses, and rent and medical counseling. The College develops and tests new, suitable programs for senior citizens, which are then offered to senior citizen and luncheon clubs throughout the Bronx. Professional assistance in research, program development and evaluation is provided to agencies dealing with the elderly.

Veterans' Readiness Institute—Vietnam-era veterans lacking secondary education credentials or desiring a review of basic skills may enroll in a three-month college program that includes intensive instruction in communication and mathematics skills as well as educational and vocational counseling. Full-time program enrollees are entitled to G.I. Bill benefits.

Multimedia First Aid Program—The Occupational Safety and Health Act of 1970 requires that a specified percentage of employees of industrial and trade firms as well as public and private organizations be provided with first aid training. The College's eight-hour Multimedia First Aid course fulfills the legal requirements of this federal legislation.

Health Personnel Program—Health professionals, paraprofessionals and students in health-related fields may enroll in courses in their particular areas of interest and responsibility. Such courses emphasize new developments in anatomy and physiology, first aid and emergency care, and cardiopulmonary resuscitation. Courses in Spanish conversation and English as a second language are also offered.

General Equivalency Diploma Program for Ex-Offenders—Ex-offenders who do not have a high school diploma may enroll in a special GED examination preparation course. Upon attainment of the high school equivalency diploma, graduates will be encouraged to pursue college-level studies and will also qualify for career-oriented positions developed as part of this program.

The Music Studio—Low-cost, noncredit music programs including private lessons in voice, composition and various instruments are offered to community residents of all ages and at all skill levels. Group instruction and in-service courses in music and dance are available for teachers specializing in early childhood, reading, music, creative arts, and special education.

Occupational Safety and Health Program—A series of three-hour conference workshops designed to familiarize labor and business leaders with OSHA standards is offered by the College in cooperation with the U.S. Department of Labor.

Veterans' Affairs

The Office of Veterans' Affairs provides extensive supportive services for approximately 2,000 veterans currently enrolled at Bronx Community College. All veterans' educational benefits are processed through this office, which also administers work study and tutorial programs, makes counseling referrals, and cooperates with the Veterans' Readiness Institute (see above) and the BCC veterans' association. The monthly newsletter provides up-to-the-minute information of interest to veterans.
SUMMER SESSION

Dean of Summer Session: Dr. Henry F. White
Assistant Dean of Summer Session: Prof. Herman Stein

During the six-week Summer Session, Bronx Community College students may pursue courses for advanced placement or acceleration of college standing, or to make up deficiencies for admission or take necessary courses toward gaining matriculation. The Summer Session is also open to students of other colleges who have special permission to attend.

Announcements and a bulletin of courses offered in day and evening classes in the Summer Session are issued in the spring by the College. The free-tuition policy for matriculants applies during the Summer Session.
ALUMNI ASSOCIATION

The function of the Alumni Association is to extend services to former students and to further the educational, social and cultural affairs of the College. The Alumni Association is administered by a college-wide board of advisers whose function is to introduce the spirit of innovation and positive communication for the benefit of alumni and the College community. All students become members of the Bronx Community College Alumni Association upon graduation.
DIRECTORY OF FACILITIES
AND OFFICES

Auditoriums
The Main Auditorium is on the lowest floor of the Gould Memorial Library. Its capacity of 800 enables its use for a variety of events including College convocations, students' curricular and extracurricular activities, cultural programs, and community activities.

The Nursing Center also has a modern, completely equipped 604-seat auditorium, and there is another 900-seat auditorium in the former Main Building at 120 East 184 Street.

BCC Child Development Center
The Bronx Community College Child Development Center was officially opened in October 1972 as a service to matriculants of BCC who are carrying a minimum of 12 credits and meet the financial eligibility requirements established by the Agency for Child Development of the City of New York.

The publicly-funded, professionally-staffed Center, located at Altschul House, 2205 Sedgwick Avenue, attempts to provide a climate for youngsters to develop in all areas at individual rates of growth.

Policy for the Child Development Center is established by a Board of Directors made up of parents whose children are enrolled in the Center, representatives of student government, and members of the faculty and administration.

Bookstore
The bookstore in the Gould Student Center, operated as a private concession under contract with the College, stocks all required and supplementary textbooks and supplies, in addition to greeting cards, stationery, college jewelry, sweatshirts, etc. Part of the bookstore's income goes to the Bronx Community College Association, Inc., funds from which are used to support student activities.

Cafeterias
Cafeterias, located in Silver Hall and the Gould Student Center, are operated on a concession basis for the convenience of students and faculty. In addition to the meals and refreshments available, the facilities are used for receptions and meetings.

The cafeteria in the Nursing Center is operated for students and staff as part of the College's contract with the Department of Hospitals.

Computer Center
The Center serves both administrative and academic needs of the College. Vital information necessary for the proper functioning of the College is processed here. This includes admissions, registration, and end-of-semester grade reporting. All computer programs written by students and faculty are processed on the Center's IBM 360 and a Digital Equipment Corp. PDP-11/40. Hands-on experience, demonstrations, and instructional and research programming are provided, and remote access to the PDP-11/40 from various locations on campus is available to students and faculty.
Evening and Continuing Education Division
The Office of the Dean of Evening and Continuing Education is in Stevenson House. Office hours are 9 a.m. to 10:30 p.m. on those evenings when classes are in session.

Health Service
The main office of the Health Service is Loew Hall. When classes are in session, a registered nurse is on duty from 8 a.m. to 10:30 p.m. Monday through Thursday, and 8 a.m. to 6 p.m. on Friday. The Nursing Center has a 24-hour health service.

Nursing Center
The many facilities of the 13-story Nursing School and Residence located at Pelham Parkway South and Eastchester Road are listed on page 22. The Office of the Administrator of the Nursing Center is on the first floor of that center.

Public Information Office
The Public Information Office is located in Gould Memorial Library. Information about cultural events and college activities is available there.

Student Association Office
The Day and Evening Association Offices are in the Gould Student Center.

Student Lounges
Students are invited to use and enjoy these recreation areas in the Gould Student Center and in many other buildings on campus.

Student Publications Office
The office for student publications is in the Gould Student Center.

Swimming Pool and Gymnasium
The swimming pools and gymnasiums, located in Alumni Gym, the former Main Building, and the Nursing Center, are used by Health and Physical Education classes and college athletic teams. They are also available for student and faculty recreational use during specified hours.
THE NURSING CENTER

Administrator: Dr. Beatrice Perlmutter

The Bronx Community College Nursing Center is a unique and modern educational facility devoted to the education of nurses. The Nursing Center located at the Bronx Municipal Hospital Center is a joint operation, based on an agreement between the Board of Higher Education and the Health and Hospitals Corporation that has made possible an expanded program for the education of nurses.

The Nursing program at BCC was instituted in 1959 when the award of a five-year Kellogg Foundation grant set up the College as a demonstration center for associate degree nursing education in the State of New York. Since 1962, further grants from the United States Public Health Service and the State Education Department have enabled the College to experiment with and develop techniques for the use of closed-circuit television and video and audio tapes in clinical nursing instruction.

The Nursing Center, opened in September 1964, is a modern 13-story building containing a beautiful auditorium, classrooms, library, laboratories, lecture halls, and conference rooms, as well as 10 floors devoted to dormitory facilities. Recreational facilities include lounges, a music room, a swimming pool, a gymnasium and sports areas, and a spacious dining room with an adjoining terrace.
LIBRARY AND LEARNING RESOURCES

Chairman: Professor Edwin W. Terry
Professor: J. Kolliner
Assistant Professors: J. Baum, D. Canty, E. Catture, D. Hadgis, O. Klymowycz, R. Lane, C. Schumacher, J. Skurdenis

Library and Learning Resources at Bronx Community College is constituted as an instructional department. It is a materials center for student research and supplements classroom instruction through its print and nonprint collections.

Library and Learning Resources has two locations: University Heights and the Nursing Center. The collection at the Nursing Center is designed to serve the special needs of the nursing program.

The print collection now exceeds 60,000 volumes and is growing rapidly. The library currently receives close to 600 periodicals covering a wide variety of subjects and maintains extensive back files. The collection includes books for recreational reading and a pamphlet file on topics of current interest.

Nonprint Services provides many types of media for students and faculty. In the learning resources center a great variety of educational technology is employed to enhance learning—cartridge films, slides, film strips, records, tape recordings and closed-circuit television. Many of these materials are produced on campus to meet the specific requirements of students and faculty.

The Library and Learning Resources staff provides reference aid for the individual reader and prepares bibliographies for specific subject areas. In addition, the staff offers formal classroom instruction in the use of the library and in research procedures.

INSTITUTIONAL RESEARCH

Director: Dr. Norman Eagle
Assistant Director for Program Evaluation: Dr. Thea Benenson
Assistant Director for Data Collection and Statistical Analysis: Dr. Madan Kapoor

The Office of Institutional Research conducts studies with the aim of providing members of the College community with information and data important for decision-making. It contributes to the evaluation of a wide range of College functions such as placement, remedial, developmental, and experimental programs. Follow-up studies of students are conducted to gauge the success with which the College prepares students for careers, professions, and further education. Surveys of student opinion are conducted to keep faculty and administration abreast of student concerns, problems, and needs. The aim of all studies is to contribute to the improvement of the educational programs offered and to the maximization of student success.
admission to the college

All inquiries and information pertaining to admission to the College should be addressed:

ADMISSIONS OFFICE
Bronx Community College
The City University of New York
University Avenue and West 181 Street
The Bronx, New York 10453

OFFICE HOURS:
Monday through Thursday 9 a.m.-9 p.m.
Friday 9 a.m.-5 p.m.
Summer Hours 9 a.m.-4 p.m.

Admissions Officer: Mr. H. Erdsneker
Associate Admissions Officer: Mr. P. Iannelli

An applicant for admission to Bronx Community College may be approved for one of the programs offered by the College if he fulfills the basic admission requirements and follows the admission procedures.

BASIC ADMISSION REQUIREMENTS

All applicants must meet the basic requirements: a high school diploma or equivalent, residence and health, as described below.

High School Diploma
A diploma from an accredited high school is required for admission to Bronx Community College. A high school certificate is not an acceptable substitute for the diploma.

A New York State Equivalency Diploma and General Education Development Examination may be substituted. A USAFI diploma must be converted to a New York State Equivalency Diploma.

Residence
An undergraduate matriculated student who is a resident of New York City does not pay tuition. The residency of a student under 21 years of age is governed by the residence of his parents or legal guardian.

Specific tuition fees are dependent on place of legal residence. The New York State Education Law (Section 630, Paragraph 4) defines a New York State resident as "a person who has resided in a county of New York State for a period of at least six months immediately preceding the date of such person's registration in a community college."

All New York State residents who reside outside of New York City and plan to register at Bronx Community College must complete Residence Forms B 80 and B 81, available in the Bronx Community College Admissions Office. Form B 81, Certificate of Residence, should be returned to the Bronx Community College Business Office before registration. New York State residents who live outside New York City, but do not submit the required forms, will be charged nonresident fees. (See Tuition and Fees Schedule, pages 36-37.)

Health and Physical Standards
All students, matriculants and nonmatriculants, must submit, as part of the application, a medical examination report on the form provided by the College. Final admission requires approval by the College of the student's ability to meet the health and physical standards set by the College's Committee on Admissions. In addition, students in Nursing must take a special physical examination given in cooperation with the Department of Hospitals of the City of New York.
APPLICATION PROCEDURE

The Application
The City University is using two application forms:
1. The Regular Application Form permits students to apply to as many as six regular college programs of City University on a single form. Even if the six programs are in six different CUNY colleges, he needs to file only one application.
2. The Special Programs Application is designed for students applying to SEEK and College Discovery and contains its own instruction manual. It should be noted, however, that applications from students who cannot be admitted to SEEK and College Discovery but who meet CUNY admissions requirements will be admitted automatically to a regular community or senior college program.

Where to Apply:
The following applicants should complete the Regular Application Form and send it to:

The University Application Processing Center
Box 148, Vanderveer Station
Brooklyn, New York 11210

1. Students who are currently attending high school and who seek admission as matriculated students to the lower freshman class of any college (senior or community) of The City University of New York. Students must have completed at least six semesters (11th year) of high school.
2. Students who have earned an Equivalency Diploma and passed the General Education Development Examination.
3. Students who have been graduated from high school and have never attended any institution of higher learning.
4. All students who have had only one year of secondary schooling outside the United States.
CHOOSING A CURRICULUM

Many factors need to be considered in selecting the best college curriculum. Every effort will be made to honor the program the applicant chooses. Most students whose high school preparation has prepared them with adequate skills in reading, writing and mathematics will be able immediately to begin regular college work. Other students will be required to enroll initially in preparatory courses that will prepare them for college-level work. Such students will find that these courses may extend the time necessary to earn a degree. Students with special interests and aptitudes may wish to apply for admission to one of the various Career programs in the areas of business, engineering technology or the health technologies. The advice of parents, counselors, teachers and college friends can help you choose a program where your success and personal satisfaction can be attained.

All students who have had more than one year of secondary schooling outside the United States should file a Foreign Students Application that is available at the Office of Admission Services, 875 Avenue of the Americas, New York, N.Y. 10001.

The following applicants should apply directly to the college of their choice:
1. Students who have been graduated from high school and have attended any recognized institution of higher learning, or are presently attending an institution of higher learning.
2. Applicants who wish nondegree status (nonmatriculated students). Each college will advise and supply an application to the above applicants.

Application Fee
All applications must be accompanied by a check or money order for $10, made out to The City University of New York. (Instructions for submitting the fee are included with the application forms.)

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

Notification Dates
Applicants for Fall admission will be notified by April 14; applicants for Spring, by December 15.
Scholastic Aptitude Test
(CEEB-SAT)

Students are encouraged to take the Scholastic Aptitude Test given by College Entrance Examination Board for guidance and counseling purposes, although the test scores are not required for admission to any program.

3CC Placement Tests

After admission, students are given a battery of placement tests in English, reading, mathematics, speech, foreign languages, business and technical subjects, according to College and curricular requirements. These tests are used as a basis for proper assignment to college-level study. Notification for taking these tests is sent to the student. Any courses assigned as a result of these placement tests become required courses for the students, and must be taken as soon as possible.

ADVANCED STANDING
ADMISSION

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

A student seeking advanced standing must have his records evaluated by the Office of Admission Services, 875 Avenue of the Americas, New York, N.Y. 10001, to determine matriculation status and remaining requirements for the degree. A student is allowed a maximum of 30 credits advanced standing (transfer credit) in equivalent courses completed at accredited institutions of collegiate rank. The total number of credits allowed toward the associate degree by BCC may not exceed 30, regardless of whether the courses were taken at other institutions before admission, during attendance at, or after leaving Bronx Community College. Grades of D received in equivalent courses taken at all other institutions will be accepted for credit. Failing grades in equivalent courses will be included in the student’s index.

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

New York State Equivalency Diploma

Students applying on the basis of a New York State Equivalency Diploma must submit:
- a. copies of the Equivalency Diploma and General Educational Development Test Scores, and
- b. official copies of any high school or college records they may have accrued.
Recommended Preparatory High School Units* for Programs Leading to:

- A.A. DEGREE (Associate in Arts) Transfer Programs
- A.S. DEGREE (Associate in Science) Transfer Programs
- A.A.S. DEGREE (Associate in Applied Science) Career Programs
- A.A.S. DEGREE (Associate in Applied Science) Transfer Programs

For admission to the program or curriculum in:

<table>
<thead>
<tr>
<th>For admission to the program or curriculum in:</th>
<th>AMERICAN HISTORY</th>
<th>ENGLISH</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting (A.A.S.)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Administration (A.A.)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Data Processing (A.A.S.)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Marketing Mgt. &amp; Sales (A.A.S.)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Teaching of Bus. Subjects (A.A.)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>CHEMICAL TECHNOLOGY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemical Technology (A.A.S.)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Plastics Technology (A.A.S.)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Pre-Pharmacy (A.A.S.)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>EDUCATION ASSOCIATE (A.A.S.)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>ENGINEERING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering Science (A.A.)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Electrical Technology (A.A.S.)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Mechanical Technology (A.A.S.)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>LIBERAL ARTS &amp; SCIENCES (A.A. &amp; A.S.)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>MEDICAL LAB. TECHNOLOGY (A.A.S.)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>NURSING (A.A.S.)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>PERFORMING ARTS—MUSIC (A.A.S.)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>SECRETARIAL STUDIES (A.A.S.)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>TEACHING SEC. STUDIES (A.A.)</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>

*While not required, it is highly desirable for students to have completed these recommended units before entering.
Students who present any deficiencies in the recommended units but meet all other basic admissions requirements must remove the deficiencies before taking college-level courses in the area.

**Explanation of Mathematics Units**

1 unit must be:
- 9th Yr. Math (Elem. Algebra)

2½ units should include:
- 9th Yr. Math (Elem. Algebra)
- 10th Yr. Math (Plane Geometry)
- Intermediate Algebra

3 units should include:
- 9th Yr. Math (Elem. Algebra)
- 10th Yr. Math (Plane Geometry)
- 11th Yr. Math (Int. Alg. and Trig.)

3½ units should include:
- 9th Yr. Math (Elem. Algebra)
- 10th Yr. Math (Plane Geometry)
- 11th Yr. Math (Int. Alg. and Trig.)
- Advanced Algebra

<table>
<thead>
<tr>
<th>FOREIGN LANGUAGE</th>
<th>MATHEMATICS</th>
<th>SCIENCE</th>
<th>APPROPRIATE ELECTIVES</th>
<th>TOTAL</th>
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</thead>
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<tr>
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<td>12</td>
<td>19</td>
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<td>19</td>
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<tr>
<td>0</td>
<td>1</td>
<td>1</td>
<td>12</td>
<td>19</td>
</tr>
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<td>2</td>
<td>3</td>
<td>1</td>
<td>8</td>
<td>19</td>
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<td>9½</td>
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<tr>
<td>0</td>
<td>2½</td>
<td>1</td>
<td>10½</td>
<td>19</td>
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<tr>
<td>0</td>
<td>2½</td>
<td>1</td>
<td>10½</td>
<td>19</td>
</tr>
<tr>
<td>3 (or 2 units of two languages)</td>
<td>3</td>
<td>1</td>
<td>7</td>
<td>19</td>
</tr>
<tr>
<td>0</td>
<td>2½</td>
<td>1</td>
<td>10½</td>
<td>19</td>
</tr>
<tr>
<td>0</td>
<td>1</td>
<td>1</td>
<td>12</td>
<td>19</td>
</tr>
<tr>
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<td>11</td>
<td>19</td>
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<tr>
<td>0</td>
<td>1</td>
<td>1</td>
<td>12</td>
<td>19</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>1</td>
<td>8</td>
<td>19</td>
</tr>
</tbody>
</table>
FOREIGN STUDENTS ADMISSION

Application Procedure
Application forms and detailed information may be obtained from Bronx Community College or from:

City University of New York
Office of Admission Services
875 Avenue of the Americas
New York, New York 10001

The Educational Background Summary Form (Part II of the application) should show a complete chronological survey of the applicant's educational experience in all schools attended, whether in the U.S.A. or elsewhere. It is to the applicant's advantage to complete the summary form accurately and completely.

It is the applicant's responsibility to write to all secondary and higher educational institutions he attended requesting official documents.

Application Fee
Each application form must be accompanied by a U.S. bank check or money order in the exact amount of $10 payable to The City University of New York. This fee is not refundable.

Deadline
The deadline for receipt of completed applications is January 15 for Fall Semester admission; October 15 for Spring Semester admission.
Tuition and Fees
Qualified applicants from other countries pay $600 tuition per semester as full-time students. (See page 36 for additional special and general fees.)

Test Requirements
Applicants from non-English-speaking countries must have taken the Test of English as a Foreign Language (TOEFL).

Health Requirements
All applicants accepted for matriculation will be required to submit a health statement from a physician on a form provided by the College. The College determines whether the student’s health permits school attendance.

Notification of Admission
Applicants will be notified of their admission by the college which has accepted them. They may be required to furnish additional documents, especially with regard to financial and housing arrangements, before their admission becomes final.

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Students are admitted to all units of The City University of New York without regard to race, color, creed or national origin. (This statement is made in compliance with U.S. Department of Health, Education and Welfare regulations.)
records
and registration

REGISTRAR'S OFFICE

Registrar: Mr. H. Erdsneker
Associate Registrars: Mr. A. Glasser, Mrs. M. Kraft
Assistant Registrars: Mr. R. Lewis, Mr. A. May, Mrs.
A. Rosenfeld, Miss R. Tobin, Miss S. Turk

The Registrar's Office will supply information to students about registration, grades, scholastic indexes and remaining requirements for graduation. Grade reports that include information on scholastic index and matriculation status are mailed or distributed to each student.

Student Identification Number

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

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

Transcripts

Transcripts may be requested from the Registrar Office on the special form provided by that office. There is a charge of $2 for each transcript requested to be sent, except that transcripts to be sent to colleges of The City University of New York and The State University of New York are forwarded free of charge.

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

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

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

Counseling and Advisement for Registration

Advisers from all curricula offered in the College are available during the registration period. All students must have their programs approved by counselors during registration. Counselors of the Department of Student Development are available by appointment throughout the semester. Appointments to see counselors may be made in the Office of Counseling.

Auditing Classes

A student may audit a course only with official approval. An Application to Audit form is available from the Registrar's Office. Approval of the Department Chairman is required.

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

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

Requests to Take Courses at Other Colleges

A student desiring to take a course or courses at another college or at another unit of the City University while at Bronx Community College must fill out the required Permit Form issued by the Registrar's Office, where permission will be granted according to College regulations.
Students on Permit from Other Colleges

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

City University of New York matriculants with permits may, subject to prior approval of the BCC Admissions Officer, register at a time reserved for BCC Matriculants in the Registration Schedule. However, baccalaureate matriculants from City University senior colleges will be required to pay nonmatriculant fees. Students with permits from colleges not of City University must all register as nonmatriculants regardless of status in their own colleges.
THE FEDERAL EDUCATION RIGHTS AND PRIVACY ACT OF 1974

The regulations pursuant thereto, grant you the following rights:

1. To be advised of the types of student records and the information contained therein which are maintained by the college.
2. To be advised of the name and position of the official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have access.
3. To be advised of the policies of the college for reviewing and expunging those records.
4. To be advised of the procedures for granting you your access rights to your student records.
5. To be advised of the procedures for challenging the content of your student records.
6. To be advised of the cost if any which will be charged you for reproducing copies of your student records.
7. To be advised of all your other rights and requirements for the Federal Education Rights and Privacy Act of 1974 and the regulations promulgated thereunder.

All of the above information may be obtained from the Registrar, Room 14, Philosophy Hall, from 9 a.m. to 5 p.m. Monday through Friday or at other times by appointment. The following categories of information concerning individual students and former students will, except as indicated below, be made available to the general public: name, attendance dates, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Any student or former student may require that any or all of the above information not be released without his/her prior written consent by completion of a form available in Room 23, Philosophy Hall. The form may be completed, withdrawn, or modified during the hours of 9 a.m. to 8 p.m. Monday through Thursday.
TUITION AND OTHER FEES

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

All fees and tuition charges are subject to change at any time by action of the Board of Higher Education 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 a partial payment, and notification will be given of the additional amount due and the time and method for payment.

General Fees
(Payable by all students—matriculated and non-matriculated)

1. Students taking Day division courses or any combination of Day and Evening division courses (includes registration, library, laboratory, audio laboratory, breakage, malpractice insurance, student activities and graduation fees) $45.00/Sem.
2. Students taking Evening division courses only (includes registration, library, laboratory, audio laboratory, breakage, student activities, and graduation fees) $27.00/Sem.

Special Fees
(For all students—matriculated and non-matriculated)

1. Application for admission $20.00 (payable at registration time if not paid before)
2. Transcript and Duplicate Record $4.00 (no charge for transcripts sent to colleges of The City University of New York)
3. Make-up and special examinations
   First examination per semester $15.00
   Each additional examination $5.00 (maximum fee of $25.00 per semester)
4. Late registration $15.00
5. Change of program (schedule of classes) $20.00
6. Duplicate ID card fee $5.00
7. Duplicate Record $5.00
## Tuition Fees

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<thead>
<tr>
<th></th>
<th>FULL TIME (12 credit weight or more)</th>
<th>PART TIME (fewer than 12 credit weight)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MATRICULANT</strong>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bona fide New York City Resident</td>
<td>Free Tuition</td>
<td>Free Tuition</td>
</tr>
<tr>
<td>Out-of-City State Resident</td>
<td>$700</td>
<td>$55/credit plus $35/each additional contact hour</td>
</tr>
<tr>
<td>Non-New York State Resident, including Foreign Student</td>
<td>$700</td>
<td>$55/credit plus $35/each additional contact hour</td>
</tr>
</tbody>
</table>

| **NONMATRICULANT***       |                                      |                                        |
| Bona fide New York City Resident | $275                               | $25/credit plus $25/first additional contact hour, $15 each additional contact hour |
| Out-of-City State Resident         | $700                               | $55/credit plus $35/each additional contact hour |
| Non-New York State Resident, including Foreign Student | $700                               | $55/credit plus $35/each additional contact hour |

**EXCEPTIONS**

For any student who has received any degree from any college, either wholly or partially tuition free $700/sem. if full time or $55/credit plus $35/each additional contact hour, if part time. A student exceeding by more than 4 credits earned the number of credits required for a degree, for those credits in excess of 4 above the degree requirement $30 per credit.
MILITARY SERVICE

Special academic standing and military refund regulations apply to students who enlist or are called to serve in the Armed Forces of the United States (see page 39). These students must present evidence of enlistment or induction orders.

VETERANS' AFFAIRS

Information and advice concerning veterans will be furnished by the Office of Veterans' Affairs (see page 16).

All new students planning to receive education benefits under G.I. Bills should contact the Veterans' Administration, 252 Seventh Ave., New York City, before registration to make arrangements for benefits.

Currently enrolled BCC students eligible to continue receiving educational benefits while at BCC must present their current Bursar's Receipt at the Veterans' Affairs Office, Sage Hall.

Selective Service Forms
Students who wish to inform their Selective Service Local Board of their college attendance may secure the appropriate forms in the Registrar's Office.
REFUND OF TUITION AND OTHER FEES

Fees are not refunded unless a course is withdrawn by the College. Under exceptional circumstances, upon approval of a written application made to the Registrar,* a refund of tuition fees only may be made in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Withdrawal from class before the scheduled date of the session</th>
<th>Other Than Summer Session</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal from course in order to register at another unit of the City University during that semester</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal within one week after scheduled opening date of the session</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal during the second week after scheduled opening of the session</td>
<td>75%</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal during third week after scheduled opening date of the session</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal after completion of third week after scheduled opening date of session</td>
<td>25%</td>
<td>None</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

A full refund of tuition and General Fees (where applicable) will be made in the event that: (1) courses are cancelled by the College; (2) a student's registration is cancelled by the College.

*Students who wish to withdraw before the opening date of classes or who wish only to drop a course should apply in person directly to the Registrar's Office.

Military Refunds

Special Military Refund regulations apply to students who enlist or are called to serve in the military services of the United States.

Military service must be documented with a copy of induction or military orders.

In order to obtain a grade and full academic credits, a student must attend approximately 13 weeks. No refund will be made to a student who has been assigned a grade, regardless of whether the grade is passing or failing.

In instances where students who have enlisted in military service do not attend for a sufficient time to qualify for a grade and full academic credit but continue in attendance to within two weeks of induction, refund of tuition and all other fees except application fee will be made in accordance with the following principles:

Withdrawal before completion of the fourth week of the semester .............. 100%
Withdrawal after this date .............. 50%

In instances where students who are drafted into the military services do not attend for sufficient time to qualify for a grade, a 100% refund of tuition and all other fees except the application fee will be made.
COMMITTEE ON ACADEMIC STANDING

The Committee on Academic Standing formulates policy in all matters pertaining to the quality of scholarship and standards of academic achievements at the College. It deals with matters of standards for matriculation, awarding of degrees, grades, regulation of student program loads, and student appeals on these matters. Communications with the Committee should be made through the Registrar, who serves as its Executive Secretary.

Students are advised to secure a copy of the Codification of Academic Regulations of the Committee on Academic Standing. Copies are available in the Registrar's Office.

CLASSIFICATION AND CATEGORIES (Definitions)

Matriculated Student:
A student who is a candidate for an associate degree and has met the basic college admission requirements is classified as a matriculant. A student remains in this classification as long as he pursues continuous academic work on a regular basis in the sequence of prescribed courses in his curriculum and maintains a satisfactory scholastic index, in accordance with the requirements of the Index Classification Chart on page 42.

A matriculant may carry a full- or part-time program of courses leading to a degree, and may register for day and/or evening classes, according to his choice and the availability of class space. Matriculants have priority in the registration schedule according to seniority determined by credits taken in college. A full-time course load generally does not exceed 16 credits, or the number listed for that semester of the curriculum in the Curriculum Patterns, pages 66-97.

Residents of New York City classified as matriculants attend tuition free. (See exceptions, page 37.) Nonresidents of New York City must pay tuition according to the fee schedule on page 37, unless they are matriculants in the Nursing curriculum.

Nonmatriculated Student:
A nonmatriculant is a student who (a) has lost matriculation after having once been granted that status, or (b) presented incomplete records for admission, or (c) applied too late, or (d) transferred from another college with an unsatisfactory record.
A nonmatriculant pays tuition and generally can take courses only in the evening. If space is available in day classes, it may be possible to take courses during the day. Availability of space in the day classes is not known until registration time for the nonmatriculant.

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

High school graduates and qualified adults who are not active candidates for a degree but wish to enroll in courses without being bound to the requirements of a degree program are designated as unclassified nonmatriculants.

Nondegree Status
Nonmatriculants with cumulative indices below that listed in Column B of the Index Classification Chart become nondegree students. Nondegree students may regain nonmatriculant status by attaining a minimum cumulative scholastic index as listed for their “credits taken” category in Column B of the Index Classification Chart. Nondegree students are apprised of the fact that they have a “very small possibility” of ever receiving a degree. Students in this category have last priority at registration.

GAINING MATRICULATION

Nonmatriculants may attain matriculant status as follows:

1. Reclassification by the Registrar’s Office at the time that all the required official records and fees are received, if such records indicate that the student has met the requirements for matriculation set for the student’s initial semester at the College.

2. Effective at end of Spring 1972 semester, students who have been academically dismissed or present records of low achievement level from other colleges may gain matriculation status by completing 10 or more credits with at least a 2.00 index in Bronx Community College course work in a well-balanced program; or 6 to 9 credits with at least a 3.00 index in Bronx Community College course work in a well-balanced program; and a cumulative index (Bronx Community College work plus applicable advanced standing transfer credits) which, according to the Index Classification Chart, places the student in the matriculant category.

3. Effective at end of Spring 1972 semester, the currently enrolled BCC nonmatriculant who has this status due to admission cutoffs being in effect and applicable to him at the time of admission to BCC may earn matriculation by having 10 or more credits with at least a 2.00 index in Bronx Community College course work in a well-balanced program; or 6 to 9 credits with at least a 3.00 index in Bronx Community College course work in a well-balanced program.

Nondegree Students
Nondegree students may become nonmatriculants by attaining a minimum cumulative scholastic index as listed for their “credits taken” category on the Index Classification Chart.
INDEX CLASSIFICATION
(Academic Standing)

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

Index Classification Chart

<table>
<thead>
<tr>
<th>Total Credits Taken (or total credits taken plus credit weight)</th>
<th>Column A</th>
<th>Loss of current matriculant (or non-matriculant) status if index is lower than that listed</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11½</td>
<td>1.50</td>
<td>No reclassification</td>
</tr>
<tr>
<td>12-23½</td>
<td>1.67</td>
<td>No reclassification</td>
</tr>
<tr>
<td>24-37½</td>
<td>1.78</td>
<td>1.54</td>
</tr>
<tr>
<td>38-51½</td>
<td>1.88</td>
<td>1.74</td>
</tr>
<tr>
<td>52-63½</td>
<td>1.95</td>
<td>1.87</td>
</tr>
<tr>
<td>64-73½</td>
<td>2.00</td>
<td>1.95</td>
</tr>
<tr>
<td>74 or greater</td>
<td>—</td>
<td>2.00</td>
</tr>
</tbody>
</table>

The following items are applicable to the above chart:

The intent of this Index Classification Chart is that no student will lose matriculation after one semester of attendance. If a loss of matriculation occurs prior to the completion of two semesters of attendance, exclusive of Summer Session, the student should report to the Registrar's Office for reclassification to his matriculant status.

Until such time as a student has taken 24 degree credits, the index used for matriculation classification according to the above chart will be the index of credit and credit weight courses combined. After a student has taken 24 degree credits, the index used for matriculation classification according to the above chart will be the index of credit courses only. In other words, students who have nondegree credit weight courses as part of their college program should be aware that the basis of Index Classification Chart actions changes upon completion of 24 degree credits and that thereafter, only performance in degree credit courses will be considered for index chart classifications and award of the degree.

The above chart is adhered to strictly. Exceptions in individual cases to the Index Classification Chart above, for determination of status, are not permitted.

Matriculants with cumulative indices below that listed in Column B become nonmatriculants. However, matriculated students who attend the Summer Session and attain a 2.00 semester index in the Summer Session retain their matriculated status for the subsequent Fall Semester (or Spring, if the student does not attend the Fall), regardless of possible reclassification according to the chart on account of cumulative index. A student who loses matriculant status may regain this status by achieving a minimum cumulative scholastic index as listed for his credits taken category.
DEGREE REQUIREMENTS

The required courses for the various degrees are listed in the sections on the Curricula and Programs (see pages 66-163).

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

Courses taken at BCC to remove deficiencies in preparatory work, and those courses recommended as a result of placement examinations which are not part of the degree course requirements in the curriculum, are not creditable toward the degree and are not considered part of the minimum and maximum credits required for the degree.

A cumulative index of 2.00 is required for the Associate Degree. Candidates for the degree must be approved by the faculty for submission to the President and the Board of Higher Education as worthy, meritorious and deserving, including moral and character qualifications in their record.

CHANGE OF MATRICULATION CLASSIFICATION

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

REINSTATEMENT

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

REMOVAL OF COURSE DEFICIENCIES

A student lacking the recommended preparatory high school courses for his curriculum will be admitted to the College. He must take at least one of these courses per semester until all deficiencies are removed. Such courses count as part of the maximum program load each semester, although they are not creditable toward a degree. Grades in these courses will be included in the scholastic index, although they are not creditable toward the degree.

FULL-TIME STATUS

Full-time students are those who are taking at least 12 credits or the equivalent in program load. Students taking fewer than 12 credits or the equivalent are not considered fulltime for purposes of New York State Regents Scholarships, Scholar Incentive Awards, Selective Service, U.S. Immigration Service, etc. For purposes of Selective Service, State Scholarships, and foreign student visa status, a student must be carrying a full-time load or its equivalent.
CHANGE OF CURRICULUM

To change from one curriculum to another a matriculant student must have the Change of Curriculum Formula, an index of 2.00 or higher in 9 or more credits taken, counting only the following courses:

- ENG 13 and 14
- HIS 11 and 12 (or first two Social Science courses taken)
- CMS 11
- ART 10, 11 and/or 12
- MUS 10, 11 and/or 12
- All Health and Physical Education courses

A candidate for Change of Curriculum who has met the required Formula will be permitted to change, even if he has deficiencies in the specified high school unit requirements for the curriculum desired; but he will have to make up these deficiencies.

Approval of the Committee on Academic Standing will be required for more than one change of curriculum.

In cases where advanced standing (transfer) credit is involved, all transfer courses which apply to the C of C Formula will apply.

A student must have completed at least one semester at BCC before he may apply for a change of curriculum. He must have already completed the minimum number of courses (9 credits) involved before an evaluation is made.

Nonmatriculated students may apply for a change of curriculum after consultation with a counselor.

PROGRAM ALLOWANCES AND COURSE LOADS

Maximum Programs

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

Nonmatriculants
Nonmatriculated students are permitted to take a program weight of no more than 10 credits in any one semester. However, at the discretion of the Registration Adviser, nonmatriculated students may register for a full-time program. The student may appeal to the Dean of Evening and Continuing Education, or his designee, the decision of a Faculty Adviser with regard to credit limit.

Nondegree Students
Nondegree students will be permitted to take a program weight of three courses not to exceed 6 credits, or two courses not to exceed 8 credits.

Limited (Probation) Programs

In accordance with the specifications of the Index Classification Chart (see page 42), a student may be required to take a limited (probation) program until such time as his index permits him to take a maximum program.

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

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

Programs Exceeding Limits

A matriculated student may apply to his Curriculum Coordinator for permission to exceed the required program load, after he has consulted with his adviser.
The instructor assigns the grade which represents his evaluation of the work performed and the level of scholarship and competence of the student, based on a composite of the elements that went into the course.

Individual departments may set up policies with respect to minimum essentials, relative weighing of factors such as term paper, laboratory work, periodic quizzes, final examinations, special projects, etc.

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

**Mid-Term Grades**

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

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

A permanent academic record for each student is maintained by the Registrar. Students receive specific and cumulative reports of their achievement and status each semester.

The following grades may be assigned by instructors:

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

*Applicable only to certain non-credit remedial courses.*

**Applicable only at mid-term.**
Special Grades
During the semester, and under circumstances described below, instructors may assign the following special grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC</td>
<td>Unofficial withdrawal; no academic penalty.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew; no academic penalty.</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit</td>
</tr>
</tbody>
</table>

Withdrawal Procedure
Students wishing to withdraw from any course in which they are registered may do so at any time prior to completion of all instruction and evaluative procedures of the course. The formal procedure for withdrawal shall be determined by the Registrar.

a. Grades issued upon initiation of formal withdrawal procedures shall be as follows:
   1. 0 through 12th week inclusive—W grade only.*
   2. Conclusion of 12th week up to but not including completion of all instruction and evaluative procedures of the course—A, B, C, D, F, or W.*
   3. Upon completion of all instruction and evaluative procedures of the course, no withdrawal may be initiated by either the student or instructor and only an academic grade, i.e., A, B, C, D, or F, may be assigned.**

b. Grades issued upon initiation of informal withdrawal procedure (student simply disappears) shall be as follows:
   1. Any time during the semester—NC grade only.*
      (Note: NC grade = unofficial withdrawal, excessive absences, debarment—no academic penalty.)

