BRONX COMMUNITY COLLEGE
OF THE CITY UNIVERSITY OF NEW YORK
UNIVERSITY AVENUE & WEST 181 STREET
THE BRONX NEW YORK 10453
220-6450
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Degree Requirements
Audiovisual Technology
Automotive Mechanics Certificate Program
Business
Business Career Curricula
Business Administration Curricula
Data Processing
Education Associate—Child Care Option
Electrical Technology
Engineering Science
Human Services
Liberal Arts and Sciences
Liberal Arts and Sciences Transfer Options
(A.A. Degree)
Liberal Arts and Sciences Transfer Options
(A.S. Degree)
Medical Laboratory Technology
Nuclear Medicine Technology
Nursing
Ornamental Horticulture
Paralegal Studies
Paralegal Certificate Program
Performing Arts—Music
Pre-Pharmacy
Industrial Chemical Laboratory
Secretarial Studies Curricula

EXPLANATION OF CREDIT
Accounting
Art
Astronomy
Audiovisual Technology
Automotive Mechanics
Biology
Botany
Business
Chemistry
Communication
Cooperative Education
Data Processing
Economics
Education
Electrical Technology
English
English as a Second Language
Finance
Floristry
French
Gardening
Geography
German
Health
History
Horticulture

GOVERNANCE OF THE COLLEGE
Board of Trustees of the City University of New York
The City University of New York
Bronx Community College Officers of Administration
Faculty

COMMUNITY RELATIONS
Bronx Community College and the Community
Cultural Programs

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MAP

ACADEMIC CALENDAR
The program and requirements set forth in this catalog are necessarily subject to change without notice at any time at the discretion of the administration.
Introducing Bronx Community College

MISSION AND AIDS OF THE COLLEGE

Bronx Community College was founded on April 11, 1957, as the second community college under the Board of Higher Education and the fourth in the city of New York. From its first class of 120 students admitted in February, 1959, the college has grown to accommodate its current enrollment of some 7,000 students and has graduated over 17,000.

Traditionally, it has been the mission of the community college to provide sound general education, liberal arts transfer education and career education, as well as continuing education for students of all ages. In short, the community college prepares students for a life of independent and creative thinking, dignity and community participation.

At Bronx Community College, the primary emphasis is upon the relationship of the individual faculty member to the individual student. Perhaps more than ever, the administration and faculty recognize the responsibilities and challenges of educating students from a variety of ethnic and linguistic backgrounds. Bronx Community College accepts this responsibility and welcomes the challenge.

A Comprehensive Program

The wide selection of the curricula and educational programs of Bronx Community College provide offerings for students of many different talents and interests. The comprehensive nature of the college makes it possible for students to choose from both career programs and transfer programs.

The college has been authorized by the New York State Board of Regents to award its graduates the degrees of Associate in Applied Science (A.A.S.), Associate in Arts (A.A.) and Associate in Science (A.S.).

Career programs leading to an Associate in Applied Science (A.A.S.) degree may lead directly to employment or to further education toward a baccalaureate degree. The college also offers certificate programs in automotive technology and paralegal studies.

The transfer curricula including Liberal Arts and Sciences prepare students for continued study toward the baccalaureate degree or professional and graduate studies.

The college offers courses of study both day and evening to accommodate the needs of its student population.
HISTORY OF BRONX COMMUNITY COLLEGE

The establishment of Bronx Community College in 1957 crowned a decade of effort by civic-minded groups in Bronx County to meet the growing need for increased higher education facilities in the “Borough of Universities and Progress.”

Classes began in February 1959 at the former site of the Bronx High School of Science at Creston Avenue and 184th Street. With Dr. Morris Meister as its first president, the College soon developed into a much-acclaimed comprehensive community college offering a broad range of academic programs.

In April 1961, The City University of New York was created by the State Legislature, with Bronx Community College as one of its seven constituent undergraduate colleges. The City University now includes seventeen undergraduate colleges, a graduate center, a law school, and an affiliated medical school.

Dr. James A. Colston became the second president of Bronx Community College on August 1, 1966, following Dr. Meister’s retirement. For the next decade, the college grew dramatically, spurred in 1970 by the introduction of open admissions. By 1972 the college was occupying seven additional centers within walking distance of the main building and serving approximately 10,000 matriculated students.

In July 1973, the Dormitory Authority of the State of New York acquired the New York University Heights Campus for the use of Bronx Community College. Beginning with the fall 1973 semester, operations were moved to the present 50-acre site overlooking the Harlem River. There are modern classrooms, lecture halls and laboratories; a student center, cafeteria and lounges; shaded walks and a grassy mall; athletic fields, tennis courts, and a swimming pool; and advanced media and library facilities.

On September 1, 1977, Dr. Roscoe C. Brown, Jr., became the third president of Bronx Community College. The college has intensified its outreach to New York City’s economic, educational, and cultural institutions through partnerships with business and industry and collaborative programs with the Board of Education.

The college’s important contribution to the cultural life of its students and the borough is felt through an organized program of concerts, plays, films, speakers, and art exhibits open to both students and the public.
ACREDITATION
Bronx Community College is accredited by the Middle States Association of Colleges and Secondary Schools, Commission on Higher Education, both as a unit of The City University of New York and as an individual college.

The curriculum in Electrical Technology is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.

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

The Nuclear Medicine Technology Program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA).

The Paralegal Studies Program is accredited by the American Bar Association.

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

NONDISCRIMINATION POLICY
Bronx Community College has a policy of nondiscrimination, and of providing educational opportunities for the disadvantaged as a means of facilitating their access to a broader range of employment opportunities. Accordingly, no person shall, on the basis of race, religion, color, age, national origin, sex, disability or handicap, or veteran status, be excluded from participation in or be denied the benefits of, or be subjected to discrimination in any of the College's programs or activities.

Any student or employee of Bronx Community College who believes that there has been a violation of any affirmative action regulation may contact the Affirmative Action and Section 504 Coordinator.

For further information, contact the Affirmative Action Coordinator, Prof. Joseph G. Riley, Office of Academic Affairs.

DEGREE PROGRAMS OFFERED
The applicant to Bronx Community College may be admitted to one of the various curricula or programs offered. Detailed descriptions of the requirements appear on pages 54 to 81. Each has been approved by and is registered with the New York State Department of Education as is required. Each registered program has an assigned HEGIS code which appears in parenthesis.

Associate in Applied Sciences Degree (A.A.S.)
Career Programs
- Accounting (5002)
- Audiovisual Technology (5008)
- Data Processing (Programming) (5102 and 5103)
- Education Associate (career or transfer) (5503)
- Electrical Technology—Electronic and Computer (career or transfer) (5310)
- Marketing Management & Sales (5004)
- Medical Laboratory Technology (5205)
- Nuclear Medicine Technology (5207)
- Nursing (career or transfer) (5208-10)
- Ornamental Horticulture (5402)
- Paralegal Studies (5099)
- Performing Arts—Music (career or transfer) (5610)
- Pre-Pharmacy (transfer program) (5305)
- Secretarial Studies (5005 and 5214)

Associate in Arts Degree (A.A.)
Transfer Programs
- Accounting (5002)
- Human Services (5501)
- Liberal Arts and Sciences (5649)
- Secretarial Teaching (5005)

Associate in Science Degree (A.S.)
Transfer Programs
- Business Administration (5004)
  Accounting
  Marketing Management & Sales
- Engineering Science (5609)
- Liberal Arts and Sciences (5649)

CERTIFICATE PROGRAMS
- Automotive Mechanics (5306)
- Paralegal Studies (5099)
CAMPUS SERVICES AND FACILITIES

Bronx Community College is situated on a beautiful 50-acre campus high above the Harlem River. The buildings originally housed the New York University School of Engineering and include several landmark structures dating back to the early part of this century. The City University of New York acquired the campus in 1973 as the permanent home for Bronx Community College. A comprehensive renovation and construction plan to adapt the campus to the needs of a community college was deferred because of the New York City fiscal crisis. This plan is now on track. A new selective energy plant was completed in 1982. The renovation of a former dormitory, Silver Hall, is nearly complete and will provide new classrooms, seminar and conference rooms for six academic departments. Work will then begin on five floors of the college's highest structure, Tech Two. When completed, the college's science department will have state of the art laboratories and other facilities.

Auditoriums

The BCC campus has three major auditoriums. The largest is in the Gould Memorial Library. Its capacity of 750 allows its use for a variety of events including college convocations, cultural programs and community activities.

The Hall of Fame Playhouse in the Gould Student Center, with a capacity of 375, is used as a theatre for dramatic productions, musicals and concerts.

Schwendler Auditorium in Tech Two, which seats 200, is also used for concerts and community activities.

BCC Child Development Center

The Bronx Community College Child Development Center was officially founded in October 1972 as a service to students of BCC. Its professional staff helps to provide a setting where children 2½ to 6 years old can develop physically, socially and intellectually at their own pace and to their individual capacities.

The Center, located at 2205 Sedgwick Avenue, is open from 7:15 a.m. to 5:30 p.m., Monday through Friday. Hot meals and snacks are provided daily. Enrollment is limited.

Bookstore

The bookstore in the Gould Student Center, operated as a private concession under contract with the college, stocks all required and supplementary textbooks and supplies, in addition to greeting cards, stationery, college jewelry, sweatshirts, etc. A commission paid by the bookstore goes to the Bronx Community College Auxiliary Enterprises Corporation, funds from which are used to support campus activities.

Cafeteria

A cafeteria, located in the Gould Student Center, is operated for the convenience of students and faculty. In addition to the meals and refreshments available, the facilities are used for receptions and meetings. A faculty/staff lounge is also available in Community Hall.

Computer Center

The Center serves both the administrative and academic needs of the college. Information vital to the proper functioning of the college is processed here. This includes admissions, registration, and end-of-semester grade reporting. Programs written by students and faculty are processed at the Center. A remote job entry link to the University Computing Center permits access to state of the art IBM computers. A Digital Equipment Corporation PDP 11/43 supports computer-assisted instruction as well as other functions complementary to classroom experience.

Children's Center

Students can attend afternoon and evening classes while their children between the ages of 5 and 12 are provided with "after school" services at the Children's Center. Games, arts and crafts, snacks, athletics and tutoring are all available.

The Center is open from 2 to 8 p.m. Monday through Thursday. Students can register their children to use the Center regularly, or on an emergency basis. The Children's Center is located in Gould Student Center, Room 102.

Evening Office

Evening and Saturday classes are scheduled each semester to accommodate students' work and home commitments. Most courses leading to the Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Sciences (A.A.S.) degrees are available to the students during evening hours. A wide range of courses is scheduled on Saturdays beginning at 8:30 a.m.

The Evening Office, located in Tech Two, Room G-02, is open the following hours when classes are in session:
- Mondays-Thursdays—4 to 9:30 p.m.
- Saturdays—8:30 a.m. to 1:30 p.m.

Extension Centers

A wide range of courses is offered by Bronx Community College at the Bronx Psychiatric Center, 1500 Waters Place, and at the New York Psychiatric Center, 722 West 168th Street. Classes are determined by student demand and space availability. Instructors are full-time or adjunct members of the faculty.
Health Services
The office of Health Services is Loew Hall 101. When classes are in session, a registered nurse is on duty from 8 a.m. to 9:30 p.m. Monday through Thursday, 8 a.m. to 5 p.m. on Friday, and 8:30 a.m. to 2:30 p.m. on Saturday. The Health Service provides first aid, health counseling, and referrals on any health-related matter.

Public Information Office
The Public Information Office is located in Language Hall 16. Information about cultural events and college activities is available there.

Safety and Security
This office in Loew Hall, Room 505, is responsible for lost-and-found services, campus parking, the issuance of ID cards, and the patrol of the campus and its buildings.

Student Lounges
Students are invited to use and enjoy lounges and recreation areas in the Gould Student Center.

Swimming Pool and Gymnasium
The swimming pool and gymnasium, located in Alumni Gym, are used by Health and Physical Education classes and college athletic teams. They are also available for student and faculty recreational use during specified hours.

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

The print collection now exceeds 90,000 volumes and is growing rapidly. The library currently receives close to 400 periodicals covering a wide variety of subjects and maintains extensive back files. The collection includes books for recreational reading and a pamphlet file on topics of current interest.

Nonprint Services provides many types of media for students and faculty. In the learning resources center a great variety of educational technology is employed to enhance learning—cartridge films, slides, film strips, records, tape recordings and video-cassettes.

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

The Hall of Fame for Great Americans at Bronx Community College, the original "Hall of Fame" in this country, is a national landmark institution founded in 1900 to honor prominent Americans who have had a significant impact on this nation's history. The Hall of Fame was originated by Dr. Henry Mitchell MacCracken, Chancellor of New York University from 1891 to 1910, and was designed as part of the construction of an undergraduate college of that university.

Built in a sweeping semicircular Neo-Classical arc with wings at either end, it provides a panorama across the Harlem River to the Cloisters in Fort Tryon Park and beyond to the Palisades. It is a unique and patriotic reminder that this country's phenomenal growth has been due to the vitality, ingenuity, and intellect of these individuals.

The principal feature of the Hall of Fame is its 630-foot open-air Colonnade, which houses the bronze portrait busts of the honorees. Designed by the celebrated architect Stanford White and financed by a gift from Mrs. Finley J. Shepard (Helen Gould) to New York University, the Hall of Fame was formally dedicated on May 30, 1901.

The complex of three buildings adjoining the Colonnade—Gould Memorial Library, the Hall of Languages, and Cornelius Baker Hall of Philosophy—were also designed by Stanford White and bear a close conceptual relationship to the Colonnade, with the library as the central focus. These three buildings were among the first constructed on the University Heights campus—Language Hall (1894), Gould Memorial Library (1899), and Philosophy Hall (1912).

The Colonnade was designed with niches to accommodate 102 sculptured works and currently houses the busts and commemorative plaques of 97 of the 102 honorees elected since 1900.

The 97 bronze busts that line the Colonnade are original works by distinguished American sculptors. The bronze tablets recessed in the wall beneath the busts carry inscriptions of significant statements made by the men and women honored.

The categories of occupation or endeavor represented in the Hall of Fame are authors, educators, engineers, architects, inventors, military, lawyers, judges, theologians, businessmen, philanthropists, humanitarians, scientists, physicians, surgeons, statesmen, artists, musicians, actors, missionaries, and explorers.

The Hall of Fame for Great Americans is rich in history, unrivaled for its architecture, and serves as a focus for educational reinforcement and a stage for related programs and exhibits. The Hall of Fame is open to the public for tours daily between the hours of 10 a.m. and 5 p.m. Admission is free.
Admission to the College

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

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

**ADMISSIONS OFFICE**
Loew Hall Room 224
Phone: (212) 220-6284
Admissions Officer: Mr. Durward Collins
Assistant to Admissions Officer: Ms. Gloria Nagle

This office assists applicants in completing the appropriate application form, requesting official transcripts of grades or scores from the State Education Department, former high school(s) or college(s); and obtaining counseling or academic advisement before registration. Most of the College’s informational material is sent from this office to prospective applicants upon their request, including acceptance letters with the dates of important activities and examinations. The transcripts of transfer students are evaluated for possible advanced standing. One evening in every week during the fall and spring semesters the office is open until 7 p.m. to accommodate applicants who work during the day. We have bilingual staff to serve Spanish-speaking applicants.

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

All applicants must have official high school transcripts of grades or equivalency diploma scores sent to the College’s Admissions Office and also meet the basic requirements as described below:

High School Diploma

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

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

Residence

The residency of a student under 18 years of age is governed by the residence of his parents or legal guardian.

New York City Residency Requirements—A student shall be considered a resident of the City of New York for purposes of “resident tuition fee rate” eligibility, if he or she has his or her principal place of abode in the City of New York for a period of at least twelve consecutive months immediately preceding the first day of classes for the semester with respect to which the residency determination is made, and states his or her intention to permanently live and maintain his or her principal place of abode in New York City.

New York State Residency Requirements—Tuition for out-of-city New York State residents, who have on file a valid Certificate of Residence issued by their county of residence, will be the same as tuition charged City residents. All New York State residents who reside outside of New York City and plan to register at Bronx Community College must complete Residence Forms B 80 and B 81, available in the Bronx Community College Bursar’s Office before registration. New York State residents who live outside New York City, but do not submit the required forms, will be charged nonresident fees. (See Tuition and Fees Schedule, page 00).

Health and Physical Standards

All students must submit, as part of the application, a medical examination report on the form provided by the College. Final admission requires approval by the College of the student’s ability to meet its health and physical standards. In addition, students in Nursing must take a special physical examination given in cooperation with the Department of Hospitals of the City of New York.

APPLICATION PROCEDURE

The Freshman Application

The City University provides a form that includes two applications:

1. The Regular Application Form permits students to apply to as many as six regular college programs of City University on a single form. Even if the six programs are in six different CUNY colleges, only one application is necessary.

