LaGuardia Community College • The City University of New York
LaGuardia’s Enhanced Semester

LaGuardia’s unique academic calendar consists of two “enhanced” 18-week semesters. Each semester has two sessions: a 12-week session and a 6-week session. Each session is followed by an exam period.

This structure provides students greater flexibility and choice in designing their programs. It also maximizes the number of credits they can earn each semester, giving students the option of earning their Associate’s Degree on an accelerated schedule. It is highly recommended that students attend both the 12-week and the 6-week sessions.

In order to attend classes offered during the 6-week term, degree students on financial aid must register for those classes during the 12-week registration period.

Below is a chart illustrating both the Fall and Spring semesters, including dates for each session, as well as when final exams occur.

### 2004 Fall Semester

<table>
<thead>
<tr>
<th>Session One</th>
<th>Begins September 8 and ends December 12</th>
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<tbody>
<tr>
<td>Exam Period</td>
<td>Begins December 13 and ends December 19</td>
</tr>
</tbody>
</table>

**Intersession**

<table>
<thead>
<tr>
<th>Session Two</th>
<th>Begins January 5 and ends February 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam Period</td>
<td>Begins February 19 and ends February 28</td>
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</tbody>
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### 2005 Spring Semester

<table>
<thead>
<tr>
<th>Session One</th>
<th>Begins March 11 and ends June 13</th>
</tr>
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<tbody>
<tr>
<td>Exam Period</td>
<td>Begins June 15 and ends June 21</td>
</tr>
</tbody>
</table>

**Intersession**

<table>
<thead>
<tr>
<th>Session Two</th>
<th>Begins June 27 and ends August 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam Period</td>
<td>Begins August 10 and ends August 16</td>
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</table>
LaGuardia Community College stands as an example of the power of ordinary individuals to make extraordinary things happen.

Every college has something special to brag about. For LaGuardia Community College, it is the quality of our faculty and staff, and the diversity of our students. So many students come from so many different places to study together (over 140 different countries at last count) that we call ourselves The World’s Community College. Being The World’s Community College is not just a statement about who we are, it’s a statement about who we aspire to be. Our goal is to educate leaders for a global workforce and a global citizenry. That means education at LaGuardia Community College must maintain the highest quality.

LaGuardia Community College is the best place to think globally and act locally. Whether it is in creating a piece of software or writing a play, understanding how to do calculus or understanding how to do physical therapy, students at LaGuardia Community College bring a world’s perspective to their studies.

LaGuardia Community College is the doorway through which students pass to many more achievements. Whether students use their research experience in National Science Foundation labs to become scientists, their co-op internship in accounting to secure a great job while they complete their CPA, their musical experience to compose great jazz, or their work with a local high tech industry to become an entrepreneur, LaGuardia graduates are well prepared to face the challenges of our complex world.

We hope for more from our students than achievement in the world of scholars and business, however. We intend to provide experiences for our students to continue to grow as human beings, whether that means enrolling their children in our day care center, or providing community service activities through the social organizations in Queens. LaGuardia Community College students enter the world prepared for life.

The best part of LaGuardia Community College is you – our next student! As we build a great institution, we welcome great students who will challenge the faculty and staff. We use our outstanding alumni to inspire the next generation of students. We welcome immigrant students to use the College as a gateway to their family and friends so that they, too, can succeed in life. We welcome the returning adult student who never thought college was for them, as well as the student just graduating from high school. Together, the rich mix of people, ideas and projects makes LaGuardia Community College outstanding. We welcome you to the campus.

Sincerely,
Dr. Gail O. Mellow
President
LaGuardia Community College of the City University of New York is named for Fiorello H. LaGuardia, New York City’s New Deal mayor, who united and inspired a city of immigrants. Located at a transit hub that links Queens, the most ethnically diverse borough, with the world center of finance, commerce and the arts, the college provides access to higher education and serves New Yorkers of all backgrounds, ages and means. LaGuardia Community College is committed to:

- Offering career, as well as liberal arts and science curricula, developmental education and transfer preparation, cooperative education internships, continuing education classes, and training programs serving individuals, businesses and public agencies;

- Responding creatively to changes in student population, technology, and the global economy;

- Providing extensive support services and opportunities for the needs of a highly diverse student population;

- Upholding high standards through a focus on program assessment and innovative approaches to teaching and learning;

- Maintaining a dedicated, highly qualified faculty and staff;

- Preparing students to become full participants in the economic and civic life of the city, the nation, and the world;

  Cultivating partnerships with business, community groups, government, and public schools to enhance the economic, social, cultural, and educational development of Western Queens and New York City.

* * * *

LaGuardia Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.
Conveniently located in Queens, New York City’s most rapidly growing and ethnically diverse borough, LaGuardia Community College is also just minutes away from Manhattan and Brooklyn by subway and bus.

LaGuardia is 1 of 13 national Institutions of Excellence designated by the Policy Center on The First Year of College. Other recognized colleges include West Point, Texas A&M and Purdue University. Only 1 other community college in the country received this distinction.

According to a 2003 national survey, LaGuardia is one of the top three large community colleges in the country.

LaGuardia offers:
- 30 Degree Programs and 2 Certificate Programs
- A nationally renowned Internship Program
- Distinguished faculty
- An Honors Program
- Evening and Weekend classes
- Free Tutoring Labs
- Small class size
- Academic, Career and Personal Counseling
- Faculty, staff and student mentors
- Strong support to help ensure student success
- Exchange and Transfer Programs with Columbia University, Barnard and Vassar Colleges.

LaGuardia vs. Senior (4-year) Colleges
- Many of our degree programs are designed for immediate job placement after graduation.
- By attending LaGuardia for the first 2 years of their Bachelor’s Degree, students can save up to $50,000+ in senior college tuition.
- Our graduates transfer to private and public senior colleges at a significantly higher rate than the national average.
- Recent graduates have transferred to some of the country’s most elite institutions, including Yale, Columbia, Cornell, Barnard, Vassar and Mt. Holyoke.
- Our Transfer Services Center is available to help students research and decide on their best career and education path after LaGuardia.
Internships
Our internship program provides students with opportunities to learn through practical experiences in the workplace. Internships allow you to:

- Explore career options and gain work experience in your desired career field. You’ll make contacts and learn from people who currently work and are successful in those industries.
- Apply classroom learning in real world situations—reinforcing new information at the same time you’re learning it.
- Practice and strengthen your interpersonal and technical skills.

Tuition
As part of The City University of New York, LaGuardia has the lowest college tuition in New York City.

- Interested students can sign up for a monthly payment plan.
- 50% of our students qualify for Financial Aid.
- Students can pay via check, money order, cash (do not mail), Mastercard, and Visa.

We encourage prospective students to meet with our Office of Student Financial Services to discuss their financial needs when filing an Admission application to LaGuardia.

Admission
Applicants who have a high school diploma, General Equivalency Diploma (GED), or foreign secondary education credentials equivalent to a U.S. high school diploma are eligible for admission to LaGuardia. The SATs are not required. However, if you’ve already taken them, your scores may exempt you from LaGuardia’s placement tests, which are given after you’ve been admitted to the college.

Honors Program
Our Honors Program for highly motivated students includes Student Exchange and Transfer Programs with Columbia University, Barnard and Vassar Colleges, Study Abroad opportunities, the Phi Theta Kappa Honor Society, the Alpha Beta Gamma Business Honor Society, and the Dean’s List.

Leadership & Diversity Program
Open to all students, this program shapes our future leaders through community service activities, organizational leadership sessions and skills development workshops. Students develop leadership skills and participate in situational challenges, while embracing and capitalizing on cultural diversity of our community.

Technology & E-Portfolio
Learning to feel comfortable and work effectively with technology is an important part of LaGuardia’s first year curriculum. Many students are getting involved with LaGuardia’s exciting E-portfolio project, where they learn to create their own digital/online resumes and showcase their interests and accomplishments to faculty, family, friends, senior colleges and future employers.

Your Transition to College
LaGuardia’s award-winning First Year Experience orients new students to college life and the support services that help them set personal, educational, and career goals.

For entering students with basic skills needs in math, reading or writing, the college has several options including: an intensive Pre-Freshman “Quick Start” program, Intra-semester workshops, and non-credit Basic Skills classes during the academic year.

Our student body hails from 150 countries and speaks more than 80 languages. We are the future of America. At LaGuardia, you’ll meet people from your own background as well as people from countries you may have only read about before.
Admission,
Tuition and
Financial Aid

◆ Pre-Admission Counseling
The Admissions Office of LaGuardia Community College encourages prospective students to meet with an Admissions Counselor regarding their higher education goals. The counselor will help students examine their objectives, evaluate the requirements of the programs offered at LaGuardia, and discuss career opportunities. Students may receive individual counseling by calling (718) 482-7206. The Admissions Office is located in the Main Building, M-147. The Pre-Admissions Chat-room has been designed for those prospective students who would like the opportunity to discuss their educational and career goals with an Admissions Counselor, but are unable to come into the college. Prospective students are able to speak with a counselor by visiting http://www.laguardia.cuny.edu/admchat/rooms/login.asp. Upon entering an Admissions Chat-room, a Pre-Admissions Counselor will be available to address any concerns and/or answer any questions you might have about the admissions process.

◆ How to Apply
Students may apply as a freshmen, transfer or non-degree status. When students apply, they choose which program they want to enter. Most majors offer both a day and an extended day (evening and Saturday) program. All applicants admitted as day students will participate in the college’s career internship requirement. In general, the career internship requirement is optional for most extended day students. Once registered, students cannot change their day or extended day status. However, regardless of students’ day or extended day program, they can register to take classes at any time.

Where to Request an Application
Freshmen and transfer students may apply on-line by visiting: http://www.applyto.uapc.cuny.edu
Undergraduate freshman and transfer application
Admissions Office
LaGuardia Community College
31-10 Thomson Avenue, M-147
Long Island City, New York 11101
(718) 482-5935
Admissions@laguardia.cuny.edu

CUNY Office of Admissions Services
1114 Avenue of the Americas, 15th Floor
New York, New York 10036
(212) 997-CUNY
www.cuny.edu

Non-degree application
www.laguardia.cuny.edu/admissions/applynondegree/
Admissions Office
LaGuardia Community College
31-10 Thomson Avenue
Long Island City, New York 11101

Applications
Admission to LaGuardia is open to individuals with a high school or General Equivalency Diploma (GED) diploma. In addition to the application form applicants must submit all secondary school transcripts and/or score reports for the GED diploma and any previous college transcripts.

Undergraduate freshman applications
Students who have never attended a college, university, or postsecondary institution since graduating from high school or receiving its equivalent (a GED) should file a freshman application. Applicants must submit a high school diploma and transcript or their equivalent, a GED and scores.

Neither a high school certificate nor an I.E.P. diploma is acceptable. Applicants who earned a United States Armed Forces Institute Diploma must submit proof of having earned a minimum score of 225 on the GED examinations.

Current high school seniors in New York City public schools and in some parochial schools should contact their high school college advisor to receive a personalized City University of New York (CUNY) application. All others can acquire applications at the locations listed above.

The application fee is $50.00.

Undergraduate transfer application for admission
Students who have attended a college, university or postsecondary institution, either in the U.S. or outside the U.S., since graduating from high school or receiving a GED should file a transfer application.
Applicants must submit a high school transcript and diploma or GED and scores and an official college transcript from each college attended. To be eligible for advanced standing, students should have been matriculated with good academic standing at their home college. In addition, they are required to meet CUNY standards of retention as a condition for admissions.

The application fee is $50.00.

Non-degree application for admission
This application is used for both freshman and transfer students, who are applying to LaGuardia as a non-degree student. A non-degree student is defined as a student who enrolls for individual courses but is not enrolled in a specific curriculum or major. The student is not working toward a degree.

Applicants who wish non-degree status should apply directly to the Admissions Office at LaGuardia Community College, room M-147, or www.laguardia.cuny.edu/Admissions/applying.asp

This application should not be sent to the CUNY Application Processing Center. Applications must be completed by the deadline, check with the Admissions Office for dates. Non-degree registration is on a space available basis each semester. Non-degree students must have a minimum of a high school diploma or equivalent (GED and scores) and are not eligible for financial aid.

The application fee is $40.00.

Students should only complete one of the three available applications. Students are responsible for filing the correct application. Failure to file the correct application will result in a delay in processing for admission and additional fees. Be certain to read the instructions carefully and submit all necessary documentation. Students educated outside the U.S. should refer to CUNY’s “Information for International Undergraduate Applicants” for further application instructions.

Immunization
The State of New York requires all students born on or after January 1, 1957, to present proof of immunity against measles, mumps, and rubella (MMR). Acceptable proof of immunization must include two doses of measles vaccine and one dose of mumps and rubella vaccine. All students, both degree and non-degree, who register for six or more tuition units must comply with this law. Additionally, all colleges are required to distribute information about meningococcal meningitis and vaccination to all students enrolled regardless of age. Students are required to submit a signed response form (Meningitis Response Form) to demonstrate receipt of meningococcal disease and vaccine information or a record of the immunization within the past 10 years.

Students who are not in compliance with the all immunization requirements will be excluded from classes and given an administrative withdrawal grade for all classes. Free measles, mumps and rubella immunization clinics through the Health Services Office are offered periodically throughout the year to accommodate the students' obligations. Further information is available from the Admissions Office, M-147, the Health Services Office, MB-40, and the New York City Department of Health.

University Testing Policies and Procedures
As part of the admissions process at LaGuardia, students are required to demonstrate their competence in Reading, Writing and Mathematics.

In Reading and Writing, students can do this four ways:
1. Have earned a bachelor’s degree from an accredited institution;
2. National tests: students who score above 480 on the SAT Verbal portion or above 19 on the ACT Verbal portion demonstrate competence in reading and writing.
3. New York State Regents examinations in English: students who achieve a grade of 75 or better demonstrate competence in reading and writing.
4. CUNY Basic Skills Test in Reading and Writing: students who do not offer appropriate scores on the SAT, ACT or New York State Regents in English are scheduled to take the University’s Basic Skills Tests.

The CUNY/ACT Basic Skills Tests in Reading and Writing have three parts:
1. An untimed computer-based Reading Skills test;
2. A 60-minute Writing Sample, an essay.

In Mathematics, students can do this four ways:
1. Have earned a valid bachelor’s degree from an accredited institution;
2. National tests: students who score above 480 on the SAT Mathematics portion demonstrate competence.
3. Earn a grade of 75 or more on the New York State Regents examination in Sequential Math 2 or 3 or Math A.
4. Take the untimed CUNY Skills Assessment Program Math Test and score a 27 or better on the first two parts.

Students who do not demonstrate competence in these areas are placed in appropriate Reading, Writing, ESL or Math classes based on the results of the CUNY/ACT Assessment Tests. At the end of the sequence of remedial courses in Reading, Writing and Mathematics, students are given an opportunity to take the tests again to demonstrate their competence. Students must pass the CUNY/ACT test in Writing to be certified for graduation. Students are urged to pass all three tests or demonstrate competence in all three areas in any of the above ways in order to be able to transfer to any of the CUNY senior colleges.

Students admitted from foreign language universities with a bachelor’s degree and exempt from testing may still be required to take the Reading and Writing tests for purposes of placement. Placement in remedial or development courses as a result of these tests will be considered part of the student’s graduation requirements.

The college and the university will communicate to all students what, if any, tests are required for placement. All students must pass or provide appropriate documentation of exemption or of tests scores. Failure to do so will delay admission and registration for classes. Students may not test more than once in any Fall or Spring admissions cycle.

University Proficiency Examination (The CPE)
The CUNY Proficiency Exam requires students to demonstrate their competence in aspects of academic literacy that the CUNY faculty considers important for success in upper-division studies. All LaGuardia students admitted in Fall 1999 or after are required to take and pass it before they can graduate. Starting in September 2003, students who enrolled in CUNY prior to Fall 1999 will also be subject to the CPE requirement. Students with a previously earned bachelor’s degree from an accredited institution are exempt. The test is offered to students in the semester in which they have registered for their 45th credit and thereafter as required.

Students are allowed three attempts to pass the CPE. Students are required to take the test for the first time in the semester in which they have registered for their 45th credit.

The CPE tests skills you will develop through your coursework: reading and interpreting texts; organizing and presenting your ideas and connecting them to other ideas and concepts; writing clearly and effectively; interpreting and evaluating materials in graphs and charts.

The exam consists of two tasks:
Task 1: Analytical Reading and Writing (2 hours). You will be asked to write a focused comprehensive analysis essay drawing on a long reading you have been given prior to the test and a shorter reading you will be given the day of the test.
Task 2: Analyzing and Integrating Material from Graphs and Text (1 hour). You will be given a set of materials that includes two graphs or charts and a short reading text. You will then be asked to state the main claims of the reading, and discuss how the charts or graphs do or do not support that text.

Detailed information about the test, previous versions for review and information about how to prepare for it are available in the college’s Testing Office.

Advanced Standing through Prior Learning Assessment

Evaluation of Prior College-level Learning

LaGuardia offers many opportunities for students to obtain academic credit for courses, credentials, and life experience. Students may earn up to 30 credits toward their LaGuardia degree.

Transfer Credits and Transcript Evaluation:

Transfer credits are awarded for courses that are comparable to those offered at LaGuardia. Transfer credits are based on the prior coursework and academic progress as a condition of financial aid. Repeated courses do not support that text.

LaGuardia offers many opportunities for students to obtain academic credit for courses, credentials, and life experience. Students may earn up to 30 credits toward their LaGuardia degree.

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

Transfer credits in health education: Transfer credit may be granted for coursework in health education taken at other institutions of higher education. The Natural and Applied Sciences Department will be responsible for approving transfer credits in health education.

Transfer credits in mathematics: Transfer credit will be awarded for the equivalent of statistics, pre-calculus or better provided the student has met LaGuardia’s passing standard on the math skills assessment test. Those students with a math skills assessment test score below our minimum standard will be required to take remedial courses in order to receive transfer credit for their prior math courses unless a waiver of the remedial course is granted by the Mathematics Department. Currently, our passing standard is 30.

Transfer and the New Student Seminar (formerly called Freshmen Seminar): The New Student Seminar provides an orientation to LaGuardia, a forum for academic planning and advisement, and teaches skills imperative to academic success. All students are required to complete the New Student Seminar during their first semester at LaGuardia. Transfer credit will not be awarded for another school’s orientation course.

Transfer credits in religious studies: Transfer credit may be granted for theological or religious courses where those courses come under the heading of philosophy. The chairperson of the Humanities Department shall make this decision.

Transfer credits in remediation: Transfer credit will not be granted for any remedial, developmental level, or ESL courses previously taken at another college. Based on test results, LaGuardia may require students to retake basic skills courses passed elsewhere. Missing or failing skills assessment test scores could delay or prevent you from receiving a complete evaluation. This is why it is imperative for all students, including transfer students, to take the ACT placement exams, or if the student is transferring from another unit of CUNY, to submit passing placement test scores or re-test at the time of admission to LaGuardia. See the Test Policy section to determine if you meet any of the requirements for exemption.

If you have any questions about your transfer credit evaluation, please visit room M-149 or call (718) 482-6103.

Standardized Examinations:

The College offers a variety of ways to obtain credits through standardized examinations.

The College Board: LaGuardia is a member institution of the College Entrance Examination Board participating in both the Advanced Placement and CLEP programs.

Advanced Placement: Students presenting scores of 3 or above will receive appropriate credit. To be awarded credit an official score report must be sent to LaGuardia Community College, Office of Admissions.

College Level Examination Program: Credit is granted at the discretion of individual academic departments in conjunction with the Transfer Credit Office. Check with the Transfer Credit Office, M-149, or call (718) 482-6103 prior to registering for an exam for more information or to obtain a brochure. To be awarded credit, the student must be matriculated, earn a score deemed passing by the American Council on Education, and have an official score report sent to LaGuardia Community College (code 2246).

Evaluation of Noncollegiate Educational Programs (pre-evaluated training, credentials, certificates, and licenses):

Credit may be granted for formal courses and educational programs sponsored by non-collegiate organizations such as work related courses and formal military training recognized by the National Program on Noncollegiate Sponsored Instruction (PONSI). For details on what is available, you can visit www.nationalpnsi.org.
Exemption Credit:
Exemption credit from any course offered at LaGuardia may be granted on the basis of an examination or a project equivalent to the final requirement of the course. Equivalencies are determined by the faculty of the appropriate department and must be approved by the chairperson. To receive credit by exemption, the student should apply to the appropriate chairperson or designee.

The maximum number of exemption credits that can be counted towards a LaGuardia degree is 10. These 10 exemption credits may be applied toward LaGuardia’s 30-credit residency requirement for a degree; a maximum of 6 credits may be applied toward a certificate.

Veteran’s credit for military service:
Veteran’s enrolled in degree programs (matriculated) who have been honorably discharged from the United States Military may qualify for unrestricted elective credit. The veteran must have been in active service for more than 90 days and must have completed at least one semester at LaGuardia Community College with a cumulative GPA of 2.00 or higher. Unrestricted elective credits will be awarded based on length of active service according to the following scale:

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<thead>
<tr>
<th>Length of Service</th>
<th>Credits Awarded</th>
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<tbody>
<tr>
<td>less than 3 months</td>
<td>none</td>
</tr>
<tr>
<td>3 months through 12 months</td>
<td>2</td>
</tr>
<tr>
<td>12 months through 24 months</td>
<td>4</td>
</tr>
<tr>
<td>25 months or more</td>
<td>6</td>
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Veterans who qualify under the above mentioned guidelines should present Form DD214 to the Registrar’s Office, E-242, for review.

♦ Special Learning Opportunities

LaGuardia offers a number of special learning opportunities to students prior to starting college, during their college careers as well as during the summer.

Prior to College

Opening Sessions for New Students
All incoming students are invited to be part of the Opening Sessions learning experience. During this day long event, students are engaged in presentations, a variety of workshops and a tour of the college. Each Opening Sessions has a Freshman Theme with common readings from articles and a required book used in their first semester. Students will have a chance to meet with faculty and fellow students through group discussions.

University Summer and Winter Immersion Programs (USIP / UWIP)
The immersion programs are designed for newly admitted students prior to their first semester. It provides an opportunity for students to get a headstart on their college experience by taking a basic skills course, receiving tutoring and meeting with counselors. The program offers courses in the areas of English, ESL, Reading and Math. In addition there are also prep, critical thinking and learning strategies classes.

The immersion programs are coordinated by the Office of Academic Collaborative Programs and Services. For further information call (718) 482-5408 or stop by room M-412.

During College

Learning Communities
The college offers several types of Learning Communities throughout the academic year: Freshman Interest Groups (FIGS), New House, and Liberal Arts.

These communities are thematically linked together by faculty who have created the courses. The learner is engaged to make connections across disciplines. Learning communities provide learners with an enriched experience as well as a supportive and friendly environment. The New House and FIGS communities are reserved for new students during their first semester. The Liberal Arts Clusters are for students who have reached the ENG101 level and who will major in the Liberal Arts AA program.

For further information contact the Office of Academic Collaborative Programs and Services at (718) 482-5408 or in room M-412.

Bridges to the Future Program

The Bridges to the Future Program provides opportunities for minority students to gain research experience in science, mathematics or computer science areas. Working closely with faculty mentors, students execute challenging research projects, attend unique research student seminars, and receive specialized counseling and other support services. In addition to research, the program facilitates transfer of community college students to further study in biomedicine and the sciences.

College Discovery Program
The College Discovery Program, available at CUNY’s community colleges, provides eligible students with concentrated and specialized counseling, remedial instruction, tutorial services and financial aid stipends for educational expenses.

In accordance with the state education law and CUNY policies, students are eligible for admission to the College Discovery Program if they meet the following criteria:

They are:
- economically disadvantaged,
- educationally disadvantaged,
- graduated from an approved high school or attained a New York State high school equivalency diploma (GED) or their equivalent,
- did not previously attend a college or university, and
- reside in New York City for at least one year prior to the first day of classes.

Program services include a special new student orientation session, a New Student Seminar section devoted specifically to CD students, individualized counseling as well as specialized CD counseling groups, workshops and tutorials.

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

College Discovery certification is determined by completing financial aid forms: the Free Application for Federal Student Aid (FAFSA) and the Financial Aid Supplemental Information Request (FASIR).

CUNY COPE Program
The College Opportunity to Prepare for Employment, CUNY-COPE Program, is a collaboration between the City University of New York (CUNY) and the City of New York Human Resource Administration (HRA) that provides career/education and support services to CUNY students receiving public assistance.

The goals of CUNY-COPE Program are to see that public assistance recipients graduate from CUNY schools more quickly, that their retention is improved, and that, ultimately, they find employment.

The COPE Program offers a variety of services that help students meet college degree goals and HRA requirements so that they can graduate and get jobs that will lead to long-term economic self-sufficiency.

COPE services include: academic and personal counseling; assistance with registration, career planning and course scheduling; assistance with accessing appropriate childcare and transportation needs, preparing for HRA appointments, meeting workfare requirements;
tutoring; job preparation and job placement; information mailings and seminars.

HRA provides training related expenses (TREs) to COPE Program participants to assist with transportation and child care expenses. In order to remain eligible for TREs, participants must be full-time students, attend college 100% and make satisfactory progress towards their degree.

COPE Program Job Placement Services include: assistance with resume preparation; full or part-time job openings in wide variety of fields (focused and related to career path); interview and career preparation; meeting employers, seminars, workshops, job fairs; individual and group counseling.

A new component of the Program is a provision for job assistance and placement services to students who are not on Public Assistance, but have dependent children, and attend LaGuardia or other CUNY degree programs. For more information, students may visit the COPE Office, MB-13, MB-42, or call (718) 482-5479.

CUNY BA/BS Program

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

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

The Honors Program

The Honors Program is dedicated to providing an enriched educational experience to highly motivated students—day or evening, full- or part-time. The ultimate aim of the program is to equip honors students with the academic abilities and personal confidence needed to succeed in demanding public and private four-year colleges and universities.

Honors students enroll in special sections of regular courses that have small class size, allowing maximum individual attention to each student and more give-and-take between students and instructors. These sections provide additional instruction in reading complex texts, thinking critically, and writing gracefully and analytically. Students are guided in independent research, oral debate, and the creative examination of ideas. The use of primary source material and information literacy and research skills are also emphasized. Each semester, approximately 12 Honors courses are offered in a variety of departments.

Participants in the Honors Program are required to have a GPA of at least 3.20 in 12 or more credits. Entering freshmen with a high school average of B+ (85) or better are also eligible to take Honors courses with permission. Students can participate in the Honors Program in two ways. They can enroll in any of the Honors courses and earn an "Honors" designation on the transcript after completing the course and a "Certificate of Completion" from the President of the College. Or, if they are majoring in Liberal Arts, they can take fuller advantage of the Honors Program by taking 7 Honors courses to graduate with an Honors Degree. Honors students are provided many benefits such as attending special transfer information sessions, visits to four-year colleges, honors receptions, guest lectures, special interlibrary loan privileges, and full use of the Honors House resources. For further information, students should contact the Honors Program Director in the Honors House, MB-46, call (718) 482-5218, or visit the Honors Program web page at: www.laguardia.cuny/honors.

LaGuardia AMP

LaGuardia AMP (Alliance for Minority Participation) is a participating institution of the New York City Alliance (NYC-AMP) program that is sponsored by a grant from the National Science Foundation. The LaGuardia AMP's overall goal is to ensure long-term capacity to produce significantly greater numbers of minority students in science, mathematics and engineering.

Full-time students who are citizens or permanent residents and are black, Hispanic, American Indian, Alaskan native or native Pacific islander are eligible for AMP research assistantships. Students are invited to apply based on academic performance and will be required to take part in an interview as part of the application process.

Financial support is provided for participation in this program. Stipends for students who transfer to a participating CUNY senior college will be continued.

For more information or to request an application, contact the LaGuardia activity coordinator, M-403 or call (718) 482-5412.

NASA's Undergraduate Student Researchers Program

This program is funded by a grant from NASA to increase the presence of under-represented minority students and students with disabilities, who are U.S. citizens in the fields of science, mathematics, engineering, or computer science. Students awarded this prestigious scholarship receive financial support in the form of tuition assistance, stipend, books, and program related student travel (professional conferences and summer research experience).

Through the mentor program, a faculty member provides intensive individual academic counseling to each student. The mentoring involves monitoring each student’s academic progress (they must maintain at least a 3.0 GPA), providing them with academic counseling, exposing them to professional conferences and lectures, identifying and involving them in research activities, enhancing their confidence as scholars, and providing them with strong role models in their areas of concentration, as well as within LaGuardia’s college community.

During the summer, the students are required to participate in a research project. An example of a research experience has been with the Goddard Institute for Space Studies. Students have been engaged in research activities in the investigation of stratospheric aerosols in the atmosphere of Jupiter. They have had to analyze data transmitted from Jupiter by the Voyager spacecraft.

Supplemental Instruction

Supplemental Instruction, a non-remedial peer tutoring program available at the college since 1993, provides free tutoring in high-risk or difficult courses. Courses in biology, human biology, microbiology, calculus, statistics, and accounting have currently been targeted as Supplemental Instruction courses. These courses have a tutor or student leader assigned to them. This student, who has already successfully completed the course, attends all classes and arranges a minimum of three weekly group tutoring sessions. The sessions are designed to help students improve their grades. To date, the average grade of students who have participated in Supplemental Instruction is one-half to one full-letter grade higher than students who do not participate.

When registering for a course or receiving advisement, ask if there is a Supplemental Instruction session being offered. For additional information, please call (718) 482-5637.
Enriched Off-Campus Summer Programs

Exchanges

The Barnard-LaGuardia Intercollegiate Partnership Program is a component of the Hughes Science Pipeline Project at Barnard College aimed at identifying students to study science at Barnard or other senior colleges. Qualified LaGuardia students take part in a five-week co-educational residential program at Barnard. Students take two science courses which are team-taught by Barnard and LaGuardia faculty. Students who successfully complete the summer program are invited to take one science course at Barnard during the academic year.

The Vassar College “Exploring Transfer” Program is a five-week summer program designed to give qualified LaGuardia students the opportunity to explore their transfer opportunities while experiencing education at a four-year residential college. Students enroll in two interdisciplinary courses taught by LaGuardia and Vassar faculty, earning six academic credits. In addition, special transfer counseling is provided, as well as social and recreational activities. All expenses are paid for students. Since 1985 over 200 LaGuardia students have benefited from this award-winning program, going on to continue their education at outstanding colleges like Vassar, Columbia, Yale, Middlebury, New York University, Clark, and Smith.

Study Abroad Program

The Study Abroad Program provides LaGuardia students with an opportunity to earn up to six academic credits during Spring Session II while gaining invaluable experience living in a country and culture different from their own.

Eligible students are invited to apply for study abroad where the City University of New York has summer programs. Most programs offer humanities and social science courses. Countries of destination include, but are not limited to, Denmark, Dominican Republic, Ecuador, England, Germany, Greece, Ireland, Puerto Rico, Senegal, and Spain. It is possible to do internships or clinical fieldwork abroad, depending on the student’s major and upon approval of the internship/clinical fieldwork advisor. Applications for study abroad are due by December 1st. The selection process takes place in January.

In order to apply for participation in the Study Abroad Program, students must:
1. have an overall G.P.A of 3.0 or higher;
2. have completed at least 24 credits;
3. have finished all basic skills requirements;
4. have completed all prerequisites for course/internship/clinical fieldwork to be done overseas;
5. be recommended by a faculty member;
6. go through the selection process.

For further information, students may contact the Director of the Study Abroad Program at (718) 482-5715.

Articulation Agreements

LaGuardia has articulation agreements with over 32 public and private four-year colleges and universities. The Office for Academic Affairs has developed specific agreements that guarantee acceptance of LaGuardia credits when students transfer to these colleges after earning the Associate degree. At the time of printing, the following institutions have joined LaGuardia in articulation partnerships: Adelphi University, LaGuardia/Adelphi University Connection Programs, Antioch College, City College, Clarkson University, Cornell University, Gallaudet University, Hunter College, Hunter-Bellevue Nursing Program, John Jay College of Criminal Justice, Laboratory Institute of Merchandising, LaGuardia/C.W. Post, LIU Transfer Programs, Manhattanville College, Marymount College (Manhattan, Tarrytown), New York City Technical College, New York University, Pratt Institute, Queens College, Shaw University, Springfield College School of Human Services, St. John’s University, St. Joseph’s College, School of Visual Arts, SUNY, College of Technology, SUNY, Health Science Center @ Brooklyn College, SUNY, Institute of Technology, Utica/Rome, SUNY @ Oswego, University of Turabo, Puerto Rico, Vassar, York College.

Tuition and Fees

The Cost of Education

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

The following information will help students calculate the cost of attending LaGuardia Community College. By performing some basic calculations, students can develop their own “student budget.”

Generally, a student budget consists of the direct educational costs of tuition, fees, books and supplies, as well as those costs which are incurred by virtue of attendance, such as transportation and lunch. In addition, all students have costs related to recreation and personal expenses.

Developing a Budget

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

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

Typical Expenses

Following is an estimate of the educational-related expenses students are likely to incur for a twelve-month period. It is possible that during students’ internship semester, their salary may cover some expenses. Most students receive some form of financial assistance to help meet these expenses.

Dependent and certain independent students

Dependent students, those who receive assistance from family or other sources, can expect to pay $3,072 in annual tuition and fees. In addition, the following costs are estimated for the 2004-05 academic year: books and supplies $798, transportation $714, personal and lunch items $1,653, and room and board $2,520.

Independent students

Independent students and dependent students living away from home for 12 months during the 2004-05 academic year can expect the following expenses in addition to $3,072 tuition and fees: books and supplies $798, transportation $714, personal and lunch items $3,422 and room and board $6,971.

Tuition

All fees and tuition charges listed in the college catalog and in any registration material issued by the college are subject to change by action of the university’s Board of Trustees without prior notice. In the event of any increase in the fees or tuition charges, payments already made to the college will be treated as partial payments and notification will be given of the additional amount due and the time and method of payment. Tuition is the sum of monies per term or semester which is required to be paid or satisfied prior to the first day of classes in order for a student to be considered enrolled. Students who do not settle their tuition bill by the established college due date, will have their registration canceled the day after the due date.
In the event of an overpayment, the appropriate amount will be refunded. However, all students seeking refunds must complete a refund application before the refund process can begin. Tuition refund applications are distributed in the Registrar’s Office, E-242. TAP and other refund applications, such as PELL, are distributed at the Bursar’s window, basement of the Main Building.

Tuition Per Semester

Students must pay their tuition and fees or clear their accounts on the day they register. Students’ financial aid may be used to cover all or part of the total amount due.

New York City residency

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

New York City/New York State residents

- Full-time matriculated students (12-18 tuition units): $1400.00/semester
- Part-time matriculated students (fewer than 12 units): $120.00/unit
- Non-degree students: $160.00/unit

Non-state residents, foreign students, and undocumented students

- Full-time and Part-time matriculated students: $190.00/unit
- Non-degree students: $250.00/unit

Senior citizens (minimum age: 60 years old)

(Enrollment on space available basis)

- Tuition: waived
- Student Fee: $70.00

*60+*fewer

<table>
<thead>
<tr>
<th># of excess units</th>
<th>Supplemental Fee</th>
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<tbody>
<tr>
<td>*2 or fewer</td>
<td>$100/semester</td>
</tr>
<tr>
<td>*4 or fewer</td>
<td>$200/semester</td>
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<tr>
<td>*6 or fewer</td>
<td>$400/semester</td>
</tr>
<tr>
<td>*More than 6</td>
<td>$600/semester</td>
</tr>
</tbody>
</table>

CUNY BA/BS Program students

Tuition and student activities fees for all students in the CUNY Baccalaureate Program are billed for and collected by the Bursar at their home college. Students are billed according to the fee schedule in effect at their home college.

Permit students

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

Tuition waivers

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

Tuition Refunds

Tuition refunds are computed according to the date that the student drops a course or courses. Refund applications are available in the Registrar’s Office, E-242. In cases of Medical Leave of Absences, the refund is computed according to the effective date of the leave. Non-instructional fees are non-refundable, except when courses are cancelled by the college, a student’s registration is cancelled by the college, or if the student enters military, Peace Corps or VISTA service.

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

<table>
<thead>
<tr>
<th>Fall and Spring</th>
<th>On or before the first day of classes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>75%</td>
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<tr>
<td>50%</td>
<td>25%</td>
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<tr>
<td>25%</td>
<td>100%</td>
</tr>
<tr>
<td>12-week Sessions</td>
<td>50% between the 7th and 12th calendar days after the scheduled opening date.</td>
</tr>
<tr>
<td>25%</td>
<td>100%</td>
</tr>
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</tr>
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<td>Sessions</td>
<td>25% between the 7th and 12th calendar days after the scheduled opening date.</td>
</tr>
</tbody>
</table>

Note: If the 6th, 8th, 12th or 17th day falls on a weekend, the refund period is extended to the next business day.

Military, Peace Corps and VISTA refunds

The following guidelines govern all applications for refunds for students withdrawing from the college for service in the military, Peace Corps or VISTA. Refund applications are available at the Bursar’s window.

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

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

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

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

TAP refunds

Students who have paid their full tuition prior to receiving award notification in the mail from the Tuition Assistance Program (TAP) are entitled, if in full attendance at the college, to a refund in the amount of the TAP award notification.

TAP refunds will be issued within 45 days after the college receives a certified TAP roster from the State of New York. A postcard will be sent to each student entitled to a TAP refund with instructions on how and when to obtain this refund.

Other refunds

The regulations concerning TAP also apply to all other refunds to which a student may be entitled. As a general rule, however, the college will process non-TAP and non-tuition refunds within six weeks of the submission of the request at the Bursar’s window.

Withdrawals and the Return of Title IV funds

During the first 60% of the term, students earn Title IV funds in proportion to the time they are enrolled. If a student received more aid than he/she earned, the unearned portion must be returned to the Department of Education. If a student received less aid than the amount earned, he/she may be eligible for a late disbursement.

The portion of aid the student is entitled to receive is based on a percentage by comparing the total number of days in the semester to the number of days completed before the withdrawal. For example, if you completed 20% of the semester, you would have earned 20% of your Title IV aid. If you received 100% of your Title IV aid, you would have
to return the unearned portion. The regulation stipulates that the
amount to be returned is to be shared by the college and the student in
proportion to the aid that each possessed. The college’s share of the
excess funds is the lesser of: the total amount of unearned aid or
institutional charges multiplied by the percentage of aid that was
unearned.

The college’s share is allocated to the Title IV programs as deter-
mined by statute. The student’s share is the difference between the total
unearned amount and the college’s share. This is also allocated to the
Title IV programs as determined by statute. The law provides that any
amount that the student returns to a grant program be reduced by half.
The amount to be returned is also considered an overpayment and must
be returned within 30 days to the Department of Education. If the
student does not repay the overpayment in full or make a satisfactory
payment arrangement within 45 days from the date of notification, the
student will become ineligible for future Title IV funds.

Students who remain enrolled beyond the 60% point of the term are
considered to have earned all their aid and do not have to return any
Title IV funds.

♦ Fees

Non-Refundable Fees

Student fees

Fees are paid each semester of registration.

Full-time students (12 in tuition units or more)

Student Activity Fee/$55
Consolidated Services Fee/$5
University Senate Fee/$.85
Technology Fee/$75

Part-time students (Less than 12 in tuition units)

Student Activity Fee/$20
Consolidated Services Fee/$5
University Senate Fee/$.85
Technology Fee/$37.50

Senior citizens (60 or older)

Student Fee/$6.5
Consolidated Services Fee/$5

Non-instructional fees

Freshman Application/$50
Transfer Application/$50
Late Registration/$15
Program Change/$10

Transcript/$4 (Transcript sent free to CUNY. Cash or money order for
all others.)

Readmission/$10
Reinstatement/$10

Penalty Fee for issuance of bad check/$15
Duplicate Diploma/$15
Duplicate ID/$10
Duplicate Bursar’s Receipt/Copy of Schedule/$5

Locker per year/$1

Special examination

First examination/$15
Each additional examination/$5

Maximum each quarter/$25

Reserve materials

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

Lost or damaged materials

Overdue fines, accumulated to the date reported, and replacement costs of
the materials, plus a $5 processing charge.

Waiver of Change of Program Fee

No Change of Program Fee will be charged if any one of the following
conditions is met:

1. The college cancels or withdraws a course, whether or not the
student substitutes another course;

2. The college changes the hours of the course or makes other
substantive changes that provide the student with justification for a
change;

3. The college requests that the student transfer from one section to
another section of the same course; or

4. The college cancels the registration of the student for academic,
disciplinary or other reasons.

♦ Financial Aid

We make every effort to help students finance their LaGuardia educa-
tion. The Office of Student Financial Services, MB-10, is staffed by
professional counselors who assist students in securing financial aid.
What follows are descriptions of state and federal programs that are
available to eligible students. All students seeking financial aid must
complete the Free Application for Federal Student Aid (FAFSA). If
there is a question about eligibility to one of these programs, the student
will be referred to the financial aid office.

Selected recipients and allocation of awards:

The Federal Pell Grant is a need-based entitlement program. Eligibility and
awards are based on need rather than academic achievement. The
applicants must demonstrate need and must attend their classes.

Financial need is determined by a formula applied to all applicants
annually by Congress. The Expected Family Contribution (EFC) is
calculated by this formula.

Award Schedule: 2003-04 awards range from $200.00 to $2,025.00
per semester. The amount of the award will be affected by costs of
attendance and full- or part-time enrollment status. The Federal Pell
award does not duplicate state awards.

Rights and responsibilities of recipients:

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

The schedule of award payments is available at www.laguardia.edu/financialaid, and also in Student Financial Services (MB10).

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

Federal Supplemental Educational Opportunity Grants (FSEOG)

Selection of Recipients and Allocation of Awards: The applicants must: 1) have exceptional financial need and 2) be enrolled at least half-time.

Award Schedule: The awards can range from $400.00 to $800.00 in 2003-04.

Rights and Responsibilities of Recipients: The student must continue to make satisfactory academic progress, and meet all the requirements for the Pell Grant.

Federal Perkins Loan (FPL)

Selection of Recipients and Allocation of Awards: Loans are available to students enrolled at least half-time in approved post-secondary institutions. An online Pre-Loan Entrance and Exit Counseling is required. Log on to www.lagcc.cuny.edu/financialaid.

Award Schedule: Awards can range up to $3,000.00 for each year of undergraduate study. The total debt cannot exceed $15,000 as an undergraduate.

Rights and Responsibilities of Recipients: Continued eligibility is dependent on maintenance of satisfactory academic progress. The current interest rate of 5% is payable during the repayment process and begins nine months after graduation or leaving school and may extend over a period of 10 years. Payment is not required for up to three years of active U.S. military service or service in the Peace Corps, VISTA, or similar national program.

Federal Work-Study Program (FWS)

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

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

Award Schedule: The post-secondary institution arranges jobs on-campus or off-campus, with public or private non-profit agencies, such as hospitals, for up to 20 hours a week, based on the availability of funds.

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

Level of salary in 2003-04 ranges from $6.00 to $7.00 per hour depending on the position.

Rights and Responsibilities of Recipients: Satisfactory academic progress must be maintained, and all the requirements of the Pell Grant must be met.

Federal Direct Loan Program

Application Procedures: Application is made through the Office of Student Financial Services by completing a Loan Origination Request Form. The applicant is required to first file and receive a response from a FAFSA. An online Entrance Counseling for Borrower's Quiz and the completion of a Direct Loan application are required. Log on to www.ed.gov/directloan/students.html.

When the loan is approved, the student is required to e-sign the Master Promissory Note (MPN) with his/her Federal PIN. Students can request a PIN at www.pin.ed.gov.

Selection of Recipients and Allocation of Awards: To be eligible for a Federal Direct Loan, a student must be: 1) a U.S. citizen or permanent resident alien, and 2) enrolled in or admitted as a matriculated, at least half-time student.

Loan Schedule: The loan amounts vary and are based on class year: for example, $2,625.00 during the student’s freshman year, $3,500.00 during the sophomore year, etc. All students are eligible to receive interest benefits on their loans unless they choose to waive them. Some students are eligible for a full interest subsidy on a subsidized loan during the time he/she is in school at least half-time, and for a following six month grace period before repayment must begin. An “Origination Fee” of 3% of the loan amount is subtracted. However, a 1.5% rebate is added back. This rebate is given on condition that the students make 12 consecutive, on-time payments.

Rights and Responsibilities for Recipients: Students may borrow at a relatively low interest rate (currently 2.82%) with no repayment as long as they remain enrolled at least half-time, and for six months after they cease to be at least a half-time student. Payment of principal may further be deferred during study under a graduate fellowship program approved by the U.S. Commissioner of Education, during up to three years as a full-time Peace Corps or VISTA or similar national program volunteer.

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

1) Depending on the amount of the loan, the minimum monthly payment may be at least $50.00 plus interest. Under unusual and extenuating circumstances the loan servicer, on request, may permit reduced payments.

2) The repayment period varies and is dependent upon the repayment plan chosen. For example, the Standard Repayment Plan has a maximum period of ten years, and the Income Contingent Payment Plan has a maximum period of 25 years.

3) Repayment in whole or part may be made at any time without penalty.

Federal Direct Parent Loan for Undergraduate Students (FDPLUS)

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

Repayment of the loan must begin within 60 days after the date funds are distributed. Borrowers have 10 years to repay. The loan servicer may charge an insurance premium of up to 4% on the loan principal. This premium is deducted from each loan disbursement. Application is made through the Office of Student Financial Services by completing a Loan Origination Request Form. Parents will be eligible for the same authorized deferments described in the Federal Direct Loan Program.

Veterans Benefits

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

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

Veterans Work Study: Veterans must be receiving full-time benefits to be eligible to work up to 750 hours per year. The hourly rate is $5.15. Placements are in areas which directly affect the student veteran population.

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

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

IMPORTANT NOTICE REGARDING MONTHLY VERIFICATIONS: You can now submit your monthly verification forms by touch-tone telephone at (877) 823-2378 (toll free) or connect to our Internet site at www.gibill.va.gov and follow the link to the Web Automated Verification of Enrollment (WAVE) program. If your enrollment has changed during the month, you must verify your enrollment through the WAVE program.

If you want to use one of the methods above and do not want to receive verifications in the mail each month, call (888) GIBILL1 and the counselor will change your record to stop the mailing of paper verifications. You do, however, have to verify your enrollment each month in order to receive payment.

Veterans Administration Educational Benefits

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

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

Eligibility Requirements: Individuals entering military service on or after July 1, 1985, have their basic military pay reduced by $100.00 a month for the first 12 months of their service, in order to be eligible for this educational assistance program. Individuals eligible for the Old G.I. Bill (Chapter 34) as of December 31, 1989, who meet certain eligibility criteria may also be eligible but do not have their basic pay reduced. Persons who, after December 31, 1976, received commissions as officers from service academies (e.g., West Point, the Naval Academy, etc.) or ROTC scholarship programs are not eligible for this program: Montgomery G.I. Bill—Selected Reserve (Chapter 1606, Title 10, U.S. Code).

Chapter 1606 of Title 10, U.S.C., Educational Assistance for Members of the Selected Reserve, is also referred to as the Montgomery G.I. Bill—Selected Reserve. Since July 1, 1985, DA has held benefit payment responsibility, although the funding of educational assistance payments under this program is provided by the Department of Defense.

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

- $276.00 per month for full-time pursuit.
- $207.00 per month for three-quarter time pursuit.
- $137.00 per month for half-time pursuit.

Entitlement/Monthly Rates: Active duty for 3 years or 2 years active duty plus 4 years in the Selected Reserve or National Guard entitles an individual to $900.00 a month basic benefits for 36 months or the equivalent in part-time training. If an individual’s initial obligated period of active duty is less than 3 years which is not followed by service in the Selected Reserve, the basic educational assistance benefit is $680.00 monthly for 36 months (or the equivalent in part-time training). There is also a target, discretionary kicker of up to an additional $400.00 available to persons whose skills are critical to the military (e.g., Army College Fund, Navy Sea College Fund programs).

Academic Requirements for Federal Aid (Title IV)

Federal regulations stipulate that a student at LaGuardia Community College may remain eligible to receive Title IV assistance upon achieving at least a “C” average, or its equivalent according to the college’s retention policy, and accumulating credits toward the degree according to the following standards:

1. A student’s earned credits are equal to or greater than two-thirds of the credits the student has attempted at the institution.
2. The credits a student has attempted are not more than 150% of the credits normally required for completion of the degree.
3. If the standard in 1 is not met, eligibility may be retained by meeting the following conditional standard:

   a. The credits the student has earned are equal to or greater than 875 of the total amount of credits attempted minus 21.

Students who fail to meet the conditional status will lose Title IV eligibility. They may file a Financial Aid Waiver Appeal through the Academic Standing Committee. The decision of the committee is final.

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

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

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

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

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

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

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

Permanent residents who have not had their status confirmed by INS must also submit a copy of their permanent resident card. Students who have an I-94, with the following endorsements, are no longer eligible for Federal Pell, Federal Work-Study, FSEOG or Federal
State Programs

At CUNY students applying for the following programs must complete the TAP/APTS application as well. This application will be mailed to CUNY applicants and students after they have filed a FAFSA.

Tuition Assistance Program

Application Procedures: Applicants must complete CUNY’s TAP application.

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

Selection of Recipients and Allocation of Awards: The Tuition Assistance Program is an entitlement program based on financial need. The applicant must:

1. Be a New York State resident for at least one year and a U.S. citizen or permanent resident alien;
2. Be registered for courses required for their major;
3. Be enrolled full-time and matriculated at an approved New York State post secondary institution;
4. If dependent, have a family net income below $50,500.00; and
5. Be charged a tuition of at least $200.00 per year.

The current definition of independent status is as follows:

1. Thirty-five years or older on June 30, 2002; or
2. Twenty-two years or older on June 30, 2002 and not
   • a resident in any house, apartment, or building owned or leased by parents for more than 2 consecutive weeks in calendar years 2001, 2002 or 2003.
   • claimed as a dependent by parents on their federal or state income tax returns for 2001 and 2002.
3. Under 22 years of age on June 30, 2002, and meeting all other requirements of (2) above, and able to meet at least one of the following requirements:
   • both parents deceased, disabled or incompetent;
   • receiving public assistance other than Aid as a Dependent Child (ADC) or food stamps;
   • ward of a court;
   • unable to ascertain parents’ whereabouts;
   • unable, due to an adverse family situation, to submit parents’ income;
   • married on or before December 31, 2001.

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

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

Part-Time TAP Program (PTAP)

Many students in the past, because of family and/or employment obligations, could not attend college full time. Part-time students may be eligible for assistance from New York State.

A student is eligible for participation in the CUNY Part-Time TAP (PTAP) pilot program if he/she meets the following criteria:

- Satisfies all program requirements for Tuition Assistance Program awards except the full-time attendance requirement;
- Enrolled as a first-time freshman at CUNY during the 1998-99 academic year or thereafter;
- Earned at least 24 credits at The City University of New York by the time of the receipt of the award;
- Has a cumulative grade-point average of at least 2.00; and
- Is enrolled for at least 6 but less than 12 semester hours, or the equivalent, in an approved undergraduate degree program.

Contact the Office of Student Financial Services to see if you qualify.

Aid for Part-Time Study (APTS)

Application Procedures: Application is made through the Office of Student Financial Services by completing the APTS application. This program is open to eligible students who meet income requirements and who are taking 6.0 to 11.5 credits. Since funds are restricted, applicants are advised to apply early.

Child of Veteran Award

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

A Child of Veteran awardee can receive up to $450.00 each year without consideration of income or tuition costs. The award may be granted for four years of full-time undergraduate study (or for five years in an approved five-year bachelor’s degree program). The combined Child of Veteran Award and TAP award can never exceed the amount of tuition charges.

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

Child of Deceased Police Officer/Firefighter Award

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

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

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

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

College Discovery (CD)

Application Procedures: Application is made by completing the appropriate section of the admission form available from the Admissions Office, M-147, and returning the form to the University Application Processing Center of The City University of New York. The free application for Federal Student Aid (FAFSA) and CUNY’s TAP application must also be completed. Students must be registered as full-time students.

Award Schedule: The amount of financial assistance and other support provided to CD participants is dependent on need as determined by the CUNY Office of Student Financial Assistance and/or the individual college CD programs, within State Guidelines.
Nursing Scholarships
These scholarships are awarded by the Senate Education Department (SED) based on national test (ACT, SAT) scores. Scholarships may be granted for four years of full-time undergraduate study (or for five years in an approved bachelor’s degree program). For further information, contact the Office of Student Financial Services, MB-10.

Persian Gulf Veterans Tuition Award
The Persian Gulf Veterans Tuition Award (PGVTA) provides up to $1,000 per semester for full-time study or $500 per semester for part-time study to Persian Gulf veterans matriculated in an undergraduate (or graduate) degree-granting program in New York State. A student must have served in the U.S. Armed Forces in the hostilities that occurred in the Persian Gulf from August 2, 1990, to November 30, 1995.

Application Procedures: Complete a FAFSA, a CUNY TAP application (if full time), and a Persian Gulf Veterans Tuition Award Supplement.

For further information and applications, contact NYSHESEC.

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

Full-time awards are $500.00 per semester or full tuition, whichever is less, and are available for four years of full-time study (or for five years in an approved five-year bachelor’s degree program.) The applicant is required to apply for a TAP award and VVTA. If a TAP award is approved, the combination of TAP and VVTA cannot exceed tuition. Part-time awards are $250.00 per semester or full tuition, whichever is less, for students taking 3-11 credit hours (or the equivalent) per semester. The awards are available for up to 8 semesters (4 years), or 20 semesters (10 years) in an approved program which would normally require 5 years if the study were full-time. The applicant is required to apply for a Federal Pell Grant. If a TAP award is approved, the combination of TAP and VVTA cannot exceed tuition.

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

Note: Due to legislative and budgetary constraints, any of the above information is subject to change.

Academic Requirements for State Aid
When you receive your TAP award letter, this is an estimate that will be applied to your tuition at registration. Each semester the TAP Certifying Officer reviews your academic record to determine if you are eligible to receive the TAP award based on academic progress and pursuant to rules and regulations established by the State Education Department.

In order to maintain eligibility for state aid, there are three major requirements that students must meet. They are outlined below.

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

2. Students must be registered for courses required for their major.

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

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

Every semester, all students’ records are reviewed in the Registrar’s Office to see if they are meeting all of the academic TAP regulations. If they have met all of the conditions outlined above, they will be eligible to receive the next payment. Students who do not meet the criteria will be decertified for the following semester. Students may, however, file an appeal through the Academic Standing Committee. The decision of the committee is final.

Peter Vallone Scholarship
Selection of recipients and allocation of awards:
New York City high school students who graduated with at least a “B” average and enroll in the City University of New York system within a year of their high school graduation are eligible for consideration for a Peter Vallone Scholarship. Students must file a FAFSA, enroll full-time and maintain a “B” average for continued eligibility in the program. Students enrolled at LaGuardia Community College must be registered in an Associate Degree program and are limited to six semesters of eligibility. Students must also have accumulated 39 credits by the end of their fourth semester in order to receive the award for the remaining two semesters.

Award schedule
Each year the amount of the award is dependent on the program appropriation in the annual city budget. Awards for the 2002-03 academic year are $1,000.00 ($500.00 per semester).

World Trade Center Scholarship
In response to the September 11, 2001, attacks, The State of New York is offering assistance to cover the cost of a four-year CUNY undergraduate education, including tuition, fees, and allowances for room and board, books, supplies and transportation. To qualify, applicants must be (1) severely disabled victims of the 9/11 attacks; or (2) children or spouses of severely disabled or deceased victims. Applicants need not be a resident of New York; a U.S. citizen nor a permanent resident of the United States. This scholarship covers four years of study (five years of study in programs approved by the NYS Commissioner of Education).

Come to the Office of Student Financial Services (MB-10) for more information or visit www.students.hesc.com to download the application form.
Academic Programs

LaGuardia Community College provides its students with a wide range of learning opportunities in the areas of personal growth, academic achievement and career preparation. To meet these goals, the college has created a variety of academic programs. For students who are uncertain about their career goals, LaGuardia has excellent Liberal Arts programs.

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

**Associate in Arts**
- AA/BS Program in Liberal Arts/Childhood Education
- AA/BA Program in Liberal Arts/Secondary Education
- Education Associate: The Bilingual Child
- Human Services: Child Development
- Human Services: Gerontology
- Human Services: Mental Health
- Liberal Arts: Social Sciences and Humanities
  - International Studies Option
  - Deaf Studies Option
  - Media Studies Option
  - Labor and Community Organizing Option
  - Theater and Communication Option

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

**Associate in Applied Science**
- Accounting
- Joint Accounting/Computer Option
- Administrative Assistant
- Business Management
- Business Finance Option
- International Business Option
- Commercial Foodservice Management
- Commercial Photography
- Digital Photography Option
- Fine Art Photography Option
- Computer Operations
- Network Systems Administration Option
- Computer Technology
- Telecommunications Option
- Emergency Medical Technician/Paramedic
- Microcomputer Systems and Applications
- Mortuary Science/Joint with American Academy/McAllister Institute
- New Media Technology
- Nursing
- Paralegal Studies
- Physical Therapist Assistant
- Programming and Systems
- Travel and Tourism
- Veterinary Technology

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

www.laguardia.cuny.edu/programs/default.asp
Accounting

www.laguardia.cuny.edu/programs/aas/acc.asp

The accounting programs, coordinated by the Accounting and Managerial Studies Department, offers two courses of study leading to an Associate in Applied Science (AAS) degree.

The major objectives of the Accounting Program and the Joint Accounting/Computer Option are to provide students with a foundation in key conceptual, theoretical and procedural accounting aspects and an understanding of their relevance to the functioning of various organizations.

Graduates of the accounting programs are employable in entry-level positions in the private business sector and in federal, state, and local governmental agencies. Graduates are also qualified to perform basic auditing and accounting functions on the staffs of public accounting firms. Although the AAS degree programs are designed for students with immediate career goals upon graduation, experience has shown that a significant percentage of accounting majors will continue their studies at a four-year college.

Students interested in acquiring proficiency in accounting and computer systems can register in the Joint Accounting/Computer Option. This option underscores the relevance of accounting and computers in contemporary society.

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

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. For more information on the basic skills requirements, see page 103.

Descriptions of courses in this major can be found on page 57.

Accounting Curriculum: AAS Degree

Counseling
New Student Seminar 0

English: 6 credits
Composition I ENG101 3
Writing Through Literature ENG162 3

Humanities/Social Science: 3 credits
Liberal Arts Elective 3

Mathematics: 3 credits
Elementary Statistics I MAT120 3

Mathematics/Natural and Applied Sciences: 3 credits
Liberal Arts Elective 3
(For Natural & Applied Sciences, select only course designations beginning with SCB, SCC, SCH or SCP.)

Accounting

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

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

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

Social Science: 3 credits
Introductory Economics I SSE101 3

Cooperative Education: 6 credits
Gateway to the Workplace CEP100 1
Part-Time Internship CEP151 2
Full-Time Internship CEP201 3
(Required for day students. Extended day students may take Co-op Internships or elective courses.)

Liberal Arts Electives: 2 credits
(Any course in Communication Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 104-105 for these courses.)

Unrestricted Electives: 5 credits
Transfer students are advised to take liberal arts courses. Career students are advised to select courses from the Accounting/Managerial Studies Department.

One elective must be an urban study course.