Restrictions on W and NC Grades
Students may receive no more than 15 credit weights of W or NC grades combined or alone during their academic career at BCC.

a. Matriculated students who exceed this maximum shall be reclassified as nonmatriculants (regardless of their cumulative indices).***

b. Nonmatriculated and nondegree students who exceed this maximum shall not be permitted to register.***

Repealer Clause—All Committee on Academic Standing regulations inconsistent with the specific procedures outlined in this motion are hereby made consistent or are repealed, whichever is more applicable.

*Appeal to the CAS may be made by the student during this interval.

The CAS shall not adjudicate questions involving:
1. Nonacademic grades, i.e., administrative evaluations made during this period (NC or W grades).
2. Resolution of grades from an academic to a nonacademic grade. Example: A, B, C, D, F resolved, NC or W upon appeal.

The CAS is empowered to adjudicate the following under this clause:
3. Appeals for change of an academic grade to another academic grade.
4. Appeals for change of a nonacademic grade to an academic grade.

Appeals to the CAS for Items 3 and 4 above will be referred to the appropriate department for ad hoc committee adjudication.

**Appeal to the CAS may be made by the student during this interval. The CAS shall direct the appeal to the appropriate department for ad hoc committee adjudication.

***Appeal to the CAS may be made up to appeal to the CAS or its delegated authority. It is recognized that exceptional circumstances may mitigate against the strict application of this regulation from time to time and the CAS or its delegated authority is empowered to act to waive or extend the limitations incorporated within this article.
Regulations: Temporary Grades

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

Grade

Explanation

ABS Absent from final examination, but otherwise passing in course. Upon application supported by evidence of legitimate, unavoidable absence, student will be given make-up examination. May resolve to A, B, C, D, F, or INC. Equivalent to F if unresolved. (Refer to Regulations below.)

INC Work in course incomplete, but otherwise passing in course. May not be assigned to student absent from final examination. May resolve to A, B, C, D, or F. Equivalent to F if unresolved. (Refer to Regulations below.)

1. Registration in subsequent level courses—A student with the grade of ABS or INC in any course may not register for the subsequent level course in a sequence, unless he has received written permission to do so from the Chairman of the Department in which the course is given.

2. Make-up and special examinations—Scheduled make-up examinations are held as announced in the Academic Calendar. A student who misses (for a legitimate reason) a regularly scheduled final examination must apply to the Registrar for re-examination to be given on the scheduled date as announced. See Special Fees, page 36.

Students assigned the grade of ABS whose application for make-up examination is approved are also so notified. Students who miss the scheduled make-up examination, or who cannot apply for such examination prior to the scheduled date for such make-up examinations, must apply in writing through the Registrar to the Chairman of the Department in which the course is given for a special examination. If the Department Chairman does not grant permission for such examination, he should advise the CAS. The denial of an application for examination should be communicated by the Department Chairman to the CAS.
Honor and recognition are given to those students who achieve outstanding academic records. All official awards made by the College to students, including Commencement awards and Dean's List Achievement, are noted on the student's permanent academic record. Honors fall into several categories as described below.

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

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

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

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

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

The following special scholarships are awarded at commencement:
- The Alexander's Department Store Award
- The Sayer Award in English
- Edith Rosenfeld Memorial Scholarship
- Gittel Silverman Memorial Scholarship
- Dr. Israel Gottesman Award (in Bio-Medical Technology)
ATTENDANCE AT CLASSES

Regularity of Attendance
Attendance at all class sessions is required. Instructors keep an official record of absences in their grade folders and communicate with the Office of the Dean of Students regarding excessive absence involving individual students.

Excessive Absence—Warning and Debarment
Students excessively absent as indicated in the chart below may first be warned. If absence continues, they will be debarred, with an assigned grade of NC. Debarment is discretionary with the instructor.

Guideline for Excessive Absences

<table>
<thead>
<tr>
<th>Number of class hours per week:</th>
<th>Warning notice sent after:</th>
<th>Debarment notice sent after:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3 hours of absence</td>
<td>5 hours of absence</td>
</tr>
<tr>
<td>3</td>
<td>4½ or 5 hours of absence</td>
<td>7 hours of absence</td>
</tr>
<tr>
<td>4</td>
<td>6 hours of absence</td>
<td>9 hours of absence</td>
</tr>
<tr>
<td>5</td>
<td>7 or 7½ hours of absence</td>
<td>12 hours of absence</td>
</tr>
<tr>
<td>1 session*</td>
<td>1 session</td>
<td></td>
</tr>
</tbody>
</table>

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

LEAVES OF ABSENCE

A student who finds it necessary to withdraw from the College for a semester or longer should apply for an official leave of absence through his counselor.

Military Leave
Students who enlist in the armed forces or who are inducted or recalled into service must present and place on file at the College a copy of the official induction notice indicating the exact date on which they must report for duty. Additional regulations concerning military leave are described on page 39.

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

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

WITHDRAWAL FROM COLLEGE

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

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

Under special circumstances, proportional refunds of tuition fees only may be made according to a schedule prescribed by the Board of Higher Education, if withdrawal is made within the third week after opening of classes. Application for refund of tuition fees should be made to the Registrar.

TRANSFER POLICIES: FROM BCC TO A SENIOR COLLEGE

From transfer curriculums to senior colleges of the City University of New York

• A student who has received an A.A. or A.S. degree, or an A.A.S. degree in a program officially designated as a transfer program by the City University, shall be admitted to the senior college of his choice.
• A student who has completed an approved well-balanced program of at least 30 credits in an A.A. or A.S. curriculum and who has maintained an index of at least 2.75 (with a C being 2.00 and a B being 3.00) shall be admitted to the senior college of his choice.
• A graduate of a City University community college nursing program who has attained a 2.5 index shall be admitted to the nursing program of the senior college of his choice.

From transfer curriculums to other higher educational institutions

Generally, students transferring from one of the City University community colleges to other higher educational institutions have found that transfer credit is awarded for credits earned with grades of C or better. Each institution makes its own transfer policies, however, and students planning to transfer to institutions outside the City University would be well advised to contact the institution to which they are planning to transfer to discuss transfer policies.

Electrical and Mechanical Technology students who plan to continue their studies may directly to The City College or to certain four-year colleges offering the baccalaureate degree in Engineering Technology and will receive full transfer credit for technology courses taken at Bronx Community College.

From career curriculums to other higher educational institutions

Many four-year institutions will admit graduates of the career programs, granting varying amounts of advanced standing credit for studies completed at BCC.

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

All courses and grades taken at Bronx Community College appear on the student’s Bronx Community College permanent record and transcript.
POST-DEGREE STUDIES

Students awarded a degree by the College may continue to attend only as nonmatriculants. Those who wish to matriculate for an additional degree must apply for matriculation to the Registrar’s Office.

No student who has received an Associate in Arts or Associate in Applied Science degree from one of the colleges of The City University of New York either wholly or in part on a tuition-free basis shall be eligible for free tuition in any course or courses leading to the same or any other associate degree.

CAMPUS BEHAVIOR CODE

Gambling and the sale and usage of drugs, including marijuana, are illegal by New York State law.

In the interest of promoting student and faculty welfare at the College and the safety and security of our entire College community, the Discipline Procedure outlined herein has been recommended by the Student Government and approved by the President. Each student is urged to study it carefully.

Any student violating any code of behavior (including the use of drugs and marijuana) established by the College, and by the city, state or federal government shall be subject to:

(A) An inquiry by a student and faculty member of the Student-Faculty Disciplinary Committee, as set up in line with the requirements of the by-laws of the Board of Higher Education, immediately following such an incident to assess whether or not immediate temporary suspension shall be effectuated by the President until a hearing is scheduled.

(B) A hearing before the Student-Faculty Disciplinary Committee on the sixth school day after the precipitating incident, as specifically outlined in Article 15 of the by-laws of the Board of Higher Education.

(C) Immediate and permanent suspension should the student involved not appear at the hearing, and at the same time not offer a reasonable excuse, this suspension to apply to all units of the City University.

All students involved must be advised by the Committee of the various levels of appeal available to them under the by-laws.

Any visitor at the College not on official business will be considered a trespasser and will be dealt with as such.

Any student who does not show his or her ID card upon a legitimate request will be considered a trespasser.
PUBLIC ORDER
(EDUCATION LAW)

Rules and Regulations for the Maintenance of Public Order on Campuses of the City University Pursuant to Article 129A of the Education Law

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 freedoms: 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:

"(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 to the Board and 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 any of its committees and the policies, programs and lawful resolutions of the several faculties;"

"(C) Exercise general superintendence over the concerns, officers, employees and students of the educational unit."***

Rules

1. A member of the academic community shall not intentionally obstruct and/or prevent others from the exercise of their rights. Nor shall he interfere with the institution's educational process 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 demonstrated against or spectators.
6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their 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 an individual or damage upon a building or the grounds of the University/college.

Penalties

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.

2. Any tenured or nontenured faculty member, or tenured or nontenured member of the administrative or custodial staff, engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of the Board of Higher Education, or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities. In addition, in the case of a tenured faculty member, or tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be entitled to be treated in accordance with applicable provisions of the Education Law or Civil Service Law.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be subject to ejection and/or arrest by the civil authorities.

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 be cause for more severe disciplinary action.

C. CENSURE.
Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any university regulation within a period stated in the letter of reprimand.

D. DISCIPLINARY PROBATION.
Exclusion from participation in 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. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

F. SUSPENSION.
Exclusion from classes and other privileges or activities as set forth in the note of suspension for a definite period of time.

G. EXPULSION.
Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

H. COMPLAINT TO CIVIL AUTHORITIES.

I. EJECTION.

Adopted by the Board of Higher Education June 23, 1969, Calendar No. 3(b)
The Student Development Department assists the highly diversified student body at Bronx Community College in the process of personal and vocational development. The community college experience is uniquely designed to challenge students to identify and explore their abilities and aptitudes.

The department is concerned with student life on all levels, both in and out of the classroom; and its members strive to aid students to achieve optimum intellectual, social, and emotional development. Meaningful relationships between students and their counselors enable students to develop their potential, frequently helping them to formulate realistic goals and to discover their own personal worth and ability.

In order that students can best be assisted in the effective and orderly pursuit of their studies at Bronx Community College, it is essential that they have the assistance of expert advisement.

Educational advisement is offered especially during early registration and registration periods, but students are encouraged to take advantage of the specialized knowledge of counselors any time during the year. Counselors are also sources of vocational information for students.

The Student Development counselor is concerned with the specific needs of each individual student. Areas of focus for counseling sessions may typically include aptitude and interest assessment and exploration, personal and educational adjustment, motivational factors influencing educational performance, and the vocational decision-making process.

Counseling and advisement services are available to all students—day, evening and Saturday—on campus and at the various off-campus centers.
ORIENTATION WORKSHOP—
SPD-99

A six-session seminar offered by the Department of Student Development is required of entering freshmen. This seminar deals with issues and concerns of students regarding their role in the College community. It presents an overview of the structure of Bronx Community College, academic rules and regulations, career and vocational choices facing the college student, and student activities. Topics covered include change of program, matriculation and loss of matriculation curriculum requirements, tutoring and other special services, course drop, grading system, financial aid, transfer policies, withdrawal procedures and early registration.

Students register for SPD-99 according to their curriculum. These seminars will be conducted by the student's assigned counselor.

The Service Directory, issued each year by the Department of Student Development in conjunction with student leaders, answers many questions concerning College policies, student activities, and the many resources and services available.

COLLEGE DISCOVERY

See page 62.

STUDY ABROAD

See page 62.

INDEPENDENT STUDIES

See page 63.

SPECIAL COUNSELING SERVICES

The Department of Student Development offers special counseling services. Some of these are listed below. All students who wish to explore these and other areas are directed to Loew 207 for the name and room of the appropriate counselor.

Career Planning Services

Career counseling is provided for students who are undecided about career goals or wish additional information concerning the vocation they are hoping to enter. Services include the career library (pamphlets, books, college catalogs, and cassettes), career exploration groups, vocation inventory testing, and individual counseling.
Financial Aid Services

Applications
Many forms of financial assistance are available to students at Bronx Community College. The amount of assistance a student receives (whether through work-study, loan, or grant) is based on financial need. All students who wish to be considered for assistance must attend a financial aid workshop at which they will fill out an application. Then they must see their counselor concerning their application. Information about workshops can be obtained in the Financial Aid Office in Loew 224. Awards are made for one academic year and may be renewed upon application. Renewals are based on continuation of scholastic achievement and financial need.

Loans
Loans are available under the New York State Higher Education Assistance Corporation, the National Defense Education Act, and the Federal Nursing Loan Program. Applications for New York State Loans must be processed through the Financial Aid Office. National Direct Loans and Nursing Loans are administered solely through the College from funds made available by the Federal Government and the College.

Work-Study
Bronx Community College participates in the Federal Work-Study Program, which is supported by Federal and College funds. The program is designed to provide part-time employment to needy students. Those who qualify may be allowed up to 20 hours weekly employment while classes are in session, and full-time employment up to 40 hours weekly during the summer. Jobs are available both within the College and in many eligible community agencies off campus. Wherever possible, placement is related to the student’s field of academic or career interest, and the amount of earnings allowed under this program must be related to the student’s total financial need.
Grants

Supplemental Educational Opportunity Grants are available to full-time (at least 12 credits) students whose need is such that they could not otherwise attend school. These grants must be matched by some other form of aid, such as a job or a loan.

Federal Nursing Grants are available to nursing students. Students who started college after April 1973 are eligible to apply for a Basic Educational Opportunity Grant. Students mail a special application directly to the federal government. Applications are available in Loew 224.

Foreign Students Counseling Services

Foreign students counseling caters to the unique needs of foreign students, including information pertaining to special regulations (residency, fees, tuition waivers, scholarships), assistance in cultural and social adjustment, and referral to outside agencies where appropriate (legal services).

Handicapped Students Counseling Services

Special services are arranged for handicapped students to provide optimal educational opportunities. Provisions are made for registration, placement examinations, tutorial services, final examinations, and referral to social agencies and special programs at other CUNY units. This area includes not only the physically handicapped but also those serious medical conditions that limit students' physical capacities.

Health Services

Health services include preventive counseling for specific illnesses and diseases and referrals for treatment, as well as first aid assistance in physical or medical emergencies.

Job Placement Services

The Job Placement Office assists current students (matriculants and nonmatriculants) and recent alumni in obtaining suitable employment (part time, full time, and seasonal). Counseling for job hunting is offered as needed. The Office also conducts on-campus recruitment for graduates of career programs.
Pre-Admissions Counseling Services

Pre-admissions counseling concerning the many educational opportunities at BCC is available to all prospective students. Services include group and individual counseling for prospective freshmen, transfer students, and high school honor students.

Pregnant Students Counseling Services

Counseling in this area focuses on academic and life problems related to pregnancy and information regarding community resources appropriate to students’ needs.

Psychological Services

Short-term help is available for situations in which students face critical issues that cannot be dealt with adequately within the limits of a counseling relationship; referrals can be made to cooperating agencies on campus or assistance can be offered in the selection of off-campus agencies.

Social Services

Information and counseling are available regarding problems with welfare, medicaid, food stamps, social security, housing, available legal services, and other matters within the framework of the field of social work.

Transfer Services

The Transfer Officer handles transfers to CUNY and other senior colleges and provides counseling information and materials of special offerings and new programs. Applications for transfer without degree are available in the transfer office.

Veterans Counseling Services

Veterans counseling focuses on the special needs and problems of veterans and includes on-campus referrals for specific information and assistance.

BRONX COMMUNITY COLLEGE ASSOCIATION, INC.

The Bronx Community College Association, Inc., is a chartered corporation composed of a Board of Directors, with the President of the College as chairman. Elected student representatives and faculty are charged with the responsibilities of approving budgets and appropriating monies raised in student activity fees, from bookstore and cafeteria dividends and similar sources. The funds are expended for student extracurricular activities, including student publications, clubs, social activities, athletic teams and organizations, based on budgetary recommendations from student and faculty representatives.

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

STUDENT ACTIVITIES

The student activities program is an official part of the educational program of the College and is organized and operated as an ongoing laboratory in human relations.

The Office of Student Activities is the central clearinghouse for information on all student activities. The student activities program is an important aspect of a student's growth as well as an excellent opportunity to meet new people.

All officers of the student associations, clubs and publications, and members of the College Senate and athletic teams must be matriculated students with a minimum cumulative scholastic index of 2.00.

Student Associations — Day, Evening, and Nursing

Associations are responsible for planning and executing the kinds of programs best suited to the needs of their constituents. They work cooperatively for total student welfare through the Student Association Executive Board.

Student representatives participate as voting members on the Bronx Community College Association, Inc. which is responsible for the financial support of all student organizations.

Student Governing Bodies: Student Caucus—College Senate

Student representatives from each of the Student Associations and students elected at large hold senatorial seats on the BCC College Senate. Students who are senators make up the Student Caucus.

The College Senate has legislative power with regard to academic affairs, long-range planning, and campus life and activities. Student faculty senators participate as voting members on various College Committees. Among them are: Senate Executive Committee, Nominations and Elections, Budgets and Grants, Governance Structures and Functions, Space and Facilities, Academic Standing, Curriculum, Instruction, Community Projects, and Special Events and Student Activities.

Clubs and Organizations

The Inter-Organizational Council is the representative body of student clubs and organizations that plans and coordinates various club activities.

Accounting Club
African Student Association
Art Club—Day
Art Club—Evening
Biology Club
Black History Club
Black Student Union
Caribbean Student Association
Ceramics and Crafts Club
Channel BARLD
Chemistry Club
Chess Club
Chinese Club
Círculo Cultural de Estudiantes Dominicanos
College Discovery Club
Committee Against Racism
Film Workshop
Forensic Society
French Club
Gay Integrated Group
German Club
Haitian Student Association
History Club (CLIO)
Institute of Electrical and Electronic Engineers —Day
Institute of Electrical and Electronic Engineers —Evening
Italian Club
Jewish Student Association
Latinos Unidos
Music Club
Muslim Students
Olympus Society
Physical Education Majors Club
Political Science Club
Pre-Law Club
Progressive Labor Party
Psychology Club
Puerto Rican Student Association
Readers Theatre
Secretarial Club
Seekers
Shutter Bugs
Society of Manufacturing Engineers
Spanish Club
Sunni Muslim Student Association
Tau Alpha Pi
The Way Campus Outreach
Theatre Workshop
Travel and Tourism Management Club
Veterans' Association
Young Socialist Alliance
Student Publications
The Communicator (newspaper)
Language Forum (Modern Language literary magazine)
Through the Looking Glass (literary magazine)
Infinity (Senior yearbook)
Evening Reporter (Evening Student Association newsletter)
Channel BARLD (Business magazine)

Gould Student Center
The Gould Student Center is dedicated to serving the social, cultural and recreational needs of Bronx Community College students and provides a variety of services and educational experiences. The facility includes a snack bar, theatre, lounges, game room, quiet browsing room, and meeting rooms. The BCC bookstore is located in the Center. For information regarding use of the facilities for programs, meetings or conferences, contact the Office of the Administrator of Gould Student Center, Room 201.

The Student Service Center, located in the lobby of Gould Student Center, serves as an active source of information. Its many services include the sale of tickets to college-related events and sales of the New York Times.

ATHLETICS

Director of Athletics: To be announced
Coordinator of Men’s Athletics: To be announced
Coordinator of Women’s Athletics:
   Ms. Michele Stern
Coordinator of Intramurals: Mr. Earl Duval

The Athletic Program at Bronx Community College is designed to fulfill the student's natural need for physical activity under competitive as well as non-competitive conditions.

The intercollegiate program is geared toward those students who exhibit above average athletic abilities and is intended to promote through competitive athletic participation the development of the total personality. The intramural sports program is primarily for those with average athletic abilities and, although spirited, is of a less competitive nature. The recreational activities program is designed to provide opportunity for exercise of a noncompetitive nature for all those who are motivated toward attaining or maintaining a satisfactory level of physical fitness.

The college is a member of the National Junior College Athletic Association (NJCAA) Region XI and the Metropolitan Community College Athletic Conference.
Intercollegiate Athletics
Men's Baseball Team
Men's Basketball Team
Men's Cross Country Team
Men's Indoor Track Team
Men's Karate Team
Men's Soccer Team
Men's Tennis Team
Men's Track and Field
Men's Wrestling Team
Women's Basketball Team
Women's Softball Team
Women's Tennis Team
Women's Volleyball Team
Cheerleaders

Intramurals
Basketball, volleyball, wrestling, swimming, paddle ball, soccer, tennis and bowling are scheduled on an intramural basis. The program is open to all students with an acceptable medical report on file in the Health Service Office. In addition, the following clubs are open to all interested students:

Bowling Club
Martial Arts Club (Judo, Karate, etc.)
Modern Dance Club
Outdoor/Backpack/Bicycling Club
Scuba Club
Ski Club
Synchronized Swimming Club
Tennis Club
Yoga Club

student
development services
61
special programs

COLLEGE DISCOVERY PROGRAM

The College Discovery Program, supported by state and city funds, was initiated at Bronx Community College in 1964 to offer the possibility for higher education to students of disadvantaged backgrounds. Students now apply directly to City University Special College Programs and must meet financial need criteria. Students who have previously attended college are not eligible to enter the College Discovery Program.

College Discovery students, where their needs indicate, receive free books, pay no registration fees, and may be eligible to receive a stipend intended to cover their basic needs so that they are able to attend college. Intensive counseling, social work, tutoring, and other support services are provided to assist the students to interpret the demands of college and to resolve some of the pressing problems that interfere with their academic success.

Students are officially enrolled in the curriculum of their choice, with emphasis on transfer to a baccalaureate degree program. Identities are kept anonymous, and the students are integrated into all classes. They are encouraged to participate in all college activities, and to consider themselves regular college students.

STUDY ABROAD PROGRAM

The program of Study Abroad serves all colleges of the City University. Undergraduate year programs in France, Germany, Great Britain, Israel, Italy, Mexico, Puerto Rico, and Spain are open to qualified students of the level of sophomore and above who meet the requirements of the individual programs and who, at the time of their participation,
are fully matriculated within a branch of the City University. Undergraduate students may earn up to 32 credits during their year abroad. A limited number of study programs for the summer are also offered.

Further information and application forms may be obtained from the Bronx Community College counselor for the Study Abroad Program.

CUNY BACCALAUREATE PROGRAM

This is a four-year City University program leading to a bachelor’s degree. It permits mature and highly motivated students with a clear idea of their educational and career objectives to design their own academic program. It provides an opportunity to do in-depth research and/or field work projects for a maximum of 30 credits. Valid nonclassroom learning experiences prior to admission (life experiences directly related to the student’s area of interest) may be recognized for a maximum of 15 of the 30 credits.

An applicant to the program must be currently matriculated in good standing and must have completed 15 college credits.

INDEPENDENT STUDIES

There are two types of independent studies courses for students who wish to design their own nonclassroom courses. Students are able to pursue supervised projects and studies which transcend discipline limitations. The courses are for elective credit only. The prerequisite is successful completion of 30 college credits with a 2.00 index.

COOPERATIVE EDUCATION INTERNSHIP PROGRAM

Director: Prof. Constance Lerner

The Cooperative Education Internship Program is now in effect for matriculated students in the Accounting, Chemical Technology, Data Processing, Marketing Management and Sales, Secretarial Studies, and Travel and Tourism curricula. It will be expanded in the future to include career students in the areas of the technologies.

Professional Job Coordinators locate desirable employers and assist students in obtaining worthwhile job assignments. The Job Coordinators stay in contact with the student and the employer throughout the two semesters of work assignment. The student receives college credit and the prevailing wage rate for the off-campus assignment.
MILE (MOBILE INTENSIVE LEARNING EXPERIENCE)

Coordinator: Dr. Richard A. Donovan

MILE combines summer study and travel for supervised groups of students. The program focuses on the history, culture and language of the area studied, with emphasis on personal contact with its people. Programs are currently conducted in Canada and Puerto Rico, with additional locations planned for the future.

MEEOP (MINORITY ENGINEERING EXTENDED OPPORTUNITY PROGRAM)

Coordinator: Prof. Phyllis B. Berger

The MEEOP program is a cooperative venture between Bronx Community College and Cornell University that is designed to encourage minority students to enter and succeed in the field of engineering.

The first part of the program at Bronx Community College concentrates on the mathematics, physics and science courses that are prerequisites for all engineering education. Students completing their studies for the Associate degree with an average of B- (2.7) and with grades in mathematics and science courses around the B (3.0) level are assured of admission into Cornell University’s College of Engineering. Cornell will carefully review the transfer requests of students with lower averages and an admission decision will be based on their overall progress at Bronx Community College.

At Cornell, students will conclude their studies towards the degree of Bachelor of Science in a specialized field of engineering.

Special counseling and financial aid are available at both institutions throughout the program. At Cornell, any necessary financial assistance will be given once a student is accepted. To apply for the program, a student must list Bronx Community College as his first choice on the CUNY application, with Engineering Science as the desired curriculum. Once enrolled he may register as a MEEOP student.
URBAN AFFAIRS
COORDINATING BOARD

The Urban Affairs Coordinating Board was established in the summer of 1974 to coordinate the College's academic and cocurricular programs with the urban environment in which it is located and from which its students are drawn.

The Urban Affairs Coordinating Board is composed of faculty, students and administration.

Among the projects offered through the Urban Affairs Coordinating Board are the Urban Perspectives Series, the annual Urban Affairs Conference, and the development of academic programs in the urban affairs area. Participation in these programs by all students, faculty and administration is encouraged.

INNOVATION CENTER

The Innovation Center was established in the fall of 1970 to conceive, develop, and implement special and/or innovative programs or projects of benefit to the entire College.

Open meetings are held regularly during the school year. A steering committee composed of student and faculty representatives reviews recommendations for appropriate action.

Examples of projects begun through the Innovation Center are the Bronx Community College Child Development Center and the Service Directory.
BUSINESS AND COMMERCE

Curriculum Coordinator: Prof. M. May

The programs offered in Business and Commerce fall into three categories: Business Career, a two-year program which leads to the A.A.S. degree; Business Administration, a transfer program which leads to the A.A. degree and to the third year at Baruch College or Lehman College of The City University of New York;* and Business Teaching, a special program for students planning to teach business subjects at the high school level, which leads to the A.A. degree and to the third year at Baruch College or at Hunter College.

The specific requirements and characteristics of the three categories are described and explained on pages 66-74.

BUSINESS CAREER CURRICULA

There are several areas in the Business Career Curricula leading to the A.A.S. degree. A student may pursue a Business Career specialization in: 1) Accounting, 2) Marketing Management and Sales, 3) Data Processing with a specialization in Computer Programming and Systems Analysis.

*Students may also transfer to one of the other senior colleges of The City University of New York having a program in Business Administration.

Upon satisfactory completion of his work at Bronx Community College, the student may seek immediate employment in the field of his choice. A career program graduate will be accepted directly as a matriculated student in related professional programs of senior units of the City University; or he may transfer to another appropriate college of his choice provided he meets the requirements of such institutions; or he may decide—within the first year of his enrollment at Bronx Community College—upon intracurriculum transfer.

Business Career Curriculum—Accounting Specialization

The accountant is indispensable in modern business organization and management. His basic responsibilities include the recording and summarizing of financial transactions. Accountants are called upon to analyze, interpret and prepare business reports, often including reconciliations, for more efficient operations. Graduates may enter this field of specialization in such positions as bookkeepers, cost accounting clerks, junior accountants, and tax examiners for government agencies. With further study, graduates may go on to the baccalaureate degree and become business managers, budget directors, private accountants, or controllers. With further appropriate training and experience, graduates may qualify for certification as Certified Public Accountants or as leaders of accounting and related subjects.
Curriculum Pattern for the Accounting Specialization  
66-67 Credits required for A.A.S. Degree

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<td><strong>MTH 11</strong></td>
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<td>Science</td>
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<tr>
<td><strong>TEA 11-81</strong></td>
<td>Physical Ed. (choose two)</td>
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<td>BUS 11</td>
<td>Business Mathematics</td>
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<tr>
<td>BUS 51</td>
<td>Business Organization and Management</td>
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<td><strong>DAT 30</strong></td>
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<td>Principles of Finance</td>
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<td>ACC 13</td>
<td>Intermediate Accounting</td>
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<td>ACC 14</td>
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<tr>
<td><strong>DAT 40 or</strong></td>
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<td><strong>MKT 17</strong></td>
<td>Consumer Problems and</td>
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</table>

* MTH 11 for students with one year of high school algebra, or MTH 16 for students with intermediate algebra, or MTH 30 for students who plan to transfer to a four-year college.
** It is recommended that students planning to transfer to a four-year CUNY college take ART 11 or MUS 11 and a laboratory science to be selected from BIO 11, CHM 11 or PHY 11.
† Two courses to be selected from Art, Communications, English, Music, Modern Languages, History, Social Sciences.
‡ CWE 31 and CWE 32 are not required of full-time evening students. They may substitute DAT 40 or MKT 17.
Business Career Curriculum — Marketing Management and Sales Specialization

The retailer serves as a vital link between producer and consumer. Retailing organizations may be independent, chain or department stores, buying offices, or mail-order houses, all of which sell myriad products through a wide variety of outlets and by various techniques.

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

Completion of the marketing curriculum prepares a graduate to start a career in such positions as assistant buyer, head of stock, assistant store manager, comparison shopper, salesman, distributor, section manager.

Curriculum Pattern for the Marketing Management and Sales Specialization

67-68 Credits required for A.A.S. Degree

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<tr>
<td><strong>ART 10 or</strong></td>
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<tr>
<td>MUS 10</td>
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<tr>
<td>†CWE 32</td>
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<tr>
<td>MKT 35</td>
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</tbody>
</table>

*Six credits may be selected from Art, Communications, English, History, Modern Languages, Music, or Social Sciences.

**It is recommended that students planning to transfer to a four-year CUNY college take ART 11 or MUS 11 and one science course selected from BIO 11, CH 11, or PHY 11.

†Students must select six credits from MKT 18, MKT 41, MKT 70, MKT 71, each three credits.

††CWE 31 and CWE 32 are not required of full-time evening students. They may substitute DAT 30 or one Marketing elective.
Business Career Curriculum—Travel and Tourism Management Concentration

Travel and tourism is America’s fastest growing industry. Our world may be getting smaller, but the travel and tourism industry is growing bigger every day. Moving people from place to place for business or pleasure—by plane, train, ship, bus or camel—requires men and women with the knowledge and skills to meet the needs of millions.

Curriculum Pattern for Concentration in Travel and Tourism Management

65-68 Credits required for A.A.S. Degree

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
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<tr>
<td>PEA 11-12</td>
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<tr>
<td>MKT 11</td>
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<tr>
<td>MKT 71</td>
<td>Tourism 3</td>
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<tbody>
<tr>
<td>ECO 11</td>
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<tr>
<td>CWE 31</td>
<td>Cooperative Work Experience I 2</td>
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<td>MKT 73</td>
<td>Wholesale Tour Operation 3</td>
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<td>**MKT 72</td>
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<td>Liberal Arts Elective 3</td>
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<tr>
<td>**ART 10 or MUS 10</td>
<td>Art Survey or Music Survey 1</td>
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<tr>
<td>MKT 74</td>
<td>Retail Travel Agency Operation 3</td>
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<tr>
<td>**MKT 72</td>
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<tr>
<td>LAW 41</td>
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<tr>
<td>CWE 32</td>
<td>Cooperative Work Experience II 2</td>
</tr>
<tr>
<td>**ART 10 or MUS 10</td>
<td>Art Survey or Music Survey 1</td>
</tr>
<tr>
<td>MKT 74</td>
<td>Retail Travel Agency Operation 3</td>
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<tr>
<td>**MKT 72</td>
<td>Marketing Elective 3</td>
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NOTE: Students exempted from courses will arrange for course substitution through the Chairman of the Department of Business and Commerce.

*6 credits to be taken from Art, English, History, Modern Languages, Music, Psychology.
**Students select 6 credits from MKT 70, MKT 78, MKT 41, each 3 credits.
†Students may select from BIO 11, BIO 18, CHM 11, PHY 11, SCI 11 or any other 3- or 4-credit science course.
††Any one-credit Art or Music course for which the student qualifies. It is recommended that students planning to transfer to a four-year CUNY college take ART 11 or MUS 11.
BUSINESS ADMINISTRATION CURRICULA

(Transfer to Baruch or Lehman College)

The Business Administration program is designed to provide an introduction to Accounting, Management, or Marketing Management and Sales as part of a foundation for continuing for a baccalaureate degree at Baruch or Lehman College of The City University of New York, to which the student may transfer automatically upon graduation from Bronx Community College. This program also provides a basis for transfer to any other appropriate senior business college for which the student qualifies and chooses to attend. Upon graduation from Bronx Community College, the student earns the A.A. degree. Following are descriptions of the options in this program and the sequence of courses needed for fulfillment of degree requirements.

Business Administration—Accounting

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

Curriculum Pattern for the Accounting Option
(Transfer to Baruch or Lehman College)

67 Credits required for A.A. Degree

First Semester

<table>
<thead>
<tr>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ENG 13</td>
<td>Fundamental Composition</td>
<td>3</td>
</tr>
<tr>
<td>HIS 11 or 12</td>
<td>History of Western Civ.</td>
<td>3</td>
</tr>
<tr>
<td>MTH 30 or MTH 31</td>
<td>Pre-Calculus or Analytic Geometry and Calculus</td>
<td>4</td>
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<tr>
<td>ACC 11</td>
<td>Fundamental Accounting I</td>
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Second Semester

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<th>Course Title</th>
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<tbody>
<tr>
<td>ENG 14</td>
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<tr>
<td>BUS 51</td>
<td>Business Organization and Management</td>
<td>3</td>
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<tr>
<td>ACC 12</td>
<td>Fundamental Accounting II</td>
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Third Semester

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<tr>
<td>ECO 11 or 12</td>
<td>Economics</td>
<td>3</td>
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<tr>
<td>BUS 41</td>
<td>Business Statistics</td>
<td>3</td>
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<tr>
<td>ACC 13</td>
<td>Intermediate Accounting</td>
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Fourth Semester

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<th>Course Title</th>
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<tr>
<td>MUS or ART</td>
<td>Music or Art</td>
<td>1</td>
</tr>
<tr>
<td>LAW 41</td>
<td>Business Law</td>
<td>3</td>
</tr>
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<td>Cost Accounting</td>
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*See language requirements for transfer to Baruch College, p. 142.

**Students who have taken Advanced Algebra in high school may be exempt from MTH 30 by permission of the Mathematics Department. In this instance, MTH 31 or MTH 31 and 22 will fulfill Baruch's mathematics requirements for the B.A.

†Choose from History or Philosophy (PHL 11), Political Science (POL 11), Psychology (PSY 11), or Sociology (SOC 11).

††ECO 11 for transfer to Baruch College; ECO 12 for transfer to Lehman College.

§A student may choose one semester of any one of the sciences of Biology (BIO 11), Chemistry (CHM 11), or Physics (PHY 11).

#Choose from Political Science, Psychology, Philosophy or Sociology.
Business Administration — Management

Curriculum Pattern for the Management Option (Transfer to Baruch or Lehman College)
65-67 Credits required for A.A. Degree

First Semester

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<thead>
<tr>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>ENG 13</td>
<td>Fundamental Composition</td>
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</tr>
<tr>
<td>PEA 11-81</td>
<td>Physical Ed. (choose one)</td>
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</tr>
<tr>
<td>HIS 11 or 12</td>
<td>History of Western Civ.</td>
<td>3</td>
</tr>
<tr>
<td>**MTH 30 or MTH 31</td>
<td>Analytic Geometry and Calculus</td>
<td>4</td>
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<tr>
<td>MKT 11</td>
<td>Marketing</td>
<td>3</td>
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Second Semester

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<tr>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENG 14</td>
<td>Composition &amp; Prose</td>
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<tr>
<td>PEA 11-81</td>
<td>Physical Ed. (choose one)</td>
<td>1</td>
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<tr>
<td>ACC 11</td>
<td>Fundamental Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 51</td>
<td>Business Organization and Management</td>
<td>3</td>
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<td><strong>Total</strong></td>
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Third Semester

<table>
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<tr>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CMS 11</td>
<td>Fundamental Communications</td>
<td>3</td>
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<tr>
<td>ECO 11 or 12</td>
<td>Economics</td>
<td>3</td>
</tr>
<tr>
<td>ACC 12</td>
<td>Fundamental Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BUS 41</td>
<td>Business Statistics</td>
<td>3</td>
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Fourth Semester

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<tr>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
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<tbody>
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<tr>
<td>MUS 11-33</td>
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<tr>
<td>ART</td>
<td>Art Course</td>
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<td>LAW 41</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>DAT 30 or FIN 31</td>
<td>Intro. to Systems or Principles of Finance</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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<td>12-14</td>
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*See language requirements for transfer to Baruch College, p. 142.
**Students who have taken Advanced Algebra in high school may be exempt from MTH 30 by permission of the Mathematics Department. In this instance, MTH 31 is required. MTH 30 or MTH 21 and 22 will fulfill Baruch's mathematics requirements for the B.B.A.
Choose from History or Philosophy (PHL 11), Political Science (POL 11), Psychology (PSY 11), or Sociology (SOC 11).
†ECO 11 for transfer to Baruch College; ECO 12 for transfer to Lehman College.
§A student may choose one semester of any one of the sciences of Biology (BIO 11), Chemistry (CHM 11), or Physics (PHY 11).
#Choose from Political Science, Psychology, Philosophy or Sociology.

Business Administration — Marketing Management and Sales

For those students who wish to prepare for a career in marketing management and sales, this option of the Business Administration program provides them with basic courses before transferring into the four-year college. Administrative and executive positions require a firm foundation in the business subjects included in this curriculum.

Curriculum Pattern for the Marketing Management and Sales Option (Transfer to Baruch College)
68-70 Credits required for A.A. Degree

First Semester

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<td>PEA 11-81</td>
<td>Physical Ed. (choose one)</td>
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<tr>
<td>HIS 11 or 12</td>
<td>History of Western Civ.</td>
<td>3</td>
</tr>
<tr>
<td>**MTH 30 or MTH 31</td>
<td>Analytic Geometry and Calculus</td>
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<tr>
<td>MKT 11</td>
<td>Marketing</td>
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Second Semester

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<tbody>
<tr>
<td>ENG 14</td>
<td>Composition &amp; Prose</td>
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</tr>
<tr>
<td>PEA 11-81</td>
<td>Physical Ed. (choose one)</td>
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<td>ACC 11</td>
<td>Fundamental Accounting I</td>
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</tr>
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<td>MKT 41</td>
<td>Retail Operations</td>
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Third Semester

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<th>Course Title</th>
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<tbody>
<tr>
<td>CMS 11</td>
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<td>Economics</td>
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<td>Buying Techniques</td>
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<tr>
<td>CMS 21</td>
<td>Voice &amp; Diction</td>
<td>1-3</td>
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<td>Business Law</td>
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<td>MKT 35</td>
<td>Retail Merchandising</td>
<td>4</td>
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<tr>
<td>DAT 30</td>
<td>Introduction to Systems</td>
<td>3</td>
</tr>
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<td>16-18</td>
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NOTE: Students exempted from courses will arrange for course substitutions through the Head of the Business and Commerce Department.