2. The Special Programs Application is designed for students applying to SEEK and College Discovery and contains its own instruction manual. It should be noted, however, that applications from students who cannot be admitted to SEEK and College Discovery but who meet CUNY admissions requirements will be admitted automatically to a regular community or senior college program.

Where to Apply:

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

UNIVERSITY APPLICATION PROCESSING CENTER
Box 136, Bay Station
Brooklyn, New York 11235

1. Students who are currently attending high school and who seek admission as matriculated students to the lower freshman class of any college (senior or community) of The City University of New York. Students must have completed at least six semesters (11th year) of high school.

2. Students who have earned an Equivalency Diploma and passed the General Education Development Examination.

3. Students who have been graduated from high school and have never attended any institution of higher learning.

4. All students who have had no more than one year of secondary schooling outside the United States.

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

The following applicants should apply directly to the college of their choice:

Applicants who wish nondegree status (nonmatriculated students). Each college will advise and supply an application to the above applicants.

Application Fee

All applications must be accompanied by a money order for $25, made out to The City University of New York. (Instructions for submitting the fee are included with the application forms.)
Deadlines for Applications
All applications to the University Application Processing Center must be submitted by deadline dates: July 1 for the Fall Semester, and December 1 for the Spring Semester.

All applications for direct admission to the College must be submitted before the last scheduled CUNY Skills Assessment Examination.

Notification Dates
Applicants for Fall admission will be notified by August 15; applicants for Spring, by January 15.

Pre-Admissions Counseling
Pre-admissions counseling is available to all prospective students in Loew Hall. Services include group and individual counseling for current high school students, transfer students, and adults who are considering applying for college.

For information, contact Mr. Alberto Forbes, Coordinator of Recruitment, in Loew Hall 223.

Skills Assessment Examinations
Each student must meet acceptable standards in the basic skills areas of reading, writing and mathematics established by the College. In addition, the Board of Higher Education has mandated that students meet a University-wide minimal level of skills proficiency before entrance to the upper division. Consequently, students will be tested in these areas after admission but before registration for courses to determine whether they meet the minimal University and college standards. Those who fail initially to meet these requirements will be given appropriate remedial instructions to assist them in achieving the required skills competency levels. Students who fail to achieve the minimal standards of CUNY by the end of their sophomore year* will not be permitted to continue in the University.

Students entering the University after Sept. 1, 1978, who have failed to meet the standards of proficiency in the basic skills areas of reading, writing and mathematics established by the University will not be permitted to transfer.

BCC Placement Tests
In addition to the Skills Assessment Examinations, some applicants must take separate departmental placement tests in mathematics, speech, typing and/or a foreign language, depending on their choice of curriculum. Separate tests are administered in chemistry (Toleda Examination), engineering science, and electrical technology (Spatial Relations Test).

ADVANCED STANDING ADMISSION

A student who has previously attended another college, university or postsecondary institution must report that fact in an application for advanced standing admissions. The applicant must also have the former institution(s) submit official transcript(s), including an official statement of the conditions of withdrawal, directly to the Office of Admission Services, 875 Avenue of the Americas, New York, NY 10001. Even if attendance at such a college was for a short period of time and no grades are recorded, a certificate of honorable dismissal is required.

A student is allowed a maximum of 30 credits advanced standing (transfer credit) in equivalent courses completed at accredited institutions of collegiate rank. The total number of credits allowed toward the associate degree by BCC may not exceed 30, regardless of whether the courses were taken at other institutions before admission, during attendance at, or after leaving Bronx Community College. Grades of D received in equivalent courses taken at all other institutions will be accepted for credit.

In general, one-half of the career specialization (exclusive of general education courses) must be taken at BCC. Because of the nature of the curriculum, this regulation does not apply to the Liberal Arts and Sciences curriculum.

Any course for which advanced standing has been granted from another institution cannot be repeated at BCC.

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

New York State Equivalency Diploma
Students applying on the basis of a New York State Equivalency Diploma must submit:
1. copies of the Equivalency Diploma and General Educational Development Test Scores, and
2. official copies of any high school or college records they may have accrued.

*For students enrolled in a community college, the end of the sophomore year shall be the semester or session in which the student completes the degree requirements for graduation from the program in which he or she is enrolled.
INTERNATIONAL STUDENTS
ADMISSION

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

CITY UNIVERSITY OF NEW YORK
Office of Admission Services
875 Avenue of the Americas
New York, New York 10001

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

It is the applicant's responsibility to write to all secondary and higher educational institutions attended and request that official proof be sent to the Office of Admission Services.

Application Fee
Each application form must be accompanied by a U.S. bank check or money order in the exact amount of $25 payable to The City University of New York. This fee is not refundable.

Deadline
A deadline date for fall and spring admission will be determined each semester by the Office of Admission Services.

Tuition and Fees
Qualified applicants from other countries must pay full tuition and student activity fees for one year. Upon receipt of this payment, the applicant will be issued a I-20 form by the Admissions Office.

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

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

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

Students are admitted to all units of The City University of New York without regard to sex, age, religion, race, color, creed, national origin or disability. (This statement is made in compliance with U.S. Department of Human Services).
TUITION AND OTHER FEES

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

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

Tuition Deferrals

Students who have neither cash nor an approved form of financial aid to pay their tuition may apply for a tuition deferral. Under this plan, students make a partial payment at registration and pay the balance, on installments, during the semester. Information concerning tuition deferrals will be available at registration. There is a $15 fee for all tuition deferrals.

Association Fees

These fees are payable by all students—matriculated and nonmatriculated.

1. Students registering for a full-time program—12 or more credit hours (includes registration, library, laboratory, audio laboratory, breakage, student activities and graduation fees).
2. Students registering for a part-time program—fewer than 12 credits (includes registration, library, laboratory, audio laboratory, breakage, student activities and graduation fees).

Special Fees

(For all students—matriculated and nonmatriculated.)

1. Application for admission (payable at registration time if not paid before).
2. Transcript (no charge for transcripts sent to colleges of The City University of New York).
3. Make-up and special examinations
   First examination per semester $15
   Each additional examination $5
   (maximum fee of $25 per semester for three or more examinations).
4. Late registration $15
5. Change of program (schedule of classes) $10
6. Duplicate ID card fee $5
7. Duplicate Record $1

Materials Charges

Special materials charges may be required in some courses. These include certain courses in Art, Biology, Chemistry, Medical Laboratory Technology, Music and Photography.

TUITION FEES*

<table>
<thead>
<tr>
<th>Full-Time Students</th>
<th>Part-Time Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York City resident, or New York State resident with a Certificate of Residence</td>
<td>New York State resident without a Certificate of Residence, or Non-New York State Resident, including International Student</td>
</tr>
<tr>
<td>$612.50/semester</td>
<td>$1,012.50/semester</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fewer than 12 credit weight</th>
<th>All others, including International Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York City resident, or New York State resident with a Certificate of Residence</td>
<td>$40/credit**</td>
</tr>
<tr>
<td>All others, including International Student</td>
<td>$76/credit**</td>
</tr>
</tbody>
</table>

*Subject to change.

**The following courses do not follow the normal pattern for calculating tuition. They include an additional charge of an hour of compensatory work.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Code</th>
<th>Course Code</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 11</td>
<td>ENG 01</td>
<td>ENG 16</td>
<td>MUS 21</td>
</tr>
<tr>
<td>ACC 12</td>
<td>ENG 02</td>
<td>ENG 19</td>
<td>MUS 40</td>
</tr>
<tr>
<td>ACC 13</td>
<td>ENG 11</td>
<td>ESL 11</td>
<td>MUS 50</td>
</tr>
<tr>
<td>ACC 14</td>
<td>ENG 12</td>
<td>MTH 13</td>
<td>PHY 31</td>
</tr>
<tr>
<td>BUS 11</td>
<td>ENG 14</td>
<td>MTH 31</td>
<td>PHY 32</td>
</tr>
</tbody>
</table>
EXPENSES

Dependent Students: Students who rely on their parents to provide a substantial part of their support are generally defined as dependent students. For such students, it is estimated that the following expenses would be incurred related to attendance at Bronx Community College for the nine-month academic year exclusive of tuition and fees.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and supplies</td>
<td>$200</td>
</tr>
<tr>
<td>Transportation</td>
<td>490</td>
</tr>
<tr>
<td>Lunch</td>
<td>470</td>
</tr>
<tr>
<td>Personal</td>
<td>520</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,680</strong></td>
</tr>
</tbody>
</table>

Self-Supporting Students: A self-supporting (independent) student encounters day-to-day living expenses (housing, food, clothing, medical, etc.) in addition to costs related to college attendance. The following is an estimate of the expenses related to attendance at Bronx Community College for a nine-month academic year.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and supplies</td>
<td>$200</td>
</tr>
<tr>
<td>Transportation</td>
<td>490</td>
</tr>
<tr>
<td>Housing</td>
<td>2230</td>
</tr>
<tr>
<td>Food</td>
<td>1730</td>
</tr>
<tr>
<td>Clothing and medical</td>
<td>630</td>
</tr>
<tr>
<td>Personal</td>
<td>620</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,900</strong></td>
</tr>
</tbody>
</table>

Independent students who are married or who support additional dependents will incur additional expenses. More detailed information related to student costs is available by contacting the Financial Aid Office.

REFUND OF TUITION AND OTHER FEES

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

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

Military Refunds

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

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

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

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

MILITARY SERVICE

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

VETERANS' BENEFITS

Information and advice concerning veterans will be furnished by the Office of Veterans' Affairs (see page 39).

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

Currently enrolled BCC students eligible to continue receiving educational benefits while at BCC must present their current Bursar's Receipt at the Veterans' Affairs Office, Philosophy Hall Basement.
<table>
<thead>
<tr>
<th>SCHEDULE OF TUITION REFUNDS</th>
<th>Other Than Summer Session</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal from class before the scheduled date of the session</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal from course in order to register at another unit of City University during that semester</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal within one week after scheduled opening date of the session</td>
<td>75%</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal during second week after scheduled opening of the session</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal during third week after scheduled opening date of the session</td>
<td>25%</td>
<td>None</td>
</tr>
<tr>
<td>Withdrawal after completion of third week after scheduled opening date of session</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>
The Financial Aid Office administers all aid programs—federal, state, city and college funded. Applications, counseling and other information are available from the office. Financial Aid program descriptions are based on current statutes and regulations, and may be changed periodically. Entering students should contact the Financial Aid Office early in the admissions process to discuss eligibility requirements, to obtain forms, and to obtain up-to-date information on the various aid programs. Continuing students must file applications each spring.

**NEW YORK STATE PROGRAMS**

**Tuition Assistance Program (TAP)**

TAP is administered by the New York State Higher Education Services Corporation for residents of New York State. Under this program, full-time students (at least 12 credits or equated credits) whose families have an annual New York State taxable income of $29,000 or less may qualify for assistance to help meet tuition charges. Application forms are available in the Financial Aid Office. Before submitting the application, the applicant should review it with a financial aid officer, especially if there are questions relating to completion of the application. The Higher Education Services Corporation determines the applicant's eligibility and an award certificate indicating the amount of the grant is sent directly to the applicant.

**Selection of Recipients and Allocation of Awards:**

TAP is an entitlement program. There is neither a qualifying examination nor a limited number of awards. To be eligible for financial assistance under TAP, you must be a New York State resident and a U.S. citizen or permanent resident alien; be enrolled full-time and matriculated; make satisfactory academic progress toward completion of your program; and be economically eligible according to current criteria.

An applicant who is in default in the repayment of a student loan is excluded from eligibility for this program.

Students may generally receive TAP awards for four years of study. Students enrolled in approved five-year programs, or in an opportunity program, such as the College Discovery Program at Bronx Community College, may receive undergraduate awards for five years.

**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 the independent student’s net taxable income from the preceding tax year plus certain nontaxable 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.
The City University of New York
ACADEMIC PROGRESS CHART FOR UNDERGRADUATES RECEIVING TAP

<table>
<thead>
<tr>
<th>Payment numbers</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum number of credits earned</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>18</td>
<td>31</td>
<td>45</td>
<td>60</td>
<td>75</td>
<td>90</td>
<td>105</td>
</tr>
<tr>
<td>Minimum grade point average</td>
<td>0</td>
<td>0</td>
<td>1.00</td>
<td>1.20</td>
<td>1.40</td>
<td>1.65</td>
<td>1.70*</td>
<td>1.75*</td>
<td>1.80*</td>
<td>1.85</td>
</tr>
<tr>
<td>Minimum credits/credit weights complete prior payment</td>
<td>0</td>
<td>6</td>
<td>6</td>
<td>9</td>
<td>9</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>—</td>
</tr>
</tbody>
</table>

* Students in Associate Degree programs must have a 2.00 grade point average to graduate.

The Supplemental Tuition Assistance Program (STAP)

Students who received their first TAP payment after July 1, 1981, are eligible for STAP which provides up to two extra TAP payments for students who enroll in at least six equated credits of remedial course work.

Good Academic Standing: Beginning September 1981, TAP recipients must comply with New York State Education Department regulations concerning good academic standing in order to continue receiving TAP. Students who received their first TAP payment prior to July 1, 1981 must complete at least one course during each semester they receive TAP. Students who received their first TAP payment after July 1, 1981, must, for each TAP payment, complete the number of credits indicated on the chart above and achieve the required index as per the chart. Students whose index falls below the required level or who fail to complete the required number of credits will lose TAP for the following semester. Students who lose TAP may once, under extraordinary circumstances, receive a waiver and thus continue to receive TAP. While receiving STAP, students must complete at least six credits in order to remain eligible for additional TAP or STAP assistance.

Aid for Part-Time Study

This is a New York State Grant for undergraduate students pursuing degree programs on a part-time basis (6 to 11 credits). To be eligible, students must be New York State residents, must have earned six credits, and must apply for a PELL Grant. Students must also maintain good academic standing for continued eligibility. The award can only be used to pay for tuition costs.

Award Amounts: Awards are based on the family’s New York State Net Taxable income. The amount is determined by the City University and ranges from $240 to $440 a semester depending on the number of credits taken. The award cannot exceed the cost of tuition.

Application Form: Application for Part-Time Study (APTS).

Regents College Scholarship

Application Procedures: Application forms are obtained from and filed with the local high school principal.

Selection of Recipients and Allocation of Awards: Regents College Scholarships are awarded competitively for full-time postsecondary study in New York State in:
1. an approved degree, certificate, or diploma program offered by a college;
2. a hospital school program leading to licensure or certification;
3. a two-year program in a registered business school not authorized to grant a degree.

Basis of the award is the Scholastic Achievement Test (SAT) or American College Testing Program (ACT) score. A total of 18,843 scholarships is allocated by county. Additional scholarships are allocated to insure that each approved high school has at least one scholarship for each 40 graduates.

Award Schedule: The award is $250 per year for up to five years, depending on the normal length of the program in which the recipient is enrolled.
Guaranteed Student Loan Program

Application Procedures: Students should obtain a loan application from a participating New York State bank. The completed application is then sent to the lending institution and the Higher Education Services Corporation. A counseling session or interview, or both, may be required. When the loan is approved, a promissory note is signed by the student.

Selection of Recipients and Allocation of Awards: To be eligible for a guaranteed loan a student must be:
1. a U.S. citizen or permanent resident alien, and
2. enrolled as a matriculated, at least half-time, student in an approved degree program.

Loan Schedule: A student may borrow up to $2500 per academic year, up to a total of $5000.

A student whose adjusted family income is less than $25,000 is eligible for a full interest subsidy, during the time in school, and for a nine-month grace period before repayment must begin. An annual insurance premium of 1 percent of the loan amount is payable in full at the time the check is issued. The interest rate is 9 percent.

If a student applies for an additional loan, application must be made to the original lending institution. Four months after ceasing to be at least a half-time student, the borrower must make formal arrangement with the lending institution to begin repayment. The following regulations apply:
1. depending on the amount of the loan, the minimum monthly payment is $30 plus interest (under unusual and extenuating circumstances the lender, on request, may permit reduced payments);
2. the maximum repayment period is ten years;
3. the maximum period of a loan from date of the original note may not exceed 15 years, excluding authorized deferments of payment;
4. repayment in whole or part may be made at any time without penalty.

Regents Nursing Scholarship

Application Procedures: Application forms are obtained from and filed with the local high school principal.

Selection of Recipients and Allocation of Awards: Regents Basic Nursing Scholarships are awarded competitively for full-time study in New York State in an undergraduate program approved for training of registered professional nurses, in a college or in a hospital school. Basis of the award is the Scholastic Achievement Test (SAT) or American College Testing Program (ACT) score. A total of 800 awards is allocated annually by county.

Award Schedule: The award is $250 per year for up to five years depending on the normal length of the program in which the recipient is enrolled.

College Discovery (CD)

The College Discovery Program (CD) was initiated in 1964 by the Board of Higher Education to provide higher educational opportunities at the community college level to economically and academically disadvantaged students, and is available at Bronx Community College. The program provides counseling, financial aid, remediation, and tutoring services.

Application Procedures: Application is by means of a form available from and returned to: University Application Processing Center, City University of New York, Box 136, Bay Station, Brooklyn, New York 11235.