Note:
Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

Or
<table>
<thead>
<tr>
<th><strong>Joint Accounting/Computer Option</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Accounting/Managerial Studies: 20 credits</strong></td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting I AMA111</td>
<td>4</td>
</tr>
<tr>
<td>Principles of Accounting II AMA112</td>
<td>4</td>
</tr>
<tr>
<td>Accounting Applications for the Microcomputer AMA130</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following pairs:</td>
<td>6</td>
</tr>
<tr>
<td>Intermediate Accounting I AMA201 and</td>
<td></td>
</tr>
<tr>
<td>Intermediate Accounting II AMA202</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Cost Accounting I AMA210 and</td>
<td></td>
</tr>
<tr>
<td>Cost Accounting II AMA211</td>
<td></td>
</tr>
<tr>
<td><strong>Computer Information Systems: 12 credits</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Computers and Their Applications CIS100</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Visual Programming CIS109</td>
<td>3</td>
</tr>
<tr>
<td>Database Concepts and Programming CIS250</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Teleprocessing CIS260</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education: 6 credits</strong></td>
<td></td>
</tr>
<tr>
<td>Gateway to the Workplace CEP100</td>
<td>1</td>
</tr>
<tr>
<td>Part-Time Internship CEP151</td>
<td>2</td>
</tr>
<tr>
<td>Full-Time Internship CEP201</td>
<td>3</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
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</tr>
<tr>
<td><strong>Liberal Arts Electives: 5 credits</strong></td>
<td>5</td>
</tr>
<tr>
<td>(Any course in Communication Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 104-105 for these courses.)</td>
<td></td>
</tr>
<tr>
<td><strong>Unrestricted Electives: 2 credits</strong></td>
<td>2</td>
</tr>
<tr>
<td>One elective must be an urban study course.</td>
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</tbody>
</table>

Note:
Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

**Total credits: 60**

* Precalculus MAT200 or Calculus I MAT201 can be used to satisfy this degree requirement.

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
The Administrative Assistant Program, which is coordinated by the Accounting and Managerial Studies Department, leads to an Associate in Applied Science (AAS) degree. This program prepares students for positions which require technical office skills and which may involve supervising office operations, interacting with customers or clients, and managing a billing system or budget. Graduates of this program will be capable of assisting their employers with business operations and engaging in independent decision making based on relevant knowledge and experience.

This program includes coursework using current computer technologies. Graduates may qualify for certification examinations given by major software publishers to document their proficiency.

A graduate of this program may seek employment in a wide array of organizational settings. These range from a variety of small businesses to major corporations, and include health care providers, the financial sector and other service industries.

It is the goal of the program to give the student a well-rounded career preparation through comprehensive classroom and computer-laboratory instruction, supplemented with two internships.

Students who need additional skills development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. Scores on the college placement test determine the particular courses students must successfully complete. For more information on basic skills requirements, see page 103.

Descriptions of courses in this major can be found on page 58.

### Administrative Assistant Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td>0</td>
</tr>
<tr>
<td>New Student Seminar</td>
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<tr>
<td><strong>English: 6 credits</strong></td>
<td></td>
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<tr>
<td>Composition ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities: 3 credits</strong></td>
<td></td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics/Natural and Applied Sciences: 3 credits</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science: 3 credits</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting and Managerial Studies: 30 credits</strong></td>
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</tr>
<tr>
<td>Essential Computer Skills AMO116</td>
<td>2</td>
</tr>
<tr>
<td>Word Processing I AMO155</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications AMO260</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Accounting I AM111</td>
<td>4</td>
</tr>
<tr>
<td>Accounting Applications for the Microcomputer AMA130</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Business Law I AMM110</td>
<td>3</td>
</tr>
<tr>
<td>Electives (any Accounting and Managerial Studies Department courses)</td>
<td>6</td>
</tr>
<tr>
<td><strong>Computer Information Systems: 3 credits</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Computers and Their Applications CIS100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education: 6 credits</strong></td>
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</tr>
<tr>
<td>Gateway to the Workplace CEP100</td>
<td>1</td>
</tr>
<tr>
<td>Part-Time Internship CEP151</td>
<td>2</td>
</tr>
<tr>
<td>Full-Time Internship CEP201</td>
<td>3</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
</tr>
<tr>
<td><strong>Liberal Arts Elective Credits: 6 credits</strong></td>
<td></td>
</tr>
<tr>
<td>(Any course in Communication Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 104-105 for these courses.)</td>
<td>6</td>
</tr>
<tr>
<td>One elective must be an urban study course.</td>
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<tr>
<td><strong>Total credits: 60</strong></td>
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</tbody>
</table>

### Notes:

Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
The Business Administration Program, which is coordinated by the Accounting and Managerial Studies Department, leads to an Associate in Science (AS) degree. It is designed to provide a solid foundation for transfer to a senior college for those students intending to continue their education at the baccalaureate level immediately after graduation. A key objective of the program is to maximize transfer credit at senior colleges. Students who are interested in immediate employment upon graduation should find the Business Management program more suited to their needs, since it is designed to allow more flexibility in the selection of business courses.

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

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. Scores on the college placement test determine the particular courses students must successfully complete. For more information on basic skills requirements, see page 103.

Descriptions of courses in this major can be found on page 59.

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**Business Administration Curriculum: AS Degree**

**Counseling**
- New Student Seminar: 0 credits

**English:** 6 credits
- Composition 1 ENG101: 3 credits
- Writing Through Literature ENC102: 3 credits

**Humanities:** 3 credits
- Liberal Arts Elective: 3 credits

**Mathematics:** 3 credits
- Elementary Statistics MAT120*: 3 credits

**Natural and Applied Sciences/Mathematics:** 3 credits
- Liberal Arts Elective: 3 credits
  (For Natural & Applied Sciences, select only course designations beginning with SCB, SCC, SCH or SCP.)

**Social Sciences:** 6 credits
- Introductory Economics I SSE101: 3 credits
- Liberal Arts Elective: 3 credits

**Accounting/Managerial Studies:** 20 credits
- Principles of Accounting I AMA111: 4 credits
- Principles of Accounting II AMA112: 4 credits
- Introduction to Business AMM101: 3 credits
- Principles of Management AMM103: 3 credits
- Principles of Marketing AMM104: 3 credits
- Business Law I AMM110: 3 credits

**Computer Information Systems:** 3 credits
- Introduction to Computers and Their Applications CIS100: 3 credits

**Cooperative Education:** 6 credits
- Gateway to the Workplace CEP100: 1 credit
- Part-Time Internship CEP151: 2 credits
- Full-Time Internship CEP201: 3 credits
  (Required for day students. Extended day students may take Co-op Internships or elective courses.)

**Liberal Arts Electives:** 9 credits
- Any course in Communication Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. (See pages 104-105 for these courses.)

**Unrestricted Elective:** 1 credit
- One elective must be an urban study course.

**Total credits:** 60

*Precalculus, MAT200, or Calculus I, MAT201, can be used to satisfy this degree requirement.

**Notes:**
- Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

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

The Business Management Program, which is coordinated by the Accounting and Managerial Studies Department, leads to an Associate in Applied Science (AAS) degree. It is designed to lead to immediate employment upon graduation. However, it also provides an opportunity for those students who decide to continue their education to complete many of the requirements for a baccalaureate degree while at LaGuardia. Students in the Business Management Program will become acquainted with the various functional areas of business such as management, marketing, business law and accounting. In addition, students may choose from a wide array of business elective courses, which allows for more flexibility in meeting individual needs and interests.

The Business Management Program has two options in addition to the more general program described above. The Business Finance option is specifically designed to introduce the student to the function of commercial credit in today's business world. The program will examine the role of the credit department within a company and the career possibilities within the department. It will prepare students for entry-level positions in a credit department. Employment opportunities exist in manufacturing, banks, retail establishments and factoring firms.

The International Business option is designed to lead to employment and careers in firms which operate in the growing global marketplace. Graduates could be employed by import-export firms, banks, transportation companies and other firms directly or indirectly engaged in international trade. The option includes specialized courses focused on international aspects of marketing, finance and trade documentation. Study of a modern foreign language is required.

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

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. Scores on the college placement test determine the particular courses students must successfully complete. For more information on basic skills requirements, see page 103.

Descriptions of courses in this major can be found on page 59.

Business Management Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Counseling</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Seminar</td>
<td>3</td>
</tr>
<tr>
<td>English</td>
<td>3</td>
</tr>
<tr>
<td>Composition I ENG-101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENC-102</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Elementary Statistics I MAT-120*</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics/Natural and Applied Sciences: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>(For Natural &amp; Applied Sciences, select only course designations beginning with SCB, SCC, SCH or SCP.)</td>
<td></td>
</tr>
<tr>
<td>Social Science: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Economics I SSE-101</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Computers and Their Applications CS-100</td>
<td></td>
</tr>
<tr>
<td>Cooperative Education: 6 credits</td>
<td>3</td>
</tr>
<tr>
<td>Gateway to the Workplace CEP-100</td>
<td>3</td>
</tr>
<tr>
<td>Part-Time Internship CEP-151</td>
<td>3</td>
</tr>
<tr>
<td>Full-Time Internship CEP-201</td>
<td>3</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
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</table>

**Business Management**

<table>
<thead>
<tr>
<th>Humanities/Social Science: 3 credits</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 29 credits</td>
<td>4</td>
</tr>
<tr>
<td>Principles of Accounting I AMA-111</td>
<td>4</td>
</tr>
<tr>
<td>Principles of Accounting I AMA-112</td>
<td>4</td>
</tr>
<tr>
<td>Accounting Applications for the Microcomputer AMA-130</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business AMM-101</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management AMM-103</td>
<td>3</td>
</tr>
<tr>
<td>Business Law I AMM-110</td>
<td>3</td>
</tr>
<tr>
<td>Choose three of the following courses: 9 credits</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives: 2 credits</td>
<td>2</td>
</tr>
<tr>
<td>(Any course in Communication Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 104-105 for these courses.)</td>
<td></td>
</tr>
<tr>
<td>Unrestricted Electives: 2 credits</td>
<td>2</td>
</tr>
</tbody>
</table>

One elective must be an urban study course.

*Precalculus, MAT-200, or Calculus I, MAT-201, can be used to satisfy this degree requirement.

Notes:
Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
<table>
<thead>
<tr>
<th><strong>Business Finance Option</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Humanities/Social Science:</strong> 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td></td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies:</strong> 29 credits</td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting I AMA111</td>
<td>4</td>
</tr>
<tr>
<td>Principles of Accounting II AMA112</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Finance AMM102</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td>3</td>
</tr>
<tr>
<td>Business Law I AMM110</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Credit Management AMM140</td>
<td>3</td>
</tr>
<tr>
<td>Financial Statement Analysis AMM141</td>
<td>3</td>
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<tr>
<td>Accounts Receivable Financing AMM142</td>
<td>3</td>
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<tr>
<td><strong>Liberal Arts Electives:</strong> 2 credits</td>
<td>2</td>
</tr>
<tr>
<td>(Any course in Communications Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 104-105 for these courses.)</td>
<td></td>
</tr>
<tr>
<td><strong>Unrestricted Electives:</strong> 2 credits</td>
<td>2</td>
</tr>
<tr>
<td>One elective must be an urban study course.</td>
<td></td>
</tr>
</tbody>
</table>

Or

<table>
<thead>
<tr>
<th><strong>International Business Option</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Humanities/Social Science:</strong> 6 credits</td>
<td>6</td>
</tr>
<tr>
<td><strong>Choose two of the following courses:</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Economics II SSE102</td>
<td></td>
</tr>
<tr>
<td>Modern Language Elective*</td>
<td></td>
</tr>
<tr>
<td>Modern Language Elective*</td>
<td></td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies:</strong> 29 credits</td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting I AMA111</td>
<td>4</td>
</tr>
<tr>
<td>Principles of Accounting II AMA112</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td>3</td>
</tr>
<tr>
<td>Business Law I AMM110</td>
<td>3</td>
</tr>
<tr>
<td>Principles of International Business AMM260</td>
<td>3</td>
</tr>
<tr>
<td>Export/Import Procedure and Documentation AMM261</td>
<td>3</td>
</tr>
<tr>
<td>Global Marketing AMM262</td>
<td>3</td>
</tr>
<tr>
<td>International Finance AMM263</td>
<td>3</td>
</tr>
<tr>
<td><strong>Unrestricted Electives:</strong> 1 credits</td>
<td>1</td>
</tr>
<tr>
<td>*A 102-level Modern Language course must be completed before graduation credit is granted for a 101-level course. A language maintenance course (HUF/LIK/S150) does not satisfy this degree requirement, but may be taken as an unrestricted elective.</td>
<td></td>
</tr>
</tbody>
</table>

Total credits: 60
The Commercial Foodservice Management Program, offered through the Natural and Applied Sciences Department, leads to an Associate of Applied Science (AAS) degree. The program provides coursework in food preparation, menu planning, sanitation and safety, purchasing, management, and personnel administration. Through the cooperative education component of the program, students apply classroom learning to practical work experience in the foodservice industry. Additional support courses include food microbiology, accounting, advanced foods, and nutrition.

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

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. For more information on the basic skills requirements, see page 103.

Descriptions of courses in this major can be found on page 85.

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### Commercial Foodservice Management Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Counseling</th>
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</thead>
<tbody>
<tr>
<td>English: 6 credits</td>
<td>3</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>Natural and Applied Sciences: 7 credits</td>
<td>4</td>
</tr>
<tr>
<td>Foods Microbiology SCB160</td>
<td>4</td>
</tr>
<tr>
<td>Introductory Nutrition SCD200</td>
<td>3</td>
</tr>
<tr>
<td>Social Science: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td>Accounting/Managerial Studies and Computer Information Systems: 10 credits</td>
<td>4</td>
</tr>
<tr>
<td>Principles of Accounting I AMA111</td>
<td>4</td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td>3</td>
</tr>
<tr>
<td>Personnel Administration AMM121</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Computers and Their Applications CIS100</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management: 13 credits</td>
<td>3</td>
</tr>
<tr>
<td>Foods SCD100</td>
<td>3</td>
</tr>
<tr>
<td>Quantity Food Production SCD250</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Sanitation and Safety SCD251</td>
<td>3</td>
</tr>
<tr>
<td>Quantity Food Purchasing SCD252</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Administration SCD253</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Foods SCD265</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Education: 6 credits</td>
<td>4</td>
</tr>
<tr>
<td>Gateway to the Workplace CEP100</td>
<td>1</td>
</tr>
<tr>
<td>Part-Time Internship CEP151</td>
<td>2</td>
</tr>
<tr>
<td>Full-Time Internship CEP201</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives: 4 credits</td>
<td>4</td>
</tr>
</tbody>
</table>

(Any course in Communication Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science except when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 104-105 for these courses.)

One elective must be an urban study course.

**Total credits: 60**

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**Notes:**

Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

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

www.laguardia.cuny.edu/programs/aas/comp.asp

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

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

The two-year AAS degree program is designed to train and qualify graduates for entry-level positions in the commercial photography industry. The first year of the program is almost identical to that of the certificate curriculum. In the second year, the student concentrates on advanced concepts and techniques of commercial photography, including 4x5 camera, electronic flash and tungsten illumination. The program also offers two additional paths of study, in addition to the traditional Commercial Photography Program: the Digital Photography and Fine Art Photography Options.

Digital Photography Option

Electronic Imaging has affected the field of commercial photography dramatically. It has become a new field with new skills required of the commercial photographer. These skills include a familiarity with, and ability to work with "digital imaging" (electronic imaging). The Digital Photography Option is designed for:

1. The professional already working in the commercial photography industry, and who desires to upgrade his/her skills in digital photography and electronic imaging;
2. The continuing education student who is exploring educational and/or career options in preparation for matriculation at a later date, or an entry-level position in commercial photography;
3. Providing optional courses to function as additional in-depth study for current and new AAS degree or certificate commercial photo majors.

Fine Art Photography Option

The Photography Program, in conjunction with the Fine Arts degree program, also offers a Fine Arts Photography Option with the commercial photography degree. This option is not only a counterpart to the specifically commercial nature of the photo degree, certificate, and the new Digital Option, but is a response to overwhelming interest in photography as an art form shown by inquiring students in both majors. The Fine Arts Option focuses on traditional techniques, their integration with digital technology, and the development of the conceptual building blocks required to make a fine art statement.

The New York metropolitan area is the very center of commercial photography. LaGuardia Community College takes advantage of its location by placing AAS degree students in required internships. This provides excellent "hands-on" experience within the actual field itself to complement students' on-campus studies.

Students will also receive essential information on business practices, self promotion, portfolio development, and how to secure employment as either a photographer's assistant or staff photographer. Additional courses focus on content, such as color theory, computer art (graphics, necessary as an introduction to digital imagery), two-dimensional design and photo journalism. This AAS degree is also an excellent vehicle through which to transfer to a variety of four-year colleges with professional programs in photography.

Students who need additional skills development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. For more information on basic skills requirements, see page 103.

Descriptions of courses in this major can be found on page 79.

Commercial Photography Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Counseling</th>
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<tbody>
<tr>
<td>English: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: 12 credits</td>
<td></td>
</tr>
<tr>
<td>Speech Elective</td>
<td>3</td>
</tr>
<tr>
<td>History of Photography HUA202</td>
<td>3</td>
</tr>
<tr>
<td>Select two of the following courses:</td>
<td></td>
</tr>
<tr>
<td>Introduction to Design HUA104</td>
<td>6</td>
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<tr>
<td>Color Theory HUA115</td>
<td></td>
</tr>
<tr>
<td>Introduction to Computer Art HUA125</td>
<td></td>
</tr>
<tr>
<td>Mathematics: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td></td>
</tr>
<tr>
<td>Natural and Applied Sciences: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Topics in Chemistry SCC101</td>
<td>3</td>
</tr>
<tr>
<td>Social Science: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Sociology SSS100</td>
<td>3</td>
</tr>
<tr>
<td>Commercial Photography: 21 credits</td>
<td></td>
</tr>
<tr>
<td>Beginning Photography HUA130</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Photography HUA230</td>
<td>3</td>
</tr>
<tr>
<td>Studio Lighting I HUA145</td>
<td>3</td>
</tr>
<tr>
<td>Studio Lighting II HUA245</td>
<td>3</td>
</tr>
<tr>
<td>Color Photography HUA234</td>
<td>3</td>
</tr>
<tr>
<td>Color Darkroom Techniques HUA235</td>
<td>3</td>
</tr>
<tr>
<td>Commercial Photography Workshop HUA275</td>
<td>3</td>
</tr>
<tr>
<td>Commercial Photography Seminar HUA280</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Education: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Gateway to the Workplace CEP100</td>
<td>1</td>
</tr>
<tr>
<td>Part-Time Internship CEP151</td>
<td>2</td>
</tr>
<tr>
<td>Full-Time Internship CEP201</td>
<td>3</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses. )</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Electives: 3 credits</td>
<td></td>
</tr>
<tr>
<td>(Any course in Communication Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 104-105 for these courses.)</td>
<td></td>
</tr>
</tbody>
</table>

One elective must be an urban study course.

Total credits: 60

Notes:

Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

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

**Counseling**  
New Student Seminar  

**English:** 6 credits  
Composition I ENC101  
Writing Through Literature ENC 102  

**Humanities:** 12 credits  
Speech Elective, usually HUC101 Oral Communication  
History of Photography HUA202  
Select two of the following courses:  
Computer Art 2 HUA126  
Computer Art 3 HUA127  
The View Camera, Large Format Photography HUA155  

**Mathematics:** 3 credits  
Liberal Arts Elective  

**Natural and Applied Science:** 3 credits  
Topics in Chemistry SCC101  

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

**Photography/Digital:** 24 credits  
Computer Art I HUA125 (or portfolio waiver)  
Beginning Photography HUA130 (or portfolio waiver)  
Digital Photography I HUA131  
Digital Photography II HUA132  
Intermediate Photography HUA230  
Alternative Photography: The Manipulated Image HUA238  
Commercial Photography Workshop HUA275  
Commercial Photography Seminar HUA280  

**Cooperative Education:** 6 credits  
Gateway to the Workplace CEP100  
Part-Time Internship CEP151  
Full-Time Internship CEP201  
(Required for day students. Extended day students may take Co-op Internships or elective courses.)  

**Liberal Arts Elective:** 3 credits  
Photojournalism HUN191  

**Total Credits:** 60

---

## Fine Art Photography Option

**Counseling**  
New Student Seminar  

**English:** 6 credits  
Composition I ENG101  
Writing Through Literature ENG 102  

**Humanities:** 12 credits  
Speech Elective, usually HUC101 Oral Communication  
History of Photography HUA202  
Select two of the following courses:  
Introduction to Design HUA104  
Color Theory HUA115  
Computer Art 2 HUA126  

**Mathematics:** 3 credits  
Liberal Arts Elective  

**Natural and Applied Sciences:** 3 credits  
Topics in Chemistry SCC101  

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

**Photography/Fine Art:** 24 credits  
Beginning Drawing HUA103  
Beginning Photography HUA130  
The View Camera HUA155  
Intermediate Photography HUA230  
Color Photography HUA234  
The Manipulated Image, Alternative Photographic Processes HUA238  
Video Production Workshop HUA246  

**Cooperative Education:** 6 credits  
Gateway to the Workplace CEP100  
Part-Time Internship CEP151  
Full-Time Internship CEP201  
(Required for day students. Extended day students may take Co-op Internships or elective courses.)  

**Liberal Arts Elective:** 3 credits  
Photojournalism HUN191 or Art and Society HUN192  

**Total Credits:** 60

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## Commercial Photography Certificate Curriculum

www.laguardia.cuny.edu/programs/aas/comp.asp  

**Counseling**  
New Student Seminar  

**English:** 3 credits  
Composition I ENC101  

**Humanities:** 6 credits  
Speech Elective  
Choose one course from the following three:  
Color Theory HUA115  
Introduction to Design HUA104  
Introduction to Computer Art HUA125  

**Mathematics:** 3 credits  
Liberal Arts Elective  

**Natural and Applied Sciences:** 3 credits  
Topics in Chemistry SCC101  

**Commercial Photography:** 15 credits  
Beginning Photography HUA130  
Intermediate Photography HUA230  
Studio Lighting I HUA145  
Color Photography HUA234  
Color Darkroom Techniques HUA235  

**Unrestricted Electives:** 3 credits  

**Total credits:** 33
Computer Information Systems

Computer Information Systems (CIS): All programs and options award students an Associate in Applied Science (AAS) degree, except for the Computer Science Program, which awards the Associate of Science (AS) degree.

The major objectives of the department's curriculum offerings are to provide students with technical competency in the area of specialization and to instill a basic understanding of business organization and the role of computer information systems in support of the management process. All offerings assist students to prepare for careers in the field of computer information systems, as well as facilitating transfer to senior colleges.

Students may select the following courses of study:

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

**Programming and Systems:** The Programming and Systems curriculum provides training for entry-level jobs as well as for transfer to a senior college as a business or information sciences major. Graduates of this program may qualify for positions as programmers or programmer trainees.

**Computer Operations:** The Computer Operations curriculum prepares students to operate computer equipment. After graduation, students will qualify for positions as input/output control clerks, computer operators, and console operators.

**Computer Operations—Network Systems Administration Option:** This option will provide graduates with a thorough knowledge of network operating systems, thereby enabling graduates to support fully client/server environments. In addition, students will be prepared to take certification examinations in UNIX and Windows.

**Computer Technology:** This curriculum provides the skills needed for careers in a rapidly growing technical area. Students will be prepared for careers as field engineers specializing in microcomputer repair and network diagnosis. Students will be prepared to transfer to a bachelor of technology program at a senior college.

**Computer Technology—Telecommunications Option:** The option in Telecommunications provides students with skills for working in data switching centers, maintaining data lines and repairing communication devices. In addition, students have the opportunity to plan advanced studies in teleprocessing and telecommunications. Students will be prepared to transfer to a bachelor of technology program at a senior college.

**Microcomputer Systems and Applications:** Students who wish to employ the latest in end user computer applications in the workplace will be interested in this program. Graduates will be qualified to fill positions in technical support, training and office administration, as well as becoming a computer aide or an applications software specialist. Students will be offered the opportunity to take qualification exams for certification by Microsoft.

New Media Technology: The New Media Technology curriculum prepares students for varied careers in new media including webmaster, multimedia applications developer, Internet programmer, streaming video and digital film production. Students have a choice of specialization between Multimedia Design and Web Programming.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. For more information on basic skills requirements, see page 103.

Descriptions of courses in these majors can be found on page 63.

### Computer Science Curriculum: AS Degree

#### Counseling
- New Student Seminar: 0 credits

#### English: 6 credits
- Composition I ENG101: 3 credits
- Writing Through Literature ENC102: 3 credits

#### Humanities: 3 credits
- Liberal Arts Elective*: 3 credits

#### Mathematics: 19 credits
- Calculus I MAT201: 4 credits
- Calculus II MAT202: 4 credits
- Calculus III MAT203: 4 credits
- Linear Algebra MAT210: 3 credits
- Introduction to Discrete Mathematical Structures MAT230: 4 credits

#### Social Science: 3 credits
- Introduction to Sociology SSS100: 3 credits

#### Computer Information Systems: 20 credits
- Introduction to Computer Science CIS101: 4 credits
- Object-Oriented Programming CIS190: 4 credits
- BASIC Assembler Language for Computer Science CIS06: 5 credits
- Data Structures CIS286: 3 credits
- Computer Architecture CIS295: 4 credits

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

#### Cooperative Education: 6 credits
- Gateway to the Workplace CEP100: 1 credit
- Part-time Internship CEP151: 2 credits
- Full-time Internship CEP201: 3 credits

(Required for day students. Extended day students may take Co-op internships or elective courses.)

**Total credits: 60**

*Elective must satisfy the urban study requirement.

### Notes:
Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

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

Counseling  
New Student Seminar  

English: 6 credits  
Composition I ENG101  
Writing Through Literature ENG102  

Humanities: 3 credits  
Liberal Arts Elective  

Mathematics: 4 credits  
Precalculus MAT200  

Social Science: 3 credits  
Introduction to Sociology SSS100  

Accounting/Managerial Studies: 7 credits  
Principles of Accounting I AMA111  
Introduction to Business AMM101  

Computer Information Systems: 24 credits  
Introduction to Computers and Their Applications CIS100  
Introduction to Visual Programming CIS109  
Systems Analysis and Design CIS110  
C/C++ Programming CIS125  
Comparative Operating Systems CIS230  
Database Concepts and Programming CIS250  
Introduction to Teleprocessing CIS260  
Choose any CIS course except CIS105  

Cooperative Education: 6 credits  
Gateway to the Workplace CEP100  
Part-Time Internship CEP151  
Full-Time Internship CEP201  
(Required for day students. Extended day students may take Co-op Internships or elective courses.)  

Liberal Arts Electives: 5 credits  
(Any course in Communication Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 104-105 for these courses.)  

Unrestricted Electives: 2 credits  

One elective must be an urban study course.  

Total credits: 60  

Notes:
Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

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

Computer Operations Curriculum: AAS Degree

Counseling  
New Student Seminar  

English: 6 credits  
Composition I ENG101  
Writing Through Literature ENG102  

Mathematics: 3 or 4 credits  
Liberal Arts Elective  

Social Science: 3 credits  
Introduction to Sociology SSS100  

Accounting/Managerial Studies: 7 credits  
Principles of Accounting I AMA111  
Introduction to Business AMM101  

Computer Information Systems: 24 credits  
Introduction to Computers and Their Applications CIS100  
Principles of Programming CIS109  
Systems Analysis and Design CIS110  
Comparative Operating Systems CIS230  
Data Center OPS: Basics CIS270  
Data Center OPS: Advanced CIS275  
Introduction to Teleprocessing CIS260  
Computer Information Systems Elective  
(choose any CIS course except CIS105: recommended-CIS241, CIS250 or CIS265)  

Cooperative Education: 6 credits  
Gateway to the Workplace CEP100  
Part-Time Internship CEP151  
Full-Time Internship CEP201  
(Required for day students. Extended day students may take Co-op Internships or elective courses.)  

Liberal Arts Electives: 5 credits  
(Any course in Communication Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 104-105 for these courses.)  

Unrestricted Electives: 2 or 3 credits  

One elective must be an urban study course.  

Note:
Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.
Computer Technology Curriculum: AAS Degree

Counseling
New Student Seminar 0

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

Humanities: 3 credits
Oral Communication HUC101 3

Mathematics: 8 credits
Technical Mathematics I MAT241 4
Technical Mathematics II MAT242 4

Social Science: 3 credits
Urban Sociology SSN187 3

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

Cooperative Education: 6 credits
Gateway to the Workplace CEP100 1
Part-Time Internship CEP151 2
Full-Time Internship CEP201 3
(Required for day students. Extended day students may take Co-op Internships or elective courses.)

Note: Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

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

Cooperative Education: 6 credits
Gateway to the Workplace CEP100 1
Part-Time Internship CEP151 2
Full-Time Internship CEP201 3
(Required for day students. Extended day students may take Co-op Internships or elective courses.)

Note: Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.
Telecommunications Option

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

Cooperative Education: 6 credits
- Gateway to the Workplace CEP100 1
- Part-Time Internship CEP151 2
- Full-Time Internship CEP201 3
  (Required for day students. Extended day students may take Co-op Internships or elective courses.)

Unrestricted Electives: 1 credit 1

Note:
Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

Total credits: 60

Microcomputer Systems and Applications Curriculum: AAS Degree

Counseling
- New Student Seminar 0

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

Humanities: 3 credits
- Choose one of the following:
  - Oral Communication HUC101 3
  - Communication in a Professional Setting HUC108

Mathematics: 3 credits
- Choose one of the following:
  - Mathematics and the Modern World MAT107 3
  - Elementary Statistics MAT120

Social Science: 3 credits
- Introduction to Sociology SSS100 3

Accounting and Managerial Studies: 11 credits
- Essential Computer Skills AMO116 2
- Word Processing I AMO155 3
- Word Processing II AMO156 3
- Introduction to Business AMM101 3

Computer Information Systems: 23 credits
- Introduction to Computers CIS100 3
- Multimedia Design I CIS161 3
- Spreadsheet Applications CIS170 2
- Database Applications CIS171 3
- Presentation Graphics CIS172 3
- Integrated Software Systems CIS173 3
- Introduction to Desktop Publishing CIS175 3
  - Choose one of the following:
    - Introduction to Visual Programming CIS109 or 3
    - Topics in CIS CIS160 or
    - Introduction to Teleprocessing CIS260

Cooperative Education: 6 credits
- Gateway to the Workplace CEP100 1
- Part-Time Internship CEP151 2
- Full-Time Internship CEP201 3
  (Required for day students. Extended day students may take Co-op Internships or elective courses.)

Liberal Arts Electives: 5 credits 5
- Any course in Communication Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 104-105 for these courses.

One elective must be an urban study course

Total credits: 60

Notes:
Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

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

## Counseling
- New Student Seminar

## English: 6 credits
- Composition I ENG101
- Writing Through Literature ENG102

## Humanities: 3 credits
- Introduction to Design HUA104

## Mathematics: 3 credits
- Elementary Statistics I MAT120

## Social Science: 3 credits
- Introduction to Sociology SSS100

## Accounting/Managerial Studies: 3 credits
- Introduction to E-Business AMM116

## Computer Information Systems: 27 credits
- Introduction to Computers CIS100
- Database Concepts and Programming CIS250
- Introduction to Teleprocessing CIS260
- E-Commerce Technology CIS111
- New Media Project Lab*

## Computer Information Systems Elective
- Choose either:
  - **Design Cluster**
    - Multimedia Design I CIS161
    - Multimedia Design II CIS162
    - Multimedia Design III CIS163
  - **Programming Cluster**
    - Web Programming I CIS166
    - Web Programming II CIS167
    - Web Programming III CIS168

## Cooperative Education: 6 credits
- Gateway to the Workplace CEP100
- Part Time Internship CEP151
- Full Time Internship CEP201

## Liberal Arts Electives: 9 credits**

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**Total: 60 credits**

* Course to be developed.

** Students selecting the Web Programming cluster should consider an additional mathematics course such as MAT200. Students selecting the Web Design cluster should consider additional art courses such as HUA165 or HUA166.

† One elective must be an urban study course.
The Dietetic Technician Program, coordinated by the Natural and Applied Sciences Department, leads to the Associate of Science (AS) degree. The Dietetic Technician Program at LaGuardia Community College is currently granted initial accreditation by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association, 120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606, (312) 899-5400.

The program is designed to educate individuals in the areas of medical nutrition therapy and foodservice management. Students are taught to screen and assess patients and to plan and implement appropriate nutrition intervention plans. They are also taught to supervise food production, plan menus, implement sanitation and safety procedures, and manage personnel. The program provides courses in normal nutrition, medical nutrition therapy, nutrition education methodologies and foodservice management. The basic science courses include human anatomy, physiology and biological chemistry.

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

Successful graduates are eligible to sit for the dietetic technician registration exam. This exam is administered through the Commission on Dietetic Registration of the ADA. Employment opportunities exist in medical centers, hospitals, extended care facilities, foodservice contract companies, educational feeding programs, and community health programs. Graduates may also enroll in bachelor’s degree programs at various senior colleges. Membership in the American Dietetic Association and the Dietary Managers Association is also available to program graduates.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. Those courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. For more information on basic skills requirements, see page 103.

Descriptions of courses in this major can be found on page 85.

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**Dietetic Technician Curriculum:**

**AS Degree**

<table>
<thead>
<tr>
<th>Counseling</th>
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</tr>
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<tbody>
<tr>
<td>English: 6 credits</td>
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<tr>
<td>Composition I ENG101</td>
<td>3</td>
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<tr>
<td>Writing Through Literature</td>
<td>3</td>
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<tr>
<td>Humanities: 3 credits</td>
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<tr>
<td>Oral Communication HUC101</td>
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<td>Natural and Applied Sciences: 13 credits</td>
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<tr>
<td>Fundamentals of Human Biology I SCB203</td>
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<td>Fundamentals of Human Biology II SCB204</td>
<td>4</td>
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<tr>
<td>Biological Chemistry SCC140</td>
<td>3</td>
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<tr>
<td>Community Health SCN195</td>
<td>2</td>
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<td>Social Science: 6 credits</td>
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<tr>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>General Psychology SSY101</td>
<td>3</td>
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<tr>
<td>Dietetic Technology: 26 credits</td>
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<tr>
<td>Foods SCD100</td>
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<tr>
<td>Introductory Nutrition SCD200</td>
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</tr>
<tr>
<td>Clinical Nutrition A SCD201</td>
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<td>Clinical Nutrition B SCD202</td>
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<td>Life Cycle Nutrition SCD203</td>
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<td>Applied Dietetics SCD206</td>
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<td>Quantity Food Production SCD250</td>
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<td>Foodservice Sanitation and Safety SCD251</td>
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<tr>
<td>Foodservice Administration SCD253</td>
<td>3</td>
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<td>Cooperative Education: 5 credits</td>
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<td>Co-op Prep SCO007</td>
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<tr>
<td>Dietetic Field Experience I SCD260</td>
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<tr>
<td>Dietetic Field Experience II SCD221</td>
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<tr>
<td>Dietetic Field Experience III SCD222</td>
<td>2</td>
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<tr>
<td>Liberal Arts Elective: 1 credit</td>
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</tr>
<tr>
<td>(Any course in Communication Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 104-104 for these courses.)</td>
<td></td>
</tr>
</tbody>
</table>

**Total credits: 60**

Notes:

- Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

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

www.laguardia.cuny.edu/programs/aa/plae.asp

The jointly registered AA/BS Program in Liberal Arts/Childhood Education and AA/BA Liberal Arts/Secondary Education, coordinated by the Social Science Department, are designed for students who are interested in pursuing teaching as a career and who plan to transfer to the Queens College School of Education. The programs can lead to admission to Queens College upon successful completion of LaGuardia’s Associate of Arts (AA) degree requirements in Liberal Arts (60 credits for Secondary Education and 64 credits for Childhood Education) and provide a clearly defined academic path that leads to New York State provisional certification in teaching. They also ensure that the students’ course selections at LaGuardia will simultaneously satisfy degree requirements at Queens College.

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

The programs have one cooperative education internship. The internship is accompanied by a cooperative education seminar designed to integrate theory and practice. The LaGuardia internship will satisfy the 100 hours of experience working with children required for admission to the Childhood Education Program at Queens College.

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

Students in these programs are required to complete a Liberal Arts major along with the education co-major at Queens College. Queens College offers a large number of liberal arts majors. Therefore, the Liberal Arts elective credits at LaGuardia should be taken toward a Liberal Arts major at Queens College and students should consult with an advisor before selecting electives.

Students in the Childhood Education Program must have a grade of B in at least one course in each of the core content areas: Math, Science, Social Studies, and English Language Arts. They also must maintain a minimum overall cumulative average of 2.75 in order to begin the study in this program at Queens College. While a CPA of 2.75 is the minimum requirement for consideration, IT DOES NOT GUARANTEE admission to this program at Queens College.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. For more information on the basic skills requirements, see page 103.

AA/BS Program in Liberal Arts/Childhood Education Curriculum: AA Degree

| Counseling | 0 |
| English: 12 credits |  |
| Composition I ENG101 | 3 |
| Writing Through Literature ENG102 | 3 |
| Select one of the following courses: | 3 |
| The Drama ENC265 |  |
| Shakespeare ENC266 |  |
| Introduction to Poetry ENC270 |  |
| The Bible as Literature ENC205 |  |
| The Novel ENC260 |  |
| Select one of the following courses: | 3 |
| Afro-American Literature ENC225 |  |
| Contemporary Black American Fiction ENC269 |  |
| Humanities: 6 credits |  |
| Select one of the following courses: | 3 |
| Introduction to Art HUA101 |  |
| Art History: Prehistoric Through Gothic HUA165 |  |
| Art History: Renaissance Through Modern HUA166 |  |
| Select one of the following courses: | 3 |
| Acting I HUC190 |  |
| Beginning Drawing HUA103 |  |
| Beginning Painting HUA110 |  |
| Color Theory HUA115 |  |
| Beginning Sculpture HUA120 |  |
| Social Science: 24 credits |  |
| Introduction to Sociology SSS100 | 3 |
| Sociology of Education SSS185 | 3 |
| Cultural Anthropology SSS101 | 3 |
| Themes in American History since 1865 SSH101 | 3 |
| Themes in American History since 1865 SSH102 | 3 |
| Select one of the following courses: | 3 |
| U.S. Power and Politics SEF101 |  |
| World Politics SSP200 |  |
| Political Ideas and Ideologies SSP250 |  |
| The Urban Economy SSS189 |  |
| Select one of the following Urban Studies courses: | 3 |
| Sociology of the Black Community SSS186 |  |
| Urban Sociology SSS187 |  |
| Select one of the following courses: | 3 |
| Western Civilization from Ancient Times to the Renaissance SSH103 |  |
| Western Civilization from the Renaissance to Modern Times SSH104 |  |
| Mathematics: 6 credits |  |
| Elementary Statistics MAT120* | 3 |
| Mathematics in Elementary Education MAT104* | 3 |
| Cooperative Education: 4 credits |  |
| Gateway to the Workplace CEP100 | 1 |
| Full-time Internship CEP201 | 3 |
| (Required for both day and extended day students) |  |
| Natural and Applied Sciences: 6 credits |  |
| Topics in Biological Sciences SCB101 | 3 |
| Introductory Nutrition SCD200 | 3 |
| Liberal Arts Electives: 6 credits | 6 |

The Liberal Arts elective credits must be courses in the area of concentration that you will study at Queens College.

Total credits: 64

*Students in this program receive a waiver from the Mathematics Department which exempts them from taking MAT103.
## AA/BA Program in Liberal Arts/Secondary Education Curriculum: AA Degree

### Counseling
- New Student Seminar: 0

### English: 12 credits
- Composition I ENG101: 3
- Writing Through Literature ENG102: 3
- **Select one of the following courses:**
  - The Drama ENG265: 3
  - Shakespeare ENG266
  - Introduction to Poetry ENG270
  - The Bible as Literature ENG205
  - The Novel ENG260

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

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

### Social Science: 15 credits
- Introduction to Sociology SSS100: 3
- Sociology of Education SSS185: 3
- General Psychology SSY101: 3
- Cultural Anthropology SSA101: 3

- **Select one of the following courses:**
  - Western Civilization from Ancient Times to the Renaissance SSH103: 3
  - Western Civilization from the Renaissance to Modern Times SSH104: 3

- **Select one of the following courses:**
  - U.S. Power and Politics SSP101: 3
  - World Politics SSP200
  - The Urban Economy SSN189
  - Political Ideas and Ideologies SSP250

### Mathematics: 3 credits
- Elementary Statistics MAT120: 3

### Natural and Applied Sciences: 4 credits
- **Select one of the following courses:**
  - Fundamentals of Biology SCB201: 1
  - Fundamentals of Chemistry SCC201: 3

### Cooperative Education: 4 credits
- Gateway to the Workplace CEP100: 1
- Full-Time Internship CEP201: 3

(Required for both day and extended day students.)

### Liberal Arts Electives: 16 credits
- The Liberal Arts elective credits must be courses in the area of concentration that you will study at Queens College. One must be an Urban Studies course.

**Total credits: 60**
The Education Associate: The Bilingual Child Program is a two-year program that prepares Bilingual Education Associates to meet the critical need for professionally trained teaching support personnel to work in schools comprised largely of Spanish-speaking children. The program is administered by the Humanities Department, and awards the Associate in Arts (AA) degree. Students are encouraged to transfer to a senior college after graduation. Students admitted to the program must demonstrate written and oral proficiency in Spanish equivalent to HUS105, Spanish for Fluent Speakers I.

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

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

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

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. For more information on the basic skills requirements, see page 103.

Descriptions of courses in this major can be found on page 73.

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

| Counseling                                      | 0 |
| English: 6 credits                              |   |
| Composition I ENG101                           | 3 |
| Writing Through Literature ENG102              | 3 |
| Humanities: 6 credits                          |   |
| Advanced Spanish Composition HUS210*           | 3 |
| Select one of the following courses:           |   |
| Latin American Literature I HUS200*            | 3 |
| Latin American Literature II HUS201*           |   |
| Literature of the Caribbean HUS270*            |   |
| Mathematics: 6 credits                         |   |
| Early Concepts of Math for Children MAT103 or MAB103 | 3 |
| Mathematics in Elementary Education MAT104 or MAB104 | 3 |
| Natural and Applied Sciences: 3 credits        |   |
| Topics in Biological Sciences SCC101          | 3 |
| Topics in Chemistry SCC101                    |   |
| Topics in Physical Science SCP101             |   |
| Social Science: 9 credits                      |   |
| Introduction to Sociology SSS100 or SSB110 (bilingual mode) | 3 |
| General Psychology SSY101 or SSB102 (bilingual mode) | 3 |
| Group Dynamics SSY260                          | 3 |
| Bilingual Education Core Courses: 15 credits   |   |
| Urban Study: Introduction to Bilingualism HUN101 | 3 |
| Educational Psychology: Bilingual Child in the Urban Environment HUB102 | 3 |
| Principles and Practices of Bilingual Education and ESL HUB103 | 3 |
| Teaching Reading and Language Arts in the Bilingual Classroom HUB200 | 3 |
| Latin American Civilizations HUS204*           | 3 |
| Cooperative Education: 6 credits               |   |
| Gateway to the Workplace CEP100                | 1 |
| Part-Time Internship CEP101                    | 2 |
| Full-Time Internship CEP201                    | 3 |
| Liberal Arts Electives: 9 credits              |   |
| (Any course in Communication Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 104-105 for these courses.) | |

**Total credits: 60**

Notes:

Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

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

*These courses are taught in Spanish only.
Emergency Medical Technician/Paramedic Curriculum: AAS Degree

Counseling
New Student Seminar 0

English: 6 credits
Composition 1 ENG101 3
Writing Through Literature ENG102 3

Humanities/English: 3 Credits
Liberal Arts Elective 3

Mathematics: 3 credits
Elementary Statistics MAT120 3

Social Science: 3 credits
Introduction to Sociology SSS100 3

Natural and Applied Sciences: 5 credits
Fundamentals of Human Biology I SCB203 4
Fundamentals of Human Biology II SCB204 4

Paramedic Component: 36 credits
Emergency Medical Technician-Basic SCE100 6
Paramedic I SCE120 12
Paramedic II SCE231 3
Paramedic III SCE232 12
Paramedic IV SCE233 3

Unrestricted Electives: 1 credit 1

One elective must be an urban study course.

Total credits: 60

Notes:
The requirements for this program include mandatory practical skills sessions that are offered only on Saturdays.

Students who have successfully completed a NYS Paramedic Program may receive 30 credits for prior paramedic training. Students who have successfully completed a NYS EMT course may receive 6 credits for prior EMT training. Verification of successful course completion and/or certification from NYS DOH is required to receive these transfer credits.

One-year certificate program for EMT/Paramedic is available through the Division of Adult and Continuing Education.

For additional information, call the EMT/Paramedic Program at (718) 482-5321.

Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
The Fine Arts Program, coordinated by the Humanities Department, leads to an Associate of Science (AS) Degree. This program will offer training in studio art for students seeking careers in either the fine or applied arts. Emphasis throughout the curriculum will be placed on individual creativity, aesthetic awareness and an understanding of the visual arts in societies past and present.

The Fine Arts Program is open to students of all levels who wish to expand their technical and aesthetic knowledge in the areas of painting, drawing, sculpture, design, photography and the history of art and film. The curriculum is structured to prepare students for immediate career objectives or for transfer to BA or BFA programs in studio art at the senior colleges of City University or other metropolitan area art schools. The Fine Arts curriculum is also designed to meet the needs of students who intend to transfer to specialized commercial art programs.

The curriculum places emphasis on drawing techniques and visual fundamentals. There are two required courses in drawing and one in design. A third drawing course may be selected as an elective. Within the curriculum, it is possible for students to select concentrations in painting, sculpture, photography or design. Two required courses in art history form an introduction to the major movements of world art. A third elective course in art history focuses on the arts of a particular culture or period. Required areas of study in the Liberal Arts include writing, literature, mathematics, science, history and the humanities, providing indispensable cultural and practical background for the visual artist.

The program also provides important “hands-on” experience in the New York art world through cooperative education internships in professional art studios, galleries and museums.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required courses section of the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. For more information on basic skills, see page 103.

Descriptions of courses in this major can be found on page 80.

### Fine Arts Curriculum: AS Degree

**Counseling**
- New Student Seminar 0

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

**Humanities:** 3 credits
- Liberal Arts Elective (other than Fine Arts) 3

**English/Humanities:** 3 credits
- Liberal Arts Urban Study Elective 3

**Mathematics:** 3 credits
- Liberal Arts Elective 3

**Natural and Applied Sciences:** 3 credits
- Liberal Arts Lab Science Elective 3
  (Select only course designations beginning with SCB, SCC, SCH or SCP.)

**Social Science:** 6 credits
- Introduction to Sociology SSS100 3
- History Elective 3

**Liberal Arts:** 3 credits
- Humanities, Science and Technology LIB200 3

**Fine Arts:** 27 credits
- Beginning Drawing HUA103 3
- Introduction to Design HUA104 3
- Life Drawing HUA180 3
- Art History: Prehistoric Through Gothic HUA165 3
- Art History: Renaissance Through Modern HUA166 3

Select two of the following Studio Art courses:
- Three-Dimensional Design HUA106 6
- Beginning Painting HUA110 3
- Color Theory HUA115 3
- Beginning Sculpture HUA120 3
- Beginning Photography HUA130 3
- Beginning Printmaking HUA150 3

Select one of the following Studio Art courses:
- Intermediate Drawing HUA203 3
- Intermediate Painting HUA210 3
- Intermediate Sculpture HUA220 3
- Intermediate Photography HUA230 3

Select one of the following Art History courses:
- Art of the 20th Century HUA200 3
- Art in New York HUA201 3
- History of Photography HUA202 3
- History of the Renaissance HUA215 3
- Art of Africa, Oceania and Pre-Columbian America HUA216 3
- Art of Film HUC150 3

**Cooperative Education:** 6 credits
- Gateway to the Workplace CEP100 1
- Part-Time Internship CEP151 2
- Full-Time Internship CEP201 3
  (Required for day students. Extended day students may take Co-op internships or elective courses.)

**Total credits:** 60

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

Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.
Human Services

www.laguardia.cuny.edu/programs/aa/hschd.asp

The Human Services Programs, coordinated by the Natural and Applied Sciences Department, lead to an Associate in Arts (AA) degree with a special orientation toward the helping professions. Students may select from one of the following programs: Child Development, Gerontology or Mental Health. The curriculum is designed to prepare students either for career objectives or for transfer to senior colleges.

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

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

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

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

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. For more information on basic skills requirements, see page 103.

Human Services: Child Development

Curriculum: AA Degree

Counseling
New Student Seminar
0

English: 6 credits
Composition 1 ENG101 3
Writing Through Literature ENG102 3

Humanities: 6 credits
Introduction to Art HUA101 3
Introduction to Music HUM101 3

Mathematics: 3 credits
Early Concepts of Math for Children MAT103 3

Natural and Applied Sciences: 6 credits
Topics in Biological Sciences SCB101 3
Topics in Physical Sciences SCP101 3

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

Human Services: 15 credits
Core Courses: 9 credits
Orientation to Human Services HSC101 3
Principles of Human Relations HSC102 3
Community Dynamics: Impact on Human Services HSN103 3

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

Cooperative Education: 6 credits
Co-op Prep 0
2 half-time Internships, 1 credit each 2
2 full-time Internships, 2 credits each 4

Liberal Arts Electives: 6 credits
(Any course in Communication Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog.) See pages 104-105 for these courses.

Notes:
Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

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

Total credits: 60
## Human Services: Gerontology Curriculum: AA Degree

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>New Student Seminar</td>
<td>0</td>
</tr>
<tr>
<td><strong>English: 6 credits</strong></td>
<td>Composition I ENG101  Writing Through Literature ENG102</td>
<td>3+3</td>
</tr>
<tr>
<td><strong>Humanities: 3 credits</strong></td>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics: 3 credits</strong></td>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Natural and Applied Sciences: 6 credits</strong></td>
<td>Topics in Biological Science SCB101  Aging and Health SCH111</td>
<td>3+3</td>
</tr>
<tr>
<td><strong>Social Science: 9 credits</strong></td>
<td>Introduction to Sociology SSS100  General Psychology SSY101  Developmental Psychology I SSY241</td>
<td>3+3+3</td>
</tr>
<tr>
<td><strong>Human Services: 15 credits</strong></td>
<td>Orientation to Human Services HSC101  Principles of Human Relations HSC102  Community Dynamics: Impact on Human Services HSN103</td>
<td>3+3+3</td>
</tr>
<tr>
<td><strong>Gerontology: 9 credits</strong></td>
<td>(Specialization courses must be taken with internships)  Introduction to Gerontological Services HSG150  Human Services Roles and Systems HSC135  Activities for Human Services Settings HSC130</td>
<td>3+3+3</td>
</tr>
<tr>
<td><strong>Cooperative Education: 6 credits</strong></td>
<td>Co-op Prep  2 half-time Internships, 1 credit each  2 full-time Internships, 2 credits each</td>
<td>0+2+4</td>
</tr>
<tr>
<td><strong>Liberal Arts Electives: 9 credits</strong></td>
<td>(Any course in Communication Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog.)</td>
<td>9+3</td>
</tr>
</tbody>
</table>

Total credits: 60

Notes:
Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

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

## Human Services: Mental Health Curriculum: AA Degree

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>New Student Seminar</td>
<td>0</td>
</tr>
<tr>
<td><strong>English: 6 credits</strong></td>
<td>Composition I ENG101  Writing Through Literature ENG102</td>
<td>3+3</td>
</tr>
<tr>
<td><strong>Humanities: 3 credits</strong></td>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics: 3 credits</strong></td>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Natural and Applied Sciences: 6 credits</strong></td>
<td>Topics in Biological Science SCB101  Aging and Health SCH111</td>
<td>3+3</td>
</tr>
<tr>
<td><strong>Social Science: 12 credits</strong></td>
<td>Introduction to Sociology SSS100  General Psychology SSY101  Developmental Psychology I SSY240  Group Dynamics: Small Group Processes SSY260</td>
<td>3+3+3+3</td>
</tr>
<tr>
<td><strong>Human Services: 15 credits</strong></td>
<td>Orientation to Human Services HSC101  Principles of Human Relations HSC102  Community Dynamics: Impact on Human Services HSN103</td>
<td>3+3+3</td>
</tr>
<tr>
<td><strong>Mental Health: 9 credits</strong></td>
<td>(Specialization courses must be taken with internships)  Survey of Psychological Treatment Approaches HSM120  Human Services Roles and Systems HSC135  Activities for Human Services Settings HSC130</td>
<td>3+3+3</td>
</tr>
<tr>
<td><strong>Cooperative Education: 6 credits</strong></td>
<td>Co-op Prep  2 half-time Internships, 1 credit each  2 full-time Internships, 2 credits each</td>
<td>0+2+4</td>
</tr>
<tr>
<td><strong>Liberal Arts Electives: 3 credits</strong></td>
<td>(Any course in Communication Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog.)</td>
<td>3+3+3</td>
</tr>
</tbody>
</table>

Total credits: 60

Notes:
Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

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

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

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

The Liberal Arts: Social Sciences and Humanities Program leads to an Associate in Arts (AA) degree. For students who want an early start in planning for a liberal arts-related career, the program has a number of courses offered in such areas as art, music, media, theater, film, journalism, aging, community studies, child development, Latin American studies and legal studies to choose from.

The International Studies Option (AA degree) is an interdisciplinary program that draws on the best resources of LaGuardia to prepare students to become better-informed world citizens and to develop the competencies needed to survive and succeed in the new global economy. A unique hybrid of intensive academic and career advisement is the hallmark of this option. Students not only receive academic advisement and instruction in some core courses from the director of the option, they are also placed in internationally oriented internships in New York and in internships abroad. Students are also provided with extensive guidance and support in transferring to senior colleges and in applying for scholarships. Students are required to take two cycles of a foreign language.

The Media Studies Option (AA degree) offers a curriculum which meets the growing demand for preparation in the expanding field of communications media (including film, television, video and other forms of electronic media). It provides a structure for guiding Liberal Arts students toward career and professional goals early in their academic careers. The curriculum is designed to prepare students for transfer to baccalaureate programs in film, television, and other communications technologies. Internships take advantage of LaGuardia’s New York City location to provide students with experience in professional settings in this growing field.

The Deaf Studies Option (AA degree) enables students to learn American Sign Language (ASL), and to understand the dynamics of deaf communities. Students receive a broad liberal arts background for further study in ASL/English interpreting, special education, social work, rehabilitation counseling, and related fields. Advanced students are placed in internships where ASL is the everyday medium of communication.

The Theater and Communication Option (AA Degree) offers a curriculum that prepares students for transfer to a baccalaureate program in fields such as speech, communication, drama and performance. The option provides students with the necessary groundwork for career and professional goals early in their academic career. Internships take advantage of the variety of professional theater and communication professions located in New York City. Students will also gain practical experience in programs using the Humanities Department Media Studio and the Black Box Theatre.

The Labor and Community Organizing Option will prepare students to be employed as professional organizers, leaders, and staff members within unions and other community organizations. Job opportunities are dramatically increasing in this field. Thousands of college students are becoming active around issues of sweatshops, immigrant rights, the environment, housing, healthcare, and the need for a living wage. Students will receive a broad liberal arts education with special courses teaching organizing and leadership skills. Students will do their internships in unions and community organizations. The curriculum is designed to enable students to transfer to four-year colleges to programs in urban studies, labor studies, human services, and social work.

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

In addition to required courses, students choose to meet their individual career goals and interests. Through the sequence of courses offered, students are prepared for internships taken in the Department of Cooperative Education. Internships provide a laboratory for linking classroom preparation with further exploration of careers in the liberal arts and sciences. Students bring together their work/study experience in a final seminar where liberal studies are viewed through humanistic, scientific and technological themes.

Liberal Arts and Sciences majors have faculty advisors to help with the planning of their programs. Planning course sequences will allow students to take full advantage of existing articulation agreements.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. For more information on basic skills requirements, see page 103.
Liberal Arts: Social Sciences and Humanities Curriculum: AA Degree

Counseling
New Student Seminar 0

English: 11 credits
Composition I ENG101 3
Writing Through Literature ENG102 3
Preparing and Writing the Research Paper ENG103 2
Liberal Arts Elective 3

Humanities: 3 credits
Liberal Arts Elective 3

English/Humanities: 3 credits
Liberal Arts Elective 3

Liberal Arts 4 credits
*Integrating Seminar: Liberals Arts Cluster LIB110 1
Humanism, Science & Technology: Liberal Arts Seminar LIB200 3

Mathematics: 3 credits
Liberal Arts Elective 3

Natural and Applied Sciences/Mathematics: 6 credits
Liberal Arts Lab Science Elective 3
Liberal Arts, Science or Math Elective 3
(For Natural & Applied Sciences, select only course designations beginning with SCB, SCC, SCH or SCP.)

Social Science: 9 credits
Introduction to Sociology SSH1010 3
Liberal Arts Elective 3
Select one of the following courses: 3
Themes in American History to 1865 SSH101
Themes in American History since 1865 SSH102
Western Civilization from Ancient Times to the Renaissance SSH103
Western Civilization from the Renaissance to Modern Times SSH104
World History from Ancient Times to 1500 SSH105
World History from 1500 to the Present SSH106
East Asian Civilization and Societies SSH110
Afro-American History SSH120
Survey of Latin American and Caribbean History SSH232

Cooperative Education: 6 credits
Gateway to the Workplace CEP100 1
Part-Time Internship CEP151 2
Full-Time Internship CEP201 3
(Required for day students. Extended day students may take Co-op Internships or elective courses.)

Liberal Arts Electives: 6 credits
(Any course in Communication Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 104-105 for these courses.)

Unrestricted Electives: 9 credits

One elective must be an urban study course.

Total credits: 60

*Introductory Cluster Requirement
An introductory cluster containing four courses with an Integrating Seminar (LIB110, one credit) is required for all DAY students; students must take the Cluster during the 12-week session when they take ENG101. Extended Day students and students who change to the liberal arts major after completing ENG101 may substitute a liberal arts elective.

Liberal Arts Elective Options

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

English Core Courses (choose one):
The Short Story ENC250
The Novel ENC260
Drama ENC265
Afro-American Literature ENC225
Images of Women in Literature ENC245
Introduction to Poetry ENC270

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

Mathematics Core Courses (choose one):
Math and the Modern World MAT120
Elementary Statistics I MAT130
History of Mathematics MAT220

Natural and Applied Sciences Core Courses (choose one):
Fundamentals of Biology I, SCB201
Fundamentals of Chemistry I, SCC201
Fundamentals of Physics I, SCP201
This core area can be fulfilled by a topics course as well as a fundamentals course.

Social Science Core Courses (choose one):
Introduction to Cultural Anthropology SSA101
Introduction to Economics SSE101
Power & Politics in America SSP101
Urban Sociology SSN187
General Psychology SSY101
# International Studies Option

www.laguardia.cuny.edu/programs/aaJiso.asp

## Counseling
New Student Seminar 0

## English: 5 credits
Composition I ENG101 3
Writing Through Literature ENG102 3
Writing The Research Paper ENG103 2

## Humanities: 6 credits
Two Language Courses 6
(No exemption credit will be given for previous knowledge of a foreign language)

## Liberal Arts: 4 credits
*Integrating Seminar: Liberal Arts Cluster LIB110 1
Humanism, Science and Technology: Liberal Arts Seminar LIB200 3

## Mathematics: 3 credits
Elementary Statistics I MAT120 3

## Natural and Applied Sciences: 3 credits (Choose One)
*Topics in Biological Sciences SCB101 3
*Topics in Chemistry SCC101 3
*Biological Chemistry SCC140 3
*Topics in Physical Sciences SCP101 3

## Social Science: 6 credits
Introduction to Sociology SSH100 3
History (Choose One) SSH103 3
Survey of Latin American and Caribbean History SSH232 3
Western Civilization From Ancient Times to the Renaissance SSH103 3
Western Civilization from the Renaissance to Modern Times SSH104 3
World History from Ancient Times to 1500 SSH105 3
World History from 1500 to the Present SSH106 3
East Asian Civilization and Cultures SSH110 3

## Cooperative Education: 6 credits
Gateway to the Workplace CEP100 1
Part-Time Internship CEP151 2
Full-Time Internship CEP201 3

### *Introductory Cluster Requirement*
An Introductory Cluster containing four courses with an Integrated Seminar (LIB110 1 credit) is required for all DAY students; students must take the Cluster during the 12-week session when they take Composition I ENG101. Extended day students may substitute a liberal arts elective.