*See language requirements, p. 142.
**Students who have taken Advanced Algebra in high school may be exempt from MTH 30 with permission of the Department of Mathematics. In this instance, MTH 31 is required. MTH 30 or MTH 21 and 22 will fulfill Baruch's mathematics requirements for the B.B.A.
†Choose from Philosophy (PHL 11), Political Science (POL 11), Psychology (PSY 11), or Sociology (SOC 11).
‡A student may choose one semester of Biology (BIO 11), Chemistry (CHM 11), or Physics (PHY 11).
BUSINESS TEACHING CURRICULA

(Transfer to Baruch or Hunter College)

The Business Teaching program offers two plans to students preparing to teach in high school: 1) For students planning to teach Bookkeeping and Accounting at the secondary level and who plan to transfer to Baruch or Hunter College; 2) for students planning to teach Marketing Management and Sales at the secondary level and who plan to transfer to Baruch College. These programs lead to the A.A. degree. Upon successful completion of this program, a student may transfer to the third year at Baruch or Hunter College.

Curriculum Pattern for H.S. Teaching Option: Bookkeeping and Accounting (Transfer to Baruch College)

66-68 Credits required for A.A. Degree

<table>
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<td>Course Title</td>
</tr>
<tr>
<td>ENG 13</td>
<td>Fundamental Composition</td>
</tr>
<tr>
<td>PEA 11-81</td>
<td>Physical Ed. (choose one)</td>
</tr>
<tr>
<td>*</td>
<td>Modern Language</td>
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<tr>
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<td>History of Western Civ.</td>
</tr>
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<td>Pre-Calculus</td>
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<td>Modern Language</td>
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<td>†</td>
<td>History or Social Science</td>
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<td>ACC 11</td>
<td>Fundamental Accounting I</td>
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<tr>
<td>MKT 11</td>
<td>Marketing</td>
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<tbody>
<tr>
<td>CMS 11</td>
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<tr>
<td>ECO 11</td>
<td>Economics</td>
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<tr>
<td>††</td>
<td>Science</td>
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<tr>
<td>ACC 12</td>
<td>Fundamental Accounting II</td>
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<tr>
<td>BUS 51</td>
<td>Business Organization and Management</td>
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<tbody>
<tr>
<td>MUS or ART</td>
<td>Music or Art</td>
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<tr>
<td>§</td>
<td>Social Science</td>
</tr>
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<td>ACC 13</td>
<td>Intermediate Accounting</td>
</tr>
<tr>
<td>LAW 41</td>
<td>Business Law</td>
</tr>
<tr>
<td>CMS 21</td>
<td>Voice and Diction</td>
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*See language requirements for transfer to Baruch College, p. 142.

**Students who have taken Advanced Algebra in high school may be exempt from MTH 30 by permission of the Department of Mathematics. In this instance, MTH 31 is required. MTH 30 or MTH 21 and 22 will fulfill Baruch’s mathematics requirements.

†Choose from History or Philosophy (PHL 11), Political Science (POL 11), Psychology (PSY 11), or Sociology (SOC 11).

††Students may choose one semester of Biology (BIO 11), Chemistry (CHM 11), or Physics (PHY 11).

§Choose from Political Science, Psychology, or Sociology.
Curriculum Pattern for the H.S. Teaching Option: Bookkeeping and Accounting (Transfer to Hunter College) 71-74 Credits required for A.A. Degree

First Semester

<table>
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<tr>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>ENG 13</td>
<td>Fundamental Composition</td>
<td>3</td>
</tr>
<tr>
<td>PEA 11-81</td>
<td>Physical Ed. (choose one)</td>
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</tr>
<tr>
<td>HIS 11</td>
<td>History of Western Civ. I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 11</td>
<td>Fundamental Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 11</td>
<td>Business Mathematics</td>
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Second Semester

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<tr>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
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<td>Composition &amp; Prose</td>
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</tr>
<tr>
<td>PEA 11-81</td>
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<td>1</td>
</tr>
<tr>
<td>HIS 12</td>
<td>History of Western Civ. II</td>
<td>3</td>
</tr>
<tr>
<td>MTH 21</td>
<td>Survey of Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 12</td>
<td>Fundamental Accounting II</td>
<td>4</td>
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Third Semester

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<tr>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>CMS 11</td>
<td>Fundamental Communications</td>
<td>3</td>
</tr>
<tr>
<td>PEA 11-81</td>
<td>Physical Ed. (choose one)</td>
<td>1</td>
</tr>
<tr>
<td>MTH 21</td>
<td>Modern Language or Elective</td>
<td>3-4</td>
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<tr>
<td>ACC 13</td>
<td>Intermediate Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 51</td>
<td>Business Organization and Management</td>
<td>3</td>
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Fourth Semester

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<tr>
<td>ECO 11</td>
<td>Economics</td>
<td>3</td>
</tr>
<tr>
<td>LAW 41</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>FIN 31</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>MTH 22</td>
<td>Survey of Mathematics II</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 15</td>
<td>Comp &amp; Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENG 16</td>
<td>Comp &amp; Poetry</td>
<td>3</td>
</tr>
<tr>
<td>CMS 12</td>
<td>Public &amp; Group Comm.</td>
<td>2</td>
</tr>
<tr>
<td>PSY 11</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PHL 11</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>MTH 22</td>
<td>Survey of Mathematics II</td>
<td>3</td>
</tr>
</tbody>
</table>

**NOTE:** Students exempted from courses will arrange for course substitution through the Head of the Department of Business and Commerce.

**See language requirements for transfer, p. 142.

Students who have had Advanced Algebra in high school should substitute MTH 31, Analytic Geometry and Calculus.

*Remedial Speech, CMS 01, may also be required, as determined by the Department of Communication Arts and Sciences, in order to meet the standards required for passing the Qualifying Examination in Speech for prospective teachers.

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

Modern Language 3-4

ENG 15 Comp & Drama 3

ENG 16 Comp & Poetry 3

CMS 12 Public & Group Comm. 2

PSY 11 Psychology 3

PHL 11 Introduction to Philosophy 3

MTH 22 Survey of Mathematics II 3

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

#Not required for full-time Evening Session students with approval of curriculum adviser.

---

Curriculum Pattern for the H.S. Teaching Option: Marketing Management and Sales (Transfer to Baruch College) 66-68 Credits required for A.A. Degree

First Semester

<table>
<thead>
<tr>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 13</td>
<td>Fundamental Composition</td>
<td>3</td>
</tr>
<tr>
<td>PEA 11-81</td>
<td>Physical Ed. (choose one)</td>
<td>1</td>
</tr>
<tr>
<td>HIS 11 or 12</td>
<td>History of Western Civ.</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
<td>Modern Language</td>
<td>4</td>
</tr>
<tr>
<td>**MTH 30</td>
<td>Pre-Calculus</td>
<td>4</td>
</tr>
<tr>
<td>BUS 11</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 11</td>
<td>Fundamental Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 14</td>
<td>Composition &amp; Prose</td>
<td>3</td>
</tr>
<tr>
<td>PEA 11-81</td>
<td>Physical Ed. (choose one)</td>
<td>1</td>
</tr>
<tr>
<td>HIS 11</td>
<td>History or Social Science</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
<td>Modern Language</td>
<td>4</td>
</tr>
<tr>
<td>MKT 11</td>
<td>Marketing</td>
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</table>

Third Semester

<table>
<thead>
<tr>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 11</td>
<td>Economics</td>
<td>3</td>
</tr>
<tr>
<td>LAW 41</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MKT 31</td>
<td>Salesmanship</td>
<td>2</td>
</tr>
<tr>
<td>MKT 35</td>
<td>Retail Merchandising</td>
<td>4</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS or ART</td>
<td>Music or Art</td>
<td>1-3</td>
</tr>
<tr>
<td>§</td>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>LAW 41</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MKT 31</td>
<td>Salesmanship</td>
<td>2</td>
</tr>
</tbody>
</table>

**See language requirements for transfer to Baruch College, p. 142.

**Students who have taken Advanced Algebra in high school may be exempt from MTH 30 with permission of the Department of Mathematics. In this instance, MTH 31 is required. MTH 30 or MTH 21 and 22 will fulfill Baruch’s mathematics requirements.

†Choose from History or Philosophy (PHL 11), Political Science (POL 11), Psychology (PSY 11), or Sociology (SOC 11).

††A student may choose one semester of Biology (BIO 11), Chemistry (CHM 11), or Physics (PHY 11).§Choose from Political Science, Psychology, or Sociology.

the curricula and programs 73
DATA PROCESSING

Curriculum Coordinator: Prof. M. May

The field of data processing is rich in career opportunities. Business organizations and government agencies use computers to perform such essential functions as inventory control, sales forecasting, production scheduling, statistical analysis and accounting applications.

Trained data processing personnel are in demand because of the ever-growing use of computers. Starting salaries are excellent for both men and women who qualify in the areas of systems analysis, programming, computer operations and the use of unit record equipment.

The Data Processing Curriculum provides a well-grounded program of:
- general education in liberal arts and sciences
- business background preparation
- data processing specialization

Students who satisfactorily complete the Data Processing Curriculum and earn the A.A.S. degree may transfer to the third year at Baruch College.

Curriculum Pattern for Data Processing Programming and Systems Option
65-66 Credits required for A.A.S. Degree

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Requirements</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 13</td>
<td></td>
<td>Fundamental Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 14, 15, or 16</td>
<td></td>
<td>English</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
<td></td>
<td>Fundamental Communications</td>
<td>3</td>
</tr>
<tr>
<td>HIS 11 or 12</td>
<td></td>
<td>History of Western Civ.</td>
<td>3</td>
</tr>
<tr>
<td>MTH</td>
<td></td>
<td>Mathematics</td>
<td>6-7</td>
</tr>
<tr>
<td>ART or MUS</td>
<td></td>
<td>Art or Music</td>
<td>1</td>
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<tr>
<td>**</td>
<td></td>
<td>(any one-credit course)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Health or Phys. Ed</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Science</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>**</td>
<td></td>
</tr>
<tr>
<td>Required areas of study</td>
<td>ACC 11, 12, 14</td>
<td>Accounting</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>BUS 11</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS 41</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BUS 51</td>
<td>Business Organization</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>**</td>
<td>**</td>
<td></td>
</tr>
<tr>
<td>Specilaization Requirements</td>
<td>DAT 30</td>
<td>Introduction to Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DAT 31</td>
<td>Advanced Systems Analysis</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DAT 40</td>
<td>Basic Computer Programming</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>DAT 41</td>
<td>Advanced Programming</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>DAT 42</td>
<td>Advanced Programming or Data Elective</td>
<td>0-4</td>
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<tr>
<td></td>
<td>**</td>
<td>**</td>
<td></td>
</tr>
<tr>
<td>Work Experience</td>
<td>CWE 31 &amp; 32 or</td>
<td>Work Experience I and II or</td>
<td>0-4</td>
</tr>
<tr>
<td></td>
<td>MKT 11 or</td>
<td>Marketing or</td>
<td>3-0</td>
</tr>
<tr>
<td></td>
<td>FIN 31</td>
<td>Principles of Finance</td>
<td>3-0</td>
</tr>
</tbody>
</table>

*Entering students offering:
A. one or two years of mathematics will take MTH 11, 21.
B. two and a half years of mathematics will take MTH 16, 21.
C. three years of mathematics will take MTH 17, 21.
D. three and a half or four years of mathematics will take MTH 21, 22.

** Two credits may be selected from Health or Physical Education. However, students planning to transfer to Baruch College will be required to demonstrate their ability to swim and should meet this requirement by enrolling in PEA 21 and/or any PEA courses 11-81.

†† Work Experience

† Full time evening students may enroll in the Work Experience courses. Ordinarily these students, with the permission of their curriculum adviser, will substitute 3 credits of Marketing or Finance for Work Experience I and II.

**Two credits may be selected from Health or Physical Education. However, students planning to transfer to Baruch College will be required to demonstrate their ability to swim and should meet this requirement by enrolling in PEA 21 and/or any PEA courses 11-81.

†† Work Experience

† Full time evening students may enroll in the Work Experience courses. Ordinarily these students, with the permission of their curriculum adviser, will substitute 3 credits of Marketing or Finance for Work Experience I and II.
CHEMICAL TECHNOLOGY

Curriculum Coordinator: Dr. C. Polowczyk

The program in Chemical Technology is designed to give the student a foundation in the theoretical and practical concepts of chemistry. Students have, in advanced laboratory courses, an opportunity to become acquainted with current practices and techniques of industrial and environmental methods of analysis and to use modern industrial equipment. Knowledge of actual manufacturing and air and water monitoring practices is obtained through visits to industrial plants. This program is transferable to four-year CUNY colleges.

The curriculum in Chemical Technology offers two additional areas of specialization leading to the A.A.S. degree: Pre-Pharmacy Option, leading to the third year of a College of Pharmacy, and the Plastics Technology Option.

Students interested in careers as chemists or chemical engineers should take the Liberal Arts and Sciences or the Engineering Science program.

Curriculum Pattern for Chemical Technology

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td>ENG 13</td>
<td>3</td>
</tr>
<tr>
<td>Critical Health Issues</td>
<td></td>
</tr>
<tr>
<td>HLT 91</td>
<td>2</td>
</tr>
<tr>
<td>Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>CMS 11</td>
<td>3</td>
</tr>
<tr>
<td>Physical Ed. (choose one)</td>
<td></td>
</tr>
<tr>
<td>PEA 11-81</td>
<td>1</td>
</tr>
<tr>
<td>College Chemistry I or</td>
<td></td>
</tr>
<tr>
<td>CHM 11 or</td>
<td></td>
</tr>
<tr>
<td>Chem. for Lab. Tech. I</td>
<td></td>
</tr>
<tr>
<td>CHM 17</td>
<td>4</td>
</tr>
<tr>
<td>11th Year Mathematics I</td>
<td></td>
</tr>
<tr>
<td>MTH 11</td>
<td>3</td>
</tr>
<tr>
<td>Total 16</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td>Free Elective</td>
<td>2-3</td>
</tr>
<tr>
<td>General Chemistry and</td>
<td></td>
</tr>
<tr>
<td>Qualitative Analysis or</td>
<td></td>
</tr>
<tr>
<td>CHM 22 or</td>
<td></td>
</tr>
<tr>
<td>Chem. for Lab. Tech. II</td>
<td></td>
</tr>
<tr>
<td>MTH 16</td>
<td>4</td>
</tr>
<tr>
<td>11th Year Mathematics II</td>
<td></td>
</tr>
<tr>
<td>PHY 21</td>
<td>3</td>
</tr>
<tr>
<td>Physics for Engrg. Tech. I</td>
<td></td>
</tr>
<tr>
<td>HIS 11 or 12</td>
<td>3</td>
</tr>
<tr>
<td>History of Western Civ.</td>
<td></td>
</tr>
<tr>
<td>Total 16-18</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td>Art or Music</td>
<td>1-3</td>
</tr>
<tr>
<td>ART or MUS</td>
<td></td>
</tr>
<tr>
<td>Organic Chemistry I</td>
<td></td>
</tr>
<tr>
<td>CHM 31</td>
<td>4</td>
</tr>
<tr>
<td>Quantitative Analysis</td>
<td></td>
</tr>
<tr>
<td>CHM 33</td>
<td>4</td>
</tr>
<tr>
<td>Physics for Engrg. Tech. II</td>
<td></td>
</tr>
<tr>
<td>PHY 22</td>
<td>3</td>
</tr>
<tr>
<td>History or Social Science</td>
<td></td>
</tr>
<tr>
<td>HIS 11 or 12</td>
<td>3</td>
</tr>
<tr>
<td>Total 15-17</td>
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</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
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</tr>
<tr>
<td>Organic Chemistry II</td>
<td></td>
</tr>
<tr>
<td>CHM 32</td>
<td>4</td>
</tr>
<tr>
<td>Physical Chemistry</td>
<td></td>
</tr>
<tr>
<td>CHM 43</td>
<td>3</td>
</tr>
<tr>
<td>Chemical Instrumentation</td>
<td></td>
</tr>
<tr>
<td>CHM 44</td>
<td>3</td>
</tr>
<tr>
<td>Industrial Analysis and</td>
<td></td>
</tr>
<tr>
<td>CHM 45</td>
<td>4</td>
</tr>
<tr>
<td>Intro. to Chemical Industry or</td>
<td></td>
</tr>
<tr>
<td>CHM 46</td>
<td>2</td>
</tr>
<tr>
<td>Cooperative Work Exp. and</td>
<td></td>
</tr>
<tr>
<td>*CHM 61</td>
<td>6</td>
</tr>
<tr>
<td>Seminar in Chem. Tech.</td>
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</tr>
<tr>
<td>Total 16</td>
<td></td>
</tr>
</tbody>
</table>

The Pre-Pharmacy curriculum is a two-year course for which students receive complete credit on admission to the third year of the five-year pharmacy course at Colleges of Pharmacy such as those at Columbia and St. John's Universities and Brooklyn College.** Vocational opportunities immediately upon graduation include laboratory technician, market researcher, and research assistant. With further training, a student may pursue such occupations as pharmacist, chemical salesman, laboratory supervisor, and production supervisor.

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*Students in the last semester may substitute CHM 61 for CHM 45 and 46.

**Students expecting to transfer to a senior college of City University should consult their curriculum advisers.
The Plastics Technology curriculum covers the theory and skills of all phases of plastics processing, machine operations and laboratory testing methods. Graduates will be capable of directing and planning the use of synthetic materials for industrial and consumer applications as well as determining product design. Students develop a general knowledge of the chemical and technological characteristics of the plastic groups, as applied to fabrication methods ranging from preparation of the raw materials, through its processing, to the finished product. Students may continue studies at other institutions leading to advanced degrees in industrial arts education and plastics engineering.
EDUCATION-CHILD CARE ASSOCIATE

Curriculum Coordinator: Dr. J. L. Rempson

In 1969, Bronx Community College became the first community college in New York State to offer an Education Associate curriculum in early childhood and elementary education, leading to an Associate in Applied Science degree transferable to a four-year baccalaureate program. In 1973, a Child Care Associate Option was added, leading also to a degree in early childhood and elementary education, but with the inclusion of a child care specialization.

The Education-Child Care Associate program, conducted in the late afternoons and evenings, is open to all students. It allows designated assistant teachers employed by the Board of Education of the City of New York and day care facilities to participate in a two-year transfer program which meets license requirements for the position of associate teacher.

*Curriculum Pattern for Education-Child Care Associate
(The first two years of the Early Childhood or Elementary Education Sequence)
64-65 Credits required for the A.A.S. Degree

Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
<td>Fundamental Composition</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fundamental Communications</td>
<td>3</td>
</tr>
<tr>
<td>MTH 21</td>
<td>Survey of Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 11 or 12</td>
<td>History of Western Civ.</td>
<td>3</td>
</tr>
<tr>
<td>HLT 91</td>
<td>Critical Health Issues</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

Required Areas of Study

**Natural Science**—One laboratory science course
(Biology or Chemistry or Physics) 4

**Humanities A**—To be chosen from English, Communications, or Modern Languages (at least one course in English) 6-7

**Humanities B**—Music or Art (any course or courses for which student qualifies) 3

**History and Social Sciences**—One course in History, two courses in Social Sciences 9

Total 22-23

**Specialization Requirements for Education Associate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 13 &amp; 14</td>
<td>Behavioral Sciences Foundation</td>
</tr>
<tr>
<td></td>
<td>of Education Workshop I &amp; II</td>
</tr>
<tr>
<td>EDU 15</td>
<td>Reading &amp; Language Arts for Early</td>
</tr>
<tr>
<td></td>
<td>Childhood &amp; Elementary Years</td>
</tr>
<tr>
<td></td>
<td>One of the following Education Electives:</td>
</tr>
<tr>
<td>EDU 12</td>
<td>Contemporary Urban Education</td>
</tr>
<tr>
<td>EDU 26</td>
<td>School &amp; Community Relations in Urban Schools</td>
</tr>
<tr>
<td>EDU 31</td>
<td>Intro. to Learning Problems</td>
</tr>
<tr>
<td>EDU 40</td>
<td>Cooperative Education Work Experience</td>
</tr>
<tr>
<td>EDU 50</td>
<td>Creative Experiences for Early Childhood &amp; Elementary Years</td>
</tr>
<tr>
<td></td>
<td>Total 12</td>
</tr>
</tbody>
</table>

**Specialization Requirements for Child Care Associate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 13 &amp; 14</td>
<td>Behavioral Sciences Foundation</td>
</tr>
<tr>
<td></td>
<td>of Education Workshop I &amp; II</td>
</tr>
<tr>
<td>EDU 24 &amp; 25</td>
<td>Day Care Seminar I &amp; II</td>
</tr>
<tr>
<td></td>
<td>Total 12</td>
</tr>
</tbody>
</table>

**Free Electives**—To complete the required minimum of 64 or maximum of 65 credits

*This curriculum pattern is for students who entered before the fall 1975 semester. For students who enter for the first time during the fall 1975 semester, there will be a new curriculum pattern which may be available through counselors or the department offices.

**Twelve educational credits will be accepted towards a minor in education at Lehman College, The City College, and other CUNY Senior Colleges. Additional education credits will be considered electives and require consultation with the department.
ENGINEERING SCIENCE
(The first two years of the Engineering sequence)

Curriculum Coordinator: Prof. Phyllis B. Berger

The Engineering Science program is designed for students with a special interest in engineering or physical science. Scientists and engineers need rigorous preparation in mathematics and basic science. In addition, the curriculum includes a substantial proportion of courses in the humanities.

The curriculum is integrated with the typical Engineering curriculum; therefore, transfer is facilitated to four-year engineering colleges. Graduates of this curriculum will be accepted as third year students of the School of Engineering at City College. Transfer is also possible to other engineering schools, both in and out of the New York City area.

The College offers a Minority Engineering Extended Opportunity Program in cooperation with Cornell University. See page 64 for a description.

The accompanying curriculum pattern, with modifications, prepares the student for continuation in a program leading to a bachelor's degree in architecture.

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Curriculum Pattern for Engineering Science
67-68 Credits required for the A.A. Degree

<table>
<thead>
<tr>
<th>First Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. &amp; No.</td>
<td>Course Title</td>
</tr>
<tr>
<td>ART 10 or MUS 10</td>
<td>Art Survey or Music Survey</td>
</tr>
<tr>
<td>ENG 13</td>
<td>Fundamental Composition</td>
</tr>
<tr>
<td>PEA 11-81</td>
<td>Physical Ed. (choose one)</td>
</tr>
<tr>
<td>*CHM 11</td>
<td>Chemistry I</td>
</tr>
<tr>
<td>PHY 31</td>
<td>Physics I</td>
</tr>
<tr>
<td>MTH 31</td>
<td>Anal. Geometry &amp; Calculus I</td>
</tr>
<tr>
<td>ORI 15</td>
<td>Engrg. Sci. Fr. Orientation</td>
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Total 17

<table>
<thead>
<tr>
<th>Second Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CHM 12</td>
<td>Chemistry II</td>
</tr>
<tr>
<td>MTH 32</td>
<td>Analytic Geometry &amp; Calculus II</td>
</tr>
<tr>
<td>PHY 32</td>
<td>Physics II</td>
</tr>
<tr>
<td>**MEC 11</td>
<td>Engineering Graphics</td>
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</table>

Total 15

<table>
<thead>
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<tbody>
<tr>
<td>HIS 11 or 12</td>
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</tr>
<tr>
<td>MTH 33</td>
<td>Analytic Geometry &amp; Calculus III</td>
</tr>
<tr>
<td>PHY 33</td>
<td>Physics III</td>
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<tr>
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<td>Applied Engrg. Graphics</td>
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Total 17-18

<table>
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<tbody>
<tr>
<td>$SOC or HIS</td>
<td>Social Science or History</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fundamental Communications</td>
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<tr>
<td>HLT 91</td>
<td>Critical Health Issues</td>
</tr>
<tr>
<td>MTH 34</td>
<td>Advanced Calculus</td>
</tr>
<tr>
<td>PHY 34</td>
<td>Analytical Mechanics</td>
</tr>
<tr>
<td>PHY 61</td>
<td>Computer Methods</td>
</tr>
<tr>
<td>ORI 45</td>
<td>Engrg. Sci. Sr. Orientation</td>
</tr>
</tbody>
</table>

Total 18

*Students planning to enter the Computer Science program at The City College may substitute BIO 11 and 12 for CHM 11 and 12.
**Placement examination will determine if student is to register for MEC 01. Upon recommendation of the instructor, two credits may be earned for MEC 11. 
†Any three credits of Social Sciences or History.
ENGINEERING TECHNOLOGIES

Curriculum Coordinator: Prof. Phyllis B. Berger

The programs in the engineering technologies prepare the student for immediate employment in a career in the electrical or mechanical engineering fields. Students who plan to continue their studies may transfer directly to a four-year college and earn a baccalaureate degree in Engineering Technology. The City College has such a program as do other colleges in the metropolitan area. In addition, there are institutions that accept students with an A.A.S. in Engineering Technology and allow them to pursue the engineering degree. A special opportunity exists for students interested in a career in teaching industrial arts on the secondary level.

ELECTRICAL TECHNOLOGY

Electrical Engineering Technology is one of the fastest-growing professions. The rapidity of technological advance has created a serious shortage of personnel. Electrical engineering technicians are needed to design, build, test and maintain such complex electronic equipment as computers, control systems, communications systems, and medical devices. Students who plan to continue their studies may transfer directly to certain four-year colleges offering the baccalaureate degree in Engineering Technology.

Curriculum Pattern for Electrical Technology
67-68 Credits required for the A.A.S. Degree

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ENG 13</td>
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<tr>
<td>*MTH 16</td>
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<tr>
<td>PHY 21</td>
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<table>
<thead>
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<tbody>
<tr>
<td>CMS 11</td>
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<tr>
<td>MTH 17</td>
<td>4</td>
</tr>
<tr>
<td>PHY 22</td>
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<td>ELC 21</td>
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<td>ELC 25</td>
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<table>
<thead>
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<th>Third Semester</th>
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<tbody>
<tr>
<td>MTH 18</td>
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<td>HIS 11 or 12</td>
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<tr>
<td>ELC 35</td>
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<tr>
<td>ELC 38</td>
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<tr>
<td>MEC 21</td>
<td>2</td>
</tr>
<tr>
<td><strong>ELC 72 or</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ELC 82 or</strong></td>
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</tr>
<tr>
<td><strong>ELC 92</strong></td>
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<table>
<thead>
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<th>Credit</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>#</td>
<td>3</td>
</tr>
<tr>
<td>PEA 11-81 or HLT 91</td>
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</tr>
<tr>
<td>ELC 45</td>
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</tr>
<tr>
<td><strong>ELC 75 or</strong></td>
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<td><strong>ELC 85 or</strong></td>
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<td><strong>ELC 95</strong></td>
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<td><strong>Total 15-16</strong></td>
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</table>

*Students completing equivalent of MTH 16 in high school should choose a free elective approved by adviser.
**Students taking MTH 06 should register for ELC 01. Upon achievement of a grade of C or better, four credits will be earned for ELC 11.
†Placement examination will determine if student is to register for MEC 01. Upon recommendation of the instructor, two credits may be earned for MEC 11.
‡Power and Controls Option students take ELC 72, 75, and 78; Communication Option students take ELC 82, 85, and 88; Computer option students take ELC 92, 95, and 98.
§Any one-credit art or music course for which the student qualifies.
#Choose from Humanities, History or Social Sciences.
†For full-time matriculated students only.
MECHANICAL TECHNOLOGY

Mechanical Engineering Technology covers the design, production, installation, and operation of machines, tools, and all types of products and devices. It is concerned with devices and machines that convert the chemical energy stored in coal, oil, gas and nuclear fuels into mechanical power, as well as with general manufacturing processes and design.

Mechanical engineering technicians are involved in design-drafting, design of production processes, industrial organization, boiler inspection, sales engineering, and other industrial careers.

Students who plan to continue their studies may transfer directly to certain four-year colleges offering the baccalaureate degree in Engineering Technology.

Curriculum Pattern for Mechanical Technology
64-68 Credits required for A.A.S. Degree

First Semester

<table>
<thead>
<tr>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 13</td>
<td>Fundamental Composition</td>
</tr>
<tr>
<td>*ART or MUS</td>
<td>Art or Music</td>
</tr>
<tr>
<td>HIS 11 or 12</td>
<td>History of Western Civ.</td>
</tr>
<tr>
<td>MTH 16</td>
<td>11 Year Mathematics II</td>
</tr>
<tr>
<td>PHY 21</td>
<td>Physics for Engrg. Tech. I</td>
</tr>
<tr>
<td>**MEC 11</td>
<td>Basic Engineering Graphics</td>
</tr>
<tr>
<td>ORI 14</td>
<td>Tech. College Orientation</td>
</tr>
<tr>
<td></td>
<td>Total 16</td>
</tr>
</tbody>
</table>

Second Semester

| MTH 17 | College Algebra                  |
| PHY 22 | Physics for Engrg. Tech. II      |
| MEC 12 | Applied Engrg. Graphics          |
| MEC 21 | Engrg. Mfg. Processes            |
| MEC 27 | Mech. & Intro. to Strength of Materials |
| ELC 15 | Electric Circuits                |
|        | Total 17                          |

Third Semester

| CHM 15 | Fund. of Modern Chemistry        |
| MEC 28 | Strength of Materials            |
| MEC 31 | Machine Design                   |
| MEC 33 | Thermodynamics & Fluid Dynamics  |
| ELC 16 | Industrial Electronics           |
|        | Total 17                          |

Fourth Semester

| CMS 11 | Fundamental Communications       |
| †PEA 11-81 | Physical Education (choose one) |
| or HLT 91 | or Critical Health Issues       |
| MEC 41 | Metallurgy                       |
| MEC 45 | Mech. Projects Lab.              |
| MEC 60 | Senior Elective                  |
| ††ORI 14 | Free Elective                   |
|        | Tech. Career Orientation         |
|        | Total 14-18                      |

*Any one-credit art or music course for which the student qualifies.
**Placement examination will determine if student is to register for MEC 01. Upon recommendation of the instructor, two credits may be earned for MEC 11.
†Choose from Humanities, History or Social Sciences.
‡‡To complete maximum of 68 credits, students may take courses in any department or discipline. Students transferring to a Bachelor of Technology degree program are advised to take MTH 18 as well as to familiarize themselves with the requirements of the senior college of their choice and to consult the curriculum coordinator.
The Liberal Arts and Sciences curriculum prepares a student to be a productive and creative human being. This kind of education can open doors to the professions and to rewarding and responsible careers. Future physicians, teachers, scientists, lawyers, and businessmen, for example, develop themselves as sensitive individuals, in addition to completing their preprofessional work, through studies in the liberal arts and sciences. The academic experiences in liberal arts and sciences provide the foundation for later specialization, graduate study, and professional school.

There are several paths offered within the Liberal Arts and Sciences curriculum. The general A.A. degree program provides a well-rounded background and the opportunity to explore a variety of subject areas, so that graduates may transfer to the third year of a senior college.

Creative specialization in all disciplines may be pursued within the framework of this general Associate in Arts curriculum by concentrating elective courses in a specific subject area, such as:

| Communication Arts and Sciences | Italian, Music |
| Dance | Philosophy |
| Economics | Physical Education |
| English | Recreation |
| French | Sociology |
| German | Spanish |
| Health Education | Theatre |

Those who wish to pursue a program which allows a greater degree of specialization in the first two years of college may select one of these options or concentrations:

**Associate in Science (A.S. Degree)**
- Biology
- Chemistry
- Computer Science
- Mathematics
- Physics

**Associate in Arts (A.A. Degree)**
- Art
- Black and Puerto Rican Studies
- History
- Political Science
- Psychology

In order to graduate, a student must satisfy either all the requirements of the Associate in Arts general curriculum, or all of the requirements of one of the Associate in Science options or all of the requirements of one of the Associate in Arts options.

**Curriculum Pattern for Liberal Arts and Sciences (Transfer)**

*64 Credits required for the A.A. Degree*

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 13 Fundamental Composition</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11 Fundamental Communications</td>
<td>3</td>
</tr>
<tr>
<td>HLT 91 Critical Health Issues</td>
<td>2</td>
</tr>
<tr>
<td>MTH 21,23 Mathematics</td>
<td>3-4</td>
</tr>
<tr>
<td>HIS 11 or 12 History of Western Civ.</td>
<td>3</td>
</tr>
<tr>
<td><strong>Modern Language</strong></td>
<td>4-12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Areas of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science and Mathematics — To be chosen from Math, Biology, Chemistry, Physics, Science (at least one laboratory science)</td>
</tr>
<tr>
<td>Humanities A — To be chosen from English and/or Communications (at least one course in English)</td>
</tr>
<tr>
<td>Humanities B — To be chosen from Art or Music</td>
</tr>
<tr>
<td>Social Studies — To be chosen from Economics, History, Philosophy, Political Science, Psychology and Sociology</td>
</tr>
<tr>
<td>Physical Education — activity course</td>
</tr>
</tbody>
</table>

**Free Electives — To complete the required 64 credits**

Up to 16 credits may be taken in any department or discipline. Any free electives beyond 16 credits must be in humanities, natural science and mathematics, and social sciences, plus Modern Language

7-18

**Total 64**

**NOTE:** Students are advised to consult the requirements of the senior college of their choice.

*48 credits must be taken in the Humanities, Natural Sciences and Mathematics, and Social Studies.

**See language requirements, p. 142.**
LIBERAL ARTS AND SCIENCES
TRANSFER OPTIONS
(A.A. Degree)

Curriculum Pattern for Liberal Arts and Sciences
(Transfer)
Art Option
64-68 Credits required for A.A. Degree

First Semester

<table>
<thead>
<tr>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 13</td>
<td>Fundamental Composition</td>
<td>3</td>
</tr>
<tr>
<td>HIS 11 or 12</td>
<td>History of Western Civ.</td>
<td>3</td>
</tr>
<tr>
<td>HLT 91</td>
<td>Critical Health Issues</td>
<td>2</td>
</tr>
<tr>
<td>ART 11 or 12</td>
<td>Introduction to Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 15</td>
<td>Design</td>
<td>2</td>
</tr>
<tr>
<td>ART 21</td>
<td>Drawing &amp; Painting I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>15</td>
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Second Semester

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>English Elective</td>
<td>3</td>
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<tr>
<td>CMS 11</td>
<td>Fundamental Communications</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
<td>Social Studies</td>
<td>3</td>
</tr>
<tr>
<td>PEA 11-81</td>
<td>Physical Education (choose one)</td>
<td>2-3</td>
</tr>
<tr>
<td>ART 22</td>
<td>Drawing &amp; Painting II</td>
<td>2</td>
</tr>
<tr>
<td>ART 51 or</td>
<td>Art of Africa &amp; North America or</td>
<td>3</td>
</tr>
<tr>
<td>ART 52</td>
<td>Oriental Art</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>17-18</td>
</tr>
</tbody>
</table>

Third Semester

** Modern Language or Elective 3-4
† MTH Mathematics 3-4
ART 31 Graphic Arts I 2
ART 41 Crafts I 2
ART 55 Modern Art 3

**Total 16-19

Fourth Semester

** Modern Language or Elective 3-4
† Social Studies 3
ART 32 Graphic Arts II 2
ART 42 Crafts II 2
ART 61 Art as a Human Value 2-6

**Total 16-17

*To be chosen from Economics, History, Philosophy, Political Science, Psychology and Sociology.
* Credit will be given for one semester of repeated high school language, provided degree requirement is met. See Language Requirements for A.A. degree, p. 142.
†To be chosen from Mathematics, Biology, Chemistry, Physics, Science (at least one course to be a laboratory science).
Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 13</td>
<td>Fundamental Composition</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fundamental Communications</td>
<td>3</td>
</tr>
<tr>
<td>HLT 91</td>
<td>Critical Health Issues</td>
<td>2</td>
</tr>
<tr>
<td>MTH 21, 22,</td>
<td>Mathematics</td>
<td>3-4</td>
</tr>
<tr>
<td>HIS 11 or 12</td>
<td>History of Western Civ.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>15-23</td>
</tr>
</tbody>
</table>

Required Areas of Study

Natural Science and Mathematics—To be chosen from Math, Biology, Chemistry, or Physics (at least one laboratory science) 3-8

Humanities A—To be chosen from English and/or Communications (at least one course in English) 6

Humanities B—To be chosen from Art or Music 3

Social Science and History—To be chosen from History, Economics, Philosophy, Political Science, Psychology, and Sociology 9

Physical Education—activity course 1

Total 26-27

Concentration Requirements

At least 15 credits must be selected from among the following:

- PEA 46: African & Puerto Rican Dance
- PHS 30, 31: P.R. Literature & Culture
- CMS 71: Afro-American & Puerto Rican Spokesmen
- HIS 39: History of Puerto Rico & the Caribbean
- ENC 53: Black Writers in American Literature
- HIS 15: History of Africa
- HIS 17: Afro-American History
- ART 12: Intro. to Western and Non-Western Culture
- MUS 12: Intro. to Music with Emphasis on Non-Western Cultures
- ART 51: Art of Africa and North America

Free Electives—To complete the required 68 credits

Curriculum Coordinator: Dr. M. D. Hirsch

Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 13</td>
<td>Fundamental Composition</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fundamental Communications</td>
<td>3</td>
</tr>
<tr>
<td>HLT 91</td>
<td>Critical Health Issues</td>
<td>2</td>
</tr>
<tr>
<td>MTH 21, 22,</td>
<td>Mathematics</td>
<td>3-4</td>
</tr>
<tr>
<td>HIS 11 or 12</td>
<td>History of Western Civ.</td>
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<tr>
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<td>14-27</td>
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</table>

Required Areas of Study

Mathematics and/or Natural Sciences (at least one laboratory science) 7-8

Humanities A—English and/or Communications (at least one course in English) 6

Humanities B—Art or Music (any course in Art or Music for which the student qualifies) 3

Social Sciences—Chosen from Economics, Political Science, Philosophy, Psychology and Sociology 6

Physical Education—activity course 1

Total 23-24

Specialization Requirements 12

Free Electives—To complete the required 64

Total 64

See Liberal Arts and Sciences language requirements, p. 142.