Selection of Recipients and Allocation of Awards: The applicant must be:
1. a resident of New York City;
2. academically disadvantaged according to guidelines approved by the Board of Trustees of the University;
3. economically disadvantaged according to guidelines approved by the Board of Regents and the Director of the Budget; and
4. an applicant for admission to an associate’s degree program in CUNY. Eligible applicants, after screening for academic potential, are offered admission to the CUNY college of their choice.

Note: State law requires that in order to receive CD stipends, students must file an application for the PELL (formerly BEOG) and the Tuition Assistance Program (TAP).

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 financial aid programs, within State guidelines.
**FEDERAL PROGRAMS**

**PELL Grants**

Applications and other materials are available in the Financial Aid Office. The completed application should be submitted for processing according to the directions included on it. A Student Aid Report will be sent to the applicant. Based on this, the amount of the applicant's award is determined by the Financial Aid Office. Funds are paid directly to the student or may be credited to his/her account.

**Selection of Recipients and Allocation of Awards:** The PELL Grant Program is an entitlement program. The applicant must be enrolled as an undergraduate student, at least on a half-time basis, in an approved postsecondary institution which is itself eligible under law to participate in the PELL Grant program, and must need financial assistance to continue his/her education.

Financial need is determined by a formula applied to all applicants. It was developed by the U.S. Department of Education and is reviewed annually by Congress. The student eligibility index is calculated by this formula.

**Award Schedule:** Awards vary from year to year, but are never more than 60 percent of the total cost of attendance, as defined by the PELL Grant program. The amount of the grant depends on the student's eligibility index and his/her enrollment status.

**Rights and Responsibilities of Recipients:** The student must continue to make satisfactory academic progress. The Federal Government restricts the use of PELL Grants for students taking remedial courses. Once a student has attempted 30 remedial credits his/her PELL Grant is based on degree credits only. Remedial courses in English as a Second Language are exempt from this regulation.

**Supplemental Educational Opportunity Grants (SEOG)**

A student enrolled at Bronx Community College can apply for an award under this program by completing the CUNY Student Aid Form (CSAF).

**Selection of Recipients and Allocations of Awards:** The applicant must be:
1. in exceptional financial need, to the extent that without a Supplemental Grant award his/her education could not be continued;
2. enrolled at least half time.

**Award Schedule:** The award ranges from $200 to $2,000.

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

**National Direct Student Loan Program (NDSL)**

Application Procedure: A student enrolled at Bronx Community College can apply for an award under this program by completing a CUNY Student Aid Form (CSAF) provided by the college. Forms, as well as specialized information on loan cancellation provisions for borrowers who go into certain fields of teaching or specified military duty, are available from the Financial Aid Office.

**Selection of Recipients and Allocation of Awards:** Loans are available to matriculated students enrolled at least half time.

**Award Schedule:** Amounts vary but no Bronx Community College student can receive more than $1,000 per year or a total of more than $2,500 while here.

**Rights and Responsibilities of Recipients:** The current interest rate, payable during the repayment period, is 5 percent on the unpaid principal. Repayment begins six months after graduation or leaving school, and may extend up to ten 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 programs.
College Work Study Program (CWS)

Application Procedures: A student enrolled at Bronx Community College can apply for an award under this program by completing a CUNY Student Aid Form (CSAF), provided by the college.

Selection of Recipients and Allocation of Awards: The applicant must be enrolled at least half-time. In the event that more students are eligible for CWS than there are funds available, preference is given to students who have great financial need and who must earn a part of their educational expenses.

Award Schedule: The Financial Aid Office arranges jobs on campus or off campus with public or private nonprofit agencies. Factors considered by the Financial Aid Office in determining whether and how many hours applicant qualifications.

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

Social Security Payments to Children of Deceased or Disabled Parents

Application Procedures: Application may be made at any Social Security Office. Applicants should present their Social Security card, if one has been issued, and provide the following information: name and address of the institution; dates of past attendance; student I.D. number if any; number of credit hours carried; and full- or part-time status and planned for the next academic period.

Social Security recipients must have their attendance certified by the Registrar's Office in Philosophy Hall.

Veterans Administration (VA)

Educational Benefits

Application Procedures: Application forms are available at all VA offices, active duty stations, and American embassies. Completed forms are submitted to the nearest VA office.

Selection of Recipients and Allocation of Awards: Veterans who served over 180 days between January 31, 1955, and January 1, 1977, and: 1. On active duty; 2. Were honorably discharged at the end of their tours of duty; or 3. Who qualify because of service connected disabilities, are eligible for benefits.

Veterans are entitled to benefits for full-time study at Bronx Community College for one and one-half months for each month of active service, up to 45 months. Eligible veterans who served for 16 continuous months are entitled to benefits for 45 months of full-time study. In each case, the equivalent in part-time study may be authorized. The Veteran's Affairs Office in Philosophy Hall is available to answer questions concerning V.A. benefits.

COLLEGE AND UNIVERSITY PROGRAMS

Tuition Assistance Waiver

To be eligible, a student must be classified as a part-time, New York City resident, matriculated student taking a minimum of six to a maximum of eleven credits. At the present time the application form is PELL Grant form and the Tuition Assistance Waiver is based upon the eligibility index of the PELL Grant. The amount of the award varies depending on the index. This program is subject to continued funding on an annual basis. Awards range from $240 to $440 per semester.

Lincoln Fund and Rudin Fund

These funds make grants available to needy nursing students. Grants of $1,000 are made to nursing students who are found eligible based upon the CUNY Student Aid Form.

Emergency Loan Funds

1. The H.W. Wilson Emergency Loan Fund and the Edna and Albert Goldman Emergency Loan Fund are revolving funds which provide small, short-term loans for emergencies.

2. The Dean's Confidential Loan Fund is a short-term loan for students with extraordinary emergency needs which cannot be met by other loan funds. It is administered by the Assistant Dean of Students.

Required Enrollment Status

In order to receive checks for payments in all financial aid programs which are made available through the College, a student must be currently enrolled and attending classes. Payments in all programs are based upon the total number of credits for which the student is attending: the PELL award for a full-time student and the CD awards for stipends, books and fees require that the student be enrolled for at least 12 credits; the SEOG, NDSL, and CWS awards require that a student be enrolled for no fewer than six credits. Attendance requirements must be met at the time the payments are made; the payment must be made to the eligible student in person; and, to receive a payment, the student must present a current, valid Bronx Community College student I.D. card along with a copy of his or her most recently validated Bursar's receipt.

Financial Aid program are subject to change, dependent upon the College's funding from Federal, State and City agencies.
Academic Policies and Procedures

OFFICE OF ACADEMIC AFFAIRS
Dean of Academic Affairs: Dr. Carl J. Polowczyk
Associate Dean: Dr. Joe Louis Rempson
Associate Dean: Mr. Seymour Reisin

The Office of Academic Affairs is responsible for all the instructional activities at the college, and registration and the scheduling of classes, academic advising of all students who have completed their first year, special programs, management of grants, and staff development.

The Dean of Academic Affairs supervises the Registrar, the Office of Continuing Education and the Grants Office. In addition, the Dean reviews complaints about instruction after the instructor and department chairperson have been consulted. The Dean also has the authority to waive certain fees and curriculum requirements when warranted.

REGISTRAR’S OFFICE
Registrar: Mr. Harvey Erdsneker
Associate Registrars: Mr. A. Giasser, Mr. R. Lewis, Ms. R. Tobin
Assistant Registrars: Mr. A. May, Ms. M. Siegel, Ms. S. Turk

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

Student Identification Number
When registering for the first time, a student receives an identification number which is permanent for the duration of the student’s stay at the college. This number is recorded on the Bursar’s Receipt and ID card.

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

Transcripts
Transcripts may be requested from the Registrar’s Office on the special form provided by the office. There is a charge of $4 for each transcript requested to be sent, except that transcripts to be sent to colleges of The City University of New York are forwarded free of charge.

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

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

An "early registration" period (for currently enrolled students) only takes place after mid-term of the semester preceding the actual registration.

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

Registration is not complete until all financial obligations have been met. A student's registration will be cancelled if payment is not made on time.

Counseling and Advisement for Registration

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

Auditing Classes

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

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

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

Requests to Take Courses at Other Colleges

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

Students on Permit from Other Colleges

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

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

MATRICULATION

Upon admission to the College, a student is designated as matriculant or nondegree.

The student's matriculation status determines the course load he may carry during a semester and the order of priority in registration.

Official determination of scholastic credit and certification of matriculation status of students already in attendance are made by the Registrar's Office, in accordance with standards set by the Committee on Academic Standing.

CLASSIFICATION AND CATEGORIES

(Definitions)

Matriculated Student: A student who is a candidate for an associate degree or certificate and has met the basic college admission requirements is classified as a matriculated.

A matriculant may carry a full- or part-time program of courses leading to a degree, and may register for day and/or evening classes, according to his choice and the availability of class space. A full-time course load is a minimum of 12 credits or credit weights up to the number listed for that semester on the curriculum in the Curriculum Patterns, pages 54-81. Be aware that to graduate in four semesters, a minimum of 16 credits is to be taken in each semester.

Students taking fewer than 12 credits, or the equivalent, are not considered full time for purposes of New York State Regents Scholarships, Scholar Incentive Awards, Selective Service, U.S. Immigration Service, etc. For purposes of Selective Service, State Scholarships, and foreign student visa status, a student must be carrying a full-time load or its equivalent.

Nondegree Student: A nondegree student is one who (a) presented incomplete records for admission, or (b) applied too late, or (c) transferred from another college with an unsatisfactory record or (d) who has been permanently suspended by the college. A student becomes a matriculant when all admission or transfer requirements are met. A student who has been permanently suspended can never become matriculated.
**Senior Citizens:** Residents of New York City, 65 years and older, may enroll in undergraduate courses on a space-available basis, tuition-free at any unit of the University. Individuals enrolling under this waiver are charged a $25 per semester fee as well as any penalty fees they may incur (e.g., late registration, payment, reprocessing fees, library fines). They are not charged any other regular fees. The $25 fee is considered a noninstructional fee.

**Enrolled Student:** A student who has paid all tuition and fees and is attending classes is considered enrolled. The college will remove from its section files any student who has never attended during the first three weeks or attended during the first three weeks but did not attend for weeks four and five. The student will be considered not to be enrolled in the course. The credits will not count toward the determination of full-time status.

**Good Standing:** A student remains in good standing at the college as long as he or she is enrolled. A student on probation is considered to be warned that he or she is compiling a record that could lead to loss of matriculation and/or suspension.

### INDEX CLASSIFICATION CHART

**Minimum Index Needed to Maintain Matriculant Status**

The Board of Trustees of the City University of New York has mandated that all students must meet minimum index standards to go to the next semester. Students who fail to achieve the required standards on either of the following charts will be placed on probation for one semester. Students who fail to achieve those standards while on probation will be dropped from City University.

**Index Classification Chart**

<table>
<thead>
<tr>
<th>Cumulative credits taken</th>
<th>Probation must be assigned if Cumulative Index is lower than that listed</th>
<th>Suspension if Cumulative Index is lower than that listed</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11¹/₂</td>
<td>No Classification</td>
<td>No Classification</td>
</tr>
<tr>
<td>12-23¹/₂</td>
<td>1.67</td>
<td>1.00</td>
</tr>
<tr>
<td>24-37¹/₂</td>
<td>1.78</td>
<td>1.54</td>
</tr>
<tr>
<td>38-51¹/₂</td>
<td>1.88</td>
<td>1.78</td>
</tr>
<tr>
<td>52-63¹/₂</td>
<td>1.95</td>
<td>1.88</td>
</tr>
<tr>
<td>64-73¹/₂</td>
<td>2.00</td>
<td>2.00</td>
</tr>
<tr>
<td>74 or greater</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PROBATION**

Students who fail to achieve required standards will be placed on probation for one semester. The normal academic appeals procedure of the college will be followed in individual cases.

Special assistance including required probation workshops and tutoring, is provided for students on probation.
STANDARDS FOR RATE OF PROGRESS (ROP)

The Rate of Progress (ROP) is measured by the number of degree credits that a student completes per Full-Time Equivalent Year (FTEY). Non-degree courses do not count. Completion means that the student remains in a course for which he or she is registered and gets a grade of A, B+, B, C+, C, D+, or D. Courses in which the student gets F, W, WF, or WU count as degree credits attempted and lower the Rate of Progress. However, courses in which the grade is INC and ABS do not count in determining the ROP, nor does an AUD or Z grade.

An FTEY is equal to 18 degree credits. For every FTEY or fraction, the student must complete a certain number of the degree credits that are attempted or registered for. If not, the student will be put on probation or be suspended as shown by the Rate of Progress Table.

Rate of Progress can be determined by using the data that appear on this page. A student who is in attendance for four semesters, for example, and who during each of the four semesters attempts or takes degree credits, accumulates a fraction of an FTEY during each of these semesters, as shown by the following chart:

<table>
<thead>
<tr>
<th>Degree credits attempted per semester</th>
<th>Fractional Full-Time Equivalent Year (FTEY) used</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>( \frac{1}{6} \times 125 )</td>
</tr>
<tr>
<td>6-8</td>
<td>( \frac{1}{6} \times 250 )</td>
</tr>
<tr>
<td>9-11</td>
<td>( \frac{1}{6} \times 375 )</td>
</tr>
<tr>
<td>12 or more</td>
<td>( \frac{1}{6} \times 500 )</td>
</tr>
</tbody>
</table>

The student who attempts from 1 to 5 degree credits accumulates \( \frac{1}{6} \) of an FTEY. If it is 6 to 8, \( \frac{1}{6} \) of an FTEY is accumulated; and so on. No more than \( \frac{1}{6} \) FTEY can be accumulated during any one semester. Adding up the number of fractional FTEYs accumulated each of the four semesters gives the total number of attempted FTEYs. Then from the Rate of Progress Table, the student can see if ROP standards have been met. The following illustrates how this works:

<table>
<thead>
<tr>
<th>Degree credits attempted</th>
<th>Fractional FTEY used</th>
<th>Degree credits completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>First semester</td>
<td>4</td>
<td>( \frac{1}{6} \times 1 )</td>
</tr>
<tr>
<td>Second semester</td>
<td>6</td>
<td>( \frac{2}{6} \times 3 )</td>
</tr>
<tr>
<td>Third semester</td>
<td>9</td>
<td>( \frac{3}{6} \times 6 )</td>
</tr>
<tr>
<td>Fourth semester</td>
<td>14</td>
<td>( \frac{4}{6} \times 11 )</td>
</tr>
</tbody>
</table>

In this illustration, the student has attempted 33 degree credits which comes to \( \frac{1}{6} \) FTEYs. Of the 33, 21 have been completed. The Rate of Progress Table shows that for \( \frac{1}{6} \) FTEYs, 22.50 or more degree credits must be completed to have a satisfactory Rate of Progress. Since only 21 were completed, the student would be placed on probation. (See page 27.)

If the student had completed fewer than 5.25 credits, then the penalty would be suspension. (See page 29.)

<table>
<thead>
<tr>
<th>Table 1</th>
<th>Table 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fractional FTEYs</td>
<td>Students placed on probation</td>
</tr>
<tr>
<td>Accumulated</td>
<td>degree credits less than:</td>
</tr>
<tr>
<td>( \frac{1}{6} \times 125 )</td>
<td>2.25</td>
</tr>
<tr>
<td>( \frac{1}{6} \times 250 )</td>
<td>4.50</td>
</tr>
<tr>
<td>( \frac{1}{6} \times 375 )</td>
<td>6.75</td>
</tr>
<tr>
<td>( \frac{1}{6} \times 500 )</td>
<td>9.00</td>
</tr>
<tr>
<td>( \frac{1}{6} \times 625 )</td>
<td>11.25</td>
</tr>
<tr>
<td>( \frac{1}{6} \times 750 )</td>
<td>13.50</td>
</tr>
<tr>
<td>( \frac{1}{6} \times 875 )</td>
<td>15.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Students Suspended if degree credits less than:</th>
</tr>
</thead>
<tbody>
<tr>
<td>( \frac{1}{6} \times 125 )</td>
</tr>
<tr>
<td>( \frac{1}{6} \times 250 )</td>
</tr>
<tr>
<td>( \frac{1}{6} \times 375 )</td>
</tr>
<tr>
<td>( \frac{1}{6} \times 500 )</td>
</tr>
<tr>
<td>( \frac{1}{6} \times 625 )</td>
</tr>
<tr>
<td>( \frac{1}{6} \times 750 )</td>
</tr>
</tbody>
</table>

If a student does not earn an associate degree in four FTEYs, the student will be suspended for one year.

Transfer students, reinstated students and students who entered the college before the Spring 1984 semester will be placed on the above chart after calculation of FTEY accrual by dividing their total degree credits passed by 24.

Any student may appeal his/her classification to the CAS.
ACADEMIC SUSPENSION

Students who fail to achieve the required standards while on probation will be dropped from City University. The normal academic appeals procedure of the college will continue to consider individual cases and to make such exceptions to the implementation of the guidelines as circumstances may warrant.