## English (Choose One)
*Literature of the City ENC240 3
Images of Women in Literature ENC245 3
The Woman Writer: Her Vision and Her Art ENC247 3
The Short Story ENC250 3
The Novel ENC260 3
Literature of Difference: Lesbian and Gay Writers ENC261 3
The Drama ENC265 3
Introduction to Poetry ENC270 3
Literature and Film ENC/HUC272 3

**Art, Politics and Protest ENN191 3
The Immigrant Experience in American Literature ENC268 3

### Humanities (Choose Three):
Art History: Prehistoric through Gothic HUA165 3
Art History: Renaissance through Modern HUA166 3
Oral Communication HUC101 3
Music of Latin America HUM107 3
**Introduction to Bilingualism HUN101 3
**Introduction to Intercultural Communication HUN/SSN180 3
**The Puerto Rican Community: Minority Group Experience HUN194 3
Introduction to Philosophy HUP101 3
Critical Thinking Across Cultures HUR100 3

### Social Science (Choose Three):
Cultural Anthropology SSA101 3
Peoples and Cultures of the Caribbean SSA120 3
Introductory Economics SSE101 3
World Geography SSE125 3
Western Civilization from Ancient Times to the Renaissance SSH103 3
Western Civilization from the Renaissance to Modern Times SSH104 3
World History from Ancient Times to 1500 SSH105 3
World History from 1500 to the Present SSH106 3
World Politics SSP200 3
Politics of Latin America and the Caribbean SSP220 3
Political Ideas and Ideologies SSP250 3

### Social Sciences or Humanities Elective (Choose One)
Choose one course from either the Social Science or the Humanities listing above. (**One elective must be an urban study course.)

### Total credits: 60
### Media Studies Option

- **English: 11 credits**
  - Composition I ENG101
  - Writing Through Literature ENG102
  - Preparing and Writing the Research Paper ENG103
  - Liberal Arts Elective

- **Humanities: 3 credits**
  - Liberal Arts Elective

- **Liberal Arts: 4 credits**
  - Integrating Seminar: Liberal Arts Cluster LIB110
  - Humanities, Science & Technology: Liberal Arts Seminar LIB200

- **Mathematics: 3 credits**
  - Liberal Arts Elective

- **Natural and Applied Sciences/Mathematics: 6 credits**
  - Liberal Arts Lab Science Elective
  - Liberal Arts, Science or Math Elective

- **Social Science: 9 credits**
  - Introduction to Sociology SSS100
  - Art and Society HUN192*
  - Select one of the following courses:
    - Themes in American History to 1865 SSS101
    - Western Civilization from Ancient Times to the Renaissance SSH103
    - Western Civilization from the Renaissance to Modern Times SSH104
    - World History from Ancient Times to 1500 SSH105
    - World History from 1500 to the Present SSH106
    - East Asian Civilization and Societies SSH110
    - Afro-American History SSH120
    - Survey of Latin American and Caribbean History SSH231

- **Cooperative Education: 6 credits**
  - Gateway to the Workplace CEP100
  - Part-Time Internship CEP151
  - Full-Time Internship CEP201

- **Liberal Arts Electives: 6 credits**
  - Students in the Media Studies option take the following courses:
    - Introduction to Mass Media HUC120
    - Art of Film HUC150

- **Unrestricted Electives: 9 credits**
  - Students in the Media Studies option take the following courses:
    - American Film HUC270
    - Video Production HUC240
    - Introduction to Computer Art HUA125

- **Total credits: 60**

*Fulfills Urban Studies requirement

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### Deaf Studies Option

- **English: 11 credits**
  - Composition I ENG101
  - Writing through Literature ENG102
  - Preparing and Writing the Research Paper ENG103
  - Liberal Arts Elective (Choose One)

- **Humanities: 6 credits**
  - Humanities Electives (Choose two)
  - Oral Communication HUC101
  - Creative Drama HUC180
  - Introduction to Intercultural Communication HUC180*
  - Creative Thinking: Theory and Practice HUP103

- **Liberal Arts: 2 credits**
  - Humanities, Science and Technology: Liberal Arts Seminar LIB200

- **Mathematics: 3 credits**
  - Elementary Statistics I MAT120

- **Natural and Applied Sciences: 23 credits**
  - Natural Science courses (Choose one of the following sequences)
    - Fundamentals of Biology ISB201
    - Fundamentals of Chemistry II SCC202
    - Fundamentals of Chemistry II SCC202 or Fundamentals of Chemistry III SCC202
    - General Physics I SCP231
    - General Physics II SCP232

- **Social Science: 9 credits**
  - Introduction to Sociology SSS100
  - Sociology of American Deaf Communities SSS190
  - Social Science Elective (choose one)

- **Cooperative Education: 5 credits**
  - Cooperative Education Preparation HSS014
  - One part-time internship (required for all students)
  - One full-time internship (required for all students)

*Fulfills Urban Studies requirement
### Labor and Community Organizing Option

- **Counseling**: New Student Seminar (0)
- **English**: 11 credits
  - Composition I ENG101 (3)
  - Writing through Literature ENC102 (3)
  - Preparing and Writing the Research Paper ENG103 (2)
  - Journalism: The Craft of Gathering and Reporting the News ENG211 (3)
- **Humanities**: 3 credits
  - Oral Communication HUC101 (3)
- **Liberal Arts**: 4 credits
  - Integrating Seminar: Liberal Arts Cluster LIB110 (1)
  - Humanism, Science, and Technology: Liberal Arts Seminar LIB200 (3)
- **Mathematics**: 2 or 4 credits
  - Mathematics and the Modern World MAT107 (3)
  - Precalculus MAT200 (3)
- **Natural and Applied Sciences**: 6 credits
  - Liberal Arts Lab Science Elective (3)
  - Liberal Arts, Science or Math Elective (3)
- **Social Science**: 9 credits
  - Introduction to Sociology SSS100 (3)
  - Social Movements SSS102 (3)
  - Intro to Labor and Community Organizing (to be developed) (3)
- **Cooperative Education**: 6 credits
  - Gateway to the Workplace CEP100 (1)
  - Part-time Internship CEP151 (2)
  - Full Time Internship CEP201 (3)
  - (Required for day students. Extended day students may take Co-op Internships or elective courses.)
- **Liberal Arts Electives**: 6 credits
  - Students in the Community and Labor Organizing Option take the following courses as part of their elective:
    - Community Dynamics: Impact on Human Services HSN103 (3)
    - Themes in American History to 1865 SSH101 (3)
    - Themes in American History since 1865 SSH102 (3)
- **Unrestricted Electives**: 9 credits
  - Students in the Community and Labor Organizing Option take the following courses as part of their electives:
    - Computers and Society CIS/SSD105 (3)
    - Conflict Resolution HSC180 (3)
    - Urban Economics SSN189 (3)
    - Practical Politics of NYC SSN192 (3)
    - Urban Anthropology SSN182 (3)
    - Women in Society SNN210 (3)
    - Perspectives on Homelessness HSN110 (3)
    - Leadership SNN190 (3)
    - History of Minorities SNN183 (3)
    - Environmental Psychology SNN184 (3)
    - Sociology of Black Community SNN186 (3)
    - Urban Black Psychology SNN280 (3)
    - History of New York City SNN240 (3)

**Total Credits: 60**

### Theater and Communication Option

- **Counseling**: New Student Seminar (0)
- **English**: 11 credits
  - Composition I ENG101 (3)
  - Writing Through Literature ENC102 (3)
  - Preparing and Writing the Research Paper ENG103 (2)
  - Liberal Arts Elective (3)
- **Humanities**: 3 credits
  - Liberal Arts Elective (3)
- **Liberal Arts**: 4 credits
  - Integrating Seminar: Liberal Arts Cluster LIB110 (1)
  - Humanism, Science, and Technology: Liberal Arts Seminar LIB200 (3)
- **Mathematics**: 3 credits
  - Liberal Arts Elective (3)
- **Natural and Applied Sciences/Mathematics**: 6 credits
  - Liberal Arts Science Elective (3)
  - Liberal Arts: Science or Math (3)
  - (For Natural & Applied Sciences, select only course designations beginning with SCB, SCC, SCH or SCP.)
- **Social Science**: 9 credits
  - Introduction to Sociology SSS100 (3)
  - Introduction to Intercultural Communication HUN/SSN180* (3)
- **Cooperative Education**: 6 credits
  - Gateway to the Workplace CEP100 (1)
  - Part-time Internship CEP151 (2)
  - Full Time Internship CEP201 (3)
  - (Required for day students. Extended day students may take Co-op Internships or elective courses.)
- **Liberal Arts Electives**: 6 credits
  - Students in the Theatre and Communication Option take the following courses as part of their elective:
    - Oral Communication HUC101 (3)
    - Art of Theatre HUC170 (3)
    - The Drama ENG265 (3)
    - Shakespeare ENG266 (3)
    - Public Speaking HUC106 (3)
    - Argumentation and Debate HUC109 (3)
    - Introduction to Mass Media HUC120 (3)
    - Acting I HUC190 (3)

**Total Credits: 60**

*Fulfills Urban Studies requirement*
Liberal Arts: Mathematics and Science Curriculum: AS Degree

www.laguardia.cuny.edu/programs/as/la.asp

Counseling
New Student Seminar 0

English: 9 credits
Composition I ENG101 3
Writing Through Literature ENG102 3
Preparing and Writing the Research Paper ENG103 2

Humanities: 3 credits
Elective 3

English/Humanities: 3 credits
Elective 3

Liberal Arts: 4 credits
Integrating Seminar: Liberal Arts Cluster LIB110 1
Liberal Arts Seminar: Humanities, Science & Technology LIB200 3

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

Select one of the following courses:
Themes in American History to 1865 SSH101 3
Themes in American History since 1865 SSH102 3
Western Civilization from Ancient Times to the Renaissance SSH103 3
Western Civilization from the Renaissance to Modern Times SSH104 3
World History from Ancient Times to 1500 SSH105 3
World History from 1500 to the Present SSH106 3
East Asian Civilization and Societies SSH110 3
Afro-American History SSH231 3
Survey of Latin American and Caribbean History SSH232 3

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

Pre-Engineering
Calculus I, II, III MAT201, MAT202, MAT203 3
Differential Equations MAT204 3
General Physics, I, II SCP231, SCP232 3
Engineering Mechanics: Statics SCP250 3
Engineering Mechanics: Dynamics SCP251 3

Biology/Health Sciences
Fundamentals of Biology I, II SCB201, SCB202 3
Fundamentals of Chemistry I, II SCC201, SCC202 3
Electives from Natural and Applied Sciences* 3
Pre-calculus MAT200 3

Chemistry
Fundamentals of Chemistry I, II SCC201, SCC202 3
Organic Chemistry I, II SCC251, SCC252 3
Calculus I, II MAT201, MAT202 3
Electives from Natural and Applied Sciences or Mathematics Departments* 3
(For Natural & Applied Sciences, select only course designations beginning with SCB, SCC, SCH or SCP.)

Mathematics
Pre-calculus MAT200 (if needed) 3
Calculus I, II, III MAT201, MAT202, MAT203 9

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

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

One or more of the following sequences:
Fundamentals of Biology I, II SCB201, SCB202 3
Fundamentals of Chemistry I, II SCC201, SCC202 3
General Physics, I, II SCP231, SCP232 3

Cooperative Education: 6 credits
Gateway to the Workplace CEP100 1
Part-Time Internship CEP151 2
Full-Time Internship CEP201 3
(Required for day students. Extended day students may take Co-op Internships or elective courses.)

Unrestricted Electives: 3 credits
One elective must be an urban study course. 3

Total credits: 60

* To be chosen by the student in consultation with a faculty advisor.

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

Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.
Mortuary Science

www.laguardia.cuny.edu/programs/aas/msj.asp

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

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

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

Students spend their first year at LaGuardia completing 27 liberal arts and unrestricted elective credits. The second year of the program is taught at AAMI, where the necessary practical training and coursework in mortuary science are completed. At AAMI, students earn an additional 33 credits, completing the requirements for the AAS degree (courses taken at AAMI are not listed in the LaGuardia catalog).

Graduates serve residencies at funeral homes, and take the National Funeral Services Board Examination for New York State Licensure.

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

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses or ESL are required, they are included in the program in place of unrestricted elective courses. For more information on basic skills requirements, see page 103.

Mortuary Science Curriculum: AAS Degree

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

Total credits: 60

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

Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

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

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

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

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

Special progression standards exist for nursing majors. Students admitted into this program since Fall 1994 are considered to be in the “pre-clinical” phase of the major. To progress to the “clinical” phase, students must meet specific criteria which are described in the Nursing Student Handbook. This handbook is available from the Admissions Office and from the program director. Achievement of the progression standards does not guarantee advancement to the clinical phase. Only a small number of students are admitted to the clinical phase of each program due to limited program capacity.

The Nursing Program is fully accredited by the National League for Nursing. Information regarding the accreditation status of the Nursing Program may be attained by contacting the National League for Nursing Accrediting Commission, Inc., 61 Broadway, 33rd floor, New York, NY 10006, (800) 669-1656 (ext. 156), website: www.nlnac.org.

Licensed Practical Nurses who are graduates of an approved LPN program may be eligible for an advanced standing pathway, which may exempt them from the first semester of nursing course work.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. Those courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. For more information on the basic skills requirements, see page 103.

Note: The Nursing Student Handbook provides information on grading criteria, retention and graduation rates as well as a summary of the graduates’ employment status.

Descriptions of courses in the major can be found on page 89.
Occupational Therapy Assistant

www.laguardia.cuny.edu/programs/as/ota.asp

The Occupational Therapy Assistant Program is coordinated by the Natural and Applied Sciences Department, and offers a course of study leading to the Associate in Science (AS) degree.

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

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

Special progression standards exist for occupational therapy assistant majors. Students admitted into this program since Fall 1994 are considered to be in the "pre-clinical" phase of the major. To progress to the "clinical" phase, students must meet specific criteria which are described in the program's handbook. These handbooks are available from the Admissions Office and from the program director. Achievement of the progression standards does not guarantee advancement to the clinical phase. Currently, approximately thirty-six students are admitted to the clinical phase of the program each semester due to limited program capacity. The Occupational Therapy Program is accredited by ACOTE, The Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's telephone number is (301) 652-AOTA.

Graduates are eligible to sit for the national certification exam for the occupational therapy assistant, administered by the National Board for Certification in Occupational Therapy (NBCOT). Most states require licensure in order to practice. State licensure is usually based on the NBCOT certification exam. However, New York State does not require the exam for practice as an occupational therapy assistant. All Occupational Therapy Assistant students must complete fieldwork within 18 months of completing their academic work.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. For more information on basic skills requirements, see page 103.

Descriptions of courses in this major can be found on page 90.

Occupational Therapy Curriculum: AS Degree

Counseling
New Student Seminar 0

English: 6 credits
Composition 1 ENG101 3
Writing Through Literature ENC102 3

Humanities: 3 credits
Liberal Arts Elective 3

Natural and Applied Sciences: 10 credits
Fundamentals of Human Biology I SCB203 4
Fundamentals of Human Biology II SCB204 4
Community Health SCN105 2

Social Science (Psychology): 12 credits
General Psychology SSY101 3
Abnormal Psychology SSY230 3
Developmental Psychology 1 SSY240 3
Group Dynamics SSY260 3

Occupational Therapy Foundations and Skills: 14 credits
Introduction to Occupational Therapy SCO101 3
Physical Aspects of Human Growth & Development SCO200 2
Occupational Therapy Skills and Functional Activities I SCO214 3
Occupational Therapy Skills and Functional Activities II SCO215 3
Functional Pathology SCO220 3

Occupational Therapy Theory and Practice: 8 credits
Occupational Therapy Process: Psychosocial Dysfunction and Geriatric Conditions SCO204 4
Occupational Therapy Process: Physical and Developmental Disabilities SCO205 4

Cooperative Education: Fieldwork: 7 credits
Occupational Therapy Co-op Prep SCO054 0
Occupational Therapy Clerkship for Psychosocial/Dysfunction and Geriatric Conditions SCO284 1.5
Occupational Therapy Clerkship for Physical/Developmental Disabilities SCO285 1.5
Occupational Therapy Fieldwork in Psychosocial Dysfunction and Geriatric Conditions SCO294 2
Occupational Therapy Fieldwork in Physical and Developmental Disabilities SCO295 2

Liberal Arts Electives: 3 credits
(Any course in Communication Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 104-105 for these courses.)

Total credits: 63

*Pre-Clinical Occupational Therapy key courses.

Notes:
Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 63 credits in order to graduate. Additional information regarding CPI may be found on page 112.

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

Students who complete the Paralegal Studies curriculum, which is administered by the Accounting and Managerial Studies Department, will receive the Associate in Applied Science (AAS) degree. The program, which is approved by the American Bar Association, has the following goals:

1. To give students the necessary substantive knowledge and practical skills to qualify them for entry-level positions as paralegals.
2. To prepare students for successful transfer to a four-year college.
3. To give students the foundation for lifelong career and personal growth.

Paralegals, or legal assistants, assist lawyers in a wide range of activities. Lawyers remain responsible for paralegals’ work. (In general, paralegals may not themselves give legal advice, set fees, or represent clients in court.) In the litigation area, for example, paralegals may interview prospective clients, research the law, prepare court documents, and assist at trials. Paralegals who work on corporate legal matters may prepare contracts, maintain records, and ensure that a corporation has complied with various statutes and government regulations. Paralegals who work on real estate matters may prepare mortgage agreements and other documents relating to real estate transactions and assist at closings.

While the major employers of paralegals are private law firms, there are also job opportunities with government agencies, including district attorneys’ offices, and a variety of other employers. In addition, the curriculum may be highly suitable for students who contemplate pursuing other law-related careers, such as careers in law enforcement, or who seek a broad, practical knowledge of the law for its own sake.

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

Students can transfer up to 30 credits earned at other, accredited colleges and universities. These transfer credits can include up to nine credits for paralegal specialty courses. To be transferable, paralegal specialty courses taken elsewhere must be part of a degree program and must be comparable to courses in the LaGuardia curriculum.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. For more information on basic skills requirements, see page 103.

Descriptions of courses in this major can be found on page 61.

Paralegal Studies Curriculum: AAS Degree

| Counseling       | 0 |
| English: 6 credits | 3 |
| Composition I ENG101 | 3 |
| Writing Through Literature ENG102 | 3 |
| Humanities: 6 credits | 3 |
| Liberal Arts Elective* | 3 |
| Select one of the following courses: | 3 |
| Oral Communication HUC101 | 3 |
| Voice and Diction HUC104 | 3 |
| Communication in a Professional Setting HUC108 | 3 |
| Mathematics: 3 or 4 credits** | 3-4 |
| Elementary Statistics I MAT120 | 3-4 |
| or PreCalculus MAT200 | 3-4 |
| Social Science: 6 credits | 3 |
| Introduction to Sociology SSS100 | 3 |
| Liberal Arts Elective* | 3 |
| Accounting/Managerial Studies: 10 credits | 4 |
| Principles of Accounting I AMA111 | 4 |
| Introduction to Business AMM101 | 3 |
| Business Law I AMM110 | 3 |
| Paralegal Studies: 21 credits | 9 |
| Introduction to Paralegal Studies AMP101 | 3 |
| Legal Research and Writing AMP204 | 3 |
| Civil Litigation AMP205 | 3 |
| Computer Applications for Paralegals AMP211 | 3 |
| Select any three of the following courses: | 9 |
| Administrative Law AMP201 | 3 |
| Wills, Trusts and Estates AMP202 | 3 |
| Family Law AMP203 | 3 |
| Real Estate Law for Paralegals AMP207 | 3 |
| The Law of Business Enterprises for Paralegals AMP208 | 3 |
| Criminal Law and Procedure AMP209 | 3 |
| Cooperative Education: 6 credits | 11 |
| Gateway to the Workplace CEP100 | 11 |
| Part-Time Internship CEP151 | 11 |
| Full-Time Internship CEP201 | 11 |
| (Required for day students. Extended day students may take Co-op Internships or elective courses.) | 11 |
| Unrestricted Electives: 1 or 2 credits | 1-2 |

Total credits: 60

*Either the Humanities Liberal Arts elective or the Social Science Liberal Arts elective must be an urban studies course.

**Students who take MAT120 must complete at least 2 elective credits. Students who take MAT200 must complete at least 1 elective credit.

Notes:
Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
The Physical Therapist Assistant Program leads to an Associate in Applied Science (AAS) degree and its graduates are eligible for certification by the New York State Licensure Board. The program is approved by the New York State Education Department and accredited by the American Physical Therapy Association, 1111 North Fairfax St., Alexandria, Virginia 22314-1488, (713) 684-2782, website: www.apta.org.

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

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

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

Special progression standards exist for physical therapy assistant majors. Students admitted into this program since Fall 1994 are considered to be in the “pre-clinical” phase of the major. To progress to the “clinical” phase, students must meet specific criteria which are described in the program’s admissions handbook. These handbooks are available from the Admissions Office and from the program director. Achievement of the progression standards does not guarantee advancement to the clinical phase. Only a small number of students are admitted to the clinical phase of the program due to limited program capacity.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. For more information on basic skills requirements, see page 103.

Descriptions of courses in this major can be found on page 97.

### Physical Therapist Assistant Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>New Student Seminar</td>
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<tr>
<td>English: 6 credits</td>
<td>Composition I ENG101*</td>
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<tr>
<td></td>
<td>Writing Through Literature ENG102</td>
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<tr>
<td>Natural and Applied Sciences: 16 credits</td>
<td>Fundamentals of Human Biology I SCB203*</td>
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<tr>
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<td>Fundamentals of Human Biology II SCB204</td>
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<tr>
<td></td>
<td>Community Health SCN195*</td>
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</tr>
<tr>
<td></td>
<td>Functional Pathology SCO230</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Aging and Health SCH111</td>
<td>3</td>
</tr>
<tr>
<td>Social Science: 6 credits</td>
<td>General Psychology SSY101*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Developmental Psychology ISSY240</td>
<td>3</td>
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<tr>
<td>Physical Therapist Assistant: 20 credits</td>
<td>Introduction to Physical Therapy SCT101</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Clinical Kinesiology SCT203</td>
<td>4</td>
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<tr>
<td></td>
<td>Therapeutic Procedures I SCT211</td>
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<td></td>
<td>Therapeutic Procedures II SCT212</td>
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<td></td>
<td>Mobility Activities for P.T. Assistants SCD225</td>
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<tr>
<td></td>
<td>Therapeutic Exercise Applications SCT260</td>
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<tr>
<td>Cooperative Education and Affiliations: 9 credits</td>
<td>Gateway to the Workplace (for PTA students) CEP100</td>
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<tr>
<td></td>
<td>Physical Therapist Assistant Clinical Affiliation and Seminar I SCT290</td>
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<td>Physical Therapist Assistant Clinical Affiliation &amp; Seminar II SCT291</td>
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<td>Physical Therapist Assistant Clinical Affiliation &amp; Seminar III SCT292</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives: 3 credits</td>
<td>(Any course in Communications Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 104-105 for these courses.)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits: 60**

*Pre-Clinical Physical Therapy Key Courses.*

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

Notes:

Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
Admission to the School Foodservice Management Program is available only to students referred to LaGuardia by District Council 37/Local 372 and/or the New York City Office of School Food and Nutrition Services. Those referred are employed in school foodservice positions, such as school lunch assistants, school lunch aides and school lunch helpers.

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

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

Applications for the program are submitted through the District Council 37 Education Fund. The basic skills testing and any additional basic skills courses required in reading, writing and mathematics are also provided by the Education Fund of District Council 37. Courses in Foodservice Management are offered in the day and evening in consideration of students’ work schedules.

Descriptions of courses in this major can be found on page 85.

School Foodservice Management Curriculum: AS Degree

<table>
<thead>
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<th>Course Category</th>
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</tr>
</thead>
<tbody>
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<tr>
<td>English: 6 credits</td>
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<tr>
<td>Composition I ENG101</td>
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</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
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</tr>
<tr>
<td>Mathematics: 3 credits</td>
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</tr>
<tr>
<td>Mathematics and the Modern World MAT107</td>
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<td>Full-Time Internship CEP201</td>
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<td>(Any course in Communication Skills, English, Human Services, Humanities, Library, Mathematics, Natural and Applied Sciences, or Social Science EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog. See pages 104-105 for these courses.)</td>
<td>3</td>
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Total credits: 60

Notes:
Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
The Travel and Tourism curriculum, a course of study leading to the Associate in Applied Science (AAS) degree, is administered by the Accounting and Managerial Studies Department and co-sponsored by the Social Science Department. The program is designed to prepare students either for career-entry positions in the travel and tourism industry or for transfer to tourism management programs at senior colleges.

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

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

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. For more information on the basic skills requirements, see page 103.

Descriptions of courses in this major can be found on page 61.

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### Travel and Tourism Curriculum: AAS Degree

**Counseling**  
New Student Seminar  
0

**English: 3 credits**  
Composition I ENG101  
3

**Humanities: 3 credits**  
Select one of the following courses:  
1. Oral Communication HUC101  
2. Voice and Diction HUC104  
3. Communication in a Professional Setting HUC108  
4. Communication and the Non-Native Speaker HUL100

**Mathematics: 3 credits**  
Elementary Statistics MAT120*  
3

**Social Science: 12 credits**  
1. Introduction to Sociology SSS100  
2. Cultural Anthropology SSA101  
3. World Geography SSE125  
4. General Psychology SSY101

**Accounting/Managerial Studies: 10 credits**  
1. Principles of Accounting I AMA111  
2. Introduction to Business AMM101  
3. Principles of Personal Selling AMM155

**Travel and Tourism: 21 credits**  
1. Introduction to the Travel Industry AMT101  
2. Airline Reservations and Ticketing AMT110  
3. Airline Reservations Computer Systems AMT111  
4. Basic Tour Planning AMT120  
5. Advanced Tour Planning AMT121  
6. Travel, Tourism and Hospitality Law AMN211  
7. Travel, Tourism and Hospitality Marketing AMN211

**Cooperative Education: 6 credits**  
1. Gateway to the Workplace CEP100  
2. Part-Time Internship CEP151  
3. Full-Time Internship CEP201  
(Required for day students. Extended day students may take Co-op Internships or elective courses.)

**Unrestricted Electives: 2 credits**  
2

**Total credits: 60**

*Precalculus, MAT200 or Calculus I, MAT201 can be used to satisfy this degree requirement.

Notes:

Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
The Veterinary Technology Program provides for both classroom and clinical training in the areas of small and large animal care, and laboratory animal science. It is coordinated by the Natural and Applied Sciences Department and leads to an Associate in Applied Science (AAS) degree. The program meets requirements set forth by the New York State Department of Education, is accredited by the American Veterinary Medical Association, and will prepare the graduate for the licensing exam to be a Veterinary Technician.

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

Special progression standards exist for veterinary technology majors. Students admitted into this program since Fall 1999 are considered to be in the “pre-clinical” phase of the major. To progress to the “clinical” phase, students must meet specific criteria which are described in the Veterinary Technology Student Handbook. This handbook is available from the Admissions Office and from the program director. Achievement of the progression standards does not guarantee advancement to the clinical phase. Only a small number of students are admitted to the clinical phase due to program capacity. Students admitted to the clinical phase will be required to assist in care and handling of the program’s animals as part of course requirements.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required course section of the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. For more information on the basic skills requirements, see page 103.

Please check with the Vet Tech Office for the latest information on specific health requirements for admission to the clinical phase of the program.

Descriptions of courses in this major can be found on page 93.

Veterinary Technology Curriculum: AAS Degree

**Counseling**
New Student Seminar 0

**English: 6 credits**
Composition I ENC101*** 3
Writing Through Literature ENC102 3

**Humanities: 3 credits**
Select one of the following courses:
Oral Communication HUC101
Speech: Voice and Diction HUC104
Communication in a Professional Setting HUC108
Communication and the Non-Native Speaker HUL100

Mathematics: 3 or 4 credits
Select one of the following courses:
Mathematics and the Modern World MAT107**
Elementary Statistics I MAT120**
Precalculus MAT200**

**Social Science: 3 credits**
Select one of the following courses:
Introduction to Anthropology SSA100
Cultural Anthropology SSA101
Introductory Economics I SSE101
Themes in American History to 1865 SSH101
Themes in American History Since 1865 SSH102
U.S. Power and Politics SEP101
Introduction to Sociology SSS100
General Psychology SSY101

**Natural and Applied Sciences: 12 credits**
Vertebrate Anatomy and Physiology I SCB208 2
Vertebrate Anatomy and Physiology II SCB209 3
Biological Chemistry SCC140*** 3
General Microbiology SCB260 4

**Veterinary Technology: 24 credits**
Introduction to Veterinary Technology SCN101*** 3
Research Animal Technology SCV201 4
Veterinary Nursing I SCV210 4
Veterinary Nursing II SCV211 4
Veterinary Radiography SCV212 4
Veterinary Laboratory Techniques SCV213 3
Farm Animal Nursing SCV214 3

**Cooperative Education: 6 credits**
Gateway to the Workplace CEP100 1
Part-Time Internship CEP151 2
(Research Animal Practice)
Full-Time Internship CEP201 3
(Small Animal Practice)

**Unrestricted Electives: 2 or 3 credits** 2-3

*Progression standards are pending approval.

**Students taking MAT107 or MAT120 must take three credits of unrestricted electives. Students taking MAT200 must take two credits of unrestricted electives.

***Preclinical Veterinary Technology key course.

Notes:
The Veterinary Technology courses required for this program are offered in the day.

Students enrolled in this program who have not fulfilled their College Preparatory Initiative (CPI) requirement may need to take more than 60 credits in order to graduate. Additional information regarding CPI may be found on page 112.

Students should consult with a counselor and/or faculty advisor in the selection of elective courses to insure maximum transferability.
Word Processing Specialist Certificate

www.laguardia.cuny.edu/programs/cp/wps.asp

The Word Processing Specialist Certificate curriculum, coordinated by the Accounting and Managerial Studies Department, enables students to develop proficiency in word processing while enhancing their communication skills.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the required course section of the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. For more information on the basic skills requirements, see page 103.

Counseling
New Student Seminar 0

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

Humanities: 3 credits
Oral Communication HUC101 3

Accounting/Computer Information Systems: 24 credits
Essential Computer Skills AMO116 2
Keyboarding II AMO132 2
Keyboarding III AMO133 2
Word Processing I AMO155 3
Word Processing II AMO156 3
Business Communications AMO260 3
Electronic Office Procedures AMO270 3
Introduction to Computers and Their Applications CIS100 3
Introduction to Desktop Publishing CIS175 3

Unrestricted Electives: 3 credits 3

Total credits: 36
Course Index

The academic courses approved for study at LaGuardia Community College are described in this section. Courses are listed by discipline and department, and are offered every semester unless otherwise indicated.

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Note: Urban Studies Courses (see individual department offerings)
Accounting/Managerial Studies Department

Room E223 (718) 482-5600
Department Faculty
Kathleen Forestieri, Chairperson; John Appiah, David Blumberg, James D. Cernigliaro, Clifton Clarke, Theodore Gabriel, James Giordano, Millicent Gordon, Deborah Harell, Janice Karlen, Elaine K. Lef, Magalie Lopez, Nancy Lyle, Paula Murphy, Michael Napolitano, Yves Richards, Fernando Santamaria, David A. Schorenberg, Barry L. Silverman, David Wertheimer.

Accounting

AMA111/AMB111 Principles of Accounting I
4 credits; 6 hours
This course introduces students to the accounting cycle. The course reviews the fundamental concepts and techniques of recording transactions in journals, summarizing the transactions, using adjusting and closing procedures, and preparing financial statements and reports. It also introduces the student to valuation accounting relating to inventory and fixed assets, internal control concepts with an emphasis on cash control, procedures for notes payable and receivable, and payroll accounting.
Pre- or Corequisite: CSE095, MAT095/MAB095

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

AMA111 Principles of Accounting I Part 2
2 credits; 4 hours
This course is a continuation of AMC110. It reviews the essentials of accrual accounting and introduces the student to valuation methods relating to inventory and fixed assets, internal control concepts with an emphasis on cash controls, procedures for accounting for notes payable and receivable and payroll accounting.
Prerequisite: AMC110

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

AMA130 Accounting Applications for the Microcomputer
3 credits; 3 hours
This course emphasizes management information systems through giving students “hands-on” microcomputer experience in the processing of accounting data. In an instructor-supervised laboratory environment students will explore both spreadsheets and dedicated accounting software. Lectures on the design of accounting systems, computer related management decisions, and strategic controls considerations will be integrated with applications.
Prerequisite: AMA111 or AMC110, CIS100 or CIC100 or CIS101

AMA150 Individual Income Tax Procedures
3 credits; 3 hours
This course introduces the fundamental concepts of individual income taxation and the mechanics of Federal and New York State and City individual income tax return preparation. Some of the special topics are includable and excludable income, allowable deductions, personal exemptions and dependents, filing status, computation of tax and credits against tax. Students will complete a Federal income tax return practice set.
Prerequisite: CSE099, ENA/ENG099, MAT095/MAB095

www.laguardia.cuny.edu/programs/aas/acc.asp
AMA201 Intermediate Accounting I
3 credits; 4 hours
This course is designed to give an overview of the foundations of accounting theory, the problems of current practice and its relationship to accounting as expressed in the Accounting Principles Board’s Opinions and the Financial Accounting Standards Board’s Statements. The course includes a review of the accounting cycle and a detailed exploration of the reporting process, namely, the Statement of Financial Position, the Statement of Income, the Statement of Retained Earnings and the Statement of Cash Flow.
Prerequisite: CSE099, ENA/ENG099, MAT096/MAB096. AMA112

AMA202 Intermediate Accounting II
3 credits; 4 hours
This course is a continuation of Intermediate Accounting I. It explores the problems of current practice and its relationship to Financial Accounting Theory as expressed in AICPA Opinions and FASB Statements. Topics examined include Inventories, Long-Term Investments in Stocks, Tangible and Intangible Fixed Assets, Liabilities and Income Taxes, Leases and Income Tax Allocation. Present Value Concepts and their applications are also covered.
Prerequisite: AMA201

AMA210 Cost Accounting I
3 credits; 4 hours
Cost accounting methods and procedures are studied, including job-order costing, process costing, payroll accounting and budgeting. Emphasis is placed on the importance of cost accounting to management in controlling and analyzing cost data and in the areas of decision-making and planning future operations.
Prerequisite: MAT096/MAB096. AMA112

AMA211 Cost Accounting II
3 credits; 4 hours
This course continues the study of cost determination and analysis as taught in AMA210. Cost-volume relationships, systems design, flexible budgets, standard costs, cost allocation, and applications of the contribution margin approach to decision-making are included. A continued emphasis is placed on the importance of cost data to management in the areas of decision-making and planning.
Prerequisite: AMA210

AM0132 Keyboarding II Production Formatting
2 credits; 4 hours
This course is designed to increase the skills of students who have successfully completed Keyboarding I or its equivalent. Emphasis will be placed on intensive speedbuilding and accuracy drills. Formatting for business correspondence, tabulations, and manuscripts will be covered. The final speed goal is 40-45 gross words per minute for five minutes with a maximum of five errors.
Prerequisite: CSE099, ENA/ENG099, AMO116

AM0133 Keyboarding III Advanced Production Formatting
2 credits; 4 hours
This course is designed to increase the keyboarding and production skills of students who possess a minimum speed of 40 gross words a minute. Intensive speed, accuracy, and reinforcement drills will be stressed. Complex formats for letters, manuscripts, memos, and business forms will be introduced. The final keyboarding speed goal is a rate of 50-55 gross words a minute for five minutes with a maximum of five errors.
Prerequisite: AMO132

AM0141 C-Print I
3 credits; 3 hours
This is a beginning course designed to develop skills in a form of speech-to-print computer-assisted communication used primarily by deaf or hard-of-hearing persons. Emphasis will be on the principles and usage of the C-Print abbreviation system.
Prerequisite: AMO116
Pre- or Corequisite: AMO155, SSS190

AM0142 C-Print II
3 credits; 3 hours
This course will develop C-Print captioning skills using classroom-simulated lecture materials. Students will learn condensing strategies and will develop summarizing skills. Glossary creation and management along with editing and formatting of keyed notes will be emphasized. Professional conduct and ethics of the C-Print captionist is included.
Prerequisite: AMO141

AM0155 Word Processing I
3 credits; 4 hours (3 lecture, 1 lab)
This course introduces students to word processing on the microcomputer. Through hands-on practice, students will become proficient in the basics of using a major word processing software package. Topics covered include creating, editing, storing, page formatting, printing, basic merging, and performing block functions using single files.
Prerequisite: CSE099, ENA/ENG099, AMO116

AM0156 Word Processing II
3 credits; 4 hours (3 lecture, 1 lab)
This course is a continuation of Word Processing I. Emphasis will be placed on advanced word processing applications on the microcomputer. Topics will include advanced techniques of creating and merging files, advanced editing, specialized printing, and creating and using on-line resources such as thesaurus, math, sort, and macro commands.
Prerequisite: AMO155

Administrative Assistant

AM0116 Essential Computer Skills
2 credits; 3 hours (2 lecture, 1 lab)
This course will introduce basic computer skills and keyboarding on a computer. Emphasis in the course will be on the basic uses of a major word processing software package. Topics covered include creating, editing, storing, page formatting, printing, basic merging, and performing block functions using single files.
Pre- or Corequisite: ESB/H/L/R098

AM0125 Terminology for Medical Office Support Personnel
3 credits; 4 hours (3 lecture, 1 lab)
This course is designed to develop the student’s ability to interpret, spell, and pronounce medical terms through the use of a phonetic pronunciation system, anagrams, flashcards and computer-assisted instruction. This course is organized by body systems with combining forms of prefixes and suffixes, diagnostic procedures, pathology, treatment, and surgical procedures related to each system. This course is intended to train medical office support personnel in the use of medical terminology as it applies to the office setting.
Pre- or Corequisite: CSE099, ENA/G099 or ESB/H/L/R098
AMO170 Computerized Medical Information Management
3 credits; 4 hours (3 lecture; 1 lab)
This course will provide students with instruction in the preparation and maintenance of medical records, financial recordkeeping, patient and insurance billing, and processing of insurance forms and claims. It will provide students with a brief history of the medical profession, acquainting students with various medical laws and codes of ethics as they relate to medical office support personnel. This course will be enhanced by the use of medical software and a medical office simulation project.
Prerequisite: CSE099, ENA/ENG099, MAT095/MAB095
Pre- or Corequisite: AMO116

AMO260 Business Communications
3 credits; 3 hours
This course provides students with the ability to exercise various communication tasks in business. Special consideration will be given to the mechanics of written English. Written activities will focus on memos, business letters, reports, and special communications (news releases and minutes). Oral communication will be refined and telephone skills will be emphasized.
Prerequisite: ENG101, HUC101
Pre- or Corequisite: AMO116

AMO270 Electronic Office Procedures
3 credits; 6 hours
Business skills such as word processing and machine transcription will be developed, integrated, and refined. Human relations skills, interoffice relationships, and organizational structure will be covered through job-related projects. Basic filing rules, mail procedures, and telephone techniques will be discussed. Hands-on training will be conducted in payroll processing, electronic recordkeeping, electronic calendaring and filing.
Prerequisite: AMO116, HUC101
Pre- or Corequisite: ENG101

Business

AMM101/AMB101 Introduction to Business
3 credits; 3 hours
This is an introductory course designed to acquaint the student with the role of business in our economy, the forms of organization, and the various business functions such as management, personnel, marketing and finance. Career opportunities in the business world are also explored. This course should be taken prior to any other business courses.
Prerequisite for AMM101: CSE095, ENA/ENG099
Prerequisite for AMB101: CSE095, ESE/ESH/ESL/ESR098

AMM102 Principles of Finance
3 credits; 3 hours
This course is a study of the monetary and credit systems of our economy and related policies and problems. In addition, the course addresses itself to the following: 1) commercial and noncommercial banking institutions and operations; 2) money and banking in relation to prices, economic growth, and international events.
Prerequisite: MAT095/MAB095, AMM101 or AMB101

AMM103 Principles of Management
3 credits; 3 hours
This course is an analysis of the role of the manager and the functions of management in an enterprise. Consideration is given to the interlocking nature of these functions and the principles which are the basis for the practice of management. Attention is given to the impact of the external environment on the development of the managerial role and on managerial practice. This course is required for Business Administration and Management students prior to their first internship.
Prerequisite: AMM101 or AMB101

AMM104 Principles of Marketing
3 credits; 3 hours
This course explores the vital role of marketing in our economy. The factors of consumer behavior and motivation are covered to provide understanding of market planning. The system of distribution of goods from producer to consumer is discussed by relating theory to actual case histories.
Prerequisite: AMM101 or AMB101

AMM106 Principles of Real Estate
3 credits; 3 hours
This course covers the social and economic impact of real estate, the nature and instruments of property rights, various types and aspects of property ownership, real estate brokerage operations and discussion of urban planning needs. Successful completion of the course material is required to take New York State licensing examination. Students must obtain broker sponsorship in order to take New York State licensing examination for Real Estate Salesperson. Permission of the department is required.

AMM110 Business Law I
3 credits; 3 hours
This course introduces students to the areas of law and society, contracts and sales contracts. It includes legal rights and obligations, judicial systems, lawsuits, criminal and tort law and the law of contracts, sales contracts and an introduction to Article 2 of the Uniform Commercial Code.
Prerequisite: CSE095, ENA/ENG099

AMM111 Business Law II
3 credits; 3 hours
This course introduces the student to the important areas of products liability, consumer law, secured transactions, partnerships, corporations, agencies and bailments.
Prerequisite: AMM110

AMM115 Basics of Advertising
3 credits; 3 hours
This course gives a broad overview of advertising, its roles in marketing and as a motivational force in society. The nature of media and their creative and productive functions are discussed as they are related to advertising programs.
Prerequisite: AMM101 or AMB102

AMM116 Introduction to E-Business
3 credits; 3 hours
This course provides a basic understanding of the tools, skills, business concepts, strategic opportunities, and social issues that surround the emergence of electronic commerce on the Internet. Current practices and opportunities in electronic payments, electronic retailing, electronic distribution and electronic collaboration are discussed. Some of the problems surrounding electronic commerce such as security, intellectual property rights, acceptable use policies and legal liabilities are included.
Prerequisite: CSE099, ENA/ENG099

AMM120 Office and Personnel Management
3 credits; 3 hours
This course, designed for Administrative Assistant majors, is an introduction to the principles and practices of office management and administration. It will include such topics as the office environment, employee/employer relations, job analysis and evaluation, fundamentals of motivation, the function of procedures and labor relations and grievances.
Prerequisite: CSE099, ENA/ENG099

www.laguardia.cuny.edu/programs/aas/acc.asp
**AMM139 Principles of Total Quality Management**  
3 credits; 3 hours  
This course is a study of customer orientation as the foundation of total quality management. It emphasizes techniques used to assess internal and external customer needs and develop plans for delivery of quality customer service. Other topics covered include understanding the customer's point of view, benchmarking quality customer service processes, developing partnerships with customers and measuring customer satisfaction.  
*Prerequisite: AMM101 or AMB101*

**AMM140 Introduction to Credit Management**  
3 credits; 3 hours  
This course is designed to introduce the student to the role of commercial credit and collection in today's business world. It will examine the role of the credit department within a company, the positions with the department and career possibilities. In addition, it will prepare the student to work as a collector in a credit department by explaining specialized terminology, collection policy, principles and procedures and necessary legal concepts.  
*Prerequisite: MAT095/MAB095, AMM101 or AMB101, AMA111 or AMC110. This course is open to any student as an unrestricted elective but is primarily intended for students interested in the commercial credit and collection industry.*

**AMM141 Financial Statement Analysis**  
3 credits; 3 hours  
This course will provide students with skills required to analyze financial statements for credit decisions. Students will examine income statements, statements of retained earnings, balance sheets, statements of cash flow and review trial balance information, schedules and notes supporting the financial statements. Students will also learn to make evaluations based on general economic conditions and economic conditions relating to a specific industry. A minimum of 6 hours of computer lab work is required.  
*Prerequisite: AMM140, AMM141*

**AMM142 Accounts Receivable Financing**  
3 credits; 3 hours  
This course explores concepts in economics, auditing, accounting, finance and commercial law relevant to accounts receivable financing decisions. It analyzes effects of economic factors on these decisions. Students will use auditing and accounting principles to verify the values of collateral. Students will learn to apply basic finance mathematics and learn the legal principles of sales contracts, negotiable instruments and secured transactions. In addition, a minimum of 6 hours of computer lab work is required.  
*Prerequisite: AMM140, AMM141*

**AMM150 Organizing and Operating a Small Business**  
3 credits; 3 hours  
This course is a basic study of the importance of small business, its status, problems, and requirements for success. The course covers, among other things, the decision to go into business for one's self, the preparation needed, the methods of launching the business, and management functions involved in operating the business.  
*Prerequisite: MAT095/MAB095, AMM101 or AMB101*

**AMM155 Principles of Personal Selling**  
3 credits; 3 hours  
This course is an introduction to the principles and practices of selling as a profession including such topics as the sales job, the sales environment, the sales process, and sales training. The dominant theme is professionalism in contemporary selling.  
*Prerequisite: MAT095/MAB095, AMM101 or AMB101*

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**AMM260 Principles of International Business**  
3 credits; 3 hours  
This is an introductory course designed to acquaint students with the policies, techniques and institutions that affect businesses operating in an international environment. Consideration will be given to the performance of business functions in an international context and basic terminology of international business.  
*Prerequisite: AMM101 or AMB101*

**AMM261 Export/Import Procedure and Documentation**  
3 credits; 3 hours  
This course examines the policies, procedures and documentation required for importing to and exporting from the United States. The legal foundation for regulation of international trade will be discussed. Students will learn how tariffs and other regulations apply in preparing transportation and international trade documents such as bills of lading, invoices, and certificates of origin. The importance of trade agreements for documentation will be examined.  
*Prerequisite: CSE099, AMM260*

**AMM262 Global Marketing**  
3 credits; 3 hours  
This course explores global marketing opportunities and how marketing principles and procedures apply to international business. Issues of global competition, communication and promotional effort are discussed in light of the environmental considerations that affect marketing strategy.  
*Prerequisite: AMM260*

**AMM263 International Finance**  
3 credits; 3 hours  
This course will focus on principles and practices of financial activities within international markets. A discussion of letters of credit, drafts, and other banking documents used in foreign commerce will be included. Foreign exchange rates, financing of international trade, methods of reducing financial risk, and services provided by an international banker will also be examined.  
*Prerequisite: AMM260*

**AMM264 Marketing on the Internet**  
3 credits; 3 hours  
This course will introduce students to the marketing applications of developing information and communication technologies, especially the Internet. It will also examine how advanced technologies affect marketing functions. Consideration will be given to the development of an organization's marketing strategies in this dynamic environment.  
*Prerequisite: AMM101 or AMM116*

**AMM195 Profile and Prospects of Business in New York City**  
3 credits; 3 hours  
This is an urban study course which examines the status of business in New York City using various sources of data and field assignments such as visits to the New York Stock Exchange, major business corporations and various government agencies. Students will learn how to develop a profile of business in New York City in terms of employee, type of industry, and form of ownership. Students will also learn about various social responsibility programs being offered by the business community, and will examine the many different career opportunities available in the NYC area.  
*Prerequisite: MAT095/MAB095, AMM101 or AMB101*
Paralegal Studies

AMP101 Introduction to Paralegal Studies
3 credits; 3 hours
This course introduces the student to the legal system of the United States and to the role of the paralegal in it. Topics include the classification and sources of law, the court system, the activities of the paralegal, and the legal and ethical restrictions on the paralegal’s work. The ways in which computers have transformed legal practice are explored throughout.
Prerequisite: CSE099
Pre- or Corequisite: ENG101

AMP201 Administrative Law
3 credits; 3 hours
This course concerns the paralegal’s work with government agencies. It is especially concerned with those agencies, like the U. S. Citizenship and Immigration Services, which have a direct effect on the lives of many individuals. Topics include the function and status of agencies in contemporary American society, the sorts of benefits to which various groups are entitled, and procedures for obtaining those benefits and challenging their denial or termination. Students learn how to prepare relevant documents. Instruction in the related uses of computers is an integral part of this course.
Prerequisite: AMP101
Pre- or Corequisite: One of the following courses: HUC101 or HUC104 or HUC108

AMP202 Wills, Trusts and Estates
3 credits; 3 hours
This course deals mainly with the transfer of property after death and with the role and procedures of the Surrogate’s Court. Students learn about the legal implications of dying with and without a will and the functions of trusts. They also learn how to assist in the preparation of the relevant legal documents, such as wills, trust instruments and estate tax returns. Instruction in the related uses of computers is an integral part of this course.
Prerequisite: AMP101

AMP203 Family Law
3 credits; 3 hours
The central concern of this course is the law governing marriage and its termination. Topics include creation of a valid marriage, prenuptial agreements, divorce, custody of children and adoption, among others. The role of the Family Court and its procedures are discussed, and students learn how to prepare relevant legal documents. Special problems posed by family-type arrangements outside marriage are also addressed. Instruction in the related uses of computers is an integral part of this course.
Prerequisite: AMP101

AMP204 Legal Research and Writing
3 credits; 3 hours
In this course students learn how to find answers to a broad range of law-related questions. They develop skills using both resources in the law library and computerized research tools such as LexisNexis. Much attention is given to essential writing skills and the preparation of legal memoranda and documents.
Prerequisite: AMP101

AMP205 Civil Litigation
3 credits; 3 hours
This course is an intensive and thorough analysis of what happens in a civil lawsuit, from the decision to sue to the appeal and enforcement of judgement. Students learn how to prepare relevant legal documents and to assist attorneys in a variety of tasks at each stage of the proceedings. Instruction in the related uses of computers is an integral part of this course.
Prerequisite: AMP101

AMP207 Real Estate Law for Paralegals
3 credits; 3 hours
This course is concerned with real estate sales, leases and mortgages. By acquiring an essential knowledge of real estate law and practical skills such as document preparation, students learn how to reliably participate in a variety of real estate transactions. Instruction in the related uses of computers is an integral part of this course.
Prerequisite: MAT095/MAB095, AMP101

AMP208 The Law of Business Enterprises for Paralegals
3 credits; 3 hours
This course examines the different types of business entities from a legal perspective. Topics include sole proprietorships, corporations, partnerships, and new types of business entities such as limited liability corporations. The advantages and disadvantages of each entity type are discussed. Students learn how to prepare relevant legal documents and make appropriate use of computers in this area of law.
Prerequisite: AMP101

AMP209 Criminal Law and Procedure
3 credits; 3 hours
This course is concerned with the practical aspects of criminal law and procedure as they pertain to the work of the paralegal. The first part of the course covers the nature of criminal liability, the elements of various crimes, and defenses to criminal accusations. The second part covers criminal procedure, from search and seizure through trial, sentencing, and appeal. Constitutional issues relating to search and seizure, self-incrimination and other matters are explored in depth. Students learn how to prepare relevant documents and make appropriate use of computers in this area of law.
Prerequisite: AMP101

AMP211 Computer Applications for Paralegals
3 credits; 4 hours (3 lecture, 1 lab)
This course focuses on those computer applications which are of central importance for paralegals. Students receive hands-on training using word processing, spreadsheet, database, and legal-specific software. Students also learn to conduct computer-assisted legal research.
Prerequisite: MAT095/MAB095, AMP101

Travel and Tourism

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

AMN211 Travel, Tourism and Hospitality Marketing
3 credits; 3 hours
This course examines the principles of marketing as applied in the travel, tourism and hospitality industry. Stages in the marketing cycle, including research, strategies, planning and the components of the marketing mix will be discussed. The role of marketing functions performed by urban tourism industry organizations as well as the tourism experience of New York City will be explored through field trips and/or guest speakers and community-based projects.
Prerequisite: AMM101, AMT101
AMT110 Airline Reservations and Ticketing
3 credits; 3 hours
This course introduces students to airline reservations and ticketing terminology, regulations and procedures. Students learn how to plan air itineraries using printed reference materials, to reserve seats, to calculate fares, and to issue tickets and other airline forms. Emphasis is placed on the appropriate interpretation of routing and fare rules.
Prerequisite: AMT101

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

AMT120 Basic Tour Planning
3 credits; 3 hours
This course is an introduction to research techniques used in tour planning by travel professionals. Students learn how to use information sources such as industry reference guides, travel guidebooks and brochures to select travel products suited to client needs. Students also learn the terminology and reservations procedures used by hotels, railroads, rental companies, cruise lines and tour packagers. The major attractions of destinations in North America and the Caribbean are discussed.
Prerequisite: AMT110

AMT121 Advanced Tour Planning
3 credits; 3 hours
This course continues the study of tour planning, with emphasis on the principle of tour design and management. Topics include selecting escorted tours, planning customized independent tours, developing and administering group tour programs, and applying basic sales, marketing, and finance principles to the retail travel environment. Dimensions will include the major attractions of destinations in South America, Europe, Africa, Asia, and the Pacific.
Prerequisite: AMT110

AMT205 Travel, Tourism and Hospitality Law
3 credits; 3 hours
This course examines business law concepts and principles as they pertain to the travel, tourism and hospitality industry. General topics include the nature of American law and the legal system, negligence law and contract law. Industry-specific topics include the rights and responsibilities of airlines and other transportation providers, lodging facilities, restaurants, patrons and travel agents. Employment law and government regulation of the industry are also discussed.
Prerequisite: AMT101

Communication Skills Department

Room E-115 (718) 482-5625
The Communication Skills Department teaches courses in developmental reading, advanced reading, and study skills. The department encourages students to think of reading as a thinking process and emphasis is placed upon comprehending college-level materials. The reading laboratory provides students with supervised tutorial assistance.

Department Faculty

CSE095 Essentials of Reading I
0 credit; 5 hours (4 lecture, 1 lab)
(Equivalent to Quick Start USR095)
This course emphasizes developing students’ abilities to comprehend what they read on a literal level. Inferential reading is introduced. Narrow material is to be the focus, but appropriate exposition is also studied. Students read and interpret materials from culturally relevant textbooks. Study strategies introduced are reinforced and applied to more difficult texts. Specialized textbook vocabulary is targeted. Admission to this course is based on placement test scores.

CSE099 Essentials of Reading II
0 credit; 5 hours (4 lecture, 1 lab)
(Equivalent to Quick Start USR099)
This course reinforces reading and study strategies applied to advanced texts of a culturally relevant nature. Emphasis is on exposition. Elements of critical reading are introduced. Standardized reading test strategies are a focal point in preparation for the CUNY Reading Test. Reading as a process is explained and experienced using students’ own self-monitoring strategies. Critical reading of one or more texts is required. Admission to this course is based on placement test scores.

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

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

CSE110 Literacy and Propaganda
3 credits; 3 hours
This course introduces students to methods of understanding a highly developed and pervasive discourse: propaganda. Emphasis is placed on reading materials that use the persuasive and argumentative language of politics, advertising, cultural discussions and the media. Political speeches, essays, editorials, and articles are used to enlarge the student’s experience with the materials and tools of propaganda. The student will acquire the intellectual framework and sophisticated level of literacy needed to recognize and respond to the aims of propaganda.
Prerequisite: CSE095, ESL/ESR099
Pre- or Corequisite: CSE099, ENA/ENG099

CSE120 Reading the Biography
3 credits; 3 hours
This course introduces students to the critical reading and evaluation of biographies, autobiographies, memoirs, diaries and journals. The aims of the course will be to: evaluate claims to truth and truthful recollection; examine historical claims through first person accounts; develop awareness of the methods and techniques of biographical and autobiographical writing; understand the uses of biographical writing and its place in society; explore biographies and autobiographies as vehicles for the creation of the
Applications
Applications

3 credits; 3 hours
This course is designed to familiarize the student with the cultural and technological factors which have defined and influenced the activity of reading. The emphasis of the course will be on the evolution of reading and the gradual changes affecting the reading experience. Students will be expected to understand significant developments that relate to reading; the invention of writing, the creation of books, the invention of the printing press, and more recent changes in print communication. This course will explore reading from the perspectives of other cultures and will trace the varieties of reading experiences that have been key features in the transformation of Western and non-Western cultures.
Prerequisite: CSE099, ENG099

CSE150 The Evolution of the Reading Experience
3 credits; 3 hours

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

Computer Information Systems Department

Room L220 (718) 349-4040
Department Faculty
Gerald H. Meyer, Chairperson, Mercedes Acosta, Avis Anderson, Wilfredo Benitez, Don A. Davidson, Walter DeLaTorre, Toby Feinberg, Mario Fernandez, Eve Fischthal, James Froot, Joon M. Greenbaum, Linda Iannuzzo, Lawrence Muller, David Peled, James Richardson, Beverly Roserick, Yvens Valere, Gene Yao.