Suggested grouping for special requirements:

I. American History—HIS 21, 22, 23, 24, 37, 50, 51.

II. Area studies—HIS 25, 27, 31, 35, 36, 39.

III. General—HIS 11, 12 (these courses will be counted only if not taken to meet Core Requirement), 14, 15, 22, 34, 40, 50.
Curriculum Pattern for Liberal Arts and Sciences (Transfer)
Social Science Option—Political Science Concentration
64 Credits required for A.A. Degree

**Curriculum Coordinator: Dr. A. Galub**

### Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<td>ENG 13</td>
<td>Fundamental Composition</td>
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</tr>
<tr>
<td>CMS 11</td>
<td>Fundamental Communications</td>
<td>3</td>
</tr>
<tr>
<td>HLT 91</td>
<td>Critical Health Issues</td>
<td>2</td>
</tr>
<tr>
<td>MTH 21, 22</td>
<td>Mathematics</td>
<td>3-4</td>
</tr>
<tr>
<td>HIS 11 or 12</td>
<td>History of Western Civ.</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 14-27**

### Required Areas of Study

- **Natural Science and Mathematics**—To be chosen from Math, Biology, Chemistry, Physics, Principles of Science (at least one laboratory science)
- **Humanities A**—To be chosen from English and/or Communications (at least one course in English)
- **Humanities B**—Art and/or Music (any course for which the student qualifies)
- **Social Sciences and History**—Economics, History, Philosophy, Psychology, and Sociology
- **Physical Education**—activity course

**Total 23-24**

### Concentration Requirements

- A minimum of 15 credits must be selected from among the following, with POL 11 as the first course:
  - POL 11 American National Government
  - POL 31 Comparative Government
  - POL 41 The National Government & Civil Rights Since 1954
  - POL 42 Civil Rights Throughout the World
  - POL 51 Urban Politics
  - POL 61 Solving Social Problems Through the Political Process
  - POL 81 Field Work and Seminar in Political Science

### Free Electives

To complete the required 64 credits

*See language requirements for Liberal Arts and Sciences A.A. degree, p. 142.

**Or a substitute approved by the Health and Physical Education Department.**
LIBERAL ARTS AND SCIENCES
TRANSFER OPTIONS
(A.S. Degree)

Curriculum Pattern for Liberal Arts and Sciences (Transfer)
Mathematics Option
64-68 Credits required for A.S. Degree

Curriculum Coordinator: Prof. E. Just

Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>CMS 11</td>
<td>Fundamental Communications</td>
<td>3</td>
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<tr>
<td>MTH 91</td>
<td>Critical Health Issues</td>
<td>2</td>
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<tr>
<td>HIS 11 or 12</td>
<td>History of Western Civ.</td>
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<tr>
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<td>0-8</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>11-19</strong></td>
</tr>
</tbody>
</table>

**Required Areas of Study**

- **Humanities A**—To be chosen from English, Communications, Modern Languages, History, or Social Sciences—One course must be in English **8-9**
- **Humanities B**—To be chosen from Art or Music **3**
- **Physical Education** **1**
- **History or Social Science Elective**—To be chosen from Economics, History, Philosophy, Political Science, Psychology, or Sociology **3**

**Total** **15-16**

Specialization Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Semester</th>
<th>Credits</th>
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<tbody>
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<td>First Semester</td>
<td>4</td>
</tr>
<tr>
<td>MTH 32</td>
<td>Second Semester</td>
<td>5</td>
</tr>
<tr>
<td>MTH 33</td>
<td>Third Semester</td>
<td>5</td>
</tr>
<tr>
<td>MTH 34, 35</td>
<td>Fourth Semester</td>
<td>8</td>
</tr>
<tr>
<td>PHY 31, 32</td>
<td>Physics I and II</td>
<td><strong>8</strong></td>
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<tr>
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<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

Free Electives

To complete the required 64 to 68 credits, students may take up to 12 credits in any department or discipline **0-12**

**Total 64-68**

NOTE: MTH 11 and MTH 16 will not be accepted for credit in the Liberal Arts curricula.
*See language requirements of Liberal Arts and Sciences, A.S. Degree, p. 142.
**Students are advised to consult the requirements of the senior college of their choice.
Computer science may be thought of as the study of the computer; its theory, its design, and the manner in which it may be applied. The computer scientist must be well trained in mathematics and in addition be familiar with a physical science; he will possess the breadth of knowledge presented by a liberal arts program, while at the same time concentrating on those areas particularly applicable to the computer.

The aim of this program is to provide the student with an introduction to the field of computer science, to provide him with a background in mathematics, science, and the humanities necessary to this study, and to enable him to successfully transfer to a computer science department of a senior college.

Growth in the employment of computer scientists has been rapid in the past decade and job opportunities should continue to expand into the 1970s and 1980s. At the same time, salary levels for men and women have been among the top in the professional fields.
Curriculum Pattern for Liberal Arts and Sciences
(Transfer)
64-67 Credits required for A.S. Degree —
- Biology Specialization
64-67 Credits required for A.S. Degree —
- Chemistry Specialization
64-67 Credits required for A.S. Degree —
- Physics Specialization

Biology Option Curriculum Coordinator:
Prof. F. C. Costello
Chemistry Option Curriculum Coordinator:
Dr. C. Polowczyk
Physics Option Curriculum Coordinator:
Dr. J. Prince

Core Requirements

**Required Areas of Study**

**A** — To be chosen from English, Communications, or Modern Languages (one course must be in English)

**B** — To be chosen from Art or Music

History or Social Science — To be chosen from Economics, History, Philosophy, Political Science, Psychology, and Sociology

Physical Education — activity course

**Total 13-14**

### Core Requirements

- **ENG 13** Fundamental Composition 3
- **CIV 11** Fundamental Communications 3
- **HIT 91** Critical Health Issues 2
- **HIS 11 or 12** History of Western Civ. 3
- **Modern Language** 0-4

**Total 11-19**

### Specialization Requirements

#### I. Biology:

- CHM 11, MTH 31 — First Semester 8
- CHM 22, MTH 32 — Second Semester 10
- BIO 11, CHM 31 — Third Semester 8
- BIO 12, CHM 32 — Fourth Semester 8

**Total 34**

#### II. Chemistry:

- CHM 11, MTH 30 — First Semester 8
- CHM 22, MTH 31 — Second Semester 9
- CHM 31, CHM 33 — Third Semester 8
- CHM 32 — Fourth Semester 4

**Total 34**

#### III. Physics:

- PHY 31, MTH 31 — First Semester 8
- PHY 32, MTH 32 — Second Semester 9
- PHY 33, PHY 34, MTH 33 — Third Semester 13
- **PHY 41 or 51** — Fourth Semester 3

**Total 33**

### Free Electives

To complete the required 64 to 67 credits, students may take courses in any department or discipline.

*See language requirements of Liberal Arts and Sciences, A.S. Degree, p. 142.

**Students are advised to consult the requirements of the senior college of their choice.

†If level of preparation is adequate, student may take MTH 31, 32, 33.

‡‡PHY 61 may be accepted in lieu of PHY 41 or 51 by special permission of the curriculum coordinator.
MEDICAL LABORATORY TECHNOLOGY

Curriculum Coordinator: Prof. F. C. Costello

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

Training in biological and chemical science prepares the student for immediate employment. The Medical Laboratory Technology curriculum is a career program in which the student earns the A.A.S. degree. In addition to taking general education courses, the student has an opportunity to work in up-to-date, newly equipped laboratories to gain extensive experience in the performance of a medical laboratory technologist's duties.

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

*Curriculum Pattern for Medical Laboratory Technology
65-68 Credits required for A.A.S. Degree

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<thead>
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<tbody>
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<td>CHM 17</td>
<td>Chem. for Lab Tech I</td>
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<tr>
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<tbody>
<tr>
<td>BIO 25</td>
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<td>Clinical Techniques II</td>
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<td>CHM 18</td>
<td>Chem. for Lab Tech II</td>
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<td>MTH 17</td>
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<td>PSY 11 or SOC 11</td>
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<tr>
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<td>BIO 62</td>
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<td><strong>PEA 11-81</strong></td>
<td>Physical Ed. (choose one)</td>
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<th>Fourth Semester</th>
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<td>CHM 41</td>
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</table>

NOTE: Hospital practicum, if arranged, will be distributed during the third and fourth semesters. Students who successfully complete hospital practicum will receive appropriate credit for their work.

*This curriculum pattern is to be followed by students admitted into this program after September 1975. For those enrolled prior to this date, see the previous catalog.

**PEA 11-81 may be taken during the third or fourth semester.

†To complete the required number of credits for the A.A.S. degree, students may select free electives from any academic department.
NURSING

Curriculum Coordinator: Dr. B. Perlmutter

Students matriculated in the full-time Nursing program may become nurses after two academic years of study. Licensed Practical Nurses may take the College Proficiency Examinations in Fundamentals of Nursing and Maternal and Child Health. If a C grade or better is achieved, advance standing credits are given. Qualified, fully matriculated students attend Bronx Community College tuition free and may live at home. Limited dormitory facilities are available at no cost to the student. Lunch is available at no cost to all students enrolled in one of the nursing courses. Students who win New York State Regents Scholarships may receive them at Bronx Community College.

Members of the faculty of the Department of Nursing offer instruction and guidance in clinical experience at Montefiore Medical Center, Bronx-Lebanon Hospital Center, Lincoln Hospital, Veterans Administration Hospital, Bronx State Hospital, Fordham Hospital, Albert Einstein College of Medicine, St. Barnabas Hospital, Misericordia Hospital, Morrisania Hospital, Francis Delafield Hospital, Westchester Square Hospital, Prospect Hospital, Jewish Home and Hospital, and the Bronx Municipal Hospital Center.

Students enjoy valuable supplementary experience through arrangements with other community agencies, such as clinics, nursery schools, and nursing homes.

Graduates of the Nursing program receive the A.A.S. degree and are eligible to take the R.N. Licensure Examination given by the State of New York. Graduates who achieve a 2.5 index are eligible to enter a senior institution within City University to continue study for a baccalaureate degree.

Effective September 1975, requirements for all students wishing to enter the Nursing curriculum include completion of a one-semester pre-nursing sequence of courses* with a minimum index of 2.5, basic skills at a level acceptable to the Nursing Department,** and satisfactory performance on the Pre-Nursing Guidance Test of the National League for Nursing.

Curriculum Pattern for Nursing

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
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<td>ENG 13</td>
<td>Fundamental Composition</td>
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<tr>
<td>PEA 11-81</td>
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<tr>
<td>ART 10 or</td>
<td>Art Survey or</td>
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<tr>
<td>MUS 10</td>
<td>Music Survey</td>
<td>1</td>
</tr>
<tr>
<td>PSY 11</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 21</td>
<td>Human Anatomy &amp; Physiology</td>
<td>4</td>
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<tr>
<td>NUR 11</td>
<td>Nursing I</td>
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<td>Fundamental Communications</td>
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<tr>
<td>BIO 28</td>
<td>Bacteriology</td>
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<tr>
<td>NUR 12</td>
<td>Nursing II</td>
<td>10</td>
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  Total 17

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<thead>
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<td>Sociology</td>
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<td>NUR 13</td>
<td>Nursing III</td>
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  Total 16-17

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<th>Course Title</th>
<th>Credit</th>
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<tbody>
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<td>Intro. to Biological &amp; Organic Chemistry</td>
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<td>NUR 14</td>
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<td>** Elective</td>
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<td>3-4</td>
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</tbody>
</table>

  Total 17-18

*Choose from English, History, or Modern Languages.
**Choose from English, Science, Mathematics, Modern Languages, Communications, Music, Art, Social Sciences, Physics, or Physical Education.

*See your counselor for specific information on the required courses for the pre-nursing sequence.
**Any necessary remediation must be completed prior to any Nursing course work.
Curriculum Pattern for Nursing-21 Series (with Chemistry)

66-68 Credits required for A.A.S. Degree

**First Semester**

<table>
<thead>
<tr>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NUR 21</td>
<td>Essential Process of Nursing: Interaction</td>
<td>3</td>
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<tr>
<td>BIO 23</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 13</td>
<td>Fundamental Composition</td>
<td>3</td>
</tr>
<tr>
<td>CHM 14</td>
<td>Life Chemistry</td>
<td>4</td>
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<td>PEA 11-81</td>
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<td>MUS 10 or</td>
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Total: 18

**Second Semester**

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<th>Dept. &amp; No.</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NUR 22</td>
<td>Nurse’s Beginning Responsibility in Family Health</td>
<td>3</td>
</tr>
<tr>
<td>NUR 23</td>
<td>Foundational Nursing Skills/ Critical Situations</td>
<td>4</td>
</tr>
<tr>
<td>BIO 24</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 11</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fundamental Communications</td>
<td>3</td>
</tr>
<tr>
<td>PEA 11-81</td>
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Total: 18

**Third Semester**

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<thead>
<tr>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>NUR 24</td>
<td>Major Health Problems I</td>
<td>4</td>
</tr>
<tr>
<td>NUR 26</td>
<td>Clinical Nursing Activities I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 28</td>
<td>Bacteriology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 11</td>
<td>Sociology</td>
<td>3</td>
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Total: 17-18

**Fourth Semester**

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<tr>
<th>Dept. &amp; No.</th>
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<th>Credits</th>
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<td>Major Health Problems II</td>
<td>4</td>
</tr>
<tr>
<td>NUR 27</td>
<td>Clinical Nursing Activities II</td>
<td>4</td>
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<tr>
<td>NUR 28</td>
<td>Management in Nursing</td>
<td>4</td>
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Total: 15-16

*This new curriculum is designed to operate for a maximum of seven semesters for a limited number of students. It in no way changes the current Nursing curriculum registered with the State. At the end of the seven-semester period this new curriculum, which is also registered with the State, will be evaluated.

**Choose from English, History, or Modern Languages.

† Choose from Art, English, History, Mathematics, Modern Languages, Music, Physical Education (except HLT 91 and 93), Science, Social Sciences, or Communications.
**Curriculum Pattern for Nursing-21 Series (without Chemistry)**

65-67 Credits required for A.A.S. Degree

### First Semester

<table>
<thead>
<tr>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>NUR 21</td>
<td>Essential Process of Nursing: Interaction</td>
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<tr>
<td>ENG 13</td>
<td>Fundamental Composition</td>
<td>3</td>
</tr>
<tr>
<td>MTH 12</td>
<td>Mathematics</td>
<td>3</td>
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<tr>
<td>PSY 11</td>
<td>Psychology</td>
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### Second Semester

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<tbody>
<tr>
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### Third Semester

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<td>Major Health Problems I</td>
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### Fourth Semester

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<td>Major Health Problems II</td>
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<td>4</td>
</tr>
<tr>
<td>NUR 28</td>
<td>Management in Nursing</td>
<td>4</td>
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*This new curriculum is designed to operate for a maximum of seven semesters for a limited number of students. It in no way changes the current Nursing curriculum registered with the State. At the end of the seven semester period this new curriculum, which is also registered with the State, will be evaluated.

*Choose from English, History, or Modern Languages.

*Choose from Art, English, History, Mathematics, Modern Languages, Music, Physical Education (except HLT 91 and 93), Science, Social Sciences, or Communications.*
PERFORMING ARTS—MUSIC

Curriculum Coordinator: Prof. M. Salzberg

With the renaissance of the arts, there is a growing need for musicians, especially music teachers. Graduates with the Bachelor of Music degree will be prepared to be orchestra or ensemble instrumentalists, choral or ensemble vocalists, and teachers of music in private or public institutions. They may serve in schools and in community centers in the music and performing arts industries, including radio, theatre, broadcasting and telecasting.

Students can earn an Associate in Applied Science degree in Music in a two-year program at Bronx Community College, tuition free. This includes free private lessons in instrumental or vocal areas of the student’s choice.

In addition to regular requirements, students must meet special standards in musical aptitude and ability, as well as demonstrate proficiency in vocal or instrumental areas, to be determined by tests, auditions and interviews conducted by the faculty of Bronx Community College.

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**Curriculum Pattern for Performing Arts-Music**

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<th>Degree</th>
<th>Credits Required for A.A.S Degree</th>
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<tr>
<td>MUS 22 or</td>
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<td>MUS 32</td>
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<tr>
<td><strong>Course Title</strong></td>
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<tr>
<td>MUS 24 or</td>
</tr>
<tr>
<td>MUS 34</td>
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<td>MUS 62</td>
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<td>MUS 86</td>
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</tr>
<tr>
<td>MUS 96</td>
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</tbody>
</table>

*To be chosen from English, Communications, or Art.
**To be taken, if needed, to meet the degree requirements. Otherwise, may be used as elective credits or another elective may be substituted. See Language requirements, p. 142.
†To be chosen from History or Social Sciences.
SECRETARIAL STUDIES CURRICULA

Curriculum Coordinator: Prof. K. Takei

The College offers four options in Secretarial Studies—Executive Secretary, Legal Secretary, Medical Secretarial Assistant, and School Secretary. Graduates qualify as secretaries in business—advertising, publishing, finance; in government civil service positions; in law offices—assisting attorneys and judges; in doctors’ offices and hospitals—assisting general practitioners, specialists, and hospital administrators; and in school offices—assisting administrators.

Curriculum Pattern for Executive Secretary Option

*65-68 Credits required for A.A.S. Degree

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Dept. &amp; No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ENG 13</td>
<td></td>
<td>Fundamental Composition</td>
<td>3</td>
</tr>
<tr>
<td>HIS 11 or 12</td>
<td></td>
<td>History of Western Civ.</td>
<td>3</td>
</tr>
<tr>
<td>SHO 11 or 15</td>
<td></td>
<td>Shorthand I (Gregg or Pitman)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 11</td>
<td></td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>TYP 11</td>
<td></td>
<td>Typing I</td>
<td>2</td>
</tr>
<tr>
<td>CMS 11</td>
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<td>Fundamental Communications</td>
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<th>Credits</th>
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<tbody>
<tr>
<td><strong>BIO 18</strong></td>
<td></td>
<td>Human Physiology</td>
<td>4</td>
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<tr>
<td>PEA 11-81</td>
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<td>Physical Ed. (choose one)</td>
<td>3</td>
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<tr>
<td>†MTH 11</td>
<td></td>
<td>11th Year Mathematics I</td>
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<tr>
<td>ACC 11</td>
<td></td>
<td>Fundamental Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>SHO 12 or 16</td>
<td></td>
<td>Shorthand II</td>
<td>3</td>
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<tr>
<td>TYP 12</td>
<td></td>
<td>Typing II</td>
<td>2</td>
</tr>
<tr>
<td>††ORI 42</td>
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<td>Career Orientation</td>
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<td><strong>Total 17</strong></td>
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<thead>
<tr>
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<th>Dept. &amp; No.</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>Art or Music course</td>
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<td>COM 31</td>
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<td>Business Communications</td>
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<tr>
<td>SHO 13 or 17</td>
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<td>Shorthand III</td>
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<td>TYP 13</td>
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<td>Typing III</td>
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<tr>
<td>§</td>
<td></td>
<td>Business &amp; Commerce Elective</td>
<td>3</td>
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<td></td>
<td></td>
<td>Free Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 17</strong></td>
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<table>
<thead>
<tr>
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<th>Dept. &amp; No.</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SHO 14 or 18</td>
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<td>Shorthand IV</td>
<td>3</td>
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<td>SEC 41</td>
<td></td>
<td>Secretarial Practice</td>
<td>2</td>
</tr>
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<td>#CWE 31</td>
<td></td>
<td>Cooperative Work Exp. I</td>
<td>2</td>
</tr>
<tr>
<td>§</td>
<td></td>
<td>Business &amp; Commerce Elective</td>
<td>3</td>
</tr>
<tr>
<td>§</td>
<td></td>
<td>Social Science Elective</td>
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<td></td>
<td></td>
<td>Free Electives</td>
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<td></td>
<td>16-17</td>
</tr>
</tbody>
</table>

*Students receiving exemption in Shorthand and/or Typewriting need 65 credits; others require 68 credits.

**Students considering transfer to senior colleges should consult their curriculum adviser for science requirement.

†Students may qualify for advanced math placement resulting from evaluation of high school math background. MTH 30 is recommended for students considering transfer to a senior college.

††May be waived for Evening Session students with approval of curriculum coordinator.

§MKT 11, BUS 51, LAW 41 or any other course subject to the approval of the counselor.

#CWE 31 may be taken as an elective in the third semester or may be waived with the approval of the curriculum coordinator.
### Curriculum Pattern for Legal Secretary Option

*65-68 Credits required for A.A.S. Degree*

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
</tr>
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<tbody>
<tr>
<td><strong>Dept. &amp; No.</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td><strong>HIS 11 or 12</strong></td>
<td>History of Western Civ.</td>
</tr>
<tr>
<td><strong>SHO 11 or 15</strong></td>
<td>Shorthand I (Gregg or Pitman)</td>
</tr>
<tr>
<td><strong>BUS 11</strong></td>
<td>Business Mathematics</td>
</tr>
<tr>
<td><strong>TYP 11</strong></td>
<td>Typing I</td>
</tr>
<tr>
<td><strong>CMS 11</strong></td>
<td>Fundamental Communications</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department &amp; No.</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td><strong>HIS 11 or 12</strong></td>
<td>History of Western Civ.</td>
</tr>
<tr>
<td><strong>SHO 11 or 15</strong></td>
<td>Shorthand I (Gregg or Pitman)</td>
</tr>
<tr>
<td><strong>BUS 11</strong></td>
<td>Business Mathematics</td>
</tr>
<tr>
<td><strong>TYP 11</strong></td>
<td>Typing I</td>
</tr>
<tr>
<td><strong>CMS 11</strong></td>
<td>Fundamental Communications</td>
</tr>
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</table>

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Department &amp; No.</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td><strong>TYP 11</strong></td>
<td>Typing I</td>
</tr>
<tr>
<td><strong>BUS 11</strong></td>
<td>Business Mathematics</td>
</tr>
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</table>

<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Department &amp; No.</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td><strong>TYP 11</strong></td>
<td>Typing I</td>
</tr>
<tr>
<td><strong>BUS 11</strong></td>
<td>Business Mathematics</td>
</tr>
</tbody>
</table>

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*Students considering transfer to senior colleges should consult their curriculum adviser for science requirement.*

†May be waived for Evening Session students with approval of curriculum coordinator.

CRCW 31 may be taken as an elective in the third semester or may be waived with the approval of the curriculum coordinator.

---

### Curriculum Pattern for Medical Secretarial Assistant Option

*65-68 Credits required for A.A.S. Degree*

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td><strong>Dept. &amp; No.</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td><strong>HIS 11 or 12</strong></td>
<td>History of Western Civ.</td>
</tr>
<tr>
<td><strong>BIO 18</strong></td>
<td>Human Physiology</td>
</tr>
<tr>
<td><strong>TYP 11</strong></td>
<td>Typing I</td>
</tr>
<tr>
<td><strong>BUS 11</strong></td>
<td>Business Mathematics</td>
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<table>
<thead>
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<tbody>
<tr>
<td><strong>Department &amp; No.</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td><strong>HIS 11 or 12</strong></td>
<td>History of Western Civ.</td>
</tr>
<tr>
<td><strong>BIO 18</strong></td>
<td>Human Physiology</td>
</tr>
<tr>
<td><strong>TYP 11</strong></td>
<td>Typing I</td>
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<tr>
<td><strong>BUS 11</strong></td>
<td>Business Mathematics</td>
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<table>
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<th>Credit</th>
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<tbody>
<tr>
<td><strong>Department &amp; No.</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td><strong>TYP 11</strong></td>
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<td><strong>BUS 11</strong></td>
<td>Business Mathematics</td>
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<table>
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<td><strong>TYP 11</strong></td>
<td>Typing I</td>
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<tr>
<td><strong>BUS 11</strong></td>
<td>Business Mathematics</td>
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</tbody>
</table>

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*Students may qualify for advanced math placement resulting from evaluation of high school math background. MTH 30 is recommended for students considering transfer to a senior college.*

†May be waived for Evening Session students with approval of curriculum coordinator.

CRCW 31 may be taken in the third semester as an elective or may be waived with the approval of the curriculum coordinator.
Curriculum Pattern for School Secretary Option
*65-68 Credits required for A.A.S. Degree

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
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<tr>
<td>ENG 13</td>
<td>Fundamental Composition</td>
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<tr>
<td>HIS 11 or 12</td>
<td>History of Western Civ.</td>
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<tr>
<td>SHO 11 or 15</td>
<td>Shorthand I (Gregg or Pitman)</td>
</tr>
<tr>
<td>BUS 11</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>TYP 11</td>
<td>Typing I</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fundamental Communications</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td><strong>BIO 18</strong></td>
<td>Human Physiology</td>
</tr>
<tr>
<td><strong>MTH 11</strong></td>
<td>Intro. College Mathematics</td>
</tr>
<tr>
<td>ACC 11</td>
<td>Fundamental Accounting I</td>
</tr>
<tr>
<td>SHO 12 or 16</td>
<td>Shorthand II</td>
</tr>
<tr>
<td>TYP 12</td>
<td>Typing II</td>
</tr>
<tr>
<td>PEA 11-81</td>
<td>Physical Ed. (choose one)</td>
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<tr>
<td><strong>ORI 142</strong></td>
<td>Career Orientation</td>
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<th>Third Semester</th>
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<tr>
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<tr>
<td>COM 31</td>
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<td>SHO 13 or 17</td>
<td>Shorthand III</td>
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<td>TYP 13</td>
<td>Typing III</td>
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<td>SEC 47</td>
<td>Education Problems of School Secretaries I</td>
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<tr>
<td>SEC 48</td>
<td>Educational Problems of School Secretaries II</td>
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<tr>
<td>SEC 45</td>
<td>School Records &amp; Accounts</td>
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<tr>
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<td>Shorthand IV</td>
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<tr>
<td>SEC 41</td>
<td>Secretarial Practice</td>
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<td>§CWE 31</td>
<td>Cooperative Work Exp. I</td>
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<td></td>
<td>Social Science Elective</td>
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</table>

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**Students considering transfer to senior colleges should consult their curriculum adviser for science requirement.

†Students may qualify for advanced math placement resulting from evaluation of high school math background. MTH 30 is recommended for students considering transfer to a senior college.

‡May be waived for Evening Session students with approval of curriculum coordinator.

§CWE 31 may be taken in the third semester as an elective or may be waived with the approval of the curriculum coordinator.
SECRETARIAL TEACHING CURRICULUM

Students who wish to teach secretarial studies in high schools may earn the A.A. degree at Bronx Community College and transfer into the third year at Baruch, Hunter or Lehman College, all of The City University of New York.

Curriculum Pattern for H.S. Teaching Option:
Secretarial Studies
*63-68 Credits required for A.A. Degree

First Semester

<table>
<thead>
<tr>
<th>Dept &amp; No.</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>ENC 13</td>
<td>Fundamental Composition</td>
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</tr>
<tr>
<td>PEA 11-81</td>
<td>Physical Ed. (choose one)</td>
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<td>HIS 11 or 12</td>
<td>History of Western Civ.</td>
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<tr>
<td>**</td>
<td>Modern Language</td>
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<td>SHO 11 or 15</td>
<td>Shorthand I (Gregg or Pitman)</td>
<td>3</td>
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<tr>
<td>TYP 11</td>
<td>Typing I</td>
<td>2</td>
</tr>
<tr>
<td>**</td>
<td>Total 16</td>
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</table>

Second Semester

| **          | Modern Language                  | 4      |
| **          | HLT 91 Critical Health Issues    | 2      |
| **          | ART or MUS Art or Music Course   | 3      |
| BUS 11      | Business Mathematics             | 3      |
| SHO 12 or 16 | Shorthand II                    | 3      |
| TYP 12      | Typing II                        | 2      |
| **          | Total 17                         |        |

Third Semester

| COM 31  | Business Communications        | 3      |
| †       | Mathematics                    | 3-4    |
| SCI     | Laboratory Science Course      | 4      |
| SHO 13 or 17 | Shorthand III            | 3      |
| TYP 13  | Typing III                     | 2      |
| **      | Total 15-16                    |        |

Fourth Semester

| BUS 51 or | Business Organization & Management or |
| ††ACC 11 or | Fundamental Accounting I or |
| LAW 41    | Business Law                    | 3-4    |
| SEC 41    | Secretarial Practice            | 2      |
| SHO 14 or 18 | Shorthand IV               | 3      |
| CMS 11    | Fundamental Communications      | 3      |
| §         | Elective                        | 3      |
| #ORI 43   | Senior Orientation              | 0      |
| **       | Total 17-18                     |        |

*Students receiving exemption in Shorthand and/or Typewriting need 65 credits; others require 68 credits.
**Students must consult counselor for language requirements of senior college to which they plan to transfer.
†To be chosen from MTH 21, 22, 23, 30 or 31.
††Accounting 11 required for students planning to transfer to Baruch College.
§To be chosen from English, Communications, Economics, Political Science, Psychology, Philosophy, Sociology, or History.
#May be waived for evening students with approval of curriculum coordinator.
EXPLANATION OF SYMBOLS

1. Prerequisites must be completed with a passing grade before the subsequent course may be taken.
2. Corequisites may be taken simultaneously, or before a given course.

AN EXPLANATION OF CREDIT

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

Generally, the formula is that one semester-hour of credit is awarded in a course meeting for 15 weeks for each hour of class or lecture for which considerable out-of-class preparation is required; or for a unit of two or three "laboratory," "gym," or "clinic" hours.

1. The term rec (recitation) refers to the traditional recitation-discussion-seminar form.
2. The term lect (lecture) means that several sections have been combined into a single group in which the presentation is sometimes accompanied by a demonstration and audio-visual material.
3. The term lab (laboratory) indicates that the class meets in a specially equipped area where students may do individualized work in experimentation with instruments, tools and similar equipment.
4. The term clin (clinic) indicates supervised, individualized clinical experience in a hospital setting, including group and individual instruction.

The College reserves the right to limit the number of students registered in any course, or to cancel any course for which there is insufficient enrollment, or to make any changes in prerequisites, course descriptions, credit allocations, schedule and section offerings in the academic year as may seem necessary for the proper and efficient functioning of the College.
BIOLOGY AND MEDICAL LABORATORY TECHNOLOGY

Chairman: Professor Francis C. Costello
Professors: K. Prestwidge, H. White
Associate Professor: R. Heller
Lecturers: V. Calabria, Y. Collins, P. Fisher, F. Haase, K. Howard, V. Kissel, L. Mills, J. Perez, L. Rice, E. Sawicki

BIO 11 General Biology I 2 lect 4 lab 4 cr
Anatomy, physiology, morphology, taxonomy, ecology, evolution and economic importance at the cellular and organism levels of representative phyla of the plant and animal kingdoms. For Liberal Arts and Sciences and Pre-Pharmacy students.

BIO 12 General Biology II 2 lect 4 lab 4 cr
A continuation of BIO 11. Prerequisite: BIO 11.

BIO 15 Zoology 2 lect 4 lab 4 cr
Anatomy, physiology, morphology, taxonomy, ecology and economic importance of the animal kingdom, relationships of animal parasites to the human organism. For Medical Lab. Tech. students only.

BIO 18 Human Physiology 4 lect 4 cr
A physiological study of the skeletal, muscular, integumentary, digestive, nervous, circulatory, excretory, respiratory, endocrine and reproductive systems of the human body; special senses. For Business Curricula students only.

BIO 21 Human Anatomy and Physiology 3 lect 3 lab 4 cr
Anatomy and physiology of the integumentary, skeletal, muscular, digestive, nervous, circulatory, excretory, respiratory, endocrine and reproductive systems of the human body; special senses. For Nursing students only.

BIO 22 Medical Terminology 2 lect 2 cr
Acquaintance with medical concepts, medical terms and scientific principles; various ailments and diseases; tests used in their analyses; treatments and therapeutic techniques for alleviation and cure. For Medical Secretarial Assistants only.
BIO 23  Human Anatomy and Physiology I  3 lec 3 lab 4 cr
An integrated lab-lecture method for the study of gross and microscopic anatomy, basic chemistry, fluid and electrolyte balance, normal physiological processes, integumentary, skeletal, digestive, muscular, circulatory and respiratory systems. For Nursing students only.

BIO 24  Human Anatomy and Physiology II  3 lec 3 lab 4 cr
An integrated lab-lecture method for the study of gross and microscopic anatomy, normal physiological processes, reproductive, excretory, neuroendocrine systems, special senses, embryology, genetics, and aging. Prerequisite: BIO 23. For Nursing students only.

BIO 25  Anatomy and Physiology I  3 lec 3 lab 4 cr
Cellular and organic approach to the integumentary, skeletal, muscular, circulatory, digestive, nervous and respiratory systems of the human. Prerequisites: CHM 17, BIO 15.

BIO 26  Anatomy and Physiology II  3 lec 3 lab 4 cr
Study of human excretory, reproductive and endocrine systems; electrolyte and water balance; the senses; metabolism; immunity. Recent advances in prevention of disease. Prerequisites: CHM 18, BIO 25.

BIO 28  Bacteriology  2 lec 3 lab 3 cr
Isolation, culturing and identification of pathogenic and nonpathogenic bacteria; clinical observation of bacterial effects on human organism. For Nursing students only.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
<th>Prerequisite(s)</th>
<th>Corequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 47</td>
<td>Clinical Techniques for Medical Secretaries II</td>
<td>1 lect 3 lab 2 cr</td>
<td>Use and care of various medical instruments; sterile techniques; analysis of blood—complete blood count, hematocrit, sedimentation rate, blood glucose. <strong>Prerequisite:</strong> BIO 46.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 51</td>
<td>Fundamentals of Ecology</td>
<td>2 lect 4 lab 4 cr</td>
<td>Introduction to dynamics of the ecosystem, population development, food chains, succession, current topics in ecology. Laboratory and fieldwork utilize techniques useful in basic environmental and community analysis. Field trips. <strong>Prerequisite:</strong> BIO 11.</td>
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<tr>
<td>BIO 55</td>
<td>Genetics and Man</td>
<td>3 rec 3 cr</td>
<td>Principles of heredity, an historical view culminating in modern genetics. Cytogenetics and the physical basis of heredity; Mendelian and non-Mendelian genetics; molecular and biochemical genetics; chromosomal aberrations; sex chromosomes; blood groups; population genetics; social impact of genetic control. <strong>Prerequisite:</strong> Any one of the following—BIO 11, BIO 15, BIO 21, BIO 23 or BIO 24.</td>
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<tr>
<td>BIO 60</td>
<td>Clinical Techniques I**</td>
<td>1 lect 3 lab 2 cr</td>
<td>Use of basic laboratory equipment, glassware and tools; knowledge and skills of urinalysis—physical, chemical and microscopic examinations; introduction to blood banking—blood typing, ABO, Rh. <strong>Corequisites:</strong> CHM 17, BIO 15.</td>
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<tr>
<td>BIO 61</td>
<td>Clinical Techniques II**</td>
<td>1 lect 3 lab 2 cr</td>
<td>Complete blood count, normal and abnormal smears; basic routine blood procedures; sickle cell, sedimentation rate, reticulocyte count; coagulation studies—prothrombin time, clot retraction. <strong>Prerequisite:</strong> BIO 60; <strong>corequisites:</strong> CHM 18, BIO 25.</td>
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<tr>
<td>BIO 62</td>
<td>Clinical Techniques III**</td>
<td>1 lect 3 lab 2 cr</td>
<td>Use of volumetric equipment and spectrophotometers. Clinical laboratory tests; glucose; total proteins and albumin; blood urea nitrogen; electrolytes; liver function tests; enzymes used in cardiac profile. Emphases on clinical techniques; basic principles and sources of error. <strong>Prerequisite:</strong> BIO 61; <strong>corequisites:</strong> CHM 35, BIO 26.</td>
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<tr>
<td>BIO 63</td>
<td>Clinical Techniques IV**</td>
<td>1 lect 3 lab 2 cr</td>
<td>Basic principles; operation, malfunction and proper maintenance of instruments used in clinical laboratory: Coulter counter, electrophoresis, recorders, atomic absorption spectroscopy, fluorometry, flame photometry, autoanalyzer. <strong>Prerequisite:</strong> BIO 62; <strong>corequisite:</strong> CHM 41.</td>
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*Students who have acquired knowledge and skills through work experience or training in the armed forces may be eligible for exemption in these courses. Such exemption will be granted with credit, grade, and index value after the student has passed departmental examinations. For further information, the student should consult the Department Chairman.

**For students admitted into the Medical Laboratory Technology curriculum after September 1975. Those admitted prior to this date should refer to the previous catalog for descriptions of BIO 35 and 36.
BUSINESS AND COMMERCE

Chairman: Professor Martin K. May
Professors: A. Hirshfield, W. Hynes, M. Krieger, M. Pollack, S. Ress, L. Ruggiero
Associate Professors: B. Cutler, I. Hirsh
Lecturer: B. Reshen

Accounting

ACC 11 Fundamental Accounting I 5 rec 4 cr
Principles of accounting applied to single proprietorship. Journalizing and posting, adjusting and closing entries, preparation of the work sheet, balance sheet and income statement. Prerequisite or corequisite (depending upon student’s curriculum): BUS 11.

ACC 12 Fundamental Accounting II 5 rec 4 cr
Extension of the principles of accounting to partnerships and corporations. Prerequisite: ACC 11.

ACC 13 Intermediate Accounting 5 rec 4 cr
Theory and problems of accounting applied to construction; financial statements; problems of valuation and income determination. Prerequisite: ACC 12.

ACC 14 Cost Accounting 5 rec 4 cr
Principles of cost accounting for manufacturing and business; managerial use of cost data under the job order and process system; use of estimate, standard and direct costing techniques related to job order and process costing. Prerequisite: ACC 13; for Data Processing students: ACC 12.

Business

BUS 11 Business Mathematics* 4 rec 3 cr
Principles and problems of interest, bank discounts, purchase discounts, installment sales, payrolls, depreciation, profit distribution, taxes and insurance.

*Business Mathematics (BUS 11) is prerequisite to ACC 11 for all students except those matriculated in Liberal Arts and Sciences and Business Administration. BUS 11 is pre- or corequisite to ACC 11 for matriculants in the Business Curriculum with Accounting Specialization.
BUS 41 Business Statistics  3 rec 1 lab 3 cr
Introduction to statistical methods as a basis for decision-making and operations control in business, utilizing principles of probability, sampling error, estimation and the descriptive methods of frequency distribution correlation, index numbers and time series analysis. Application to data pertinent to business and economic problems in such areas as accounting controls, production and marketing. Prerequisite: Three years of high school mathematics or MTH 06.