Students may not be readmitted until they have been separated from the college for at least one semester or equivalent calendar time.* Readmission shall be upon successful application to the appropriate faculty committee. Students who are separated from City University may not reenroll for credit-bearing courses in any unit of the University in any status.

*These students will not be eligible for financial aid until they have been separated from the college for two semesters or equivalent calendar time.

PROGRAM ALLOWANCES AND COURSE LOADS

Programs Exceeding Limits

A matriculated student may apply to his Curriculum Coordinator for permission to exceed the maximum permissible student load of 18 hours after he has consulted with his adviser.

READMISSION

After one or more semesters of absence from the college, a student must apply for readmission. Readmission applications are available in the Registrar's Office for this purpose. Deadlines for the receipt of applications for readmission are: Fall Semester, August 30; Spring Semester, January 15; Summer Session, May 15.

CHANGE OF CURRICULUM

For a change of curriculum, a student must contact the Registrar's Office and complete a Change of Curriculum form. Once the change has been approved, a student must meet the prescribed requirements for the new curriculum. Credits taken and earned in the student's former curriculum may not necessarily be applicable in the new curriculum. Determination of transferability of credits from one curriculum to another rests with the new Curriculum Coordinator.

GRADES

The instructor assigns the grade which represents his evaluation of the work performed and the level of scholarship and competence of the student, based on a composite of the elements that went into the course.

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

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

A permanent academic record for each student is maintained by the Registrar. Students receive reports of their achievement and status each semester.
Mid-Term Grades
Instructors assign and inform students of mid-term grades during a period designated in the Academic Calendar.

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

The following grades may be assigned by instructors:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Equivalents</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent, superior</td>
</tr>
<tr>
<td>B</td>
<td>Good, superior</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory, superior</td>
</tr>
<tr>
<td>D</td>
<td>Passing, superior</td>
</tr>
<tr>
<td>E</td>
<td>Just passing</td>
</tr>
<tr>
<td>F</td>
<td>Failed</td>
</tr>
<tr>
<td>R*</td>
<td>Repeat, not counted</td>
</tr>
</tbody>
</table>

Temporary Grades
An instructor may assign a temporary grade at the end of the semester only for one of the reasons given below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABS</td>
<td>Absent from final examination, but student otherwise passing in course. Upon application to the Registrar's Office, supported by evidence of legitimate, unavoidable absence, student will be given a make-up examination. May resolve to A, B+, B, C+, C, D+, D, F, or INC. Equivalent to F if unresolved. (Refer to Regulations below)</td>
</tr>
<tr>
<td>INC</td>
<td>Work in course incomplete, but student otherwise passing in course. May not be assigned to student absent from final examination. May resolve to A, B+, B, C+, C, D+, D, or F. Equivalent to F if unresolved. (Refer to Regulations below)</td>
</tr>
</tbody>
</table>

1. Registration in subsequent level courses—A student with the grade of ABS or INC in any course may not register for the subsequent level course in a sequence, unless he has received written permission to do so from the Chairperson of the Department in which the course is given.
2. Make-up and special examinations—Scheduled make-up examinations are held as announced in the Academic Calendar. A student who misses (for a legitimate reason) a regularly scheduled final examination must apply to the Registrar for re-examination to be given on the scheduled date as announced. See Special Fees, page 15.
3. Temporary grades must be resolved no later than the end of the semester immediately following the one in which ABS or INC was received.

Students assigned the grade of ABS whose application for make-up examination is approved are also so notified. Students who miss the scheduled make-up examination, or who cannot apply for such examination prior to the scheduled date for such make-up examinations, must apply in writing through the Registrar to the Chairperson of the Department in which the course is given for a special examination. If the Department Chairperson does not grant permission for such examination, he should advise the Committee on Academic Standing. The denial of an application for examination should be communicated by the Department Chairperson to the CAS.

Special Grades
During the semester, and under circumstances described below, instructors may assign the following special grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdraw 3d through 10th week only.</td>
</tr>
<tr>
<td>WF</td>
<td>Withdraw Failing (counts as a failure) 3rd week through end of semester.</td>
</tr>
<tr>
<td>WU</td>
<td>Withdraw Unofficially and/or Excessive Absence (counts as a failure) 3rd week through end of semester.</td>
</tr>
</tbody>
</table>

Other Grades
AUD  | Audit (registration only by special permission of the Registrar and Department Chairperson). |
Z    | Administrative grade assigned temporarily when an instructor has been delayed in submitting the final grade. (Missing grade.) |

Withdrawal Procedure
Students wishing to withdraw from any course in which they are registered may do so at any time prior to completion of all instruction and evaluative procedures of the course.

No grade is assigned if the student withdraws during the Change of Program period (usually through the third week of classes).

To be eligible for a grade of "W" or "WF," a student must initiate the withdrawal through a counselor in the Department of Student Development (Loew Hall). No official withdrawal will be processed after the tenth week of classes.
GRADUATION REQUIREMENTS
To be considered for graduation, at Bronx Community College, students must meet three requirements:
1. They must have completed all the required courses in the curriculum;
2. have an overall academic index of at least C (2.00); and
3. have completed a minimum of 64 degree credits.
Students who intend to graduate should make their intentions known at the beginning of their final semester by completing a "Graduation Advisement Form" in the Registrar's Office.

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

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

HONORS
Honors and recognition are given to those students who achieve outstanding academic records. All official awards made by the college to students, including Commencement awards and Dean's List Achievement are noted on the student's permanent academic record. Honors fall into several categories as described below.

Dean's List and Awards
Students are eligible for the Dean's List when they have completed a minimum of 12 college-level credits with grades of A through D only, and have attained a Semester GPA of 3.00 or higher. No student may be considered for the Dean's List who has grades other than A through D for the semester.
Students shall be evaluated for the Dean's List upon successful completion of:
- 12-20 college-level credits
- 21-40 college-level credits
- 41-60 college-level credits
- 61 or more college-level credits

No student may be listed more than four times on the Dean's List.
No student will be considered within the same credit range more than once.
Dean's Lists are issued during the Fall and Spring semesters. (No lists are issued for Summer Session, but Summer Session grades are included in the cumulative index.)

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

Commencement Awards
Seniors who have maintained high levels of accomplishment are given special recognition at Commencement time. These awards may include departmental and curricular recognition for excellence in scholarship and for outstanding service to the college.
The following are among those given:
Morriss Melster Medallion—In memory of the first president of Bronx Community College, a bronze medallion in Science and Engineering Technology for scholarship, character, leadership and contributions to the students and to the college.
Dr. Morris Melster Memorial Award—for scholarly achievement in the field of science.
James A. Colston Alumni Association Scholarship Award—for a graduate with a superior academic record who intends to pursue a career in higher education.
Abraham Tauber Award—to the Liberal Arts and Sciences student ranking highest in scholarship.
Accounting Club Service Award—to a graduating senior who has rendered outstanding service to the local community.
Frederick J. Berger Award—to the Tau Alpha Pi student who has achieved high scholarship.
Gonzalo Escobar Memorial Award—to College Discovery students demonstrating outstanding academic and personal achievement.
Annette Goldenberg Memorial Award—to the students demonstrating excellence in scholarship and general character.
Harry Lesser Memorial Award—for outstanding service to the college community.
U and S Minority Faculty Association Scholarship—for academic excellence, high moral character and leadership ability.
Mel Winter Memorial Award—to a graduate who has shown outstanding qualities of leadership in an official position in day student government and/or in a chartered student organization.
Guideline for Excessive Absences

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

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

ATTENDANCE AT CLASSES

Absence from class
Attendance at all class sessions is required. There are no provisions for unexcused absences or for unexcused free cuts. Instructors keep an official record of absences in their grade folders and communicate with the Office of the Dean of Students regarding excessive absence involving individual students.

In the event of unavoidable absence, students are encouraged to file immediately evidence of reason for absence so that it will be available if questions of appeals should arise. Evidence should be shown to all instructors involved and their signatures affixed as evidence of their having witnessed the documentation. This evidence should then be filed with the Registrar’s Office.

Students excessively absent as indicated in the chart above may first be warned. If absence continues, they will be debarred, with an assigned grade of WU.

Lateness
Classes begin promptly at the times indicated in the Schedule of Classes. Arrival in classes after the scheduled starting time constitutes a lateness. Latecomers may, at the discretion of the instructor, be refused admission to a class session and/or incur an official absence.

WITHDRAWAL FROM COLLEGE

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

Students are urged to seek guidance before withdrawing from the college. Counseling and advisement prior to the final decision to withdraw may solve their problem and make it feasible to remain in college. If a student does not withdraw officially, there may be financial and academic penalties.

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

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

Disability (including pregnancy)
A student who becomes disabled should consider discussing with a counselor alternatives regarding current and future academic plans. Some of these alternatives are continuation of attendance, a leave of absence or a program adjustment. A recommendation from a physician will help in determining what options are feasible. This recommendation, which is filed in the Health Service Office, is useful information to the College and beneficial to the student should the student require any medical services while on campus.
TRANSFER POLICIES: FROM BCC TO A SENIOR COLLEGE

The City University’s new transfer policy on Skills Assessment Tests was approved by the Board of Trustees on June 24, 1985. It states:

Resolved, That in order to maintain academic standards and to insure a higher degree of probable achievement, all community college students be required to pass all three Freshman Skills Assessment Tests, prior to transferring to a senior college. Those students who meet the admission requirements of a college from outside the University, shall be required to take the Freshman Skills Assessment Tests and be placed at the appropriate skills level as determined by the senior college.

Resolved, That the President or his/her designee is hereby authorized to grant exceptions to the provisions regarding Freshman Skills placement to select students under special circumstances. The number and nature of exceptions shall be reported annually to the Chancellor.

CUNY Articulation Policy

The Board of Trustees of The City University of New York adopted the following articulation policy on June 24, 1985:

The Board policy statement of February 26, 1973, [shall] be fully implemented as a basic policy component of the Board of Trustees. This policy states that “All City University Community College Associate in Arts and Associate in Science degree recipients shall be accepted as matriculated students at a senior college of The City University and that these students be given priority for transfer over non-university students seeking transfer and that upon such transfer they be granted a minimum of 64 credits toward a baccalaureate degree and be required to complete only the difference in credits between 64 and the total credits required.”

Effective September 1, 1986, all Liberal Arts courses taken in one City University college [shall] be considered transferable, with full credit, to each college of The City University; and full credit [shall] be granted for these courses in all departments and programs; and [shall] be recognized for the fulfillment of degree requirements.

Effective September 1, 1986, all Science courses taken in one City University college [shall] be considered transferable, with full credit, to each college of The City University; and full credit [shall] be granted for these courses in all departments and programs and be recognized for the fulfillment of degree requirements.

Based on a fair and reasonable evaluation of a student’s transcript, at least nine credits* in laboratory Science [shall] be granted in the student’s major unless the senior college determines that it wishes to grant additional credit in the major.

When transferring from a community college to a senior college, credit [shall] be granted for course work taken in the Liberal Arts and Sciences in the community college irrespective of whether the student has fulfilled the requirements for the Associate degree.

A maximum of 68 lower level (freshman and sophomore) credits [may] be transferred from one college to another unless the senior college determines that it wishes to grant additional credit.

No more than 64 credits [shall] be required above the Associate in Arts or the Associate in Science degrees in order to fulfill the requirements for a baccalaureate degree.

From transfer curricula to other higher educational institutions

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

Electrical Technology students who plan to continue their studies may transfer directly to The City College or to certain other four-year colleges, offering the baccalaureate degree in Engineering Technology. Graduates’ transfer credit for technology courses taken at Bronx Community College will be evaluated by each individual college.

From career curricula to other higher educational institutions

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

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

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

*The relationship of course sequence and credit within the major will vary from college to college and major to major and the allocation of credits may vary.

**Generally, a student who has completed an approved well-balanced program of at least 30 credits in an A.A. or A.S. curriculum, who has passed the City University Skills Assessment Test, and who has maintained an index of at least 2.75 (with a C being 2.00 and a B being 3.00) shall be admitted to a senior college.
ACCESS TO STUDENT RECORDS

The Federal Education Rights and Privacy Act of 1974 and regulations pursuant thereto, grants students the right to be advised of:

1. The types of student records and the information contained therein which are maintained by the college.
2. The name and position of the official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have access.
3. The policies of the college for reviewing and expunging those records.
4. The procedures for granting students access rights to their student records.
5. The procedures for challenging the content of their student records.
6. The cost, if any, which will be charged to students for reproducing copies of their records.

CAMPUS BEHAVIOR CODE

To ensure the continuance and enhancement of the positive image and reputation of all members of the college community and in the interest of promoting student and faculty welfare at the college and the safety and security of our entire college community, the following Code of Behavior is in effect:

Gambling and the sale and possession of drugs, including marijuana, are illegal by New York State law. Violators will be subject to disciplinary action and/or referral to outside authorities.

Any student who does not show his or her ID Card upon a legitimate request will be considered a trespasser.

Use of alcoholic beverages is prohibited on campus except for the consumption of beer and/or wine at special events sponsored by chartered student groups under the supervision of a faculty adviser with prior approval of the Dean of Students.

Any form of cheating is prohibited.

Any student violating the Code of Behavior or any law or regulation established by the college, and by the City, State, or Federal Government (including the use of drugs) shall be subject to formal disciplinary procedures as outlined in Articles 15.3 to 15.5 of the Board of Trustees Bylaws and sanctions as listed in the Board of Trustees Bylaws and Article 129A of the Education Law. The initiation of disciplinary procedures requires a preliminary hearing before a counselor as set up in line with the requirements of the Bylaws of the Board of Trustees immediately following an incident which is judged to be an infraction of law or Behavior Code to determine whether or not the case should be referred to the Student-Faculty Discipline Committee. In emergency or extraordinary circumstances immediate suspension can be effected pending a hearing within seven (7) school days.

If the charges are of sufficient nature and have not been settled at the preliminary hearing, a formal hearing will be scheduled before the Student-Faculty Discipline Committee as specifically outlined in Article 15.3 of the Bylaws of the Board of Trustees.

Students as a result of this hearing or failure to appear at the hearing may be subject to immediate and permanent suspension which may apply to all units of the City University of New York. All students involved will be advised of the various levels of appeal under the Bylaw of the Board of Trustees.

Copies of Article 15.3 and Article 129A of the Education Law are available from the Dean of Students and the Office of Student Activities.
PUBLIC ORDER (EDUCATION LAW)
Rules and Regulations for the Maintenance of Public Order on Campuses of the City University Pursuant to Article 129A of the Education Law

The tradition of the university as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of the sanctuary lies in the protection of intellectual freedoms: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility and trust among teachers and students, only when members of the university community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the university campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the university has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Trustees.

With respect to enforcement of these rules and regulations we note that the Bylaws of the Board of Trustees provide that:

The President

The president, with 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 to the Board and of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the bylaws, resolutions and policies of the Board, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the several facilities;

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

Rules

1. A member of the academic community shall not intentionally obstruct and/or 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 or supplies.

4. Theft from or damage to University/college premises or property, or theft of or damage to property of any person on University/college premises is prohibited.

5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against or spectators.

6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution’s educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution’s instructional, personal, administrative, recreational, and community services.

7. Disorderly or indecent conduct on University/college-owned or controlled property is prohibited.

8. No individual shall have in his possession a rifle, shotgun or firearm or knowingly have in his possession any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage upon a building or the ground of the University/college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the ground of the University/college.
Penalties
1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection and/or arrest by the civil authorities.
2. Any tenured or nontenured faculty member, or tenured or nontenured member of the administrative or custodial staff, engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of the Board of Trustees, or suspension with or without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities. In addition, in the case of a tenured faculty member, or tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be entitled to be treated in accordance with applicable provisions of the Educational Law or Civil Service Law.
3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be subject to ejection and/or arrest by the civil authorities.

Appendix—Sanctions Defined:
Admonition—An oral statement to the offender that he has violated university rules.
Warning—Notice to the offender, orally or in writing, that continuation or repetition of the wrong conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.
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.
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.
Restitution—Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
Suspension—Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
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.
Complaint to Civil Authorities. Ejection.

Adopted by the Board of Higher Education June 23, 1969, Calendar No. 3(b).

RELIGIOUS BELIEFS AND CLASS ATTENDANCE

Education Law Section 224-a.
1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on a Saturday, similar or make-up classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.
6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his rights under this section.

POLICY AGAINST SEXUAL HARASSMENT

It is a violation of policy for any member of the University community to engage in sexual harassment. It is a violation of policy for any member of the University community to take action against an individual for reporting sexual harassment.

Students claiming harassment on the basis of sex shall report such harassment to the Dean of Students.
The Department of Student Development is concerned with student life on all levels and strives to support the personal and educational development of each student. Its staff of professionally trained counselors assists a highly diversified student body in academic planning, career exploration and decision-making, and personal growth.