CIC100 Introduction to Computers and Their Applications
3 credits; 5 hours (3 lecture, 2 lab)
This course introduces the student to the uses of computers in business. A minimum of one contact hour per week contains curriculum designed to improve basic skills deficiencies in mathematics by reinforcing arithmetic and algebraic concepts. Students learn the vocabulary of the computer field and the ways computers work. In the computer lab, students will learn how to use several popular application software programs, as well as navigate the internet. Admission to this course is based on college placement scores.
Prerequisite: ENA099
Pre- or Corequisite: CSE099; ENG099
Corequisite: MAT096/MAB096

CIS101 Introduction to Computer Science
4 credits; 5 hours (3 lecture, 2 lab)
This is the first course in the computer science program. An emphasis will be placed on algorithmic design using principles of object-oriented programming including objects and classes. Concepts such as inheritance, data abstraction, and polymorphism will be included. Students will be required to write several programs in an appropriate language using these concepts.
Prerequisite: CSE099
Pre- or Corequisite: ENA/ENG099, MAT200 or MAT241

CIS/SSD105 Computers and Society
3 credits; 4 hours (3 lecture, 1 lab)
This course examines the relationship between human values, society and technology. It begins with an explanation of how computers work and then investigates how technology affects such issues as jobs, privacy, and education. Lab work is included.
Prerequisite: CSE099, ENA/ENG099, MAT095/MAB095

CIS107 Computer Graphics
3 credits; 4 hours (3 lecture, 1 lab)
This course is a survey of the many ways in which computers can be used to generate graphic images. The course will introduce the students to input and output devices used for graphics as well as to popular graphics programs, including paint and draw programs and desktop publishing programs. Students will learn how to create business charts and presentations, how to incorporate clip art into written documents, and how to produce newsletters. Students will also work with a visual programming language.
Prerequisite: CIS101 or CIS109

CIS109 Introduction to Visual Programming
3 credits; 4 hours (3 lecture, 1 lab)
This course introduces Windows and GUI concepts and applications through objects and programming. Students will learn to develop real-world Windows applications through an event-driven language, such as Visual Basic. Additionally, students will learn basic programming concepts such as arithmetic operations, logical operations and interactive structures.
Prerequisite: CIC100 or CIS100 or CIS101

CIS110 Systems Analysis and Design
3 credits; 4 hours (3 lecture, 1 lab)
This course introduces the student to the analysis and design of computer-based systems with consideration given to organizational structures, form design, file design, data structures, scheduling, operating research technique and hardware and software organization. Actual and simulated case studies will be utilized. The student will develop and program a prototype and document a comprehensive systems study.
Prerequisite: CIS109 or CIS195 or CIS196, ENG101

CIS111 E-Commerce Technology
3 credits; 4 hours (3 lecture, 1 lab)
This course will provide students with the fundamental steps required to build a successful e-commerce system. Topics include: Client/Server technologies, Web servers (e.g., Apache, IIS), connectivity with database systems, obtaining/maintaining secure certificates. This course will provide students with hands-on experience designing, implementing and monitoring business-to-customer web sites.
Prerequisite: ENG101, CIS161 or CIS166

CIS115 Educational Computing
3 credits; 4 hours (3 lecture, 1 lab)
This course is an introduction to the use of computer software (programs) designed for educational purposes. Students will survey and evaluate educational software written for various subjects and grades. Students will also learn about programming languages used in schools today and they will write short programs using several programming languages. The course will conclude with a look at the future of computers in schools, including the topic of hardware, as well as software. This course is designed for students in the Teacher Sabbatical Program in Computer Literacy.
Prerequisite: CIS100
CIS125 C/C++ Programming
3 credits; 4 hours (3 lecture, 1 lab)
This course introduces the C and C++ programming through the implementation of various algorithms and the use of an object-oriented approach. Topics include: input/output, expressions, operators, basic data types, functions, flow-control, macros and classes. Structured as well as object-oriented techniques will be emphasized. The course emphasizes structured design and problem solving. Laboratory assignments are required.
Prerequisite: CIS101 or CIS109, MAT200 or MAT241

CIS150 Databases From the PC to the Internet
3 credits; 4 hours (3 lecture, 1 lab)
This course will provide students with an overview of database management systems and databases. Students will learn how to design and create databases for personal and professional use. This course will also provide students with an introduction to CD-ROMs and the Internet, enabling students to conduct research and locate educational resources. This course is designed for students in the Teacher Sabbatical Program in Computer Literacy.
Prerequisite: CIS100

CIS160 Topics in CIS (To Be Announced)
3 credits; 4 hours (3 lecture, 1 lab)
This course is designed to explore an emergent topic in computer information systems. The specific topic, to be announced during advanced registration, will be selected from such areas as computer programming and languages, telecommunications, computer architecture, and artificial intelligence. Students will learn about the selected topic through a combination of lectures, readings, research, class discussions, and laboratory projects.
Prerequisite: CIS101 or CIS109 or CIS265, MAT200 or MAT241

CIS161 Multimedia Design I
3 credits; 4 hours (3 lecture, 1 lab)
This course explores various aesthetic and ergonomic issues from both the user and technical standpoint of web design. Students are introduced to development tools to aid in the creation of multimedia applications. Topics include: the human computer interface, site navigation, browser safe design, HTML, CSS, layout control, templates, plug-ins, and image manipulation. Software packages will be used to develop specific graphics applications.
Prerequisite: CIS100 or CIS109

CIS162 Multimedia Design II
3 credits; 4 hours (3 lecture, 1 lab)
Students will further develop their skills using advanced features of the development environments employed in Web design I. Students will further explore web development via database connectivity, CSS, XML, scripts, graphics, animation scripting, and digital cameras to develop catalog images. The lab portion will require the completion of a final web-project that demonstrates mastery of the material covered.
Prerequisite: CIS161
Pre- or Corequisite: CIS260

CIS163 Multimedia Design III
3 credits; 4 hours (3 lecture, 1 lab)
This is a continuation of the Multimedia Design sequence. Students develop their skills in multimedia and streaming video tools including: video capture, video editing, and video compression for streaming media. Students will learn to use a variety of software packages to develop an electronic course portfolio.
Prerequisite: CIS162

CIS165 Web Programming I
3 credits; 4 hours (3 lecture, 1 lab)
This course introduces students to the Internet and the World Wide Web. Students will learn about web browsers and HTML coding. A web development tool will be used in the lab to generate web pages. The basics of bitmapped images and digital audio and video will be covered.
Prerequisite: CIS100 or CIS101

CIS167 Web Programming II
3 credits; 4 hours (3 lecture, 1 lab)
This course is a continuation of Web Programming I. It includes dynamic HTML coding and object-oriented JavaScript programming. VBScript is introduced as well as Apache and IIS jigsaw web servers. Multimedia programming will be performed using Real Player and VRML technologies.
Prerequisite: CIS166
Pre- or Corequisite: CIS260

CIS168 Web Programming III
3 credits; 4 hours (3 lecture, 1 lab)
This course is a continuation of the Web Programming sequence. It provides an introduction to server-side programming including Java servlets, ISP (JAVA Server Pages), Microsoft ASP, Perl and CGI technologies. XML (Extensible Markup Language) will be used to categorize data. Server database programming will be introduced using SQL and ODBC.
Prerequisite: CIS167

CIS170 Spreadsheet Applications
2 credits; 4 hours (2 lecture, 2 lab)
This course introduces spreadsheet application software. Students will learn the uses of spreadsheets through extensive hands-on experience. This course will cover using formulas, working with multiple worksheets, creating charts and maps, working with ranges and what-if analysis, using macros, and working with database tables. Additionally, students will become familiar with the Windows environment and recordkeeping for general business applications.
Prerequisite: CIS100

CIS171 Database Applications
3 credits; 4 hours (3 lecture, 1 lab)
This course introduces database application software. Students will learn the use of a database through extensive hands-on experience. The course will cover using formulas, working with multiple worksheets, creating charts and maps, working with ranges and what-if analysis, using macros, and working with database tables. Additionally, students will become familiar with the Windows environment and recordkeeping for general business applications.
Prerequisite: CIS100

CIS172 Presentation Graphics
3 credits; 4 hours (3 lecture, 1 lab)
This course introduces students to presentation graphics software. Students will receive hands-on training relating to designing slides, speaker's notes, and handouts to produce professionally prepared electronic slide shows. The use of background and foreground colors, graphics, whitespace, and text material will be stressed in the development of electronic slide shows. Sound (music, recorded voice, etc.), video clips, and animation are also covered.
Prerequisite: AMO116, CIS100 or CIS101

CIS173 Integrated Software Systems
3 credits; 4 hours (3 lecture, 1 lab)
This course is the capstone to the Microcomputer Systems and Applications curriculum. Instruction will emphasize the systems and procedures used to process information in an integrated software environment. Students will be required to do projects utilizing advanced database and spreadsheet concepts and graphics software. Integrated software applications will be completed in a simulated office environment.
Prerequisite: ENG101, CIS170, CIS171, CIS172

CIS175 Introduction to Desktop Publishing
3 credits; 4 hours (3 lecture, 1 lab)
This course introduces students to the basics of desktop publishing—the art of producing typeset documents. Familiarization with equipment, desktop publishing software, and electronic printing will be emphasized. Students will receive hands-on training relating
CIS190 Object-Oriented Programming
4 credits; 5 hours (4 lecture, 1 lab)
This is the second programming course in the computer program option. The focus of the course will be object-oriented programming. Topics include constructors, superclasses, subclasses, strings, graphics, threads, polygons, inheritance, composition, and method overloading. Writing programs to implement user-defined classes will be required.
Prerequisite: CIS100 or CIS101

CIS195 Structured Programming with COBOL
4 credits; 6 hours (4 lecture, 2 lab)
Algorithms discussed in this introductory course will be coded in COBOL. A structured approach will be stressed in the analysis of control break logic, sequential file updates, random file processing, ISAM programs, table handling and subprogram linkage.
Prerequisite: CIC100 or CIS100 or CIS101

CIS196 BASIC Assembler Language for Computer Science
5 credits; 6 hours (4 lecture, 2 lab)
This course is designed as a complete course in Assembler Language programming covering macros, conditional assembly and privileged instructions. Mathematical, scientific and business applications will be illustrated.
Prerequisite: CIC100 or CIS100 or CIS101

CIS230 Comparative Operating Systems
3 credits; 4 hours (3 lecture, 1 lab)
This course is an introduction to computer operating systems including mainframe and microcomputer operating systems. Students will learn operating system concepts and command languages for several operating systems. Topics will include memory management, data management, job scheduling, spooling, I/O management, security and networking as it applies to various operating systems.
Prerequisite: ENG101, CIS100 or CIS101 or AMO155

CIS231 Novell Network Operating System
3 credits; 4 hours (3 lecture, 1 lab)
This course will provide students with theoretical and practical knowledge needed to configure, optimize, administer and maintain a Novell NetWare-based network. Topics will include: login scripts, user and group rights, trustee assignments, security issues, menu and command line utilities, application software supervision, network optimization and installation, network directory services (NDS) tree structures, advanced and customized printing utilities, and troubleshooting. Upon completion of the course, students may choose to take the Certified Novell Administrator (CNA) exam.
Prerequisite: CIS230

CIS232 UNIX Network Operating Systems
3 credits; 4 hours (3 lecture, 1 lab)
This course is an introduction to the UNIX operating system. It is designed to teach students how to effectively integrate UNIX utilities and systems calls within network administration. Additionally, it will teach students how to customize workstations through the use of LAN management and administrative functions. Upon completion of this course, students may choose to take the SCO ACE certification exam.
Prerequisite: CIS230

CIS233 Windows NT Network Operating System
3 credits; 4 hours (3 lecture, 1 lab)
This course will provide the student with a comprehensive knowledge of the Microsoft Windows NT operating system and network environment. Topics to be covered include an overview of the system architecture, the network environment, administration, security, and optimization. Students will be in a computer lab to learn the skills needed to install and configure NT systems and workstations and servers. This class will prepare students to take the first Microsoft Certification Exam in System Engineering (MCSE).
Prerequisite: CIS230

CIS241 Computer Electronics I
4 credits; 6 hours (4 lecture, 2 lab)
This is a course in the fundamentals of DC and AC electric circuit theory which will provide a basis for further study and concentration in computer repair and telecommunications. Among the topics to be considered are Ohm’s Law, power, Kirchhoff’s Laws, voltage divider rule, RC time constants, measurement techniques, and some basic electronic components such as resistors, capacitors and inductors. The laboratory work will include experiments using voltmeters, ammeters, oscilloscopes, and breadboards.
Prerequisite: CSE099, ENA/ENG099

CIS242 Computer Electronics II
3 credits; 4 hours (3 lecture, 1 lab)
This is a continuation of Computer Electronics I. Topics covered include parallel resonance, high and low passive filter circuits, transformers, semiconductor structure, diodes, BJT’s, FET’s, integrated circuits, power supply circuits, transistor amplifier circuits, operational amplifiers, oscillators, and modulation and receiver circuits. This course will emphasize the laboratory construction and troubleshooting of these circuits.
Prerequisite: CIS241

CIS250 Data Base Concepts and Programming
3 credits; 4 hours (3 lecture, 1 lab)
This comprehensive course covers the concepts of data collection, organization and retrieval. The understanding of data structures and the analysis of file organization techniques will be emphasized. The principles of data base design, selection and management will be introduced. Students will be given extensive laboratory experience with programming using a database application package.
Prerequisite: CIS109 or 2195

CIS252 Advanced UNIX System Administration
3 credits; 4 hours (2 lecture, 2 lab)
This course is a continuation of the UNIX Network Operating System course. It provides the students with the practical skills needed to serve as an UNIX system administrator. Topics include login scripts, user administration and security, operating system installation and maintenance, installation of patches and programs, and maintenance and troubleshooting of servers and workstations. Students are encouraged to take the UNIX Systems Administration certification exam.
Prerequisite: CIS232

CIS253 Advanced NT Systems Administration
3 credits; 4 hours (2 lecture, 2 lab)
This course is a continuation of the NT Operating System course. It provides the students with the practical skills needed to serve as an NT Administrator. Topics include profiles and policy editor, trust relationship between multiple domains, directory services, DHCP (Dynamically Configured Protocol), IIS (Internet Information Services), WINS (Windows Internet Naming Service) and network monitoring. Students are encouraged to take the second certification exam offered by MCSE.
Prerequisite: CIS233

CIS260 Introduction to Teleprocessing
3 credits; 4 hours (3 lecture, 1 lab)
This course examines the field of data transmission and how it is used to communicate with the computer. Topics covered include the nature of the communication links and the hardware attached to them, common carriers and their services; the configuration of data communication systems including a description of the codes, modems, terminals,
software and methods of line organization. Both a project and a case study are integral elements of the course and are carried out as a part of laboratory assignments.  
Prerequisite: CIC100 or CIS100 or CIS101

CIS261 Internet Telephony  
3 credits; 4 hours (3 lecture, 1 lab)  
This course introduces students to voice over IP (VoIP), or packetized voice. Students will be exposed to Internet architecture and the handling of user traffic, various protocols including TCP and UDP, digital signal processor, voice coders, connecting to ISPs, modems, layered VoIP architecture, and performance considerations. Students will explore various Internet Telephony solutions in the laboratory.  
Prerequisite: CIS262

CIS262 Data Communications  
4 credits; 4 hours (3 lecture, 1 lab)  
This course covers various methods and techniques used in computer communications. The course is designed for telecommunications majors and will aid them in applying data communications skills to on-the-job situations. Main topics include message and packet switching, communication servers, distributed systems, and line control techniques. The laboratory portion prepares the student to sit for the Novell CNA exam. The student can expect to pay for additional materials for this course.  
Prerequisite: CIS241

CIS263 Network Operations  
4 credits; 4 hours (3 lecture, 1 lab)  
This course introduces the student to general network theory with respect to the operation and management of modern networks. The student will use laboratory equipment to prepare print servers, file servers, multiplexers, routers and modems. Network monitoring will be introduced for troubleshooting skills and for traffic analysis in a LAN environment. The laboratory work is geared toward preparing the student for network certification.  
Prerequisite: CIS262

CIS265 Computer Hardware Interfacing and Programming  
3 credits; 4 hours (3 lecture, 1 lab)  
The course will introduce the student to techniques in controlling a computer system and will include interfacing techniques such as memory mapped and isolated I/O, hardware/software interrupts, polling, and assembler language. Programming will include such topics as: addressing modes, arithmetic and logic instructions, conditional branching, stacks, subroutines.  
Prerequisite: CIC100 or CIS100 or CIS101

CIS270 Data Center Operations: The Basics  
3 credits; 4 hours (3 lecture, 1 lab)  
This course introduces students to the field of computer operations and the duties associated with the job of computer operator. Students will be introduced to the operation and maintenance of computer hardware and peripheral on the mainframe, and to the keeping of vital logs associated with job scheduling, shift work, hardware repair and facility scheduling. Students will also gain a working knowledge of the VM/SP operating system utilizing CMS and CP commands.  
Prerequisite: CIC100 or CIS100 or CIS101  
Pre- or Corequisite: ENG101

CIS275 Data Center Operations: Advanced Topics  
3 credits; 4 hours (3 lecture, 1 lab)  
This course is a continuation of Data Center Operations: The Basics, and will emphasize advanced computer system operations including such topics as command languages, console commands, analysis of various microcomputer and mainframe operating systems, and computer resource management. This course will cover such operating system as MS-DOS, UNIX, MVS and VM.  
Prerequisite: CIS270

CIS286 Data Structures  
3 credits; 4 hours (3 lecture, 1 lab)  
This advanced computer science course focuses on data structures. It is assumed that the student is familiar with basic computer concepts of object-oriented programming. Topics will include linear data structures such as linked lists, stacks, queues and trees, file processing concepts, sorting and searching, and recursion. Programming assignments will focus on implementing complex algorithms.  
Prerequisite: CIS190, MAT200 or MAT241

CIS289 Computer Technology Project Lab  
2 credits; 2 hours  
This course reinforces the student's concepts of digital circuit-board fabrication for computer and communication devices through the construction of projects. Topics include: lab safety, reading schematic diagrams, PC board layout design and construction, components soldering, and wire-wrapping. The student will also learn the techniques of trouble-shooting the devices using the instruments provided by the laboratory. The projects will vary. The student should expect to pay for additional materials for this course.  
Prerequisite: CIS261 or CIS292

CIS291 Computer Logic, Design and Implementation I  
4 credits; 5 hours (3 lecture, 2 lab)  
This course will teach students how a computer logic statement is converted into an actual circuit. Using binary notation and boolean algebra, the student will analyze switching networks of logic gates. The circuits which are mathematically described will then be translated into wiring diagrams and implemented on logic trainers and/or prototype boards. The student should expect to pay for additional materials for this course.  
Prerequisite: CIS241, MAT200

CIS292 Computer Logic, Design and Implementation II  
4 credits; 5 hours (3 lecture, 2 lab)  
Students will learn to analyze sequential networks. The use of flip-flops in circuits, such as binary counters, serial adders, parallel multipliers and code converters, will be studied. Wave form analysis will be done in the lab using oscilloscopes and logic devices. The student should expect to pay for additional materials for this course.  
Prerequisite: CIS291, MAT241

CIS293 Computer Repair and Network Maintenance  
4 credits; 5 hours (3 lecture, 2 lab)  
This course will provide students with the knowledge needed to diagnose and repair stand-alone and networked personal computers. The student will learn about hardware, including disk drives, mainboards, video boards, network interface cards, and modems. Students will learn how to setup, diagnose and repair network connections, servers, and workstations. Students will work with testing equipment such as oscilloscopes, patch boxes, LAN testers, and wiring tools. General software diagnostic tools will be used. The student should expect to pay for additional materials for this course.  
Prerequisite: CIS231 or CIS232 or CIS233 or CIS292

CIS295 Computer Architecture  
4 credits; 5 hours (3 lecture, 2 lab)  
This course is intended for students who are in the computer science program or for students interested in developing a background in hardware concepts. Topics covered include number systems, logic circuits, arithmetic circuits, flip-flops, registers, memories, sample design of simple computers and an introduction to microprogramming. The student should expect to pay for additional materials for this course.  
Prerequisite: CIS190 or CIS265, MAT200 or MAT241
Cooperative Education

Room M204 (718) 482-5204

The Cooperative Education Department believes in the value of experience-based learning. Our mission is to engage students in a process of active learning that links work experience with opportunities for critical analysis and reflection.

Department Faculty

Jody Bieber, Chairperson; Karen Anderson, James Curtwell, Diane Ducat, Catherine Farrell, Michael Frank, Joan Heitner, Doreen Kolomonsk, Zachary Miller, Stacy Perry, Deborah Robinson, Marie Sacino, Susan Sarchiero, Lucy Sardell, Caren Treiser, Lisa Waxman, Francine White.

CEP100 Cooperative Education: Gateway to the Workplace

1 credit; 1 hour

This introductory Cooperative Education course is designed to foster career development in a changing workplace and to promote workplace access. Topics include: the transformation of work; the impact of diversity in the workplace; the importance of continuous learning and career planning; and the competencies essential for workplace success. Emphasis will be placed on the use of experience-based learning to facilitate the transition from academic to professional life. This course is a prerequisite for internship placement.

Prerequisite: CSE099, ENA/ENG099, MAT095. Students must have completed 15 credits, including the introductory course in their major.

CEP151 Cooperative Education: Part-Time Internship

2 credits; 1 seminar hour; 15-20 internship work hours

This internship provides students with an experience-based learning opportunity to explore or confirm career interests and plans; apply classroom learning to real work situations; and practice and strengthen interpersonal or technical skills. A minimum of 15-20 hours per week at the internship site is required during the Co-op cycle. A concurrent seminar provides a framework for students to analyze their internship experience. During Fall and Spring, students must take six additional credits to be certified as a full-time student.

Prerequisite: CEP100, Gateway to the Workplace, MAT095

*Evidence of satisfactory academic progress. Students are required to have at least a 2.0 cumulative grade point average the semester prior to each internship semester.

*Completion of the appropriate introductory and/or other prerequisite courses in students’ major.

Responsibility for deciding whether a student is ready to go on an internship rests with the student’s Co-op Faculty Advisor. Appeal of this decision should be addressed to the Chair of the Cooperative Education or a designee. Students must obtain a permit to register from their Co-op Faculty Advisor to register for these courses.

Each of these courses (except Gateway to the Workplace) includes both the Internship and the Internship Seminar. When registering, students must also register for the appropriate seminar code as specified by their Co-op Faculty Advisor. Only the CEP course code will appear on students’ transcripts.

Students in the following specialized curricular areas should check their departmental course descriptions for the appropriate internship and seminar codes: Human Services, Occupational Therapy Assistant, Dietetic Technician, Physical Therapist Assistant.

CEP201 Cooperative Education: Full-Time Internship

3 credits; 1 seminar hour; 25-40 internship work hours

This full-time internship provides students with an experience-based learning opportunity to explore or confirm career interests and plans; apply classroom learning to real work situations; and practice and strengthen interpersonal or technical skills. 25-40 hours per week at the internship site is required during the Co-op cycle. The internship is accompanied by a concurrent seminar which provides a framework for students to analyze their internship experience.

Prerequisite: CEP151

CEP152 Cooperative Education: Part-Time Internship

2 credits; 1 seminar hour; 15-20 internship work hours

This elective internship provides students with an experience-based learning opportunity to explore or confirm career interests and plans; apply classroom learning to real work situations; and practice and strengthen interpersonal or technical skills. 15-20 hours per week at the internship site is required during the Co-op cycle. A concurrent seminar provides a framework for students to analyze their internship experience. During Fall and Spring, students must take six additional credits to be certified as a full-time student.

Prerequisite: CEP201

CEP202 Cooperative Education: Full-Time Internship

3 credits; 1 seminar hour; 25-40 internship work hours

This full-time elective internship provides students with an experience-based learning opportunity to explore or confirm career interests and plans; apply classroom learning to real work situations; and practice and strengthen interpersonal or technical skills. 25-40 hours per week at the internship site is required during the Co-op cycle. The internship is accompanied by a concurrent seminar which provides a framework for students to analyze their internship experience.

Prerequisite: CEP201

Counseling Program

Room C245 (718) 482-5250

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

Department Faculty

Joan Edmonds-Ashman Chairperson; Lynne Aliston-Jackson, Pierina Andriti, Jean Buckley-Lockhart, Louise A. Butconcini, Emily Carrasquillo, Rosada Davis-Layne, Robert J. Durley, J. Richard Holmes, Michael Horwitz, Ana M. Mora, Leo A. Newball, Manuel A. Perez, Lourdes Rivera, Lynne Teplin, Kyoko M. Toyama, LaVergne Trawick.

FSM000 New Student Seminar

0 credits; 1 hour

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

FSC100 Career Development Seminar

1 credit; 1 hour

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

Prerequisite: CSE099, ENA/ENG099, MAT095/MAB095

www.laguardia.cuny.edu/programs/aas/acc.asp
English Department

Room E103 (718) 482-5656

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

The department offers courses in: composition, creative writing, journalism, literature, and urban studies.

Department Faculty

Composition/Writing

ENA099 Basic Writing
0 credit; 7 hours (6 lecture, 1 lab)
This course introduces and reinforces students' rhetorical and organizational skills through an understanding of the writing process. Essential principles of grammar and sentence structure are covered and students are introduced to at least three rhetorical modes, such as narration, description and development by example. Students write essays in response to classroom discussion and multicultural written and visual texts. Admission to this course is based on college placement test scores.

ENG099 Basic Writing
0 credit; 5 hours (4 lecture, 1 lab)
(Equivalent to Quick Start USW099)
This course develops and reinforces students' rhetorical and organizational skills through an understanding of the writing process. Essential principles of grammar and sentence structure are covered and students are introduced to at least three rhetorical modes, such as narration, description, development by example, argumentation, and comparison-contrast. Students write essays in response to classroom discussion and multicultural written and visual texts. Admission to this course is based on college placement test scores.

ENG101 Composition I: An Introduction to Expository Writing
3 credits; 4 hours
In this course students focus on the process of writing clear, correct and effective expository essays in response to materials drawn from culturally diverse sources. Emphasis is placed on using various methods of organization appropriate to the writer's purpose and audience. Students are introduced to argumentation, fundamental research methods and documentation procedures. Students write frequently both in and out of class. Admission to this course is based on college placement test scores.
Pre-requisite: CSE095, ENA/ENG099, exemption or Pass on the ACT Writing and Reading Tests.
Pre- or Corequisite: CSE099

ENG102 Composition II: Writing Through Literature
3 credits; 3 hours
This course is a continuation of English 101. Students will reinforce and extend their abilities to write correct, well-organized essays using various rhetorical strategies and stylistic techniques. Poetry and at least one other literary genre from among fiction, drama and the nonfiction essay will be studied. Students will be introduced to a variety of writing strategies used in composing interpretive and analytical essays. Writing assignments will include a critical research paper.
Pre-requisite: ENG101

ENG103 Preparing and Writing the Research Paper
2 credits; 2 hours
This course takes up the skills needed to prepare and write a formal research paper. The students learn and practice the skills involved in research reports for such major disciplines as the social sciences, humanities, human services, and English. These include: choosing an appropriate topic and limiting its focus; using library reference materials; outlining and taking notes; using quotations and paraphrases; preparing footnotes and bibliography; and, finally, incorporating these skills in the development of a typed manuscript.
Pre-requisite: ENG101

ENG104 Intermediate Writing: The Peer-Tutor Experience
4 credits; 5 hours
This course is for students who want to perfect their writing while at the same time engaging in a peer-tutoring experience. It is designed to give students a better understanding of peer tutoring and how writing, and to improve their skills in grammar and composition. Active discussion and criticism of one another's writing will form the core of this course. Carefully supervised peer-tutoring in the Writing Center will give students valuable additional experience and insight into the writing process. Students are permitted in class only with a grade of B or better in English 101. Those interested should have good writing skills and work well with people.
Pre-requisite: ENG101

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

ENG/ESL110 English Grammar Syntax
3 credits; 3 hours
This is a grammar and syntax course. The course focuses on the grammatical structures necessary in academic discourse. The course begins with a review of the English verb system and covers preposition usage, English word order, adverb, adjective, and noun clauses, reported speech, article usage, complex conditionals, and passive voice. Additional topics may be selected in response to particular needs and interests of the students in the class.
Pre- or Corequisite: CSE095, ESL/ESR099

ENG112 Writing for Business
3 credits; 3 hours
This course introduces students to the principles of effective business writing. It focuses on clarity, precision, brevity, inclusiveness, correctness and business writing principles. General rhetorical principles of writing are also reinforced. Students are introduced to such forms of writing as the memo, resume, and letters of application. Students are also guided through the process of writing a formal business report. Attention is given to intercultural issues relevant to business communication.
Pre-requisite: ENG101
ENN198 Creative Writing Workshop
3 credits; 3 hours
This course introduces students to the elements of creative writing by using New York as a writer's laboratory. Field trips to city places such as schools, streets, parks will lead to writing that uses these places and the people in them as themes. Students will write a variety of creative pieces—sketches, brief narratives, poems, dramatic dialogues dealing with this glimpsed New York life. Reading of and visits with New York writers writing on New York themes will complement these activities.
Prerequisite: ENG101

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

Journalism

ENG200 Journalism: Its Scope and Use
3 credits; 3 hours
This course provides an overview of journalism with an emphasis on print and related areas, such as in-house publications and public relations writing. Also to be covered are the history and impact of journalism, particularly the changing role of women and minorities in the press. News reporting, editing, production, newsroom organization and management will be explored through writing assignments, demonstrations and visits to LaGuardia's newspaper as well as professional news publications.
Prerequisite: ENG101

ENG210 Journalism: The Craft of Gathering and Reporting the News
3 credits; 3 hours
This course emphasizes writing various types of hard news stories for mainstream and community newspapers. Students also learn how to use different interview styles to cover a variety of newsbeats. Students will be involved in writing for the college newspaper. Field trips to newsrooms will enable students to write reports on potential careers in news writing.
Prerequisite: ENG101

ENG211 Journalism: The Craft of Gathering and Reporting the News
3 credits; 3 hours
This course introduces students to writing various types of feature stories, such as the human interest story, the lifestyle column, opinion and reviews (film, theater, books). To gather material for these features, students will learn how to vary their interview techniques. Press law which applies to writing reviews and opinion will be covered. Each student will also have an opportunity to write a feature profiling cultural diversity at LaGuardia.
Prerequisite: ENG101

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

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

Literature

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

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

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

ENG235 Cultural Identity in American Literature
3 credits; 3 hours
This course will explore the diverse voices of writers in the United States through a consideration of cultural context. Literature to be discussed may include the contributions of African-American, Asian-American, Euro-American, Latins-American, and/or Native-American writers. Such themes as cultural dislocation, alienation, and re-envisioning identity will be highlighted.
Prerequisite: ENG101

ENG245 Images of Women in Literature
3 credits; 3 hours
This course is designed to familiarize the student with the ways in which the role of women has been portrayed in literature. By identifying various stereotypes and certain recurrent themes, students will be made aware of how literature reflects and sometimes determines societal expectations. Works by both male and female authors will be examined including such authors as Henrik Ibsen, D.H. Lawrence, Ernest Hemingway, Tennessee Williams, Edward Albee, Sylvia Plath, Mary Gordon, Toni Morrison, Alice Walker, and Audre Lorde.
Prerequisite: ENG101
**ENG247 The Woman Writer: Her Vision and Her Art**  
3 credits; 3 hours  
This course will explore the unique experience of the woman writer. Studying works written by women from a variety of cultures, races and classes will reveal how being a woman has influenced the woman writer's creative interpretation of the human condition, Maya Angelou, Charlotte Bronte, Maxine Hong Kingston, Emily Dickinson, Tillie Olsen, and Leslie Marmon Silko will be read.  
Prerequisite: ENG101

**ENG248 Latina/Latino Writing of the United States**  
3 credits; 3 hours  
This course examines the contributions to American literature made by Chicana, Puerto Rican, Cuban, and Dominican women writers in the United States over the last thirty years. It surveys the variety of Latina writing and explores the ways in which Latin writers represent community, class, race, gender, culture, nation, and ethnicity in their works. Poetry, fiction, essays, autobiographical prose, and dramatic works by authors such as Julia Alvarez, Gloria Anzaldúa, Sandra Cisneros, Judith Ortiz Cofer, Cristina García, Cherrie Moraga, and Nicholasa Mohr will be studied.  
Prerequisite: ENG101

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

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

**ENG256 Humor in Literature**  
3 credits; 3 hours  
This course introduces students to humor in literature from the Classic period to the present in the genres of drama, poetry, and fiction and provides them with interpretive skills required for an appreciation and understanding of the texts. In reading the work of such authors as Aristophanes, Shakespeare, Ishmael Reed, and Pian Lebowitz, the class will define and examine examples of humorous literature such as satire, romantic comedy, parody and farce.  
Prerequisite: ENG101

**ENG260 The Novel**  
3 credits; 3 hours  
This course introduces students to ways of reading, discussing and writing about novels through close reading and analysis of their elements; and consideration of their social, cultural and artistic contexts. Novels from a diverse range of sexual, racial, class and ethnic perspectives, from the 18th Century to the present, will be selected, including such writers as Jane Austen, James Baldwin, Charles Dickens, F. Scott Fitzgerald, Zora Neale Hurston, Yasunari Kawabata, Gabriel Garcia Marquez, Toni Morrison, Mark Twain, and Richard Wright.  
Prerequisite: ENG101

**ENG261 Literature of Difference: Lesbian/Gay Writers**  
3 credits; 3 hours  
This course will explore the literature and experiences of lesbian and gay writers. Examining these works will reveal how social orientation influences the authors' creative interpretations of themselves, their culture, and the world at large. Themes of growing up gay, coming out, families, relationships, communities, homophobia, AIDS, aging, loss and renewal are explored. Such writers as Brown, White, Lorde, Lewitt, Goméz, Bean, Baldwin, Kramer, Anzaldúa and Sutton will be studied.  
Prerequisite: ENG101

**ENG265 The Drama**  
3 credits; 3 hours  
In this course students are introduced to the drama. The characteristics of the form will be examined. Examples of the genre from major periods of its development will be studied, including plays by a range of culturally diverse authors such as Sophocles, William Shakespeare, Oscar Wilde, Henrik Ibsen, Eugene O’Neill, Lillian Hellman, Lorraine Hansberry, Arthur Miller, Tennessee Williams, Samuel Beckett, John Guare and August Wilson.  
Prerequisite: ENG101

**ENG266 Shakespeare**  
3 credits; 3 hours  
This survey course examines a selection of Shakespeare's writings. It also looks at Renaissance social, intellectual, and cultural contexts in order to help students understand Shakespeare's world. The course concentrates on various sonnets or poems and a representative selection of plays from the history plays, comedies, “problem plays,” tragedies, and romances. Whichever possible, through visits to the theatres or film viewing, students are introduced to the “living Shakespeare”.  
Prerequisite: ENG101

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

**ENG269 Contemporary Black American Fiction**  
3 credits; 3 hours  
This is a consideration and analysis of a selected number of major Afro-American fiction writers from 1952 to the present. Emphasis will be placed on both the survival of older fictional concerns (e.g., racism, violence, the search for identity and the appearance of new trends (e.g., the employment of folklore materials, the revitalized use of Black dialects, the emergence of a group of women writers). Works by such authors as Ralph Ellison, James Baldwin, John Williams, Toni Morrison, Albert Murray, Alice Walker, Ernest Gaines and Ishmael Reed will be read.  
Prerequisite: ENG101

**ENG270 Introduction to Poetry**  
3 credits; 3 hours  
This course introduces students to the formal conventions of poetry as well as the basic elements that work to create a poem. Focus from different countries and different historical periods will be explored, at times from different critical perspectives. Works by such poets as William Shakespeare, John Donne, Walt Whitman, Emily Dickinson, W.B. Yeats, Langston Hughes, e.e. cummings, Federico Garcia Lorca, Adrienne Rich, Audre Lorde, Leslie Marmon Silko, and Gary Soto will be discussed.  
Prerequisite: ENG101
ENG/HUC272 Literature and Film
3 credits; 4 hours
This course studies the similarities and differences between literature and film. By comparing and contrasting literary works (complete and excerpts) with films, the course illustrates the methods, structures and contents of the two media, as well as their relationship. Writers to be considered may include Shakespeare, Keats, Dickens, Dickens, Wright, and West; films to be viewed may include those made by Griffith, Chaplin, Eisenstein, Riefenstahl, Flaherty and Resnais.
Prerequisite: ENG102, HUC150 or HUC270

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

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

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

ENN/SSN193 Ideal Societies
3 credits; 3 hours
This course is designed to help students understand utopian movements in urban society from historical, psychological and sociological perspectives. This course will focus on both the causes for creating utopian experiments and the ways in which utopias approach family structure, religion, education, power, and economic organization. Literary versions of utopian communities will be studied. Field trips may be taken to such places as Roosevelt Island and Shaker Village.
Prerequisite: SSE101 or SSS100 or SSY101

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

ENN240 Literature of the City (formerly ENG240)
3 credits; 3 hours
This course is designed to introduce students to the literature of the city. Students will explore important urban themes, social issues and cultural developments in the short stories, essays, poems, autobiographies, plays and novels of major city writers like Charles Dickens, Walt Whitman, Thomas Mann, James Baldwin, Frank O’Hara, Grace Paley, Anna Deveare Smith, Chang-Rae Lee, John A. Williams, Haruf Kureishi and Oscar Hijuelos. Also popular art forms like journalism, song lyrics and film may be examined. Students will read and discuss issues of contemporary urban literary magazines like New York Stories. There will be one or more field trips.
Prerequisite: CSE099, ENA/ENG099

English as a Second Language

Room F200 (718) 482-5342

The English as a Second Language (ESL) Program provides non-credit-bearing courses for students of limited English proficiency from the beginning through the advanced levels. The receptive skills, listening and reading, are emphasized at the lower levels (ESL096 & ESL/ESL/ESL097), while the advanced levels (ESB/ESL/ESL/ESL098 & ESL099/ESL099) stress speaking and written skills. A mandatory tutorial ESL lab complements the course offerings. This and the microcomputer lab are available to students registered in the ESL sequence.

Department Faculty

ESB097 ESL II for Business and Computers
0 credit; 9 hours (7 lecture, 2 lab)
(Equivalent to ESL/ESL097)
This course is an alternative for ESL097 designed for students with some knowledge of English and who plan to major in business or computer fields. This course will develop students' proficiency in listening, speaking, reading and writing while familiarizing them with the language of business and computers. At the end of this course, students must demonstrate their proficiency by passing a departmental listening and writing final. Admission is based on college placement tests scores or completion of prerequisite.
Prerequisite: ESL096

ESB098 ESL III for Business and Computers
0 credit; 9 hours (7 lecture, 2 lab) (Equivalent to ESL/ESL098)
This course is an alternative to ESL 098. It is designed for intermediate level ESL students majoring in business or computer-related fields. This course expands students' knowledge of English and aids in developing their fluency while familiarizing them with the language of business and technology. At the end of the course, students must demonstrate increased competency in writing as well as reading, speaking, and listening. Admission is based on the placement test scores or completion of prerequisite.
Prerequisite: ESL/ESL097

ESH097 ESL II for Science and Health
0 credit; 9 hours (7 lecture, 2 lab) (Equivalent to ESL/ESL097)
This course is an alternative for ESL097 designed for students with some knowledge of English and who plan to major in applied health or science. This course will develop students' proficiency in listening, speaking, reading and writing while familiarizing them with the language of health and science. At the end of this course, students must demonstrate their proficiency by passing departmental listening and writing finals. Admission is based on placement tests scores or completion of prerequisite.
Prerequisite: ESL096

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ESH098 ESL III for Science and Health
0 credit; 9 hours (7 lecture, 2 lab)
(Equivalent to ESB/ESL/ESR098)
This course is an alternative to ESL098. It is designed for intermediate level ESL students majoring in allied health or science fields. This course expands students' knowledge of English and aids in developing their fluency while familiarizing them with the language of science and health. At the end of the course, students must demonstrate increased competency in writing as well as reading, speaking, and listening. Admission is based on the placement test scores or completion of prerequisite.
Prerequisite: ESB/ESH/ESL097

ESL097 English as a Second Language II
0 credits; 9 hours (7 lecture, 2 lab)
(Equivalent to ESB/ESH/ESR097, USE097)
This course, for students with some knowledge of English, develops students' proficiency in listening, speaking, reading and writing. Listening and pronunciation receive careful attention. Similarities and differences between written and spoken language are emphasized. At the end of the course, students must demonstrate their overall proficiency by passing departmental listening, reading, and writing examinations. Admission to this course is based on the college placement test scores or completion of prerequisite.
Prerequisite: ESL096

ESL098 English as a Second Language III
0 credit; 9 hours (7 lecture, 2 lab)
(Equivalent to ESB/ESH/ESR098, USE098)
This course helps intermediate level ESL students to improve their reading and writing skills and also provides practice in listening and speaking. All of the activities focus on expanding the students' knowledge of English and developing fluency in all of the skills. At the end of the course, students must demonstrate increased competency in writing as well as in reading, speaking, and listening. Admission is based on the placement test scores or completion of prerequisite.
Prerequisite: ESB/ESH/ESL097

ESL099 English as a Second Language IV
0 credit; 10 hours; (8 lecture, 2 lab)
(Equivalent to Quick Start USE099)
This course provides extensive practice in reading, writing, listening and speaking using college-level materials and helps students to increase their vocabulary and study skills. Its purpose is to enable students to express ideas in acceptable written and spoken English. Admission is based on college placement test scores or completion of prerequisite.
Prerequisite: ESB/ESH/ESL/ESR098

ESL/ENG110 English Grammar Syntax
3 credits; 3 hours
This is a grammar and syntax course. The course focuses on the grammatical structures necessary in academic discourse. The course begins with a review of the English verb system and covers preposition use, English word order, adverb, adjective, and noun clauses, reported speech, article usage, complex conditionals, and passive voice. Additional topics may be selected in response to particular needs and interests of the students in the class.
Pre- or Corequisite: CSE095, ESL/ENG099

ESR098 ESL III for Select Readers
0 credit; 10 hours (6 lecture, 4 lab)
(Equivalent to ESB/ESH/ESL098)
This is an accelerated course which focuses on expository writing, speaking and critical reading skills for the non-native speaker of English and is open only to those students who achieve a predetermined level based on the reading placement test. Oral presentations and/or themes will follow the discussion of reading selections used to improve the students' ability to think critically. These selections and the students' compositions will be used for grammar and vocabulary instruction. Students will practice all the language skills and at the end of the course are expected to use English with greater fluency and facility. Admission is based on placement test scores only.

ESR099 ESL IV for Select Readers
0 credit; 8 hours; (6 lecture, 2 lab)
(Equivalent to ESO99)
This is an accelerated ESL099 course which provides extensive practice in reading, writing, listening and speaking using college-level materials and helps students increase their vocabulary and study skills. Its purpose is to enable students to express ideas in acceptable written and spoken English. Final compositions read by both ESL and English Department faculty determine placement in English Department courses. Admission is based on college placement test scores or completion of prerequisite.
Prerequisite: ESR098

ESV090 English as a Second Language Through Video
0 credit; 4 hours (3 lecture, 1 lab)
This course uses video to improve the listening, reading and writing skills of beginning level ESL students. Students improve their comprehension of spoken American English through watching selected scenes from both standard and closed captioned documentaries and feature films. Scenes from selected videos highlight such topics as the immigrant experience, American family life, cultural diversity and the American workplace.
Open only to students with placements in ESL096 or ESL097

Humanities Department

Room E202 (718) 482-5690
The Humanities encompass the range of human experience— who we are and what our lives mean. The Humanities Department offers courses in the following discipline areas: modern language and bilingual education, performing arts, philosophy and critical thinking, speech communication, and visual arts. The department also offers a variety of urban studies courses. Degree programs in Fine Arts, Commercial Photography and Bilingual Education are housed in the Humanities Department.

Department Faculty
Sandra Dickinson, Chairperson; Albert Arnold, Bruce W. Brooks, Daisy Bustio, John Chaffee, Edward Coppola, John Henry Davis, Dorothy Ellis, Helmut Eppich, Susan Gizzi, Ana Maria Hernandez, Juan M. Izara, William Koelschberger, Javier Luernas, Margarita Lopez, Louis Lucca, Fern Lukin, Sally Mettler, Carol Montgomery, Gustavo Moretto, Joyce Rheuban, Gary Richmond, Carol A. Rivera-Kron, Max Rodriguez, Scott Sterrinbach, Sonja M. Tanner, Gary Volto, John W. Williams

HUH100 Exploring the Humanities
3 credits; 3 hours
Students will identify and examine the concepts and connections among the various disciplines within the humanities such as philosophy, art, music, theatre, language, and literature. They will do so through a series of readings, observations, and museum/ theatre visits and apply basic principles of aesthetics and interpretation.
Prerequisite: CSE099, ENA/ENG099
Modern Languages and Bilingual Education

Bilingual Education

HUB102 Educational Psychology: The Bilingual Child in an Urban Environment
3 credits; 5 hours
This course deals with an examination of the psychological theories of learning and motivation as they apply to bilingual children. Students will be introduced to the general concepts of educational psychology specifically as they apply to bilingual education. Theories of learning and motivation, cognition, learning disabilities and cultural pluralism will be examined in the context of preadolescent development in an urban setting. In addition to class sessions, a two-hour-per-week field lab and a case study log are required.
Prerequisite: HUN101

HUB103 Principles and Practices of Bilingual Education and ESL
3 credits; 6 hours
This course deals with a) learning theories and their implications for the bilingual child in his/her total school environment, b) a review of instructional approaches and teaching strategies which could be effectively used to educate bilingual children, c) the nature of first and second language acquisition as well as the materials for the teaching of language to transitional bilingual children.
Prerequisite: HUB102

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

Chinese

HUE101 Modern Chinese I
3 credits; 4 hours (3 lecture, 1 lab)
The basic course in Modern Chinese (Mandarin) is designed to develop primary listening and speaking skills through work in the classroom and language laboratory. Students will learn the pronunciation, grammar and vocabulary of Chinese in the context of important aspects of culture affecting the communication process. Students will be introduced to the romanized writing system (pinyin).
Prerequisite: CSE099, ENA/ENG099
Note: Student must successfully complete HUE 102 before credit toward graduation is granted for HUE101 Modern Chinese I.

HUE102 Modern Chinese II
3 credits; 4 hours (3 lecture, 1 lab)
This is a continuation of HUE101. Listening and speaking skills will be further developed through work in the classroom and the language lab. Students will learn more about Chinese pronunciation, grammar and vocabulary in selected cultural contexts. The basic Chinese writing system will be introduced.
Prerequisite: CSE099, ENA/ENG099, HUE101 or exemption exam

HUE103 Intermediate Chinese
3 credits; 4 hours (3 lecture, 1 lab)
This course is the third in a sequence. The purpose of the course is to help students build functional language proficiency and increase their ability to communicate in Mandarin Chinese with confidence and ease. The course continues to focus on the four basic skills of listening, speaking, reading and writing, with an emphasis on sentence structure, grammatical features, oral and written translation fluency, and vocabulary building.
Prerequisite: CSE099, ENA/ENG099, HUE102 or exemption exam

HUE201 Modern Chinese Literature
3 credits; 3 hours
This course introduces students to modern Chinese literature and culture. Readings will be taken from various genres of literature, with an emphasis on modern Chinese literary expression. The course aims at strengthening the student’s ability to read and discuss literature in Chinese. Special attention will be paid to the Chinese literary tradition and its relationship to Western literature.
Prerequisite: HUE103 or exemption exam

French

HUF101 Elementary French I
3 credits; 4 hours (3 lecture, 1 lab)
This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory.
Prerequisite: CSE099, ENA/ENG099
Note: A student must successfully complete HUF 102 before credit is granted for HUF 101 Elementary French I.

HUF102 Elementary French II
3 credits; 4 hours (3 lecture, 1 lab)
This is a continuation of HUF101.
Prerequisite: CSE099, ENA/ENG099, HUF101 or exemption exam

HUF103 Intermediate French
3 credits; 4 hours (3 lecture, 1 lab)
This course is designed to further develop language skills. The relationship between speaking, reading and writing is emphasized.
Prerequisite: CSE099, ENA/ENG099, HUF102 or exemption exam

HUF150 Skills Maintenance in Modern Language
1 credit; 2 lab hours
This laboratory course is designed to maintain foreign language skills during an interruption in the study sequence. Individual instruction is directly related to student’s particular field of interest. Hours individually arranged.
Prerequisite: CSE099, ENA/ENG099

HUF201 French Literature from a Global Perspective
3 credits; 3 hours
This course is an introduction to the literature and culture of French-speaking countries through various forms of literary expression. Readings and discussions will emphasize the rich contributions of African, Caribbean, and North American writers and artists, as well as responses to them from France and the United States.
Prerequisite: ESL099, HUF103 or exemption exam.
Pre- or Corequisite: CSE099, ENA/ENG099

Greek

HUK103 Intermediate Greek
3 credits; 3 hours
This course is designed to further develop language skills. The relationship between speaking, reading, and writing is emphasized.
Prerequisite: CSE099, ENA/ENG099, placement exam
HUK150 Skills Maintenance in Modern Language
1 credit; 2 lab hours
This laboratory course is designed to maintain foreign language skills during an interruption in the study sequence. Individual instruction is directly related to students’ particular field of interest. Hours individually arranged.
Prerequisite: CSE099, ENA/ENG 099

Hebrew

HUH101 Elementary Hebrew I
3 credits; 4 hours (3 lecture, 1 lab)
This course for beginners is designed to develop listening, speaking, reading, and writing skills through work in the classroom and the language laboratory.
Note: A student must successfully complete HUH 102 (Elementary Hebrew II) before credit is granted for HUH 101 (Elementary Hebrew I).
Prerequisite: CSE099, ENA/ENG 099

HUH102 Elementary Hebrew II
3 credits; 4 hours (3 lecture, 1 lab)
This course is a continuation of Elementary Hebrew I. It is designed to further develop listening, speaking, reading, and writing skills through work in the classroom and the language laboratory.
Prerequisite: CSE099, ENA/ENG 099, HUH101 or exemption exam

Italian

HU1101 Elementary Italian I
3 credits; 4 hours (3 lecture, 1 lab)
This course for beginners is designed to develop listening, speaking, reading, and writing skills through work in the classroom and the language laboratory.
Prerequisite: CSE099, ENA/ENG 099
Note: A student must successfully complete HU1102 before credit is granted for HU1101. Italian I.

HU1102 Elementary Italian II
3 credits; 4 hours (3 lecture, 1 lab)
This is a continuation of HU1101.
Prerequisite: CSE099, ENA/ENG 099, HU1101 or exemption exam

HU1150 Skills Maintenance in Modern Language
1 credit; 2 lab hours
This laboratory course is designed to maintain foreign language skills during an interruption in the study sequence. Individual instruction is directly related to students’ particular field of interest. Hours individually arranged.
Prerequisite: CSE099, ENA/ENG 099

Portuguese

HUZ101 Elementary Portuguese I
3 credits; 4 hours (3 lecture, 1 lab)
This course for beginners is designed to develop listening, speaking, reading, and writing skills through work in the classroom and the language laboratory.
Prerequisite: CSE099, ENA/ENG 099
Note: A student must successfully complete HUZ102 before credit is granted for HUZ101 (Portuguese I).

HUZ102 Elementary Portuguese II
3 credits; 4 hours (3 lecture, 1 lab)
This is a continuation of HUZ 101.
Prerequisite: CSE099, ENA/ENG 099, HUZ101 or exemption exam

Spanish

HUS101 Elementary Spanish I
3 credits; 4 hours (3 lecture, 1 lab)
This course for beginners is designed to develop listening, speaking, reading, and writing skills through work in the classroom and the language laboratory.
Prerequisite: CSE099, ENA/ENG 099
Note: A student must successfully complete HUS102 before credit is granted for HUS101 (Elementary Spanish I).

HUS102 Elementary Spanish II
3 credits; 4 hours (3 lecture, 1 lab)
This is a continuation of HUS101.
Prerequisite: CSE099, ENA/ENG 099, HUS101 or exemption exam

HUS103 Intermediate Spanish
3 credits; 4 hours (3 lecture, 1 lab)
This course is designed to further develop language skills. The relationship among speaking, reading, and writing is emphasized.
Prerequisite: CSE099, ENA/ENG 099, HUS102 or exemption exam

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

HUS150 Skills Maintenance in Modern Languages
1 credit, 2 lab hours
This laboratory course is designed to maintain foreign language skills during an interruption in the study sequence. Individual instruction is directly related to students’ particular field of interest. Hours individually arranged.
Prerequisite: CSE099, ENA/ENG 099

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

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

HUS204 Latin American Civilizations
3 credits; 3 hours
This course deals with an in-depth study of the peoples and cultural institutions of Latin America through the examination of selected topics such as candomblé, machismo, mestizaje, honor, slavery, and aboriginal traditions as reflected in different forms of literary and artistic expression. Students will learn to comment critically on Latin American civilization and to make significant comparisons with their own backgrounds and experiences.
Prerequisite: HUS105 or exemption exam
HUS210 Advanced Spanish Composition
3 credits; 3 hours
This course is designed as an introduction to the study of fiction and syntax in the Spanish language. Students learn to identify and utilize effective communicative strategies in written Spanish. They also build an adequate vocabulary for career or academic purposes. Weekly assignments will stress critical and composition skills. Prerequisite: HUS105 or exemption exam

HUS270 Literature of the Caribbean
3 credits; 3 hours
This course deals with a comparative study of the novel, drama, poetry, and essay of the countries in the Caribbean basin. Course content will change according to instructor and student preferences. Representative authors will include Martí, Hostos, Llorens Torres, Guillén, Lezama Lima, Miti, Bost, Cesaire, Carpenter, and Feré. Prerequisite: HUS105 or exemption exam

Performing Arts

Dance

HUD101 Theatrical Dance I
2 credits; 2 hours (1 practice hour)
This course will introduce students to ballet, modern jazz and selected ethnic dance through dance history and class performance. Students will utilize the basic techniques of each of these dance forms, including barre exercises, center practice and combinations across the floor. The basic theory of the positions and movements of the body will be explored. Leotards and tights or loose-fitting athletic wear is recommended. Students will be required to attend and pay admission for one live dance performance. Studio time (one hour) will be recommended for use by students for practice. This will be unsupervised practice time and students will not be required to pay tuition for this hour. Pre- or Corequisite: CSE099, ENA/ENG099

HUD102 Theatrical Dance II
2 credits; 2 hours
This course is a continuation of Theatrical Dance I (HUD101). Through the advanced study of dance technique in ballet, modern and jazz dance, students will continue to explore the theory and practice of dance as an art form and to explore how ethnic dance has influenced theatrical dance in the United States. Significant dance artists, choreographers and major works of choreography will be examined. Leotards and tights or loose-fitting athletic wear are recommended. Pre-requisite: HUD101

HUD105 Creating Dances: The Art of Choreography
2 credits; 2 hours
This course is designed to help students explore dance improvisation as an essential component in making dances. Experimenting with personal movement, students will study the basic technique and methods of choreography. Students will use self-expression to promote analysis, imaginative reflection and participation in creating dances. Students will also view the works of a variety of modern dance choreographers, ranging from Martha Graham, Paul Taylor and Alvin Ailey to innovators in post-modern dance. Students will be required to attend and pay for a dance rehearsal and a dance performance. Prerequisite: CSE099, ENA/ENG099 or ESB/ESH/ESL/ESR098

Music

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

HUM107 Music of Latin America
3 credits; 3 hours
This course is an overview of the music of Latin America according to several cultural/ geographical areas, including Rio de la Plata, the Andes Region, Brazil, the Caribbean and Mexico. Latin American musical developments from the past and present will be studied to show the individual characteristics as well as the common elements within the various styles. Students will be required to attend one live concert at minimal or no cost. Prerequisite: CSE099, ENA/ENG099

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

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

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

HUM156 Voice Class II
3 credits; 3 hours
Based on foundations and experience in HUM155, emphasis is on individual vocal and professional development in performance. Class work includes advanced vocal exercises, stage conduct and style, solo performance, use of recording techniques, stage and TV taping. Experience involves preparation of resumes and professional programs in various styles of vocal music. Actual working experience will include techniques and adaptations required on TV, recording, opera, clubs, orchestras, and combos. Business aspects of the vocal music profession will be investigated, including: agents, publicity, managers, and contracts. Public performance on campus is required. Opportunities for auditions in New York City for professional and semi-professional engagements are provided. Prerequisite: MAT095/MAB095, HUM101 or equivalent, HUM155 or equivalent.
HUM170 Guitar I
3 credits; 3 hours
This course is designed to introduce students to the fundamentals of acoustic guitar technique: strumming/picking technique, correct fingerings and tuning the guitar. Students will be introduced to the rudiments of music (types of notes, note values, time signatures, chord structure and scales). Students will learn to read and perform simple guitar melodies/chords and they need not have had previous guitar instruction. Guitars will be provided for student use.
Prerequisite: CSE099, MAT095/MAB095

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

HUM180 Piano I
3 credits; 3 hours
This course is open to all students interested in playing the piano but who have had no previous experience. Students in this class will develop the ability to play simple melodies and learn simple accompanying techniques for folk songs, sight read at the keyboard, and to play easy piano literature from a variety of stylistic eras.
Prerequisite: CSE099, ENA/ENG 099, MAT095/MAB095

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

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

HUM190 Percussion: A Music Ensemble
3 credits; 3 hours
This course is designed to allow students opportunities to participate in the creation of percussion groups of various sizes. Students will study and perform music from various sources-published and/or original arrangements-which reflect a variety of percussion styles. Music fundamentals (rudimentary music theory) and techniques as applied to the different pitched or non-pitched percussion instruments will be studied. Students may participate with or without prior musical experience. Instruments will be available.
Pre- or Corequisites: CSE095, ESL097

HUM191 Percussion II
3 credits; 3 hours
This course is designed as a continuation of HUM190, Percussion I. It is intended to increase the students’ knowledge and technical ability as percussionists on a variety of instruments. The students will study and perform music in varying styles intended to increase their proficiency in reading written music. In addition, they will enhance their playing and reading ability by studying gradually more advanced technical percussion exercises. There will be in-class and public performances.
Prerequisite: HUM190 with a grade of C or better or by audition.

HUM210 American Music
3 credits, 3 hours
American music is an exploration of the various musical developments in the United States. Through listening, reading and discussion, students will investigate folk music, entertainment and commercial music, art music and other musical traditions of the United States. The Broadway musical and the current musical scene will also be studied.
Prerequisite: CSE099, ENA/ENG099

HUC16B -Theatre as Communication
3 credits; 3 hours
This course is designed to introduce themes and topics in theatre as a means of communication. Topics such as gender roles, immigration, urban and family issues will be explored through the use of role-playing, class discussion and small group work related to the chosen theatre texts. Special attention will be given to the role of language in theatre as a reflection and projection of American society.
Pre- or Corequisite: CSE099, ENA/ENG099 or ESL099

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

HUC180 Creative Drama
3 credits; 3 hours
This course examines the theories, procedures, and means of assessing improvisational drama in such non-traditional settings as day-care centers, rehabilitation centers, and a variety of social-work areas. Also explored is the relation of creative drama to such fields as occupational therapy, geriatrics, media and education. In addition, the student will have an opportunity to develop a resource file of dramatic materials applicable to his or her chosen field.
Prerequisite: CSE099, ENA/ENG 099

HUC190 Acting I
3 credits; 3 hours
This course examines the theoretical perspectives and the practical demands of acting as an art form. Readings in theory are supplemented by student presentations of short scenes and possible seminar visits to New York theatres.
Prerequisite: CSE099, ENA/ENG099

HUC191 Acting II
3 credits; 3 hours
This course offers an advanced exploration of the theory and practice of acting as an art form. The study of scene preparation, characterization and improvisation will be emphasized. Study scenes will be taken from comedy, farce and serious drama, offering practice in a variety of acting styles. The spatial characteristics of the stage, rehearsal procedures and the use of props, costumes and make-up will be examined. Attendance at two theatre performances will be arranged and students should expect to pay for admission.
Prerequisite: HUC190 or by audition.

HUC195 Theatre Production Workshop
3 credits; 4 hours
This course will involve the study and practical application of basic aesthetic and technical aspects of theatrical production. Through participation in a public production, the student will have a major responsibility in one of the following areas: acting, directing, stage management, rehearsal techniques, set design and lighting, make-up and
costuming, and publicity or promotion. Additional time for rehearsals and technical production will be required as a part of this course.

**Pre- or Corequisite:** CSE099, ENA/ENG099

**HUM201 The American Musical Theater: A Production Workshop**

*3 credits; 4 hours*

The student will participate in the preparation and public performance of a Broadway musical. Emphasis will be placed on individual and group learning experiences, and specific techniques required for performing in musicals, including such techniques as characterization, coordination of acting and body movement with singing, transition from speech to song, group movement for singing chorus, techniques of memorization, and overall production and publicity responsibilities. Additional rehearsal hours are part of the course requirement.

**Prerequisite:** CSE099, ENA/ENG099, MAT095/MAB095

**Philosophy and Critical Thinking**

**HUP102 Critical Thinking**

*3 credits; 3 hours*

This course explores the process of thinking critically and guides students in thinking more clearly, insightfully and effectively. Concrete examples from students' experience and contemporary issues help students develop the abilities to solve problems, analyze issues, and make informed decisions in their academic, career and personal lives. Substantive readings, structured writing assignments and ongoing discussions help students develop language skills while fostering sophisticated thinking abilities.