BUS 51 Business Organization and Management  3 rec 3 cr
Advantages, limitations and financing of basic forms of business organization. Management problems of organization, policy formation, communication and efficiency with particular reference to personnel and their supervision, budget and automation. Prerequisite or corequisite: ENG 13.

Data Processing

DAT 20 Punched Cards and Basic Wiring  2 lec 5 lab 4 cr
Principles of punched cards and their application to unit record equipment including the key punch, key verifier, collator, sorter, interpreter, reproducer and the calculator. Basic wiring of the type 407 electric accounting machine.

DAT 21 Advanced Wiring Concepts  2 lec 5 lab 4 cr
Type 407 electric accounting machine with reference to co-selectors, digit selectors, storage units, summary punching and multiple line printing (MLP). Prerequisite: DAT 20.

DAT 22 Machine Accounting Applications I  8 lab 3 cr
Applications of EAM equipment in the manufacturing and retailing industries as they pertain to payroll, general ledger, accounts receivable, accounts payable, production control, inventory control, sales analysis. Prerequisites: ACC 11, DAT 21.

DAT 23 Machine Accounting Applications II  8 lab 3 cr
Applications of EAM equipment in such business service areas as banking, insurance and stock brokerage. Prerequisites: ACC 12, DAT 22.

DAT 30 Introduction to Systems  3 lect 3 cr
Introduction to data processing equipment and operation; ranges from unit-record equipment to electronic computers. Introduction to basic elements of electronic data processing, input, processing, storage, and output; flow-charting, numbering systems, and programming languages. Applications include business, economics, science and social problems. Prerequisites: Students are expected to complete RDL 02, ENG 01, MTH 05 or equivalent prior to enrolling in DAT 30.

DAT 31 Advanced Systems Analysis  3 lect 3 cr
Introduction to techniques in systems analysis and design. Forms design, coding systems, operating systems, direct access storage devices and telecommunications. Practical applications relating to business situations. Prerequisite: DAT 30.

DAT 40 Basic Computer Programming  3 lect 2 lab 4 cr
Introduction to COBOL programming utilizing the IBM/360. Problems are assigned and students are required to flow-chart, code, debug, test, and document their solutions. Applications in accounting, inventory control, retailing, and other record-keeping operations. Prerequisite: DAT 30 or permission of chairman.
DAT 41 Advanced Programming
3 lect 2 lab 4 cr
Techniques of writing computer programs in Basic Assembly Language, a symbolic language. This will include data representation, operation codes, direct and indirect addressing, development of data files, and use of macro instructions. Students are assigned several programs to demonstrate their programming ability. Prerequisite: DAT 40 or PHY 61, or permission of chairman.

DAT 42 Advanced Programming and Systems Application
3 lect 2 lab 4 cr
Sophisticated problems in Assembly Language. Use of Tape and Disc Operations. Comprehensive systems applications requiring systems analysis, systems design, determination in input, output and processing specifications, flow-charting, block diagramming, coding, key punching, testing, debugging, and documentation are explored. Prerequisite: DAT 41.

DAT 50 Management of Data Processing Installation
3 lect 2 lab 4 cr
Punch card and computer installation management involving machine room layout, controls for input and output, scheduling, management requirements, machine room maintenance, computer console operation. Field trips to punch card and computer installations. Prerequisite: DAT 22.
Marketing Management and Sales

MKT 11 Marketing 3 rec 3 cr
Principles of marketing goods and methods of distribution from producer or manufacturer to consumer. Types, functions, practices of wholesalers and retailers; efficient marketing techniques. Prerequisite or corequisite: ENG 13.

MKT 13 Textiles 4 rec 4 cr

MKT 14 Fashion Markets and Trends 3 rec 3 cr
Style, construction and quality of apparel and accessories; application of color line and design to fashion; fashion coordination and analysis of fashion trends. Prerequisite: MKT 13.

MKT 17 Consumer Problems and Personal Finance 3 rec 3 cr
Introduction to the problems of consumers in the purchasing of services and goods, including housing, medical services, insurance, social security, credit, and the detection of frauds relating to these purchases. Management of the consumer's money in taxes, savings, loans, investments, and estate planning. Prerequisite: MKT 11 or permission of department.

MKT 18 Consumer Behavior 3 rec 3 cr
Introduction to basic characteristics of consumers that affect choices in the marketplace; techniques employed by marketing agencies and advertisers to optimize sales and profits. Study of consumer behavioral patterns of independent and group travelers related to travel operators. Prerequisite: MKT 11.

MKT 31 Salesmanship 2 rec 2 cr
Theory and technique of successful salesmanship, customer-centered selling, demonstration of product, handling objections, closing the sale, achieving long-term customer approval and good will. Introduction to sales management.

LAW 45 Medical Law 3 rec 3 cr
Law as it affects work of the medical secretarial assistant, including medical practice acts, legal relationship of physician and patient, professional liability, types of medical practice; preparation of reports for workmen's compensation, court litigation.

LAW 47 Legal Procedures 3 rec 3 cr
Common, statutory and constitutional law; the judicial system; proceedings, civil and criminal, from initiation to enforcement and judgment. Role of the legal secretary.
MKT 33 Retail Buying Techniques 3 rec 3 cr
Duties and responsibilities of buyer; practical principles and procedures used to determine consumer demand; sources of supply and relations with resources; techniques of merchandising selection; pricing. Prerequisite: MKT 11.

MKT 35 Retail Merchandising 4 rec 4 cr
Theory and principles of merchandising and its application to the basic profit elements including the mathematics of markup, markdown, gross margin, turnover, stock planning, sales planning, the merchandise plan, price lining, open-to-buy; and the retail method of inventory procedure. Prerequisites: ACC 11 and BUS 11; corequisite: MKT 33.

MKT 41 Management of Retail Operations 3 rec 3 cr
Organization and operation of retail stores; layouts, budgeting, credit procedures, maintenance, employment, training and management; receiving and marking procedures; security; public relations. Prerequisite: MKT 11.

MKT 43 Retail Advertising and Sales Promotion 3 rec 3 cr
Advertising department organization and procedure; planning, preparation and coordination of external and internal methods of various types of advertising; evaluation and selection of media; development and integration of sales promotion techniques and advertising plans. Prerequisite: MKT 11.

MKT 53 Current Retailing Concepts 2 rec 2 cr
The basis for adoption of current retailing management operations and analysis of their influence upon trends in retailing techniques.

MKT 61 International Travel 2 cr
Study of the international fashion merchandising industry in operation and its role in international fashion marketing conducted through visits and conferences in a tour of European fashion centers.

MKT 70 International Marketing 3 rec 3 cr
Introduction to international marketing with emphasis on the empirical dimensions of world economy, business enterprises in international trade, concepts and theory of international trade, research world markets, advertising, financing, foreign legal and cultural restrictions, role of government in fostering international business. Prerequisite: MKT 11.

MKT 71 Tourism 3 rec 3 cr
Construction and development of the tourism industry as an economic base examined from both governmental and private viewpoints. The international, national, regional, state, and local segments of the industry are evaluated. The total tourism plant is thus analyzed and the role of each sector, including that of the private investor.

MKT 72 Regulatory Agencies and Types of Carriers 3 rec 3 cr
An intensive study and examination of the various carriers engaged in the business of travel and tourism (bicycle, railroad, ship, bus, automobile, charter and regular flights, safaris) and of the various regulatory agencies that affect the operation of the travel and tourism industry. The promotion of sales, supervision, personnel, promotion, legal responsibilities, pricing, and operational aspects. Prerequisite: MKT 71.

MKT 73 Wholesale Tour Operation 3 rec 3 cr
Functions of the wholesale tour operator includes tour operations and development, sales and supervision of tours, costing, special contracts, and the promotional aspects of wholesale areas of travel and tourism. Prerequisite: MKT 72.

MKT 74 Retail Travel Agency Operation 3 rec 3 cr
The retail travel agency, its operation and management. Offers professional training in the areas of retail travel management. How to start a travel business, choice of location, personnel, office; conference and carrier appointments; commission schedules. General office procedures. Prerequisite: MKT 71.
CHEMISTRY AND CHEMICAL TECHNOLOGY

Chairman: Professor Carl Polowczyk
Professors: S. Atlas, J. Buckley
Associate Professors: P. Babnis, R. Clarke, M. Pulver, H. Stein, I. Zimmerman
Assistant Professors: J. Fahey, D. Gracian, R. Harris, R. Miller, E. Passer, J. Riley, S. Ukeles

CHM 01 Foundations of Chemistry 2 rec/lab 2 lect 0 cr
Elementary concepts of chemistry including chemical change, chemical formulas, equation writing, atomic structure, organic compounds, acids, bases, salts and ionization, chemical problem-solving. (For Nursing students lacking a basic background in chemistry.)

CHM 02 Introduction to Chemistry 1 rec 2 lect 2 lab 0 cr
Introduction to types of matter, elements, compound, formulas, equations, use of arithmetic for chemical problem-solving, nomenclature, atomic structure and chemical bonding. Basic laboratory skills. (Placement in CHM 02 by examination or for students who wish to make up a deficiency in high school chemistry.) Corequisite: MTH 05 or RDL 02 or permission of department.

CHM 03 General College Chemistry I 1 rec 2 lect 3 lab 4 cr
CHM 04 General College Chemistry II 1 rec 2 lect 3 lab 4 cr
Fundamental principles and theories of chemistry including aspects of atomic structure and bonding, chemical calculations, states of matter, solutions, kinetics equilibria, electro-chemistry, properties of nonmetallic and metallic elements, nuclear chemistry, organic chemistry. Laboratory chemical techniques and principles, qualitative analysis. (Chemistry and other science majors should take CHM 22 in the second semester.) Prerequisite for CHM 12: CHM 11.

CHM 11 General College Introduction to General, Organic and Biological Chemistry 3 lect 3 lab 4 cr
Matter, atomic structure, chemical bonds, radioactivity, liquid state and solutions, ionization, acids and bases, hydrocarbons and derivatives, carbohydrates, lipids and proteins, metabolism, respiration, blood and urine, hormones. Required of Nursing students. Prerequisites: BIO 21, BIO 28.

CHM 14 Fundamentals of Chemistry 2 lect 4 lab 3 cr
Fundamental principles and theories of chemistry; emphasis on topics of interest to the technologies. Required of Mechanical Technology students.
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<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
<th>Lectures</th>
<th>Laboratory</th>
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<td>CHM 17</td>
<td>Chemistry for Laboratory Technologies I</td>
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<tr>
<td>CHM 18</td>
<td>Chemistry for Laboratory Technologies II</td>
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<tr>
<td>CHM 22</td>
<td>General Chemistry II with Qualitative Analysis</td>
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<td>CHM 24</td>
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<td>CHM 31</td>
<td>Organic Chemistry I</td>
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<td>CHM 32</td>
<td>Organic Chemistry II</td>
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<td>CHM 33</td>
<td>Quantitative Analysis</td>
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**Course Descriptions**

**CHM 17 Chemistry for Laboratory Technologies I**

Fundamental principles of theories of chemistry including aspects of atomic structure and bonding, chemical calculations, states of matter, solutions, kinetics equilibria, electro-chemistry, properties of nonmetallic and metallic elements, nuclear chemistry, organic chemistry. Laboratory chemical techniques and principles, qualitative analysis. (The Laboratory is more quantitative and is intended for the Medical Laboratory and Chemical Technology curricula.) *Prerequisite: Placement exam or CHM 02.*

**CHM 22 General Chemistry II with Qualitative Analysis**


**CHM 24 Plastics Chemistry**

Chemistry in relation to the plastics industry. Special emphasis on organic chemistry and chemistry of high polymers.

**CHM 31 Organic Chemistry I**

Structure, nomenclature, properties and reactions of organic compounds including electronic theory and mechanism. Laboratory: preparation, purification and identification of representative organic compounds. *Prerequisites: CHM 12 or CHM 22.*

**CHM 32 Organic Chemistry II**

A continuation of CHM 31. *Prerequisite: CHM 31.*

**CHM 33 Quantitative Analysis**

Theory and laboratory methods of Quantitative Chemical Analysis with laboratory determinations employing gravimetric and titrimetric (volumetric) methods, including acid-base, precipitation and oxidation-reduction reactions, use of chelating agents and analytical instruments. *Prerequisite: CHM 22.*
CHM 35 Fundamentals of Organic Chemistry
Nomenclature, structure, properties and reactions of typical organic molecules. Laboratory: preparation, properties and identification of typical organic compounds. Prerequisite: CHM 12.

CHM 41 Biochemistry
Chemistry of metabolism, electrolytic equilibrium, reaction mechanism, catalysis, oxidation reduction, enzymes, metabolism of carbohydrates, proteins, fats and nucleic acids. Prerequisite: CHM 35.

CHM 43 Physical Chemistry
Atomic concepts of matter and energy; nature of gaseous, liquid and solid states; thermochemistry and thermodynamics; homogenous equilibria; kinetics, electrochemistry, solution theory and colloids. Prerequisites: CHM 31, CHM 33.

CHM 44 Chemical Instrumentation
Introduction to concepts of modern analytical methods. Elementary principles of electronics, and uses of instruments. Spectrophotometry (visual, ultraviolet and infrared); polarography, potentiometry, gas liquid partition, chromatography, electrogravimetric methods, radioactive techniques, emission spectroscopy, flame and atomic absorption photometry. Prerequisite: CHM 33.

CHM 45 Industrial Analysis*
Analysis of representative products of chemical plant operations including petroleum, food, oils and fats, pharmaceuticals and plastics. Instrumentation, using typical industrial equipment. Methods according to ASTM, AOAC, API, USP. Prerequisites: CHM 31, CHM 33.

CHM 46 Introduction to Chemical Industry*
Study of procedures used in unit operations in chemical engineering; representative types of equipment used; and observation of practical applications of industrial processes by visits to representative manufacturing plants. Prerequisites: CHM 32, CHM 33.

CHM 51 Chemistry—A Cultural Approach I

CHM 52 Chemistry—A Cultural Approach II
Fundamental principles and theories of chemistry including aspects of atomic structure and bonding, chemical calculations, states of matter, solutions, kinetics equilibria, electro-chemistry, properties of nonmetallic and metallic elements, nuclear chemistry, organic chemistry. Laboratory chemical techniques and principles, qualitative analysis. Emphasis on the humanistic approach. Intended for non-science majors. Prerequisites: MTH 05 or high school equivalent and high school chemistry or CHM 02.

CHM 55 Chemistry for Citizens

CHM 56 Chemistry for Citizens Laboratory
Exploration of problems arising from the expanding human population and increasing industrial technology and how chemistry relates to and can aid in understanding the problems and attempting solutions. Lab includes introduction to properties of chemicals and use of techniques for present pollution detection and monitoring. Laboratory is optional (3 lab hours—one credit).
CHM 61 Cooperative Work 3 rec 6 cr
Experience and 20 hrs field work
Seminar in  
Chemical Technology*
An opportunity for chemical technology students to work in an industrial laboratory of a cooperating employer. Students are compensated at the prevailing wage rate for the job they hold.

Accompanying seminar integrates chemical principles with the practical aspects of industrial analysis, methods, and processes. Experiences and problems encountered by students in their work will be discussed and analyzed. Satisfactory ratings by industrial supervisor and seminar instructor required. Prerequisites: Fully matriculated student status in Chemical Technology, CHM 33, and departmental approval.

*Students in their final semester may substitute CHM 61 for CHM 45 and 46.

**Paid part-time employment of at least 20 hours per week for a 14-week semester.

Plastics Technology

PLS 11 Fundamentals of Plastics 2 rec 2 c
The materials, processes and product types that constitute the operations of the plastics industry and its manufacturing techniques; history and development of the industry.

PLS 12 Materials 2 rec 3 lab 3c
Compounding and Process Instrumentation
Mathematics as applied to the plastics industry. Instrumentation and measurements in control of plastic processing. Processing of raw materials to produce plastics; compounding, mixing, and blending. Use of tumblers, mixers, mills, extrusion and pelletizing of resin blends. Prerequisites: PLS 11, MTH 17.

PLS 31 Plastics Processing 2 rec 4 lab 3c

PLS 32 Plastics Processing and Production Control 2 rec 4 lab 3c
Processing of thermoplastics in injection molding. Materials and processing parameters, finishing and assembly techniques, field trips to operating plants. Production control, scheduling and quality control systems. Electric circuit technology for plastic processing equipment. Prerequisites: PLS 31, CHM 24.
Materials Engineering 2 rec 2 cr
Fundamental relationships between properties and end use of plastic materials. Correlation of composition with engineering properties. Theory and application of testing methods in field and laboratory. Techniques of ASTM procedures for testing. Prerequisites: PLS 12, MTH 16.

Plastic Mold and Product Design 2 rec 2 cr
Principles and methods underlying mold design to provide data on component details of the tool and to examine fundamental construction on various types of molds. Converting aesthetics of product design into good tooling practices. Prerequisites: PLS 12, MTH 16.

Extrusion Technology 2 rec 4 lab 3 cr
Rheology of polymers in the extrusion process and melt processing. Applications of extrusion process in compounding, pipe and profile manufacture and film blowing; use of auxiliary equipment and establishment of production line conditions. Prerequisites: PLS 12, MTH 16.

Fabrication Application of blow molding and thermoforming methods and principles, material selection, die and tool design and production techniques. Reinforced plastics, hand and spray layup, tooling. Expanded foam technology, casting, and molding. Customer and vendor relationships. Prerequisite: PLS 37.

Materials Testing 2 rec 3 lab 3 cr
Laboratory Effects of chemical and molecular structures, molecular weight distributions, glass transitions and crystallinity on physical and chemical properties. Use of tensile, impact, fatigue and environmental testing equipment. Individual term projects on physical testing. Prerequisite: PLS 35.

PRINCIPLES OF SCIENCE*
An interdepartmental offering, in cooperation with the Departments of Biology, Chemistry, and Physics, administered in the Department of Chemistry.

SCI 11 Principles of Science I 1 rec 2 lect 2 lab 4 cr
Beginnings of science and planetary motion, the laws of motion, gravitation, energy and heat, matter and its chemical nature, electricity and magnetism, light, structure of the atom.

SCI 12 Principles of Science II 1 rec 2 lect 2 lab 4 cr
Introduction, chemical calculations, electronic structure of atoms, ionic and covalent compounds, solutions, acids and bases, equilibrium, oxidation-reduction, nonmetals, metallic state, organic chemistry, minerals and rocks, geological processes, astrophysics.

*Students expecting to transfer to a senior college of City University should consult their curriculum advisers before registering for these courses.
COMMUNICATION ARTS
AND SCIENCES

Chairman: Professor Wynn R. Reynolds
Professors: W. Duncan, N. Gilroy, R. King
Associate Professors: R. Bowman, P. Gelb, A. Lane, M. Stergianopoulos
Instructors: S. Savary, M. Valentino

CMS 01 Speech Clinic 1 rec 0 cr
Clinical program of speech therapy for organic and functional disorders such as severe voice, lisp, stuttering, and related articulatory difficulties. Students are assigned according to need, on the basis of Speech Placement Screening, Diagnostic Interview, or referral by department faculty. Required course for students where evaluation indicates need.

CMS 10 Speech Clinic 2 rec 1/2 cr
Remedial, clinical work, carried on largely in the freshman year, in individual consultation for those students who have particularly severe speech problems. Students may be assigned to or continued in CMS 10 while taking required Communications courses. (Open only to students assigned on the basis of the Speech Placement Test or a diagnostic interview.)

CMS 11 Fundamentals of Interpersonal Communication 3 rec 3 cr
Dynamics of communication through examination of theory and through discussion. Designed to provide understanding of communicative processes; opportunities for each student to experiment with his personal communicative activity.

CMS 12 Public and Group Communication 3 rec 3 cr
Experience in the preparation, delivery and criticism of various forms of public and group communication with consideration of contemporary methods and media.
CMS 13 Applied Phonetics
Study of contemporary American English through phonetic analysis; practice in broad and narrow transcription, using the International Phonetic Alphabet, and exercises designed to develop auditory and kinesthetic sensitivity to phonetic distinctions.

CMS 14 Introduction to Mass Communication
A survey of mass communication media, including radio, television, film, and print (press); the development, special nature (features, characteristics), and uses of the media, and their effects on the individual and his environment. Prerequisite: CMS 11.

CMS 21 Voice and Diction: Communication in the Professional Environment
Study of voice and articulatory factors in effective speech communication, with special attention to individual needs through speech diagnosis, development of auditory discrimination, and exercises geared to individual and group needs. Designed for the student who needs more effective speech communication for the business and professional environment.

CMS 25 Argumentation and Debate
Principles and practices of argumentation and debate, including the nature of persuasion, stating and analyzing propositions, identifying issues, collecting materials, making briefs, preparing the case, evidence and reasoning, refutation, style and delivery. Individual conferences. Prerequisite: CMS 11.

CMS 31 Oral Interpretation of Literature
Principles and practice of oral interpretation of literature, including oral presentation of appropriate selections of prose and poetry. Final oral project and critical paper are required.

CMS 35 Parliamentary Procedure and Practice
A practical course in the efficient use of parliamentary procedure as a democratic instrument for group deliberations. Field work.

CMS 61 Communicative Techniques in the Democratic Procedures
Practical workshop course which offers students the opportunity to use and analyze democratic procedures, such as discussing, campaigning, petitioning, mediating, public informing, and other forms on nonviolent problem-solving, in relation to problems chosen by the students. Field work.

CMS 71 Afro-American and Puerto Rican Spokesmen
Analysis and evaluation of the messages and rhetorical methods of selected Afro-American and Puerto Rican spokesmen. Field work.

CMT 41 Play Production I
Elements of acting, directing, stage managing, lighting, sets, costume and make-up, with emphasis on directing and stage managing. Dramatic productions each semester in which all students in the course participate; rehearsals in addition to the class hours, by arrangement. Field work.

CMT 42 Play Production II
Theatre arts; individual projects chosen by the student from costuming, make-up, lighting, scenic design and construction, rehearsal techniques, role of the director and/or producer, and stage manager are the major areas of study. Lecture is at a minimum. Goal is to give students the technical skill to mount an actual production. Field work.

CMT 43 Principles of Directing
Directing elements of play scripts analyzed and dramatized. Students cast and rehearse members of acting classes in brief scenes. Full direction of a one-act play to be presented before the public. Prerequisite: CMT 41 or 42 or CMT 51 or 52, and/or permission of instructor.

CMT 51 Acting I
Introduction to basic acting problems of analyzing and creating a character through improvisation, pantomime, theatre games, scene practice and analysis of scenes, culminating in presentation of a one-act play. Outside class assignments. Field work.
CMT 52 Acting II 3 rec 3 cr
Advanced course for those who have successfully completed Acting I. Rehearsal and study performance techniques. Problems of auditioning, research work on theories of acting, interpretation of absurdist and avant-garde theatre culminating in presentation of a full-length play. Field work.

CMT 53 Theory of the Theatre 3 rec 3 cr
Study of the movements and theories of world theatre, including an examination of relevant theatrical structures and equipment. European and American theatre; Oriental theatre and related dance, including Japanese, Chinese, Indian, Balinese; African theatre. Emphasis on theatrical elements rather than dramatic literature.

CMT 81 Seminar and Independent Study in Dramatic Arts 1 rec 3 cr
Elective for students who wish to work independently in some area of dramatic art. Weekly seminar in addition to independent work on an acceptable creative project, or with the Bronx Council on the Arts in a community center supervising and instructing in drama. Prerequisite: CMT 41 or 42 or CMT 51 or 52, and/or permission of instructor.

CMF 91 Man and the Movies I 3 rec 3 cr
Study of documentary and narrative motion pictures and their role in the world. Development of the film as an art form, as entertainment, as a business, and as a major source of influence upon and reflection of society.

CMF 92 Man and the Movies II 3 rec 3 cr
Study of the aesthetics, techniques, and production aspects of film-making through lecture, discussion, reading, writing, viewing, and making films.

CMV 96 Man and Television I 3 rec 3 cr
A study of the social, educational and economic impact of television on our lives today. The relation between the urban community and the medium examined. Is the medium the message? What are the cultural implications? What can be done to improve the medium? Technological artistic and communicative aspects explored for their educational potential. Permission of instructor required.

CMV 97 Man and Television II 3 rec 3 cr
Continuation of Man and Television I. Seminars and independent student projects designed to explore the cultural impact of television on our society. Permission of instructor required.
COOPERATIVE EDUCATION

Director: Prof. Constance Lerner

ORI 42 Career Orientation 1 rec 0 cr
Introduction to the world of work; job orientation; survey of employment opportunities; preparation of letters of application and resumes. This course must be taken before CWE 31.

CWE 31 Cooperative Work Experience I 0 rec 2 cr

CWE 32 Cooperative Work Experience II 0 rec 2 cr

Students are assigned to a job with cooperating employer for part-time work (minimum of 15 hours a week for 13 weeks a semester) under the supervision of a professional Job Coordinator. Students are compensated at the prevailing wage rate for the job they hold. Students are required to attend periodic job review with the Job Coordinator, maintain daily log of job activities, prepare a semester report analyzing the problems and procedures of assigned organization. Pre-requisite: Fully matriculated students carrying minimum of 12 credits, who have satisfactorily completed 30 credits in chosen curriculum pattern for CWE 31; 45 credits for CWE 32.

ENGINEERING TECHNOLOGIES

Chairman: Associate Professor Phyllis B. Berger
Professors: F. Berger, N. McLaughlin, H. Tyson
Associate Professors: S. Lawrence, S. Ritterman, O. Rodzianko, R. Seid
Assistant Professor: G. Gean
Lecturer: A. Brent

Electrical Technology

ELC 01 Basic Electricity 4 rec 3 lab 0 cr
Relationship between voltage, current, resistance, power and energy in linear DC circuit elements. Concepts are extended to networks containing several branches and generators. Includes Thevenin's theorem, introduction to capacitors, inductors, magnetic circuits. Use of basic test instruments. (Upon completion of course requirements with a grade of C or better, 4 credits will be earned for ELC 11.) Co-requisite: MTH 06.

ELC 11 Introduction to Electric Circuits 3 rec 3 lab 4 cr
Relationship between voltage, current, resistance, power and energy in linear DC circuit elements. Concepts are extended to networks containing several branches and generators. Includes Thevenin's theorem, introduction to capacitors, inductors, magnetic circuits. Use of basic test instruments. Co-requisite: MTH 16.
ELC 15 Electric Circuits 1 rec 2 lab 2 cr
Introduction to DC and AC circuits. Qualitative approach. Voltage, current, resistance impedance power and energy in linear DC and AC circuit elements and networks. Use of basic electrical test instruments. (For Mechanical Technology students only.) Corequisite: MTH 16.

ELC 16 Industrial 1 rec 2 lab 2 cr
Electronics & Instrumentation
Introduction to semiconductors and vacuum tube electronics, basic principles of electrical machinery controls; qualitative approach to study of transistor, vacuum tube electronics and electrical machinery; emphasis on areas of electronic instrumentation. (For Mechanical Technology students only.) Prerequisite: ELC 15.

ELC 21 AC Circuits 3 rec 3 lab 4 cr
Voltage, current, impedance, power and energy in linear AC circuit elements and networks. Introduction to networks, series resonance, and parallel resonance. Prerequisite: ELC 11; corequisite: MTH 17.

ELC 25 Transistor and Vacuum Tube Electronics 3 rec 3 lab 4 cr
Semiconductor and vacuum tubes as physical devices and circuit elements; rectification, filtering and amplification. Emphasis on transistors. Laboratory: experiments include diode and triode characteristics (vacuum tube and semiconductors), power supplies and amplification. Prerequisite: ELC 11; corequisites: ELC 21, MTH 17.

ELC 35 Communication 3 rec 3 lab 4 cr
Electronics
Continuation of ELC 25. Multistage amplifiers, power amplifiers including class of operation, frequency range and response, coupling methods and feedback conditions. Modulation, detection and heterodyning, with applications in radio broadcasting and high fidelity techniques. Experiments include frequency response, feedback, amplifiers, oscillators. Prerequisite: ELC 25; corequisite: MTH 16, PHY 21.

ELC 38 Electric Product Design 6 lab 2 cr
and Measurements

ELC 45 Electronic Project Laboratory 1 rec 3 lab 2 cr
Application of electrical and electronic theory to the solution of practical laboratory problems. Students work as technicians under direction of instructor, who acts as project engineer. Projects include design of circuits, fabrication and testing of breadboards and prototypes, the submission of tests, data and reports. Continuation of ELC 38, microelectronic equipment utilization. Prerequisites: ELC 35, ELC 38; corequisites: ELC 72 (Power and Control option only), ELC 82 (Communication option only), ELC 92 (Computer option only).

ELC 72 Electric Machines and Power 3 rec 3 lab 4 cr
Theoretical foundation and current industrial practices in electrical power generation, transmission and distribution. Study of DC and AC machine construction, transformers, protective and auxiliary equipment. Three-phase systems, power measurements and services. (Required for Power and Controls option only.) Prerequisite: ELC 21.
Electrical Instrumentation
Structure of instruments, techniques of measurement, and methods of recording measurements of electrical power systems. (Required for Power and Controls option only.) Prerequisite: ELC 72.

ELC 82 Networks and Transmission Lines
Use of lumped circuit elements in coupled circuits and filters to obtain specified current and voltage characteristics with variation of frequency, extended to distributed parameters in transmission lines. (Required for Communication option only.) Prerequisite: ELC 21; corequisite: MTH 18.

Electrical Control Systems
Stability and performance criteria applied to simple servosystems. Analysis of the three major principles of control systems involving the gain characteristics of system components, closed loop dynamic behavior and effects of compensation, and sinusoidal frequency response of the system. (Required course in Power and Controls option only.) Prerequisites: ELC 35, ELC 72, MTH 18; corequisite: ELC 75.

ELC 85 Microwaves
Microwave technology involves the discussion of microwave transmission lines, circuits, electronics, and measurements. Principles of microwave technology, transmission lines, waveguides, power sources (klystrons, magnetrons, and traveling wave tubes), ferrite devices, cavities, filters and spectrum analyzer. (Required for Communication option only.) Prerequisite: ELC 82; corequisite: ELC 35.
ELC 88 Communication Systems 3 rec 3 lab 4 cr
Principles of pulse and digital techniques applicable to modern practices; modulation, detection, and reception to analyze the electrical characteristics of audio, radio, television, telemetering, and radar communication systems. (Required for Communication option only.) Prerequisites: ELC 82, MTH 18; corequisites: ELC 35, ELC 85.

ELC 92 Pulse and Digital Circuits 3 rec 3 lab 4 cr
Circuits used in the generation and control of non-sinusoidal wave shapes, applications to timing, telemetering, cathode ray displays, television, computers, limiters, DC restorers, differentiators, integrators, multivibrators and blocking oscillators. Laboratory: operating characteristics of typical pulse circuits and use of specialized instrumentation employed in pulse techniques. (Required for Computer option only.) Prerequisite: ELC 25; corequisite: ELC 35.

ELC 95 Computer Fundamentals 3 rec 3 lab 4 cr
Applications of mathematical logic, number systems, and Boolean algebra leading to an understanding of both digital and analog computers. Systematic study of major computer units, and principles of computer programming. Laboratory: assembly, operation and testing of elementary computer and logic circuits. (Required for Computer option only.) Prerequisites: ELC 92, ELC 35.

ELC 98 Computer Design 3 rec 3 lab 4 cr
Principles and circuitry of analog computers. Application of prior knowledge of waveshaping circuits to digital circuits of major component units of a digital computer. Study of hybrid computer systems. Laboratory: Assembly, operation and testing of advanced computer and logic circuits and of large computer components and applications of computer programming. (Required for Computer option only.) Prerequisites: ELC 92, MTH 18; corequisite: ELC 95.

Mechanical Technology

MEC 01 Introduction to Engineering Graphics 1 lect 4 lab 0 cr
Preparatory course for MEC 11 for students admitted to the Mechanical Technology program with technical deficiency. Course includes use of instruments, orthographic projection, auxiliary views, sections, pictorials, threads and fasteners, dimensioning, electronic diagrams, and schematics. (Upon recommendation of the instructor, 2 credits may be earned by MEC 11.) Prerequisite or corequisite: MTH 05.

MEC 09 Elementary Problem-Solving 3 rec 0 cr
Proper use of technical aids and problem-solving techniques; use of the slide rule, scientific notation, engineering units, dimensional analysis and mathematical concepts as engineering tools.
MEC 11 Basic 1 lect 3 lab 2 cr
Engineering Graphics
Fundamental engineering drawing and industrial drafting room practice. Lettering, orthographic projection, auxiliary views, sections and conventions, pictorials, threads and fasteners, tolerances, detail drawing, dimensioning and electrical drawings; introduction to computer-aided graphics. Prerequisite or corequisite: MTH 05.

MEC 12 Applied 1 lect 3 lab 2 cr
Engineering Graphics
Introduction to engineering drawing practices in specific fields. Such selected specialties as gears, cams, piping, welding, structural and architectural drawing. Prerequisite: MEC 11.

MEC 21 Engineering 1 lect 3 lab 2 cr
Manufacturing Processes
Basic engineering processes and unit production measurements. Fabrication of mechanical products in small quantities. Processes included are casting, forging, welding, drilling, lathework, milling, woodworking, forming of plastics and sheet metal, and heat treating. Laboratory practice with hand and machine tools.

MEC 25 Production Processes 2 rec 3 lab 3 cr
and Numerical Control
Industrial mass production and measurement techniques, including automation, numerical control, and quality control; product design and fabrication methods. Precision layout, measurement and gauging procedures. Laboratory practice with hand and machine tools, precision measuring equipment, and numerically controlled machining center. Projects include design and fabrication of jigs, fixtures, simple dies, and volume production. Prerequisites: MEC 11, MEC 21; corequisite: MTH 17.

MEC 27 Mechanics and 4 rec 0 lab 4 cr
Introduction to Strength of Materials
Application of principles of statics, dynamics and strength of materials. Types of loading; relationships between externally applied forces and internally induced stresses in various types of structural and machine members. Prerequisite: PHY 21; corequisite: MTH 17.

MEC 28 Strength of Materials 2 lect 3 lab 3 cr
Analysis and solution of practical strength of materials problems. Laboratory: destructive and nondestructive tests of materials, machine members and structures using industrial equipment and ASTM standard procedures. Prerequisite: MEC 27.

MEC 31 Machine Design 2 lect 2 lab 3 cr
Principles of kinematics, mechanics and strength of materials in analysis and design of typical machine members. Machine kinematics, theories of failure, basic mechanisms and power transmission, linkage mechanism, cams, shafting, power screws, gears and gear trains and application of digital computer. Prerequisite: MEC 12; corequisite: MEC 28.
MEC 33 Thermodynamics and Fluid Dynamics
Energy and energy interchange; ideal and actual thermodynamic cycles: Carnot, Otto, Rankin, and Reversed Carnot. Ideal and actual gases and vapors as working substances. Fluid statics and mechanics. Fundamentals of heat transfer. Laboratory work includes measurements of temperature and pressure, internal combustion engine, fluid flow, refrigeration and air conditioning, steam turbine and plant visits. Prerequisites: MTH 17, PHY 22; corequisite: CHM 15.

MEC 41 Metallurgy and Engineering Materials
Physical metallurgy, properties of ferrous and nonferrous metals, as well as nonmetallic materials and plastics. Laboratory: preparation of samples, metallographic examination of metals, and tests for various properties of metallic and nonmetallic materials. Prerequisites: MEC 21, MEC 27, CHM 15.

MEC 45 Mechanical Projects Laboratory
Application of mechanical engineering theory to the solution of practical laboratory problems. Projects include the design, fabrication and testing of prototype mechanical or electromechanical equipment. Students work as technicians under direction of instructor who acts as project engineer. Prerequisite: MEC 25.

MEC 51 Descriptive Geometry
Solution by graphical methods of problems on the relations of points, lines, planes and surfaces, intersection and developments with practical applications. (For Engineering Science students only.) Prerequisite: MEC 12.

MEC 61 Advanced Machine Design
Continuation of MEC 31 with emphasis on synthesis. Stress concentration, variable loading; bearings and lubrication, cams, springs, couplings and clutches, brakes, belt and rope drives, and vibration in machines. Laboratory: several complete design projects of machines and systems, application of digital computers. Prerequisite: MEC 31.
MEC 62 Tool Design 2 rec 2 lab 3 cr
Selection and design of suitable tools; drill jigs, milling fixtures, gauges, special cutting tools and dies for blanking, drawing, piercing and bending. Laboratory: problem solving and design of various tools. Prerequisite: MEC 31.

MEC 63 Refrigeration and Air Conditioning 2 rec 2 lab 3 cr
Vapor-compression systems, heating and year-round air conditioning systems, psychrometrics and design loads. Laboratory: design and construction of a vapor-compression cooling unit and air conditioning equipment. Prerequisite: MEC 33.

MEC 64 Heating and Ventilating 2 rec 2 lab 3 cr
Commercially used design and estimating procedures in the design selection and installation of domestic and industrial heaters and ventilators. Laboratory: design of heating equipment fuel and flue gas analysis, tests of steam generators, hot water heaters, blowers, ducts and insulation. Prerequisite: MEC 33.

MEC 65 Industrial Management 2 rec 2 lab 3 cr
Survey of the operations of typical industrial manufacturing and processing plants. Organization, plant location and layout, research and development, product design, methods engineering, standards, production control, quality control, inventory control, operations research, computer applications. Laboratory: problems in simple management and production systems. Prerequisite: MEC 25.

MEC 67 Instrumentation and Control Systems 2 rec 2 lab 3 cr
Instruments used to sense, measure and control automatic or semiautomatic processes. Temperature, pressure, level, flow, analysis, and process instrumentation and control systems; introduction to principles of servo systems and transducer selection. Laboratory: industrial control system investigations and mechanical, electrical and electronic meters, records, instruments and control systems. Prerequisite: MEC 33; corequisite: ELC 16.

ORI 14 Technology College Orientation 1 lect 0 cr
An orientation program to familiarize new students with effective college work-study habits, technical problem solving methods, and the work of technicians and engineers. Engineering problem solving formats, slide rule operation, and the branches of engineering and engineering technology.

ORI 15 Engineering Science College Orientation 1 lect 0 cr
A special program to acquaint senior Engineering Technicians with the employment market and to assist both electrical and mechanical senior technicians in preparation of resumes. On-campus employment interviews conducted by industrial representatives. Individual guidance in transferring to Bachelor of Technology programs and other continued education offerings.

ORI 44 Technology Career Orientation 1 lect 0 cr
Special program to acquaint senior Engineering Technicians with the employment market and to assist both electrical and mechanical senior technicians in preparation of resumes. On-campus employment interviews conducted by industrial representatives. Individual guidance in transferring to Bachelor of Technology programs and other continued education offerings.