Counseling sessions may focus on such areas as personal and education adjustment, motivational factors influencing educational performance, and vocational decision-making. Individual and group counseling services are offered to all students, both day and evening. Counselors are available on an appointment or walk-in basis Monday through Thursday from 9 a.m. to 7 p.m., Fridays from 9 a.m. to 5 p.m. and Saturdays, 9 a.m. to 2 p.m.

Counseling services are designed to help students successfully pursue their educational and career goals from the time they enter the college until they graduate. The Student Development Department consists of the Offices of Admission and Recruitment, Financial Aid, College Discovery Program, Counseling Services, Health Services, and Student Activities. It also provides assistance in the specialized areas of Freshman Orientation; Curriculum Advisement; Career, Placement and Cooperative Work Experience; International Student Counseling; Family Counseling; Mental Health; Handicapped Student Counseling; and Probation and Suspension Counseling.
**SPECIAL STUDENT SERVICES**

**SERVICES**

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**COUNSELING SERVICES**

**Curriculum Advisement**

Course and Curriculum Advisement is provided by the Student Development counselor in the student's first and second semesters. Students are assigned to counselors through OCD 01 registration.

Advisement for all other students is provided by academic departments. Faculty advisers are an additional source of career information for students.

**Orientation and Career Development**

**OCD 01**

This one-semester course is required of all entering freshmen. Students are assigned to counselors in the Department of Student Development through registration in OCD 01. (See page 114.)

**OCD 11**

A one-credit course which offers a comprehensive examination of the career decision-making process. (See page 114.)

**Career Planning**

The office of Career Counseling provides resources designed to help students make better career decisions.

*A Career and Transfer Library* in Loew Hall, Room 312, contains up-to-date career information and other college catalogs.

*Career Interest Inventories* help students increase their understanding of themselves and how this understanding translates into making a sound career decision. Other forms of testing are also available.

*A System of Interactive Guidance and Information (SIGI)* is a computer-based counseling service designed to help students in community colleges make career decisions.

**Career Workshops** are offered throughout the year. Students have an opportunity to meet professionals from specific career areas such as business, allied health fields, human services, and many others.

A *Career Development Course* is available to students who wish to spend a full semester developing well-defined career goals. This one-credit course is offered to students who have completed 30 credits.

Each spring, *Career Day* brings to the campus representatives from private corporations and public agencies who are interested in hiring Bronx Community College graduates.

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**Employment Counseling and Placement**

This office refers students and alumni to potential employers for both part-time and full-time employment. In addition, students and alumni are helped to develop job search strategies, prepare resumes and employment application letters, and prepare for employment interviews.

For the benefit of graduating students and alumni in all curricula, employment interviewers from major corporations are invited to recruit, on campus, on a regular basis.

Work experience helps bridge the gap between college and career by giving students an opportunity to gain the related work experience needed to obtain a permanent job after graduation. It combines classroom study with supervised on-the-job training. Students registered for CWE 31 or 32 (two credits) are placed in part-time jobs for one semester. Students registered for CWE 33 (four credits) are placed in full-time positions for a six-month period.

The semester before placement, students are helped to develop job search strategies, prepare resumes and employment application letters, and prepare for employment interviews. During the internship, students attend seminars at the college to share their on-the-job experiences with other interns.

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**Cooperative Work Experience**

Cooperative Work Experience is required in the following curricula after completion of 30 degree credits: Business Accounting, Data Processing, Marketing Management and Sales, Secretarial Studies, and Paralegal Studies (after 45 credits). It may be taken for elective or extra credits in all other curricula.

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**Probation and Suspension Counseling**

This outreach program helps probationary students and students returning from suspension regain their regular matriculation status. Using midterm grades as checkpoints, success contracts are negotiated with counselors/interns in group and individual counseling settings over several sessions (minimum of four sessions).

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**Psychological Counseling**

This service complements the counseling process. If situations arise in which the student faces critical issues concerning college or social adjustment, family or marriage, help is available in the office of the college psychologist. Individuals may be self-referred or may be referred by counselors, faculty or fellow students. Referral to off-campus facilities is available.

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**Health Services**

The Health Service Office provides emergency first aid and counseling in any health-related matter. Your confidentiality is always respected.
International Students Counseling

This office is responsible for (1) liaison work with the Immigration and Naturalization Service pertaining to special regulations and residency requirement; (2) a resource for off-campus opportunities in the wider New York community area for cross-cultural and social adjustment; (3) preparing estimates of expenses as required for foreign exchange purposes or verification of expenses for scholarship purposes; (4) counseling international students in all areas of concern to the students.

Handicapped Students Counseling

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

All students who have medical problems and/or physical limitations that have an effect upon their academic functioning should contact Prof. Joanella Seals.

Note: A current medical report (less than two years old) must be on file in the Health Services Office for your personal safety in case of an emergency and for use in acquiring services that might be needed. All medical information will be kept confidential and used only with your permission.

ALUMNI ASSOCIATION

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

BRONX COMMUNITY COLLEGE ASSOCIATION, INC.

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

The records and budgeted expenditures are audited annually and carefully supervised.

COLLEGE DISCOVERY PROGRAM

Coordinator: Prof. Iris Hawkins

The College Discovery Program, supported by state and city funds, was initiated at Bronx Community College in 1964 to offer higher education to students of disadvantaged backgrounds. Entering students now apply directly to City University Office of Admission Services and must meet financial need criteria. Students who have previously attended college are not eligible to enter the College Discovery Program, except transfers from special programs (SEEK, EOP, HEOP) who must meet special transfer criteria through the City University Office of Admission Services.

Intensive counseling, tutoring, financial assistance, and other support services are provided to assist the students to meet the demands of college and to resolve some of the more pressing problems that interfere with their academic success.

Students are officially enrolled in the curriculum of their choice. The students are integrated into all classes and are encouraged to participate in all college activities.

OMBUDSPERSON

College Ombudsperson: Dr. J. Juechter
Loew Hall 307

After consulting the normal channels without receiveing an adequate response to a valid complaint, a student may wish to speak to the college ombudsperson, who tries to resolve student problems.

VETERANS' AFFAIRS

The Office of Veterans' Affairs, in Philosophy Hall basement, provides services for approximately 300 veterans currently enrolled at Bronx Community College. All veterans' certification applications for educational benefits are processed in this office.
STUDENT ACTIVITIES
Coordinator: Mr. Boston Keith

The student activities program includes a wide variety of organizations, clubs and special activities that are an integral part of the mission of the College.

The educational co-curricula organizations, the ethnic cultural clubs, honor societies, student government, radio station and publication organizations are all part of the educational process that supports and encourages students in search for positive learning experiences. These programs enhance development of individual potentialities through broader perspectives via exposure to new experiences and roles. These experiences are enriched through the cooperation and guidance of interested faculty advisers. Students have an opportunity to apply skills learned in their academic curriculum. They experience small group dynamics and learn decision-making skills which prepare them for future roles.

The Office of Student Activities is the central clearinghouse for information on all student activities.

All officers of the Student Government Association, clubs and publications, members of the College Senate and athletic teams must be matriculated students with a minimum cumulative scholastic index of 2.00. All student representatives must be registered for classes while they serve.

Student Government Association
The Student Government Association is responsible for planning and coordinating student activities including curricular, social, cultural, and recreational programs. They work cooperatively for student welfare through the SGA Executive Board. SGA is represented on BCC Association, Inc., which allocates activities fees.

College Senate
All students on SGA hold senatorial seats on the BCC College Senate and are elected annually.

The College Senate has legislative power with regard to academic affairs and campus life and activities. Student senators participate as voting members in the Senate and on various college committees of the Senate. These are the Executive Committee, Governance and Elections, Academic Standing, Curriculum, Student Activities, Instruction and Professional Development, and Deans.

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

- African-Caribbean Student Association
- Art Club
- Bible Believers Club
- Black Student Union
- Bowling Club
- Ceramics and Crafts Club
- Chess Club
- Chinese Club
- Christian Fellowship
- Computer Club
- Cosmetiques
- Dance Workshop
- Education Club
- Forensic Society
- French Club
- Haitian Student Association
- History Club
- Institute of Electrical and Electronic Engineers (IEEE)
- International Indian Club
- Kung-fu Club
- Martial Arts Club
- Nursing Students Association
- Paralegal Club
- Personal Development (Modeling)
- Phi Theta Kappa (Honor Society)
- Photography Club
- Psychology Club
- Puerto Rican Student Association
- Readers Theatre
- Scuba Club
- Secretarial Club
- Synchronized Swimming
- Tau Alpha Pi (Engineering Technology Honor Society)
- Theatre Workshop

Student Publications & Media
BARLD (business magazine)
The Communicator (newspaper)
From the Heights (alumni newsletter)
Language Forum (Modern Language literary magazine)
Pegasus (Senior yearbook)
Through the Looking Glass (literary magazine)
WBCC (Radio Station)

Gould Student Center
The Gould Student Center is dedicated to serving the social, cultural and recreational needs of Bronx Community College students and provides for a variety of services and educational experiences. The facility includes a cafeteria, theatre, lounges, game room, quiet browsing room, and meeting rooms. The BCC bookstore is located in the Center. For information regarding use of the facilities for programs, meetings or conferences, contact the Gould Student Center office, Room 304.
ATHLETICS
Director of Athletics: Prof. Michael Steuerman

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

Participation in this program teaches the values of cooperation and collaboration as well as the spirit of competition. Through team play, the student athlete learns how to work with others for the achievement of group goals. Individuals on the playing field are judged for what they are and what they can do.

A second purpose of the athletic program is to channel interest and loyalty of the student body and the community into the college.

Membership on the teams is open to all full-time students who are making satisfactory progress toward an associate degree.

The College is a member of the National Junior College Athletic Association (NJCAA) Region XV, the Metropolitan Community College Athletic Conference and the City University of New York Athletic Conference.

Intercollegiate Athletics
Men’s Baseball Team
Men’s Basketball Team
Men’s Soccer Team
Track and Field (men and women)
Women’s Basketball Team
Women’s Softball Team
Women’s Volleyball Team

Intramurals/Recreation/Sports Clubs
Coordinator of Intramurals: Prof. Frank Wong

The intramural sports program is primarily for those with average athletic abilities and, although spirited, is of a less competitive nature than intercollegiate sports. The recreational activities program is designed to provide opportunity for exercise of a non-competitive nature for all those who are motivated toward attaining or maintaining a satisfactory level of physical fitness.

Basketball, volleyball, ultimate frisbee, softball, swimming, karate, indoor hockey, soccer, tennis, table tennis and bowling are scheduled on an intramural tournament basis. The program is open to all students with an acceptable medical report on file in the Health Service Office.
CONTINUING EDUCATION
AND COMMUNITY SERVICES
Associate Dean for Continuing Education:
Mr. Seymour Reisin

The Office of Continuing Education and Community Services develops and conducts career and job training programs, educational upgrading, and personal and family support services for the Bronx community.

A series of programs has been developed to serve senior citizens, bilingual adults, high school dropouts, and business and government employees. Certification courses for New York State licenses are offered in such areas as real estate sales, pest control and travel agency sales. Special community events, professional seminars, workshops and conferences are developed and coordinated by this office. Other programs enable members of the community to use their leisure time more effectively.

Academic Skills Center (Ms. Maria Gil, Director)—supervised self-directed academic upgrading instruction for adults who seek an individualized learning experience.

Adult Basic Education (Ms. Blanche Kellawon, Director)—provides classes in reading and writing, English as a Second Language and counseling for adults with limited language ability.

Adult Education Courses (Ms. Mary Portalatin, Director)—short-term, non-credit courses that provide academic and vocational upgrading, and recreational and leisure time activities training. Seminars, conferences and workshops are developed in cooperation with community agencies.

CUNY Free GED Program (Mr. Harold Wright, Director)—a free high school equivalency preparation program offered Monday through Wednesday evenings for high school dropouts, 17 years of age or older.

Career Directions for Displaced Homemakers (Ms. Carmen Cordero, Director)—counseling, academic and vocational support services, and job placement facilities primarily for women who are heads of households and do not have the support of spouses.

Civil Service Programs (Dr. James Ryan, Director)—professional and technical courses for New York State employees who are affiliated with the Civil Service Employees Association and the Professional Employees Federation.

Drinking Driver Program (Ms. Mary Portalatin, Director) a driver education review program for New York State residents who have been convicted for driving while intoxicated. The program is conducted in cooperation with the Department of Motor Vehicles.

Gates Program (Mr. Martin Frey, Director)—an alternative public school setting for students who cannot adjust or succeed academically in a regular public school setting. Students participate in academic instruction and vocational preparation on the college campus.
Home Health Aid Program (Ms. Carmen Cordero, Director)—a classroom and clinical program to prepare older youth and adults for New York State certification as Home Health Aides.

Job TAP Center #6 (Ms. Adele Maine, Director)—a comprehensive employment service center that provides job testing, assessment and placement for unemployed New York City youth and adults. The TAP Center is located at 1910 Arthur Avenue.

Job Training Partnership Act Educational Program (Ms. Maria Gil, Director)—a program which provides academic support to all Continuing Education students and concentrates on individualized, self-directed learning.

Job Training Partnership Act Vocational Program (Ms. Glenda Self, Director)—comprehensive vocational training for economically disadvantaged adults as follows: clerk typist/office practices; customer service representatives; and building maintenance including electrical, carpentry, plumbing and boiler repair components.

Older Adults Luncheon Club (Ms. Gloria Hill, Director)—a center for senior citizens featuring breakfast and luncheon programs and counseling, health and recreational activities. Situated at Elizabeth Barrett Browning Junior High School, 120 E. 184th Street.

Project S.O.S. (Ms. Eileen Resnick, Director)—home care, advocacy services and counseling for homebound older adults.

Regional Education Center for Economic Development Programs (Dr. J. Juechter, Director)—a series of employee training programs for new businesses in the Bronx and for companies that seek to upgrade employees' skills or prepare employees to undertake more responsible positions.

Small Business Skills Training for Minorities (Dr. Miguel Mendonez, Director)—upgrading skills in business management, marketing and finance for 120 merchant retailers who are members of the Metropolitan Spanish Merchants Association or the La Marqueta Merchants Association.

Summer Horizons Program (Prof. Gus Constantinou, Director)—a summer day camp on campus offering sports skills, swimming, dance and martial arts for neighborhood youngsters.

Youth Internship Program (Mr. Michael Glaser, Director)—academic upgrading, vocational training, and a paid work internship for out-of-school youth, ages 16 through 21.

COOPERATIVE WORK EXPERIENCE
Coordinator: Mr. David S. Davidson
Paralegal Coordinator: Dr. Allan Wolk

Cooperative Education helps bridge the gap between college and career by giving students an opportunity to gain the related work experience needed to obtain a permanent job after graduation. It combines classroom study with supervised on-the-job training. Students registered for CWE 31 or 32 (two credits) are required to complete 210 hours. Students registered for CWE 33 (four credits) are required to complete 420 hours.

The semester before placement, students are helped to develop job search strategies, prepare resumes and employment application letters, and prepare for employment interviews. During the internship, students attend seminars every other week at the college to share their on-the-job experiences with other interns.

Cooperative Work Experience is required in the following curricula after completion of 30 degree credits: Business Accounting, Data Processing, Marketing Management and Sales, Secretarial Studies, and Paralegal Studies (after 45 credits). It may be taken for elective or extra credits in all other curricula.

CUNY BACCALAUREATE PROGRAM
Office of Academic Affairs

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

An applicant to the program must be currently matriculated in good standing and must have completed 15 college credits.
ESL SEQUENCE
Special Educational Services Department

The ESL sequence is a coordinated intensive program for students with limited English speaking and writing skills. The first semester of instruction consists of twenty hours of course work in elementary ESL, oral communication, comparative grammar, reading, and orientation and career development. In addition to the course offerings, the project coordinator provides counseling and orientation to assist students through the admission and registration process, as well as during the semester.

The basic goal of the ESL sequence is to give students the opportunity to achieve proficiency in speaking, reading, and writing English for academic purposes. Special attention is given to helping students reach their educational goals in a timely manner.

INDEPENDENT STUDIES
Office of Academic Affairs

Independent Studies is for students who wish to design a project of their own, either in their own discipline or on an interdisciplinary basis. It can be used for elective credits only, up to a maximum of 6. Students eligible to participate must have passed ENG 11, completed 30 degree credits, and have an overall cumulative index of 2.0.

LIBERAL ARTS ACADEMY
Coordinator: Dr. Jo-Ann Graham

The Liberal Arts Academy is designed for students majoring in liberal arts who intend to pursue the baccalaureate degree, and who have successfully passed the CUNY Skills Assessment Tests in English and Reading. Academy students take courses together and are offered an enriched educational experience and additional educational support. These students are matched with mentors from the business and professional world. Also the Humanities faculty provides personalized advisement and conducts special lecture and conversation series, exhibitions and theatre groups.

In addition, a special tutorial center serves only Academy students.