**Corequisite:** CSE099 or CSE099, ENA/ENG099, MAT095/MAB095

This course is closed to students who have taken HUP100

**HUR100 Critical Thinking Across Cultures**

*3 credits; 3 hours*

This course will explore the field of critical thinking from an international perspective, explaining how various cultures define such concepts as effective thinking, problem solving, logical reasoning, issue analysis, and knowledge. Students will develop a rich and culturally diverse understanding of the critical thinking process. They will enhance their own critical thinking abilities by analyzing varied cultural perspectives on events in the world around them.

**Pre- or Corequisite:** CSE099, ENA/ENG099, MAT095 or MAB095

This course is closed to students who have taken HUP100

**HUP103 Creative Thinking: Theory and Practice**

*3 credits; 3 hours*

This course explores the process of thinking creatively and guides students in developing the creative thinking process, opportunities to work on a variety of projects and activities requiring creative thinking, and personal appearances by creative people discussing their work.

**Prerequisite:** CSE099, ENA/ENG099, MAT095/MAB095

**HUP101 Introduction to Philosophy**

*3 credits; 3 hours*

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

**Prerequisite:** CSE099, ENA/ENG099

**HUP104 Ethics and Moral Issues**

*3 credits; 3 hours*

This course investigates the nature of morality and its place in human experience. Among the questions posed and discussed are: Is morality simply relative to specific cultures? What are criteria for right and wrong? What is moral agency? Does love have a place in the moral life? Students are encouraged to explore how morality functions in their own lives.

**Prerequisite:** CSE099, ENA/ENG099

**HUP105 Philosophy of Religion**

*3 credits; 3 hours*

An examination of humanity's basic perceptions of itself as they are reflected in religion. Both Western Theism and Eastern Non-Theism will be explored and evaluated. Special attention will be given to the phenomenon of religious experience as it occurs in the different traditions.

**Prerequisite:** CSE099, ENA/ENG099

**Speech Communication**

**HUC101 Oral Communication**

*3 credits; 3 hours*

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

**Prerequisite:** CSE099

**Pre- or Corequisite:** ENA/ENG099

**HUC104 Voice and Diction**

*3 credits; 4 hours (3 lecture, 1 lab)*

This course is designed for students who wish to improve their speaking skills. Course content will include the basic theory of the production of speech and voice, study of the speech and hearing mechanism and a survey of the sound system of American Standard English. Students will participate in an analysis of their speaking skills and use drills and varied group activities to modify their voice and articulation patterns.

**Prerequisite:** CSE099, ENA/ENG099

**HUC105 Language Application Workshop**

*1 credit; 3 hours (1 lecture, 2 labs)*

This course is designed for students who wish to continue to improve their English speaking skills. It will enhance the content of other speech communication courses by helping students modify their articulation, voice, and intonation patterns. Through role-plays and discussions, it will provide students with opportunities to use oral language in a variety of contexts in which they have to reason, solve problems, and relate ideas.

**Pre- or Corequisite:** HUC101 or HUC104 or HUC108

**HUC106 Public Speaking**

*3 credits; 3 hours*

This course is a continuation of Oral Communication (HUC101) and is designed to provide the student with critical understanding and increased skill in formal public speaking. In addition to examining oral rhetoric theory, students learn and practice skills in research, organization, delivery and criticism of speeches.

**Prerequisite:** HUC101

**HUC108 Communication in a Professional Setting**

*3 credits; 3 hours*

This course will develop students' knowledge of oral communication principles and theories in professional settings. Topics will include types of organizational communication, obstacles to effective communication, effective leadership behavior and nonverbal communication. Students will learn about assertive behavior, conflict resolution, effective listening skills and persuasive presentations.

**Prerequisite:** CSE099

**Pre- or Corequisite:** ENA/ENG099

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HUC109 Argumentation and Debate
3 credits; 3 hours
This course builds on the basic oral skills developed in Oral Communication (HUC 101) and is designed to provide students with the rhetorical and analytical skills necessary for persuasive debate. The student will be introduced to different styles of debating, including the cross-examination debate. The student will also learn to prepare a debate brief and to use flow sheets to structure refutation and rebuttal. In addition, the role of argumentation and debate in a democratic society will be discussed.
Prerequisite: HUC101
Pre- or Corequisite: ENG101

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

HUL110, ESL099 Group Communication for Non-Native Speakers
3 credits; 3 hours
This course is designed to help students who are not native speakers of English develop their oral communication skills in a group setting. Integrating language, content and culture, students will carry out a variety of tasks requiring them to process and produce academic language. Students will become familiar with effective styles of group leadership and participation. Other topics include listening in groups, decision making, problem solving, agenda setting, conflict resolution, research methods and presentation techniques.
Prerequisite: HUL100

Visual Arts

Art Appreciation

HUA101 Introduction to Art
3 credits; 3 hours
This course is designed to develop the students' ability "to see," while it examines the fundamental nature, meaning and humanistic value of art. Attention will be given to an examination of the creative process and to the role of the spectator as an active participant in the understanding of art. Relevant readings will be discussed in relation to specific works of art. The function of basic compositional elements will be examined. (Museum visits required.)
Prerequisite: CSE099, ENA/ENG099

Art History

HUA165 Art History: Prehistoric Through Gothic
3 credits; 3 hours
This survey of art from pre-history to the late Middle Ages builds visual understanding through close study of individual works of art in various media, including painting, sculpture and architecture. Connections between art works and their cultural contexts are emphasized, as are the cross-cultural exchanges which have enriched the diverse artistic traditions of Europe and the Americas. Museum visits are required.
Prerequisite: CSE099, ENA/ENG099

HUA166 Art History: Renaissance Through Modern
3 credits; 3 hours
This survey of art from the Renaissance to the present builds visual understanding through close study of individual works of art in various media, including painting, sculpture, architecture and photography. Connections between art works and their cultural contexts are emphasized, as are the cross-cultural exchanges which have enriched the diverse artistic traditions of Europe and the Americas. Museum visits are required.
Prerequisite: CSE099, ENA/ENG099

HUA167 Introduction to African Art
3 credits; 3 hours
This course will explore various styles, primarily from Western African, including urban, rural and royal works of art. The main emphasis of the course will be the way these works of art have been and continue to be used in everyday activities and their importance in community life. Contact and cross-influences with Islam, Europe and the Americas will be discussed. Two museum trips are required.
Prerequisite: CSE099, ENA/ENG099

HUA200 Art of the Twentieth Century
3 credits; 3 hours
This course explores the history of various styles and forms of Western painting and sculpture from the Impressionist period to the present. Such diverse styles of Modern Art as Cubism, Dada and Surrealism, Expressionism and the more recent styles of Pop and Conceptual Art, will be examined and discussed. Consideration will be given to the understanding of abstract and non-objective art as well as the influences which African and Eastern art have had on the development of modern art styles. Illustrated with slides. Museum visits are required.
Prerequisite: CSE099, ENA/ENG099

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

HUA215 Art of the Renaissance in Italy
3 credits; 3 hours
The painting, sculpture, and architecture of Renaissance Italy will be examined for humanistic content as well as for the visual qualities of composition, style and technique. Works of art will be discussed within the historical context of the Renaissance. Such renowned works as Michelangelo's Sistine Ceiling and Leonardo's Last Supper will be compared to earlier styles. Renaissance Art as a foundation of Modernism will also be discussed.
Prerequisite: CSE099
Pre- or Corequisite: ENA/ENG101

Computer Art

HUA125 Introduction to Computer Art
3 credits; 3 hours (2 lecture, 1 lab)
This course provides an introduction to all phases of computer graphics applications, including draft and paint modes, fills, textures, brushes, graphic tools, and color blending through exercises in drawing, painting, graphic design, illustration and advertising techniques. Electronic publishing and software design will also be presented through field trips and videotapes. Students will have hands-on experience with microcomputers utilizing graphics, draw and paint software programs. No previous experience with computers or graphics is necessary.
Prerequisite: CSE099, ENA/ENG099, MAT095/MAB095
HUA126 Computer Art 2
3 credits; 4 hours (3 lecture, 1 lab)
This course is a high-level continuation of Introduction to Computer Art (HUA125). Through the use of visual design principles, students will solve more challenging graphic design problems utilizing the correct three major software programs. Students will delve more completely in QuarkXPress, Adobe Photoshop and Adobe Illustrator and will explore how the power of each is increased synergistically. Both Mac and Windows operating systems will be utilized. Through field trips, students will be introduced to the relationship of the computer to the graphic design industry and the fine arts. Students will produce a portfolio of original design in both “hard” and “soft” media.
Prerequisite: HUA103, HUA125

HUA127 Computer Art 3
3 credits; 4 hours (3 lecture, 1 lab)
This course is a high-level continuation of Computer Art 2 (HUA126) and will focus on more sophisticated graphic design problems utilizing visual design principles. Students will examine more advanced levels of QuarkXPress, Photoshop and Illustrator. Both Mac and Windows operating systems will be examined. Students will be introduced to the animation programs, Flash, AfterEffects and Dreamweaver, as used in website design. Field trips are designed to increase the students’ understanding of the workings of this dynamic and rapidly changing field. Students will produce a portfolio of original design in both “hard” and “soft” media.
Prerequisite: HUA126

Film and Media

HUC120 Mass Media and Their Evolution
3 credits; 3 hours
This course historically traces the development of such mass media as radio, television, newspapers, recordings, and film, and examines the functions and limitations of each medium. Special attention is given both to the role of mass communication in reflecting and projecting society, and to the forms and functions of mass media systems of the future.
Prerequisite: CSE098 or CSE099, ENA/ENG099

HUC130 Mass Communication and Society
3 credits; 3 hours
This course critically analyzes selected issues in mass communication. Possible topics include: media violence and pornography; media stereotyping; comics and political cartoons; hidden persuaders; editorial policies; media bias; censorship; press freedom and responsibility. Students projects may vary each term.
Prerequisite: CSE098 or CSE099, ENA/ENG099, HUC120 recommended but not required.

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

HUC165 Film and the Supernatural
3 credits; 4 hours
This course will explore major films which have reflected and helped to define the concept of “supernatural horror” in Western culture. The films will be related to the themes in folklore and fiction that inspired their scripts. Students will learn to identify the basic themes in supernatural film and fiction and will acquire the basic methodology required to analyze these films as uncannny reflections and/or semi-uncannny projections of archetypal fears. The student should expect to pay for film screenings.
Prerequisite: CSE099, ENA/ENG099

HUC240 Video Production Workshop
3 credits; 4 hours
This course introduces the student to the theory, vocabulary and production techniques of the video medium. Students, functioning as a production team, create and produce short video projects during the quarter which culminate in a final production created, organized and produced by the class. Students are assigned, on a rotating basis, specific production roles such as director, editor, camera operator, floor manager, audio technician, production assistant or VCR operator. Projects vary from term to term as deemed appropriate by the instructor.
Prerequisite: CSE099, ENA/ENG099, MAT095/MAE095

HUC270 American Film
3 credits; 4 hours
This course is a survey of artistic, technological, and industrial developments of cinema in America. The films screened are representative of major developments in American film history: technological, aesthetic, industrial and socio-cultural. Through readings and screenings, the student considers such topics as major genres that reflect and project American attitudes and values, the work of the great American film artists, and the role of films by Black Americans. The student should expect to pay for film screenings.
Prerequisite: CSE099, ENA/ENG099

HUC/ENG272 Literature and Film
3 credits; 4 hours
This course studies the similarities and differences between literature and film. By comparing and contrasting literary works (complete and excerpts) with films, the course illuminates the methods, structures and contents of the two media, as well as their interrelationship. Writers to be considered may include Shakespeare, Keats, Dickens, Dickinson, Wright, and West; films to be viewed may include those made by Griffith, Chaplin, Riefenstahl, Flaherty and Resnais.
Prerequisite: CSE099, ENG102, HUC150 or HUC270

HUC275 American Film Comedy
3 credits; 4 hours
This course surveys American film comedy through the study of comic performers and comic styles of film-making. It explores such areas as the difference between physical and verbal comedy and why we laugh at slapstick. The course includes in-class screenings and discussions. Contributions by comedians from a variety of ethnic backgrounds are highlighted. Suggested comic artists include Charlie Chaplin, Bill Cosby, W.C. Fields, the Marx Brothers and Mae West. The student should expect to pay for film screenings.
Prerequisite: CSE099, ENG101

Photography

HUA202 History of Photography
3 credits; 3 hours
This course will examine the development of photography as an art form. Beginning with the introduction of the camera in the 19th Century, the course will focus on early photographic experimentation and its effects on painting. Accordingly, students will then be introduced to the work of great photographers from Nadar to Stieglitz, and to the effects of their work on the development and refinement of the photographic form. An overview of photography in the modern age will conclude the course.
Prerequisite: CSE099, ENA/ENG099

HUA130 Beginning Photography
3 credits; 4 hours (1 lecture, 3 labs)
This course is an introduction to photography covering the 35mm camera, lighting exposure, processing and printing. The creative use of photography techniques as they relate to individual expression will be considered. Special projects and final portfolio are required. Students must provide their own 35mm cameras.
Pre- or Corequisite: MAT095/MAE095, ESL099/ESR099
Note: An additional hour of lab is required per week so that students may practice technique in the darkroom. Proficiency in basic photography developing and printing is the goal of this scheduling. The additional lab hour is supervised by a college technician.
HUA131 Digital Photography I  
3 credits; 4 hours (3 lecture, 1 lab)  
This is an introductory course designed to introduce students to the hardware and software utilized in capturing digital images (i.e., input). This will include use of digital cameras, analog cameras, scanners, and the downloading of images from the Internet. Students will be introduced to software such as Adobe Photoshop and Quark Express, and they will explore their interface with the Macintosh and Windows Operating Systems. A Portfolio presented in "soft" media form will be created. 
Prerequisite: HUA130  
Pre- or Corequisite: HUA125

HUA145 Studio Lighting  
3 credits; 4 hours (3 lecture, 1 lab)  
This course introduces the students to studio photography. Professional equipment, including the 4 x 5 view camera, 35mm camera, and studio tungsten lighting, will be utilized. Basic studio lighting techniques will be addressed in "table-top" (still-life) situations. Most assignments will be in black & white; students' ability to produce commercial quality black & white negatives and prints will be emphasized. Students must have a 35mm camera, and should expect to pay for additional materials for this course. 
Prerequisite: HUA230

HUA155 The View Camera, Large Format Photography  
3 credits; 4 hours (3 lecture, 1 lab)  
Introduction and practice in the operation and use of the view camera and its equipment including: lenses, swings, tilts, perspective control and correction, and enlarging and printing large format negatives will be provided. Students will work primarily with the 4" x 5", and receive experience with the 8" x 10", and learn how the view camera is used in architecture, studio photography, and for flatwork. Students should expect to pay for additional materials, equipment, and supplies. 
Prerequisite: CSE099, ENA/ENG099, HUA130

HUA230 Intermediate Photography  
3 credits; 4 hours (1 lecture, 3 lab)  
An intermediate course in photographic instruction, darkroom technique and aesthetics. Students will be exposed to classic examples of photo-journalism, and instructed in appropriate techniques in each area. Students will begin to build a portfolio in a chosen area. Each person will be expected to have a camera. 
Prerequisite: CSE099, ENA/ENG099, HUA130

HUA231 Digital Photography II  
3 credits; 4 hours (3 lecture, 1 lab)  
This course is an extension of Digital Photography I focusing primarily on the software and some hardware required for the output of digital images. Adobe Photoshop and Quark Express are the software that will be emphasized. Adobe Illustrator will also be introduced and some output devices such as inkjet and laser printers will be explored. Storage media such as the writeable CD, DVD and the ZIP Disk will serve as “Working Portfolios” from which the final portfolio of Manipulated Digital Images will be printed. 
Pre- or Corequisite: HUA131

HUA234 Color Photography  
3 credits; 4 hours (2 lecture, 2 lab)  
This course covers the theory and use of negative film (for prints) and positive film (for slides). The psychological and esthetic effects of color will be investigated, and the student will learn to manipulate color through an understanding of various light sources and the use of filters. This course is offered in conjunction with Color Darkroom Techniques. Students must have a 35mm camera and should expect to pay for additional materials for this course. 
Prerequisite: HUA230  
Corequisite: HUA225

HUA235 Color Darkroom Techniques  
3 credits; 4 hours (1 lecture, 3 lab)  
This course covers the processing of positive photographic film (slides) and color photographic papers (prints). Chemical processes and photographic emulsions will be described and utilized. The student will learn how to operate the dichroic color enlarger and the universal film and print processor. This course is offered in conjunction with Color Photography. Students should expect to pay for additional materials for this course. 
Prerequisite: HUA230  
Corequisite: HUA234

HUA238 Alternative Photography: The Manipulated Image  
3 credits; 4 hours (3 lecture, 1 lab)  
This course explores a variety of alternative photographic processes and manipulated imagery techniques such as hand-coloring and gum bichromate printing. The incorporation of these processes with collage, printing, drawing and photographic darkroom techniques, solarization, negative sandwiching and rayogramming will be taught. Students will utilize these techniques in a series of assignments. There will be a gallery/museum trip, a paper, and presentations by professional photographers. Students should expect to pay for additional materials for this course. 
Prerequisite: HUA104, HUA130

HUA245 Studio Lighting II  
3 credits; 4 hours (3 lecture, 1 lab)  
This course introduces the students to techniques in portrait and fashion photography using electronic flash. Students will continue “table-top” photography using the 4x5 view camera. Assignments will be in black-and-white as well as color; emphasis will be placed on exposure of color transparency, film with tungsten and flash illumination. A unit in architectural photography is included. Students must have 35mm equipment and should expect to pay for additional materials for this course. 
Prerequisite: HUA145

HUA275 Commercial Photography Workshop  
3 credits; 4 hours (2 lecture, 2 lab)  
This is the most advanced course in the Commercial Photography curriculum. The student will explore and analyze the creative and logistic problems encountered during all stages of a commercial photography assignment. Using standard pre-and post-production procedures, as well as photographic techniques learned in previous classes, the student will produce three photographic projects consisting of 5 to 10 images for each. Students should expect to pay for additional materials for this course. 
Prerequisite: ENG101, HUA245

HUA280 Commercial Photography Seminar  
3 credits; 3 hours  
This course introduces the students to the day-to-day operations and business practices of the photographic industry. The professional responsibilities of photographers and photographers’ assistants will be explored in detail. Commercial self-promotion, including the creation of an appropriate portfolio, business card, and resume will be covered. The business, legal, and ethical dimensions of everyday activities within the industry will be discussed. 
Prerequisite: ENG101, HUA145, HUA230

Studio Art  

HUA103 Beginning Drawing  
3 credits; 3 hours  
This course is an introduction to drawing through basic examination of the visual fundamentals of line, texture, value, space and form. Problems in descriptive drawing will be explored. There will be individual and group criticism. Sketchbooks are required. 
Pre- or Corequisite: ESL099/ESR 099
HUA104 Introduction to Design
3 credits; 3 hours
This course is an introduction to the fundamentals of design through an investigation of visual elements such as line, shape and composition. Students will develop designs in two-dimensional form. The design principles will be discussed and illustrated as they relate to a number of visual arts forms.
Prerequisite: CSE099,
Pre- or Corequisite: ESL099/ESR099

HUA106 Three-Dimensional Design
3 credits; 3 hours
This course examines the principles of three-dimensional design. Students will develop individual designs based on formal elements such as line, shape, mass and volume. Techniques in construction and carving will be demonstrated and developed in plaster, wood, cardboard and metal.
Prerequisite: CSE099
Pre- or Corequisite: ENA/ENG099, MAT095/MAB095

HUA110 Beginning Painting
3 credits; 3 hours
This course is an introduction to painting techniques related to landscape, still life and abstract composition. Emphasis will be on color expression and color mixing. There will be individual and group critiques.
Pre- or Corequisite: ESL099/ESR099

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

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

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

HUA185 Illustration
3 credits; 3 hours
This course examines the interrelation of visual imagery and verbal themes. Students will develop individual portfolios as they solve illustration problems focused on the abstract, formal elements and representational imagery. Such media as watercolor, pen and ink and pastel will be explored. Class lectures and related readings will focus on the history of illustration.
Prerequisite: HUA103

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

HUA203 Intermediate Drawing
3 credits; 3 hours
This course further explores the drawing techniques established in Beginning Drawing. Students will concentrate on drawing objects and spaces from life and from the imagination. Individual drawing assignments and the development of a final portfolio and sketchbook will be emphasized. Field trips are usually required. Instead of a textbook, students should expect to pay for art supplies for this course.
Prerequisite: HUA103

HUA210 Intermediate Painting
3 credits; 3 hours
This course is a continuation of the investigations of landscape and still life and their implicit abstract qualities. A special emphasis will be placed on the function of surface, color saturation, scale and multiple relations in contemporary painting. Projects will include finished paintings and sketchbooks. Studio projects will be analyzed and evaluated.
Prerequisite: CSE099, ENA/ENG099, HUA110

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

Urban Studies Courses

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

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

HUN191 Photo Journalism: An Introduction
3 credits; 3 hours
This course will explore photography as a journalistic tool, emphasizing the photograph as a recorder of newsworthy events. Students will be given assignments to use the photo document as a visual illustration of the written word. The primary focus of investigation will be the multicultural urban center of New York City. Field trips, a term paper and additional written assignments will be required. Students should expect to pay for additional materials for this course.
Pre- or Corequisite: ENG101, HUA130
HUN192 Art and Society
3 credits; 3 hours
This course examines the relationships among various art forms and the societies out of which they arose. The focus is to establish the connection between the human drive to create and the social attitudes which influence that creation and provide it with a context. Using the rich cultural resources of New York City, students will have the opportunity to explore characteristics and functions of art in other historical and cultural settings. Field trips to various art institutes in the city will constitute a significant part of this course.
Prerequisite: CSE099, ENA/ENG099

HUN194 The Puerto Rican Community Minority Group Experience
3 credits; 3 hours
This course examines the Puerto Rican community in order to provide an enhanced awareness of and sensitivity to the value systems of New York City's minorities. Students will experience first hand the cultural heritage of one of the city's largest minorities and will learn about their contributions, conditions, and problems. Field trips will include El Barrio, Office of the Commonwealth of Puerto Rico, the Puerto Rican Traveling Theatre, and other organizations.
Prerequisite: CSE099, ENA/ENG099

HUN196 Film and New York City
3 credits; 4 hours
This course analyzes the various cultural, historical, ethnic, class and artistic dimensions of New York in feature films, such as Masque of Pig Alley, Hester Street and Do the Right Thing, as well as in selected documentary and experimental films. The course also situates New York City within the corporate production and exhibition histories of American film. Particular attention is given to films produced in New York over the last two decades and the images of the city they project.
Prerequisite: ENG101

HUN245 The New York Theatre Experience
3 credits; 4 hours (3 lectures, 1 lab-out of class theatre experiences)
This course involves the study of current professional and semi-professional theatre in New York City. Students will be required to attend a series of Broadway, Off-Broadway, and Off-Off Broadway plays in order to compare their content, underlying aesthetic concepts and production techniques. (Plays may be seen on week day evenings or weekend/weekday matinees.) Students should expect to pay for theatre tickets, tours, lectures, and workshops with theatre professionals and post-performance discussions.
Prerequisite: CSE099, ENA/ENG099

Liberal Arts Seminars

English, Humanities, Mathematics, Natural and Applied Sciences, and Social Science Departments

LIB110 Integrating Seminar: Liberal Arts Cluster
1 credit; 1 hour
This one-hour integrating seminar will be used to tie together the content material of the Liberal Arts Cluster. Class time will be spent exploring connections and thematic links introduced in the cluster classes. Instructional methods may include small group work, discussion, media presentations, field trips and guest speakers. Information regarding the introductory clusters may be found in the Liberal Arts Advisement Handbook.
Prerequisite: CSE099, ENA/ENG099
Prerequisite of courses in cluster to which LIB110 is assigned.

LIB200 Humanism, Science and Technology: Liberal Arts Seminar
3 credits; 3 hours
The Liberal Arts Seminar explores aspects of the relationship between humanism, science and technology. The course deals with such questions as: What does it mean to be a man or woman in a world of machines? Are the values we cherish in conflict with those imposed upon us by mechanization? The course probes these and other issues in class discussions based on selected readings; student seminar reports and papers; attention to current developments as covered, for example, in the New York Times; and trips to various museums.
Prerequisite: CSE099, ENA/ENG099, MAT096/MAB096, and 33 credits

Library Media Resources Center
Room E101 (718) 482-5426
Instruction in the use of library resources is a regular part of LaGuardia's educational program. Library faculty and classroom instructors arrange integrated lessons in which library presentations are tied in with class assignments to aid students in successfully completing their course work.

Department Faculty
Ngozi P. Agbim, Chair Librarian; Jane Devine, Francine Egger-Sider, Louise Hill, William Granger, Juan Hintado, Clementine Lewis, Eric Moy, Terry Parker, Kenneth E. Peeples, Jr., Kenneth Schlesinger, Marie Spina, Scott White.

LRC102 Information Strategies: Managing the Revolution
3 credits; 3 hours
This course is an introduction to the nature and use of information and information sources (print, multimedia, and electronic) for study and problem-solving. Students will identify information needs and pose viable research questions; plan research strategies; access materials on-line and in person, in libraries and on the Internet; evaluate materials found; produce critical, annotated bibliographies to help answer research questions; and face ethical, legal, and socio-economic issues of the information age.
Prerequisite: CSE099, ENA/ENG099
Pre- or Corequisite: MAT096/MAB096

Mathematics Department
Room E218 (718) 482-5710
The Mathematics Department offers a great variety of courses to students at all levels: from basic arithmetic and algebra to linear algebra, calculus and differential equations. From these courses, students gain skills and confidence for advanced work while learning to apply their course work to other disciplines.

Department Faculty
Asad I. Thompson, Chairperson; Daniel J. Antinico, Andrew Berry, Denise A. Carter, Gordon Crandall, Hendrick Dekham, Elvira Escano, Anthony P. Giangrasso, Luis Gonzalez, Kanal Hajiakie, Jerry Zanni, Alejandro Ibarra, Jo Anne Kennedy, Rudhra Kwan-Yuk, Martin Millman, Jorge Perez, Yvonne Powell, Fabio Santos, Renan Szerer, Kwain-Yuk C. Sif.
MAT095/MAB095 Mathematics in Action I
0 credits; 6 hours (5 lecture, 1 lab)
(Equivalent to Quick Start USM095)
This course develops basic arithmetic and geometric concepts and skills in the areas of whole numbers, fractions, decimals, percents, and signed numbers in the setting of algebra. Algebraic topics include: combining like terms, polynomial multiplication, solving linear equations. An emphasis is placed on reading, writing, and interpreting of tables and graphs, incorporating the use of the calculator. A graphing calculator will be required. Admission to the course is based on placement exam scores.

MAT096/MAB096 Mathematics in Action II
0 credits; 6 hours (5 lecture, 1 lab)
(Equivalent to Quick Start USM096 or USM097)
This course introduces the student to the concept of a function via numerical, graphical, and algebraic representations. Operations with polynomials, rational expressions, and radicals are explored in the context of functions. Linear equations, inequalities, and quadratic equations are additional topics studied. Students are introduced to data collecting and elementary formulations of models for data. An emphasis will be placed on problem solving skills incorporating the use of a graphing calculator. A graphing calculator will be required. Admission to the course is based on placement test scores.

MAT103 Early Concepts of Math for Children
3 credits; 5 hours
This course combines theory with practical aspects of how children learn mathematics. Students learn how to help young children to develop numerical relationships and geometric patterns. This course is of particular value to Child Development majors, prospective elementary school teachers and parents.
Prerequisite: CSE099, MAT096/MAB096

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

MAT106 Mathematics of Medical Dosages
2 credits; 2 hours
This course is designed for Nursing majors and will aid them in applying basic mathematical concepts to on-the-job situations. Students will learn the various techniques of calculations. These include conversions using metric, household, and apothecary systems of measurement as well as the computational methods used in the preparation of oral medication, solutions, parenteral therapy, and pediatric dosages.
Prerequisite: MAT096/MAB096
Corequisite: SCR110

MAT107 Mathematics and the Modern World
3 credits; 3 hours
This course introduces selected topics in mathematics which have significant application in other fields. For each topic studied, emphasis will be placed first on the mathematics itself, and then on one or more significant applications of the mathematics. Topics to be included will be chosen from the areas of number theory, algebra, probability and statistics, topology, computers, and geometry.
Prerequisite: CSE099, ENA/ENG099, MAT096/MAB096

MAT120 Elementary Statistics I
3 credits; 4 hours (3 lecture, 1 lab)
This course serves as a study of fundamental concepts and computational techniques of elementary statistics. Among the topics studied are: measures of central tendency, standard deviation, percentiles, statistical graphs, binomial and normal distributions, probability, confidence intervals, hypothesis testing, regression and correlation. A statistical software package will be used by students to obtain basic sample statistics, to simulate fundamental theorems and to assist with hypothesis testing. A graphing calculator will be used by students to assist with computations, as well as with tabular and graphical displays of data.
Prerequisite: MAT096/MAB096

MAT121 Elementary Statistics II
3 credits; 3 hours
As a sequel to MAT120 this course develops the methods of statistical inference including experimental design, sampling, estimation, hypothesis testing and decision making.
Prerequisite: MAT120

MAT132 History of Mathematics
3 credits; 3 hours
This course serves as an examination of the theoretical developments of mathematics from antiquity to the end of the last century. Mathematical thoughts will be studied in relation to the social, economic and technological forces of various crucial periods. Among the topics treated historically are systems of numeration, logic, geometry from Euclid through Riemann, and the development of the modern computer beginning with primitive instruments.
Prerequisite: ENA/ENG099, MAT096/MAB096

MAT200 Pre-Calculus
4 credits; 5 hours (4 lecture, 1 lab)
This course is intended as a preparation for the study of calculus. Functions and their graphs will be analyzed theoretically within a framework that emphasizes their appearance in applied settings. Particular attention will be paid on polynomial, exponential, logarithmic, and trigonometric models. The use of graphing utilities as analytical tools will be emphasized. Each student is required to have a graphing calculator.
Prerequisite: MAT096/MAB096

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

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

MAT203 Calculus III
4 credits; 4 hours
This is the third course in the calculus sequence and is designed to build upon the concepts and techniques of MAT201-202 and to provide a more rigorous conceptual grounding for the entire calculus sequence. Topics to be covered include limits and continuity, indeterminate forms, infinite series, the Taylor expansion and applications, solid geometry, the calculus of several variables, and an introduction to partial derivatives.
Prerequisite: MAT202
MAT204 Elementary Differential Equations
4 credits; 4 hours
This course will consider selected problems and mathematical models which generate first- and second-order differential equations. Both numerical and analytical methods will be used to obtain solutions for first and second-order differential equations. Power series solutions will be emphasized, and where feasible, solutions utilizing computer methods will be explored.
Prerequisite: MAT202
Pre- or Corequisite: MAT203

MAT210 Linear Algebra
3 credits; 3 hours
This course is designed to introduce the students to the theory and applications of algebraic structures. This is done by studying the structure and properties of the matrix. The matrix is viewed both as an object possessing algebraic structure and an aid to computation. Systems of equations and their solutions are studied, and the concepts of basis and dimension are developed. Applications are discussed, including linear programming and computer programs in BASIC.
Prerequisite: MAT201

MAT230 Introduction to Discrete Mathematical Structures
4 credits; 4 hours
This course covers mathematical concepts essential for continued study in computer science and related fields. The topics of study include the mathematical concepts of algorithm with emphasis on the process of recursion, Boolean algebra with applications to logic; switching circuits; an introduction to combinatorics with application to probability; linear algebra with applications to programming; and graph theory.
Prerequisite: CIS101 or any programming language course, MAT201
Pre- or Corequisite: MAT202

MAT241 Technical Mathematics I
4 credits; 4 hours
This course helps students to appreciate the usefulness of mathematics in today's technical world. The concepts of college algebra and trigonometry are presented with emphasis on their applications in science and technology. Topics include analytic geometry, trigonometry, exponential and logarithmic functions and their graphs, systems of linear equations, matrices and complex numbers.
Prerequisite: MAT096/MAB096

MAT242 Technical Mathematics II
4 credits; 4 hours
This is the second course in the Technical Mathematics sequence. Scientific methods of differential calculus are developed and applied to solving practical problems. Topics include differentiation and integration of algebraic, exponential, logarithmic and trigonometric functions, curve sketching, rectilinear motion, extrema, area and volume.
Prerequisite: MAT241

Natural and Applied Sciences Department

Room E300 (718) 482-5740
The Department offers courses in: natural sciences (biology, chemistry, general science, health science, and physics), applied sciences (veterinary technician, dietetic technician, nutrition care services and foodservice management, school foodservice management, EMT/Paramedic, human services, American Sign Language, child development, gerontology, mental health, nursing, occupational therapy assistant and physical therapist assistant), and urban studies.

Department Faculty

SCB101 Topics in Biological Sciences
3 credits; 4 hours (2 lecture, 2 lab)
This course gives an introduction to the scientific method, the origin and organization of life, and reproduction and ecology. The relevance of modern biological theory to human life in particular areas will be emphasized using selected topics such as urban pollution and population control.
Prerequisite: CSE099, ENA/ENG099, MAT096/MAB096

SCB160 Food Microbiology
4 credits; 6 hours (3 lecture, 3 lab)
This course is an introduction to the science of food, with emphasis on microorganisms which affect it. Digestive processes and fundamentals of food chemistry are studied, as well as the chemical interactions which exist between food and microorganisms, including handling, preservation and storage. The laboratory will focus on the study of the basic morphological and physiological characteristics of microorganisms associated with contamination, spoilage, preservation, and foodborne disease. This course does not fulfill the Dietetic Technology General Microbiology requirement.
Prerequisite: SCD100

SCB201, 202 Fundamentals of Biology I and II
4 credits; 6 hours each (3 lecture, 1 recitation, 2 lab)
This course is an integrated two-semester laboratory-based sequence, stressing major concepts of biology designed to assist the student in relating these concepts to the environment. The scientific method of thinking and the experimental approach will be stressed. Among the topics studied are: SCB201: Cellular and molecular basis of life, heredity, and the evolution of life. SCB202: Survey of the kingdoms, organismic anatomy and physiology with emphasis on the human system. The principles of ecology and problems of population.
Prerequisite for SCB201: CSE099, ENA/ENG099, MAT096/MAB096
Prerequisite for SCB202: SCB201

SCB203 Fundamentals of Human Biology I
4 credits; 6 hours (3 lecture, 1 recitation, 2 lab)
This course is an introduction to the anatomy and physiology of the human body. The architecture and function of cells, tissues and organ systems will be studied. The laboratory includes physiology experiments and gross and microscopic anatomy experiments using the cat as a dissection subject. Topics will include the chemistry of life, the cell, skeletal, muscular, cardiovascular, immune and respiratory systems. Students should expect to pay for additional materials.
Prerequisite: CSE099, ENA/ENG099, MAT096/MAB096

SCB204 Fundamentals of Human Biology II
4 credits; 6 hours (3 lecture, 1 recitation, 2 lab)
This course is an introduction to the anatomy and physiology of the human body. The architecture and function of cells, tissues and organ systems will be studied. The laboratory includes physiology experiments and gross and microscopic anatomy experiments, using the cat as a dissection subject. Topics will include the digestive, nervous,
endocrine, urinary, and reproductive systems. A student will need disposable gloves and a dissection kit.

**Prerequisite:** SCB203

**SCB206 Vertebrate Anatomy and Physiology 1**

2 credits; 3 hours (1 lecture, 2 lab)

This course introduces the student to the evolution, anatomy and physiology of the major vertebrate classes. Emphasis is placed on the taxonomy and characteristics of vertebrates. Muscle and bone organization and the physiology of contraction are discovered in depth. In the laboratory, students have the opportunity to dissect representative non-mammalian vertebrates.

**Prerequisite:** SCN101 for students in Veterinary Technology Program, SCB202 for all Associate of Science students, SCC140

**SCB209 Vertebrate Anatomy and Physiology 2**

3 credits; 4 hours (2 lecture, 2 lab)

This course is a continuation of Vertebrate Anatomy and Physiology 1. Major organ systems are discussed while emphasis is placed on mammalian anatomy and physiology. In the laboratory, students have the opportunity to view these systems through the dissection of a cat.

**Prerequisite:** SCB208

**SCB240 Biotechnology I**

2 credits; 4 hours (1 lecture, 3 lab)

Biotechnology is the application of recombinant DNA technology to living systems. Biotechnology is an introductory laboratory course which will allow the student to learn some of the basic techniques used in molecular biology and recombinant DNA laboratories. This course will include basic applications of gel electrophoresis and interpretation of restriction enzyme cleavage patterns of DNA, including DNA fingerprinting.

**Prerequisite:** SCB201 or SCB208 or SCC201

**SCB260 General Microbiology**

4 credits; 6 hours (3 lecture, 3 lab)

This course offers an introduction to microorganisms found in nature, industry and disease. The student is introduced to virology, bacteriology, immunology, epidemiology, pathology and related areas of microplasmic physiology. The laboratory will deal with the isolation and identification of common pathogenic and nonpathogenic organisms utilizing techniques of staining, culturing, fermentation reactions and microscopic inspection.

**Prerequisite:** SCB202 or SCB204 or SCB209

**Chemistry**

**SCC101 Topics in Chemistry**

3 credits; 4 hours (2 lecture, 2 lab)

This course is a one-semester survey of the principles and applications of chemistry. Emphasis will be placed upon descriptive chemistry in areas such as food and drugs, synthesis and biological chemistry. Lecture and discussion will be complemented by laboratory experiments in which chemical principles and techniques are applied to the analysis and synthesis of familiar items. Note: This course is not open to students with credit in SCC140 or SCC201.

**Prerequisite:** CSE099, ENA/ENG099, MAT095/MAB095

**SCC140 Biological Chemistry**

3 credits; 4 hours (2 lecture, 2 lab)

This course is an introduction to the chemical basis of life. Topics will include an introduction to basic chemical principles, atomic structure, bond formation, and structure and mechanisms in organic and bio-chemical systems. These will be related to the basic life processes of reproduction development, growth, nutrition and health.

**Prerequisite:** CSE099, ENA/ENG099, MAT096/MAB096

**SCC201, 202 Fundamentals of Chemistry I and II**

4 credits; 6 hours each (3 lecture, 1 recitation, 2 lab)

This is a two-semester sequence covering the basic concepts of chemistry and their historical development. The experimental nature of chemistry as well as the role of chemistry in many aspects of daily life are stressed. Among the topics studied are:

SCC201: Atomic structure, chemical bonding, chemical reactivity, quantitative relationships in chemical reactions, thermochemistry, gases.

SCC202: Liquids, solids, solutions, acid-base theory, chemical kinetics, chemical equilibrium, chemical thermodynamics, electrochemistry, nuclear chemistry.

**Prerequisite for SCC201:** CSE099, ENA/ENG099, MAT096/MAB096

**Prerequisite for SCC202:** SCC201

**SCC251, 252 Organic Chemistry I and II**

5 credits; 7 hours each (3 lecture, 4 lab)

This course is a two-semester sequence emphasizing the synthesis, structure, reactivity and mechanisms of reaction of organic compounds. Laboratory stresses synthesis, purification, separation and identification of compounds.

SCC251: Aliphatic and aromatic hydrocarbons; stereochemistry.

SCC252: Alcohols, ethers, aldehydes, ketones, carboxylic acids, amines, heterocycles, biomolecules.

**Prerequisite for SCC251:** MAT096/MAB096, SCC202

**Prerequisite for SCC252:** SCC251

**Dietetics**

**SCD007 Co-op Prep—Dietetic Technician**

0 credit; 1 hour

This course reviews the policies and procedures for dietetic fieldwork eligibility, introduces students to the skills necessary to successfully complete fieldwork, and aids the student in developing personal and career goals. Students must successfully complete this course the semester immediately preceding their fieldwork experience.

**Prerequisite:** SCD200

**SCD100 Foods**

3 credits; 5 hours (2 lecture, 1 recitation, 2 lab)

This course will investigate the didactic and experiential components of the scientific study of foods. Upon completion of the course the student will have acquired a basic understanding of the scientific principles governing foods and the use of commercial foodservice equipment. Emphasis will be placed on the identification of qualitative aspects of foods and elementary food preparation techniques.

**Prerequisite:** CSE099, ENA/ENG099, MAT095/MAB095

**SCD200 Introductory Nutrition**

3 credits; 3 hours

This course is an introduction to the scientific principles of human nutrition. The following aspects of dietary nutrients are studied: physical and chemical properties, physiological functions, effects of deficiency or excess, dietary allowances, food sources, and availability of nutrients from various foods. Current experimental and population studies data will be discussed. Projects will be required.

**Prerequisite:** MAT096/MAB096

**Pre- or Corequisite:** ENG101

**SCD201 Clinical Nutrition A**

3 credits; 3 hours

This course is a study of the relationship between diet and disease. Students learn methods of nutritional assessment, obtaining nutrition histories, and calculating and planning prescribed diets. Students will explore the relationship of diet to various disease conditions such as diabetes, weight control, cardiovascular disease, hypertension and allergies.

**Prerequisite:** SCD200
SCD202 Clinical Nutrition B
3 credits; 3 hours
This course is a continuation of the study of the relationship between diet to disease begun in Clinical Nutrition A. Emphasis will be placed on the dietary implications of gastrointestinal diseases, disease of the liver, pancreas, gallbladder and kidney, cancer, surgery and burns.
Prerequisite: SCD201

SCD203 Life Cycle Nutrition
3 credits; 3 hours
This course is a study of the nutritional requirements of individuals throughout the life cycle. Emphasis is placed on the physiological, socioeconomic and cultural factors affecting nutritional status. Nutrition intervention by government and private agencies for population groups at nutritional risk will be addressed.
Prerequisite: SCD200

SCD205 Advanced Foods
3 credits; 5 hours (2 lecture; 3 lab)
This course introduces students to advanced culinary techniques with an emphasis on food presentation and garniture. Topics include recipe development, menu planning, cost control and energy saving practices. Professional cooking techniques are utilized and students are introduced to the organization of the classical kitchen.
Prerequisite: SCD100, SCD250

SCD206 Applied Dietetics
2 credits; 2 hours
This course will introduce students to the concepts, techniques and skills necessary for the assessment of clients’ normal nutritional needs for the promotion of wellness through nutritional planning and clients’ education. Topics to be addressed include gathering nutritional assessment, developing and implementing a nutrition instruction plan, and documenting interventions. Participation in the LaGuardia Nutrition Fair is a requirement of this course.

SCD221 Dietetic Field Experience II
2 credits; 1 seminar hour, 16 fieldwork hours
This fieldwork course is an application of the principles learned in Clinical Nutrition A. With supervision, students review medical records, interview patients to obtain nutrition histories, and develop and document nutrition care plans. Students calculate and plan diets for weight control, diabetes and cardiovascular diseases. Attendance at a weekly seminar is required. Students must provide proper uniform, liability insurance, and evidence of physical examination.
Prerequisite: SCD200
Corequisite: SCD201

SCD222 Dietetic Field Experience III
2 credits; 1 seminar hour, 16 fieldwork hours
This fieldwork course provides for the application of the principles learned in courses throughout the dietetic technician curriculum. The student will refine skills acquired from previous academic and fieldwork experiences. The student will choose placement at a foodservice management, clinical nutrition or community site. Attendance in the weekly seminar, designed to prepare the student for entrance into the job market, is required. Students must provide evidence of liability insurance and physical examination prior to beginning this course.
Prerequisite: SCD221
Pre- or Corequisite: SCD202

SCD250 Quantity Food Production
3 credits; 3 hours
This course covers the basic principles involved in the planning, preparation, and service of large quantities of food in foodservice facilities. Topics include food selection variables, menu planning techniques, forecasting procedures, “front and back of the house” management, and recipe standardization, conversion, and costing. Term projects are required.
Prerequisite: ENG101, SCD100
Corequisite: SCD260 for D.T. students only

SCD251 Foodservice Sanitation & Safety
3 credits; 3 hours
The emphasis of this course is on the sanitation and safety needs of quantity foodservice facilities. Topics include food handling and storage, cleaning and sanitizing procedures, foodborne diseases, principles for prevention of food poisoning, and pertinent regulations. The course integrates basic principles of equipment selection, layout and design, and work simplification. Term projects are required. Completion of this course enables students to be eligible for the Food Protection Certificate from the NYC Department of Health.
Prerequisite: SCD100

SCD252 Quantity Food Purchasing
3 credits; 3 hours
This course covers the technical aspects and procedures involved in forecasting and institutional procurements for foodservice systems. Topics include market analysis, buying ethics, legal aspects, and effective control of food costs. The development and implementation of accurate and precise food commodity specifications, purchasing strategies, portion control methods, inventory controls, and receiving procedures are introduced. Food cost accounting topics and relevant calculations are presented. Term projects are required.
Prerequisite: MAT096/MAB096, SCD250

SCD253 Foodservice Administration
3 credits; 3 hours
This course deals with the organization and administration of foodservice systems in institutions. Topics include the functions of management, personnel procedures and management, marketing and promotional activities, and human relations techniques for employees and clients. Also administrative leadership topics are presented such as legal, organizational, and cost control aspects of management. Term projects and case studies are required.
Prerequisite: MAT096/MAB096, SCD250

SCD260 Dietetic Field Experience I
1 credit; 8 fieldwork hours per week
This course is an application of theories learned in Quantity Food Production. The practical implementation of the principles involved in the preparation and service of large quantities of food in health care facilities will be studied. The student will actually be involved in the supervised preparation of large quantities of food in the various units of a foodservice system in a health care institution. Proper uniform, liability insurance, physical examination, seminars, and reports are required.
Prerequisite: MAT096/MAB096, SCD100
Corequisite: SCD250

Health

SC111 Aging and Health
3 credits; 3 hours
This course will discuss the aging process and the effect of biological changes on the mental processes and functioning of the individual. The relationship between aging and chronic disease will be reviewed with special consideration given to prevention of the effects of physical and mental deterioration. Role playing, exercises, and group discussions will be used to increase the knowledge of the aging process and consider the relationship between the emotional, social, and physical forces of aging.
Prerequisite: CSE099, MAT095/MAB095, ENG101, SCT101 for PT Assistant majors only.
SCH150 Drugs and Behavior
3 credits; 3 hours
This course is an overview of drug abuse and addiction. It encompasses issues related to alcohol and drug dependency. A variety of methods is used to explore such issues as the psychosocial aspects of drug taking, the dynamics of dependence, pharmacology, medical and non-medical use of drugs; preventive measures and alternatives. Students will have the opportunity to develop a fundamental philosophy and understanding which can be used in more advanced study.
Prerequisite: CSE099, ENA/ENG099

SCH210 Human Sexuality
3 credits; 3 hours
This is a survey course designed to provide students with knowledge of sexuality as related to their physical, mental, and emotional maturation. Topics to be addressed include: anatomy and physiology of the reproductive system, sexual health concerns, alternative life styles (i.e., bisexuality, homosexuality, and erotic minorities); Emphasis is placed on the positive functional aspects of sexuality rather than the dysfunction.
Prerequisite: CSE099, ENA/ENG099, MAT095/MAB095

Human Services

HSC101 Orientation to Human Services
3 credits; 3 hours
This course is designed to provide students with a broad view of human services through a combination of field visits to community agencies and classroom presentations. Topics include an overview of human services as a profession; examination of similarities and differences in program functions and service delivery styles; identification of issues and concerns of workers and consumers.
Prerequisite: CSE099, ENA/ENG099

HSC102 Principles of Human Relations
3 credits; 3 hours
Students will be given the opportunity to learn fundamental concepts and skills needed for relating to, and working with, people from different cultural and ethnic backgrounds. The course work will focus on the principles of human relationships through discussions, exercises, and role-playing activities. Topics to be covered within a multicultural framework will include self-understanding, the helping relationship, using communication tools, and the professional self.
Prerequisite: CSE099, ENA/ENG099

HSC110 Activities for Human Services Settings
3 credits; 3 hours
This course will enable the student to understand the reasons for and uses of activity in human services settings. Topics covered will include theoretical frameworks underlying different approaches, an introduction to the range of activities, a consideration of the processes involved in using activities with clients, and the use of activities in relation to clients with different cultural heritages. Students will participate in selected activities and will develop a resource portfolio.
Prerequisite: MAT095/MAB095, HSC102, SSY101
Corequisite: A Cooperative Education internship in a related setting.

HSC135 Human Services Roles and Systems
3 credits; 3 hours
The students in this course will explore the concepts related to worker, supervisor and client roles in human services settings. Guidelines for specific roles will be identified. The dynamics of bureaucratic organizations will be discussed in relation to students' experiences as interns. Understanding of elementary systems theory will be reinforced, and alternative types of service delivery systems will be compared with the agencies known by the students.
Prerequisite: HSC101, HSC102, SSS100 or SSB110
Corequisite: A Cooperative Education internship in a related setting.

HSC160 Conflict Resolution
3 credits; 3 hours
Students in this course will explore the nature of conflicts in a multicultural, pluralistic society, the difficulties that arise in resolving them, and alternative methods for settling them in a peaceful way (negotiation, mediation, arbitration, adjudication). Special emphasis will be placed on mediation as an extension of the negotiation process in the resolution of interpersonal, community, and workplace disputes.
Prerequisite: ENG101, HUC101, SSS100 or SSB110 or SSB110

HSC203 Human Services Internship and Seminar I
2 credits; 1 seminar hour; 15 on-site internship hours
This combined internship and seminar introduces students to Human Services organizations where they relate to clients in multicultural settings under professional supervision. Students will learn to interrelate theory and practice through the linking of assignments in field and classroom. They will also meet regularly in seminars to explore, demonstrate and evaluate specified knowledge, skills and values related to the field.
Prerequisite: HSC101, HSC102, HSS101, SSS100
GPA of 2.0 or better
Corequisite: HSD170 or HSG150 or HSM120 or HSC130

HSD170 Integrated Curriculum A: Framework for the Developing Child
3 credits; 3 hours
This first course in the Child Development sequence introduces the concept of the integrated curriculum as the preferred approach in early childhood education. Theories on the acquisition of language and its sequential development will provide a framework for understanding the significance of language in interpersonal relationships within one's culture and across other cultural groups. Curriculum experiences for children will be planned and tested in a required co-op internship setting.
Prerequisite: HSC102, SSS100 or SSB110
Pre- or Corequisite: SSY101
Corequisite: Approved Co-op internship

HSD171 Integrated Curriculum B: Developing Problem-Solving Skills
3 credits; 3 hours
This course will introduce students to the problem solving and logical thinking processes that are common to both science and mathematics learning for young children. The continuing emphasis on language development will focus on building a specialized vocabulary and the communication of thinking processes. The course will also foster knowledge and understanding of the mathematical and scientific legacies ancient cultures and civilizations have passed on to the modern world. There is a required co-op internship.
Prerequisite: HSD170
Pre- or Corequisite: MAT103 or SCB101 or SCP101
Corequisite: approved Co-op internship

HSD172 Integrated Curriculum C: Developing Creativity
3 credits; 3 hours
This course will consider the media through which children's creativity is expressed. The content will focus on the use of imaginative play, music and movement, art and materials. The course will also challenge students to study and present art, music, and literature in their many forms from various cultural, ethnic, religious, and racial perspectives.
Prerequisite: HSD170
Pre- or Corequisite: HUA101 or HUM101, SSS240
Corequisite: approved Co-op internship

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<th>Course Code</th>
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<td>HSD204</td>
<td>Child Development Internship and Seminar 2</td>
<td>2</td>
<td>1 seminar; 15 on-site internship</td>
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<td>HSD205</td>
<td>Child Development Internship and Seminar 3</td>
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<td>They will also meet regularly in seminars to explore,</td>
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<td></td>
<td>demonstrate, and evaluate specific knowledge, skills and</td>
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<td>values related to the field.</td>
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<td>Prerequisite: HSC203, HSD170, GPA of 2.0 or better</td>
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<td></td>
<td>Corequisite: HSD171 or HSD172</td>
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<td>HSE105</td>
<td>Understanding and Working with Children with Disabilities</td>
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<td>This course is designed to link an understanding of the</td>
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<td>normal growth and development of children with an</td>
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<td>understanding of the special developmental problems of</td>
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<td>children with disabilities. Students will learn to</td>
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<td></td>
<td>identify the cognitive, affective, physical and social</td>
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<td>ways in which disabled children vary from other children.</td>
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<td>They will develop competence in evaluating and selecting</td>
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<td></td>
<td>culturally diverse activities and materials that are</td>
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<td>appropriate for use with children with a range of</td>
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<td></td>
<td>disabilities.</td>
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<td></td>
<td>Prerequisite: HSC203, GPA of 2.0 or better</td>
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<td></td>
<td>Corequisite: HSD171 or HSD172</td>
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<tr>
<td>HSE106</td>
<td>Working with Communication-Impaired Populations</td>
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<td></td>
<td>This course is designed to acquaint students with the natural</td>
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<td>development of language and to give them an understanding of</td>
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<td>communicative disorders. It will introduce students to</td>
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<td>specific characteristics of communication-impaired persons</td>
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<td>and the ways they relate to their environment. Students will</td>
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<td></td>
<td>develop competency in evaluating materials appropriate use</td>
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<td>with culturally diverse populations. They will be able to</td>
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<td>recognize the characteristics of the typical educational</td>
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<td>environment which must be adapted to the needs of people</td>
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<td></td>
<td>with communicative disorders.</td>
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<td></td>
<td>Prerequisite: CSE099, ENA/ENG099, SSY240</td>
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<td></td>
<td>Pre- or Corequisite: HSE105</td>
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<tr>
<td>HSE111</td>
<td>Introduction to Developmental Disabilities</td>
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<td></td>
<td>This course will provide an overview of developmental</td>
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<td>disabilities and the nature and needs of disabled people</td>
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<td></td>
<td>throughout the life cycle. Issues to be explored include</td>
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<td>definition of developmental disabilities, etiology,</td>
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<td>normalization, mainstreaming, and the role of the</td>
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<td>interdisciplinary team. Legal, ethical, and cultural</td>
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<td>considerations will be emphasized, as well as the impact of</td>
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<td>disabilities on the person affected, the family and</td>
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<td></td>
<td>community. One field visit will be required.</td>
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<td></td>
<td>Prerequisite: ENG101, HSC102, SSS100 or SSB110, SSY101</td>
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<td>HSE112</td>
<td>Intervention with Fragile Infants and Toddlers</td>
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<td></td>
<td>This course provides students with strategies to work with</td>
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<td>fragile and at-risk infants and toddlers, including those</td>
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<td>prematurely exposed to drugs. Emphasis will be placed on the</td>
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<td>children’s cognitive, linguistic, social, physical and</td>
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<td></td>
<td>affective development. Other topics include: laws,</td>
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<td>regulations, and policies, parents and family</td>
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<td>involvement; cultural factors that may impact on</td>
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<td></td>
<td>intervention. Acquired theoretical concepts will be applied</td>
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<td></td>
<td>in appropriate co-op settings. Two field visits are</td>
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<td>required.</td>
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<td></td>
<td>Prerequisite: HSE111</td>
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<td></td>
<td>Pre-Corequisite: ENG102</td>
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<td>Corequisite: Approved Co-op internship or employment in the</td>
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<td>HSG150</td>
<td>Introduction to Gerontological Services</td>
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<td></td>
<td>This course introduces students to the theories underlying</td>
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<td>practice in the area of gerontological services in New York</td>
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<td></td>
<td>City’s culturally diverse environment. Substantive areas</td>
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<td>covered include an overview of the social forces, policy</td>
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<td>issues and institutions impacting on older adults, major</td>
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<td>legislation affecting older adults, service delivery</td>
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<td></td>
<td>programs for a culturally diverse aging population,</td>
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<td>employment opportunities and career advancement in aging</td>
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<td>services. Field visits to a variety of service programs</td>
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<td>are required.</td>
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<td></td>
<td>Prerequisite: CSE099, ENA/ENG099</td>
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<td>HSI180</td>
<td>American Sign Language I</td>
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<td></td>
<td>This is a beginning course designed to develop skills in a</td>
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<td>form of manual communication used primarily by American-born</td>
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<td>deaf persons in interperson (face-to-face) relations.</td>
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<td>Emphasis will be on the use of the body for visually based</td>
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<td>communication, and the structure, vocabulary and development</td>
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<td></td>
<td>of American Sign Language.</td>
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<td></td>
<td>Prerequisite: CSE099, ENA/ENG099</td>
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<td>HSI181</td>
<td>American Sign Language II</td>
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<td></td>
<td>This course is a continuation of American Sign Language I</td>
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<td></td>
<td>with emphasis on vocabulary building in conjunction with</td>
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<td>appropriate use of the body and grammatical patterns.</td>
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<td>Prerequisite: HSI180</td>
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<td>HSI182</td>
<td>American Sign Language III</td>
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<td>In this course, students who have learned some of the</td>
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<td></td>
<td>vocabulary and grammatical principles of American Sign</td>
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<td>Language in ASL I and ASL II will begin to apply what they</td>
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<td>have learned in a conversational context. Students will</td>
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<td></td>
<td>become acquainted with a variety of ASL communication styles</td>
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<td>and dialects used by deaf people.</td>
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<td>Prerequisite: HSI181</td>
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<td>HSI183</td>
<td>American Sign Language IV</td>
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<td>4 (3 lecture, 1 lab)</td>
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<td>This course builds on the vocabulary and grammar learned in</td>
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<td>ASL 1 through 3. Language skills will be refined in the</td>
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<td>areas of complex non-manual grammatical markers, advanced</td>
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<td>ASL spatial rules, classifiers (particularly as used for</td>
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<td>descriptions of small items, people, cars and places), and</td>
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<td>adverbial modifiers for small items and details. Students</td>
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<td>will be able to use ASL in a variety of discourse types</td>
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<td>such as persuasion, negotiation, problem-solving, giving</td>
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<td>directions and dialogue. Upon completion, students’</td>
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<td>abilities to communicate with Deaf persons will be</td>
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<td>enhanced.</td>
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<td>Prerequisite: MAT095/MA095, HSI182</td>
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<td>HSM120</td>
<td>Survey of Psychological Treatment Approaches</td>
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<td>In this course students will be introduced to those</td>
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<td>treatment approaches most frequently used in mental health</td>
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<td>treatment settings in the United States. These will include</td>
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<td>psychoanalytic, Rogerian, behavioral and other common</td>
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<td>treatment systems. Western concepts will be compared with</td>
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<td>approaches from other cultures. The development,</td>
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<td>theoretical framework, guidelines and uses of each approach</td>
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<td>will be considered. The class will review case studies</td>
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<td>demonstrating each approach.</td>
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<td>Prerequisite: HSC102, SSY101, internship in a human services</td>
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HSM125 AIDS-Related Case Management
3 credits; 3 hours
This course will enable students to learn about case management with clients who are HIV-positive or who have AIDS. Topics include the biopsychosocial aspects of HIV/AIDS, the role of worker in HIV prevention and testing, and providing services and functioning as a case manager or technician. The AIDS service delivery system, management of occupational risk, and self and group support for the worker are also discussed. An AIDS-specific internship is a corequisite. 
Prerequisite: MAT096/MAB096, HSC101, HSC102, HSC135, SSI100, SSB110, SCN194
Corequisite: AIDS-specific internship approved by program director and Cooperative Education Coordinator

HSM140 Principles of Child Welfare Services
3 credits; 3 hours
Students in this course will survey the history, laws, theoretical concepts, operating models and significant theorists related to child welfare services. A field visit to a child welfare agency will be required. 
Prerequisite: ENG101, HSC101, SSI101

HSM204 Mental Health/Gerontology Internship and Seminar 2
2 credits; 1 seminar hour; 15 on-site internship hours
This combined internship and seminar is a continuation of the learning process begun in HSC203. Students will work with clients in Human Services settings under professional supervision. They will also meet regularly in seminars to explore, demonstrate, and evaluate specified knowledge, skills and values related to the field.
Prerequisite: HSC203, GPA of 2.0 or better
Corequisite: HSG150 or HSM120 or HSC130 or HSC135, GPA of 2.0 or better

HSM205 Mental Health/Gerontology Internship and Seminar 3
2 credits; 1 seminar hour; 15 on-site internship hours
This combined internship and seminar is a continuation of the learning process begun in HSC203. Students will build on their prior experience by interning in Human Services agencies, and relating to clients under professional supervision. They will also meet regularly in seminar classes to reflect on their experience and to explore, demonstrate, and evaluate specific knowledge, skills and values related to the field.
Prerequisite: HSC203, GPA of 2.0 or better
Corequisite: HSC130 or HSC135 or HSG150 or HSM120

HSN103 Community Dynamics: Impact on Human Services
3 credits; 3 hours
Students will examine New York City's multicultural urban community as an action system in the delivery of human services. Topics to be included are: the community decision-making process, community planning and the development of human services, and community change techniques. Field visits will be made to community decision-making groups.
Prerequisite: HSC101, SSI100 or SSB110

HSN110 Perspectives on Homelessness
3 credits; 3 hours
Students in this course will study homelessness as a social problem. Topics will include factors contributing to the rise and persistence of homelessness, the meaning of homelessness to homeless people and to the general public, and the emerging role of the human services system. Responses of people from different cultures to the scarcity of affordable housing will be explored. The course will explore the national scope of homelessness, but will focus primarily on the problem in New York City. Field trips will be made to program sites.
Prerequisite: MAT095/MAB095, SSI100 or SSB110 or SSE101 or SSI101
Pre- or Corequisite: ENG101

HSS014 Co-op Prep Human Services
0 credits; 1 hour
This course enables students to prepare for the internships that are required of all Human Services students, regardless of status. The course introduces students to the requirements and processes of the internship program. Students are assisted in recognizing their skills, writing learning objectives for their internships, preparing a resume, preparing for employment interviews and learning about Human Services careers.
Prerequisite: CSE099, ENA/ENG099

Nursing

SCR110 Fundamentals of Nursing
6 credits; 12 hours (3 lecture, 3 lab, 6 clinical)
This course is an introduction to the interrelated roles of the associate degree nurse, with emphasis on the role of provider of care. Students focus on the assessment and analysis phases of the nursing process to formulate nursing diagnoses. Campus laboratory experiences stress the development of fundamental nursing skills. Clinical experience in health facilities involves care of clients with health problems. Proper uniform, liability insurance, physical examinations and CPR (BCLS) certification are required. 
Prerequisite: ENG101, SBC203, SCC140, SSI101, pre-clinical index of 2.5 or above and permission of Nursing Program Director.
Pre- or Corequisite: SBC204
Corequisite: MAT106, SCR150

SCR150 Perspectives of Nursing
1 credit; 1 hour
This course focuses on historical influences on nursing. The evolution of the nursing profession within the health care delivery system will be explored. Emphasis will be placed on past nursing leaders and various types of nursing education.
Prerequisite: ENG101, SBC203, SCC140, SSI101
Corequisite: SCR110

SCR200 Psychiatric Mental Health Nursing
4 credits; 14 hours (5 lectures, 3 lab, 6 clinical)
This course focuses on the psychosocial needs of clients throughout the life cycle. The assessment of clients' physical and behavioral responses to stress will be explored as well as the determination of goals for intervention. Focusing on the role of self as a therapeutic agent, students will learn techniques of intervention to promote and maintain clients' mental health, as well as assist clients who are mentally ill. Experiences will be provided in psychiatric/mental health settings.
Prerequisite: MAT106, SBC204, SCR110, SCR150, SSI240

SCR210 Medical Surgical Nursing I
4 credits; 14 hours (5 lecture, 3 lab, 6 clinical)
This course will focus on nursing care of adults with major health problems. Utilizing the nursing process, students will develop appropriate plans of care for clients. Emphasis will be placed on formulating goals for intervention.
Prerequisite: MAT106, SBC204, SCR110, SCR150, SSI240
Pre- or Corequisite: SBC260

www.laguardia.cuny.edu/programs/aas/acc.asp
SC0200 Physical Aspects of Human Growth and Development
2 credits; 2 hours
This course presents an overview of human biological development as it affects functional performance from birth to pubescence. Specific topics include development of the sensory and motor systems, sensory integration, reflex integration, differentiation of joint motion, and the role of the endocrine system. The importance of the human and non-human environment in facilitating and supporting optimal development is emphasized.
Prerequisite: SCB204, SC0101, SSY101, SCN195
Pre- or Corequisite: SC0230

SC0204 OT Process: Psychosocial and Geriatric Conditions
4 credits; 4 hours
This course presents occupational therapy theory base and process skills for evaluation and treatment of patients with psychosocial dysfunction and/or disorders associated with aging. Topics include: data collection, problem solving, treatment planning and implementation, reassessment, family involvement, legal, ethical and regulatory issues. The importance of the individual in planning treatment is emphasized, with special attention to personal history and preferences, culture and environment.
Prerequisite: SCB204, SC0054, SC0101, SSY230, SCN195, SC0054
Pre- or Corequisite: SSY260
Corequisite: SC0284

SC0205 OT Process: Physical and Developmental Disabilities
4 credits; 4 hours
This course presents occupational therapy theory base and process skills for evaluation and treatment of patients with physical and/or developmental disabilities. Topics include: data collection, problem solving, treatment planning and implementation, reassessment, family involvement, legal and ethical and regulatory issues, supervision of ancillary personnel and volunteers. Identification and management of functional performance deficits is the primary emphasis.
Prerequisite: SCN195, SC0054, SC0101, SC0200, SC0204, SC0214, SC0230, SSY240
Pre- or Corequisite: SC0215, SC0285

SC0214 OT Skills and Functional Activities I
3 credits; 6 hours (2 lecture, 4 lab)
This course provides a foundation for performing, analyzing and instructing activities used in the treatment of patients with psychosocial dysfunction and/or disorders associated with aging. The roles of student, worker, homemaker, parent, recreator and self-maintainer serve to frame the assessment and treatment processes and the selection of activities. Activity programming, reality orientation and reminiscence, program administration and management are included.
Prerequisite: SCB204, SC0054, SC0101, SSY230
Pre- or Corequisite: SSY260
Corequisite: SC0204, SC0284

SC0215 OT Skills and Functional Activities II
3 credits; 6 hours (2 lecture, 4 lab)
This course provides the student with experience in performing, analyzing, adapting and instructing activities used in the treatment of patients with physical and/or developmental disabilities. Activities are organized around the childhood roles of player and learner, and the adult roles of student, worker, homemaker, parent, recreator and self-maintainer. Topics include: splinting, toys and play activities, adaptation of equipment and environment, positioning, transfers and treatment modalities. Splinting and orthotics are included.
Prerequisite: SC0101, SC0200, SC0214, SC0230, SSY240
Corequisite: SC0205, SC0285

OCCUPATIONAL THERAPY

SC0054 Occupational Therapy Fieldwork Preparation
0 credits; 1 hour
This course serves as an introduction to occupational therapy as a career area. Students learn the history, requirements for graduation and certification, the settings in which occupational therapy assistants train and work, the categories of personnel in the field and the professional organizations and opportunities. Experiences include writing a resume and preparing for an interview. Supervision and responsibilities are discussed as well as procedures for placement and evaluation.
Prerequisite: Open only to students in the Occupational Therapy Assistant Program.