ORI 45 Engineering Science Senior Orientation 1 lect 0 cr
A special program to acquaint senior Engineering Science transfer students with detailed fields of specialization in engineering, colleges offering various engineering programs, and the methods of making a successful transition from the community college to the four-year college. Topics discussed include specialized fields of engineering, approved college engineering curricula, selecting a college, making application, and financial aid. Individual problems are discussed.
ENGLISH

Chairman: Professor Lillian Gottesman
Professors: C. Auser, I. Berger, A. Beringause, M. Frank, L. Lieberman, B. Mandelbaum, G. Motola
Associate Professors: N. Grill, A. Sakhani, N. Sandrow, B. Wittlieb
Lecturers: S. Fawcett, M. Matthew

ENG 01 Writing Laboratory I
Review and practice of basic principles of grammar and usage, with emphasis upon sentence structure and various mechanical aspects of writing. Concentrates upon the correction of severe writing problems: sentence fragments, sentence structure (including the "comma splice" and "run-on" errors), lack of subject-verb agreement, faulty use of pronouns, misspellings of common words, carelessness or inaccuracy in punctuation and capital letters.

ENG 02 Writing Laboratory II
Extensive writing practice with emphasis upon paragraph development and unity. Student will learn to develop paragraphs through argument, narration, particulars and details, comparison-contrast, process, cause and effect, etc. Helps the student to write effective paragraphs in preparation for ENG 13.

All courses offered by the English Department will include composition. In courses providing a fourth recitation hour, the fourth hour will be utilized by the instructor for instructional purposes for designated students as he determines to be necessary.

ENG 13 Fundamentals of Written Composition
Fundamental principles of organization and grammar; practice in expository writing; selected readings; research paper techniques.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
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</thead>
<tbody>
<tr>
<td>ENG 14</td>
<td>Written Composition and Prose Fiction</td>
<td>3 rec</td>
<td>ENG 13</td>
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<tr>
<td></td>
<td>Continued emphasis on the writing of clear, effective expository prose based on readings in short stories and novels. Research paper required. <strong>Prerequisite:</strong> ENG 13.</td>
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<tr>
<td>ENG 15</td>
<td>Written Composition and Drama</td>
<td>3 rec 1 conf/rec 3 cr</td>
<td>ENG 13</td>
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<td></td>
<td>Continued emphasis on the writing of clear, effective expository prose based on readings in world drama. Research paper required. <strong>Prerequisite:</strong> ENG 13.</td>
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<tr>
<td>ENG 16</td>
<td>Written Composition and Poetry</td>
<td>3 rec 1 conf/rec 3 cr</td>
<td>ENG 13</td>
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<td></td>
<td>Continued emphasis on the writing of clear, effective expository prose based on readings in poetry. Research paper required. <strong>Prerequisite:</strong> ENG 13.</td>
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<td>ENG 17</td>
<td>Poetry as a Musical Art</td>
<td>3 rec 1 conf/rec 3 cr</td>
<td>ENG 13</td>
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<td>A study of poetry utilizing the student's knowledge of music. Consideration of musical analogies that exist between poetry and music, song style, rhythm, reiteration, harmonic and stanzaic organization, sound patterning and suggestivity. <strong>Prerequisite:</strong> ENG 13 and ability to read simple musical notation.</td>
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<td>ENG 18</td>
<td>Advanced Composition</td>
<td>3 rec 3 cr</td>
<td>ENG 13</td>
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<td>To improve skills in expository writing through writing articles, formal and informal essays, reviews, scholarly reports according to individual interests and needs. Problems in rhetoric, semantics, style, and developing one's own style. <strong>Prerequisite:</strong> ENG 13.</td>
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<td>ENG 19</td>
<td>Journalism I</td>
<td>3 rec 1 conf/rec 3 cr</td>
<td>ENG 13</td>
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<td>Study of all forms of journalistic writing — news story, feature story, editorial, critical review — and the development of skills necessary for newspaper writing. Visits to newspaper offices and plants and participation in production of College newspaper. <strong>Prerequisite:</strong> ENG 13.</td>
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<td>ENG 20</td>
<td>Journalism II</td>
<td>2 rec 2 cr</td>
<td>ENG 13</td>
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<td>Student is assigned to write for, edit, and proofread BCC's two student publications, the Communicator and Newsletter. Once a week, students meet with instructor to evaluate their work. <strong>Prerequisite:</strong> ENG 13.</td>
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<td>ENG 23</td>
<td>Scientific and Technical Writing</td>
<td>2 rec 2 cr</td>
<td>ENG 13</td>
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<td>Study and practice of various types of writing employed within scientific and technological disciplines, including abstract, progress reports, description of a process, technical proposals, and technical reports. For students in career and technical programs. (Liberal arts students must have written permission of the Chairman of the English Department.) <strong>Prerequisite:</strong> ENG 13.</td>
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<td>ENG 40</td>
<td>Folklore</td>
<td>3 rec 3 cr</td>
<td>ENG 13</td>
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<td>Study of American folk literature including an examination of oral traditions such as folk speech, proverbs, folktales, folksongs and ballads. Elements of folk superstitions, dreams, games, and folk life. <strong>Prerequisite:</strong> ENG 13.</td>
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ENG 41 History of the English Language
Focus is on description and history of the English language from Old English to 20th century American English as evidenced in literary texts; language elements, writing systems, language families, grammars, dictionaries, and geographical and social dialects. Prerequisite: ENG 13.

ENG 50 American Literature and Thought I
Major themes in American literature, thought and history from colonial period to the end of the era of the new republic. Selected authors may include Paine, Cooper, Irving, Poe, Thoreau, Emerson, and Whitman. Prerequisite: ENG 13.

ENG 51 American Literature and Thought II
Major themes in American literature and thought from the end of the Civil War to the present. Selected authors may include Melville, James, Twain, Eliot, Hughes, Hemingway, and Ellison. Prerequisite: ENG 13.

ENG 53 The Black Writer in American Literature
Literature by Black American authors; consideration of the nature of this literature—its characteristic forms, images, archetypes and styles. Readings include works of Dunbar, Hughes, Cullen, Du Bois, Wright, Ellison, Jones, and Baldwin with emphasis on prose. Critical research paper required. Prerequisite: ENG 13.

ENG 54 Black Poetry
Poetry of all modes by Black American poets. Consideration of social environments producing this literature; a study of techniques and subjects of various Black poets, particularly of the Harlem Renaissance and the Black Revolution. Readings include works of Cullen, McKay, Hughes, Toomer, Tolson, Hayden, Jones, Evans, Brooks, Pritchard, Ted Joans, Victor Hernandez, Cruz, and others. Composition is an integral part of the course. Prerequisite: ENG 13.

ENG 55 Literary Criticism
Philosophies and examples of literary criticism, such as Aristotle's Poetics, Tolkien's The Opposing Self, and the theories analyzed by such writers as Wellek and Hyman. Critical analysis of a literary work required. Prerequisite: ENG 13.

ENG 56 Children's Literature
Discussions and lectures on history, development, and critical evaluation of children's literature (including works from other cultures in translation), and the opportunity to write a work for children. Prerequisite: ENG 13.
An introduction to the plays of Shakespeare. Representative tragedies, comedies, and histories are read and analyzed. Poetic and dramatic techniques and the Elizabethan theatre are studied. Critical or research paper required. **Prerequisite:** ENG 13.

**ENG 62 Knights, Ladies and Romance**

Reading and discussion of selections (in modern English) of Chaucer's Canterbury Tales, Sir Gawain and the Green Knight, Second Shepherd's Play, Everyman, love lyrics, Malory's Morte d'Arthur, sagas, Dante's Inferno, Arabian Nights, Irish epic prose, Geoffrey Chaucer, Sir Gawain and the Green Knight, Thomas Malory, Dante's Inferno, Arabian Nights, Irish heroic tales, Hebrew tales of King Arthur and El Cid. **Prerequisite:** ENG 13.

**ENG 65 Honors Elective: Independent Research**

To involve the intellectually aware, creative student in the study in depth of some phase of English studies through independent research. The student must have a B or higher average in his previous English courses taken at Bronx Community College. He must have, also, the recommendation of an instructor in the English Department who is well acquainted with his written work. Each student will work closely with his instructor; he will be guided in research techniques, in organizing bibliography in the specific area, and in preparing drafts of his honors paper. **Prerequisite:** ENG 13.

**ENG 71 A Survey of Post-Biblical Hebrew and Yiddish Literature**

Literature of the various genres by Jewish writers. Consideration of the historical and social milieu which produced this literature; study of techniques and subjects of various Jewish writers. Readings include works of Ibn Gabirol, Halevi, Singer, Aleichem, Peretz, Asch, Agnon, Bialik, and samplings from Talmudic, Midrashic, and Kabbalistic literature. Written themes on relevant topics will be assigned. All literature studied will be in English. **Prerequisite:** ENG 13.

**ENG 72 The Bible as Literature**

Study of the prime Biblical narratives as well as chief poetic and wisdom sections of both old and new testaments, including the Apocrypha. Biblical texts to be read in English; short themes on both texts and their scholarly critiques. **Prerequisite:** ENG 13.

**ENG 73 Introduction to Jewish Folklore**

The Biblical exegetes, Agadah, and Midrashic literature; mores and folkways of Jewish life in the "pale" and the development of such literature as the stories of Chelm and Sholem Aleichem. Analysis of modern American and Israeli literature and effect of Jewish folklore on such writers as Malamud, Roth, Agnon, Singer. All works studied are in English or English translation. **Prerequisite:** ENG 13.

**ENG 81 Oriental Thought in Western Literature**

An investigation of the ways in which Western writers, including Emerson, Thoreau, Whitman, Hesse, Ginsberg and Snyder, have incorporated Oriental thought in their works. Comparison of Oriental and Western thought. Readings in literature of India, China and Japan; attendance at museums, films, concerts and dance performances. **Prerequisite:** ENG 13.
HEALTH AND
PHYSICAL EDUCATION

Chairman: Associate Professor Richard Kor
Professor: M. Steuerman
Associate Professors: J. Katz, F. Wong
Assistant Professors: G. Constantine, J. Juechter,
A. Kelemen, I. Lewis, R. Salgado, S. Schwartz,
C. Smith, M. Wenzel, J. Whelan
Lecturers: J. Bloom, E. Duval, D. Murphy, H. Skinner,
M. Stern, A. Stitt

A medical examination is required every two years on the College Medical Form, which can be secured in any of the Health Service offices. Students unable to participate in any activity course for medical reasons must make an appointment to see the College nurse upon admission to the College.

PEA 11 Elementary 2 gym 1 cr
Gymnastics and Body Conditioning (Coeducational)
Introductory gymnastic and body conditioning course designed to apprise students of their present level of fitness and to provide opportunities for self-improvement, using resistance exercises and elementary gymnastic skills.

PEA 12 Elementary 2 rec 1 cr
Hatha Yoga
Progressive exercises designed to improve flexibility, develop efficient breathing and apply relaxation techniques. The history of yoga, physiological benefits, nutritional aspects and body awareness are interwoven to emphasize the integral nature of body and mind.

PEA 21 Fundamentals of 2 pool 1 cr
Swimming (Coeducational)
Basic water safety skills and knowledge to make an individual reasonably safe while in, on, or about the water.

PEA 22 Intermediate Swimming 2 pool 1 cr (Coeducational)
Basic elements of good swimming, including crawl stroke, elementary backstroke, and deep water survival skills. Prerequisite: PEA 21 or ability to swim at least 15 yards and no more than 25 yards using a crawl stroke and/or backstroke.

PEA 23 Advanced Swimming 2 pool 1 cr
Intended for students beyond the intermediate swimming level. Emphasis on mastering form and endurance in crawl, back crawl, breaststroke, butterfly and sidestroke. Also covers competitive techniques of swimming, fundamentals of springboard diving, survival skills, and basic skin diving. Prerequisite: PEA 22 or ability to swim at least 25 yards, using a crawl stroke and/or backstroke in deep water.

PEA 24 Senior Lifesaving and Water Safety (Coeducational)
The development of skills and knowledge essential to insure personal safety and to help save the lives of others. American Red Cross Lifesaving Certification. Prerequisite: Ability to swim 200 yards, employing the four basic styles of swimming.

PEA 25 Water Safety 1 rec 2 lab 2 cr
Instructor (Coeducational)
Course prepares the student to teach the American Red Cross Water Safety Program. Operation of pool filters, and organization of basic synchronized swimming program. Successful completion of this course qualifies a student for an American Red Cross Water Safety Instructor certificate. Prerequisite: Student must be at least 17 years of age and hold current Red Cross Senior Lifesaving Certificate.
PEA 26  Synchronized Swimming (Coeducational)
Basic techniques of synchronized swimming; includes modified swimming strokes, fundamental sculling movement, basic stunts, figures, and pattern formations, the understanding and appreciation of music and musical accompaniment leading to formation of a musical routine.
Prerequisite: Ability to swim 25 yards.

PEA 31  Fundamentals of Volleyball and Basketball (Coeducational)
Basketball—Basic skills of passing, dribbling, shooting, rebounding, post play, zone defense, zone press and patterns of team play in order to more fully appreciate the game.
Volleyball—Fundamentals of passing, serving, spiking, blocking, offense and defense.

PEA 32  Golf and Tennis (Coeducational)
Spring: Tennis—Fundamentals of the forehand stroke, backhand stroke, serve, and gain strategy.
Golf—Fundamentals of golf grip, stance, swing, woods, irons, putting, chipping and pitching, rules and golf etiquette.

PEA 33  Tennis I
The development of more intensive techniques in tennis including forehand drive, backhand stroke, volley, lob, overhead smash and chop, and singles and doubles strategy.
PIA 34 Golf I (Coeducational) 2 rec 1 cr
Grip, stances, swing, woods, irons, chip- ping, pitching, putting, rules, and eti-quette. Students should expect to spend approximately $5 to cover the cost of one required round of golf.

PIA 35 Bowling I (Coeducational) 2 rec 1 cr
Basic skills, different types of delivery, bowling errors and corrections. Students should expect to spend approximately $6 to cover the cost of bowling.

PIA 41 Techniques of Modern Dance I (Coeducational) 2 gym 1 cr
Basic skills of modern dance; development of physical strength, flexibility, endurance, and freedom of movement. Explorations and improvisations leading to basic choreographic skills and appreciation of dance as a means of self-expression and communication.

PIA 42 Techniques of Modern Dance II (Coeducational) 2 gym 1 cr
Advanced beginning and intermediate techniques of movement. Elements of compositional form, and the development and execution of compositional studies. Prerequisite: PIA 41 and/or permission of instructor.

PIA 45 Dance Skills, and Sports Activities (Coeducational) 2 gym 1 cr
Skills and techniques in folk and square dance, and bowling.

PIA 46 African and Puerto Rican Dance (Coeducational) 1 rec 2 lab 2 cr
Exploration of African and Puerto Rican dances reflecting the customs and heritage of these cultures. Course will also examine their influence on contemporary American dance.

PIA 81 Techniques of Self-Defense (Coeducational) 2 gym 1 cr
Introduction to the skills and techniques of martial arts; judo, karate, jui-jitsu and aikido for the purpose of understanding their value for self-defense.

HLT 92 Self, Drugs and Alternate Highs 3 rec 3 cr
Drug use and abuse; the influence of environmental factors; exploration of alternate highs: physical activity, relaxation, yoga, martial arts, T'ai Chi or dance. Students must become personally involved in alternative modes of stimulating a sense of well-being.

HLT 93 Human Sexuality 3 rec 3 cr
Consideration of physical, sociological, and psychological aspects of human sexuality with emphasis on the development of critical judgment in dealing with ethical controversies. Prerequisite: HLT 91.

HLT 97 Field Work in Community Health Resources 1 sem 5 hrs
Course provides student with firsthand knowledge of the community, its health problems and the forces operating on them. It offers a unique opportunity for students who want to become involved in solving community problems. Prerequisite: HLT 91 and/or permission of instructor.

REC 95 Program Planning and Leadership in Recreation 3 rec 3 cr
Survey of community agencies providing recreational opportunities. View of program areas associated with recreation, with attention to the recreation interests and needs of participants. Leadership application and practical knowledge of group situations. Corequisite: ENG 13.
HISTORY

Chairman: Professor Mark D. Hirsch
Professors: E. Cooper, S. Ehrenpreis, J. Twersky, J. Wieczerzak
Associate Professors: N. Bindler, B. Eisenberg, D. Felix, G. Lankevich, T. Moehs, W. Sokolsky
Assistant Professors: V. Bonnelli, G. Diallo, J. Ryan, D. Siebert
Lecturers: J. Avramoff, S. Miranda

Prerequisite for History 11 or History 12: Any student required to take English 01 and/or any RDL (Remedial Reading) courses must successfully complete those courses before enrolling in History 11 or 12.

GEO 10 An Introduction to Human Geography
Introduces key geographical concepts, both cultural and physical. Considers how such geographic factors as location, landforms, climate, soil, and natural resources have shaped cultures and civilizations, and the role played by people in gradually altering their environments through time. Such audio-visual materials as maps, photographs, slides, and films will be used extensively.

HIS 11 History of Western Civilization I
Western civilization from ancient time to the 18th century. Economic, political, social, and intellectual developments chosen to describe and analyze forces that have shaped the present.

HIS 12 History of Western Civilization II
Outstanding political, intellectual, philosophical and economic trends, movements and events from the Age of Reason to modern times in Western civilization. An analysis of forces that have shaped the present.

HIS 14 Europe in the Middle Ages
Effects of the major ideas, the social and economic changes, as well as political concepts and their impacts upon the society of the West during the Middle Ages. Emphasis on interaction of these aspects within the cultural context of medieval Europe. Prerequisite: HIS 11 or 12.
HIS 15 Intellectual and Social History of Modern Europe 3 rec 3 cr
Effects of major ideas in Western society from the 18th century in their political and cultural context. The revolutionary dynamic in democracy, romanticism and conservatism, changing situation of religion, role of women in modern society, socialism in 19th and communism in 20th centuries, interaction between philosophy and politics extending from idealism to existentialism, class conflict and social stability, racism and egalitarianism, scientism and irrationalism. Prerequisite: HIS 11 or 12.

HIS 21 American History I 3 rec 3 cr
(1492-1865) American history from colonial times through the Civil War, with special attention to institutions and politics. Recent historical interpretations and examination of historical origins of current problems. Prerequisite: HIS 11 or 12.

HIS 22 American History II 3 rec 3 cr
(1865 to present) American history since the Civil War, with special attention to intellectual developments; reconstruction, political developments during the Gilded Age, and Progressive Era. American involvement in both World Wars and resolution of the clash between isolation and world participation. Prerequisite: HIS 11 or 12.

HIS 23 Social and Intellectual History of Modern America 3 rec 3 cr
Study of fundamental concepts of the American experience that permeate our lives today, including puritanism, class consciousness, prejudice, violence, feminism, pragmatism. Prerequisite: HIS 11 or 12.

HIS 24 The History of American Foreign Relations 3 rec 3 cr
American history from colonial times through the Civil War, with special attention to institutions and politics. Recent historical interpretations and examination of historical origins of current problems. Prerequisite: HIS 11 or 12.

HIS 25 The Third World and the West: History of Modern Imperialism and Colonialism 3 rec 3 cr
Survey of the world scene since 1870, especially in the building of colonial empires in Africa, Asia and Latin America; the rivalries among the imperialist powers; the relationship of imperialism to World Wars I and II; the decline of colonialism; the rise of Soviet and Communist Chinese imperialism. Prerequisite: HIS 11 or 12.

HIS 27 Modern History of the Far East 3 rec 3 cr
China, Japan and Korea in the modern period; political and cultural institutions; structure of oriental societies; advances of the West and the effect of imperialism; industrialism, agrarian reforms; Communism; problems of the post-World War II period. Prerequisite: HIS 11 or 12.
HIS 28 Women: The Historical Perspective
The changing status of, and attitudes towards, women from antiquity to 20th century America. A wide variety of historical materials will be used to assess how women themselves and the image of women have changed. Analysis in historical perspective of the dimensions of the feminine achievement and the dynamics of undertakings yet ahead. Prerequisite: HIS 11 or 12.

HIS 31 Modern Latin American History
Historical development of the Latin American area through the 19th and 20th centuries. Prerequisite: HIS 11 or 12.

HIS 34 History of Science and Technology
Major developments in science and technology in the Western world and their impact on man and society. Growth and interaction of science and technology from the dawn of civilization to present day. Prerequisite: HIS 11 or 12.

HIS 35 History of Africa
Multidiscipline approach to a history of Africa; ancient and medieval African societies, the era of slavery, geographic discovery, missionary contact, imperialism and the emergence of modern nationalism; the era of independence. Prerequisite: HIS 11 or 12.

HIS 36 The History of Modern Russia
The history, culture, and economic and social development of Russia in modern times, with some emphasis on Russia's relations with her neighbors in Eastern Europe. Prerequisite: HIS 11 or 12.

HIS 37 Afro-American History
The African experience; development and abolition of slavery in America, reconstruction after Civil War; migration out of the South; manifold consequences of urban relocation; Black education, church and arts; writing of Black Americans including Frederick Douglass and Franklin Frazier. Prerequisite: HIS 11 or 12.

HIS 38 Afro-American Intellectual History
An advanced course exploring the intellectual contributions of Black Americans from the colonial period to the present. The works of many representative Black Americans will be studied and analyzed in terms of their impact on the historical development of Black America. Prerequisite: HIS 37 or 21 or 22.

HIS 39 History of Puerto Rico and the Caribbean
Political, economic, social and cultural history of Puerto Rico, Cuba, Dominican Republic and Haiti from Spanish discovery to present. Emphasis on Puerto Rican contributions to culture and society of the Caribbean area and the United States. Prerequisite: HIS 11 or 12.
HIS 40 Modern History of the Jewish People 3 rec 3 cr
Brief introductory survey of ancient Israel, and the Jewish people under Christian and Islamic rule during Middle Ages; concentration on modern Jewish history from era of Enlightenment and the French Revolution through developments of the 20th century (including growth of the Zionist ideal, the Holocaust, and the birth and development of Israel through the Six-Day War of 1967). Prerequisite: HIS 11 or 12.

HIS 50 American Urban History 3 rec 3 cr
America began as an urban nation, became rural, and is now again predominantly urban. Course examines various American cities, and considers issues that modern communities must surmount to survive this century. Prerequisite: HIS 11 or 12.

HIS 51 History of the City of New York 3 rec 3 cr
Political, economic and social history of New York City from its Dutch origins to the present; consideration of the City's crucial role in creating modern urban America. Prerequisite: HIS 11 or 12.

INDEPENDENT STUDIES

Coordinator: Prof. Helen Rosenfeld

IND 21 Independent Study in a Specific Discipline 1-3 cr
For students who wish to pursue a problem of special interest in a specific discipline. Students will devise projects that transcend traditional departmental offerings. Activities to be pursued and outside involvements, if any, are to be arranged in cooperation with the course coordinator. Written reports or the presentation and evaluation of other evidence developed by the student, such as audio-visual materials, will be required. This course is for elective credit only and will not be allowed as a substitute for specific course requirements nor to meet distribution requirements. Maximum number of credits which may be earned is 6. Prerequisites: ENG 13 and either the successful completion of 30 college credits with general cumulative index of 2.0, and 3.0 within the discipline, or permission of the department.

INT 11 Interdisciplinary Independent Study 1-3 cr
Designed for students who wish to participate in an interdisciplinary project of their own planning. Supervised projects and studies will combine subject areas. Students will arrange their own activities and/or agency involvements in cooperation with the course coordinator. Seminars and individual conferences will be included as appropriate. The student is allowed a maximum of 6 credits throughout stay at BCC (30 hours of work = 1 credit). This course is for elective credits only and may not be substituted for a specific course requirement nor to meet distribution requirements. Prerequisites: Successful completion of 30 college credits, a cumulative index of 2.0, and permission of the course coordinator.
MATHMATICS

Chairman: Professor Erwin Just
Professors: H. Jick, N. Schaumberger, I. Toralballa
Associate Professors: T. Finnegan, J. Furst, B. Kabak, A. Paullay, S. Penner
Assistant Professors: L. Alpert, M. Bennett, M. Ber­
man, S. Birnbaum, F. Buianouckas, S. Chiswick,
K. Fogarty, S. Friedlander, H. Frisz, M. Glass,
G. Glier, N. Gore, I. Handel, P. Klarreich, G.
Lieblitch, J. O’Sullivan, J. Rothschild, B. Stein,
H. Whitlock
Instructors: G. Bhalla, S. Forman, S. Greenspan,
J. Trent
Lecturers: M. Bates, J. Joyner, R. Miller

The zero-level courses are taken for no credit and are remedial or compensatory in nature. They are designed for students who lack the preparation necessary to enter the college-level mathematics courses. MTH 05 and 06 are sequential. MTH 08 is for students in the Nursing program who are unable to pass an examination administered by the Mathematics Department.

MTH 05 Basic Concepts of Mathematics I
5 rec 0 cr
Elements of arithmetic, elementary algebra and computational geometry, including operations with rational numbers, numerical geometry, equations and inequalities, polynomials, rational algebraic expressions, graphing.

MTH 06 Basic Concepts of Mathematics II
Sets, real and complex numbers, function concept, coordinate geometry, linear and quadratic equations, systems of equations, logarithms, progressions, elements of trigonometry, laws of sines and cosines, trig identities. Prerequisite: MTH 05 or two years of high school mathematics including algebra and geometry.

MTH 08 Fundamental Concepts and Skills in Arithmetic and Algebra
Basic operations in arithmetic, verbal problems whose solutions involve arithmetic processes, generalizations of the principles of arithmetic leading to the fundamental concepts of algebra, algebraic operations, polynomials, exponents and logarithms, and problems involving algebraic solutions.

Any course numbered 11 through 18 is, with some modification, recommended only for those students enrolled in two-year career programs. MTH 11 and MTH 16 are not recommended for curricula, and will not be accepted for credit in the liberal arts curricula.

MTH 11 Topics in 11th Year Mathematics
3 rec 3 cr
Fundamental concepts and operations in algebra; functions and graphs; trigonometry of the right triangle; factoring, linear and quadratic equations; algebraic fractions; exponents, radicals and logarithms; ratio, proportion and variation; progressions; probability and statistics. Not recommended toward transfer degrees and not acceptable for credit in the liberal arts curricula. Prerequisite: 1 year of high school algebra.

MTH 12 Introduction to Mathematical Thought
3 rec 3 cr
Topics will be selected from probability, statistics, logic, set theory, group theory, number theory, geometry, theory of games, matrices, number system structures. Not acceptable for credit in the Liberal Arts curriculum. Prerequisite: 1 year of elementary algebra or its equivalent.
# Mathematics Course Sequence

**HIGH SCHOOL PREPARATION**

To the Student: To assist in the selection of courses in Mathematics, find your professional or vocational objective (left column); look under high school preparation (A, B, C, or D).

<table>
<thead>
<tr>
<th>Student's professional or vocational objective</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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</thead>
<tbody>
<tr>
<td>1. Business Career</td>
<td>MTH 11</td>
<td>MTH 11</td>
<td>MTH 16</td>
<td>MTH 30</td>
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<tr>
<td>2. Chemical Technology</td>
<td>MTH 05, 11, 16</td>
<td>MTH 11, 16</td>
<td>MTH 16, 17</td>
<td>MTH 17, 18</td>
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<tr>
<td>Plastics Technology</td>
<td>MTH 11, 21</td>
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<td>MTH 16, 21</td>
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<td>3. Data Processing</td>
<td>MTH 05, 06, 16, 17, 18</td>
<td>MTH 06, 16, 17, 18</td>
<td>MTH 16, 17, 18</td>
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<td>Electrical Technology</td>
<td>MTH 05, 06, 16, 17</td>
<td>MTH 06, 16, 17</td>
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<tr>
<td>5. Mechanical Technology</td>
<td>MTH 05, 06, 16, 17</td>
<td>MTH 06, 16, 17</td>
<td>MTH 16, 17</td>
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<td>6. Medic. Lab. Technology</td>
<td>MTH 05, 06, 16, 17</td>
<td>MTH 06, 16, 17</td>
<td>MTH 16, 17</td>
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<td>7. Business Admin. Transfer</td>
<td>MTH 05, 06, 30</td>
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<td>(Baruch, Lehman, Hunter)</td>
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<td>8. Business Education Transfer (Hunter)</td>
<td>MTH 05, 06, 21</td>
<td>MTH 06, 21</td>
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<tr>
<td>9. Chemistry, Biology</td>
<td>MTH 05, 06, 30, 31, 32</td>
<td>MTH 06, 30, 31, 32</td>
<td>MTH 30, 31, 32</td>
<td>MTH 30, 31</td>
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<td>10. Medicine, Dentistry</td>
<td>MTH 05, 06, 30, 31</td>
<td>MTH 06, 30, 31</td>
<td>MTH 30, 31</td>
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<tr>
<td>11. Engineering</td>
<td>MTH 05, 06, 30, 31, 32</td>
<td>MTH 06, 30, 31, 32</td>
<td>MTH 30, 31, 32, 33, 34</td>
<td>MTH 30, 31, 32, 33, 34</td>
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<tr>
<td>Mathematics, Physics, Computer Science</td>
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<td>12. Elem. School Education</td>
<td>MTH 05, 06, 21, 22</td>
<td>MTH 06, 21, 22</td>
<td>MTH 21, 22</td>
<td>MTH 21, 22</td>
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<td>13. Music</td>
<td>MTH 11</td>
<td>MTH 11</td>
<td>MTH 16</td>
<td>MTH 21</td>
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<td>14. Pre-Pharmacy</td>
<td>MTH 05, 06, 17, 18</td>
<td>MTH 06, 17, 18</td>
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<tr>
<td>15. Humanities-Soc. Sciences Art</td>
<td>MTH 05, 06, 21, 23</td>
<td>MTH 06, 21, 23</td>
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<td>16. Education Associate</td>
<td>MTH 05, 06, 21</td>
<td>MTH 06, 21</td>
<td>MTH 21</td>
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<td>17. Secretarial Studies</td>
<td>MTH 11</td>
<td>MTH 11</td>
<td>MTH 11</td>
<td>MTH 21</td>
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<tr>
<td>18. Secretarial Teaching</td>
<td>MTH 06, 21</td>
<td>MTH 06, 21</td>
<td>MTH 06, 21</td>
<td>MTH 21</td>
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</tbody>
</table>

*Notes: Students with less than two years of high school mathematics preparation should contact the College's Department of Mathematics for course sequence. MTH 11, 12 and 16 are not recommended toward transfer degrees, and will not be accepted for credit in the Liberal Arts curricula.*
liberal arts-science-engineering

MTH 16 Topics in 11th Year 4 rec 3 cr
Mathematics II
Trigonometric functions, radian measure, scientific notation, significant figures, vectors, laws of sines and cosines, complex numbers, graphs, ratio, proportion and variation, elements of analytic geometry, systems of higher order equations. Not recommended for transfer degrees. MTH 16 is not acceptable for credit in Liberal Arts curricula. Prerequisite: Intermediate Algebra, MTH 11 or MTH 06.

MTH 17 College Algebra 4 rec 4 cr
Determinants and systems of equations, complex numbers, DeMoivre's theorem, theory of equations, logarithms, exponents, radicals, introduction to analytic geometry and calculus. Prerequisite: Trigonometry or MTH 16.

MTH 18 Introduction to Mathematical Analysis 3 rec 3 cr
Function concept, conic sections, limit concept, differentiation of algebraic functions, differentials, definite integral, anti-derivatives, indefinite integral, limits, differentiation and integration of transcendental functions, applications. Prerequisite: MTH 17 or equivalent.

MTH 21, 22, and 23 are nonsequential, self-contained courses primarily for liberal arts students enrolled in non-science transfer programs. MTH 21 is recommended for prospective elementary school teachers and data processing students. MTH 22 is recommended as a core requirement for liberal arts students in such humanities areas as English, history, and languages, and as an elective for students in all other curricula. MTH 23 is recommended for students in such social sciences as economics, political science, psychology, and sociology.

MTH 21 Survey of Mathematics I 3 rec 3 cr
Designed for non-science liberal arts students. Emphasis on key concepts and structure of mathematics. Decimal notation, computation in other bases, groups, sets, logic, elementary number theory, development of real number system. (Course is recommended for prospective elementary school teachers.) Prerequisite: Trigonometry or MTH 06.

Recommended for students who received an A grade in the required previous course and have departmental approval.
MTH 22 Survey of Mathematics II
Introduction to geometry, networks, topology, algebra, graphs, functions, linear programming, permutations, combinations, probability, logic, euclidean, non-euclidean, projective, finite, and coordinate geometries. Prerequisite: MTH 06 or trigonometry.

MTH 23 Probability and Statistics
Permutations, combinations probability, sets, finite sample spaces, probabilities as areas, the normal distribution, central limit theorem. Prerequisite: Trigonometry or MTH 06.

MTH 30 Pre-Calculus Mathematics
Sets, relations, function concept, special functions, rational and irrational functions, binomial theorem, complex numbers, trigonometric functions, mathematical induction. Prerequisite: MTH 06 or trigonometry.

MTH 31 Analytic Geometry and Calculus I
Limits, rates of change, differentiation and anti-differentiation of algebraic functions, applications, integrals, conic sections, curve sketching. For Engineering Science students or for Liberal Arts and Sciences students planning to major in mathematics or physical science. Prerequisite: MTH 30 or equivalent.

MTH 32 Analytic Geometry and Calculus II
Differentiation and integration of transcendental functions, hyperbolic functions, applications of the definite integral; parametric equations, theorem of mean value, polar coordinates. Prerequisite: MTH 31.

MTH 33 Analytic Geometry and Calculus III
Vectors, applications of vectors to analytic geometry and calculus, partial differentiation, multiple integrals, volumes and surface area, infinite series, applications. Prerequisite: MTH 32.

MTH 34 Differential Equations and Selected Topics in Advanced Calculus
Methods of solving ordinary differential equations; selected topics from among the following: hyperbolic functions, power series, Fourier series, gamma functions, Bessel functions, problems of motion, electric circuits, damped and forced vibrations, Laplace transform. Prerequisite: MTH 33.

MTH 35 Selected Topics in Advanced Calculus and Linear Algebra
Matrices, introduction to linear algebra and vector analysis, integral theorems of Gauss, Green and Stokes, applications. Prerequisite or corequisite: MTH 34.

MTH 45 Discrete Mathematical Systems
Elements of discrete mathematical systems pertinent to computer science. Sets, relations, functions, binary operations. Finite induction, Boolean algebra, number systems. Elements of propositional calculus. Elementary combinatorial analysis. Prerequisite: MTH 31.
MODERN LANGUAGES

Chairman: Professor Charles R. Monticone
Professors: J. D'Andrea, D. McCulloch, J. Sztach, H. Winterfeldt
Associate Professors: R. Bernand, P. Lalli
Assistant Professors: C. Alvarado, F. DeLuca, L. Gorycki, R. Gourin, A. Lessard, L. Pinto, A. Pomerantz, F. Stabile, J. Sweeney, S. Wilkofsky
Lecturers: A. Resto, I. Taylor

French

FRN 11 Elementary French I  4 rec 4 cr
A conversation course that will enable the student to understand, read, write and speak simple everyday French. Audio-laboratory practice.

FRN 12 Elementary French II  4 rec 4 cr
Continuation of FRN 11. Prerequisite: FRN 11 or placement test.

FRN 13 Intermediate French  4 rec 4 cr
Continuation of FRN 12. Prerequisite: FRN 12 or placement test.

FRN 15 Elementary French Conversation I  4 rec 4 cr
Intensive conversation course emphasizing practical and realistic everyday situations. Fundamentals of the language are the basis for drilling in practical use of the language. Audio-laboratory practice.

FRN 16 Elementary French Conversation II  4 rec 4 cr
Continuation of FRN 15. Students participate in dialogue involving practical everyday situations in order to improve conversational skill. Audio-laboratory practice. Prerequisite: FRN 15 or placement test.

FRN 21 Language and Civilization of France  4 rec 4 cr
Contemporary French culture and language. Color slides with accompanying tapes in French as well as reading material from modern literary masterpieces serve as a basis for comprehension and conversation. Prerequisite: FRN 13 or placement test.
FRN 22  Readings in Modern French  
An introduction to some of the best writers of France since the Renaissance. Intensive work in composition and conversation, analysis and interpretation of literary masterpieces. Prerequisite: FRN 21.

FRN 23  French Renaissance  
Begins with a survey of the Renaissance. Selected plays of Corneille, Racine, Moliere, and works of other representative authors of the 17th and 18th centuries are read, discussed and studied critically. Prerequisite: FRN 22.

FRN 24  French Romanticism  
Reading, oral discussion, reports, literary analysis of works or representative French authors from the Romantic period to the present. Prerequisite: FRN 22.

GER 11  Elementary German I  
Pronunciation; language structure; reading and translation of simple texts; dictation; conversation. Audio-laboratory practice.

GER 12  Elementary German II  
Continuation of GER 11 with emphasis on the conversational phase of German. Prerequisite: GER 11 or placement test.

GER 13  Intermediate German  
Advanced language structures; reading; translation and oral discussion of modern texts; composition; dictation. Emphasis will be on conversation. Prerequisite: GER 12 or placement test.

GER 21  Language and Civilization of Germany  
Review of language structure; discussion; literary analysis, oral reports and composition based on a text treating historical development of the German people and its literary movements; simplified excerpts from works by 18th century German authors. Prerequisite: GER 13 or placement test.

GER 22  18th Century German Literature  
Continuation of GER 21. Reading, oral discussion in German, literary analysis and composition based on texts containing excerpts of authors of 18th century German literature including Klopstock, Wieland, Lessing, Goethe and Schiller. Prerequisite: GER 21.
GER 23 19th Century 3 rec 3 cr
German Literature
Reading, translation, literary analysis, discussions and compositions based on the writings of various 19th century authors, with special emphasis on Heinrich von Kleist, Heinrich Heine, Franz Grillparzer, Hebbel, Storm and Keller. Prerequisite: GER 22.

GER 24 20th Century 3 rec 3 cr
German Literature
Reading, translation, oral discussion and analysis of selections from 20th century German literature. Works of authors such as Kafka, Hauptmann, Brecht, and Thomas Mann will be covered. Prerequisite: GER 23.

Hebrew

HEB 11 Elementary Hebrew I 4 rec 4 cr
Aim is to familiarize the student with the sounds of the language. Basic structural aspects of Hebrew are covered; simple texts are read, discussed and translated to form the basis for conversation. Dictation to train the student's ear for the new sounds and also to understand the spoken word.