THE PARIS/CUNY EXCHANGE PROGRAM
Coordinator: Dr. Donald McCulloch

The Paris/CUNY Exchange Program offers CUNY students, undergraduate and graduate, in all disciplines, the opportunity to study at the University of Paris for either one or two semesters. Participating students will register at their home colleges for a minimum of 12 blanket credits per semester before departing for France. When they return, the credits they earned there will, after being evaluated by the appropriate department of the home college, be applied toward their degrees. Students of all departments are invited to apply. A minimal proficiency in French and a B average in the major are required. There is a representative of the program on each campus. For further information or application contact Paris/CUNY Exchange Program, Room 1403, City University Graduate Center, 33 West 42 Street, New York, N.Y. 10036, or call (212) 790-4558.

PROJECT DOWNTOWN
Coordinator: Prof. Allen Pomerantz

Downtown is a unique arrangement which enables students in all humanities departments, Communication Arts and Sciences, English, History, Modern Languages, Music and Art, and Social Sciences, to combine regular on-campus classroom study with off-campus structured experiences. As part of the general course work, museums, theatres, courts, radio and television stations, international institutions, embassies and municipal agencies of the City of New York to serve as resources for study.

STARS
Office of Academic Affairs

The STARS (Strategies for Teaching and Reinforcing Skills) program is designed for entering students who require additional opportunities to enhance their academic success. Students are directed to the program for one year according to the results of the CUNY Skills Assessment examinations. The program offers an integrated language and math skills curriculum. Courses are block programmed in order that students may remain together in all their classes. A counselor is assigned to work with STAR students throughout the semester.

SUMMER SESSION

Announcements and a bulletin of courses offered in day and evening classes in the Summer Session are issued in the spring by the College.
BIOLOGY AND MEDICAL LABORATORY TECHNOLOGY

Office: Havemeyer, Room 105
220-6122

Chairman: Professor Francis C. Costello
Professors: J. Davis, P. Fisher, R. Heller,
K. Prestwidge, R. Thomas
Associate Professors: H. Balter, M. Fein, F. Ford,
H. Fuld, J. Hayde, H. Hermo, V. Kissel, B. Kostroff,
E. Levitan, L. Squitieri
Assistant Professors: F. Haase, M. Kanuck,
A. Sobieraj

Lecturers: V. Maher, L. Mills, L. Rice

Courses offered: Biology (BIO), Botany (BOT), Floristry (FLO), Gardening (GAR), Horticulture (HRT), Interior Landscaping (INL), Landscape Design (LND)

Medical Laboratory Technology Advisory Committee

Calvin Hatcher, Administrative Assistant
Columbia Presbyterian Medical Center
George Hollenberg, M.D., Director of Laboratories
St. Barnabas Medical Center
John K. Li, M.D., Director of Laboratories
North Central Bronx Hospital
Fiorenzo Paronetto, M.D., Chief of Clinical Laboratory Services, Kingsbridge Veterans Administration Hospital
Courtney Wood, M.D., Associate Chief of Staff for Education & Allied Health, Kingsbridge Veterans Administration Hospital
Clinical Associates

Fred Adams
Supervisor of Trainees
Mount Sinai Hospital
Mark H. Adelman, B.S.
Assistant Supervisor, Clinical Laboratory
Beth Abraham Hospital
Amy Baisley, M.S.
Clinical Hematology
St. Barnabas Medical Center
Vera Bandurca, B.S.
Hematology Supervisor
Columbia Presbyterian Medical Center
Jacob Baruch, M.S.
Supervisor of Hematology & Blood Banking
Mount Sinai Hospital
Edward Bottone, Ph.D.
Director of Microbiology
Mount Sinai Hospital
Christine Dioso, B.S.
Clinical Chemistry Supervisor
St. Barnabas Medical Center
Sylvia Ford, M.A.
Assistant Supervisor, Clinical Pathology
Columbia Presbyterian Medical Center
Emile Francois, B.S.
Hematology Supervisor
North Central Bronx Hospital
Ronald Gordon, Ph.D.
Department of Pathology
Mount Sinai Medical Center

E. Ralph Johnson, M.S.
Supervisor of Microbiology
Columbia Presbyterian Medical Center
Ezra Levy, Ph.D.
Chief, Biochemistry Section
Coordinator of Clinical Laboratory Education
Veterans Administration Hospital
Lauria Lindesay, M.S.
Supervisor, Clinical Chemistry
North Central Bronx Hospital
Yvonne Lue, Ph.D.
Director of Microbiology
Lincoln Hospital
Aleandra Martinez, B.A.
Histology Supervisor
St. Barnabas Medical Center
Abraham N. Neufeld, B.S.
Technologist, Beth Abraham Hospital
Edward M. Rudnick, B.S.
Clinical Laboratory Supervisor
Beth Abraham Hospital
Neville Trowers, M.S.
Microbiology Supervisor
North Central Bronx Hospital
Donna Vallone, B.S.
Blood Banking Supervisor
St. Barnabas Medical Center
Janice Young, M.S.
Senior Supervisor in Microbiology
Montefiore Medical Center
BUSINESS

Office: Tech Two, Room G-20
220-6137

Chairman: Associate Professor Philip Tucker
Professors: J. Gorham, A. Hirshfield, M. Horn, W. Hynes, M. O'Riordan, M. Shopkow
Associate Professor: H. Weiman
Lecturer: I. Ghafour
Approximately 30 adjuncts per semester.

Courses offered: Accounting (ACC), Business (BUS), Data Processing (DAT), Finance (FIN), Law (LAW), Marketing Management and Sales (MKT), Taxation (TAX)

Paralegal Studies Advisory Committee

A permanent Advisory Committee composed of distinguished members of the legal, business, and education communities will help maintain the program's high academic quality. Members include:

Congressman Mario Biaggi
Haywood Burns, Esq., Vice Provost and Dean, CCNY
Urban Legal Studies
Justice John Carro, Supreme Court, Appellate Division, State of New York
Tom David, Director of Litigation Support Services
Kelley, Drey & Warren
Michael Durso, Senior Vice President of Public Relations,
Dollar-Drydock Savings Bank
Congressman Robert Garcia
David Goldfarb, Esq., Director of Training and Planning, Civil Division, Legal Aid Society
Gerald Horne, Esq., President, National Conference of Black Lawyers
Hon. Mary Johnson Lowe, Federal District Court Judge
Justice Joseph Mazur, Supreme Court, State of New York
Hon. Mario Merola, Bronx District Attorney
Justice E. Leo Milonas, Supreme Court, Appellate Division, State of New York
Judge Benjamin F. Nolan, Judge-in-Charge, Civil Court, City of New York
John Patterson, Jr., President, South Bronx Overall Economic Development Corp.
Maxwell Pfieffer, Esq., former President, Bronx County Bar Association
Hon. Stanley Simon, President, Borough of The Bronx
Gloria Sosa, Esq., President, Puerto Rican Bar Association
Judge Anne E. Targum, Civil Court, City of New York
Francis Terrell, Esq., Assistant Professor of Paralegal Studies, Bronx Community College
Justice Ivan Warner, Supreme Court, State of New York
Dr. Allan Wolk, Director of Paralegal Studies, Professor of Political Science, Bronx Community College

Honorary Members
Robert Abrams, New York State Attorney General
Nicholas deB. Katzenbach, Former Attorney General of the U.S., Senior Vice President, Law and External Relations, IBM
Constance Baker Motley, Chief Judge, U.S. District Court

CHEMISTRY AND CHEMICAL TECHNOLOGY

Office: Nichols, Room 117
220-6218

Chairman: Professor Herman Stein
Professors: J. Buckley, R. Clarke, J. Fahey, M. Pulver, J. Riley, I. Zimmerman
Associate Professors: D. Gracian, R. Leinaeng, E. Passer
Assistant Professor: R. Miller

Courses offered: Chemistry (CHM)

COMMUNICATION ARTS AND SCIENCES

Office: Tech Two, Room 623
220-6230

Chairman: Associate Professor Jo-Ann C. Graham
Professors: W. Duncan, N. Gilroy, R. King, I. Ronson
Associate Professors: A. Cosentino, J. Graham, M. Stergianopoulos
Assistant Professors: M. Diehl, G. Greenfield, L. Powell
Approximately 5 adjuncts per semester.

Courses offered: Communication (CMS)

Communication Arts and Sciences Advisory Committee
Gwen Barrett, Producer of "Midday" WNEW-TV
Miriam Colon, Director, Puerto Rican Traveling Theatre
John J. O'Conner, TV Critic, New York Times
Robert E. Slack, Manager of Personnel Communication, IBM
Martha Stuart, Martha Stuart Communications, Inc.
Hector Mercado, Dancer and Actor
ENGINEERING TECHNOLOGIES
Office: Gould Tech, Room 118
220-6066
Chairman: Professor Herbert Tyson, P.E.
Professors: S. Lawrence-Daniels, N. McLaughlin, O. Roczianko, M. Stillerman
Associate Professor: S. Ritterman
Courses offered: Electrical Technology (ELC), Mechanical Technology (MEC)

Industrial Advisory Committee
Carl Bell, Deputy Program Manager
Loral Electronic Systems, Inc.
Richard Gazzard, District Manager of Office Products Burroughs Corporation
Karl O. Sommer, P.E., Electrical Substation Engineer
Consolidated Edison Co. of New York, Inc.
Andres Valencia, Supervisor of Environmental Control Technicians, City of New York
Department of Environmental Protection

ENGLISH
Office: Tech Two, Room 719
220-6296
Chairman: Professor Irwin Berger
L. Gottesman, N. grill, N.J. Hall, L. Lieberman, B. Mandelbaum, G. Motoia, N. Sandrow, B. Willieb
Associate Professors: M. Matthew, A. Sandberg
Approximately 20 adjuncts per semester.
Courses offered: English (ENG)

HEALTH AND PHYSICAL EDUCATION
Office: Alumni Gym, Room 300
220-6020
Chairman: Professor Mitchell Wenzel
Professors: J. Juechter, J. Katz, R. Kor, R. Salgado, M. Steuerman
Associate Professors: G. Constantine, C. Honda, S. Schwartz, M. Stern, J. Whelan, F. Wong
Assistant Professors: I. DeCicco, A. Kelemen, H. Skinner
Lecturers: D. Genova
Courses offered: Health (HLT), Physical Education (PEA), Recreation (REC)

HISTORY
Office: Tech Two, Room 422
220-6010
Chairman: Professor Samuel D. Ehrenpreis
Associate Professor: W. Sokolsky
Assistant Professor: G. Diaco
Lecturers: J. Gutwirth
Courses offered: Geography (GEO), History (HIS)

LIBRARY AND LEARNING RESOURCES
Office: Tech Two Basement
220-6099
Chairman: Professor Morton Rosenstock
Professors: A. Peretz, E. Terry
Associate Professors: D. Canty, J. Skurdenis
Assistant Professors: D. Hadgis, O. Klymowycz
Lecturers: M. Eisenschmied
Courses offered: Audiovisual Technology (AVT)

MATHEMATICS
Office: Gould Tech, Room 315
220-6341
Chairman: Professor Erwin Just
Professors: F. Bualouckas, N. Gare, H. Jick, B. Kabak, G. Lieblich, A. Paullay, N. Schaumberger
Associate Professors: L. Alpert, T. Finnegan, S. Friedlander, H. Fries, J. Furst
Assistant Professors: M. Bates, M. Bennett, G. Bhalla, K. Fogarty, S. Forman, M. Glass, G. Giller, P. Klarreich, J. O'Sullivan, J. Rothschild, B. Stein
Instructors: J. Trent
Lecturers: S. Greenspan, R. Miller
Approximately 30 adjuncts per semester.
Courses offered: Mathematics (MTH)

MODERN LANGUAGES
Office: Tech Two, Room 505
220-6151
Chairman: Professor Donald McCulloch
Professors: J. d'Andrea, H. Winterfeldt
Associate Professor: P. Lalli
Assistant Professors: F. DeLuca, L. Gorycki, R. Gourin, L. Pinto, A. Pomerantz, F. Stabile, S. Wilkofsky
Lecturers: A. Resto, I. Taylor
Courses offered: French (FRN), German (GER), Italian (ITAL), Language (LAN), Spanish (SPN)
### MUSIC AND ART

**Office:** Guggenheim, Room 206  
220-6213

**Chairman:** Professor Marvin Salzberg  
**Professors:** R. Bass, V. Capers, L. Simon  
**Associate Professors:** J. D’Angeło, J. Hamell, P. Schira  
**Assistant Professors:** N. Canton, R. Cordray, S. Eversole, J. Magaziner  
**Lecturers:** E. Kissel, F. Sharpe  
Approximately 5 adjuncts per semester.  
Courses offered: Art (ART), Music (MUS)

### NURSING

**Office:** Gould Tech, Room 413  
220-6114

**Chairperson:** Professor Alice P. Fuller  
**Professors:** A. Gotta, A. Jackson, V. Katz, A. Levey, C. Lofstedt  
**Associate Professors:** J. Brand, D. Darby, W.W. Huang, J. Patterson, R. Tate, M. Walsh  
**Assistant Professors:** L. Augustus, P. Baskett, V. Foster, D. Frank, A. Scialfani, A. Smith, C. Tarpey, J. Tarsney, M. Yuan  
Approximately 20 adjuncts per semester.  
Courses offered: Nursing (NUR), Nutrition (NTR), Pharmacology (PHM)

**Nursing Advisory Committee**  
Ms. Mary Bergin, R.N., Consultant, Doctors Hospital  
Dr. Alice P. Fuller, R.N., Chairperson, Department of Nursing, Bronx Community College  
Prof. LaFredia Davis, Student Development, Bronx Community College  
Ms. Martha Grate, R.N., Director of Nursing, Harlem Hospital  
Dr. Max Horn, Special Assistant to the President, Bronx Community College  
Ms. Edith Rubino, R.N., Consultant in Nursing Education, Division of Accreditation Services, Associate Degree Programs, National League for Nursing  
Ms. Margie Siclari, Department of Nursing, Bronx Community College  
Prof. Marilyn Walsh, R.N., Department of Nursing, Bronx Community College

### PHYSICS

**Office:** Gould Tech, Room 222  
220-6209

**Chairman:** Professor Jack Prince  
**Professor:** L. DeAcetis  
**Associate Professor:** M. Todorovich  
**Assistant Professors:** S. Deonarine, R. Gorman  
Approximately 5 adjuncts per semester.  
Courses offered: Astronomy (AST), Nuclear Medicine Technology (NMT), Physics (PHY), Radiation (RAD)

**Committee on Nuclear Medicine Technology**  
**Albert Einstein College of Medicine**  
Dr. M. Donald Blaufox, M.D., Ph.D.  
Director, Divisions of Nuclear Medicine  
Professor of Radiology (Nuclear Medicine) and Professor of Medicine  
Dr. Lakshman Rao Chervu, Associate Professor of Radiology and Chief, Nuclear Medicine, Central Laboratory  
Ms. Denise Lumping, Certified Nuclear Medicine Technologist, Technical Supervisor, Nuclear Medicine  
**Bronx Community College**  
Dr. Martin Fein, Biology  
Dr. James Fahey, Chemistry  
Dr. Alice Fuller, R.N. Nursing  
Dr. Jack Prince, Physics
### SECRETARIAL STUDIES

**Office:** Tech Two, Room 520  
220-6145

**Chairperson:** Professor Doris Bluth  
**Professors:** B. Ettinger, R. Quinn, K. Takei  
**Associate Professor:** M. Wise  
**Assistant Professor:** D. LaBlanc  
**Lecturer:** M. Kassab

Approximately 8 adjuncts per semester.  
Courses offered: Orientation (ORI), Secretarial Studies (COM, SEC), Shorthand (SHO), Typing (KEY, TYP), Word Processing (WPR)

### SOCIAL SCIENCES

**Office:** Tech Two, Room 323  
220-6014

**Chairman:** Assistant Professor Howard Harris  
**Professors:** M. Chang, A. Galub, L. Kovar, H. Robbins, A. Wolk  
**Associate Professors:** C. Daley, P. Morrill, E. Rolnick  
**Assistant Professors:** K. Berger, R. striby  
**Lecturer:** T. Krainovich

Approximately 5 adjuncts per semester.  
Courses offered: Economics (ECO), Human Services (HSC), Philosophy (PHL), Political Science (POL), Psychology (PSY), Religion, Sociology (SOC)

### SPECIAL EDUCATIONAL SERVICES

**Office:** Tech Two, Room 220  
220-6001

**Chairman:** Professor Jacqueline Stuchin-Paprin  
**Professors:** D. Davidson, J. Rempson  
**Associate Professors:** H. Irby, H. Shenkman  
**Assistant Professors:** P. Lanier, S. O'Neill, H. Richardson, N. Silverstein  
**Lecturers:** E. Calandino, I. Dutra, H. Rand, B. Wilson

Approximately 30 adjuncts per semester.  
Courses offered: Education (EDU), English as a Second Language (ESL), Reading (RDL)

**Education Associate Advisory Committee**  
Dr. Miriam Dorn, Chairperson, Department of Elementary Education, City College of New York, CUNY  
Dr. Lorraine Hale, Executive Director, Hale House Center for Promotion of Human Potential, Inc., New York  
Mr. Edmond James, Principal, P.S. 162, Manhattan  
Prof. Joseph Jiggetts, Professor, Special Education, City College of New York, CUNY  
Dr. Edward G. Ponder, Early Childhood/Elementary Education, New York University  
Ms. Inez Vanable, Early Childhood Coordinator, District 12, New York City
The student is responsible for ascertaining and completing all the requirements for the degree for which he is a candidate at the time he matriculates. He is required to complete all courses prescribed by his curriculum before active candidacy and consideration for a degree can be entertained. The minimum number of credits required to complete a degree is 64.