SC0101 Introduction to Occupational Therapy
3 credits; 7 hours (1 lecture, 6 labs)
This course provides an overview of occupational therapy, its scope of practice and basic principles, and the roles of occupational therapy assistant. Course activities include practice in basic craft skills, analysis and instruction of games and small crafts, development of communication skills, and field visits. The effects of environmental and cultural differences in shaping activity behaviors and preference are emphasized.
Prerequisite: ENGL101, SCB203, SCN195, SSY101
Pre- or Corequisite: SC0054

SC0175 Clinical Reasoning in Occupational Therapy
2 credits; 2 hours
Clinical reasoning is the process by which a therapist or therapy assistant analyzes the functional status of a patient/client/consumer, identifies problems and goals, and determines plans of action, as appropriate to each practitioner’s level of responsibility. Aspects of clinical reasoning are explored through readings and experiential assignments. Types of reasoning examined include: narrative, scientific, procedural, interactive, conditional, and pragmatic.
Prerequisite: SC0054, SC0101
Pre- or Corequisite: SC0204, SC0214, SC0284

Scr260 Trends in Nursing
1 credit; 1 hour
This course provides students with the opportunity to discuss contemporary issues and trends and their impact on the nursing profession. Emphasis will be placed upon legal and ethical concerns of nursing. The role of the associate degree nurse and the transition from student status to member of the profession will be explored.
Prerequisite: SCR130
Corequisite: SCR290

Scr270 Parent-Child Health Nursing
8 credits; 14 hours (5 lecture, 3 lab, 6 clinical)
This course focuses on the promotion of health and caring for childbearing families, their newborns, and children with major health problems from infancy to adolescence. Emphasis is placed on the implementation of nursing care plans. Experiential learning offers opportunities to provide care during the antepartal, intrapartal, and postpartum periods of the maternity cycle, as well as in the newborn and pediateric settings.
Prerequisite: SCR200, SCR210, SCB260

Scr290 Medical Surgical Nursing II
9 credits; 19 hours (4 lecture, 3 lab, 12 clinical)
This course focuses on the care of adult clients whose ability to meet one or more health needs is severely compromised. Emphasis will be placed on the evaluation phase of the nursing process. Selected experiences will be provided in specialized acute care settings.
Prerequisite: SCR270
Corequisite: SCR260

SC2040 OT Process: Psychosocial and Geriatric Conditions
4 credits; 4 hours
This course presents occupational therapy theory base and process skills for evaluation and treatment of patients with psychosocial dysfunction and/or disorders associated with aging. Topics include: data collection, problem solving, treatment planning and implementation, reassessment, family involvement, legal, ethical and regulatory issues. The importance of the individual in planning treatment is emphasized, with special attention to personal history and preferences, culture and environment.
Prerequisite: SCB204, SC0054, SC0101, SSY230, SCN195, SC0054
Pre- or Corequisite: SSY260
Corequisite: SC0284

SC205 OT Process: Physical and Developmental Disabilities
4 credits; 4 hours
This course presents occupational therapy theory base and process skills for evaluation and treatment of patients with physical and/or developmental disabilities. Topics include: data collection, problem solving, treatment planning and implementation, reassessment, family involvement, legal and ethical and regulatory issues, supervision of ancillary personnel and volunteers. Identification and management of functional performance deficits is the primary emphasis.
Prerequisite: SCN195, SC0054, SC0101, SC0200, SC0204, SC0214, SC0230, SSY240
Pre- or Corequisite: SC0215, SC0285

SC214 OT Skills and Functional Activities I
3 credits; 6 hours (2 lecture, 4 lab)
This course provides a foundation for performing, analyzing and instructing activities used in the treatment of patients with psychosocial dysfunction and/or disorders associated with aging. The roles of student, worker, homemaker, parent, recreator and self-maintainer serve to frame the assessment and treatment processes and the selection of activities. Activity programming, reality orientation and reminiscence, program administration and management are included.
Prerequisite: SCB204, SC0054, SC0101, SSY230
Pre- or Corequisite: SSY260
Corequisite: SC0204, SC0284

SC215 OT Skills and Functional Activities II
3 credits; 6 hours (2 lecture, 4 lab)
This course provides the student with experience in performing, analyzing, adapting and instructing activities used in the treatment of patients with physical and/or developmental disabilities. Activities are organized around the childhood roles of player and learner, and the adult roles of student, worker, homemaker, parent, recreator and self-maintainer. Topics include: splinting, toys and play activities, adaptation of equipment and environment, positioning, transfers and treatment modalities. Splinting and orthotics are included.
Prerequisite: SC0101, SC0200, SC0214, SC0230, SSY240
Corequisite: SC0205, SC0285
SC0230 Functional Pathology
3 credits; 3 hours
This course is a systems approach to the study of pathophysiology. Emphasis will be on the normal and abnormal response to disease and injury, and effects on bodily systems. Consideration will be given to selected disorders, including a survey of pathology, symptomatology, management, and prognosis. Knowledge of proper terminology will also be emphasized.
Prerequisite: SCB204

SC0284 OT Clerkship for Psychosocial/Geriatric Conditions
1 1/2 credits; 5 hours (1 lecture, 4 fieldwork)
This is an introductory fieldwork experience in a supervised setting. The setting may be one which serves persons with psychosocial conditions or one which provides activity/recreation/leisure programming for the aged. The student spends a minimum of one half day per week or the equivalent at the fieldwork site. Attendance at a weekly seminar is required and provides opportunities for students to integrate classroom theory with fieldwork experiences.
Prerequisite: SCB204, SC0054, SSY230
Pre- or Corequisite: SSY260
Corequisite: SC0204

SC0285 OT Clerkship for Physical/Development Disabilities
1 1/2 credits; 5 hours (1 lecture, 4 fieldwork)
Introductory fieldwork in a supervised setting. The setting may serve persons with physical disabilities or developmental disabilities. The student spends a minimum one half day per week or the equivalent at the fieldwork site. A weekly seminar provides opportunities to integrate classroom theory with fieldwork experiences.
Prerequisite: SCB204, SC0054, SC0104, SC0200, SC0230
Corequisite: SC0215, SC0205

SC0294 OT Fieldwork in Psychosocial/Geriatric Conditions
2 credits; 38 hours (1 lecture, 37 fieldwork)
This is a full-time placement in a supervised clinical or community setting serving persons with psychosocial or behavioral or cognitive impairments. Attendance at a weekly seminar is required. A minimum of eight weeks or the equivalent of full-time hours must be completed to satisfy requirements of the American Occupational Therapy Association. Students are responsible for their travel costs for fieldwork.
Prerequisite: SC0204, SC0214, SC0284; permission of Occupational Therapy Assistant Program Director is required to register.

SC0295 OT Fieldwork: Physical/Development Disabilities
2 credits; 38 hours (1 lecture, 37 fieldwork)
This is a full-time placement in a supervised clinical or community setting serving persons with physical or developmental disabilities. Attendance at a weekly seminar is required. A minimum of eight weeks or the equivalent of full-time hours must be completed to satisfy requirements of the American Occupational Therapy Association. Students are responsible for their travel costs for fieldwork.
Prerequisite: SC0205, SC0215, SC0285; permission of Occupational Therapy Assistant Program Director is required to register.

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Paramedic

SCE100 Emergency Medical Technician–Basic
6 credits; 10 hours (4 lecture, 6 lab)
This course provides an introduction into basic pre-hospital emergency care. Following the current National Standard Curriculum for the EMT-Basic, topics include Airway, Cardiac Arrest and CPR, Patient Assessment, Medical/Behavioral/Obstetric/Gynecology, Trauma, Infants/Children and Operations. Students are eligible for NYS certification upon successful completion of course. Students must satisfactorily perform all practical skills to successfully complete the course.
Prerequisite: CSE099, ENA/ENG099, MAT096/MAB096

SCE230 Paramedic I
12 credits; 32 hours (8 lecture, 8 lab, 16 clinical)
Review of all basic level skills and an introduction to advanced skills of the paramedic. Topics include roles and responsibilities, stress management, communications and medical/legal/ethical issues. This course provides an introduction to clinical pre-hospital pharmacology, IV access and advanced airway management techniques. Lab work involves IV access techniques, endotracheal intubation, computing dosages, preparing medications for administration and practice in all administrative techniques. Skills are taught/practiced in the laboratory/hospital/field setting. Students must satisfactorily perform all practical skills to successfully complete the course.
Pre- or Corequisite: SCB204

SCE231 Paramedic II
3 credits; 7 hours (2 lecture, 1 lab, 4 clinical)
This course provides an introduction to patient assessment and the management of the trauma patient in the pre-hospital setting. The ability to integrate pathophysiologic principles and assessment findings to formulate a field impression and implement the treatment plan for the trauma patient will be emphasized. Skills related to the practice of advanced pre-hospital care are taught/practiced in the laboratory/hospital/field setting. Students must satisfactorily perform all practical skills to successfully complete the course.
Prerequisite: SCE230

SCE232 Paramedic III
12 credits; 32 hours (8 lecture, 8 lab, 16 clinical)
This course will provide the student with the information necessary to integrate pathophysiologic principles and assessment findings to formulate a field impression and implement the treatment plan for the patient presenting with a wide range of medical complaints, including respiratory, cardiovascular, neurological, environmental and obstetrical emergencies. Students must satisfactorily perform all practical skills to successfully complete the course.
Prerequisite: SCE231

SCE233 Paramedic IV
3 credits; 7 hours (2 lecture, 1 lab, 4 clinical)
At the completion of this course, the student will be able to integrate pathophysiologic principles and assessment findings to formulate a field impression and implement the treatment plan for neonatal, pediatric and geriatric patients, diverse patients, and chronically ill patients. The student will also learn how to safely manage the scene of an emergency. Students must satisfactorily perform all practical skills to successfully complete the course.
Prerequisite: SCE232
Physical Sciences

SCP101 Topics in Physical Sciences
3 credits; 4 hours (2 lecture, 2 lab)
This course consists of a survey of the major concepts in physics, astronomy, chemistry and geology. The physics section includes the theory of motion (Kinematics); the law of conservation of energy; different forms of energy, especially electrical and atomic; and the laws of wave motion and optics. The astronomy section deals with both planetary and stellar astronomy. The unit on chemistry emphasizes the structure of atoms and their combination into molecules. Finally, the segment on geology centers around the theory of plate tectonics and how it is used to explain phenomena such as earthquakes and volcanoes.
Prerequisite: CSE099, ENA/ENG099, MAT095/MAB095

SCP140 Topics in Astronomy
3 credits; 4 hours (2 lecture, 2 lab)
This course surveys modern astronomy with special emphasis on recent developments in space and astrophysics. Among the topics to be covered will be planetary astronomy and geology, the moon, the possibility of life on other worlds, energy production in stars, stellar evolution, pulsars, quasars, “black holes,” and cosmology. Laboratory periods will include field trips to planetariums and observatories in the N.Y.C. area. Students should expect field trip expenses to amount to about $20.00.
Prerequisite: CSE099, ENA/ENG099, MAT096/MAB096

SCP201, 202 Fundamentals of Physics I and II
4 credits; 6 hours each (3 lecture, 1 recitation, 2 lab)
Fundamentals of Physics I and II are together a two-semester sequence covering the basic laws of physics with an emphasis on laboratory experience and mathematical solutions of problems. This is a basic course for students intending to continue their studies in the physical and biological sciences; since more advanced courses in the natural sciences assume knowledge of this material. Among the topics studied are:
SCP201: The basic concepts of mechanics; kinematics; Newton's gravitation; conservation of momentum and energy; heat, emphasizing the kinetic theory; and electrodynamics (charge, forces, fields, electrical energy.)
SCP202: The basic concept of electrodynamics (currents and magnetism electromagnetism); optics (wave theory, lenses); and modern physics (relativity, atomic theory, quantum mechanics.)
Prerequisite for SCP201: CSE099, ENA/ENG099, MAT096/MAB096
Prerequisite for SCP202: SCP201

SCP231 General Physics I
4 credits; 6 hours (3 lecture, 3 lab)
This is the first part of a computer-based physics course intended for students who want to major in science, computer science or engineering. Computers will be used in the laboratory in conjunction with traditional equipment for problem solving, data collection and analysis. Topics covered include vectors, Newton's laws, equilibrium, rectilinear motion, two-dimensional motion, gravitation, Kepler's laws, work and the work-energy theorem, rotational motion, simple harmonic motion, the physics of fluids, and heat. This course is the first course in a two-course calculus-based physics sequence (SCP231-232).
Prerequisite: CSE099, ENA/ENG099, MAT201

SCP232 General Physics II
4 credits; 6 hours (3 lecture, 3 lab)
This is the second part of a computer-based physics course intended for students who want to major in science, computer science, or engineering. Computers will be used in the laboratory in conjunction with traditional equipment for problem solving, data collection and analysis. Topics covered include waves, wave motion, light propagation, geometrical optics, interference and diffraction, electric field and potential, capacitance and dielectrics, magnetic fields and forces, direct and alternating current, Ohm's law, and electromagnetic waves. This course is the second course in a two-course sequence (SCP231-232)
Prerequisite: MAT202, SCP231

Physical Therapy

SCT101 Introduction to Physical Therapy
2 credits; 2 hours
This course introduces the concepts and scope of physical therapy, its professional organization and its relationship with other health professions. Subjects include: the role and function of health personnel, professional ethics and conduct, medicolegal aspects of physical therapy services, vital signs, medical terminology, communication skills, and record keeping.
Prerequisite: ENG101, SCD203, SSY101, SCD195

SCT203 Clinical Kinesiology
4 credits; 6 hours (2 lecture, 4 lab)
This course introduces students to the study of muscles as the basis for movement and exercise. Topics include: biomedical principles of movement, body mechanics, types of joints and movements, measurement of joint range of motion, muscle actions and innervations, assessment of strength through manual muscle testing, and orthopedic and neurological conditions resulting in impaired movement in the pediatric, adult and geriatric populations.
Prerequisite: SCT101
Pre- or Corequisite: SCD204

SCT211 Therapeutic Procedures I
4 credits; 6 hours (2 lecture, 4 lab)
This course covers the principles and use of heat, cold, water, light and traditional massage as they relate to physical therapy. Topics include: proper preparation of patients, treatment areas and equipment, application of hot and cold packs, paraffin, whirlpool, infrared, ultraviolet, basic massage, intermittent compression, sterile technique and wound debridement. Physical therapy techniques for the treatment of respiratory disorders are included.
Prerequisite: SCT101
Pre- or Corequisite: SCD204, SCT202

SCT212 Therapeutic Procedures II
4 credits; 6 hours (2 lecture, 4 lab)
This course covers advanced physical therapy procedures and techniques and focuses on the treatment of pain. Topics include: Use and application of short-wave and microwave diathermy, ultrasound, electrical stimulation, and pelvic and cervical traction. Pain control theories are discussed, including the use of acupressure, T.E.N.S. and biofeedback. Postural evaluation and exercises for posture and back pain are included.
Prerequisite: SCD204, SCT202, SCT211

SCT225 Mobility Activities for P.T. Assistants
2 credits; 3 hours (1 lecture, 2 lab)
This course covers the principles of mobility activities and their application to various physical disabilities. Topics include: bed and mat activities, wheelchair specifications, architectural barriers, transfers, normal gait, gait deviations, use of assistive and supportive devices, orthotics and prosthetics.
Prerequisite: SCD204, SCT202

SCT260 Therapeutic Exercise Applications
4 credits; 6 hours (2 lecture, 4 lab)
This course covers the principles and application of therapeutic exercise to improve endurance, flexibility, gait and balance, posture, strength and performance or functional activities in all patient populations. The focus is on implementation of a comprehensive treatment plan developed by a physical therapist, including interpretation of the therapist's evaluation, and performance of appropriate assessment and measurement of techniques to assist in monitoring and modifying the plan of care.
Prerequisite: ENG102, SCC230, SCT225
Pre- or Corequisite: SCT212
SCT290 Physical Therapist Assistant Clinical Affiliation and Seminar I
2 credits; 1 seminar hour, 15-20 internship hours
This internship provides students with an experience-based learning opportunity to explore or confirm career interests and plans; apply classroom learning to real work situations; and practice and strengthen interpersonal or technical skills. A minimum of 15-20 hours per week at the internship site is required during the Coop cycle. A concurrent seminar provides a framework for analyzing and evaluating students' internship experiences. During Fall I and Spring I students must take six additional credits to be certified as a full-time student.
Prerequisite: CEF100, MAT096

SCT291 Physical Therapist Assistant Clinical Affiliation & Seminar II
3 credits; 19 hours (1 lecture, 18 affiliation)
This course provides students with an opportunity to apply and integrate the theory and practice of physical therapist assistant skills in clinical settings under the supervision of a physical therapist. The biweekly seminar integrates the students' experiences with their classroom training. Students are required to provide their own uniform, liability insurance and proof of a physical examination.
Prerequisite: SCT212, SCT250, permission of PT Assistant Coordinator.

SCT292 Physical Therapist Assistant Clinical Affiliation & Seminar III
3 credits; 19 hours (1 lecture, 18 affiliation)
This course provides students with the continued opportunity to apply and integrate the theory and practice of physical therapist assistant skills in clinical settings under the supervision of a physical therapist. The student is expected to assume increased responsibility for treatments and administrative tasks and to improve his/her ability to manage time effectively. Students are required to attend scheduled seminars and provide their own uniform, liability insurance and proof of a physical examination.
Prerequisite: SCT291, permission of PT Assistant Coordinator.

Science

SCS150 Mentoring: The Helping Relationship
3 credits; 3 hours
This course offers a study of, and experience in, the helping relationship. Theoretical approaches to the helping process will be covered as well as specific skills. Topics and guest presentations include peer training, problem solving, adolescence, peer counseling, and use of a mentor in career development. Students will be involved in seminar discussions, training, and field visits. Each participant will serve as mentor in a supervised experience with a high school student.
Prerequisite: MAT095/MAB095, ENG101 and one of the following: ENG104 or HSC102, or HUC101 or SYY101, minimum cumulative GPA of 2.0

SCN194 AIDS in New York City
3 credits; 3 hours
This course is a comprehensive examination of what is currently known about Acquired Immune Deficiency Syndrome (AIDS) and its impact on the New York health care system. Topics to be addressed will include the history of AIDS, definition and transmission, symptoms, diagnosis and treatment, prevention and risk reduction techniques. Students will learn about the political, economic, epidemiological, psychosocial, and sociocultural aspects of HIV infection. Visits to AIDS health care facilities are included.
Prerequisite: CSE099, ENA/ENG099

SCN195 Community Health
2 credits; 2 hours
This course is a comprehensive examination of what is currently known about Acquired Immune Deficiency Syndrome (AIDS) and its impact on the New York City and the position of the health care worker within these systems. Topics will include health careers, the nature of health and disease, prevention of disease, public health measures, types of facilities, payment sources, medical care available, and future trends. Visits to local health facilities (i.e., hospitals, nursing homes) are included.
Prerequisite: CSE099, ENA/ENG099, MAT095/MAB095, major in Allied Health or permission of instructor

Veterinary Technology

SCN101 Introduction to Veterinary Technology
3 credits; 3 hours
This is a comprehensive introduction to the fundamental principles of animal science. Subjects covered include genetics and breeding, growth and senescence, environmental physiology, nutrition and feeding, and animal behavior. In addition, students will begin the study of basic animal care and management, dosage calculations and animal diseases. There will be field trips to selected animal facilities in the metropolitan area.
Prerequisite: CSE099, ENA/ENG099, MAT096/MAB096

SCV150 Principles of Animal Control
2 credits; 2 hours
This course is designed to prepare students to work in animal care and control programs in municipalities and other government agencies. It will cover the philosophy and history of such programs, as well as the federal, state and local regulations that govern their use. Students will study the design and operation of animal shelters including the procedures by which animals are apprehended, cared for and disposed of. The characteristics of common and exotic animal species will be discussed, as well as the important diseases of each group.
Pre- or Corequisite: SCN101

SCV201 Research Animal Technology
4 credits; 6 hours (3 lecture, 3 lab)
This course prepares students to work with rodents, rabbits and other animals used in research. Laboratory sessions provide hands-on training in restraint, drug administration, sample collection, anesthesia and research techniques. Classroom periods will cover husbandry, diseases, and sanitation, as well as the principles and ethics of animal research. Students will participate in the operation of the college's animal facility.
Prerequisite: SCN101

SCV210 Veterinary Nursing I
4 credits; 6 hours (3 lecture, 3 lab)
This course introduces students to the technical procedures of veterinary practice. The major disciplines to be covered in lecture sessions are anesthesiology, parasitology and small animal diseases. In the laboratory students will begin to develop skills in aseptic surgery, employ techniques of surgical assisting, and learn the principles of cardiorespiratory resuscitation.
Prerequisite: SCB209, SCV201

SCV211 Veterinary Nursing II
4 credits; 6 hours (3 lecture, 3 lab)
This course deals with advanced technical procedures in veterinary practice and laboratory animal science. Lecture sessions will cover animal diseases, emergency care, pharmacology and pathology. In the laboratory, students will receive training in the care of sick and injured animals, including dentistry, catheterization, fluid and drug administration, and the use of monitoring devices. In addition, students will maintain a germfree isolator and perform minor surgical procedures on rodents.
Prerequisite: SCV210
Pre- or Corequisite: SCB260
SCV212 Veterinary Radiography
3 credits; 5 hours (2 lecture, 3 lab)
This course will provide lectures which explore the theory and principles of radiography. The laboratory will provide students with training in the operation and maintenance of the x-ray machine, automatic and manual film processing, animal restraining and positioning, health and safety precautions and radiograph evaluation and storage.
Pre- or Corequisite: SCV211

SCV213 Veterinary Laboratory Techniques
3 credits; 5 hours (2 lecture, 3 lab)
This course deals with the examination of blood, urine, and other body substances for diagnostic and prognostic purposes in veterinary practice. Students will learn to perform complete blood counts, blood chemistries, serological tests and urinalysis. Lecture periods will cover the theories on which the tests are based and the relevance of laboratory results in the evaluation of the health of animals.
Pre- or Corequisite: SCV210

SCV214 Farm Animal Nursing
3 credits; 5 hours (2 lecture, 3 lab)
In this course, students will study the application of animal health technology to farm animals. Class sessions will cover diseases, government health regulations and programs, emergency care, orphan animal care, and relevant farm management procedures. Using various species of animals and types of equipment, students will learn techniques for restraint, administration of medication, sample collection, bandaging, surgical preparation and assistance, and positioning for radiology.
Pre-requisite: SCV201
This course will be taught at an off-campus location. Students must pay their own travel and room and board expenses.

SCV220 Principles of Exotic Animal Medical Care
2 credits; 2 hours
This course introduces the student to the comparative anatomy, physiology and medical care of exotic animals. Anesthesia, blood collection, radiography, laboratory testing and treatment methods of birds, reptiles, amphibians, fish, marine mammals, hoofstock, primates, small mammals and carnivores will be discussed as they apply to the work of veterinary technicians in private practice, zoos, aquariums, wildlife rehabilitation and research.
Pre-requisite: SCB209, SCV201

SCV245 Theory and Practice of Transgenic Techniques
3 credits; 5 hours (1 lecture, 4 lab)
Transgenic techniques involve the manipulation of genes and gene fragments and their incorporation into new host animals. Lectures will provide an understanding of the theoretical principles involved. Laboratory sessions will involve transgenic techniques in mice and will include DNA separation, collection of ova, microinjection, ovum transfer, embryonic stem cell manipulation, colony formation and related procedures. The laboratory sessions will be held at Rockefeller University.
Pre-requisite: SCV201, SCB209
Pre- or Corequisite: CEP151

Social Science Department

Room E235 (718) 492-5785
Social Science courses examine why people behave the way they do; why society is the way it is; who has power, wealth, and prestige and how they got them. Many of the courses emphasize the themes of ethnicity, class, gender, and power through which students can better understand themselves, society, and the world in which they live.

The department offers interdisciplinary courses as well as courses in anthropology, economics, history, political science, psychology, sociology, and urban study.

Department Faculty
Mark Blauis, Chairperson; Gilberto Arozny, Lakshmi Bandlamudi, Vanessa Bing, Lorraine Cohen, Nauser Goldan, John L. Hyland, Terence Julien, Richard K. Lieberman, Janet Michello, Joanne R. Reitano, Lawrence Rushing, Lily Shohet, George Stavrian, Ming Yan

Anthropology

SSA100 Introduction to Anthropology
3 credits; 3 hours
In this course, students will be introduced to the fields of anthropology—physical anthropology, archaeology, cultural anthropology, and anthropological topics in linguistics. The aim shall be to explore the origins and development of some of the world’s hunter-gatherer, agricultural, peasant and industrial societies. Utilizing examples from both extinct and modern-day societies, the student will gain an appreciation of the wide diversity of human cultures.
Prerequisite for Veterinary Technology majors: CSE099, ENA/ENG099; for all others: ENA/ENG099, SSS100 or SSB110

SSA101 Cultural Anthropology
3 credits; 3 hours
This course examines the similarities and differences found in the various types of human cultures and societies. It acquaints students with the basic concepts that help explain differences and similarities. The role of culture and language in determining human behavior is examined as is the interrelationship of aspects of behavior (economically, polital, family and religion) in different types of societies. Patterns of cultural change will also be discussed.
Prerequisite for Veterinary Technology majors: CSE099, ENA/ENG099; for all others: ENA/ENG099, SSS100 or SSB110

SSA106 Anthropology of Latin America
3 credits; 3 hours
This course will focus on the different peoples and cultures of Latin America, including Indian groups, rural communities of peasants, blacks and other plantation workers, industrial societies and middle classes and elites. The social and cultural organization of each of these groups will be examined, particularly in their relationship to the larger society. The impact of the global economy on Latin American cultures will also be examined.
Prerequisite: ENA/ENG099, SSS100 or SSB110

SSA120 Peoples and Cultures of the Caribbean
3 credits; 3 hours
This course will survey the evolution of cultures in the Caribbean from the original formation of Native American societies through the age of European conquest, colonization and cultural dominance, to the contemporary period of national independence and the revival of previously marginalized, subordinated cultures. The focus will be on analyzing the unique Caribbean economic, family, stratification, political and cultural systems formed out of the fusion of Native American, European, African and Asian peoples and cultures.
Prerequisite: ENG101, SSS100 or SSB110

SSN/HUN130 Introduction to Intercultural Communications
3 credits; 3 hours
The course introduces students to the dynamics of intercultural communication and enables them to communicate more effectively in multicultural settings. Through field trips, cultural research, and role-plays, students develop the skills needed to look objectively at other cultures. Using New York City as a laboratory, they gain experience identifying and analyzing dominant cultural patterns, thus improving their ability to understand the often perplexing behavior of people from cultures other than their own.
Prerequisite: ENG101, MAT095/MAB095, SSS100 or SSB110 or SSE101 or SSY101, HUC101 or HUL100
SSN102 Urban Anthropology
3 credits; 3 hours
This course examines urban culture and society in different parts of the world. It includes an examination of the role cities play in different societies, urbanization in developing societies, and a comparison of urban culture and society in developing societies with urban life in the United States. Field trips to sites in New York City such as new immigrant communities will be included to familiarize the students with recent changes in urban culture.
Prerequisite for Veterinary Technology majors: CSE099, ENA/ENG099; for all others: ENA/ENG099, SSS100 or SSB110

Economics

SSE101 Introductory Economics I
3 credits; 3 hours
This course serves as an introduction to some of the major economic principles, institutions and policies in the United States. Among the topics included are: the nature and methods of economics; the historical development of the market and other systems; supply and demand; the roles of industry and government in the market place; money and banking; income levels; and the problems of inflation and unemployment.
Prerequisite for Accounting, Business Administration, Management or Veterinary Technology majors: CSE099, ENA/ENG099
For all others: ENA/ENG099, SSS100 or SSB110
Pre- or Corequisite: MAT096/MAB096

SSE102 Introductory Economics II
3 credits; 3 hours
As a continuation of SSE101, Economics II introduces students to the allocation of resources in the world economy. Specifically, students will examine how capitalist and socialist countries manage their resources. In addition, students will learn about major issues in international trade and finance, economic development in third world countries, pollution and the environment, defense spending, and the economics of energy.
Prerequisite: SSE101

SSE125 World Geography
3 credits; 3 hours
The course studies the influence of physical features and climates of the world on human activities, production, distribution and other economic activities. Emphasis is placed on the location and distribution patterns of the world's resources and their uses. Topics studied include urban geography, geopolitics of oil and gas and separation and distribution, and methods of economics; the historical development of the market and other systems; supply and demand; the roles of industry and government in the market place; money and banking; income levels; and the problems of inflation and unemployment.
Prerequisite: ENA/ENG099, MAT095/MAB095, SSS100 or SSB110

History

SSH101 Themes in American History to 1865
3 credits; 3 hours
This course will focus on the major themes in American History from the colonial period to the Civil War. Topics such as slavery, women's roles, expansion, urbanization, reform movements and the development of the American character will be examined in this course.
Prerequisite: ENA/ENG099, MAT095/MAB095, SSS100 or SSB110
SSH231 Afro-American History
3 credits; 3 hours
This is an introduction to some of the basic issues in the black American's struggle against slavery and racial oppression in the United States. Special attention is given to the following: the methods that blacks have used in their attempts to bring about social change; important persons and institutions from the African beginning to the present; and the contributions blacks have made to American society.
Prerequisite: ENA/ENG099, SSS100 or SSB110

SSH232 Survey of Latin America and Caribbean History
3 credits; 3 hours
This course begins with a study of the interaction between the Indian, European, and African peoples who shaped the history of Latin America and the Caribbean. It then considers the colonial period, the Independence movements, and the challenge of modernization in selected Latin American and Caribbean nations. The relationship between Latin America and the United States will also be discussed.
Prerequisite: ENA/ENG099, SSS100 or SSB110

SSN183 History of Minorities/Urban Studies
3 credits; 3 hours
This course focuses on the experiences and challenges of minorities in the United States. It examines changing patterns of the immigration, settlement and employment of various minority groups including Afro-Americans, Irish-Americans, Hispanic-Americans and Asian-Americans. In addition, the situation of the Native Americans, women, gays and the aged will be discussed in an historical context.
Prerequisite: ENA/ENG099, MAT095/MAB095, SSS100 or SSB110 or SSE101 or SSY101

SSN199 Neighborhood History
3 credits; 3 hours
This course will study the social, economic and political changes of New York City neighborhoods. The focus will be on the people who migrated into, lived, and then moved out of these neighborhoods. Through field research, students will look closely at such things as immigration, housing, businesses, government legislation, and mass transit lines that have significantly affected neighborhood changes. The course will include field trips such as walking tours and a visit to Ellis Island.
Prerequisite: ENA/ENG099, MAT095/MAB095, SSS100 or SSB110 or SSE101 or SSY101

SSN240 History of New York City
3 credits; 3 hours
This course is about the development of New York City from colonial times to the present. It deals with changes in housing, transportation, immigration, politics, and social classes. The rise of New York City as a financial and cultural center will be discussed. New York City's recent problems and future prospects will be assessed. The course includes a walking tour of old New York and a museum trip.
Prerequisite: ENA/ENG099, SSS100 or SSB110 or SSE101 or SSY101

Political Science

SSP101 U.S. Power and Politics
3 credits; 3 hours
This course analyzes the relationship between the theory, form, and practice of American government. The course studies the strengths and weaknesses of the American political system. A major concern of the course is the nature of power in America and the options for reforming the American political system.
Prerequisite for Veterinary Technology majors: CSE099, ENA/ENG099; for all others: ENA/ENG099, SSS100 or SSB110

SSP200 World Politics
3 credits; 3 hours
This course will investigate the dynamics of international power politics. After an introduction to alternative forms of political organization, the class will study the problems of achieving a balance between nations and the ultimate breakdown of that balance in war. It will examine the role of the superpowers, the impact of emerging nations and the Third World as well as the function of alliances in world relations. The class will also evaluate the feasibility of various plans for international order and peace.
Prerequisite: ENA/ENG099, SSS100 or SSB110

SSP220 Politics of Latin America and the Caribbean
3 credits; 3 hours
This course will examine the major groups which seek power in Latin America and the Caribbean, and analyze the various strategies they use including revolution, populism, democratic reform, socialism and military authority. The prospects for modernization will be drawn from a variety of Latin American and Caribbean countries. The course includes discussion of the role of foreign nations in the politics of this area.
Prerequisite: ENA/ENG099, MAT095/MAB095, SSS100 or SSB110

SSP240 Crime and Punishment
3 credits; 3 hours
This course deals with the purposes and problems of penal systems, old and new, rational and international. The course will investigate the relationship between the criminal, punishment, society, and politics. Selected famous cases will be studied in detail as will the American criminal justice system and the issue of the death penalty.
Prerequisite: ENA/ENG099, SSS100 or SSB110

SSP245 Law and Human Rights in America
3 credits; 3 hours
This course will focus on the legal aspects of human rights issues in America. Starting with the origins of democracy and the Bill of Rights, students will explore major Supreme Court cases and Constitutional amendments dealing with such topics as freedom of speech, freedom of the press, freedom of religion, the right to vote, equality before the law, and the rights of the accused. Contemporary topics such as abortion, privacy, and gun control will also be discussed in a legal context.
Prerequisite: ENA/ENG099, SSS100 or SSB110

SSP250 Political Ideas and Ideologies
3 credits; 3 hours
This course explores the relationship between political ideas and practice. Political ideologies such as liberalism, conservatism, socialism, and liberation ideologies (feminist, black, and gay/lesbian) are examined in their historical development. The relationship between their goals and the methods used to achieve them is analyzed and criticized. The relevance of these ideologies for understanding current political issues is discussed. Readings include original theories of politics as well as commentaries upon them.
Prerequisite: ENA/ENG099, SSS100 or SSB110

SSN190 Leadership
3 credits; 3 hours
This course explores alternative leadership theories and styles. It focuses on leadership within the urban context and on the importance of New York City figures such as Boss Tweed, Fiorello H. LaGuardia and Shirley Chisholm. Special reference will be made to the particular leadership problems presented by cities. The course will include speakers and field trips to centers of leadership in New York City, either on the citywide or community level, in the public or private sector.
Prerequisite: ENA/ENG099, SSS100 or SSB110 or SSE101 or SSY101

SSN192 Practial Politics in New York City
3 credits; 3 hours
This course examines New York City as a unique political entity within the context of urban politics in America. It explores the roles of elected officials, community boards,
unions, minority groups and business interests in political decision making. The course includes guest speakers and field trips.

Prerequisite: ENA/ENG099, SSI100 or SSB110 or SSE101 or SSY101

SSY210 The Politics of Sexuality
3 credits; 3 hours
This course explores how urbanization and socio-economic development have made sexuality a political issue. Topics are discussed from a cross-cultural perspective and include separation of sexuality from reproduction, AIDS, alternative definitions of family, the extent of personal freedom as compared with social control of sexual expression, and others. Special attention is given to how these topics are addressed through feminist, religious, gay/lesbian and other movements. At least two field trips are required.

Prerequisite: ENA/ENG099, MAT095/MAB095, SSI100 or SSB110 or SSE101 or SSY101

Psychology

SSY101/SSB102 General Psychology
3 credits; 3 hours
This is an introduction to some of the major fields of study in the science of psychology. Areas covered include learning, perception, theories of personality, mental illness and therapy, social psychology, and the research methods of psychology.

Prerequisite for Occupational Therapy, Nursing, Physical Therapy, Veterinary Technology majors: CSE099, ENA/ENG099
For all others: ENA/ENG099, SSI100 or SSB110

SSY200 Personality
3 credits; 3 hours
Theories, methods, and selected issues in the field of personality will be discussed in the context of achieving greater self-awareness and insight into the behavior of others. Among the topics discussed are: psychodynamic, behavioristic and phenomenological theories of personality types and traits, the achievement of self-knowledge, psychological testing and personality research methods.

Prerequisite: SSY101

SSY205 Psychology of Women
3 credits; 3 hours
This course will critically examine gender bias and gender exclusion in research and theory in psychology. The topics will include interconnections between biology and gender, focusing on the psychological factors of menstruation, sexuality, pregnancy, childbirth, motherhood, abortion, and menopause. The course will focus on the experiences of women of different racial and ethnic backgrounds and examine how these biological functions shape their identity. Throughout the course, students will critically examine the social and political contexts that define women's bodies and familiarize themselves with critical feminist consciousness.

Prerequisite: SSY101

SSY210 Principles of Behavior Management
3 credits; 3 hours
This course will provide students with an overview of behavior modification principles, which are based on theories of learning in relation to the acquisition, maintenance and modification of human behavior. The course focuses on the specific application of these principles to special needs populations. Topics will include assessment and data collection techniques, design of effective multicultural behavioral programs and ethical issues in behavior treatment.

Prerequisite: ENG101, SSY101

SSY220 Abnormal Psychology
3 credits; 3 hours
This course introduces the major categories of mental illness, their symptoms, causes and treatment. Among the mental disorders covered are personality, anxiety, schizophrenic, and affective disorders. Theoretical models for understanding mental disorders are discussed.

Prerequisite: SSY101

SSY240 Developmental Psychology I
3 credits; 3 hours
This course examines the physiological and psychological factors in individual development from birth through adolescence. It includes a study of emotional and behavioral disorders of children as well as principles of child guidance. Issues such as battering, drug usage and discipline will be discussed. The course emphasizes cognitive, moral and personality development.

Prerequisite: SSY101

SSY241 Developmental Psychology II
3 credits; 3 hours
This course examines the biological, psychological, and social changes of adulthood and the principles underlying these changes. The course explores such topics as social sex roles, self-identity, self-esteem, worker productivity, ideas and values. Students will learn about adult life crisis issues such as marriage, divorce, mid-life crisis, menopause, unemployment and aging.

Prerequisite: SSY101

SSY250 Social Psychology
3 credits; 3 hours
This course examines how the individual's personality is affected by the influences of other people and the physical environment. Among the topics discussed are: forming attitudes, conformity in groups, helping others, prejudice, and environmental stress. Research methods will also be introduced.

Prerequisite: SSY101

SSY260 Group Dynamics
3 credits; 3 hours
This is an introduction to the theory, research and practice of group dynamics and small group interaction in a variety of settings. Methods and techniques utilized in the investigation of small group processes will be demonstrated and critically examined. Through participation in role playing and small group interaction, students will be introduced to basic principles of interpersonal and group dynamics in families, groups, and at work.

Prerequisite: SSY101

SSY314 Urban Studies: Environmental Psychology
3 credits; 3 hours
This course explores the relationship between the urban physical environment and human behavior. Topics to be considered include the effects of personal space, noise, crime, crowding, architectural design, and urban blight on the actions and feelings of urban dwellers. Two field trips in this course will be based on research projects aimed at understanding behavior in such settings as subways, parks, and neighborhoods.

Prerequisite: ENA/ENG099, MAT095/MAB095, SSI100 or SSB110 or SSE101 or SSY101

SSY330 Urban Black Psychology
3 credits; 3 hours
This course introduces students to psychological theories and issues relating to blacks in America. Emphasizing the shift from rural to urban environments, it examines the impact of slavery and racism on blacks. With special reference to New York City, the course investigates the relationships between black personality and family, education, work, culture, and mental health. There will be field trips to Harlem and to a community mental health center.

Prerequisite: ENA/ENG099, SSI100 or SSB110 or SSE101 or SSY101
Sociology

SSS100/SSB110 Introduction to Sociology
Contemporary Society
3 credits; 3 hours
This course offers students information and ideas with which to understand the social factors of human life. It places the study of social interaction, social processes, and social institutions in an historical context. It examines the human condition with particular reference to work, to culture, to personality, to ethnicity, class and gender relations, as well as to economic and political institutions. (SSB110 is the bilingual version of SSS100.)
Prerequisite: CSE099, ENA/ENG099
Prerequisite for SSS110: CSE099, ESB/ESH/ESL/ESR098
Pre- or Corequisite for SSB110: ESL/ESR099

SSD/CIS105 Computers and Society
3 credits; 4 hours
This course examines the relationship between human values, society and technology. It begins with an explanation of how computers work and then investigates how technology affects such issues as jobs, privacy, and education. Lab work is included.
Prerequisite: CSE099, ENA/ENG099, MAT095/MAB095

SSS210 Women in Society
3 credits; 3 hours
This course examines the role of women in society from historical and cross-cultural perspectives. It will examine women's psychological issues, economic functions and their relationships to social institutions. The debates surrounding women at work, women in politics and women's movements will be discussed.
Prerequisite: ENA/ENG099, SSS100 or SSB110

SSN186 Sociology of the Black Community
3 credits; 3 hours
This course is about the social dynamics of Black communities in urban America. With special reference to New York City, it examines the socialization process, the family, education, and organizational life within urban Black communities. Current problems and future prospects for the urban Black community are discussed. Field trips to communities such as Harlem and Bedford Stuyvesant are included.
Prerequisite: ENA/ENG099, MAT095/MAB095, SSS100 or SSB110 or SSE101 or SSY101

SSS137 Urban Sociology
3 credits; 3 hours
This course examines changing ideas about the city and the changing impact of the city on American lifestyles. With special reference to New York City, the course explores the origins and the social structure of the city. It focuses on the relationship of class to family, gender, education, ethnicity, religion, politics and economics. Visits to housing projects, community organizations, or service delivery agencies will familiarize the students with the issues of planning and change in the city.
Prerequisite: ENA/ENG099, MAT095/MAB095, SSS100 or SSB110 or SSE101 or SSY101
Prerequisite for Computer Technology majors: CSE099, ENA/ENG099, MAT095/MAB095

SSN/ENN193 Ideal Societies
3 credits; 3 hours
This course is designed to help students understand utopian movements in urban society from historical, psychological and sociological perspectives. This course will focus on both the causes for creating utopian experiments and the ways in which utopias approach family structure, religion, education, power, and economic organization. Literary versions of utopian communities will be studied. Field trips may be taken to such places as Roosevelt Island and Shaker Village.
Prerequisite: ENA/ENG099, SSS100 or SSB110 or SSE101 or SSY101

SSN194 Religion and Social Change
3 credits; 3 hours
This course will trace the evolution of traditional and nontraditional religions among various groups within the New York City religious community. The course will focus on Latin groups and Eastern religions as well as social action projects sponsored by mainline major denomination groups. Field interviews by students will be made.
Prerequisite: ENA/ENG099, MAT095/MAB095, SSS100 or SSB110 or SSE101 or SSY101

SSS102 Social Movements
3 credits; 3 hours
This course examines the political, cultural conditions and processes involved in the formation and functioning of social movements. Social movements are understood as the organized, collective efforts of people to influence the direction of social change. Against the background of a broad historical and cross-cultural perspective, emphasis will be on social movements in the USA, including the labor movement, the civil rights movement and the women's movement. There will be at least two field trips.
Prerequisite: SSS100 or SSB110 or SSE101 or SSY101 or SSB102

SSS175 Sociology of Organizations
3 credits; 3 hours
This course will analyze the social structure and dynamics of large scale organizations such as the corporation, the government agency, and the labor union. It will examine the significance of these organizations in the larger world as well as investigate the social worlds which exist within these organizations. Through this course, the student will come to understand the interaction between individual personality and bureaucratic structure.
Prerequisite: ENA/ENG099, SSS100 or SSB110

SSS185 Sociology of Education
3 credits; 3 hours
This course examines the concepts culture and community and their applications to the nature and purpose of education, and the role of government. This course will also examine current debates in the field, including the role of teachers and teacher education.

SSS190 Sociology of the American Deaf Communities
3 credits; 3 hours
This course examines the social, cultural, political, and economic forces that have shaped the relationships between educational institutions and society. The course will look at such factors as family, economic status, community, and the role of education and the role of government. This course will also examine current debates in the field, including the role of teachers and teacher education.

SSS220 Sociology of the Family
3 credits; 3 hours
This course examines the contemporary American family from historical and cross-cultural perspectives. It considers sub-cultural variations within American society, the influence of industrial and technological changes on family life, relationship of socialization to personality development, and the roles of family members in the family life cycle.
HEGIS Codes

All degree and certificate programs offered by LaGuardia Community College are registered with the New York State Education Department. Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards.

The following is an official list of State approved programs, HEGIS (Higher Education General Information System) codes and approved degrees.

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

<table>
<thead>
<tr>
<th>N.Y.S. Program Name</th>
<th>N.Y.S. Degree Approved</th>
<th>H.E.G.I.S. Code No.</th>
</tr>
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<tbody>
<tr>
<td>Accounting</td>
<td>AAS</td>
<td>5002</td>
</tr>
<tr>
<td>Business Administration</td>
<td>AAS</td>
<td>5004</td>
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<td>Business Management</td>
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<td>Administrative Assistant</td>
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<td>5005</td>
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<td>Word Processing Specialist</td>
<td>CERT</td>
<td>5005</td>
</tr>
<tr>
<td>Microcomputer Systems &amp; Applications</td>
<td>AAS</td>
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<tr>
<td>Commercial Photography</td>
<td>CERT</td>
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<tr>
<td>Commercial Photography</td>
<td>AAS</td>
<td>5007</td>
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<td>Travel and Tourism</td>
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<td>Paralegal Studies</td>
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<tr>
<td>Programming and Systems</td>
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<td>Computer Science</td>
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<td>Computer Operations</td>
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<td>New Media Technology</td>
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<td>Physical Therapist Assistant</td>
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<td>5219</td>
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<tr>
<td>Emergency Medical Technician/Paramedic</td>
<td>AAS</td>
<td>5299</td>
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<tr>
<td>Mortuary Science/Academ/Academy/McAllister Institute</td>
<td>AAS</td>
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<td>Dietetic Technician</td>
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<tr>
<td>Commercial Foodservice Management</td>
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<td>Human Services: Child Development</td>
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<td>Education Associate: The Bilingual Child</td>
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<td>Human Services: Gerontology</td>
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<td>Fine Arts</td>
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<td>Liberal Arts: Social Sciences &amp; Humanities</td>
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<td>5622</td>
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<tr>
<td>Liberal Arts: Mathematics and Science</td>
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<tr>
<td>AA/B.S. Program in Liberal Arts/Childhood Education</td>
<td>AA/B.S.</td>
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<td>(with Queens College)</td>
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<tr>
<td>AA/A.A. Program in Liberal Arts/Secondary Education</td>
<td>AA/BA</td>
<td>5649</td>
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<td>(with Queens College)</td>
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</table>

Note: In compliance with Federal regulation, it is the policy of LaGuardia Community College to recruit, employ, retain and promote employees, and to admit and provide services for students without regard to sex, age, race, color, religion or handicap. As a public college, LaGuardia Community College believes, in accordance with the requirements of Title IX of the Education Amendments Acts of 1972 and the implementing Federal regulations, in a policy of non-discrimination on the basis of sex in the operation of the College's educational programs and activities. Federal requirements of non-discrimination on the basis of sex include employment by the College and admissions to LaGuardia Community College.
One of the major premises underlying LaGuardia’s educational model is that learning takes place in many different settings, both in and outside the classroom. Through the Cooperative Education Department, the college provides students with internship experiences that enable them to realize their full potential in work, education and everyday life. The Co-op internship program offers students the opportunity to learn through meaningful experiences in the workplace. These experiences help students to:

- explore various career options or confirm career plans;
- apply classroom learning to real work situations;
- develop core competencies in the context of the workplace;
- practice and strengthen interpersonal and technical skills.

All day students are required to take a specific number of internships depending on their major. Internships are also required for extended day students in the following specialized curricular areas: Human Services, Occupational Therapy Assistant, Veterinary Technology, Dietetic Technology, AA/BA Program in Liberal Arts/Education, Education Associate: The Bilingual Child, Physical Therapist Assistant, and School Foodservice Management.

Students in these specialized curricular areas should consult with their departments for specific guidelines regarding their cooperative education requirements.

While on their internships, students take seminar classes that provide a framework for analyzing and evaluating their internship experiences. Students are evaluated and graded for each internship and seminar. They receive credits and a grade for each successfully completed internship and seminar pair.

While Cooperative Education is optional for extended day students in other majors, it is highly recommended for students who are considering career changes or advancement or who are undecided about their career choice. Cooperative Education can also be helpful to extended day students seeking to develop specific personal and professional skills.

♦ The Program

Cooperative Education: Gateway to the Workplace – The First Step

Prior to the first internship, students take the Gateway to the Workplace course. All students should register for this course as soon as possible after completing 15 credits and the introductory course in their major. The purpose of the course is to:

- explain the objectives, procedures and requirements of the Co-op Program and the value of experienced-based learning;
- help students understand the changing nature of the workplace and the technological, social, economic and global forces transforming work;
- explain the significant role diversity plays in the workplace;
- explain the importance of assessing one’s own skills, values and accomplishments and their relationship to career decisionmaking and workplace access;
- explain the role played by ongoing education and continuous learning in career development and workplace access;
- enable students to define, describe and apply five essential workplace competencies and understand how they enhance one’s access to and advancement in the workplace;
- enable students to develop a satisfactory resume;
- enable students to successfully complete the simulated interview;
- help students develop written learning objectives and select appropriate internships based on those objectives.

The Gateway to the Workplace course is taught by a faculty member in the Cooperative Education Department. Generally this person becomes the Co-op Faculty Advisor for students in a given
Gateway course. Co-op Faculty Advisors work closely with students throughout their co-op experience. The Co-op Faculty Advisor guides students through the program, advises them in the selection of internships based on their career, personal, and educational objectives, and helps them to assess what has been learned through their internships and seminars.

The Internship

While on internships, students work as regular employees of the companies in which they are placed. They are expected to follow the rules and regulations of the company and perform their duties as would any other employee. During the internship, students are visited by the Co-op faculty member who placed them. Co-op faculty are available throughout the term should problems arise.

Students’ performances are evaluated by their supervisors. The evaluation forms a major part of the final grade for the co-op experience. Grading is discussed in greater detail later in this section.

Students choose their internships from over 350 cooperating companies and organizations. The internships span a wide range of fields including accounting, business, education, the liberal arts, natural and applied sciences, computer related fields, and office technology.

The Cooperative Education Department develops internships based on the interests and needs of students and job market conditions. Students may also develop their own internships or use existing jobs as internships. In order to do so, interested students must first receive permission from their Co-op Faculty Advisors.

The Internship Seminar

LaGuardia Community College believes in the value of linking work experience with opportunities for critical analysis and reflection. While on their internships students return to the college to attend Internship Seminars. The seminar curriculum provides a framework for analyzing and evaluating students’ internship experiences.

The purpose of the seminar is to enable students to:
- gain meaning from the day-to-day occurrences of their internships in order to broaden their understanding of theoretical concepts as they apply to real life situations;
- develop insights into the relationship of the self to work and to the larger society by understanding their own values and strengthening an awareness and appreciation of differences;
- understand the steps required in the career decision-making process to plan for professional mobility and lifelong learning; and
- develop the personal and professional skills and strategies that will facilitate success in the next stages of life.

Co-op seminar descriptions

Below you will find listed the seminars offered by the division of cooperative education for students on internships. The “All Major” seminars may be selected by students of most majors and in any sequence. Selections should be made in consultation with the co-op advisor prior to registration. The “Major Specific” seminars also need to be selected with the co-op advisor, but are designed for particular program curricula, and with a particular sequence. (See also Cooperative Education Policies.)

All major seminars

CPA041 Critical Reflection and Learning at Work: This seminar will identify experiential learning strategies and techniques that will help students maximize the learning potential of their internships. Topics covered will include theories, principles and practices of experiential education; an exploration of values, culture and ethics at work; an essential skills approach to task/skill analysis; interpersonal and communication skills; internal and external factors affecting work; organizational structure; and personal development. Self-reflection, group work, written assignments, on-line written work, and readings will be used throughout the course.

CPB041 Fundamentals of Career Advancement: This seminar is designed to enhance career decision-making skills. Each student will be engaged in the process of solving his or her current career dilemma. Other topics include planning for further education, career networking, using career information, and learning from work experience.

CPC 041 The Future of Work: This seminar explores the changes in the workplace due to the trend of advancing technologies and the closely related trend of globalization. It will discuss the emerging New Economy and how it is altering key aspects of our working lives as well as our lives outside paid work. The seminar will also investigate the technological and organizational changes that have occurred in the workplace during the past few decades. Students will be asked to analyze their current internship experience in the light of the changing American and global economy. This seminar is also offered in an on-line format during selected terms.