HEB 12 Elementary Hebrew II 4 rec 4 cr
Continuation of HEB I. More advanced structural points; dictations and readings covering more difficult material; students will take a more active part in daily conversations. Prerequisite: HEB I or placement test.

HEB 13 Intermediate Hebrew 4 rec 4 cr
Seeks to perfect the student's understanding of Hebrew grammar, as well as review what has been learned in the two previous Hebrew courses (11 and 12). Hebrew texts will be read and utilized for questions and answers to improve ability to converse in modern Hebrew. Prerequisite: HEB 12 or placement test.

Italian

ITL 11 Elementary Italian I 4 rec 4 cr
Pronunciation; language structure; conversation; reading of simple texts; dictation. Audio-laboratory practice.

ITL 12 Elementary Italian II 4 rec 4 cr
Continuation of ITL 11. Language structure; conversation; reading of elementary literary texts; dictation. Prerequisite: ITL 11 or placement test.

ITL 13 Intermediate Italian 4 rec 4 cr
Advanced language structures; conversation; reading; translation and oral discussion of modern texts; composition. Prerequisite: ITL 12 or placement test.

ITL 15 Elementary Italian 4 rec 4 cr
Conversation I
Intensive conversation course emphasizing practical and relevant everyday situations. Fundamental language structures are used as a basis for drilling in oral use and understanding of the language. Use of Audio-lab required.

ITL 16 Elementary Italian 4 rec 4 cr
Conversation II
Continuation of ITL 15. Students participate in dialogues involving practical everyday situations to improve conversational and comprehension skills. Use of Audio-lab required. Prerequisite: ITL 15 or placement test.

ITL 21 Language and Civilization of Italy 4 rec 4 cr
Review of language structures; conversation; oral reports; composition and oral analysis of literary texts in Italian. Prerequisite: ITL 13 or placement test.
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITL 22</td>
<td>Readings in Modern Italian</td>
<td>4 rec 4 cr</td>
<td>An introduction to modern authors, Italian prosody, and a survey of the masterpieces of Italian poetry of all ages. Literary analysis and interpretation. This course is taught in Italian. Prerequisite: ITL 21.</td>
</tr>
<tr>
<td>ITL 23</td>
<td>Dante's Divina Commedia</td>
<td>3 rec 3 cr</td>
<td>Reading, oral discussion and reports in Italian; literary analysis of selected passages from the Inferno, Purgatorio, and Paradiso. The course is taught in Italian. Prerequisite: ITL 22.</td>
</tr>
<tr>
<td>LAN 11</td>
<td>French, German, and Italian Diction</td>
<td>2 rec 2 cr</td>
<td>Fundamentals of French, German, and Italian phonetics, articulation, and pronunciation as applied to the art song and operatic literature. The texts will be examined, translated, and interpreted in conjunction with their music. An elective course, primarily for vocal majors. Some performance in class may be required. May not be used to fulfill modern language requirement.</td>
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<tr>
<td>RUS 11</td>
<td>Elementary Russian I</td>
<td>4 rec 4 cr</td>
<td>Pronunciation; elements of grammar; reading and translation of simple texts; dictation; simple conversation. Prerequisite: RUS 12.</td>
</tr>
<tr>
<td>RUS 12</td>
<td>Elementary Russian II</td>
<td>4 rec 4 cr</td>
<td>Continuation of RUS 11. Prerequisite: RUS 11.</td>
</tr>
<tr>
<td>RUS 21</td>
<td>College Russian I</td>
<td>4 rec 4 cr</td>
<td>Review of grammar; conversation; oral reports, composition and analysis based on reading and interpretation of literary masterpieces. Audio-laboratory practice. Prerequisite: RUS 13.</td>
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<tr>
<td>SPN 11</td>
<td>Elementary Spanish I</td>
<td>4 rec 4 cr</td>
<td>Pronunciation; language structure; conversation and reading of simple texts; dictation. Audio-laboratory practice.</td>
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<tr>
<td>SPN 12</td>
<td>Elementary Spanish II</td>
<td>4 rec 4 cr</td>
<td>Continuation of SPN 11. Language structure; conversation; reading of elementary literary texts; dictation. Prerequisite: SPN 11 or placement test.</td>
</tr>
<tr>
<td>SPN 13</td>
<td>Intermediate Spanish</td>
<td>4 rec 4 cr</td>
<td>Advanced language structures; conversation; reading, translation and oral discussion of modern texts; composition. Prerequisite: SPN 12 or placement test.</td>
</tr>
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</table>
## Language Requirements

<table>
<thead>
<tr>
<th>High School Language</th>
<th>Placement Results</th>
<th>LIBERAL ARTS TRANSFER</th>
<th>MUSIC</th>
<th>BUSINESS TRANSFER</th>
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<tr>
<td></td>
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<td>Credit</td>
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<tr>
<td>Student elects to continue language studied in high school</td>
<td>3 Years</td>
<td>21 or above</td>
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<td>1 Year</td>
<td>21 or above</td>
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<td>Student studied language 2 or 3 years in high school but elects to start new language</td>
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<td>Student studied language 1 year in high school but elects to start new language: or, student studied no language in high school</td>
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LIBERAL ARTS AND SCIENCES CURRICULA

Students who have completed four years of one language or three years of one language and one year of another in high school are exempt from placement examinations and/or further requirement.

All Liberal Arts students (A.A. & A.A. History Option) who have completed three years of language in high school must take placement examinations and demonstrate third year proficiency in order to satisfy the language requirement. History Option requires 3 semesters of language.

All students in A.S. Options, Music and Business Transfer curricula who have 2 years of high school language must take a placement test and qualify for Language 13 in order to fulfill the language requirements of their curriculum.

All other Liberal Arts students (A.A. Options except History; A.S. and A.S. Options) who have completed two years of language in high school must take placement examinations and qualify for Language 13 in order to satisfy the language requirement.

History Option requires 3 semesters of language.

Students must elect a sequence — 11, 12, 13 or 15, 16, 17 (Conversational Language). Hunter, Lehman and City College will not accept 15, 16, 17 to fulfill the core requirement in language.

At the present time, conversational language is accepted only by Baruch to meet both core requirement and elective credit. All units of City University, of course, grant elective credit for the conversational courses.

Students who enter BCC with the language requirement fulfilled may enroll in 15, 16 or 17 for elective credit.

Potential language majors should not take 15, 16, 17.

It is strongly recommended that students in A.S. and A.A. Options complete courses through Language 13.

Students who place at the level of 21 or above are exempt from further language requirement. Such students, however, are strongly advised to consult the requirements of the senior college to which they wish to transfer.

BUSINESS CURRICULA

Although the requirement for Business Teaching is shown for the 11, 12 sequence, because some senior colleges recommend conversational language, it is essential that the specific requirements of the college to which the student wishes to transfer be determined before the student elects the 11, 12 sequence.

Business Administration and Business Teaching students who have completed three years in high school do not have to take placement examinations and have no further requirement. Business Administration students with one or two years of high school language also do not need placement examinations, but are required to take language 15 and 16 or 11 and 12.

All Foreign Language courses at BCC carry College credit.
SPN 15 Elementary Spanish Conversation 4 rec 4 cr
Intensive conversation course emphasizing practical and realistic situations including the business, community and civil service areas. Use of Audio-lab required.

SPN 16 Intermediate Spanish Conversation 4 rec 4 cr
Continuation of SPN 15. Conversation based on social and work situations. Use of Audio-lab required. Prerequisite: SPN 15 or placement test.

SPN 17 Advanced Spanish Conversation 4 rec 4 cr
Continuation of SPN 16. Students participate in dialogues and conversations related to contemporary problems and everyday situations to further improve conversational skill. Prerequisite: SPN 16 or placement test.

SPN 21 Spanish Language and Culture 4 rec 4 cr
A literary and historical study of Spanish culture; develops basic language skills. Class discussions deal with social, historical and artistic values of Spain, past and present. Prerequisite: SPN 13 or placement test.

SPN 22 Latin-American Language and Culture 4 rec 4 cr

SPN 23 19th Century Spanish Literature 3 rec 3 cr
Literary analysis of selections from representative Spanish authors. Oral discussion and reports. Outside readings to be assigned. Course conducted in Spanish. Prerequisite: SPN 22.

SPN 24 “Don Quixote” 3 rec 3 cr
Reading, discussion, analysis and written reports on selections from the original text. Selections from Cervantes’ Novela Ejemplares. Course conducted in Spanish. Prerequisite: SPN 22.

SPN 25 Generation of ’98 3 rec 3 cr
Literary analysis of selections from the principal writers of the movement. Reading, discussion, oral and written reports. Outside readings will be assigned and discussed in class. Course conducted in Spanish. Prerequisite: SPN 22.

SPN 30 Puerto Rican Literature and Culture I 4 rec 4 cr
A survey of Puerto Rican history, culture and literature to 1880. Reading, discussion, oral and written reports based on representative Puerto Rican authors. The course is conducted in Spanish. Prerequisite: SPN 13 or placement test.
Puerto Rican Literature I and Culture II
A continuation of SPN 30. A survey of Puerto Rican history, culture and literature from 1880 to the present. Reading, discussion, oral and written reports based on representative Puerto Rican authors. The course is conducted in Spanish. Prerequisite: SPN 30 or permission of the department.

Elementary Spanish for Nurses and Hospital Personnel I
Basic Spanish pronunciation, intonation and sentence structure; relevant medical terminology; idiomatic and colloquial expressions. Model dialogues on: taking the medical history/ a routine medical examination; nursing care; treatment instructions; pediatrics; cardiology; and others. Additional vocabulary according to the student's interests and field of medical specialization. Use of tapes during and outside of class. Intended for non-Spanish-speaking students.

Elementary Spanish for Nurses and Hospital Personnel II
Review and continuation at a higher level of pronunciation, speaking and understanding. Additional vocabulary in new medical situations, such as admissions, X rays, pregnancy, etc. Small group technique for conversation practice. Use of tapes both during and outside of class. Prerequisite: SPN 41 or placement test.

Music and Art
Chairman: Professor Marvin Salzberg
Professor: F. Heinz
Associate Professors: J. N. Hill, L. Simon
Assistant Professors: R. Bass, N. Canton, V. Capers, J. D'Angelo, S. Eversole, J. Hamell, R. Harkins, P. Schira
Lecturers: G. Dragonetti, E. Kissel, J. Magaziner, F. Sharpe

Music or Art requirements for all curricula may be satisfied by any course or combination of courses in Art and/or Music for which the student is qualified.

Art

ART 10 Art Survey I
Survey of art in selected historical periods of Western civilization. Note: Not open to students taking ART 11 or ART 12.

ART 11 Introduction to Art
Survey of our artistic heritage from the classical period of Western civilization to modern art. Discussion of social and philosophical influences. Creative studio experiences are encouraged. Art museum visits.

ART 12 Introduction to Western and Non-Western Cultures
Includes African, pre-Columbian and Oceanian; their relationship to the art of our Western world. Creative studio experiences are encouraged. Museum visits.

ART 15 Design
Fundamentals of two- and three-dimensional design as applied to different art forms. Art museum visits.

ART 21 Drawing and Painting I
Development of basic skills in drawing and painting. Use of such media as crayon, charcoal, pen-and-ink, tempera, watercolor, acrylics and oil. Art museum visits.

ART 22 Drawing and Painting II
Continuation of ART 21, which is a prerequisite.
ART 31 Graphic Arts I 4 rec 2 cr
Printmaking techniques of linoleum, woodcut and etching. Encouragement of individual experimentation in selected graphic media. Art museum visits.

ART 32 Graphic Arts II 4 rec 2 cr
Continuation of ART 31, including the exploration of silkscreen techniques. Prerequisite: ART 31.

ART 41 Crafts I 4 rec 2 cr
Fundamental techniques of pottery, ceramics and other crafts. Emphasis on standards of design and development of craftsmanship. Art museum visits.

ART 42 Crafts II 4 rec 2 cr
Continuation of ART 41, which is a prerequisite.

ART 51 Art of Africa and North America 3 rec 3 cr
Exploration of the art forms of West, Central and East Africa, as well as those of the Eskimo and of the North American Indian. Discussion of impact of these cultures on the development of modern art, with attention to the humanistic traditions involved. Art museum visits.

ART 52 Oriental Art 3 rec 3 cr
Emphasis on the art of China and Japan from prehistoric periods through the great Buddhist and dynastic styles in architecture, sculpture, pottery, painting and calligraphy. Studio practice in techniques of Chinese painting. Art museum visits.

ART 55 Modern Art 3 rec 3 cr
European and American painting from Impressionism to the present. Development of architecture and sculpture during the same periods. Art museum visits.

ART 61 Art as a Human Value 2 rec 2 cr
Study of aesthetics and art's significance to society. Limited to students who have fulfilled the basic art courses.

ART 71 Photography I 4 rec 2 cr
Basic photographic techniques as a creative medium; emphasis on composition and lighting; developing, printing and enlarging. Students provide their own cameras.
ART 72 Photography II 4 rec 2 cr
Continuation of ART 71. More creative experimentation through studio and field assignments. Photographic exhibitions. Prerequisite: ART 71 or permission of instructor.

Music

MUS 10 Music Survey 1 rec 1 cr
Introduction to the vast symphonic and chamber music literature; opera from Baroque to the contemporary period. Attendance at live concerts required.

MUS 11 Introduction to Music 3 rec 3 cr
Nature of music expression; elements of music, including tempo, meter, rhythm, melodic and harmonic material and structure, tone color, texture, structure examined in instrumental and vocal “forms.” History of development of musical styles and forms. Audio-laboratory listening assignments. Attendance at live concerts required.

MUS 12 Introduction to 3 rec 3 cr
Music, with emphasis on Non-Western Cultures
Nature of music expression; elements of music, including tempo, meter, rhythm, melodic and harmonic material and structure, tone color, structure examined in instrumental and vocal “forms”; examples drawn from non-western cultures. Audio-laboratory listening assignments. Attendance at live concerts required. (May be taken in fulfillment of MUS 11 requirement.)

MUS 15 Twentieth Century Music 3 rec 3 cr
An exploration into the divergent styles of twentieth century music. Major trends and developments in Europe and the United States will be studied along with the examination of the significant works of outstanding composers of our century. Audio-laboratory listening assignments. Attendance at live concerts required.

MUS 16 Introduction to Folk Music of the Americas 2 rec 2 cr
Study of folk music of the Americas based on the traditional music of the British Isles, Europe and Africa.
MUS 18 Introduction to Jazz 2 rec 2 cr
Study of jazz, its history and influence on 20th century American culture. Outside readings; audio-laboratory work and attendance at live concerts required.

MUS 19 Introduction to Jazz Improvisation 2 rec 2 cr
Development of the skills of improvisation and stylization necessary to this form of music. Ear training and sight-reading; listening and analysis of music; evaluation of individual performances. Open to singers and instrumentalists. Prerequisite: Placement examination given by the department.

MUS 21, Choral 3 rec 1 cr each
22,23,24 Performance
The study and presentation of standard and contemporary choral literature for mixed voices. Choral training and performances at concerts, college ceremonies and functions. Registration only with permission of department.

MUS 31, Orchestral 3 rec 1 cr each
32,33,34 Performance
The study and presentation of standard and contemporary orchestral literature. Orchestral training and performance at concerts, college ceremonies and functions. Registration only with permission of department.

MUS 37 Instrumental Class 1 rec 1 cr
Instruction in the Recorder
Basic instruction in playing a musical instrument, the recorder, for both solo and group use. No previous musical training necessary.

MUS 40 Fundamentals of Music 2 rec 2 cr
Basic reading skills, including treble and bass clefs, key signatures, major and minor scales, some elementary sight reading techniques, rhythms, simple harmony.

MUS 41 Theory I 3 rec 2 cr
Study of tonality, melodic design, phase and cadences. Introduction to species counterpoint in tonal style. Analysis of two-part compositions from traditional literature. Prerequisite: MUS 40 or permission of department.

MUS 42 Theory II 3 rec 2 cr

MUS 43 Theory III 3 rec 2 cr
Continuation of the study of diatonic harmony. Introduction to seventh chords and the secondary dominant. The practice of simple modulation. Harmonization of melodies and basses; realization of figured basses. Prerequisite: MUS 42.

MUS 44 Theory IV 3 rec 2 cr
Study of chromatic harmony including use of augmented sixth chords. Modulation through chromaticism. Harmonization of melodies and basses; realization of figured basses. Prerequisite: MUS 43.
MUS 51 Ear Training I 2 rec 1 cr
Development of ability to sing melodies at sight and to notate melodies and chords. Elementary sight singing and dictation. Prerequisite: For MUS 51: MUS 40 or permission of department; for MUS 52: MUS 51.

MUS 52 Ear Training II 2 rec 1 cr
Continuation of Ear Training I and II. Prerequisite: For MUS 53: MUS 52; for MUS 54: MUS 53.

MUS 53 Ear Training III 2 rec 1 cr

MUS 54 Ear Training IV 2 rec 1 cr

MUS 61 Keyboard I 1 rec 1 cr
Development of keyboard skills through study of intervals, diatonic and chromatic progressions, harmonization of melodies, and realization of figured basses. Non-Music majors may register only with permission of department. Prerequisites: Ability to read music; for MUS 61: MUS 72 or permission of department; for MUS 62: MUS 61.

MUS 62 Keyboard II 1 rec 1 cr

MUS 70 Class Piano for Beginners 1 rec 1 cr
Introduction to basic piano techniques, harmonization and transposition of simple melodies, sight-reading at the keyboard, simple accompanying techniques for folk songs, easy piano literature from all stylistic eras. Practice facilities available.

MUS 71 Secondary Piano I 1 rec 1 cr
Class instruction to attain an elementary facility at the piano. Taken by all Music majors except pianists. Registration only with permission of department. Prerequisite for MUS 71: MUS 40 or placement examination; for MUS 72: MUS 71.

MUS 72 Secondary Piano II 1 rec 1 cr

MUS 81 Recital Performance 2 rec 1 cr
Study and performance of standard and contemporary music emphasizing recital techniques. Registration only with permission of department.

MUS 83, Private 2 cr
84,85,86 Instruction I, II, III, IV
Private instruction in a major instrument, voice, or composition. Registration only with permission of department. Open only to Music majors. Prerequisite for MUS 84: a grade of C or higher in MUS 83; for MUS 85: a grade of C or higher in MUS 84; for MUS 86: a grade of C or higher in MUS 85.

MUS 91 Instrumental Ensembles I 2 rec 1 cr
Study and performance of standard and contemporary chamber music. Taken by all instrumentalists. Prerequisite for MUS 91: permission of instructor.

MUS 92 Instrumental Ensembles II 2 rec 1 cr

MUS 95 Chamber Chorus I 2 rec 1 cr
Study and performance of standard and contemporary chamber choral music. Taken by all vocalists. Prerequisite for MUS 95: permission of instructor.
NURSING*

Chairman: Professor Beatrice Perlmutter
Professors: A. Gotta, V. Katz, A. Levey
Associate Professors: A. Fuller, J. Gardiner, A. Jackson, C. Lofsteadt, J. Pepper, A. Pitman
Lecturer: R. Morowitz

NUR 11 Nursing Technology I** 2 lect 2 lab 4 clin 4 cr
Fundamental nursing needs of patients, and introduction to nursing skills. Clinical laboratory experience provided in general hospitals and nursing homes. Prerequisites: Remedial English, reading, and math courses as required.

NUR 12 Nursing Technology II** 2 rec 4 lect 12 clin 10 cr
Nursing care of patients with problems resulting from pathophysiology. Clinical laboratory experience provided in general hospitals and health agencies. Prerequisites: NUR 11, BIO 21; corequisite: BIO 28.

NUR 13 Nursing Technology III** 2 rec 4 lect 12 clin 10 cr
Growth and development of individuals and families. Clinical laboratory provides experience with the early developmental and reproductive phases of the life cycle. Prerequisites: NUR 12, BIO 28.

NUR 14 Nursing Technology IV** 2 rec 4 lect 12 clin 10 cr
Nursing care of patients with long-term physical and emotional illnesses. Clinical laboratory experience is provided in general and psychiatric hospitals and health agencies. Prerequisite: NUR 13.

NUR 21 The Essential Process of Nursing: Interaction** 2 lect 3 lab 3 cr
The nurse's interaction with the healthy and the sick. Covers interpersonal development, communication, the helping process, effects of illness on interpersonal behavior and communications, and the inquiry process (including general assessment of client characteristics). Extensive use of small groups and labs; limited use of clinical facilities, most of which occur in the latter part of the course.

NUR 22 The Nurse's Responsibility in Family Health** 2 lect 3 lab 3 cr
Demonstrates nursing's role in promoting family health. Focuses on growth and development, and crises in family life. Emphasis is placed on the two major health crises affecting families in the Bronx: prenatal care and care of the aged. Prerequisites: NUR 21, MTH 12, BIO 23. BIO 24 may be taken concurrently or as a prerequisite. NUR 23 must be taken concurrently.
NUR 23 Foundational Nursing
Skills: Beginning 3 clin 4 cr
Assessment of and Intervention in Critical Situations**
Provides background knowledge of the most common acute life-threatening health problems, and then focuses on general assessment skills in terms of client’s functional abilities, assessment skills in critical and/or emergency nursing situations, and intervention skills in specified emergency situations. Designed to develop competency in assessment and comfort in assessing emergency needs to enable the nurse to ascertain better the more comprehensive needs of clients (which are the focus of the later nursing courses). Prerequisites: NUR 21, MTH 12, BIO 23. BIO 24 may be taken concurrently or as a prerequisite. NUR 22 must be taken concurrently.

NUR 26 Clinical Nursing Activities I**
Focuses on clinical nursing activities needed to meet major health problems. Clinical nursing is seen as directed primarily toward assessment and restorative functions; planning and practice is explored in relation to patients with major health problems in the areas of relatedness, reproduction, and general restorative abilities. Prerequisites: NUR 22, NUR 23, PSY 11, BIO 24. BIO 28 and NUR 24 must be taken concurrently.

NUR 24 Major Health Problems I**
Major health problems in our society are organized in relation to the necessary activities and regulatory needs of people. Covers relatedness, reproduction, long-term problems in the areas of mobility and neurological abilities. Prerequisites: NUR 22, NUR 23, PSY 11, BIO 24, NUR 26 and BIO 28 must be taken concurrently.

NUR 25 Major Health Problems II (In Relation to the Regulatory Activities and Needs of People)**
Organized around the regulatory needs of clients with major health problems, this course focuses on understanding the nurse’s needs in order to function effectively in nursing practice. Categories of activities included are: intrinsic and extrinsic chemical balance, circulation, oxygenation, nutrition and cell growth, intact skin, and elimination. Prerequisites: NUR 24 and NUR 26. NUR 27 must be taken concurrently.

NUR 27 Clinical Nursing Activities II**
A continuation of Clinical Nursing Activities I. Focuses on pediatric and adult patients with medical-surgical problems. Prerequisites: NUR 24 and NUR 26. NUR 25 must be taken concurrently.

NUR 28 Management in Nursing**
Community-based learning experience designed to help students learn nursing team membership roles, functions, evaluation, peer review, shared leadership, and delegation; nursing management of small groups of clients; standards, policies and legislation; teaching-learning responsibilities; participation with health teams. (Must be taken in the final semester. All nursing curriculum requirements must be completed or be in the process of completion by the end of the semester in which this course is taken.)

*Courses in Nursing are open only to students with full matriculation status in the Nursing Curriculum.
**The minimum acceptable grade in each semester in the Nursing major is C. Grades of D must be repeated if the student wishes to receive a degree in Nursing. Grades of D may be repeated subject to the following conditions:
1. The course must be repeated before the next higher level course is taken.
2. Both grades received in the same course will be used to calculate the student’s cumulative index.
3. The credit for the course may be applied only once toward graduation.
4. The student may repeat the course only once.
5. The student is required to pay for all courses in excess of his degree requirements. Courses repeated under this regulation are considered in excess of degree requirements.
PHYSICS

Chairman: Professor Jack Prince
Professor: K. Pomeranz
Associate Professors: L. DeAcetis, D. Sacher, M. Todorovich, E. Weiss
Assistant Professor: R. Gorman

Astronomy

AST 11  Astronomy and Space Science
Elementary study of the solar system, stellar populations, structure of the universe, and other aspects of modern astronomy. Prerequisite: Elementary Algebra or MTH 05, and the equivalent of RDL 02, or permission of the department.

AST 12  Astronomy and Space Science
Same as AST 11, but includes additional two-hour laboratory. Students who have received credit for AST 11 cannot receive credit for AST 12. Prerequisite: Same as AST 11.

Physics

PHY 01  Introduction to College Physics
Fundamental laws and principles of classical physics; vectors, Newton’s Laws, conservation principles, laws of thermodynamics. (Required for Engineering Science and Physics majors who have not had high school physics.) Students should have completed the equivalent of Intermediate Algebra or MTH 06 or be enrolled in MTH 06 concurrently.

PHY 11  College Physics I
Introduction to basic principles and methods of physics. Topics include mechanics, heat and molecular forces, vibrations, wave motion and sound. Prerequisite: Intermediate Algebra or MTH 06 or MTH 11.

PHY 12  College Physics II
Electricity and magnetism, light, selected topics in modern atomic and nuclear physics. Prerequisite: PHY 11.

PHY 15  Ideas of Contemporary Physics
A nonmathematical study of contemporary physics for non-science majors; theories of relativity, wave mechanics and quantum theory, fundamental particles, solid state physics, high energy physics, laser optics, gravity waves, radio and X-ray astronomy. Prerequisite: RDL 02, MTH 06 or equivalent.

PHY 16  Physics for the Life Sciences
Introduction to the concepts, procedures and techniques of physics as applied to the health science professions. Topics include motion of bodies, energy, machines, temperature, electricity, sound, light, and the structure of matter; operating principles of various medical and nursing devices. Intended for those students who do not plan to take more than 4 credits in physics. Prerequisite: MTH 05 or MTH 08.

PHY 21  Physics for Engineering Technology I
Statics, kinematics, dynamics, work and energy, circular motion, and simple harmonic motion with special applications to problems in technology. Prerequisite: Intermediate Algebra or MTH 06 or MTH 11.

PHY 22  Physics for Engineering Technology II
Fluid dynamics, thermodynamics, electricity and magnetism, optics, applied nuclear technology. Prerequisite: PHY 21.
PHY 24 Technical Physics 3 rec 3 lab 4 cr
Basic principles of general physics; applications of physics in the areas of mechanics, heat, electricity and magnetism to selected problems of industrial and technical importance. For Plastics Technology students only.

PHY 31 Physics I* 2 lect 1 rec 2 lab 4 cr
Statics and dynamics of particles and rigid bodies; force and motion; energy and momentum; rotational motion; elasticity and simple harmonic motion. First semester of a three-semester sequence for students in Engineering Science (PHY 31, 32 and 33). Also recommended for Science or Mathematics majors in a Liberal Arts and Sciences transfer program. Co-requisite: MTH 31.

PHY 32 Physics II 2 lect 1 rec 2 lab 4 cr
Hydrostatics and hydrodynamics; properties of gases; thermodynamics and kinetic theory of matter; wave motion; sound; electrostatics. PHY 32 is the second semester of a three-semester sequence for Engineering Science, Physical Science or Mathematics majors. Prerequisite: PHY 31; co-requisite: MTH 32.

PHY 33 Physics III 2 lect 1 rec 2 lab 4 cr
Electromagnetic theory; direct and alternating currents; electromagnetic waves; geometrical and physical optics; modern physics. PHY 33 is the third semester of the three-semester sequence. Prerequisite: PHY 32; co-requisite: MTH 33.

PHY 34 Analytical Mechanics 1 lect 3 rec 4 cr
Principles of mechanics and development of logical procedures of analysis in problem solving. Statics and kinematics of rigid bodies, dynamics of particles and rigid bodies, and mechanical vibrations. Prerequisites or corequisites: PHY 33, MTH 33.

PHY 40 Physics of Photography and Optics 2 rec 2 lab 3 cr
The physical nature of light, optics, and photochemistry will be discussed with the aim of acquainting students with principles of photography and optics. Access to a camera with a variable shutter, diaphragm and interchangeable optical systems is provided. Prerequisite: MTH 05.

PHY 41 Electricity and Magnetism 2 lect 2 rec 3 cr
Electrostatics and magnetostatics; Maxwell's equations; a study of basic principles of stationary and moving electric and magnetic fields and their effect on charged particles. (Recommended for students planning to major in Electrical Engineering or Physics.) Prerequisites: PHY 33, MTH 33; corequisite: MTH 34.

PHY 51 Atomic and Nuclear Physics 2 rec 2 lab 3 cr
Deflection of charged particles by electric and magnetic fields; special relativity; Bohr model of the atom; quantum numbers; radioactive decay schemes; detection and measurement of radiation; uses of radioisotopes. (Recommended for students planning to major in Mechanical Engineering, Civil Engineering, Chemistry or Physics.) Prerequisite: PHY 33.

PHY 61 Computer Methods and Programming for Applied Scientific Purposes 1 lect 2 lab 2 cr
Techniques of analysis and programming required to utilize a stored program digital computer for solution of some typical problems in engineering science, physics, and mathematics. Required for students in Engineering Science.

*Students who have passed PHY 01 or taken high school physics may register for PHY 31, with a co-requisite of MTH 30, with permission of the Physics Department chairman.
SECRETARIAL STUDIES

Chairman: Professor Kazuye Takei
Associate Professors: B. Ettinger, C. Linn
Assistant Professors: D. Bluth, E. Michael, R. Quinn,
D. Wilson, E. Wise

COM 31 Business Communications 3 rec 3 cr
Effective listening, reading, speaking, and writing in and for business, including composition at the typewriter of memora-
danda, letters, and reports; research necessary for such writing. Prerequisites: ENG 13 and TYP 12; corequisite: TYP 13.

SEC 34 Medical Office Practice and Management I 1 rec 3 lab 2 cr
Efficient management of offices of physicians, hospitals, and medical laboratories. Office projects include case records, medical reports, special filing systems and record keeping. Development of skill in the use of transcribing and duplicating machines. Prerequisites for SEC 34: BIO 18, BIO 22; corequisites: COM 31, TYP 13, BIO 46. Prerequisite for SEC 35: SEC 34; corequisites: BIO 47, LAW 45.

SEC 37 Medical Office Communication 3 rec 2 cr
Development of effective written communication skills for the medical secretarial assistant. Composition of medical case records from X-ray reports, laboratory analysis, and doctors' diagnoses; letters and reports to patients, private health agencies and others; editing and rewriting medical reports and manuscripts. Prerequisites: ENG 13 and TYP 12; corequisite: TYP 13.

SEC 41 Secretarial Practice* 4 rec 2 cr
Integration of secretarial skills and cultivation of desirable personal traits and attitudes of the executive secretary. Realistic secretarial office assignments, including theory and practice of filing; operation and use of duplicating and transcription machines. Prerequisites: COM 31, SHO 13 or 17, TYP 13; corequisites: SHO 14, 18 or SHO 32.

SEC 45 School Records and Accounts** 2 rec 2 cr
Responsibilities of the school secretary; preparation of accident reports, organization and payroll; records of school personnel, supplies and textbooks; accounts of school monies; school headquarters forms; filing.

SEC 47 Educational Problems of School Secretaries I* 2 rec 2 cr
Public relations in modern public education; organization of New York City school system according to by-laws, manuals, directives; problems related to mental hygiene, student welfare and public guidance, health and safety; simple methods of research and educational statistics.

SHO 01 Refresher Shorthand (Gregg) 3 rec 0 cr
SHO 02 Refresher Shorthand (Pitman) 3 rec 0 cr
Designed to build shorthand skills. Intensive drill sessions in theory and vocabulary building.

SHO 11 Shorthand I (Gregg) 5 rec 3 cr
SHO 15 Shorthand I (Pitman) 5 rec 3 cr
Principles of shorthand theory and development of skill to take dictation of simple materials. Speed of 60 words per minute. Corequisite: TYP 11.

SHO 12 Shorthand II (Gregg) 4 rec 3 cr
SHO 16 Shorthand II (Pitman) 4 rec 3 cr
Dictation, including a systematic review of theory and expansion of vocabulary. Sustained dictation of business materials and pre-transcription training. Speed of 80 words per minute. Prerequisites: SHO 11 or 15, TYP 11; corequisite: TYP 12.

*Offered during Day Session, Spring Semester only, and during Evening Session, Fall Semester only.
**Offered during Evening Session only.
SHO 13 Shorthand III (Gregg) 4 rec 3 cr
SHO 17 Shorthand III (Pitman) 4 rec 3 cr
Building extensive business vocabulary. Development of fluency in taking high-speed and sustained dictation. Transcription techniques. Speed of 100 words per minute. Prerequisites: SHO 12 or 16, TYP 12 and ENG 13; corequisite: TYP 13.

SHO 14 Shorthand IV (Gregg) 4 rec 3 cr
SHO 18 Shorthand IV (Pitman) 4 rec 3 cr
Development of expert dictation speed. Integration of office-style dictation. High speed transcription according to office standards. Speed of 120 words per minute. Prerequisites: SHO 13 or 17, TYP 13.

SHO 31 Legal Shorthand I 4 rec 3 cr
(Gregg or Pitman)
Dictation and transcription of nonlitigation materials with attention to development of legal shorthand vocabulary. Minimum speed of 100 words per minute. Prerequisites: SHO 12 or 16, TYP 12; corequisites: SHO 13 or 17, TYP 13, LAW 41 and LAW 47.

SHO 32 Legal Shorthand II 6 rec 4 cr
(Gregg or Pitman)
High speed dictation and rapid transcription of litigation papers and materials—pleadings, orders, judgments, stipulation, ETBs, appeals. Speed of 120 words per minute. Prerequisites: TYP 13, SHO 31.

SHO 34 Medical Shorthand I 4 rec 3 cr
(Gregg or Pitman)
Dictation and transcription of material relating to the various medical specialties, such as pediatrics, geriatrics, ophthalmology, orthopedics, obstetrics, and surgery. Development of a medical shorthand vocabulary. Prerequisites: SHO 12 or 16, TYP 12; or corequisites: TYP 13, BIO 22, BIO 46.

SHO 35 Medical Shorthand II 6 rec 4 cr
(Gregg or Pitman)
Dictation and transcription of letters, conferences and hospital reports. Preparation of materials for physicians’ reports in connection with workman’s compensation claims. Further expansion of the students’ medical shorthand vocabulary. Prerequisites: TYP 13, SHO 34, BIO 46; or corequisite: BIO 47.

TYP 01 Refresher Typing 3 rec 0 cr
Designed for students to develop typing skills. Extensive drill sessions to build speed and accuracy.

TYP 11 Typing I 5 rec 2 cr
Development of basic skills in the use of the typewriter. Letter writing, tabulation problems and report writing. Speed of 35 words a minute.

TYP 12 Typing II 4 rec 2 cr
Development of speed and control. Advanced letter writing problems, letter production, manuscript writing and tabulation. Speed of 50 words per minute. Prerequisite: TYP 11.

TYP 13 Typing III 4 rec 2 cr
Typing skill at the expert level according to office standards. Special emphasis on integrated office projects. Development of high speed techniques. Speed of 60 words per minute. Prerequisite: TYP 12.

WPR 11 Machine Transcription I 5 rec 3 cr
Development of the ability to operate and transcribe simple dictated material from transcription machines in preparation for employment as a machine transcriber. A minimum level of performance of 16 words per minute on mailable copy is required. Prerequisite: TYP 11; corequisite: TYP 12.

WPR 12 Machine Transcription II 5 rec 3 cr
Development of the ability to transcribe complex dictated material for extended time periods in preparation for employment as a correspondence secretary. A minimum level of performance of 20 words per minute on mailable copy is required. Prerequisites: TYP 12, WPR 11; corequisite: TYP 13.

ORI 42 Career Orientation 1 rec 0 cr
See page 115.

ORI 43 Secretarial Senior Orientation 1 rec 0 cr
For students in Secretarial curricula. Seminar on continuing education; career planning; survey of employment opportunities and techniques of job-seeking.
SOCIAL SCIENCES

Chairman: Professor Arthur Galub
Professors: M. Chang, M. Doroshkin, H. Robbins
Associate Professors: C. Adams, R. Dennehy, L. Kvar, A. Wolk

Economics

ECO 11 Microeconomics 3 rec 3 cr
Study and analysis of economic principles and policies; theory of pricing and distribution under various market conditions. Government intervention in the market and policy problems. No prerequisite.

ECO 12 Macroeconomics 3 rec 3 cr
Study and analysis of factors underlying economic growth and determining the aggregate levels of employment, prices and income. Countercyclical measures and international trade relations are examined. No prerequisite.

ECO 15 History of Economic Thought 3 rec 3 cr
Study of evolution of economic ideas; basic problems of economics: factor allocation, distribution and growth. Major schools of economic thought (primitive, feudal, classical, marginalist, Keynesian, "Neo-classical synthesis," modern socialism) are emphasized. Prerequisite: ECO 11 or 12, or permission of the instructor.

ECO 31 Economics of Labor 3 rec 3 cr
Study of all labor resources; their utilization, allocation, and compensation; unionism, government regulation, and other factors affecting the labor resource. No prerequisite.

Philosophy

PHL 11 Introduction to Philosophy 3 rec 3 cr
Fundamental questions of human experience, and basic problems of philosophy. Historical survey of major philosophers, classical and modern, with emphasis on philosophy of man proposed by contemporary existentialism: Buber, Jaspers, Heidegger, and Sartre.

PHL 31 Philosophy, Science and Human Values 3 rec 3 cr
The crisis of values in modern technological cultures. Relationship to values and nature of physical and human sciences. Analysis of major formative movements that have pervaded and characterized contemporary cultures: Positivism, Marxism, Freudianism, Existentialism, and Neo-Christianity.
Political Science

POL 11 American National Government 3 rec 3 cr
Survey of structure and activities of the national government. Discussion of bases of present political system, power of pressure groups, role of political parties, selection of Congress and the President, and protection and deprivation of individual rights.

POL 31 Comparative Government 3 rec 3 cr
Analyses of governments and politics of some of the leading world powers, with particular attention to Great Britain, France and the Soviet Union. Prerequisite: POL 11.

POL 41 The National Government & Civil Rights since 1954 3 rec 3 cr
Analysis of roles played by the three branches of the national government in enacting and enforcing civil rights laws. Focus on governmental activity concerning Black rights in voting and desegregation of schools from 1954 to the present, and other areas of civil rights concerning Puerto Ricans, Chicanos, and American Indians. Prerequisite: POL 11 or permission.