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

A cumulative index of 2.00 is required for the Associate Degree. Candidates for the degree must be approved by the faculty for submission to the President and the Board of Trustees as worthy, meritorious and deserving.
THE CURRICULA AND PROGRAMS

**AUDIOVISUAL TECHNOLOGY**

Curriculum Coordinator: Prof. D. Canty

Audiovisual Technology is one of the fastest growing fields today and one that holds much career promise for motivated students. The media field is not only entertainment—broadcasting, movies, and the like—but in fact, it has a whole other dimension. Media is used by major corporations, business, government agencies, and educational institutions to train, educate, communicate and publicize. This field, often called "corporate media," is the primary focus of this AVT program.

The AV Technology curriculum is specifically oriented to teach the skills most required for "corporate media." Students learn audiovisual photography methods, multimedia production, audiotape production and duplication, color video, video editing, mechanical and electronic graphics, equipment operation and maintenance, as well as oral and written communications.

Audiovisual Technology (AVT) Curriculum (Option B)

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
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<td>ENG 11</td>
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<td>ENG 15</td>
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<td>CMS 11</td>
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<tr>
<td>HIS 10</td>
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<tr>
<td>MTH 13</td>
<td>3</td>
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<tr>
<td>BUS 10*</td>
<td>3</td>
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<td>ART 10*</td>
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<td>MUS 10</td>
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<td>PEA</td>
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<th>Specialization Requirements</th>
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<td>ART 71</td>
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<td>ART 81</td>
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<td>AVT 33</td>
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<td>ELC 10</td>
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<td>ELC 12*</td>
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<td>PHY 21</td>
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<td><strong>Total</strong></td>
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</table>

Free Electives

To complete the required 65 to 66 credits.

*Students may substitute MTH 14 and ELC 20 under Option A which requires 66-67 credits.*

**AUTOMOTIVE MECHANICS CERTIFICATE PROGRAM**

Automotive Director: Dr. H. Frisz

The Automotive Mechanics curriculum is designed to introduce and develop basic automotive skills required in most automotive repair shops. The curriculum integrates automotive theory with an emphasis on shop experience. Upon the successful completion of this curriculum, students will receive a certificate. Students may select between a Mechanic or Collision Repair option.

Automotive Mechanics Curriculum 30 Credits required for Certificate

<table>
<thead>
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<th>Core Requirements</th>
<th>Credits</th>
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<td>ACS 11</td>
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<td>ACS 12</td>
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<td>ACS 14</td>
<td>3</td>
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<td><strong>Total</strong></td>
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</table>

Specialization Requirements for Mechanic Option

<table>
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<td>ACS 21</td>
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<td>ACS 22</td>
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<td>ACS 23</td>
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<td>ACS 24</td>
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Specialization Requirements for Collision Repair Option

<table>
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<tr>
<th>Specialization Requirements</th>
<th>Credits</th>
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</thead>
<tbody>
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<td>ACS 31</td>
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<td>ACS 32</td>
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<td>ACS 33</td>
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<td>ACS 34</td>
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<td><strong>Total</strong></td>
<td>15</td>
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</tbody>
</table>
BUSINESS
Curriculum Coordinator: Prof. P. Tucker

The programs offered in Business fall into two categories: Business Career, a two-year program which leads to the A.A.S. degree, and Business Administration, a transfer program which leads to the A.A. degree and to the third year at Baruch College or Lehman College of the City University of New York.

BUSINESS CAREER CURRICULA

There are several areas in the Business Career Curriculum leading to the A.A.S. degree. A student may pursue a Business Career specialization in: 1) Accounting, 2) Marketing Management and Sales, 3) Data Processing with a specialization in Computer Programming and Systems Analysis, 4) Paralegal Studies.

Upon satisfactory completion of his work at Bronx Community College, the student may seek immediate employment in the field of his choice.

A career program graduate will be accepted directly as a matriculated student in related professional programs of senior units of the City University; or he may transfer to another appropriate college of his choice provided he meets the requirements of that institution; or he may decide—within the first year of his enrollment at Bronx Community College—upon intracurriculum transfer.

Business Career Curriculum—Accounting

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

*Students who may later transfer to a four-year college should take MUS 11 or ART 11 instead of MUS 10 or ART 10, a lab science from among BIO 11, CHM 11, PHY 11 or AST 11 instead of BIO 18, AST 18 or CHM 13; and MTH 30 instead of MTH 12.

**CWE 33 may be taken in the fourth semester, depending on CWE pattern assignment. CWE 33 is not required of full-time evening students. They may substitute one marketing elective.

Accounting Specialization Curriculum

65-66 Credits required for A.A.S. Degree

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ENG 11</td>
<td>Fundamental Composition I</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fundamental Communication</td>
</tr>
<tr>
<td>HIS 10</td>
<td>History of the Modern World</td>
</tr>
<tr>
<td>MTH 12*</td>
<td>Intro. to Mathematical Thought</td>
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<td>Total</td>
<td>12</td>
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<table>
<thead>
<tr>
<th>Required Areas of Study</th>
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</thead>
<tbody>
<tr>
<td>Humanities—Choose from Art, Communication, English, Music, Modern Languages, History or Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>ECO 11 or 12—Micro or Macro Economics</td>
<td>3</td>
</tr>
<tr>
<td>MUS 10 or ART 10—Music Survey or Art Survey*</td>
<td>1</td>
</tr>
<tr>
<td>Science—BIO 18, AST 18 or CHM 13*</td>
<td>3-4</td>
</tr>
<tr>
<td>Physical Education (two activity courses)</td>
<td>2</td>
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<tr>
<td>Total</td>
<td>15-16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 11</td>
<td>Fundamental Accounting I</td>
</tr>
<tr>
<td>BUS 11</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>MKT 11</td>
<td>Marketing</td>
</tr>
<tr>
<td>ACC 12</td>
<td>Fundamental Accounting II</td>
</tr>
<tr>
<td>DAT 30</td>
<td>Introduction to Systems</td>
</tr>
<tr>
<td>LAW 41</td>
<td>Business Law</td>
</tr>
<tr>
<td>CWE 33**</td>
<td>Cooperative Work Experience</td>
</tr>
<tr>
<td>ACC 13</td>
<td>Intermediate Accounting III</td>
</tr>
<tr>
<td>BUS 51</td>
<td>Business Organization &amp; Management</td>
</tr>
<tr>
<td>FIN 31</td>
<td>Principles of Finance</td>
</tr>
<tr>
<td>ACC 14</td>
<td>Cost Accounting</td>
</tr>
<tr>
<td>Total</td>
<td>38</td>
</tr>
</tbody>
</table>

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

THE CURRICULUM AND PROGRAMS
Business Career Curriculum—Marketing Management and Sales

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

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

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

Marketing Management and Sales Specialization Curriculum

65-66 Credits required for A.A.S. Degree

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11 - Fundamental Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11 - Fundamental Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10 - History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>MTH 12* - Intro. to Mathematical Thought</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
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<table>
<thead>
<tr>
<th>Required Areas of Study</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities — Choose from Art, Communication, English, History, Modern Languages, Music or Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>ECO 11 or 12 — Micro or Macro Economics</td>
<td>3</td>
</tr>
<tr>
<td>ART 10 or MUS 10 — Art Survey or Music Survey*</td>
<td>1</td>
</tr>
<tr>
<td>Science — Bio 18 or AST 18*</td>
<td>3-4</td>
</tr>
<tr>
<td>Physical Ed. (choose two activity courses)</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15-16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 10 - Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 11 - Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MKT 11 - Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ACC 11 - Fundamental Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>MKT 18 - Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKT 41 - Management of Retail Operations</td>
<td>3</td>
</tr>
<tr>
<td>CWE 33** - Cooperative Work Experience</td>
<td>4</td>
</tr>
<tr>
<td>MKT 43 - Advertising &amp; Sales Promotion</td>
<td>3</td>
</tr>
<tr>
<td>BUS 51 - Business Organization &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>DAT 30 - Introduction to Systems</td>
<td>3</td>
</tr>
<tr>
<td>MKT 70 - International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>LAW 41 - Business Law</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>38</strong></td>
</tr>
</tbody>
</table>

*Students who may later transfer to a four-year college should take MUS 11 or ART 11 instead of MUS 10 or ART 10; a lab science from among BIO 11, CHM 11, PHY 11 or AST 11 instead of BIO 18 or AST 18; and MTH 30 instead of MTH 12.

**CWE 33 may be taken in the fourth semester, depending on CWE pattern assignment. CWE 33 is not required of full-time evening students. They may substitute FIN 31 or BUS 41.
BUSINESS ADMINISTRATION CURRICULA
(Transfer to Baruch or Lehman College)

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

Business Administration—Accounting

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

Accounting Option Curriculum
(Transfer to Baruch or Lehman College)
69 Credits required for A.S. Degree

Core Requirements
- ENG 11 Fundamental Composition I ................................... 3
- CMS 11 Fundamental Communication .................................. 3
- HIS 10 History of the Modern World ................................... 3
- MTH 30 or Pre-Calculus or Analytic Geometry .......... 4
- ** Modern Language ...................................................... 8

Total 21

Required Areas of Study
- Humanities A—Choose from ENG 14, 15, or 16 ............ 3
- Humanities B—Art or Music ........................................... 3
- Social Science or History—Choose from History or
  PHL 11, POL 11, PSY 11 or SOC 11 ............................... 3
- Social Science—Choose from Political Science,
  Philosophy, Psychology or Sociology ......................... 3
- Science—Choose from BIO 11, CHM 11, PHY 11
  or AST 11 .................................................................... 4
- ECO 11 or 12—Micro or Macro Economics ................. 3
- Physical Ed. (choose two activity courses) ............... 2

Total 21

Specialization Requirements
- ACC 11 Fundamental Accounting I ................................. 4
- ACC 12 Fundamental Accounting II ............................... 4
- BUS 51 Business Organization & Management ........... 3
- ACC 13 Intermediate Accounting .................................. 4
- BUS 41 Business Statistics ........................................... 3
- LAW 41 Business Law .................................................. 3
- ACC 14 Cost Accounting ............................................... 4
- CMS 12 Voice and Diction .............................................. 2

Total 27

*Students who have taken Advanced Algebra in high school
may be exempt from MTH 30 by permission of the Mathematics
Department. In this instance, MTH 31 is required.

**A student who has completed three years of a foreign language
in high school is exempt from the language requirement. Arrange for a course substitution with the Chairman of the Business Department.
### Business Administration Curriculum

**Management Option**

*(Transfer to Baruch or Lehman College)*

67 Credits required for A.S. Degree

#### Core Requirements

- **ENG 11**: Fundamental Composition I .......................... 3
- **CMS 11**: Fundamental Communication ......................... 3
- **HIS 10**: History of the Modern World .......................... 3
- **MTH 30 or MTH 31**: Pre-Calculus or Analytic Geometry
  - and Calculus .................................................. 4
- **** Modern Language ................................................ 8

Total 21

#### Required Areas of Study

- **Humanities A**—Choose from ENG 14, 15 or 16 .......................... 3
- **Humanities B**—Art or Music ........................................ 3
- **Social Science or History**—Choose from History or PHL 11, POL 11, PSY 11 or SOC 11 .......................... 3
- **Social Science**—Choose from Political Science, Philosophy, Psychology or Sociology .......................... 3
- **Science**—Choose from BIO 11, CHM 11, PHY 11 or AST 11 .................. 4
- **ECO 11 or 12**—Micro or Macro Economics .......................... 3
- **Physical Ed.** (choose two activity courses) ................................ 2

Total 21

#### Specialization Requirements

- **MKT 11**: Marketing ................................................ 3
- **ACC 11**: Fundamental Accounting I .............................. 4
- **BUS 51**: Business Organization & Management .................. 3
- **CMS 12**: Voice and Diction ....................................... 2
- **ACC 12**: Fundamental Accounting II ................................ 4
- **BUS 41**: Business Statistics ..................................... 3
- **LAW 41**: Business Law ........................................... 3
- **FIN 31 or DAT 30**: Principles of Finance or Introduction to Systems .......................... 3

Total 25

*Students who have taken Advanced Algebra in high school may be exempt from MTH 30 by permission of the Mathematics Department. In this instance, MTH 31 is required.*

**A student who has completed three years of a foreign language in high school is exempt from the language requirement. Arrange for a course substitution with the Chairman of the Business Department.*

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### Business Administration—Marketing Management and Sales

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

#### Business Administration Curriculum

**Marketing Management and Sales Option**

*(Transfer to Baruch College)*

69 Credits required for A.S. Degree

#### Core Requirements

- **ENG 11**: Fundamental Composition I .......................... 3
- **CMS 11**: Fundamental Communication ......................... 3
- **HIS 10**: History of the Modern World .......................... 3
- **MTH 30 or MTH 31**: Pre-Calculus or Analytic Geometry
  - and Calculus .................................................. 4
- **** Modern Language ................................................ 8

Total 21

#### Required Areas of Study

- **Humanities A**—Choose from ENG 14, 15 or 16 .......................... 3
- **Humanities B**—Art or Music ........................................ 3
- **Social Science or History**—Choose from History or PHL 11, POL 11, PSY 11 or SOC 11 .......................... 3
- **Social Science**—Choose from Political Science, Philosophy, Psychology or Sociology .......................... 3
- **Science**—Choose from BIO 11, CHM 11, PHY 11 or AST 11 .................. 4
- **ECO 11 or 12**—Micro or Macro Economics .......................... 3
- **Physical Ed.** (choose two activity courses) ................................ 2

Total 21

#### Specialization Requirements

- **MKT 11**: Marketing ................................................ 3
- **ACC 11**: Fundamental Accounting I .............................. 4
- **MKT 18**: Consumer Behavior .................................... 3
- **BUS 41**: Business Statistics ..................................... 3
- **CMS 43**: Advertising & Sales Promotion ....................... 3
- **LAW 41**: Voice & Dictation ...................................... 2
- **BUS 51**: Business Organization & Management .................. 3
- **DAT 30**: Introduction to Systems ................................ 3

Total 27

*Students who have taken Advanced Algebra in high school may be exempt from MTH 30 by permission of the Mathematics Department. In this instance, MTH 31 is required.*

**A student who has completed three years of a foreign language in high school is exempt from the language requirement. Arrange for a course substitution with the Chairman of the Business Department.*

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### CHEMICAL TECHNOLOGY

Students interested in this field of study should see the Industrial Chemical Laboratory option (page 77).
DATA PROCESSING
Curriculum Coordinator: Prof. P. Tucker

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

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

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

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

Data Processing Programming and Systems Option Curriculum
67-68 Credits required for A.A.S. Degree

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11 Fundamental Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11 Fundamental Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10 History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>MTH 12* Intro. to Mathematical Thought</td>
<td>3</td>
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<tr>
<td>Total</td>
<td>12</td>
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</table>

<table>
<thead>
<tr>
<th>Required Areas of Study</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities A—Choose from ENG 14, 15 or 16</td>
<td>3</td>
</tr>
<tr>
<td>Humanities B—MUS 10 or ART 10*</td>
<td>1</td>
</tr>
<tr>
<td>Science—Choose from BIO 18, AST 18 or CHM 13*</td>
<td>3-4</td>
</tr>
<tr>
<td>Physical Ed. (choose two activity courses)</td>
<td>2</td>
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<tr>
<td>Total</td>
<td>9-10</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>DAT 30 Introduction to Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS 10 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 11 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>DAT 40 COBOL Programming</td>
<td>4</td>
</tr>
<tr>
<td>ACC 11 Fundamental Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 51 Business Organization &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>CWE 33** Cooperative Work Experience</td>
<td>4</td>
</tr>
<tr>
<td>DAT 32 Computer Programming Concepts &amp; Intro. to R.P.G.</td>
<td>3</td>
</tr>
<tr>
<td>DAT 43 Advanced COBOL Programming</td>
<td>4</td>
</tr>
<tr>
<td>ACC 12 Fundamental Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BUS 41 Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>DAT 41 Assembly Programming (BAL)</td>
<td>4</td>
</tr>
<tr>
<td>ACC 14 Cost Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>46</td>
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</tbody>
</table>

*Students who may later transfer to a four-year college should take ART 11 or MUS 11 instead of ART 10 or MUS 10; a lab science from among BIO 11, CHM 11, PHY 11, or AST 11 instead of BIO 18, AST 18 or CHM 13, and MTH 30 instead of MTH 12.