Major specific seminars

CPA011 & CPB011 Introduction to Teaching—Parts I & II: Students on either first or second internships in educational settings may take this combined seminar. The focus is on the players in the classroom—teachers, other participating adults and children; factors which influence the classroom, both in and out of school; the refinement of observation and communication skills essential for investigating a variety of classroom issues. Seminar topics will also focus on classroom management, children’s learning and behavior, as well as addressing the negative and encouraging the positive.

CPA040 Animal Research: This seminar is designed to increase awareness of the workplace in the research animal field. Topics include principles of research, governmental ordinances, professional behavior and development, ethics and humane animal care. Emphasis will be placed on the career choice and development as a laboratory animal technician. This seminar accompanies a part-time internship in animal research.

CPB040 Veterinary Practice: This seminar is designed to increase awareness of veterinary medicine as a business. Topics include veterinary practice management, legal implications, ethics and professional development and behavior. Emphasis will be placed on the career choice and the role of the licensed veterinary technician. This seminar accompanies a full-time internship in a small animal practice.
Cooperative Education Policies

The following is a list of some of the basic policies of the Cooperative Education Department. For additional information about the Cooperative Education program and its policies, please contact the central office of the Cooperative Education Department, M-204, at (718) 482-5204.

Internship requirements

As stated before, as part of the requirements for the LaGuardia degree, all day students as well as extended day students in the following specialized curricular areas are required to successfully complete Cooperative Education courses:

- Human Services
- Occupational Therapy Assistant
- Veterinary Technology
- Dietetic Technology
- AA/BA Program in Liberal Arts/Education
- Education Associate: The Bilingual Child
- Physical Therapist Assistant
- School Foodservice Management

Students in these specialized curricular areas should consult with their departments for specific guidelines regarding their cooperative education requirements.

A Cooperative Education course is defined as an internship and a seminar.

Credits are awarded for each course. Placement on internships is determined by a student’s interests, needs, and academic progress and the availability of appropriate internships.

Prerequisites to internships

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

- completion or waiver of basic skills courses as specified by the Cooperative Education Department;
- completion of the Gateway to the Workplace course;
- evidence of satisfactory academic progress. Students are required to have at least a 2.0 cumulative grade point average the term prior to each internship; and
- completion of the appropriate introductory or other prerequisite courses in the student’s major.

Responsibility for deciding whether a student is ready to go out on an internship rests with the student’s Co-op Faculty Advisor. Appeal of this decision should be addressed to the Chair of the Cooperative Education Department.

The Internship Seminar

Part of the Co-op requirement is the successful completion of an internship seminar. The seminar is normally taken during each internship term. In special cases, a student’s Co-op Faculty Advisor may approve taking the seminar in a subsequent term. In unique circumstances, a student may make arrangements with the Co-op Faculty Advisor for an individualized project in place of a seminar.

Grading

The Cooperative Education grade is determined by the degree to which a student meets the requirements for both the internship and the internship seminar. The internship and seminar grades each contribute 50% toward the final grade. Students must pass both the internship and the seminars to receive a passing grade for the cooperative education course. Students must meet with their Co-op Faculty Advisor for a final evaluation conference during the early weeks of the term following their internship to receive a final grade. Failure to do so will result in a failing grade for the cooperative education course.

The internship grade is based on the Co-op Faculty Advisor’s on-site visit evaluation, the employer evaluation, and the student’s progress toward achieving learning objectives as described in a Final Evaluation seminar essay.

The seminar grade is based on grades received on class assignments, classroom participation and attendance.

The Co-op Faculty Advisor determines the final Cooperative Education grade based on the above two grades. Only the final grade will appear on the student’s transcript.

The Cooperative Education Department does not place or grant further cooperative education credit to a student who has received two F grades in cooperative education courses. Appeals may be made to the Academic Standing Committee.

Financial aid and Co-op

By Federal law, projected co-op earnings, minus expenses, will be applied against all financial aid awards other than TAP and PELL. Students must consult with their Co-op Faculty Advisor and a Financial Aid Counselor to determine how their financial aid will be affected.

Taking courses during an internship

Students on internships are permitted to take academic coursework, as long as it does not conflict with their internship and seminar. It is generally considered inadvisable for students to take more than 6 credits of academic coursework while taking a full-time internship.

Foreign students with temporary non-immigrant status

All day students, as well as extended day students in certain specialized curricular areas (see Internship Requirements section on page 102), attending LaGuardia Community College with temporary non-immigrant status are required to complete the Cooperative Education course requirements in order to graduate. They must inform their Co-op Faculty Advisor of their status and meet with the college’s Foreign Student Advisor, M-144, who will explain and help process the steps necessary to receive official authorization from the Immigration and Naturalization Service to work. This must be done before each internship begins.

The seminar grade is based on grades received on class assignments, classroom participation and attendance.

The Co-op Faculty Advisor determines the final Cooperative Education grade based on the above two grades. Only the final grade will appear on the student’s transcript.

The Cooperative Education Department does not place or grant further cooperative education credit to a student who has received two F grades in cooperative education courses. Appeals may be made to the Academic Standing Committee.

Financial aid and Co-op

By Federal law, projected co-op earnings, minus expenses, will be applied against all financial aid awards other than TAP and PELL. Students must consult with their Co-op Faculty Advisor and a Financial Aid Counselor to determine how their financial aid will be affected.

Taking courses during an internship

Students on internships are permitted to take academic coursework, as long as it does not conflict with their internship and seminar. It is generally considered inadvisable for students to take more than 6 credits of academic coursework while taking a full-time internship.

Foreign students with temporary non-immigrant status

All day students, as well as extended day students in certain specialized curricular areas (see Internship Requirements section on page 102), attending LaGuardia Community College with temporary non-immigrant status are required to complete the Cooperative Education course requirements in order to graduate. They must inform their Co-op Faculty Advisor of their status and meet with the college’s Foreign Student Advisor, M-144, who will explain and help process the steps necessary to receive official authorization from the Immigration and Naturalization Service to work. This must be done before each internship begins.
Academic Requirements and Policies

**Academic Requirements**
Students must successfully complete a specified number of required courses prior to graduation. Students can review their individual academic requirements anytime at www.laguardia.edu/DegreeWorks. The number of courses required differs with each major and also depends on the amount of basic skills work needed as explained below. It is important that students consult each semester with a counselor or faculty advisor to arrange an appropriate sequence of courses. The basic skills, ESL, and college-wide requirements are outlined in this section.

**Cooperative Education**
As part of the requirements for the LaGuardia degree, all day students are required to complete successfully Cooperative Education courses or their equivalent. In addition, extended day students in the following specialized curricular areas are also required to complete successfully Cooperative Education courses or their equivalent: Human Services, Occupational Therapy Assistant, Veterinary Technology, Dietetic Technology, AA/BA Program in Liberal Arts/Education, Education Associate: The Bilingual Child, Physical Therapist Assistant, and School Foodservice Management. Students in these specialized curricular areas should consult with their departments for specific guidelines regarding their Cooperative Education requirements.

A Cooperative Education course is defined as an internship and a seminar. Credits are awarded for each course. For further discussion of the Cooperative Education program and requirements, please refer to the Cooperative Education section of this catalog.

**Basic Skills Program**
To be successful at LaGuardia, all students must be able to use reading, writing, and mathematical skills. The college offers a comprehensive basic skills program to help students achieve success in their college careers.

The Basic Skills Program includes:
1. careful evaluation of each student's basic skills needs;
2. a variety of courses in reading, writing, and mathematics geared to specific skill levels; and
3. extensive counseling help in making academic, vocational, and personal decisions.

Since basic skills courses are designed to teach skills needed in other subjects, students are required to attend these courses regularly and to complete these courses during their first 36 credits earned at the college. Students who need to take several basic skills courses should expect to take extra time to complete all of their LaGuardia degree requirements.

**Evaluation and placement**
The basic skills course requirements for each student are determined by scores on the placement tests. When students report for their first semester registration appointment, they meet with counselors to review their initial placement and plan their first semester programs. No degree or certificate student will be permitted to register for classes without having taken the placement tests.

Students who do not pass one or more of the three parts of the placement test must take a retest when they complete their basic skills courses in that area. All three parts of the test must be passed while at LaGuardia if a student wishes to transfer to a four-year college in CUNY.

**Basic skills courses**
For detailed descriptions of these courses, please refer to the Course Description section of the catalog. In general, students are required to complete each course in the sequence to which they are assigned from the point of their initial placement.

**Writing:** There are generally two Basic Writing courses: Basic Writing (ENA099) for those students who are placed into CSE095, and Basic Writing (ENG099) for those students who are placed into CSE099. Students who receive an “R” or “F” grade in ENA099 cannot repeat this course but must take ENG099 instead. Students taking ENG099 who are waived from or have successfully completed CSE099 may also register for an introductory course in their major.

Note: Students who receive an “R” or “F” grade in ENG099 but
who successfully completed an introductory course in their major may not proceed to advanced-level courses in their major until they successfully complete ENG099. However, they may register for another introductory course.

**Reading:** There is one Basic Reading sequence: Essentials of Reading I (CSE095) followed by Essentials of Reading II (CSE099).

**Mathematics:** There is one Basic Math sequence: Essentials of Mathematics I (MAT095/MAB095) followed by Essentials of Mathematics II (MAT096/MAB096).

Students who are required to take ENA/G099, CSE095, and MAT095 or MAT096 are recommended to take all of these courses in their first semester.

Students must pass the mathematics re-test to earn a passing grade in MAT096/MAB096 and to be able to register for higher-level math courses.

The University has stated that as of Fall 2000, students must pass a retest in all basic skills programs into which they have originally been placed to exit from the program.

**Tutorial laboratories and services**

Each of the basic skills departments provides, in addition to classroom instruction, individual or small-group tutoring services.

The Writing Center offers help in all areas of writing, from grammar through complex essays and reports. Peer tutors, students who have successfully completed ENG104, provide a portion of the tutoring services.

The mathematics lab, the reading lab, and the communication lab all provide personal tutoring, as well as audio-visual aids to help students master basic skills and concepts necessary for success in college and for a career.

**Pairs and clusters**

At times, the college may link sections of two or more courses in “pairs,” “clusters,” or “Freshman Interest Groups (FIGS).” The purpose of this linking is to enable students to see connections between subjects by offering an integrated, multidisciplinary, educational experience.

Some students, depending on their initial placement and/or career goals, may be required to register for a pair or cluster of courses. Other students may elect to take sections which are paired or clustered.

**Express courses**

During intersession periods, the college may offer express courses. Express courses offer students the opportunity to advance in basic skills areas by taking concentrated periods of computer-based instruction. The college currently offers express courses in writing, reading, math, and ESL.

Students eligible to participate in express courses will be invited to apply by the college.

**English as a Second Language (ESL)**

LaGuardia Community College offers through its English as a Second Language Program, a three-level, integrated language skills program for students whose native language is not English. Students are placed in the program on the basis of their writing scores on a placement test. Students who do not qualify for ESL college courses may be referred to the CLIP Program. ESL courses offer intensive instruction in reading, writing, speaking, and listening. The sequence ranges from a beginners-level course designed for students with little or no English to an advanced course focusing on expository writing and critical reading skills. In addition, the ESL lab provides individual and small group tutoring.

The ESL sequence consists of the following courses:

- ESL II (ESB097/ESH097/ESL097), ESL III (ESB098/ESH098/ESL098), and ESL IV (ESL099). ESL for Select Readers (ESR098 and ESR099) are offered to new students based on high reading scores on the placement test. Students who receive an “R” or “F” grade in ESR098 or ESR099 cannot repeat these courses but must take ESB/ESH/ESL098 or ESL099 instead.

Students are generally required to complete the ESL sequence from the point of initial placement. Once the ESL sequence is completed, students can expect to take ENG099. For detailed descriptions of the courses, please refer to the Course Description section of the catalog.

**Liberal Arts Elective Requirements**

In general, courses offered by the departments of English, Humanities, Library, Mathematics, Natural and Applied Sciences, and Social Science are considered liberal arts courses and may be used to fulfill the liberal arts elective requirements specified in each degree program.

Liberal arts electives provide you with a valuable opportunity to round out your academic program. They can also help you prepare for transfer to four-year colleges and help you meet the liberal arts distribution requirements at those schools. Most courses offered by the above-mentioned departments can be used to fulfill the liberal arts elective requirement.

**Courses that DO NOT count as Liberal Arts**

Courses that are listed below cannot be used to fulfill the liberal arts requirement but may be used as unrestricted elective credit.

**Accounting/Managerial Studies**

All courses

**Communication Skills**

CSE095 Essentials of Reading I
CSE099 Essentials of Reading II
CSE103 Advanced Reading and Study
CSE105 Vocabulary Enhancement
CSE200 Speed Reading

**Computer Information Systems**

All courses

**Cooperative Education**

All courses

**English**

ENA099 Basic Writing
ENG099 Basic Writing
ENG110/ESL110 English Grammar Syntax
ENG112 Writing for Business

**English as a Second Language**

ESB097 ESL II for Business and Computers
ESB098 ESL III for Business and Computers
ESH097 ESL II for Science and Health
ESH098 ESL III for Science and Health
ESL097 ESL II
ESL098 ESL III
ESL099 ESL IV
ESR098 ESL III for Select Readers
ESR099 ESL IV for Select Readers
ESL/ENG110 English Grammar and Syntax

**Humanities**

HUA103 Beginning Drawing
HUA104 Introduction to Design
HUA106 Three-Dimensional Design
HUA110 Beginning Painting
HUA115 Color Theory
HUA120 Beginning Sculpture
HUA125 Computer Art
HUA130 Beginning Photography
HUA145 Studio Lighting I
HUA155 The View Camera, Large Format Photography
LaGuardia Community College is proud of its unique urban study requirement. It reflects the college’s commitment to the communities it serves and to its students as the future leaders of those communities. Urban study courses promote a multi-disciplinary understanding of the urban environment enriched by a hands-on, experimental approach to learning in and through the city.

At least one urban study course must be completed by each degree candidate for graduation. A course taken at an accredited college in New York City that fulfills the criteria for the urban study course and is the equivalent of an existing LaGuardia urban study course may fulfill the urban study requirement. Some urban study courses will be offered each semester. Some urban study courses also fulfill the liberal arts elective requirement. Others fulfill only the unrestricted elective requirement. Urban study courses:

1. Focus primarily on aspects of urban life and help students understand some aspects – cultural, historical, political, sociological, economic, ecological – of New York City.
2. Explore systematically and visit resources within New York City in order to introduce or reinforce course concepts; at least two or more field trips will be made during the semester; and
3. Are scheduled in a mode which facilitates the use of the city as a learning laboratory and permits follow-through of conceptual material in the classroom.

The following is a list, by department, of urban study courses:

**Accounting/Managerial Studies**
AMN195 Profile and Prospects of Business in New York City
AMN211 Travel, Tourism and Hospitality Marketing

**English**
ENN191 Art, Politics and Protest
ENN/SSN193 Ideal Societies
ENN195 Violence in American Art and Culture
ENN198 Creative Writing
ENN240 Literature of the City

**Human Services**
HSN103 Community Dynamics: Impact on Human Services
HSN110 Perspectives on Homelessness

**Humanities**
HUN101 Introduction to Bilingualism
HUN/SSN180 Introduction to Intercultural Communication
HUN192 Art and Society
HUN194 Puerto Rican Community: Minority Group Experience
HUN196 Film and New York City
HUN245 The New York Theatre Experience

**Natural and Applied Sciences**
SCN101 Introduction to Veterinary Technology
SCN194 AIDS in New York City
SCN195 Community Health

**Social Science**
SSN/AMN180 Introduction to Intercultural Communication
SSN181 Contemporary Urban Issues
SSN182 Urban Anthropology
SSN183 History of Minorities
SSN184 Environmental Psychology
SSN186 Sociology of the Black Community
SSN187 Urban Sociology
SSN189 The Urban Economy
SSN190 Leadership
SSN192 Practical Politics in New York City
SSN/ENN193 Ideal Societies
SSN194 Religion and Social Change
SSN199 Neighborhood History
SSN210 The Politics of Sexuality
SSN240 History of New York City
SSN280 Urban Black Psychology

♦ Academic Policies

Academic policies are generally monitored through the Registrar's Office. The Registrar's Office, E-242, serves the students of LaGuardia in a variety of ways. In addition to coordinating and implementing the registration process, the Registrar's Office also provides the following services: distribution of the college's academic calendar, monitoring of academic standing, TAP, allied health candidacy, certification of student enrollment, transcript requests, tuition refund requests, verification of attendance, change of data (name, address, etc.), maintenance of student records, and readmission and reinstatement applications.

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

Academic Integrity

The college has established an Academic Integrity Policy that describes procedures and penalties for students who are suspected of academic dishonesty. This includes cheating, plagiarism, academic fraud, misconduct on internship or clinical affiliations, and bribery. Copies of the Academic Integrity Policy are available in the Student Government Office, the Student Life and Development Office, Counseling Cluster offices and the Library.

Academic Review

The academic records of all students are reviewed each semester, and probation and suspension letters are sent to students who do not meet the scholastic requirements at LaGuardia. Not having received a letter, however, does not excuse a student from knowing the policies and adhering to them. All students are responsible for maintaining their academic standing according to the college's retention policy.

Attendance Policy

Attendance in class is a requirement and will be considered in the evaluation of student performance. Instructors are required to keep an official record of student attendance. The maximum number of unexcused absences is limited to 15% of the number of class sessions.

Note: Absences are counted from the first day of class even if they are a result of late registration or change of program.

Day and Extended Day Status

After a student's first registration at the college, the student's day/extended day (evening) status cannot be changed.

Extended day classes are a continuation into the evening and weekend of scheduled credit classes.

To meet the special needs of adults who have work and family commitments, extended day courses are scheduled in a variety of patterns; these permit a student to take several courses while attending just two or three evenings a week. Some courses can be completed by attending classes only one evening a week or on Saturday or Sunday.

Extended day students may also take daytime courses as their personal needs dictate; similarly, day students may enroll in evening and weekend classes.

All students benefit from the basic college services: counseling and advisement, health services, instructional laboratory facilities, bookstore, cafeterias, recreation facilities, and administrative services, and are governed by the same general college policies and regulations.

Any questions concerning extended day classes can be directed to the Extended Day Office, M-412, or call (718) 482-5395.

♦ Academic Credits

Credit Load

The college does not require that students enroll for a minimum number of credits. A full-time program, however, is considered to be 12.0 credits or equated credits (eq. cr.) per semester. Many financial aid programs depend on full-time status. For further information consult with the Financial Aid Office, MB-10.

Full-time criteria

In order to be considered full-time, students must meet the conditions of one of the following categories:

1. be registered for 12.0 or more credits;
2. be taking at least a full-time Co-op Internship (3.0 credits and 12.0 eq. cr.);
3. be taking a part-time Co-op Internship and 6 additional eq. cr.;
4. be a first semester freshman and register for 3.0 credits and 12.0 eq. cr. (at least one of the courses must appear on the special value course list published in the Schedule of Classes); or
5. be registered for 6.0 credits and 12 tuition units (at least one of the courses must appear on the special value course list published in the Schedule of Classes).

Students may achieve their full-time status in Session I or take a combination of courses in Session I and II in order to achieve full-time status. Students must register for the Session II classes when they register for Session I or the Session II class may not be considered for financial aid. It is recommended that students attempt to be full-time in Session I.

Maximum equated credits per semester

Students may not register for more than 18 eq. cr. per 12-week session, or two courses (not to exceed 9 eq. cr.) per 6-week session. Exceptions may be granted through special permission. In order to receive special permission:

1. During advisement, students must consult with their faculty advisor or counselor to receive his or her recommendation.

   It is recommended that students planning to go out on full-time internship should not register for more than two courses during their internship. Students should consult with their Co-op Faculty Advisor in planning their academic schedule for that session; and

2. Students must obtain written permission from the Vice President of Academic Affairs or designee. To obtain approval, students must have completed all basic skills and have a GPA of 3.0.

Exemption Credit

Exemption credit from any course offered at LaGuardia may be granted on the basis of an examination or a project equivalent to the final requirement of the course. Equivalencies are determined by the faculty of the appropriate division or department and must be approved by the chairperson. To receive credit by exemption, the student should apply to the appropriate chairperson or designee.

The maximum number of exemption credits that can be counted toward a LaGuardia degree is 10. These 10 exemption credits may be applied toward LaGuardia's 30-credit residency requirement for a degree; a maximum of 6 exemption credits may be applied toward a certificate. Any transfer credits are applied in addition to exemption credits.

Note: Exemption credits are awarded to degree students only.
Independent Study and Individualized Course Credits

Independent study

The college offers students the opportunity to pursue independent study credit(s). This format is designed for the student who is self-motivated, self-disciplined, and capable of doing advanced work. Before registering for independent study credit(s), students must secure permission from the instructor and chairperson of the appropriate academic department. This permission form is available in the Registrar’s Office, E-242, and must be returned at registration. The completed permission form must also indicate the number of credits to be earned. The formal learning contract must be developed with the instructor and submitted to the Registrar’s Office. In addition:

1. The student must have successfully completed 36 credits;
2. The student must meet the requirements for individual study set by the specific department;
3. The contract must involve an in-depth exploration of a specific topic not within an existing course or it may involve an in-depth exploration of a specific topic within (but not duplicating) an existing course; and
4. The student may take a maximum of 6 credits of independent study and may not engage in more than 3 credits of independent study per session.

Note: A request for waiver may be made to the Office of Academic Affairs, M-400.

Individualized courses

At the discretion of the department, the college offers students the chance to accomplish the goals of pre-existing courses in a non-traditional mode. The project must be based on and fulfill the instructional and performance objectives of the existing courses. Students interested in pursuing such a project must meet departmental prerequisites for the existing courses and must provide a transcript of work already completed to the instructor. Students must also secure permission from the instructor and the chairperson of the appropriate academic department. The permission form is available in the Registrar’s Office, E-242, and must be returned at the time of registration. The formal learning contract must be developed and submitted to the Registrar’s Office by the deadline date. The course may be offered if any of the following conditions are met:

1. The student needs the course to graduate in the next semester;
2. The course is required for the student’s progress in a sequence;
3. The course has been cancelled by the college; or
4. The course won’t be offered in the current semester or the next session.

In addition:

1. The student may take a maximum of 6 credits of individualized courses but may not engage in more than 3 credits of individualized course study per session (A request for waiver may be made to the Office for Academic Affairs, M-400);
2. The student must meet departmental requirements of prerequisites for individualized course study;
3. The student and faculty member must have met and formalized a learning contract within stated time requirements; and
4. The course must be among those listed in the contract form. For independent study, a detailed description of course materials before advisement begins. The advisement process includes a discussion with a counselor or Faculty Advisor on students’ current academic progress, an evaluation of the courses to be completed and a decision on which courses to select for the next semester. Counselors or faculty members from the major assist students in this decision-making process.

Advisement is mandatory at LaGuardia for students with fewer than 30 credits. Students from selected majors and those in special programs must always obtain a signed advisement form. These students cannot proceed to registration unless they have a signed advisement form. Advisement is offered during the semester, prior to registration, during registration and during change of program. Any student who needs assistance can receive advisement regardless of their credit range.

Advisement tools

As part of the advisement process, incoming students receive an advisement packet which includes a general instruction brochure describing the enhanced semester, information on developmental skills, tuition, full-time status, documents needed for registration, financial aid newsletter, College Preparatory Initiative Booklet and an overview of the advisement/registration process.

New students receive an individualized Personal Education Plan (PEP) on their registration day. The PEP is a personalized advisement document listing the required developmental skills and introductory courses required in their major for both sessions.

Continuing students are invited to pick up their advisement materials before advisement begins. The advisement materials consist of: the next semester’s schedule of classes, advisement schedule for their major, advisement form, a checklist on how to be prepared for an
interaction with an advisor, and their degree audit, which can be accessed anytime and printed from www.laguardia.edu/DegreeWorks. Students may also use their college catalog to keep track of the degree requirements they meet.

LaGuardia’s advisement systems
Students are advised through different systems:

New students are advised at orientation and during New Student Registration. First semester students are advised in New Student Seminar.

ESL students are advised by counselors and the ESL faculty at registration.

College Discovery, COPE and Students with Disabilities, along with students majoring in Commercial Foodservice Management, Dietetic Technician, International Studies, Nursing, Occupational Therapy Assistant, School Foodservice Management, Physical Therapist Assistant, and Veterinary Technology must be advised each semester regardless of their credit range.

Liberal Arts and Science students are invited to meet with the Liberal Arts faculty and the Liberal Arts Coordinator during assigned advisement dates.

Accounting, Administrative Assistant, Commercial Photography, Computer Information Systems, Education, Education Associate: The Bilingual Child, Emergency Technician, Fine Arts, Human Services, Managerial Studies, Mortuary Science, Paralegal Studies, and Travel and Tourism students are advised individually by the Faculty Advisors from those majors during college-wide advisement.

Registration
There are only two registration periods per academic year: prior to the 12-week Fall session and prior to the 12-week Spring session. Students who wish to take classes during the 6-week sessions must register prior to the 12-week sessions. Some new students and readmitted students may be permitted to register for the six-week session; however, they will not be eligible for financial aid for the session. Registration is available on the college’s webpage www.laguardia.edu and on the telephone (718) 308-2000.

Late registration
Students will not be permitted to register for a course after the announced late registration deadline published in the Academic Calendar.

Withdrawal from courses
There are two mechanisms for students to drop courses: Change of Program and Official Withdrawal. During the change of program period, students must access the Registration system at www.laguardia.edu/coun to request changes. Credit will be given only for those courses that were added before the last day of the refund period, and/or if the student is employed to avoid academic liability and academic jeopardy. The documents are then reviewed by Health Center staff for approval.

Withdrawal from Cooperative Education
Termination or withdrawal from a cooperative education internship is subject to the approval of the student’s Co-op faculty advisor. It is recognized that termination of employment may be due to a variety of justifiable reasons. Therefore, each case will be handled individually by the Co-op faculty advisor, subject to normal grading procedures of review and appeal of Cooperative Education grades.

Medical Leave of Absence
Students may be permitted to take a Medical Leave of Absence if they can provide a physician’s statement that includes the diagnosis, prognosis and the disability period. Students are requested to file for a Medical Leave immediately following the onset of the disability and no later than six months following the semester the medical leave is requested for to avoid academic liability and academic jeopardy. The documents are then reviewed by Health Center staff for approval.

Federal regulations
Federal regulations stipulate that the Medical Leave of Absence is not to exceed 180 days within a twelve-month period. In the event that the leave exceeds this time period, it is considered a withdrawal and the return of all Title IV (Pell) funds apply.

Bursar
If your Medical Leave of Absence is effective after the first day of classes but within the tuition refund period, you will be charged a tuition liability. The term tuition liability refers to the percentage of tuition and fees a student owes based on original tuition charges. Please note: If you are entitled to a refund, the amount received is based on attendance verification. If the effective date on the Medical Leave of Absence is after the last day of the refund period, and/or if the attendance verification record indicates that you attended classes after the last day of the refund period, you are liable for all tuition and fees and NO REFUND IS DUE.

Please keep in mind how a Medical Leave of Absence affects your Financial Aid if you have paid for your registration with Pell and/or TAP. Please refer to the Schedule of Classes for liability dates.

Conditions regarding academic liability
Once a Medical Leave of Absence form is fully approved, you will receive a grade of “W” for all of your courses, regardless of the effective date of the Medical Leave.

Permit policy
LaGuardia students currently registered in good academic standing who wish to take one or two courses at another CUNY college may do so only by using the Permit procedure. Only degree-seeking students are eligible to apply to go on permit. At LaGuardia, courses allowed to be taken on permit are restricted to those which can legitimately be transferred back toward the LaGuardia degree. Under normal circumstances, only courses not being offered by LaGuardia in a particular semester will be considered. All courses completed on permit are recorded on the LaGuardia transcript with the actual grade earned and is calculated in the GPA. Students who are interested in taking courses on permit must secure approvals from the appropriate academic departments and the Registrar’s Office, and pay the tuition and fees to LaGuardia’s Bursar before beginning their studies at another institution. All of these procedures can be done electronically on the new CUNY E-Sims Permit. Come to the Registrar’s Office, E242, for further instructions. Credit will be given only for those
courses granted prior approval and indicated on the permit form on file in the Registrar’s Office.

Students from other CUNY colleges who wish to attend LaGuardia on permit must obtain the required permissions and make payment at their home college. They are eligible to register when the E-Permit has been approved by LaGuardia.

Note: LaGuardia students wishing to go out on permit to another CUNY college may do so during the 12-week sessions only. Students from other CUNY colleges may come into LaGuardia for all sessions.

Readmission to the College
All students who have not registered for classes for two or more semesters must apply for readmission. This includes those students who have been on a Medical Leave of Absence.

Readmission forms are available in the Registrar’s Office, E-242, and must be completed and returned by a deadline (approximately five weeks prior to the semester in which they would like to return.) Call the Registrar’s Office, (718) 492-7232, for exact deadlines. There is a non-refundable $10 readmission processing fee payable to the Bursar.

Students returning to the college within one year (two semesters) generally will be readmitted to the college under the same curriculum (major) requirements which were in effect at the time the student was admitted to the college. However, students returning after one year will be readmitted under the curriculum requirements in effect at the time of their readmission. In exceptional cases, where the new requirements create an unnecessary hardship (such as graduating with an excess of 72 credits), students will be eligible to petition the requirements and seek possible exception to this policy to the Academic Standing Committee. The decision of the committee is final.

Note: Readmission may be considered for the 6-week sessions, however, the student is not able to use financial aid for that session.

Reinstatement
Students on academic suspension may apply in writing for reinstatement during their period of suspension. Applications must be obtained at the Registrar’s Office, E-242, and returned before the deadline date, prior to the semester for which the student is applying for reinstatement. Students should call the Registrar’s Office for the reinstatement deadline. There is a $10 non-refundable reinstatement processing fee (even if the application is rejected) payable to the Bursar. If reinstated, students are expected to show substantial improvement in academic performance. Normally this will require maintaining a semester GPA of 3.00. Students who are reinstated and do not obtain a 3.00 GPA in the semester in which they are reinstated or do not improve their GPA to within retention policy standards are once more suspended. Students suspended twice are not allowed to register at the college again.

 Exceptions may be granted, only under unusual circumstances, by the Academic Standing Committee or its chairperson. The decision of the committee is final.

Note: Reinstatements are not considered for the 6-week sessions.

Academic Forgiveness Policy
Students who have been dismissed from or have not been in attendance at the College for a period of at least five years and whose academic record would prevent them from being reinstated under regular College policy/guidelines are able to be reinstated under the Academic Forgiveness Policy. For students reinstated under this policy, past grades of F, FIN, or WU will remain on their transcripts but will not be calculated in their grade point averages. This policy allows students who would otherwise not be able to return to LaGuardia a second chance to complete their studies.

Note: Admission or readmission into the “Clinical Phase” of Allied Health Programs is not guaranteed under the Academic Forgiveness Policy, regardless of the student’s prior status in that Program. Students must contact individual Program offices for specific readmission policies.

Grading

Grading System
College-wide grading policy statement
At LaGuardia Community College, all students are encouraged to achieve their highest potential by acquiring knowledge and developing skills that lead to success both in the classroom and in the modern workplace. Academic progress is measured by the students’ mastery of the course as demonstrated by their ability to write clearly and accurately, discuss, compute, analyze and draw logical conclusions among concepts. All students are expected to abide by the college attendance policy, complete all assignments and examinations thoroughly and on time, and participate thoughtfully and constructively in class discussions. Further information on grading is contained in the college-wide attendance policy, plus and minus grading policy, departmental grading policies and course syllabi.

The following grading symbols are included in the calculation of Grade Point Average (GPA):

- A-, A = 90-100
- B-, B, B+ = 80-89
- C-, C, C+ = 70-79
- D-, D, D+ = Lowest passing grade (see D grade policy below)
- F = Failure (see F grade policy below)
- FIN = Failure from incomplete (see note below)
- WU = Unofficial Withdrawal (see note below)

The following symbols are also used on the official transcript:

- CR Exemption credit (credit earned). Students with demonstrated competence in specific areas may be granted credit for courses related to these areas.
- E Excellent. (used prior to Fall 1975 with GPA value of 4.00)
- F The Failure grade is used when an instructor evaluates a student’s work as not having met the standards for the course. Ordinarily the student is expected to retake the course. A student who has received an F twice for the same course must consult with and receive permission from the department chairperson or designee before attempting the course again.
- FIN An INC (Incomplete) grade which has been converted to a failing grade will appear as a FIN grade.
- G Good. (used prior to Fall 1975, with GPA value of 3.00)
- IN The Incomplete grade may be awarded to students who have not completed all of the required course work but for whom there is a reasonable expectation of satisfactory completion. A student who is otherwise in good standing in a course — defined as complying with the college attendance policy and maintaining a passing average — but who has not completed all major assignments or examinations by the end of the course may request an Incomplete grade. To be eligible, such a student must provide, before the instructor submits grades for the course, a documented reason, satisfactory to the instructor, for not having completed the assignment on time. Instructors giving IN grades must inform students in writing of the conditions under which they may receive passing grades. Departments may designate certain courses in which no Incomplete grades may be awarded.

In addition, for clinical affiliation courses or internship courses in the departments of Cooperative Education and Natural and Applied
Sciences, an Incomplete grade may be given by an instructor when a supervisor evaluation has not been received in time for grading or when a student has been given permission by the instructor to complete the internship or clinical affiliation course beyond the end of the academic term in which the student is registered.

An IN grade may be changed to a passing or failing grade by the instructor during the semester after which the IN was incurred. If a change of grade form is not submitted by the end of the following semester, the IN grade automatically converts to a FIN. WHILE THE IN GRADE IS IN FORCE, THE STUDENT MAY NOT RE-REGISTER FOR THE SAME COURSE.

NC No credit. Currently used only for high school students enrolled in college-level courses (used for all students prior to March 1977; calculated as an F in the GPA if earned between September 1976 and March 1977; not calculated for any other period).

P Passing (used prior to Fall 1975; not calculated in GPA).

R The Repeat grade is awarded only in Basic Skills courses. In general, the student has satisfactorily completed all assignments and has demonstrated satisfactory progress toward the goal of the course but has not reached the level required to pass the course. To earn a grade of “R,” students who do not pass the course must:
1. Comply with the college’s attendance policy. Students who have stopped attending on or before the official withdrawal date must receive a grade of “WU.”
2. Complete all assigned work; and
3. Make substantial progress in appropriate skills improvement.

S Satisfactory. This grade is used only in courses that carry no credit, such as New Student Seminar, Co-op Prep, and Nursing, O.T.A., P.T.A., and V.T.A. candidacies.

TCR The Transfer Credit Grade is given to students who have transferred into LaGuardia with credits earned at other accredited colleges and universities. Based on guidelines established by the academic department, transfer credits are evaluated by the Transfer Credit Office, M-149, prior to or during the first semester of attendance at LaGuardia. Students may receive a maximum of 10 transfer credits toward a certificate and 30 transfer credits toward a degree.

U Unsatisfactory. This grade is used only in courses that carry no credit, such as New Student Seminar, Co-op Prep, and Nursing, O.T.A., P.T.A., and V.T.A. candidacies.

W Official Withdrawal. This grade is given when a student officially withdraws from a course after the change of program period, but prior to the official withdrawal deadline.

WA Administrative Withdrawal. For example, this grade is used for students who have not been cleared for immunization.

WU The Unofficial Withdrawal grade is assigned to a student who never officially withdrew and never attended class, or stopped attending prior to the official withdrawal date. If the student stopped attending after the official withdrawal date, a grade of “F” is given.

Y Indicated completion of the first quarter of a two-quarter course (used prior to Fall 1980).

Z This “temporary” grade indicates that a student’s official grade was not received by the Registrar in time to be recorded on the official transcript. The actual grade usually appears on the next issued transcript.

@ Waiver of requirement (without credit). A student may obtain a waiver for a course when the appropriate department chairperson or designee determines that such a waiver is warranted. Students may not register for credit courses that they have successfully completed with a grade of A, B, C, (+/-) CR, E, G, INC, P, S, TCR or @.

D grade policy

Students who receive a grade of D+, D or D- grade may wish to repeat a course in an attempt to upgrade the skill level achieved. Each department has its own guidelines and procedures for students who wish to repeat a “D” grade, and not every department allows repetition of coursework. Special permission must be obtained from the appropriate academic department prior to repeating the course. In addition to securing department approval, the following general conditions must be met:
1. Students may repeat the same course only once;
2. The repeat must occur in the students’ next semester of attendance or the next time the course is offered by the department (whichever comes first);
3. Both grades will appear on the students’ transcripts and will be included in the calculation of the GPA (even if students failed the course the second time);
4. When a course is repeated, the credit for that course is not counted toward the degree a second time; and
5. Generally students may repeat only three different courses in which a “D” grade was earned. Requests to repeat more than three “D” grade courses may be directed to the chairperson of the Academic Standing Committee. The decision of the committee is final.

Note: For the purposes of TAP, courses repeated through the D Grade Policy will not be counted when determining the student’s full-time or part-time financial aid eligibility.

F grade policy

At LaGuardia and other CUNY schools, any student who earns an academic grade of “F,” or an administrative failing grade (“WU” or “FIN”), and subsequently retakes the course and receives a grade of “C” or better, will no longer have that “F,” “WU,” or “FIN” grade computed into the Grade Point Average subject to the following provisions:
1. This policy was effective as of Fall 1990;
2. The failing grade must have been earned after September 1, 1984;
3. The maximum number of failing credits that can be deleted from the GPA shall be limited to a total of 16 throughout CUNY;
4. The “F,” “WU,” or “FIN” grade will remain on the transcript, but will not be calculated in the GPA;
5. For the student who earns a grade of “C” or better in a course taken at LaGuardia, the original failing grade must have also been earned at LaGuardia; and
6. Partial deletions in the calculation of the cumulative GPA are prohibited.

R grade policy

After Spring 1990, students who register for a course in which they have previously received two or more “R” grades are not eligible to receive an additional “R.” Students who do not pass the course in their third or subsequent attempt must be given a grade of “F.” However, the instructor can submit an appeal on behalf of the student to the department chair.

Policy on early advisement to improve student performance

College policy requires that faculty will:
1. provide students with clear-cut course objectives and requirements and evaluation criteria (criteria for grading);
2. administer some form of evaluation (e.g., quiz, exam, written assignment) by the end of the fourth week of a 12-week session or by the end of the second week of a 6-week session; the evaluation is to be returned and discussed with students; and
3. initiate early contact with students performing poorly; assist students by offering advice and by referring students to labs or to the Academic Counseling Department, C-245.
Grade Point Average (GPA)
The GPA is a numerical computation of a student's academic record and is used to determine graduation eligibility, graduation honors, inclusion on the Dean's List, probation and suspension. The GPA is also used to determine continued eligibility for some financial aid programs. The GPA is calculated per semester by using the following criteria:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Numerical Value</th>
<th>Credits Attempted</th>
<th>Minimum GPA for Good Academic Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>0 to 12</td>
<td>1.50</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>12.5 to 24</td>
<td>1.75</td>
</tr>
<tr>
<td>A+</td>
<td>3.30</td>
<td>24.5 or more</td>
<td>2.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F, WU, FIN 0.00 (do not calculate these grades into GPA if you took the course again and passed with a C grade or higher. INC, W, Z, U, S, R grades are not calculated into the GPA.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To calculate your GPA, list all the courses you have taken at LaGuardia and write the grade you earned. Using the chart above, write the numerical value for each grade. Next, write the number of credits each course is worth. Using a calculator, multiply the value and credits and write the answer in the quality points column. Take the total number of credits and divide them into the total number of quality points to reach your correct GPA.

SAMPLE CALCULATION

<table>
<thead>
<tr>
<th>List All Courses</th>
<th>Grade Earned</th>
<th>Numerical Value</th>
<th>x Credits</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>A-</td>
<td>3.70</td>
<td>x 3</td>
<td>= 11.1</td>
</tr>
<tr>
<td>MAT 200</td>
<td>C</td>
<td>2.00</td>
<td>x 4</td>
<td>= 8.0</td>
</tr>
<tr>
<td>SSS 100</td>
<td>B-</td>
<td>2.70</td>
<td>x 3</td>
<td>= 8.1</td>
</tr>
<tr>
<td>HUC 101</td>
<td>D+</td>
<td>1.30</td>
<td>x 2</td>
<td>= 2.6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>13</td>
<td>31.1</td>
</tr>
</tbody>
</table>

Divide 31.1 by 13 for the answer of 2.39. This student's GPA is a 2.39 and a total of 13 credits.

Academic Appeals/Change of Grade

A student who wants to appeal a grade should contact his or her instructor to discuss the grade. If no equitable solution is reached, the student may then go to the instructor's department chairperson for consultation. If no agreement is reached, the student has the option of appealing the case in writing to the chairperson of the Academic Standing Committee. The decision of the Academic Standing Committee is final. Students who wish to appeal final grades must file a written appeal within six months following the session in which the course was taken, including requests for medical leaves of absence. However, when a medical leave prohibits a student from returning to the college the following semester, the student has six months from the semester the student readmits to file the written appeal. Appeal forms are available from the Counseling Offices.

Note: Grades of "W" and "WU" cannot be altered by instructors or chairpersons. They can only be changed by appealing to the Academic Standing Committee. Grades of A, B, C, D, F, FIN, INC, R, Z, or @ may be changed by instructors with permission from the department chairperson. The Registrar will review all cases in which changes where more than one grade level is involved, e.g. "C" to "A", "D" to "B", "F" to "C."

Dean's List

The Dean's List is established every semester to honor those degree or certificate students who have achieved academic excellence. To be eligible for inclusion on the Dean's List in a given semester, a student must have:

1. earned 9.0 credits or more;
2. achieved a grade point average (GPA) of 3.50 for the semester;
3. not received grades of F, FIN, D+, D, D-, INC, R, WU or Z; and
4. maintained a cumulative GPA of 2.00.

Retention Policy

All students must achieve a minimum cumulative Grade Point Average (GPA).

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0-12.0</td>
<td>1.50</td>
</tr>
<tr>
<td>12.5-24.0</td>
<td>1.75</td>
</tr>
<tr>
<td>24.5- or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Suspension

Students who have been suspended are not eligible to register for courses at the college for one semester. They may appeal the suspension in writing to the chairperson of the Academic Standing Committee. Appeal forms are available in the Counseling offices. If the appeal is approved, students will be expected to show substantial improvement in academic performance. Normally this will require maintaining a semester GPA of 3.00. Exceptions may be granted, only under unusual circumstances, by the Academic Standing Committee or its chairperson. The decision of the committee is final.

Graduation

At LaGuardia, a 2.00 GPA (C average) is required for graduation, as well as passing the required basic skills tests and the University Proficiency Test. A graduate whose cumulative GPA is between 3.50 and 3.89 shall be graduated with honors. The term “with honors” will be inscribed on the student’s diploma and noted on the commencement program. A graduate whose cumulative GPA is 3.90 or better shall be graduated with high honors. The term “with high honors” will be
Academic Discipline: English
in or after September 1993, are subject to CPI requirements. The City University of New York has instituted a program for entering students called the College Preparatory Initiative. Students who took the English language version of the exam, will receive units been recognized as a result of high school preparation. GED students, who took the English language version of the exam, will receive units based on their test scores. Students who have not completed the academic unit expectations prior to enrolling at LaGuardia will be required to demonstrate skills and knowledge in the discipline areas in which they lack preparation prior to graduation from LaGuardia. This is generally accomplished by taking designated college courses which serve as CPI substitutes.

CPi Substitute Courses
Academic Discipline: English
Sponsoring Department: English
ENA099 Basic Writing
ENGO99 Basic Writing
ENC101 Composition I
ENGI01 Composition I
ENGI02 Composition II: Writing Through Literature
USI012 Basic Writing
Sponsoring Department: Humanities
HUC100 Oral Communication
or
HUL100 Communication and the Non-Native Speaker

College Preparatory Initiative (CPI)
The City University of New York has instituted a program for entering students called the College Preparatory Initiative. Students who graduated from high school in or after June 1993, or received a GED in or after September 1993, are subject to CPI requirements.

Academic Discipline: Science
Sponsoring Department: Mathematics
MAT096 Mathematics in Action II
MAT105 Mathematics of Medical Dosages
MAT106 Mathematics and the Modern World
MAT120 Elementary Statistics I
MAT200 Pre-calculus
MAT241 Technical Mathematics I

Academic Discipline: Performing and Visual Arts
Sponsoring Department: Humanities
HUA101 Introduction to Art
HUA103 Beginning Drawing
HUA110 Beginning Painting
HUA120 Beginning Sculpture
HUA130 Beginning Photography
HUC106 Public Speaking
HUC170 Art of Theatre
HUC180 Creative Drama

Academic Discipline: Foreign Language
Sponsoring Department: Humanities
HUE101 Modern Chinese I
HUE102 Modern Chinese II
HUP101 Elementary French I
HUP102 Elementary French II
HUP103 Intermediate French
HU5103 Intermediate Greek
HU8101 Elementary Spanish I
HUS102 Elementary Spanish II
HUS103 Intermediate Spanish
HUS105 Spanish for Fluent Speakers
HUZ101 Elementary Portuguese I
HUZ102 Elementary Portuguese II

Date Expectation Science Math English Social Science Fine Arts Foreign Language
1995 11 1 2 4 X X X
1997 13 2 4 4 2 X X
1999 15 2 3 4 2 X X
2000 16 2 3 4 4 1 2

High school students should consult with guidance counselors to ascertain what courses are considered to be academic within the English, science, mathematics, social science, foreign language and fine and performing arts curricula.

All new students will be informed of the preparatory units that have been recognized as a result of high school preparation. GED students, who took the English language version of the exam, will receive units based on their test scores.

All new students will be informed of the preparatory units that have been recognized as a result of high school preparation. GED students, who took the English language version of the exam, will receive units based on their test scores.

Note: If the Registrar’s Office determines that you have met the requirements for graduation, you may no continue taking courses at LaGuardia unless you have filed a second degree/credential or a non-degree application.
Academic Discipline: Social Studies

Students with a previous degree from a four-year college and meet all other CUNY requirements, including the Assessment Tests in basic reading, writing and mathematics, and the University’s Proficiency Test, are guaranteed admission to a CUNY senior college.

Under ordinary conditions, it will not be necessary to earn more than the 120 credits usually required for a bachelor’s degree. However, additional credits may be required if the major field is changed or if students have not followed the prescribed program for transfer.

An Associate in Applied Science degree graduate who changes at the senior college into a program not directly related to the former major cannot be assured a specific number of transfer credits. Additional credits may be needed to meet the new major requirements.

Admission is not guaranteed to the first-choice senior college for the community college graduate. Further, admission into a high-demand program is not guaranteed either. In such cases, criteria for admission are established by the senior colleges according to seat availability.

Students who wish to transfer after graduating from LaGuardia are advised to contact the Career and Transfer Center, C-266, for assistance with planning and executing the application. Students are also able to use the CUNY Transfer Information and Program Planning System (CUNY TIPPS), available online at http://tipps.cuny.edu/tippsogeh.html. CUNY TIPPS allows students to determine how LaGuardia courses will transfer to other colleges within the City University.

CUNY Transfer Policies for Non-graduates of Community Colleges

Students who wish to transfer to another CUNY college before earning the Associate degree from LaGuardia must meet that college’s entrance requirements, have completed a certain number of credits and earned a minimum grade point average. As of 1996, students need to satisfy all CPI units in English and mathematics in order to transfer to another CUNY college. Specific guidelines vary from college to college. Students are advised to contact LaGuardia’s Career and Transfer Center, C-266, or the Admissions Office of the college of their choice for details.

Private College Articulation Policies

Students who wish to continue their studies after graduating from LaGuardia by transferring to a private institution should select their courses in consultation with a counselor and/or faculty advisor. In addition, very early they should contact LaGuardia’s Career and Transfer Center, C-266, and the Admissions Office of the college of their choice for specific requirements and deadlines since the criteria vary from college to college.

SUNY Articulation Policies

The State University of New York pledges that “a New York State resident who wishes to transfer from a State University of New York two-year college, including all community colleges throughout the state, and who possesses or will have an Associate in Arts or Associate in Science degree at the time of transfer is guaranteed an opportunity to continue on a full-time basis at a senior campus of the University.” Students with an Associate in Applied Science degree or those who do not graduate are not guaranteed admission.

Students are advised to contact LaGuardia’s Career and Transfer Center, C-266, or the Admissions Office of the college they wish to attend for specific requirements.

Transfer and Articulation Policies

CUNY Articulation Policies for Community College Graduates

LaGuardia graduates who earn the Associate in Arts or the Associate in Science degree and meet all other CUNY requirements, including the Assessment Tests in basic reading, writing and mathematics, and
Student Programs and Services

Counseling Department: Division for Academic Affairs

The Counseling Department, in C-245, offers an array of services designed to enhance students' personal, academic and career development. Among the services offered are:

Academic Advisement
Academic advisement is offered to students through a variety of venues. Counselors provide academic advisement to new students in the context of the New Student Seminar. Students who are working with counselors on an ongoing basis receive academic advisement as part of their educational and career planning. Students are encouraged to meet with a counselor throughout the academic year regarding issues of academic advisement and academic planning. The Counseling Department also offers college-wide general advisement during designated periods throughout the academic year. Additionally, counselors work in collaboration with the teaching faculty in assisting them in their efforts to provide advisement to students in the respective majors.

Career Counseling
When working with a counselor, students are encouraged to explore their career interests, choose a major, and learn about the major and its relationship to their career goals. Counselors administer career assessment inventories and work with students to utilize the results as a tool in decision making. Additionally, counselors work with students in preparing for the transfer process to a four-year college.

Personal Counseling
The counseling relationship is completely confidential and private. Students who are experiencing personal problems which are affecting their academic success can meet with a counselor to assist them in developing the skills needed to meet the challenges they are facing. Some of the personal issues for which students seek counseling are family issues/conflicts, drug- and alcohol-related problems, sexual concerns, self-confidence, anxiety, depression, interpersonal difficulties, developing a sense of identity, and loss and bereavement. Individual personal counseling is offered on a short-term basis and students requiring more extensive counseling services are provided with referrals to outside agencies.

Student Outreach and Advocacy
Counselors provide outreach services through the offering of theme-based workshops such as Probation Workshops, Transfer Workshops, Time Management Workshops, Coping Skills Workshops (e.g., Parent Support Group), Alcohol Awareness, Depression Screenings, Anxiety Screenings, and various types of support groups. Counselors are also available to work with students on issues such as study skills, managing test anxiety, and test taking.

College Discovery Program
College Discovery is the special program of The City University of New York for students who need academic and financial support in order to succeed in community college. This program provides concentrated and specialized counseling, supplemental instruction, tutorial services, and a financial aid stipend. All CD students who have been allocated to the program by CUNY are required to participate in the College’s Freshman Summer Program.

CD students register for a CD New Student Seminar during their first semester at the college. The counselor who teaches this seminar becomes the student’s assigned counselor, who works with them on academic, career, transfer, financial, and personal issues until their graduation. Counselors also work with students in workshops to address their specific needs.

Other program services include individual (one-to-one) tutoring, computerized tutorials, additional academic support and preparation.
The purpose of the Educational Planning Services (EPS) is to provide students with pre-enrollment programs and services designed to make for a smooth transition into the College and to effectively communicate with and advise students through those hurdles that may tend to impede academic progress. Educational Planning Services focuses on increasing student success by helping students develop meaningful educational plans that are compatible with their educational, career and life goals.

The outreach efforts offered through the College’s Educational Planning Services are designed to engage and connect students to the College and encourage their success. Although students are ultimately responsible for making decisions about their educational goals and for ensuring that all degree requirements are met, an Educational Planner plays an important role by offering informed advice about student’s program, the LaGuardia community, by serving as a major campus resource for students, and by referring students to appropriate campus support services and programs.

Educational Planners also help students develop decision-making skills by encouraging them to formulate short, medium, and long-term educational plans consistent with their evolving career goals.

The Educational Planning Services are guided by the belief that:

- students have a desire to learn;
- students are responsible for their own behavior;
- students can be successful as a result of their individual goals and efforts;
- students hold their own beliefs and opinions; and,
- Students’ learning needs vary according to individual skills, goals and experiences.

Regular Office hours are:
Monday & Tuesday: 9:00AM to 5:00PM
Wednesday & Thursday: 9:00AM to 8:00PM
Friday: 9:00AM to 5:00PM
Saturday Closed

All students are welcomed to use the CFC’s resources by appointment or on a walk-in basis. For additional information, call (718) 482-5185.

Office of Veterans Affairs
Office of Veterans Affairs, MB-10, provides a full range of counseling services for the veteran population. The Veterans Coordinator provides information regarding all of the benefits available to students and assists with any other problems encountered while attending the college.

Early Childhood Learning Center Programs, Inc.
The Early Childhood Learning Center Programs Inc. part of Student Development in the Division of Enrollment Management and Student Development is located in room MB-09. The Early Childhood Learning programs provide child care for children ages 12 months to 12 years. The ECLC is located on campus and is a licensed child care facility, which provides a variety of quality educational programs to meet the needs of both the child and student parent. We offer infant toddler, early childhood, universal pre-K, extended day, weekend programs and summer camp for the children of LaGuardia students.
Our team of professional educators provides a warm and nurturing environment to help parents and children feel that they are part of the ECLC family.

For more specific information, contact the Early Childhood Learning Center Programs, located in Room MB-09, or call (718) 482-5295.

**Health Services**

Health Services, part of Student Development in the Division of Enrollment Management and Student Development, is located in room MB-40. Health Services offers diverse services to the college community. The nurse and EMTs who staff the center treat and respond to all medical emergencies within the college. The center coordinates the college’s Immunization Program, maintains immunization records and provides measles, mumps and rubella immunization clinics. The Health Center staff also provides Hepatitis B clinics, facilitates medical leaves of absence, dispenses and monitors over-the-counter medication, and provides blood pressure monitoring and recordkeeping for faculty, staff and students. Health Services also coordinates the on-campus health fairs and is presently developing a comprehensive AIDS Prevention/Services Program. A community initiative within the Community Health Care Network enables the center to staff a board-certified physician who provides comprehensive health care to the college community.

The Health Center also provides booklets and pamphlets on health and nutrition for students and staff free of charge. Pamphlets and brochures on prevention of alcoholism and drug abuse are available. Students with these concerns are referred to the substance abuse counselors in the Counseling Department. Also, contained in the Health Center is a limited resource library on AIDS, HIV infection and the history of the disease.

**Laboratory facilities**

The Accounting and Managerial Studies Resource Center serves as an accounting tutorial lab, and also a center for the completion of the computerized components of accounting and managerial courses.

**Adult Learning Center Lab** helps students to improve their basic literacy and computer skills, or to prepare for GED exams.

**Human Services Laboratory** is used for supplemental activities for classes of the Human Services Program.

The **Computer Information Systems Department** has two labs: the Microcomputer Lab, providing the laboratory component for several introductory courses, and the Computer Lab, focusing on computer use and programming beyond the introductory courses.

**The English as a Second Language Lab** provides large and small group tutoring for matriculated students taking ESL classes in the college’s Cooperative Education program. A team of eleven faculty, four college laboratory technicians, and several support staff members link the user with the library’s vast collection of information and new technology, every student at LaGuardia needs access to a dynamic, up-to-date collection of information resources and materials. LaGuardia’s library offers quick, easy and efficient access to books, media and periodicals via an online catalog, CUNY+Web, CUNY’s new web-based library system. In addition, the library offers access to electronic databases which include citations, abstracts and full text from magazines, journals, newspapers, documents and primary source materials in areas of education, humanities, literature, law, allied health, business, and careers.

The library offers a book collection of over 90,000 volumes, 10 percent of which constitute a rich core collection of reference works on a variety of subjects. The library also maintains a large collection of magazines and newspapers with information on current events, new social issues, and people in the news. Currently, the library subscribes to almost 800 periodicals, including approximately 35 newspapers in both paper and microfilm formats.

The non-print media collection of 5,400 items includes audiovisual programs in a variety of formats: film, video, videodiscs, computer software, slides, filmstrips, cassette tapes, records and compact discs, which provide an audiovisual key to learning about and interacting with the larger world. Viewing and listening stations in the Media Lab are available for group or individual access to audiovisual programs in the collection.

The library’s holdings also include textbooks, assigned course readings, career information, study aids, research material, pamphlet files and government documents. The library also maintains files of current information on companies and organizations which participate in the college’s Cooperative Education program.

LaGuardia is a partial depository library for selected documents published by various Federal agencies and departments. The College Archives is located in the library. Important documents related to the governance of the college and student life may be found here, for example, Board of Trustees materials, union agreements, the college budget, the student newspaper and yearbooks.

To encourage the widest possible use by students, the library uses the open-stack system, which permits users direct access to the collection.

A team of eleven faculty, four college laboratory technicians, and several support staff members link the user with the library’s vast resources for research and educational development. Library faculty provide one-on-one instruction at the Reference Desk and teach information-gathering skills through the library’s various user-education programs. These include tours, small group orientation, course-related/course-integrated library instruction, and a three-credit liberal arts course on methods of library research. Library instruction classes are mandatory for all English 101 courses in order to introduce students to what is in the collection and how to find it. The library’s credit course (LRC102) is an in-depth exploration of research methods and...
information sources enabling students not only to find information, but more importantly, to critically evaluate and select what they need from the vast array of materials at their disposal.

All members of the LaGuardia community are encouraged to use the library and borrow materials. The validated, bar-coded LaGuardia ID serves as a library card for LaGuardia’s library and other CUNY libraries.

The library is open each day of the week except Sunday and designated holidays during the academic year. Library hours are posted each month at the entrance door. For additional information, please call the circulation desk at (718) 482-5426.

**Student Ombuds Office**

**Room C-317 (718) 482-5444**

The Students Ombuds Officer is charged with the responsibility of helping students with issues that the usual process and procedures seem unable to solve. The Ombuds Officer gives advice and guidance, and investigates issues as needed by those who request assistance.

The Student Ombuds Officer has the responsibility to document students’ issues for appropriate referral and recommendation. Not all issues may be resolved to the satisfaction of the student, but where it is justified, the college will respond.

All issues are discussed in confidence. If at all possible a student’s name will be revealed only with permission in order to gain information in the efforts to assist. The officer can be reached via e-mail at Harriet@lagcc.cuny.edu.

◆ **Student Programs**

**International Student Services**

International Student Services, part of Student Development in the Division of Enrollment Management and Student Development is located in room M-166. The office provides cross-cultural and immigration counseling to more than 1000 F-1 Visa students. The office is required by federal law to keep extensive records on F-1 students and to adhere to federally mandated regulations in assisting and advising students. All F-1 students are required to report to the International Student Services Office in order to maintain such records. The office has general responsibility for the adjustment to college life for students from outside the U.S. Services include news of special social and educational opportunities, orientation to the U.S., F-1 visa advisement, foreign exchange clearance, foreign military draft deferments, full-time student status verifications, and housing and health insurance information. Please call (718) 482-5145 or visit room M-166.

**Office for Students with Disabilities (OSD)**

Under Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, LaGuardia Community College has an implicit responsibility to ensure that students with disabilities have equal access to its programs and services, and that the rights of students with disabilities are not denied. The Office for Students with Disabilities (OSD) provides advocacy to ensure access to all college programs and facilities the transition to college life for students with disabilities. Students can be assessed for learning disabilities. All students are required to register with supporting documentation. Appropriate accommodations and services are determined and may include academic, career and personal counseling, academic advisement and registration, and support services such as readers, notetakers, tutors and proctoring for exams. Interested students must go to the Office of Students with Disabilities, M-120. If you are a student with a disability requiring an accommodation to gain access to a program or service or feel that your rights as a student with a disability are being denied, please contact the Office of Students with Disabilities. All information is treated confidentially.