POL 42 Civil Rights Throughout the World 3 rec 3 cr
Past and present comparison of governmental civil rights activities throughout the world, including civil rights and color (Blacks, Latins and Indians in the U.S., West Indians in Great Britain, Eastern Jews in Israel, and Blacks in South Africa); civil rights and religion (Catholics and Protestants in Northern Ireland, Moslems and Hindus in India, and Moslems and Jews in Israel); women's rights in various countries. Prerequisite: POL 11 or permission.

POL 51 Urban Politics 3 rec 3 cr
Politics and government of the American city: municipal political institution, suburban and metropolitan government, city-state and city-federal relations, racial and ethnic politics, planning, crime and the police, public education. Prerequisite: POL 11 or permission of instructor.

POL 61 Solving Social Problems Through the Political Process 3 rec 3 cr
Practical course showing how you can work through the existing channels for a more meaningful life. Focus on formal and informal responsibilities of officials in all levels of government. How to solve social problems and how to use political channels. Prerequisite: POL 11 or permission.

PSY 11 Psychology 3 rec 3 cr
Scientific method in the understanding of human behavior. Introductory study of growth and development, motivation, emotions and mental health, learning, intelligence and personality evaluation.

PSY 22 Social Psychology 3 rec 3 cr
Introduction to social psychology, focusing upon the nature of aggression and violent behavior; role of social influence in determination of deviant and conformist behavior, attitude change and decision making, affiliation, primary and group relationships, social norms and relationships of personality and culture. Prerequisite: PSY 11.
Abnormal Psychology

Major forms of psychological disorders, such as neuroses, psychoses, psychosomatic disturbances and character disorders; their origin, development and treatment. Prerequisite: PSY 11.

Dynamics of Human Motivation

Introduction to complex human motivation; emphasis on interaction of conscious and unconscious motives, inner conflict, and adaptive and maladaptive coping techniques. Applications to relevant contemporary problems, such as child rearing, psychotherapy, education and drug addiction. Prerequisite: PSY 11.

Workshop in Interpretation of Human Motivation

Explores the underlying reasons for human behavior as they emerge in actual and/or simulated life situations. Introduction to methods for detecting conflicts, unconscious thought processes, and "games people play," as signaled by verbal and nonverbal communications in everyday situations, e.g., husband-wife interaction, parent-child interchanges, dating behavior, approaches to school learning. Prerequisite: PSY 11.

Psychology of Infancy and Childhood

Major factors in psychological development from infancy through childhood; influence of the family, and biological, cultural, and socio-economic factors in producing normal and abnormal intellectual and emotional growth. Prerequisite: PSY 11.

Psychology of Adolescence and Adulthood

Study of development from adolescence to adulthood with regard to implications for self-realization, love, marriage, vocation, parenthood, retirement, and aging. Changing attitudes and values about sex, drugs, aging, and politics will be explored in regard to different stages of adult development. Prerequisite: PSY 11.

Psychological Development During Maturity and Aging

Normal and abnormal psychological development during adulthood and old age. Emphasis on dynamics of the life cycle; theories of the mature personality; forces affecting continuing growth of the adult personality and intellect; biological, social, and cultural determinants of aging, and influence of normal and abnormal aging processes on perception, psychomotor skills, learning, intelligence, and personality. Prerequisite: PSY 11.

Psychology of Women

Development, personality characteristics, and needs of women; similarities to and differences from men. Psychological aspects of uniquely feminine experiences. Issues will be examined from a theoretical as well as an empirical perspective. Prerequisite: PSY 11.

Principles of Group Dynamics

Introduction to theory of group behavior, including analysis of the psychological structure of groups, cohesive and disruptive forces in group behavior, conflict and adjustment in group relationships and relationship of groups to society. Prerequisite: PSY 11.

Workshop in Group Dynamics: Leadership Training

Focus upon developing skills needed to lead or direct group interaction within human services settings. Channeling psychodynamics of group process toward constructive ends. Techniques for facilitating group interaction and insight. Application of role-playing, psychodrama, etc., in a variety of settings. Prerequisite: PSY 11.
PSY 61  Laboratory in  
Group Experience  
for Applied Settings  
Student's interaction within groups studied as a means of increasing effectiveness in human service, educational, and industrial settings. Effects of role changes (such as going from student-in-class to authority-in-institution). Impact of subtle group pressures in various structures: authority conflicts among professionals in a school, hospital or office. Role-playing, field reports and class interaction. Prerequisite: PSY 11.

PSY 62  Workshop in  
Group Interaction:  
Personal Growth  
Group Settings  
Class members analyze their interactions as a group to facilitate self-understanding and enhance effectiveness in personal life situations. Operation of the unconscious, use of psychological defenses, and strategies for dealing with various conflicts. Prerequisite: PSY 11.

PSY 71  Clinical Techniques  
of Assessment:  
The Interview  
Interpersonal approach in assessing psychological problems both of individuals and minigroups. Practical experience with clinical interview techniques; psychological evaluation of data and case history write-ups. Methods of referral to appropriate professional and community resources are discussed. Prerequisite: PSY 11.

PSY 72  Clinical Techniques  
of Assessment:  
Psychological Testing  
Basic concepts of psychological tests and testing procedures. Introduction to objective and projective instruments to measure cognitive, intellectual and personality characteristics. Administration and interpretation of test data and the writing of psychological protocols. Prerequisite: PSY 11.

PSY 81  Field Work  
and Seminar in  
Psychology I  
Supervised field work or independent research. Required seminar integrates practical experience with course work. Prerequisites: 9 credits in the social sciences (Economics, Political Science, Psychology, Sociology) and/or permission of the department; 6 of these credits must be in Psychology.

PSY 82  Field Work  
and Seminar in  
Psychology II  
Continuation of supervised field work or independent research for an additional semester at either the same or a different facility. Prerequisites: PSY 81 and/or permission of the department.

Sociology

SOC 11  Sociology  
Introduction to the scientific study of human life as group life. Culture and personality; courtship, marriage and the family; religious behavior; education and communication; the theories of social stratification and social change.
SOC 31 **Minorities in American Society**
Characteristics of American ethnic minorities and religious groups, including theories explaining prejudice and discrimination. Intergroup relations, with particular reference to the New York metropolitan area, and techniques for relieving and eliminating problems in this field of human relations. **Prerequisite:** SOC 11.

SOC 32 **Urban Sociology**
Sociological concepts of urbanism and community; current patterns of urban stratification and group life. History, spatial patterning, and social organization of urban areas related to different groups making up the city and its suburbs and to the processes and impact of change affecting them. Effect of urban living on personality and culture. **Prerequisite:** SOC 11.

SOC 33 **The Family**
Introduction to the study of the family as a social institution. Evolution of the form and functions of the family and how its structure is shaped by various forces in society. Significance of the family as a socialization agent, courtship and the romantic love complex, women's role and the changing family structure, minority culture families in American society with emphasis on the Puerto Rican and Black family, and a consideration of the future of the family. **Prerequisite:** SOC 11.

SOC 34 **Social Deviance**
Explores what is regarded as deviant within a society, with emphasis on criminality and mental illness. Deviance is looked at from the perspective of the deviant, e.g., the process by which his initial deviance becomes a career or master status. Deviance is also looked at from the perspective of society, its social structure, norms and sanctions relevant to deviance, and the functions or dysfunctions served by those committing acts of deviance. **Prerequisite:** SOC 11.

SOC 35 **Introduction to Social Work**
Nature of social work and its functions; family casework, child welfare, psychiatric and medical social work, correctional services, public welfare and community welfare organizations. **Prerequisite:** SOC 11 or PSY 11 or permission of instructor.

SOC 36 **Women in Society**
The nature of women's and men's participation in the family, at school, at work, at play, and in government. Comparative study of various classes and races of contemporary American women with their historical and international counterparts. Analysis of the impact of the sexual revolution and the movement for sexual equality. **Prerequisite:** SOC 11.

SOC 81 **Field Work and Seminar in Sociology**
Supervised field work in community agencies. Related seminars develop understanding of social problems of urban communities as well as rudimentary skills in sociological research. **Prerequisites:** 9 credits in the social sciences, including SOC 11, and/or permission of the department.
SPECIAL EDUCATIONAL SERVICES

Chairman: Associate Professor Joe L. Rempson
Associate Professor: J. Stuchin
Assistant Professors: B. Bennett, D. Davidson, P. Lanier, S. O'Neill, H. Shenkman, A. Simon
Instructors: E. Caliandro, S. Gold, M. Goldman, C. Taylor
Lecturers: L. Barker, I. Dutra, H. Rand, H. Richardson, A. Walsh, L. Weinstein, B. Wilson

EDU 12 Contemporary Urban Education 3 rec 3 cr
Foundation course in education dealing with factors that affect teaching-learning of inner-city children.

EDU 13 Behavioral Sciences 3 rec 3 cr
Foundation of Education I
Characteristics of children from infancy through age 5 in relation to teacher-learning processes. The BCC Child Development Center and other educational settings will be utilized for practical applications. For Education Associate majors only. Prerequisite: RDL 02 and ENG 01 or ESL 11 or equivalent.

EDU 15 Reading and Other Language Arts for the Early Childhood and Elementary Years 3 rec 3 cr
Student will learn ways to help children learn to read and to acquire the other language skills necessary for academic success. Includes methods and materials, diagnosis and testing, and planning and implementation. Prerequisite: ENG 12 and/or corequisite: EDU 14.

EDU 24 Day Care Seminar I 3 rec 3 cr
Topics include existing day care service goals of day care centers, role of parent records and record keeping, children's fears and feelings. Prerequisite or corequisite: EDU 14.

EDU 25 Day Care Seminar II 3 rec 3 cr
Room arrangements, classroom programs, child's physical development, day care curriculum and materials. Prerequisite: EDU 24.

EDU 26 School and Community Relations in Urban Schools 3 rec 3 cr
Practices and procedures to function more effectively in relationships with teachers and other school personnel, and particularly with parents; focus on individual and group processes. Case studies, simulation games, role-playing, and participant observation techniques. Prerequisites: Education specialization requirements for Education-Child Care degree students.
Introduction to 3rd Learning Problems

Designed to help students facilitate learning for children who are experiencing difficulty learning in school. Prescriptive instruction, precision teaching techniques, organization and management, effective learning environment and situations, and methods and materials. Prerequisites: Specialization requirements for Education-Child Care degree students.

Cooperative Education Work Experience

For students who are employed on a regular basis (minimum of 15 hours a week for 13 weeks of a semester), with proper supervision in accredited school or childcare facility. Students meet periodically with a BCC faculty adviser and demonstrate competence in selected classroom practices under the supervision of the Education-Child Care Associate faculty in conjunction with school principals or directors and cooperating teachers. (This course cannot be used to meet Education Specialization Requirements.) Prerequisites: Completion of 45 or more credits including specialization requirements for degree students, counselor recommendation, and permission of department.

Survey of Creative Experiences for the Early Childhood and Elementary Years

Training in helping children to develop their creativity in the various expressive forms such as music, dance, arts and crafts, creative dramatics; how to plan and implement creative experiences in classroom situations. Prerequisites: Education specialization requirements for Education-Child Care degree students.

ESL 01 English as a Second Language—Basic

5 rec 3 workshop 0 cr

For students whose native language is not English. Individualized program for basic level students for development of English language skills. Builds oral and written control of basic grammatical structures, and listening and reading comprehension. Audio-laboratory practice. Registration only with permission of department.

ESL 11 English as a Second Language

2 rec 2 lab 3 cr

For students whose native language is not English. Individualized program for development of English language skills. Grammatical structures, pronunciation, conversation; reading for comprehension and interpretation; dictation and composition. Audio-laboratory practice. Credit granted upon achievement of satisfactory proficiency level as determined by written and oral examinations. Registration only with permission of department.

RDL 01 Basic Reading Skills

5 rec 0 cr

Individualized program in fundamental reading skills with emphasis on phonics and syllabication, word structure, and sentence and paragraph analysis on student's instructional level. Required for those students who do not reach designated levels on a reading placement test. Upon successful completion, students are required to enroll in RDL 02.

RDL 02 Reading and Study Skills

3 rec 2 workshop* 0 cr

Individualized program designed to develop reading and study skills necessary for success in college-level work. Vocabulary development, comprehension skills, textbook techniques, and library and research techniques will be stressed. Prerequisite: RDL 01 or placement test.

*Students are expected to spend additional hours in the workshop if necessary.
governance of the college

GOVERNING BODIES

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

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Bronx Community College, administered by the Board of Higher Education, is a unit of The City University of New York. The board of trustees of the City University is the ten-member Board of Higher Education, seven appointed by the Mayor and three by the Governor, and one member ex officio, the president of the Board of Education. Board headquarters are at 535 East 80 Street, New York 10021.

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Rita E. Hauser ........................................ 1976
A.B., LL.B., Doctorat de l'Universite, Licence en Droit

Harold M. Jacobs ........................................ 1976
B.S., M.S.

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B.A., LL.B.

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THE STATE UNIVERSITY OF NEW YORK

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

The State University of New York was established by the State Legislature in 1948. It comprises 72 units, including 4 University Centers, 4 health science centers, 13 colleges of arts and science, 6 agricultural and technical colleges, 8 specialized or statutory units, a nonresidential college, and 38 locally sponsored community colleges. The University and health science centers sponsor doctoral and master's degree work and 11 of the colleges of arts and science offer master's degree programs. The colleges and centers all offer bachelor's degree programs, and the community colleges award associate degrees and sponsor certificate programs.

Governed by a Board of Trustees appointed by the Governor, The State University of New York is the largest public university in the world, enrolling over 400,000 full- and part-time students. Each unit of the State University is locally administered and is coordinated by a central staff headquartered in Albany. The central administration maintains field offices in New York City and in Washington.

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

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GOVERNANCE PLAN OF BRONX COMMUNITY COLLEGE
Adopted March 1973
Approved by Board of Higher Education

I. The Bronx Community College Senate

The Bronx Community College Senate shall, subject to the authority and Bylaws of the Board of Higher Education and the provisions of this document, be responsible for legislation of academic policy and for legislative and advisory functions related to the programs, standards, operations, and goals of the College.

A. GENERAL ORGANIZATION
1. Those Senators who are members of the Faculty or Staff shall comprise the Faculty/Staff Caucus for the purposes hereinafter designated. They shall elect a chairperson who will serve as one of the vice chairpersons of the Senate as indicated in Section IB2 below.
2. Those Senators who are students shall comprise the Student Caucus for purposes hereinafter designated. They shall elect a chairperson who will serve as one of the vice chairpersons of the Senate as indicated in Section IB2 below.

B. OFFICERS OF THE SENATE
1. The Chairperson of the Senate shall be elected by and from the body.
2. If the Chairperson is a member of the Faculty/Staff Caucus, the first vice chairperson shall be the chairperson of the Student Caucus. If the chairperson is a member of the Student Caucus, the first vice chairperson shall be the chairperson of the Faculty/Staff Caucus. The second vice-chairperson shall be elected from a caucus different from that of the first vice chairperson.
3. The Senate shall elect a Secretary.

C. FUNCTIONS OF THE SENATE
1. The Senate shall have legislative power with regard to:
   a. Academic affairs, including curricula, degree requirements, admissions, and grading structure.
   b. Long-range planning to achieve the overall goals of the College, including responsibility for the continued development of the College.
   c. Campus life and activities, including ancillary services within the College, student organizations, and community relations.
   d. The protection of the academic freedom of students and instructional staff, as well as the rights and liberties of each member of the Bronx Community College community, and the equitable settlement of internal campus problems.
2. The Senate shall have the following advisory and associated powers:
   a. To advise on and participate in the search for and appointment of the President of the College, as requested by the Board of Higher Education.
   b. To advise on and participate in the appointment and reappointment of all individuals holding Deans' and Directors' titles. These recommendations of the Senate are to be submitted for the consideration of the President of the College, in accordance with procedures set out in Section IF4 below.
3. The Senate may propose amendments to this document in accordance with Article VI below.
4. The Senate shall advise and act on problems of the community insofar as such problems may be dealt with legally and reasonably within the educational commitments of the institution.
5. In the event that the President of the College disagrees with or fails to implement within a reasonable period of time a policy adopted by the Senate, the President shall explain his position before the Senate.

D. COMPOSITION OF THE SENATE
The Senate shall consist of 101 Senators, as follows:
1. The President of the College;
2. Eighteen students elected by the student body at large, including day and evening matriculants, nonmatriculants, and nondegree students paying the general fee;
3. Five students elected by and from the Day Student Body, including, ex officio, the President, Vice President, and Treasurer, and two students elected by the Day Student Association;
4. Five students elected by and from the Evening Student Body, including, ex officio, the President, Vice President, and Treasurer, and two students elected by the Evening Student Association;
5. Five students elected by and from the Nursing Student Body, including, ex officio, the President, Vice President, and Treasurer, and two students elected by the Nursing Student Association;
6. Eighteen faculty members elected by and from the instructional departments, with one member from each department;
7. Thirty-seven faculty members holding full-time lines elected by and from the faculty at large holding full-time lines;
8. Four faculty members in adjunct titles elected by and from the adjunct faculty;
9. One person elected by and from holders of titles in the Higher Education Officer series;
10. One person elected by and from holders of titles in the College Laboratory Technician series;
11. Three deans elected by and from holders of titles in the Deans series;
12. One person elected by and from holders of titles in the Registrar and Business Officer series;
13. One person elected by and from the secretarial staff;
14. One person elected by and from the custodial staff.

E. QUALIFICATIONS FOR AND LENGTH OF SERVICE IN SENATE AND ON SENATE COMMITTEES

1. Student Senators and committee members shall be elected annually for a one-year term, and shall serve no more than two consecutive terms.
2. Students must maintain a minimum cumulative index (the index used for matriculation status determination) of 2.00 to be eligible for or to hold office. Students may be elected in their first semester but must maintain the required 2.00 index to continue to hold office.
3. All Senators must be members of the constituency they represent and have been elected in an election in which at least 30% of those eligible to vote cast ballots. In the event the required percentage of voter participation is not reached, the prospective vacancies shall be filled, for the first election conducted to implement this Charter, by the incumbent Student Councils for appointment to student positions and the incumbent Faculty Council for appointment to faculty/staff positions. In subsequent elections, the Student Caucus and Faculty/Staff Caucus shall perform these respective functions should the required proportion of voter participation fail to be achieved.
4. All elected full-time faculty/staff representatives shall be elected to serve two-year terms, with a maximum of two consecutive terms of service. In order to establish a pattern of overlapping two-year terms, for the first election only the departmental representatives from half the departments, as well as the nineteen Senators elected by the full-time faculty at
large receiving the greatest number of votes, shall be considered to hold two-year terms, and the remaining Senators from these groups shall be considered to hold one-year terms. The Committee on Nominations and Elections shall choose by lot those departments whose representatives shall initially serve one-year terms.

5. All elected part-time or adjunct faculty/staff representatives shall be elected annually for one-year terms and serve no more than three consecutive terms.

6. Ex officio representatives hold their seats in the Senate or its committees during their tenure in office.

7. The Senate shall determine and fill vacancies in accordance with its own procedures.

8. No person shall hold more than one committee membership except with the approval of the Senate Executive Committee.

F. ORGANIZATION OF THE SENATE
The Senate shall establish the necessary offices, committees, and procedures to carry out its responsibilities and take other necessary actions for the implementation of those responsibilities, subject to the provisions below.

1. First Elections
Procedures for the first election of the Senate shall be established by a committee composed of the previously existing faculty Committee on Nominations and Elections and an equal number of students selected by the existing student governments.

2. Meetings, Attendance at Meetings, and Quorum
The Senate shall meet at least once a month during the Fall and Spring semesters. Meetings of the Senate shall be open to all members of the College.

3. Speaking Privileges
The privilege of addressing the Senate is reserved for members of the Senate. Non-Senators may address the Senate only upon approval of the Senate.

4. Committees of the Senate, Membership on Committees, General Policy
The membership of committees of the Senate shall consist of elected members of the Senate, except as provided in this document, or at the discretion of the Senate. Committees shall, unless specified otherwise, elect their own officers. Recommendations and actions by all committees are subject to ratification by the Senate. However, such committee recommendations or actions must be presented to the Senate one meeting prior to the one at which action may be taken, and cannot be brought up for debate or reconsideration on the Senate floor unless at least one-third of the Senators present at the meeting following the meeting when presentation was made request such debate or reconsideration. The same rules of quorum and privilege of the floor apply to the committees of the Senate as apply to the Senate.

a. SENATE EXECUTIVE COMMITTEE
(b) Prepare agendas for regular and special meetings of the Senate. Such agendas are to be distributed at least one week prior to regular meetings; agendas for special meetings should be distributed together with the call for the special meeting.
(b) Secure from all Senate committees and agencies their agendas and calendars.
(c) Hold regular meetings to promote coordination and expedition of Senate business. The Senate Executive Committee may schedule regular appearances of chairpersons of other Senate committees or agencies to ascertain the status of Senate business.
(d) Call the Senate into extraordinary session by affirmative vote of two-thirds of the entire membership of the Senate Executive Committee.

(2) Structure
The Senate Executive Committee shall consist of:
- The Chairperson of the Senate;
- The Secretary of the Senate;
- The President of the College or designee;
- The Chairperson of the Faculty/Staff Caucus;
- The Chairperson of the Student Caucus;
- Three members elected by and from the Faculty/Staff Caucus; and
- Three members elected by and from the Student Caucus.

(3) Officers
- The Chairperson of the Senate shall serve as Chairperson of the Senate Executive Committee.
- The Secretary of the Senate shall serve as Secretary of the Senate Executive Committee.

b. COMMITTEE ON NOMINATIONS AND ELECTIONS
(b) Conduct nominations and election procedures in accordance with the requirements of the charter as well as for outside agencies with which the College may have an official connection. Procedures for nominations and elections, unless specified by charter, are left to the discretion of the committee.
(b) Provide tellers at meetings of the Senate.
The Committee shall consist of:

- One Senator elected by and from the Faculty/Staff Caucus;
- Two persons, who shall not be Senators, elected by and from the faculty/staff electorate at large;
- One Senator elected by and from the Student Caucus;
- Two persons, who shall not be Senators, elected by the Student Caucus, from the student electorate at large.

The Committee shall report to the Senate at least once a semester.

### Structure

- The Committee shall elect its officers from among its voting membership.
- Voting members of the Committee are:
  - The President of the College or designee;
  - The Chairperson of the College or designee;
  - Four members of the College Personnel and Budget Committee, elected by and from that group;
  - Three Senators elected by and from the Faculty/Staff Caucus;
  - Three persons, who shall not be Senators, elected by and from the faculty/staff electorate at large;
- Three Senators elected by and from the Student Caucus;
- Two persons, who shall not be Senators, elected by the Student Caucus from the student electorate at large.

In the event that the President of the College is elected Chairperson of the Senate, the first Vice Chairperson of the Senate shall serve in lieu of the Chairperson.

### Functions

The Committee on Governance Structures and Functions shall:

- Establish procedures for making recommendations to this charter, as it deems necessary.
- Advise in the determination of annual and long-range budget priorities within the College, with the exception of the budget for student government activities supported by the student government activity fee.
- The President shall present the budget requests for the College to the Committee at least two weeks prior to their submission to the University. Before preparation of budget requests he shall solicit the recommendations of the Committee.

Elect two of its faculty/staff members to serve with administrative officers designated by the President, on a committee to review grant proposals, and consider grant policy. The status of grants at the College shall be reported periodically to the Committee.

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  - The President of the College or designee;
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  - Four members of the College Personnel and Budget Committee, elected by and from that group;
  - Three Senators elected by and from the Faculty/Staff Caucus;
  - Three persons, who shall not be Senators, elected by and from the faculty/staff electorate at large;
- Three Senators elected by and from the Student Caucus;
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  - Four members of the College Personnel and Budget Committee, elected by and from that group;
  - Three Senators elected by and from the Faculty/Staff Caucus;
  - Three persons, who shall not be Senators, elected by and from the faculty/staff electorate at large;
- Three Senators elected by and from the Student Caucus;
- Two persons, who shall not be Senators, elected by the Student Caucus from the student electorate at large.

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Elect two of its faculty/staff members to serve with administrative officers designated by the President, on a committee to review grant proposals, and consider grant policy. The status of grants at the College shall be reported periodically to the Committee.

The Committee shall report to the Senate at least once a semester.
(2) Structure
The Committee shall consist of:
The Campus Planner;
The Dean of Administration, or designee;
A representative of the collective bargaining agent for the faculty;
Three Senators elected by and from the Faculty/Staff Caucus;
Three Senators elected by and from the Student Caucus.

f. COMMITTEE ON ACADEMIC STANDING
(1) Function
The Committee shall:
(a) Formulate policy regarding maintenance of matriculation, academic index, grading structure, attendance, satisfaction of requirements for degrees, advanced standing, and student appeals with regard to these and related matters.
(b) Take final action on student appeals enumerated in Section (1)(a) above.
(c) Submit a monthly oral report, through its Chairperson, and distribute minutes of its meetings throughout the College.

(2) Structure
(a) The Committee shall elect its officers from among its membership, except that the Registrar, or designee, shall serve as Executive Secretary.
(b) The voting members of the Committee are:
The Dean of Academic Affairs, or designee;
The Dean of Evening and Continuing Education, or designee;
One representative elected from each instructional department;
Four Senators elected by and from the Faculty/Staff Caucus;
Six students elected by the Student Caucus, with a minimum of three students who shall be Senators.
(c) Nonvoting members of the Committee are:
The Registrar, or designee;
The Full Deans, or designees.

} COMMITTEE ON CURRICULUM
(1) Function
The Committee on Curriculum shall:
(a) Establish and evaluate curricular requirements for the degrees awarded by the faculty.
(b) Evaluate and approve new courses or modifications of present courses in the curriculum.
(c) Approve new curricula or programs to be offered by the College.

(2) Structure
(a) The voting members of the Committee are:
The Dean of Academic Affairs, or designee;
The Dean of Evening and Continuing Education, or designee;
One representative elected by each instructional department;
Four Senators elected by and from the Faculty/Staff Caucus;
Six students elected by the Student Caucus, with a minimum of three students who shall be Senators.

h. COMMITTEE ON INSTRUCTION
(1) Function
The Committee on Instruction shall:
(a) Engage in a continuous examination of developments in all aspects of the instructional process and publicize such developments throughout the College.
(b) Formulate and recommend to the Senate policy with regard to student evaluation of instruction.
(c) Have responsibility and authority to implement student evaluation of instruction based on policy adopted by the Senate. Such evaluations of instruction are to be used by departmental and College-wide committees and College officers responsible for the evaluation of instructional staff.
(d) Evaluate policy and procedures with regard to student evaluation of instruction and report its findings to the Senate at least once a semester.
(e) Examine nonclassroom instructional support activities of the College, and report to the Senate on developments and needs in these areas.

(2) Structure
The members of this Committee are:
The Dean of Academic Affairs, or designee;
The Dean of Evening and Continuing Education, or designee;
One representative elected by each instructional department;
One person from the faculty and staff, elected by the collective bargaining agent for the faculty;
Seven students elected by the Student Caucus, with a maximum of two student Senators.

i. COMMITTEE ON COMMUNITY PROJECTS AND SPECIAL EVENTS
(1) Functions
The Committee on Community Projects and Special Events shall:
(a) Advise and suggest policy to the Senate regarding the involvement of the College in community projects, excluding educational projects originating in the Office of Continuing Education and special events.
(b) Submit a formal report to the Senate at least once a semester.
(c) Serve as liaison between the Senate and appropriate committees of student government.
(2) **Structure**
The members of the Committee are:
The Chairperson of the Student Caucus;
The Coordinator of Student Activities;
The Dean of Students, or designee;
The College Relations Officer;
Three members of the faculty and staff elected by the Faculty/Staff Caucus;
Six students elected by the Student Caucus—two each from the Day Session, Evening Session, and Nursing student bodies.

**ADVISORY COMMITTEE ON DEANS AND DIRECTORS**

**(1) Functions**
The Advisory Committee on Deans and Directors shall:
(a) Consult and participate with the President on the appointment and reappointment of persons holding Deans and Directors series titles.
(b) Prepare an annual confidential report regarding the effectiveness of each Dean’s and Director’s office.
(c) Transmit such reports no later than March 15 of each year to the President.

**(2) Structure**
The Committee shall consist of the chairpersons of the Faculty/Staff and Student Caucuses and of each standing committee of the Senate. Should such a chairperson be a dean, then the committee of which he is a chairperson must elect a person who is not a dean from among its members to serve on the Committee.

**COMMITTEE ON STUDENT ACTIVITIES**

**(1) Functions**
The Committee on Student Activities shall:
(a) Develop, review, and approve policies and procedures for cocurricular activities, such as student government, publications, clubs, student sponsored activities, house-plans, and varsity and intramural sports programs.
(b) Serve as the agency through which the faculty and student body at the College shall share equally the responsibility and power to establish and enforce detailed rules of conduct and regulations in conformity with general requirements of Article 15 of the Board of Higher Education Bylaws.
(c) Authorize use of the name of the College by student groups.
(d) Report its actions to the Student Associations’ Executive Board.
(e) Submit a written report to the College Senate at the end of each semester.

**II. Ombudsman of the College**

**A. ELECTION AND RATIFICATION**
The Senate shall nominate and elect an Ombudsman from among the full-time tenured teaching faculty. The individual elected must be approved by the President.
In this election each student vote will be weighted as 2, and each nonstudent vote will be weighted as 1. The President shall have no vote.
B. INTENT
The Ombudsman is intended to serve the College as an exceptional channel of redress for use only when the normal administrative channels do not adequately respond.

C. RESPONSIBILITIES AND POWERS
The Ombudsman shall:
1. Receive and investigate any student complaints alleging unfairness, discourtesy, undue delay, or other malfunctioning in the processes of the College, and shall investigate to determine the validity of the complaint.
2. Attempt to resolve the problems.
3. Make a report of his activities to the President at least once a semester.
4. Work in confidence in regard to student complaints. However, with the approval of the student or students involved, he may forward his report and recommendations on any matter to the President and College community.
5. Have access to all pertinent records; have the right to make inquiries of any member of the College community and to receive full and complete answers.

D. TERM OF OFFICE
The term of the office of the Ombudsman shall be two years.

III. Departmental Organization and Affairs

A. All full-time members of the instructional staff appointed in a department, including College Laboratory Technicians, shall have the right to vote on all departmental matters—including the election of all elected departmental committees, college committee representatives, and heads of department, except where departmental chairmen are currently appointed. When the College Laboratory Technicians in a department exceed 15% of the total members of a department their vote shall be limited to 15% of the departmental vote, that 15% to be divided proportionately among the College Laboratory Technicians.

B. All adjunct instructional staff members appointed in a department shall have the privilege of the floor, and the right to participate, without vote, in all discussions at department meetings.

C. There shall be five members on the departmental personnel and budget committee of each department. Departments with more than forty full-time members shall have one additional committee member for each fifteen professional members above forty. The maximum membership of any such committee shall be nine.

D. At the discretion of each department, and to the extent determined by the department, there may be student participation in departmental committees, except the departmental personnel and budget committee. Also at the department's discretion, and to the extent determined by the department, students may participate in departmental meetings with voice, but without vote.

E. STUDENT PARTICIPATION SELECTION COMMITTEE
1. The Student Participation Selection Committee shall accept applications from qualified students, and annually elect, for one-year terms, through joint action with the department concerned, the students who shall participate with that department in its affairs. No student may be selected to serve with more than one department. A student may be selected to serve an additional year provided he maintains all eligibility criteria stated in Section 3 below.

The Committee, in conjunction with the department, shall fill vacancies if and when they occur or select additional students as the need arises.

2. Structure—The Committee shall consist of three student members—one each representing Day, Evening and Nursing students—and a nonvoting faculty adviser. The three students shall be selected annually by the Student Caucus and shall have the same qualifications as Senators. The faculty adviser shall be selected annually by the Faculty/Staff Caucus.

3. Students who participate in departmental affairs must have completed at least two college-credit-level courses in the department on which they serve, have completed at least 12 credits in this College, and maintain a minimum cumulative index of 2.00. No student can serve in more than one department at the same time.

IV. The College Personnel and Budget Committee and the Student Advisory Committee on Personnel Matters

A. THE COLLEGE PERSONNEL AND BUDGET COMMITTEE
1. Functions
a. The College Personnel and Budget Committee shall make recommendations to the President with regard to the instructional staff of the College concerning appointments, reappointments, tenure, leaves of absence, sabbaticals, promotions, salary adjustments, and appeals of actions on these matters.

b. The Committee shall adopt and make known to the College community its procedures and calendar.
THE STUDENT

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j PERSONNEL

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 Committee shall also be available to the College Personnel and Budget Committee, or any of its subcommittees, should they request consultation.

Structure

The Committee shall consist of the Associate Dean of Academic Affairs and the Dean of Evening and Continuing Education, and three full professors who are not members of the College P & B Committee, elected by the College P & B Committee.

VI. Plenary Meetings of the Faculty and Staff, and Plenary Meetings of the Student Body

A. Plenary meetings of the faculty and staff, or any part of them, may be convened in one of the following ways:

1. by the President of the College;
2. by the Chairperson of the Senate;
3. by the Chairperson of the Faculty/Staff Caucus;
4. by majority vote of the Senate Executive Committee;
5. by majority vote of the Senate;
6. by petition of 10% of the faculty and staff, one-half of which number shall be holders of full-time lines, to one of the persons or bodies named in the foregoing paragraphs of this section, which persons or bodies shall be obliged to act on receipt of the petition.

Plenary meetings of the student body, or any part of it, may be convened in one of the following ways:

1. by the President of the College;
2. by the Chairperson of the Senate;
3. by the Chairperson of the Student Caucus;
4. by majority vote of the Senate Executive Committee;
5. by majority vote of the Senate;
6. through additional procedures mutually agreed upon by the governments of the Day Student Body, the Evening Student Body, and the Nursing Student Body.

B. The Committee shall be composed of the President of the College, the Dean of Academic Affairs, and chairmen of all instructional departments. The President of the College shall preside, and in his absence, the Dean of Academic Affairs. All other Full Deans of the College shall be members without vote.

C. Plenary meetings shall be held as soon as practicable after the call for the meeting or the receipt of a petition. The notice and agenda for the meeting shall be sent to each member of the faculty and staff, or each student, as the case may be.

D. A quorum for faculty and staff meetings shall consist of one-third of the faculty and staff, or relevant portion thereof, provided that at least two-thirds of those present shall be holders of full-time lines.

E. A quorum for student meetings shall consist of 10% of the student body, or relevant portion thereof. Any additional quorum requirements shall be established through mutual agreement among the governments of the Day Student Body, the Evening Student Body, and the Nursing Student Body.

F. Plenary meetings of faculty and staff shall be chaired by the Chairperson of the Senate, or designee.

G. Plenary meetings of students shall be chaired by whichever student officer shall be mutually agreed upon among the governments of the Day Student Body, the Evening Student Body, and the Nursing Student Body.

H. Plenary meetings provided for herein shall be empowered to make recommendations to the Senate on any matter within the Senate's jurisdiction. Such recommendations shall be considered by the Senate as matters of high priority on the agenda of the meeting which follows immediately upon the receipt of the recommendations by the Secretary of the Senate. It shall be the duty of the Secretary and of the Senate Executive Committee to arrange for prompt consideration of such recommendations after they are received by the Secretary.

VI. Amendment of this Charter

Amendment of this Charter may be prepared by the Committee on Governance Structures and Functions, and upon a majority vote of approval by the Senate submitted to referendum. In order for such referendum to be valid, at least 30% of each Senate caucus constituency must participate. Amendments so ratified must be approved by the Board of Higher Education in order to be valid. Should a referendum fail to obtain the participation of 30% of each Senate caucus constituency, it shall be submitted to the respective Senate caucuses where, if it achieves a two-thirds vote of the membership of each caucus, it shall be considered valid for submission to the Board of Higher Education.
FACULTY

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BRONX COMMUNITY COLLEGE
AND THE COMMUNITY

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

The Friends of Public Education of the Bronx, the Bronx Chamber of Commerce, the Bronx Board of Trade, the Bronx Council on the Arts, Rotary, Lions, Kiwanis, the Grand Street Boys’ Association and the Soroptomist Club have supported the College’s need for expanded facilities and scholarships. The College, in its turn, seeks opportunities to participate in and serve the community wherever it can, culturally and educationally, through civic organizations like the Bronx Borough President’s Planning Board, the Association of Bronx Community Organizations, and the Bronx Council on the Arts, and through cultural programs, the Bronx Community College Lecture Series, and the Bronx Community and College Orchestra Concert Series.

Speakers’ Bureau
Bronx Community College maintains a Speakers’ Bureau for the benefit of organizations in the community. The Bureau supplies qualified speakers from the College faculty on a variety of subjects. For information on subjects and honoraria, contact the Director of the Bureau at the College.
CULTURAL PROGRAMS

A diversified program of cultural activities is offered by the Office of Special Events as a supplement to the educational program of the College, as well as a service to residents of the community. The Office of Cultural Affairs merges the efforts of College, community, and professional artists into a balanced annual program.

Perspectives Programs include lectures in the fields of science, humanities, and the social sciences, and special seminars in contemporary subject matter not covered in the regular curriculum.

Professional Performing Arts span orchestral and choral concerts, opera, ballet, modern or ethnic dance, jazz and folk music. Dramatic events are produced by both campus groups and professional theatre companies.

Weekly film screenings of major motion pictures and documentaries serve entertainment and co-curricular purposes. Major visual arts exhibits are held semiannually for painting, sculpture, graphics, and photography.

Special effort is made to bring a variety of outstanding artists and lecturers to the campus. These have included Jose Greco, Hal Holbrook, Duke Ellington, the Joffrey Ballet, the Metropolitan Opera Studio, and Les Ballets Africains.

Bronx Community and College Symphony
The Bronx Community and College Symphony Orchestra is composed of students, faculty members and members of the community. Since its inception in 1964, under the direction of Professor Louis F. Simon, the orchestra has become a major force in the cultural life of the Bronx, having already established a reputation for performing far above the norm.

Bronx Community and College Choir
The Bronx Community and College Choir includes BCC students and interested singers of the community. Under the direction of Professor John C. Hamell, the choir presents three major concerts a year at the College, and also performs in the greater metropolitan area.
Directions to the College:

IRT Jerome-Woodlawn #4 train to Burnside Ave. or 183rd St.
IND Sixth Ave. "D" train 10 183rd St.
#38 University Ave. bus to 181st St.
#40 Tremont Ave. Crosstown or #36 180th St. Crosstown to University Ave.

#13 Fordham Road Crosstown stops at University Ave. where it connects with the #38.

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