**Coordinator for Services for Students with Disabilities**

The counselor is available to assist you with academic, personal, and career issues. The counselor will also facilitate your accommodation needs, including arrangements for advisement and registration. The counselor also functions as a liaison between the student and state agencies. Please call (718) 482-5279.

**The Learning Project**

The Learning Project is a grant funded program designed to assist credit bearing students with learning disabilities. The learning disabilities specialist will prepare letters of accommodation, arrange for support services (tutors and notetakers), and proctors as indicated. Please call (718) 482-5279.

**The Program for Deaf Adults**

Under the Program for Deaf Adults, students who are deaf or hard of hearing are provided with support services. These services include academic advisement, registration assistance, interpreting support, tutoring and notetaking, please contact the Program for Deaf Adults, C-204, or call (718) 482-5311 (TTY) or (718) 482-5324 (voice).

**Section 504/ADA Coordinator**

The Section 504/ADA Coordinator is available to inform you of your rights as a student with a disability. If you wish to file a grievance or complaint based on being discriminated against because of your disability or to receive information regarding Section 504 of the Federal Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, please contact the Section 504/ADA Coordinator, Matthew S. Joffe at (718) 482-5278. Students with a disability should self-identify subsequently with the Office of Students with Disability in order to take advantage of these services.

**Leadership and Diversity Program**

The Leadership and Diversity Program is a Student Development initiative in collaboration with Academic Collaborative Programs. The Leadership and Diversity Program offers interactive skill based co-curricular sessions for students and sponsors an annual on campus student leadership conference. The Program also engages students through academic coursework and co-curricular learning sessions. Students have the opportunity to acquire skills to help them succeed in life, determine their professional strengths, meet and work with faculty and professional staff and to become part of a new community. Students who successfully complete the program receive a specialization noted to their academic transcript.

◆ **Office of Student Life**

(718) 482-5190

The Office for Student Life part of Student Development in the Division of Enrollment Management and Student Development is located in room M115. Almost every college-wide event that occurs at LaGuardia has the involvement of the Student Life Office. From First Year Experience at Opening Sessions, to Honors Night and the Commencement ceremony, Student Life is your partner throughout your college experience. From entertaining social activities to engaging intellectual, social and emotional development, Student Life can offer you opportunities that will improve your skills, increase your enjoyment of college life, and help you discover the joy in your most important asset—you. Information concerning activities can be obtained at the Student Life Office, Monday – Friday in M-115. Here are just a few of the programs and services offered:
Multi-Cultural and Social Events
Room M-115 (718) 482-5190
LaGuardia prides itself on being a pluralistic family. The LaGuardia community comes from more than 140 countries and regions of the world and speaks more than 75 languages. We not only respect each other’s differences, but we learn from our diversity. Student Life celebrates this vision of rich international diversity through various social gatherings such as concerts, theatrical productions, cultural seminars, dances, talent and fashion shows, to name just a few. Students experience the wide diversity of cultures and customs that enrich LaGuardia and make it unique. (718) 482-5196.

Clubs and Organizations
Room M-115 (718) 482-5190
The formation of clubs depends upon the interests of students involved. Club members plan and implement social, cultural, educational and creative ventures outside the classroom. New clubs are organized through the Student Advisory Council. An average of twenty-seven clubs and organizations are chartered within the college. The organizations stem from the social, academic and cultural interests of our students. In addition, if you want to start your own club, you will be provided with the necessary assistance for its development. Here is a listing of some of the clubs presently active: Actors and Directors, Multi-Cultural and Social Events.

The LaGuardia Yearbook
Room M-115 (718) 482-5190
The Yearbook, published annually by the Office of Student Life, contains pictures and chronicles services, achievements and events involving the entire college community. For more information on how to become involved in any of the organizations, please contact the Office of Student Life at (718) 482-5190.

Student Government Association
Room M-160 (718) 482-5297
Student Government is an organization elected by students to represent the student body to the administration of the college, faculty, student organizations and the general college community. Elections are held annually. Student Government consists of 12 elected student members (Governors) selected through a democratic voting process open to the entire student body, which is coordinated by the Office of Student Life. Student Government also sponsors a variety of institutional functions and activities in order to create services that will benefit the student body and enhance the entire college community.

Phi Theta Kappa International Honor Society
Room M-118 (718) 482-5225
Phi Theta Kappa was established in 1918 as the National Honor Society of community colleges and subsequently became an International Honor Society. The Greek letters of Phi Theta Kappa symbolize wisdom, aspiration and purity. The purpose of Phi Theta Kappa is to nurture academic excellence, to provide opportunities for leadership training, to promote an intellectual climate for the interchange of ideas and ideals, and to instill the desire for lifelong learning. Invitations to become Phi Theta Kappa members are extended to LaGuardia students who have a cumulative grade point average of 3.50 or higher based on 12 or more completed credits. Applications for membership in the LaGuardia Chapter and/or further information can be obtained by visiting the Chapter Office in Room M-118E. The phone number of the Chapter Office is (718) 482-5225.

Student Center for Women
482-5190
The Women’s Center part of Student Development in the Division of Enrollment Management and Student Development is located in room M 112. The Women’s Center provides the college community with informational and experiential sessions addressing issues that are relevant to the student body. The Center offers intervention strategies, support and referrals to students.

Department of Recreation, Fitness and Aquatics
Room MB-31 (718) 492-5044
The Department of Recreation, Fitness and Aquatics Center part of Student Development in the Division of Enrollment Management and Student Development is located in room M B 31. The Department provides a wide variety of leisure-time experiences for the entire college population. The programs are designed to include many kinds of activities throughout the day, evening, and on weekends. A validated student ID card or a Recreation Pass is the “membership” card to the facility. Recreation Passes are available to LaGuardia faculty and staff, Continuing Education students, alumni and community guests. Passes may be obtained at the Bursar’s Office or gym control desk when the Bursar’s Office is closed.

The facility, located in the basement level of the Main Building, includes a multi-purpose sports gymnasium that is equipped to accommodate at different times: two regulation basketball courts, two indoor soccer fields, two volleyball courts, and three paddle/handball courts. A six-lane, NCAA regulation size swimming pool and adjacent movement studio are located in the E Building.

The sports gymnasium is complemented by a game area for backgammon, chess, checkers and table tennis, located in the lobby outside the main gym entrance. Equipment for these games may be obtained at the gym control desk. The locker complex consists of large lockers and separate men’s and women’s showers and bathrooms. The equipment check-out is located immediately inside the entrance to the sports gymnasium facility.

The Recreation Department is divided into multiple categories:

The Fitness Center
The Fitness Center is equipped with Cybex and Universal machines, free weights, treadmills, elliptical cross trainers, stair climbers, and stationary bikes. The Fitness Center is accessible to people in wheelchairs, and is also open to business and community members. Our trained staff will help you to set and achieve your goals.

Group Fitness Classes
The Movement Studio, located poolside, offers a variety of strength and aerobic conditioning workshops. Group fitness classes are offered five days per week in the Movement Studio. They include: Middle Eastern dance, step by step, step & sculpt, Tai Chi Chu ‘an and Hatha yoga.

Sport and Fitness Workshops
The workshop series provides professional instruction in such activities as basketball, gymnastics, in-line skating, martial arts, personal fitness training, and tennis instruction.

Institution provides a range of skill levels from beginner to advanced. Registration for all workshops takes place at the gym control desk, pool, or Fitness Center.


**Intramural Sports Activities and Special Events**

The Intramural Program provides competitive recreational experiences in a variety of individual and team sports. Tournaments and special events include handball, table tennis, and Mr. and Ms. LaGuardia bodybuilding competitions. Students may compete in these activities or participate as coaches, officials, statisticians or timekeepers. Awards are presented to intramural champions at the conclusion of the event.

**Open Recreation**

A portion of the Sports Gymnasium and Fitness Center is regularly scheduled for walk-in recreation for students, faculty and staff. Some of the activities available are basketball, volleyball, soccer, handball, weight training, and table tennis. A validated student ID card or Recreation Pass allows the equipment to be checked out for use in the Sports Gymnasium or Fitness Center.

**Swimming Pool**

Our indoor, 25-yard, six-lane swimming pool is available seven days per week year round, staffed by certified aquatic specialists. Qualified instructors teach all levels of ability, ranging from beginner to advanced certification courses.

Swim on your own during lap swim and open swim times, or take advantage of one of our classes to improve your swimming stroke, and increase your stamina. Whatever your goal, you’ll leave us relaxed and refreshed.

**Announcement and Publicity**

Information governing hours of operation, scheduling, programs and activities is available at the gym/pool control desk, and the Recreation Office, MB-31, and on various bulletin boards posted throughout the college. Recreation Office (718) 482-5044, Sports Gymnasium (718) 482-5043, Fitness Center (718) 482-5963; Pool (718) 482-5038.

**LaGuardia Performing Arts Center**

**Room E-241 (718) 482-5151**

The LaGuardia Performing Arts Center (LPAC), located on the main campus of LaGuardia Community College, is committed to presenting culturally and ethnically diverse programming of the highest quality for the college community, residents of Western Queens and the tri-state area.

With technical features that rival those of many theatres in Manhattan, and a location which makes its easily accessible from Midtown, LPAC – the largest theater of its kind in Western Queens – has found its place within the city’s rich array of cultural resources.

LPAC has an extensive history of providing opportunities for children and families to gain a theater experience and build a tradition of art appreciation that will flourish for years to come. New initiatives have begun in programming for adults that will make ethnically diverse celebrities accessible to audiences that would not ordinarily have the opportunity to experience a world-class concert in a state-of-the-art theatre. These goals are accomplished through a policy of professional artistic standards, community outreach and service, and low ticket prices.

LPAC consists of a 740-seat state-of-the-art proscenium theatre, a 220-seat multi-purpose theatre, as well as exhibition space. The facilities are used by the students, faculty, staff and alumni of the college for a variety of cultural activities.

Each season, LPAC presents the following series/programs:

**The Spirit of the Art Enrichment Series**: In this unique program that creates an experience beyond the performance, audiences are given the opportunity to interact with the artist in a variety of settings including specially designed sessions and seminars.

**Jazz Jam Series**: In the tradition of spontaneous open jam sessions, Jazz Jam affords musicians of all ages and levels of experience the chance to come together to play improvisational jazz in an intimate theatre setting. Each session features a well-known artist as a special guest.

**Weekend Family Series**: National and local companies present theatre, dance, and music in one-hour weekend matinees for audiences of all ages at affordable prices.

**Schooltime Series**: With each performance specifically geared toward age groups within the pre-K through high school range, the series offers a season of theatre, dance, and music to teachers for students of all ages.

**Lunchtime Series**: Free concerts by local artists are presented during lunchtime in a relaxed, café-style atmosphere. The series is open to the entire community.

**Rentals**: LPAC’s facilities are available to arts groups, businesses, and community groups at reasonable rates that include technical and house support.

**Arts Administration Certificate Program**: Offered through the LaGuardia Performing Arts Center and the Division of Adult and Continuing Education, the program is for those students who want to begin exciting careers in arts administration or for those who want to sharpen their skills within the field.

For more information about programs, performances, and rentals and to be included on LPAC’s mailing list, please call 718-482-5151. Be sure to ask about our discounts.
Campus and Community Programs

Adult and Continuing Education

The Division of Adult and Continuing Education responds to the educational needs of a variety of adult students, men and women, who attend classes after a day of work to get the education needed for a new career or to compete for better jobs, older adults seeking productive use of retirement years, veterans, recent immigrants and others with broader life experiences than those of the traditional student who enters college directly upon graduation from high school.

To meet the special needs and to accommodate the unique contributions of adult students, the Division of Adult and Continuing Education offers a variety of non-credit programs which reflect the diversity of adult interests and needs in New York City generally and Western Queens in particular.

Through continuing education, adults may enroll in any of the following types of courses:

• non-credit courses for personal and professional development;
• non-credit courses for educational preparation, professional development, and leisure pursuits; and
• programs for special populations including children, youth, deaf adults, visually impaired adults, veterans, unemployed and underemployed men and women, homeless heads of households, and non-English-speaking adults.

For further information on any of these programs, visit the Office of Adult and Continuing Education, M-141, or call (718) 482-7244.

Non-Credit Programs

Non-credit programs are offered throughout the year, both on campus and at community locations. Courses are designed to meet the different interests and needs of a variety of individuals and groups.

Because many non-credit courses are initiated and modified to meet new needs as they emerge, any printed listing of courses is incomplete. A complete list of Adult and Continuing Education programs will follow this summary list of popular courses:

Educational
High School Equivalency (in English and Spanish)
English as a Second Language
Adult Basic Education

Professional Development
Career Counseling Workshops
Computer Courses
Emergency Medical Technician
Import/Export
Real Estate
Telecommunications

Personal Development
CPR and First Aid
Art, Music, and Dance
Floral Arrangement
Photography

Programs

Adult Career Counseling and Resource Center

The Adult Career Counseling and Resource Center provides a wide range of career counseling programs and services for adults. The center’s services are available to all adult students enrolled in non-credit continuing education classes and community residents who want to explore career changes and enter or re-enter the job market. Counselors are available at the center to answer questions and to provide advisement and referral services relating to educational and career goals. For further information or to speak with a counselor, call (718) 482-5355.
Adult Learning Center

The Adult Learning Center is among the University’s largest providers of ESL, adult basic education and high school equivalency preparation instruction. The center offers morning, evening and Saturday classes to over 2,000 adults each year. Instruction is given in basic reading, writing and math skills, and high school equivalency (GED) exam preparation (English and Spanish). Classes are held on-campus, at Goodwill Industries in Astoria and in the Queens community of Woodside. For additional information, call (718) 482-5380.

Auxiliary Services for High School Program

This nine-month, open-enrollment free training program offers GED/college prep, computer literacy and career and life skills portfolio development for out-of-school youth ages 18 through 20. Classes meet during the day, Monday through Friday, from 10:30 a.m. to 4:30 p.m.

Career and Professional Programs (CAPP)

Individual courses and certificate programs are offered in a wide variety of fields. Computers: Beginning computer courses get students started; Computer Repair enables students to disassemble and troubleshoot computers, as well as prepare for the A+ certification test; network training provides comprehensive courses (geared to Certification Exams given by Microsoft and Cisco) that give students the knowledge and tools necessary to set up and administer servers, workstations and routers in a local area network. Software application courses relevant to business such as Microsoft Word and Excel and Office 2000 are also offered. On-line courses enable students to earn Certificates in Web Page Design and Graphic Arts. Programming courses introduce students to different computer languages. Telecommunications: Four certificate programs provide basic and advanced knowledge of telecommunications systems, data and voice communication and wiring, relevant to both entry-level students and professionals in the field. Network Cabling courses (copper and fiber optic) prepare students to do cable installation; outstanding students may earn C-Tech Associates, Inc. certification. Health: The Professional Pharmacy Technician Program offers the opportunity to achieve national certification. Also offered: a six-course Import/Export certificate program, the New York State approved Real Estate Salesperson course, preparation for the Licensed Refrigeration Machine Operator Exam given by the NYC Fire Department; and courses in investment, construction, electricity and refrigeration, tax preparation, notary public, auto repair, languages, public speaking, and business writing. For current information about these and other programs, please call (718) 482-5125.

Center for Corporate Education:

Since 1979, LaGuardia Community College has provided programs tailored to meet the specific needs of businesses and organizations in such areas as management and supervision, sales and marketing, computer applications, industry specific ESL and a wide range of communication skills courses to over 150 companies. Past clients have included the Ford Foundation, the Marriott Hotels, Time Warner, Girl Scouts of America, New York Hospital, Blue Cross/Blue Shield, New York Newsday, the New York Stock exchange and many other for profit and non-profit organizations, law firms, city and state agencies, and health services organizations.

Center for Immigrant Education and Training

The center provides free comprehensive educational and job training services for immigrant adults with limited proficiency in English. The center currently offers two programs: free ESOL and Civics classes that aim to help adult immigrants become effective participants in society, and Vocational ESOL and Job Training programs that provide English language classes along job training and career counseling focused on helping adult immigrants with limited English proficiency succeed in an English-speaking work environment. Current job training opportunities include security guard, food services and coaxial cabling. For additional information, please call (718) 482-5460.

Center for Veterans, Youth and Adults

The center provides free evening GED and Basic Skills classes for students who read at the fourth grade level and above. Classes run from September to June according to the Board of Education calendar. Qualified students are admitted on an ongoing basis after they have submitted required documents. For further information, contact the center (Room C-376) at (718) 482-5386.

Certified Nurses' Aide

This program provides intensive skills training in patient-focused care. Specific areas of training will include Phlebotomy, Cardiopulmonary Resuscitation (CPR), Electrocardiogram (EKG), Introduction to Certified Nurses' Aide Skills, and other special care procedures. A clinical experience is included. At the conclusion of training, participants will have attained skills to work as Certified Nurses’ Aides in hospitals, doctor’s offices, and/or other health care facilities. There is a state certification examination that all students who successfully complete the program will be eligible to take. For additional information, please call (718) 482-5340.

College for Children

College for Children (pre-kindergarten to high school) offers academic, cultural and creative expressions classes for children and teenagers. These Saturday classes encourage youngsters to explore a variety of subject matter: math, reading, science, languages, music, computers, and theater. For more information, and to learn about our Summer programs, please call (718) 482-5334.

College Prep

Through workshops and individual appointments, LaGuardia’s College Prep program provides information and advice to prospective student about how college studies can help them meet their personal and professional goals. The program shows applicants how to complete an application to LaGuardia, how CUNY placement testing works and how to apply for transfer credit and financial aid. GED requirements are covered as well as general information about higher education in the U.S. For more information, call (718) 482-5966.

CUNY Catch Transitional Services

CUNY Catch is an alliance of four CUNY colleges, LaGuardia, Bronx, and Medgar Evers, uniting to provide transitional services for detainees leaving Rikers Island. Incarcerated are referral to campus training and education as well as counseling, job search preparation, and support services. For further information, call (718) 482-5326.

The CUNY English Language Immersion Program at LaGuardia

The CUNY English Language Immersion Program allows English as a Second Language students to spend an intensive period of time, 25 hours per week for up to one year, studying English before entering undergraduate studies. Immersion students have been accepted to LaGuardia or other CUNY colleges and have chosen to defer their enrollment in order to concentrate on English language studies. The instructional format includes classwork, research projects, a range of computer applications, orientation to college, and out-of-class assignments. Immersion students at LaGuardia enter the program at the beginning levels of English language proficiency. The curriculum reflects a holistic approach to language development that integrates listening, speaking, reading and writing, in the context of academic preparation.

Emergency Medical Technician – Basic (EMT-B) certificate program is designed to train individuals in Basic Pre-Hospital Emergency Care. New York State certification will depend upon
satisfactory attendance, successful completion of course exams, and passing of a final exam to be administered by the New York State Department of Health Bureau of Emergency Medical Services. An English proficiency test will be given to determine eligibility. Fifty students may enroll in this course. For additional information, call (718) 482-5768.

The Employment and Career Services Center
The Employment and Career Services Center, C-102, is a part of the Division of Adult and Continuing Education. Through the center, employers, current students and graduates of one year or less can receive:
- assistance in assessing their skills, developing interviewing techniques and in preparing a resume;
- full- or part-time, permanent or temporary job referrals based on their interest, skills, experience and schedules; and
- assistance to employers in filling their staffing needs in a cost efficient manner through direct job postings, on-campus recruiting, and career and job fairs.

The center is open Monday - Thursday 10 a.m. until 4 p.m. for day students, and Tuesday and Wednesday, 4 p.m. until 7 p.m. for extended day students. There are no evening hours during intersession. Graduates must call or visit the office to schedule an appointment.

After one year, graduates must join the Alumni Association to use the services of The Employment and Career Services Center. For more information, call (718) 482-5235.

English Language Center
The center offers non-credit English as a Second Language programs on a full-time or part-time basis as well as specialized workshops for specific skills development such TOEFL preparation, Intermediate and advanced writing, etc. Beginning, intermediate and advanced courses are available to recent immigrants, foreign students or visitors, and others in need of English as a Second Language instruction. The program is to assist participants to enter the labor market or upgrade their current employment. Eligible public assistance individuals must be working at least twenty (20) hours per week; 200% of poverty level individuals must be a citizen or have been a legal resident for at least 5 years and be the custodial parent of a child 18 years or under. The ultimate goal of the program is to assist participants to enter the labor market or upgrade their current employment. InVEST is a collaboration of CUNY, the New York City Human Resources administration, the Higher Education Services Corporation and the New York State Department of Labor.

Licensed Refrigeration Machine Operator
This course, approved by the New York City Fire Department, is offered in conjunction with the National Association of Power Engineers, and it qualifies participants to take the fire department’s licensing test in this area. The program is offered every year from October through June on Tuesday and Thursday evenings. For more information, call (718) 482-7244.

Lifestyles
In the spirit of combining learning and fun, Lifestyles was created to bring a new dimension to Continuing Education at LaGuardia. In Spring 1995, this new program began offering leisure courses in dance including ballroom, salsa, and country; art including art appreciation courses and art workshops; photography; floral arrangement; and guitar. For more information, call (718) 482-5323.

Medical Records Training Program for Low Income Adults
This twenty-week training program is designed to prepare unemployed individuals to enter the health-related field as a medical biller or medical coder. The program will assist participants who successfully complete the training with finding employment. The program is open to eligible candidates who have a high school diploma or GED and type 20-25 wpm. For additional information, please call (718) 482-5340.

New Directions for Mature Adults
LaGuardia welcomes mature adults to all Continuing Education programs and also provides opportunities especially designed to meet their interests. In addition, the program assists adults 60 and over in entering the college credit program where they may register at a special rate of $65 per semester. For information, call (718) 482-5323.

The New York City Taxi Driver Institute
Since co-founding New York City’s first required taxi-driver training program in 1984, The New York City Taxi Driver Institute has successfully prepared over 45,000 people to qualify for a license to drive a medallion (yellow) taxicab. In 1997, the institute was selected to provide continuing professional education to all licensed taxicab drivers. From 1997 through 1998, the institute trained over 37,000 drivers. The institute conducts an 8-hour refresher course for taxicab drivers who are designated “persistent violators” of regulations by the Taxi and Limousine Commission, and also offers a New York State certified Insurance Point Reduction course to cabdrivers and the general public. For further information, please call (718) 482-5335.

Paramedic Program
Successful completion of this intensive program leads to EMT-Paramedic certification through the New York State Department of Health. Following the National Standard Curriculum for the EMT-Paramedic, our program is designed to teach the student the clinical and technical skills required for the practice of advanced pre-hospital care. Program components include lectures, practical skills labs and extensive clinical rotations. Upon successful completion of the program, students are also eligible for National Registry, NYCREMAC, BLCS, ACLS and PALS certifications. Both degree and certificate programs available. Payment plan available. Pre-requisite: EMT certification and 6 months/200 hours of pre-hospital experience.

Admission requirements include the following: High school Diploma or GED, current certification as a NYS Emergency Medical Technician, a minimum of 200 hours and/or 6 months of pre-hospital experience.
experience (paid or volunteer), successful completion of Paramedic Program Entrance Exams and an interview with the program director and/or members of the faculty.

Notes:

The requirements for this program include mandatory practical skills sessions that are offered only on Saturdays.

Students who successfully completed the LaGuardia Paramedic Program may receive 30 credits toward an AAS degree through the Department of Natural and Applied Sciences. For additional information, call the EMT-Paramedic Program at (718) 482-5321.

Program for Deaf Adults
Since 1975, this program has provided the largest, most comprehensive post-secondary educational model for deaf and hard of hearing students in the Greater New York City area. Students pursuing associate degree programs are supported by academic and career counseling programs, registration assistance, testing accommodation, sign language interpreters, C-print, supplementary instruction, tutors and notetakers. Courses taught in American Sign Language and offered through Continuing Education include Academic Studies for Deaf Adults, Levels 1 to 5; Basic Reading and Writing; Driver’s Education (Learner’s Permit); Computer and Internet Skills and Web Design courses; Adult and Infant CPR and First Aid, Individual Instruction; and eight levels of American Sign Language Instruction. Additional program components consist of the Interpreter Education Projects which offer two programs for sign language interpreters: a two-year certificate Sign Language Interpreter training program, and workshops and seminars for professional interpreters; and the Northeast Technical Assistance Center, downstate New York, which provides various information and technology resources for post-secondary institutions wishing to serve their students who are deaf or hard of hearing. For more information, please call (718) 482-5324 (voice) or (718) 482-5333 (TTY) or mail to PDA@lagcc.cuny.edu.

The Small Business Development Center (SBDC)
The SBDC provides free one-on-one business counseling to start up entrepreneurs through funding from the New York State Small Business Administration. Services are provided in English, Spanish, Korean and three dialects of Chinese. Services include counseling on business planning, credit building and repair, and access to capital and marketing. For additional information, call (718) 482-5303.

Small Business Incubator
LaGuardia’s incubator, New York Designs, is a joint program with the City University of New York. New York Designs will house 20 young small design companies that produce high-end home and gift products. It includes specialized business counseling, connection to investment capital, and access to high-end prototype equipment. For additional information call, (718) 482-5960.

LaGuardia and Wagner Archives
The LaGuardia and Wagner Archives was established in 1982 to collect, preserve and make available materials on the social and political history of twentieth-century New York City, with an emphasis on New York City government and the borough of Queens. This growing repository houses the personal papers of Mayor Fiorello H. LaGuardia, Robert F. Wagner, Abraham D. Beame, Edward I. Koch, and Rudolph W. Giuliani; the records of the New York City Council, the New York City Housing Authority and the piano company Steinway & Sons, and a Queens History Collection. The Archives also maintains a multi-exhibit museum on the history of New York City.

The mission of the Archives is to serve as a research center for LaGuardia faculty and students in addition to scholars, journalists and policy makers interested in the history of the city. The staff produces exhibitions and publications designed to reach people who rarely visit museums, libraries or archives. In these ways, the Archives reflects Fiorello H. LaGuardia’s own commitment to serving all the people of New York and his vision of a government responsive and accessible to the citizenry.

High Schools
The International High School
The International High School, a multicultural alternative educational environment for recent arrivals, serves students with varying degrees of limited English proficiency. A collaborative project between the New York City Board of Education and LaGuardia Community College, this school offers a high school/college curriculum combining substantive study of all subject matter with intensive study and reinforcement of English.

The success of thematically based interdisciplinary programs has prompted the faculty of The International High School to reorganize the curriculum of the entire school around interdisciplinary thematic study. Currently, six teams of teachers have each developed thematically based courses of study. Students choose one of these themes, which last for the entire school year. The structure provides for a balance of exposure by focusing on the humanities and math/science/technology. Teams create curriculum, schedule students and teachers, determine assessment procedures, provide guidance and counseling and allocate resources for instructional supplies and materials. These interdisciplinary teams have been responsible for improved student attendance and achievement.

The college campus setting provides us with many facilities not often found in public high schools. High school students take college courses with matriculated college students for both high school and college credit, thus increasing their access to curricular offerings. By graduation, nearly all of our graduates have completed successfully at least one college course. Our students typically bring a wide range of experience, linguistic abilities, maturity, and ability to use resources around them to negotiate successfully the challenges they encounter in school and life.

Middle College High School
Middle College High School at LaGuardia Community College each year accepts 125 ninth and tenth graders from junior high schools in Districts 24 and 30 in the western section of Queens. The six-year program, which combines grades 9 through 12 with the first two years of college, provides intensive guidance, small classes, career exploration, and an interdisciplinary curriculum for students who might not reach their potential in a traditional school setting. The resources and positive role models provided by the college supplement the skills of the teachers, all of whom have New York City high school licenses.

Students may take courses both in the high school and in the college for high school credit. College level course credits are stored in a computer bank and may be counted toward the Associate degree upon completion of high school.

Middle College students may choose from hundreds of college courses which can be taken for both college and high school credit. All students graduating from Middle College High School are guaranteed admission to LaGuardia Community College.

Students at Middle College are members of the college community, and can use the full facilities of the college including the library, membership in college clubs, participation in intramural sports and open recreation programs. Middle College has a special program for hearing handicapped students in Western Queens.
Robert F. Wagner Jr. Institute for the Arts and Technology

The Robert F. Wagner Jr. Institute for the Arts and Technology is the third high school program on the LaGuardia campus. Located one block from the college, students in grades 7 through 12 experience an interdisciplinary curriculum, small classes, and intensive guidance programs with a focus on the arts and technology.

The high school’s facilities include a complete video studio, editing facility, screening room, theater space, an art gallery, three computer labs (IBM/Mac), photo darkrooms and complete science labs. The school has ongoing partnerships with The New Museum, P.S. 1 and Socrates Sculpture Park.

Students at the Institute for the Arts and Technology, as members of the college community, are eligible for college I.D. cards, may take college classes and can use the full facilities of the college including the library and gymnasium.

School-College Collaboration

In addition to its on-campus high schools, the college works closely with the New York City Board of Education, high schools and community school districts in Queens and across New York City to prepare students for college admission and retention.

Toward this end, the college provides a number of programs, which currently include:

- College Now!, a CUNY initiative, enables juniors and seniors in 13 high schools to take college credit and non-credit bearing courses and ninth and tenth graders to participate in a range of activities, including specially designed high school courses, on the LaGuardia Community College campus and within their own high schools.
- College Connection, a LaGuardia-sponsored program that makes it possible for junior and senior high school students to take LaGuardia Community College courses on-campus.
- The Liberty Partnership Program, a high school retention and college preparation program operating within Grover Cleveland, Franklin K. Lane and Newtown High Schools.
- Project Upward Bound, a U.S. Department of Education funded program serves low-income students from Aviation, W.C. Bryant, International, Middle College, Newtown and Robert F. Wagner high schools in Queens. The program prepares low income and first generation students for post-secondary education. In partnership with Vassar College, the Upward Bound program sends 40 students to Vassar each summer for a six-week, academically challenging program of classes and extracurricular activities.

In addition to its efforts to facilitate the transition of students to post-secondary education and the workplace, LaGuardia is deeply concerned as well with promoting the professional development of teachers and counselors, increasing their knowledge of learning communities, and active, project-driven and interdisciplinary learning. Since 1992, the college has hosted high school faculties on Professional Development Days and worked intensively and continuously with K-12 teachers through the Queens School-to-Work Program, the Goals 2000 Cross-Queens Collaborative, and the Queens Urban Partnership.
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Affirmative Action Policy
LaGuardia Community College is committed to the principles and spirit of affirmative action and equal opportunity.

It is the policy of LaGuardia Community College to recruit, employ, train and promote employees on the basis of equal opportunity without regard to race, color, religion, sex, sexual orientation, religion, age, national origin, disability, Acquired Immune Deficiency Syndrome, or status as a disabled or Vietnam Era veteran.

LaGuardia Community College recognizes its obligation to provide students with equal consideration when seeking admission, financial aid, and access to student services, and academic and athletic programs.

The College believes in a policy of nondiscrimination, and as an educational institution maintains an ongoing program to assure compliance with federal legislation and University guidelines. The Affirmative Action Program encourages positive practices and ensures equitable disciplinary procedures for any member of the college community who engages in harassment on the basis of race, sex, sexual orientation or disability, or any individual who reports such an incident.

It is the policy of LaGuardia Community College to operate and comply with the requirements of the Equal Pay Act of 1963, the Civil Rights Act of 1964, Title VI, Title VII, the Educational Amendment Act of 1972 (Title IX), Executive Order 11246 as amended by Executive Order 11375, the Rehabilitation Act of 1973 (503 and 504), Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Age Discrimination Act of 1974, the Immigration Reform and Control Act of 1987, the Civil Rights Restoration Act of 1987, and the American Disabilities Act of 1990.

The “protected classes” as delineated in the Federal Executive Order [Black, Hispanic (including Puerto-Rican), Asian/Pacific Islander, American Indian/Alaskan Native and Women] were expanded on December 9, 1976, by the Chancellor of the City University of New York to include Italian-Americans and the University and the College has and will continue to exercise affirmative action for the “protected classes” including Italian-Americans.

The President, as Chief Executive Officer, has overall responsibility for the Affirmative Action Program. The President has designated the responsibility for the Affirmative Action Program to the Affirmative Action Officer, Irma Lynch Patterson, Acting Affirmative Action/Equal Employment Officer, Room E-512, (718) 482-5057.

Policy Against Sexual Harassment
LaGuardia Community College is committed to the principles and spirit of compliance with the Equal Employment Opportunities Commission laws which govern sexual harassment. Sexual harassment is illegal under Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments Act of 1972. Sexual harassment occurs when “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature” are made a condition of employment or student status, are used in decisions affecting an employee or student, affect an employee’s work performance or student’s academic performance, or create an overall intimidating, hostile or offensive working environment or student environment.

LaGuardia Community College is committed to maintaining and fostering a fair, humane and supportive environment for all of its students, faculty and staff. The college does not condone and will not tolerate sexual harassment.

The College adheres to the official policy of the Board of Trustees of the City University of New York, which explicitly prohibits sexual harassment throughout the University community. The policy is as follows:

It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic
origin, handicap, and veteran or marital status. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University.

The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment. The University will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

Complaints of sexual harassment by students and employees should be directed to the Sexual Harassment Panel Coordinator, Deputy Coordinator, or to any member of the Sexual Harassment Panel available to students and employees. Aside from the panel, the Sexual Harassment Education Committee holds the responsibility for educating the college community about sexual harassment through printed materials, workshops, training sessions, and the like. All inquiries, complaints and concerns will be kept confidential.

Complaints of sexual harassment by students and employees should be directed to the Sexual Harassment Panel Coordinator, Deputy Coordinator, or to any member of the Sexual Harassment Panel available to students and employees. Aside from the panel, the Sexual Harassment Education Committee holds the responsibility for educating the college community about sexual harassment through printed materials, workshops, training sessions, and the like. All inquiries, complaints and concerns will be kept confidential.

The President, as Chief Executive Officer of the college, is committed to and supportive of the Affirmative Action Program. The Affirmative Action Officer has overall responsibility for ensuring compliance with Sexual Harassment rules and regulations. Information, complaints, and concerns should be directed to the Coordinator of the Sexual Harassment Panel, Irma Lynch, Room E-512, (718) 482-5057, or to the Deputy Coordinators, Vanessa Bing, Room E-235, (718) 482-5876, or Gary Richmond, Room E-2025, (718) 482-5700 or to any other member of the Sexual Harassment Panel. The names of these members may be found in the departmental and general public bulletin boards.

Declaration of Pluralism

We are a diverse community at LaGuardia Community College. We strive to become a pluralistic community.

We respect diversity as reflected in such areas as race, culture, ethnicity, gender, religion, age, sexual orientation, disability and social class.

As a pluralistic community we will:

* Celebrate: individual and group diversity
* Honor: the rights of people to speak and be heard on behalf of pluralism.
* Promote: intergroup cooperation, understanding and communication.
* Acknowledge: each others' contributions to the community.
* Share: beliefs, customs and experiences which enlighten us about members of our community.
* Affirm: each others' dignity.
* Seek: further ways to learn about and appreciate one another.
* Confront: the expression of de-humanizing stereotypes, incidents where individuals or groups are excluded because of difference, the intolerance of diversity and the forces of racism, sexism, heterosexism, homophobia, disability discrimination, ageism, classism and ethnocentrism that fragment the community into antagonistic individuals and groups.

We believe by carrying out these actions we, as students, faculty and staff can achieve social change and the development of a society in which each individual can achieve her or his maximum potential.


Model Notification Under FERPA of Student Rights Concerning Education Records and Directory Information

The Family Educational Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review your education records.

   Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the records they wish to inspect. If the records are not maintained by the college officer to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

   All requests shall be granted or denied in writing within 45 days of receipt. In the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the college's FERPA appeals officer (Deborah Hairston, Room E-242). Additional information regarding the appeal procedures will be provided to you if a request is denied.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

   You may ask the college to amend a record that you believe is inaccurate or misleading. You should write to the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

   If the college decides not to amend the record as requested by you, the college will notify you of the decision and advise you of your right to a hearing before the college's FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks.

   A college official has a legitimate educational interest if access is reasonably necessary in order to perform his/her instructional, research, administrative or other duties and responsibilities.

   Upon request, the college discloses education records without consent to officials of another college or school in which a student seeks or intends to enroll.

4. You may appeal the alleged denial of FERPA rights to the:

   General Counsel and Vice Chancellor for Legal Affairs
   The City University of New York
   535 East 80th Street
   New York, NY 10021

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Avenue, SW
   Washington, D.C. 20202-4605

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(6) The college will make the following “directory information” concerning current and former students available to those parties having a legitimate interest in the information: name, attendance dates, home address, present address, telephone number, date and place of birth, photograph, e-mail address, full or part-time status, class schedule, class roster (list), major and minor fields of study, participation in officially recognized activities and sports, height and weight of athletic team members, degrees, previous schools attended, and honors and awards received. By filing a form with the Registrar’s Office, you may request that any or all of the above information not be released without your prior written consent. This form may be filed, withdrawn, or modified at any time.

CUNY Office of General Counsel
April 19, 1999

Student Rights and Responsibilities

Student rules of conduct and disciplinary procedures are printed in the Student Handbook, which is distributed by the Counseling Department, Division of Academic Affairs, Room C-245.

Rules and Regulations for the Maintenance of Public Order

(Pursuant to Article 129-A of the Education Law Henderson Rules)

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedom: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the University community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the University campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the University has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Higher Education.

With respect to enforcement of these rules and regulations we note that the Bylaws of the Board of Higher Education provide that:

THE PRESIDENT. The president, with the respect to his educational unit, shall:

a. have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his jurisdiction;

b. be the advisor and executive agent of the Board of his respective college Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions, and policies of the Board, the lawful resolutions of the several faculties;

c. exercise general superintendence over the concerns, offices, employees, and students of his educational unit.

I. Rules

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere with the institution’s educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution’s instructional, personal, administrative, recreational, and community services.

2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.

3. Unauthorized occupancy of University/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of University/college equipment and/or supplies.

4. Theft from, or damage to University/college premises or property, or theft of or damage to property of any person on University/college premises is prohibited.

5. Each member of the academic community or uninvited 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. I.D. Policy

All members of the college community are required to wear valid college IDs on campus. Individuals who do not have an ID can obtain one at the ID office in MB-23. Visitors will be issued temporary IDs at the security desk at each entrance to the college.

7. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of the rights or interferes with the institution’s educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution’s instructional, personal, administrative, recreational, and community services.

8. Disorderly or indecent conduct on University/college-owned or controlled property is prohibited.

9. No individual shall have in his possession a rifle, shotgun, or firearm or knowingly have in his possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/ college without the written authorization of such educational institution.

10. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.

11. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University employees in the workplace is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.

II. Penalties

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-9 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.

2. Any tenured or non-tenured faculty member, or tenured or non-tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-10 shall
be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of the Board of Higher Education, or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and, for engaging in any manner in conduct prohibited under substantive Rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. In addition, in the case of a tenured faculty member, or tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-10, he or she shall be entitled to be treated in accordance with applicable provisions of the Education Law or Civil Service Law.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-9 shall be subject to rejection, and/or arrest by the civil authorities.

4. Any organization which authorized the conduct prohibited under substantive Rules 1-10 shall have its permission to operate on campus rescinded.

Penalties 1-4 shall be in addition to any other penalty provided by law or The City University Trustees.

Appendix

Sanctions Defined:

A. Admonition.
An oral statement to the offender that he has violated University rules.

B. Warning.
Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may cause far 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 notice of suspension for a definite period of time.

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

H. Complaint to Civil Authorities.
I. Ejection.

Middle States Accreditation
LaGuardia Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

Credit Values at LaGuardia
Starting in Fall 1992, LaGuardia began operating on an enhanced semester system awarding semester credits. Prior to Fall 1992, the College operated on a quarterly calendar; instructional time was allocated in such a way as to be equal to that of a college on a semester system. Therefore, LaGuardia awards and has always awarded semester credits for all its courses.

Graduation Rates
Graduation rates at LaGuardia compare favorably with those for other CUNY community colleges. While most students require more than two years to complete an Associate's degree, studies have shown that approximately 20% of entering students achieve their degree in five years or less. An important factor to consider in addition to the graduation rates is the number of students who attend part-time and therefore require additional time to complete their studies.
Glossary of Terms

A

@: a symbol that may appear on a student's transcript which indicates a waiver of a requirement (without credit).

AA: Associate in Arts: the degree awarded in the following programs: Accounting, Business Management, Commercial Foodservice Management, Commercial Photography, Computer Operations, Computer Technician, Emergency Medical Technician/Paramedic, Microcomputer Systems and Applications, Mortuary Science, Nursing, Paralegal Studies, Physical Therapist Assistant, Programming and Systems, Secretarial Science: Administrative Secretary and Legal Secretary, Travel and Tourism, and Veterinary Technology.

AAS: Associate in Applied Science: the degree awarded in the following programs: Accounting, Business Administration, Computer Science, Dietetic Technician, Liberal Arts: Mathematics and Sciences, Occupational Therapy Assistant, School Foodservice Management.

Academic Advisor: Counselor or faculty advisor who helps students plan their course of study. Students may meet and talk one-on-one about their academic program, degree requirements and career/life goals.

Academic Year: two enhanced semesters, each consisting of a twelve-week session and a six-week session.

Advisement Form: required form which must be signed by a counselor or faculty advisor before registration. It lists the courses for which a student has been advised to register, and also courses in progress.

Articulation: an existing agreement between a four-year college and LaGuardia to accept certain courses for credit toward a BA or BS degree at that senior college, or an agreement between LaGuardia and a high school for automatic advanced placement credit.

B

Basic Skills: required courses in reading, writing, math and oral skills based upon students' performance on the Freshman Skills Placement Test.

Bursar: the college cashier, where all fees and tuition are collected, and all refunds and financial aid checks are given out. The Bursar's Office accepts cash, checks, and money orders.

C

Career and Transfer Center: An office that offers assistance to students making career decisions, setting occupational goals, and learning about training and educational requirements of various careers. The Center also assists students in transferring to four-year colleges and universities. The Center, C-245, houses a library of occupational and educational information.

Career Preparation Elective Pattern: a group of no more than five courses designed to give students a foundation for a career in areas such as art, journalism, and legal studies with related co-op experiences (AA degree in Liberal Arts only).

Certificate: awarded in commercial photography and word processing specialist.

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

Clubs Hours: Wednesday afternoons. Classes are not usually scheduled during this time.

Cluster: three or more courses offered during the same semester and linked by common themes or assignments. (Two courses linked in the same way are often called a “Pair.”)

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

College Preparatory Initiative (CPI): An initiative designed to strengthen high school students’ academic preparation in order to enhance success in college and/or employment.

Confirmation: a student's official schedule of classes issued after tuition has been paid.

Continuing Education: a college division which offers various noncredit programs to adult students.

Co-op: see Cooperative Education.

Cooperative Education: the academic department that offers courses relating to experiential education and work.

Co-op Seminar: class taken during internship cycle; in the seminar, students examine their work experiences in relation to educational and career objectives, academic concepts, and experiential education learning theories.

Core: in the Liberal Arts curriculum only, a twelve-credit requirement of introductory-level courses taken in four out of five liberal arts departments.

Coresquisite: course which must be taken during the same session as another course.

Counselor: college faculty trained to help students examine educational, career and personal concerns. Counselors conduct New Student Seminars, lead workshops, and are available to see students on an individual and group basis.

Course Code: each code (listed in the Schedule of Classes) identifies the department offering the course, the name of the course, and the particular section (days and times) a course is scheduled to meet (e.g., ENGL01.01).

CR: a symbol that may appear on a student's transcript which indicates a course for which a student earned credit by examination or on the basis of an articulation agreement with the student's high school.

CUNY/ACT: a three-part test for new students that determines whether they will be placed in ESL or basic reading, writing, and math classes.

Curriculum: a set of courses constituting an area of specialization.

D

Dean's List: a per-semester listing of students who have achieved academic excellence.

E

Elective: course not required for a major which a student may choose to take to meet overall degree requirements. Liberal Arts electives include courses from the Departments of English, Humanities, Human Services, Natural and Applied Sciences, Math and Social Science, except those courses listed on pages 104-105. Unrestricted electives may be chosen from any department of the college.

Enhanced Semester: a two-part semester divided into a twelve-week session and a six-week session.

Express Course: courses offered in an intensive mode, usually during intersession.

Extended Day: evening (after 5 p.m.) and Saturday courses.
eligibility for all forms of financial aid. Veterans should speak with the Office of Veterans Affairs.

**Gateway to the Workplace:** the prerequisite course for placement in an internship. The Gateway course assists students in becoming self-directed learners, preparing them to maximize the learning experience of their internships.

**GPA:** grade point average.

**Immunization:** The State of New York requires all students born on or after January 1, 1957, to present proof of immunity against measles, mumps, and rubella.

**INC:** a symbol on a student’s transcript indicating an incomplete course.

**Independent Study:** a course of study designed by a faculty member and a student tailored to a student’s interests.

**International High School:** a Board of Education high school on campus.

**Internship:** credit-bearing work experience.

**Internship Seminar:** see Co-op Seminar.

**IOL (Internship Opportunities List):** a complete listing by major of internships available through the Department of Cooperative Education.

**Job Placement Office:** available to all students and alumni. Offers full- and part-time job referrals, placement in temporary positions, and assistance in developing interview techniques and the preparation of a resume.

**Learning Community:** a group of students who enroll in a common set of courses which are thematically linked and who work together on projects and assignments.

**Middle College:** a Board of Education high school on campus.

**Military Credit:** Up to six unrestricted elective credits for veterans in degree programs who have been honorably discharged from the United States military,

F: a symbol that may appear on a student’s transcript which indicates the student failed the course. Counted in the calculation of a student’s GPA.

**F Grade Policy:** Detailed explanation is found in the Academic Policy section of the catalog.

**Faculty Advisor:** an instructor in a student’s major who can assist with academic and career planning.

**Federal Direct Loans:** a financial aid program.

**FIN:** A symbol on a student’s transcript indicating failure to complete course requirements in order to change an incomplete grade to a real grade.

**Full-Time Student:** generally, a student registered for at least 12 credits or credit equivalents per semester. Since each financial aid program has a different definition for full-time status, students should see a financial aid counselor for information about how to maintain eligibility for all forms of financial aid. Veterans should speak with the Office of Veterans Affairs.

**Gateway to the Workplace:** the prerequisite course for placement in an internship. The Gateway course assists students in becoming self-directed learners, preparing them to maximize the learning experience of their internships.

**GPA:** grade point average.

**Immunization:** The State of New York requires all students born on or after January 1, 1957, to present proof of immunity against measles, mumps, and rubella.

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**Military Credit:** Up to six unrestricted elective credits for veterans in degree programs who have been honorably discharged from the United States military,
S
S: a symbol that may appear on a student's transcript which indicates the student has satisfactorily passed the course. This grade is not counted in the calculation of the student's GPA.

SAR: a Student Aid Report which details individual student aid from federally funded programs.

Schedule Adjustment: a period of time after registration in which students may add and/or drop courses.

SIR (Student Instructional Report): the questionnaire by which students evaluate their teachers.

Social Science: the academic department that offers courses in economics, history, psychology, sociology, political science, and anthropology.

Social Security Payments to Children of Deceased or Disabled Parents: a financial aid program.

Study Group: a group of students, often led by an advanced student, who work together to master difficult skills.

Supplemental Educational Opportunities Grant: a financial aid program.

Suspension: the result of a student's failure to raise a low grade point average during probation. Students on suspension cannot register for classes in the college for one semester.

T
TAP: Tuition Assistance Program—a form of financial aid.

TCR: a symbol that may appear on a student's transcript which indicates that credit was transferred to LaGuardia from a school the student previously attended. (Appears as TC on the DRC.)

Transcript: report of grades received after each semester of study.

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

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

V
Veterans Administration Educational Benefits: a form of financial aid.

W
W: a symbol that may appear on a student's transcript which indicates official withdrawal from a course prior to the official withdrawal date.

WA: a symbol that may appear on a student's transcript which indicates administrative withdrawal, e.g. student not cleared for immunization. For academic purposes, this symbol counts the same as "W", an official withdrawal.

WU: a symbol on a student's transcript which indicates unofficial withdrawal from a course prior to the official withdrawal date. WU grades are counted as F grades in the calculation of students' grade point averages.

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

Z
Z: a symbol on a student's transcript which indicates that the instructor was delayed in submitting a grade. Students completing an internship normally receive the temporary grade of "Z." The "Z" grade will be changed to the student's correct grade by the session following the internship.
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Locating LaGuardia

BY SUBWAY

Via 7 Train: Get off at 33rd Street station. Walk two blocks westbound to Thomson Avenue and Van Dam Street.

Via E, V & R Trains: Get off at Queens Plaza Station and exit the station at Jackson Avenue and Queens Boulevard exit. Walk over the Queens Boulevard Bridge (over the Sunnyside train yards) until you reach the corner of Van Dam Street and Thomson Avenue.

Via G Train: Get off at Court Square Station (at the Citicorp Building). Walk across the Thomson Avenue Bridge.

Via N & W Trains: At Queensboro Plaza station transfer to 7 Train (Local to Main Street) and get off at the 33rd Street station. Walk two blocks westbound to Thomson Avenue and Van Dam Street.

BY BUS

From Queens: Take the Q60 or Q32 to Queens Boulevard and Skillman Avenue. Walk one block west to corner of Van Dam Street and Thomson Avenue, OR Take Q39 to Thomson Avenue and Van Dam Street.

From Brooklyn: Take the B61 to the Citicorp Building in Long Island City. Walk across the Thomson Avenue Bridge.

From Manhattan: Take the Q32 bus along Madison Avenue and across 59th Street. Get off at the intersection of Queens Boulevard and Skillman Avenue and walk one block to the intersection of Thomson Avenue and Van Dam Street.

BY CAR

The college is located on Thomson Ave., three blocks west of its intersection with Queens Blvd.

From Queens: The Long Island Expressway, west to Van Dam St. exit. Make a right at light and go to Thomson Ave., where you make a left.

From Brooklyn: Brooklyn-Queens Expressway, north, to Long Island Expressway exit (toward Midtown Tunnel) to Van Dam St. exit. Make a right at light and go to Thomson Ave., where you make a left.

From the Bronx: Triboro Bridge to Brooklyn-Queens Expressway south. Exit at Queens Blvd., west, and when Queens Blvd. forks, turn left onto Thomson Ave.

From Manhattan: Take the 59th Street Bridge to Queens Blvd. and follow signs to college.
## FALL SEMESTER – SESSION I

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>8/30</td>
<td>Start of the Fall Semester</td>
</tr>
<tr>
<td>8/30</td>
<td>First official day of Coop Internship</td>
</tr>
<tr>
<td>9/1</td>
<td>Opening Sessions for Faculty and Staff</td>
</tr>
<tr>
<td>9/2</td>
<td>Opening Sessions for New Students</td>
</tr>
<tr>
<td>9/8</td>
<td>First Day of Weekday Fall Classes – Session I</td>
</tr>
<tr>
<td>9/8</td>
<td>100% Tuition Refund</td>
</tr>
<tr>
<td>9/9− 9/15</td>
<td>75% Tuition Refund</td>
</tr>
<tr>
<td>9/11</td>
<td>First Day of Saturday Fall Classes – Session I</td>
</tr>
<tr>
<td>9/12</td>
<td>First Day of Sunday Fall Classes – Session I</td>
</tr>
<tr>
<td>9/14</td>
<td>Last Day to Add a Class</td>
</tr>
<tr>
<td>9/14</td>
<td>Honors Night</td>
</tr>
<tr>
<td>9/16−9/20</td>
<td>No Classes</td>
</tr>
<tr>
<td>9/21−9/27</td>
<td>25% Tuition Refund</td>
</tr>
<tr>
<td>9/23</td>
<td>Commencement &amp; Friday classes begin at 4:35 PM</td>
</tr>
<tr>
<td>9/24</td>
<td>No Classes after 4:35 PM</td>
</tr>
<tr>
<td>9/25−9/26</td>
<td>No Classes</td>
</tr>
<tr>
<td>9/27</td>
<td>Last Day to Drop a Class—Last Day of tuition refund-Census Day</td>
</tr>
<tr>
<td>9/27</td>
<td>Last Day to apply for Graduation</td>
</tr>
<tr>
<td>9/27</td>
<td>Last Day to apply for Nursing, Occupational Therapy, Physical Therapist Candidacy</td>
</tr>
<tr>
<td>10/11</td>
<td>No Classes</td>
</tr>
<tr>
<td>10/25</td>
<td>Last Day to withdraw from a course officially</td>
</tr>
<tr>
<td>11/23</td>
<td>Classes will meet according to a Thursday Schedule</td>
</tr>
<tr>
<td>11/25−11/28</td>
<td>Thanksgiving Recess — No Classes</td>
</tr>
<tr>
<td>12/8</td>
<td>Classes will meet according to a Friday Schedule</td>
</tr>
<tr>
<td>12/10</td>
<td>No Classes – Reading Day</td>
</tr>
<tr>
<td>12/12</td>
<td>Last day of Classes</td>
</tr>
<tr>
<td>12/13−12/19</td>
<td>Finals</td>
</tr>
<tr>
<td>12/17</td>
<td>Last Day of Coop Internship</td>
</tr>
<tr>
<td>12/20</td>
<td>Grades Due by 12 Noon</td>
</tr>
</tbody>
</table>

## FALL SEMESTER – SESSION II

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/20</td>
<td>First Official Day of Coop Internship</td>
</tr>
<tr>
<td>1/5</td>
<td>First Day of Weekday Fall Classes – Session II</td>
</tr>
<tr>
<td>1/5</td>
<td>100% Tuition Refund</td>
</tr>
<tr>
<td>1/6−1/11</td>
<td>50% Tuition Refund</td>
</tr>
<tr>
<td>1/7</td>
<td>Last Day to Add a Class</td>
</tr>
<tr>
<td>1/8</td>
<td>First Day of Saturday Fall Classes – Session II</td>
</tr>
<tr>
<td>1/9</td>
<td>First Day of Sunday Fall Classes – Session II</td>
</tr>
<tr>
<td>1/12−1/18</td>
<td>25% Tuition Refund</td>
</tr>
<tr>
<td>1/17</td>
<td>No Classes</td>
</tr>
<tr>
<td>1/18</td>
<td>Last Day to Drop a Class—Last Day of tuition refund-Census Day</td>
</tr>
<tr>
<td>1/19</td>
<td>Classes will meet according to a Monday Schedule</td>
</tr>
<tr>
<td>2/2</td>
<td>Last Day to withdraw from a course officially</td>
</tr>
<tr>
<td>2/10</td>
<td>Classes will meet according to a Friday Schedule</td>
</tr>
<tr>
<td>2/11</td>
<td>No Classes</td>
</tr>
<tr>
<td>2/17</td>
<td>Last Day of Fall Classes – Session II</td>
</tr>
<tr>
<td>2/18</td>
<td>No Classes – Reading Day</td>
</tr>
<tr>
<td>2/19−2/28</td>
<td>Finals</td>
</tr>
<tr>
<td>2/21</td>
<td>No Finals/No Classes</td>
</tr>
<tr>
<td>3/1</td>
<td>Grades Due by 12 Noon</td>
</tr>
<tr>
<td>3/11</td>
<td>Last Day of Coop Internship</td>
</tr>
</tbody>
</table>

## SPRING SEMESTER – SESSION I

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/7</td>
<td>Start of the Spring Semester</td>
</tr>
<tr>
<td>3/8</td>
<td>Opening Sessions for New Students – No Classes</td>
</tr>
<tr>
<td>3/9</td>
<td>Opening Sessions for Faculty and Staff</td>
</tr>
<tr>
<td>3/11</td>
<td>First Day of Weekday Spring Classes – Session I</td>
</tr>
<tr>
<td>3/11</td>
<td>100% Tuition Refund</td>
</tr>
<tr>
<td>3/12</td>
<td>First Day of Saturday Spring Classes – Session I</td>
</tr>
<tr>
<td>3/12−3/16</td>
<td>75% Tuition Refund</td>
</tr>
<tr>
<td>3/13</td>
<td>First Day of Sunday Spring Classes – Session I</td>
</tr>
<tr>
<td>3/14</td>
<td>First Official Day of Coop Internship</td>
</tr>
<tr>
<td>3/17−3/22</td>
<td>50% Tuition Refund</td>
</tr>
<tr>
<td>3/18</td>
<td>Last Day to Add a Class</td>
</tr>
<tr>
<td>3/23−3/28</td>
<td>25% Tuition Refund</td>
</tr>
<tr>
<td>3/25−3/27</td>
<td>No Classes</td>
</tr>
<tr>
<td>3/28</td>
<td>Last Day to Drop a Class—Last Day of tuition refund-Census Day</td>
</tr>
<tr>
<td>3/29</td>
<td>Last Day to apply for Graduation</td>
</tr>
<tr>
<td>3/29</td>
<td>Last Day to apply for Nursing, Occupational Therapy, Physical Therapist Candidacy</td>
</tr>
<tr>
<td>4/23−4/29</td>
<td>No Classes</td>
</tr>
<tr>
<td>5/2</td>
<td>Last day to withdraw from a course officially</td>
</tr>
<tr>
<td>5/3</td>
<td>No Classes</td>
</tr>
<tr>
<td>5/3</td>
<td>No Classes</td>
</tr>
<tr>
<td>5/13</td>
<td>Last day of Spring Classes – Session I</td>
</tr>
<tr>
<td>5/17</td>
<td>Last Day of Coop Internship</td>
</tr>
<tr>
<td>6/15−6/21</td>
<td>Finals</td>
</tr>
<tr>
<td>6/22</td>
<td>Grades Due by 12 Noon</td>
</tr>
</tbody>
</table>

## SPRING SEMESTER – SESSION II

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/20</td>
<td>First Official Day of Coop Internship</td>
</tr>
<tr>
<td>6/27</td>
<td>First Day of Weekday Spring Classes – Session II</td>
</tr>
<tr>
<td>6/27</td>
<td>100% Tuition Refund</td>
</tr>
<tr>
<td>6/28−7/5</td>
<td>50% Tuition Refund</td>
</tr>
<tr>
<td>6/29</td>
<td>Last Day to Add a Class</td>
</tr>
<tr>
<td>7/2</td>
<td>First Day of Saturday Spring Classes – Session II</td>
</tr>
<tr>
<td>7/3</td>
<td>First Day of Sunday Spring Classes – Session II</td>
</tr>
<tr>
<td>7/4</td>
<td>No Classes</td>
</tr>
<tr>
<td>7/6−7/11</td>
<td>25% Tuition Refund</td>
</tr>
<tr>
<td>7/11</td>
<td>Last Day to Drop a Class—Last Day of tuition refund-Census Day</td>
</tr>
<tr>
<td>7/26</td>
<td>Last day to withdraw from a course officially</td>
</tr>
<tr>
<td>8/8</td>
<td>Last Day of Spring Classes – Session II</td>
</tr>
<tr>
<td>8/9</td>
<td>No Classes – Reading Day</td>
</tr>
<tr>
<td>8/10−8/16</td>
<td>Finals</td>
</tr>
<tr>
<td>8/17</td>
<td>Grades Due by 12 Noon</td>
</tr>
<tr>
<td>8/26</td>
<td>Last Day of Coop Internship</td>
</tr>
</tbody>
</table>

### Important Notice of Possible Changes:

The City University of New York reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of the University and its constituent colleges without advanced notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of The City University of New York. The University regrets any inconvenience this may cause.
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