**CWE 33 may be taken in the fourth semester, depending on CWE pattern assignment. CWE 33 is not required of full-time evening students. They may substitute either FIN 31 or MKT 11.
EDUCATION ASSOCIATE—CHILDCARE OPTION
Curriculum Coordinator: Dr. J. Stuchin-Paprin

Bronx Community College offers an Education Associate degree (A.A.S.) for students who major in early childhood and elementary education. This degree is also for students who want to concentrate in child care or in the education of the handicapped.

The degree prepares students for a paraprofessional position in one or more of the following settings: public schools, day care centers and agencies that service the handicapped.

All courses are competency-based and have a field work component. Competency-based means that the specific knowledge, skills, abilities, and insights to be gained are explicitly stated, together with the method of acquiring and assessing them, and that the student has a chance to apply theoretical knowledge to practical situations by working directly with children or with school personnel. The intent is to assure that upon satisfactory completion of a course, the student not only has knowledge, skills, abilities, and insights, but is also competent to use them in real situations.

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

Core Requirements
- ENG 11 Fundamental Composition I ................. 3
- CMS 11 Fundamental Communication ............... 3
- MTH 21 Survey of Mathematics I .................. 3
- HIS 10 History of the Modern World ............... 3
- HLT 91 Critical Health Issues ..................... 2
Total 14

Required Areas of Study
- Natural Science—One laboratory science course
  (Biology or Chemistry or Physics or Astronomy) .... 4
- Humanities A—Choose from English,
  Communication, or Modern Languages
  (at least one course in English) .................... 6-7
- Humanities B—Music or Art (any course or
  courses for which student qualifies) .............. 3
- History and Social Sciences—One course in
  History, PSY 11 and PSY 41 ...................... 9
Total 22-23

Specialization Requirements for Education Associate
- EDU 10 Child Study ................................... 3
- EDU 15, 16 or 17* Reading and Other Language Arts for the Early Years, or
  Teaching Reading in the Primary Grades (N-3), or
  Teaching Reading in the Middle Grades (4-6) .............. 3
- EDU 26 Human Relations in Urban Schools ............ 3
- EDU 40 Field Work Seminar .......................... 3
One or two of the following Education electives: 3-6
- EDU 12 Contemporary Urban Education
- EDU 18 Methods and Materials for Teaching Language Arts in a Bilingual Program
- EDU 30 Nature and Needs of the Handicapped
- EDU 31 Introduction to Learning Problems
- EDU 50 Survey of Creative Experiences for the Early Childhood and Elementary Year
Total 15-18

Specialization Requirements Child Care Option
- EDU 10 Child Study ................................... 3
- EDU 15, 16 or 40* Reading and Other Language Arts for the Early Childhood and Elementary Years, or
  Teaching Reading in the Primary Grades (N-3), or
  Field Work Seminar ................................. 3
- EDU 24 Child Care Seminar I ....................... 3
- EDU 25 Child Care Seminar II ...................... 3
- EDU 26 Human Relations in Urban Schools .......... 3
Total 15

Concentration in Education of the Handicapped
- EDU 10 Child Study ................................... 3
- EDU 15, 16 or 17* Reading and Other Language Arts for the Early Childhood and Elementary Years, or
  Teaching Reading in the Primary Grades (N-3), or
  Teaching Reading in the Middle Grades (4-6) .............. 3
- EDU 30 Nature and Needs of the Handicapped ............ 3
- EDU 31 Introduction to Learning Problems .............. 3
- EDU 40 Field Work Seminar .......................... 3
Total 15

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

Transfer credit information: Twelve of the 15 required Education degree credits will be accepted towards Education degree requirements at City College, Hunter College, Lehman College and other City University senior colleges. Additional Education degree credits will be considered electives and require consultation with the department. For transfer credit information regarding specific Education courses, see department.

*Course required depends upon advisement and transfer plans.
ELECTRICAL TECHNOLOGY
(Electronic and Computer)
Curriculum Coordinator: Prof. H. Tyson, P.E.

This program prepares the student for immediate employment. Students who plan to continue their studies may transfer directly to a four-year college and earn a baccalaureate degree in Engineering Technology. The City College has such a program, as do other colleges in the metropolitan area. In addition, there are colleges that accept students with an A.A.S. in Electrical Technology and allow them to pursue an engineering degree.

Electrical technology is one of the fastest-growing professions. The speed of technological advance has created a serious shortage of trained personnel.

Electrical, electronic, and computer technicians are needed to design, build, test, and maintain such complex electronic equipment as computers, control systems, communications systems, and medical devices.

Electrical Technology Curriculum
(Electronic and Computer)
67 1/2 Credits required for A.A.S. Degree

Core Requirements
- ENG 11 Fundamental Composition I .................................. 3
- CMS 11 Fundamental Communication .................................. 3
- HIS 10 History of the Modern World .................................. 3

Total 9

Required Areas of Study
- Humanities—Choose from Art, Communication, English, History, Modern Languages, Music or Social Sciences .... 3-4
- ART 10 or MUS 10—Art Survey or Music Survey ................. 1
- HLT 91 or PEA—Critical Health Issues or Physical Education activity course ........................................ 1-2

Total 5-7

Specialization Requirements
- MTH 13 Trig. & College Algebra ........................................ 3
- MEC 10 Intro. to Electrical Technology ............................. 2
- ELC 11 DC Circuit Analysis ............................................ 4
- ELC 12 Intro. to Digital Computers & BASIC Programming .... 2
- MTH 14 College Algebra & Intro. to Calculus ..................... 3
- PHY 21 Physics for Engrg. Tech I ...................................... 4
- ELC 21 AC Circuit Analysis ............................................ 4
- ELC 25 Basic Electronics ............................................... 4
- MTH 15 Calculus ......................................................... 3
- PHY 22 Physics for Engrg. Tech. II .................................. 3
- ELC 35 Communication Electronics ................................... 4
- ELC 38 Electronic Product Design & Measurements ............. 2
- ELC 92 Pulse & Digital Circuits ...................................... 3
- ELC 45 Electronics Project Lab ....................................... 2
- ELC 96 Computer System Fundamentals ......................... 4
- ELC 98 Computer Circuits ............................................. 4

Total 53 1/2

ENGINEERING SCIENCE
(The first two years of the Engineering sequence)
Curriculum Coordinator: Dr. J. Prince

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

Engineering Science Curriculum
67-70 Credits required for A.S. Degree

Core Requirements
- ENG 11 Fundamental Composition I ................................ 3
- CMS 11 Fundamental Communication ................................ 3
- HIS 10 History of the Modern World ................................ 3
- ART 10 or MUS 10—Art Survey or Music Survey .................. 1
- HLT 91 or PEA—Critical Health Issues or Physical Education activity course ........................................ 1

Specialization Requirements
(Must be taken in required sequence as shown on the flowchart)*

- MTH 31 Analytic Geometry & Calculus I ............................ 4
- MTH 32 Analytic Geometry & Calculus II ............................ 5
- MTH 33 Analytic Geometry & Calculus III .......................... 5
- MTH 34 Advanced Calculus ........................................... 4
- PHY 31 Engineering Physics I ......................................... 4
- PHY 32 Engineering Physics II ....................................... 4
- PHY 33 Engineering Physics III ..................................... 4
- PHY 51 Modern Physics .............................................. 3
- PHY 61 Computer Methods & Programs ............................ 3
- MEC 11 Basic Engineering Graphics ................................ 2
- CHM 11 General College Chemistry I .............................. 4
- CHM 12 General College Chemistry II .............................. 4

Choice of one of the following:
- CHM 31 Organic Chemistry I (Recommended for Chemical Engineering) ............................................ 4
- DAT 41 Assembly Programming (Recommended for Civil Engineering) ............................................. 4
- MEC 12 Applied Engineering Graphics (Recommended for Mechanical Engineering) ......................... 4
- MTH 35 Adv. Calculus & Linear Algebra (Recommended for Electrical and Civil Engineering) .............. 2
- PHY 34 Engineering Mechanics (Recommended for Electrical Engineering) ..................................... 4

Free Electives
Students who are required to take MTH 30 will satisfy minimum credit requirements for graduation. All others must take 3-4 credits of electives in any department or discipline.

*Consult Curriculum Coordinator.
HUMAN SERVICES
Curriculum Coordinator: Prof. H. Harris

The Human Services program in the Social Sciences Department has a dual mission: It prepares students for entry-level career positions in a variety of human services occupations, and it provides the first two years of a course of study leading to a baccalaureate degree.

The program prepares students for employment as mental health aides, group residence workers, social case work assistants, geriatric counselors, assistant probation officers, and other similar positions. Employment opportunities exist in such areas as day care, nursery school education, foster care, mental retardation, mental health, social services, aging, rehabilitation of the disabled, group and community work at the public and private level.

In addition, graduates are prepared to pursue further education at the senior colleges leading to a baccalaureate degree in a number of professional areas including social work, gerontology, juvenile justice, psychology, sociology, education and counseling.

Human Services students take a number of specialized courses in psychology and sociology and other selected courses in the various departments of the Liberal Arts and Sciences Division. Students are required to participate in two Human Services field work practicums which provide them with supervised learning experiences in work situations where they learn to apply theoretical material from the classroom and test career choices in the real world.

Curriculum Pattern for Human Services
68 Credits required for A.A. Degree

Core Requirements
- ENG 11 Fundamental Composition I .................................. 3
- ENG 14, 15, 16 or 18 Composition ........................................ 3
- CMS 11 Fundamentals of Communication .............................. 3
- HIS 10 History of the Modern World .................................. 3
- POL 51 or Urban Politics ................................................... 3
- POL 61 Solving Social Problems Through the Political Process .... 3
- HLT 97 Field Work in Community Health Resources ................ 3
- MTH 21, 22, 23, 26, 30 Mathematics ................................... 3-4
- ENG 11 Modern Language ................................................. 6-8

Total 21-30

Required Areas of Study
- Science** ................................................................. 3-4
- ART 11 or MUS 11 Intro. to Art or Intro. to Music .................. 3
- Physical Education activity course .................................... 1

Total 7-8

Specialization Requirements
- SOC 11 Sociology ........................................................ 3
- SOC 33 or Marriage & the Family or Social Deviance ............... 3
- SOC 34 Social Deviance .................................................. 3
- SOC 35 Introduction to Social Work .................................... 3
- SOC 38 Social Advocacy .................................................. 3
- HSC 91 Field Work & Seminar in Human Services I .............. 3
- PSY 11 Psychology ........................................................ 3
- PSY 41 or Psychology of Infancy & Childhood or 
  PSY 42 or Psychology of Adolescence & 
  PSY 43 Psychological Development During 
  Maturity & Aging ......................................................... 3
- PSY 22 or Social Psychology or 
  PSY 51 Principles of Group Dynamics ................................. 3
- PSY 31 or Abnormal Psychology or 
  PSY 36 or Workshop in Interpretation of 
  Human Motivations or 
  PSY 71 Clinical Techniques of Assessment: 
  The Interview ............................................................... 3
- HSC 92 Field Work & Seminar in Human Services II ............ 3

Total 30

Free Electives
To complete the required 68 credits.

*For language requirements, see page 66.

**Students who plan to transfer to a four-year college should take a lab science from Astronomy, Biology, Chemistry or Physics.
LIBERAL ARTS AND SCIENCES
Curriculum Coordinator: Prof. S. D. Ehrenpreis

The Liberal Arts and Sciences curriculum prepares a student to be a productive and creative human being. This kind of education can open doors to the professions and to rewarding and responsible careers. Future physicians, teachers, scientists, lawyers, and businessmen, for example, develop themselves as sensitive individuals, in addition to completing their preprofessional work, through studies in the liberal arts and sciences. The academic experiences in liberal arts and sciences provide the foundation for later specialization, graduate study, and professional school.

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

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

Communication Arts
Music
Art
Philosophy
Dance
Physical Education
Economics
English
Recreation
French
Sociology
German
Spanish
Health Education
Theatre

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

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

**Associate in Arts (A.A. Degree)**
- Art
- Black and Puerto Rican Studies
- Community/School Health Education
- History
- International Studies
- Political Science
- Psychology
- Religion

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

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**Liberal Arts and Sciences Curriculum (Transfer)**
66-68 Credits required for A.A. Degree

**Core Requirements**
- **ENG 11, 12**: Fundamental Composition I & II ................. 6
- **CMS 11**: Fundamental Communication .................. 3
- **HIS 10**: History of the Modern World .................. 3
- **HIS 20**: Values & Ethics in the American Experience .... 3
- **MTH 21, 22, 23, 26, 30, or 31**: Mathematics .......... 3-4
- **HLT 91**: Critical Health Issues ...................... 2
- **"**: Modern Language ..................................... 3

**Required Areas of Study**
- **Humanities A—English** (two additional courses) ........ 6
  - and Communication—CMS 12 or CMS 20 .......... 2-3
- **Humanities B—ART 11 and MUS 11** .................. 6
- **Science—Choose two laboratory science courses**
  - from Biology, Chemistry, Physics or Astronomy .... 8
- **Social Sciences—Choose from Economics, Philosophy, Political Science, Psychology and Sociology**
  - (not more than two courses in the same discipline) .......... 9
- **Physical Education activity course** .................. 1

**Total**: 60-62

**Free Electives**
To complete the required 66-68 credits.

*Choose from French, German, Italian or Spanish (see language requirements on page 66).

**Note**: Students are advised to consult the requirements of the senior college of their choice.
° LIBERAL ARTS AND SCIENCES
TRANSFER OPTIONS (A.A. Degree)
Coordinator: Prof. S. D. Ehrenpreis

Liberal Arts and Sciences Curriculum (Transfer) Art Option
64-68 Credits required for A.A. Degree
Curriculum Coordinator: Prof. P. Schira

Core Requirements
- ENG 11: Fundamental Composition I 3
- CMS 11: Fundamental Communication 3
- HIS 10: History of the Modern World 3
- MTH 21: Mathematics 3-4
- ART 32: Modern Language 0-8
- HLT 91: Critical Health Issues 2

Total 14-23

Required Areas of Study
- English—One course in addition to ENG 11 3
- Social Sciences or History—Choose from Economics, History, Philosophy, Political Science, Psychology or Sociology 6
- Science and Mathematics—Choose from Mathematics, Biology, Chemistry, Physics or Astronomy (at least one laboratory science) 7-8
- Physical Education activity course 1

Total 17-18

Liberal Arts and Sciences Curriculum (Transfer) Black and Puerto Rican Studies Option
68 Credits required for A.A. Degree
Curriculum Coordinator: Mrs. I. Taylor

Enrollment requires consultation with curriculum coordinator.

° COMMUNITY/SCHOOL HEALTH EDUCATION
Curriculum Coordinator: Dr. S. Schwartz

This curriculum prepares students for entry-level positions in a variety of health promotion occupations. It also provides students with the opportunity to pursue a baccalaureate degree within a senior college at the City University of New York, New York University, and many others.

Employment opportunities are available in hospitals, health centers, official agencies, voluntary agencies, schools, colleges, and major corporations.

Liberal Arts and Sciences Curriculum (Transfer) Community/School Health Education Option
64-66 Credits required for A.A. Degree

Core Requirements
- ENG 11: Fundamental Composition 3
- CMS 11: Fundamental Communication 3
- HIS 10: History of the Modern World 3
- MTH 21: Survey of Mathematics 3
- ART 32: Modern Language 8
- HLT 91: Critical Health Issues 2

Total 22

Required Areas of Study
- Humanities A—Choose any English course 3
- Humanities B—ART 11 or MUS 11 3
- PSY 11—Psychology 3
- Physical Education activity course** 1

Total 10

Specialization Requirements
- CHM 17†: Fundamentals of General Chemistry 4
- BIO 11: General Biology 4
- CMS 22: Small Group Discussion 3
- PEA 12 or PEA 82: Intro. to Tai Chi Chuan 1
- HLT 92 or HLT 93: Self, Drugs & Alternate Highs or Human Sexuality 3
- HLT 94: Human Nutrition 3
- HLT 97: Field Work in Community Health Resources 3
- SOC 11: Sociology 3
- PSY 41: Psychology of Infant & Childhood 3

Total 27

Free Electives††
To complete the required 64 to 68 credits.

*Credit will be given for one semester of repeated high school language, provided degree requirement is met. See Language Requirements for A.A. degree, page 66.

**Select any physical education course except PEA 12 or PEA 82.
†Prerequisite: Placement Exam or CHM 02.
††Include Independent Study and Nursing courses.

Liberal Arts and Sciences Curriculum (Transfer) History Option
64 Credits required for A.A. Degree
Curriculum Coordinator: Prof. S. D. Ehrenpreis

Enrollment requires consultation with curriculum coordinator.
Liberal Arts and Sciences Curriculum (Transfer)  
Social Science Option—International Studies  
64-68 Credits required for A.A. Degree  
Curriculum Coordinator: Dr. A. Galub  
Enrollment requires consultation with curriculum coordinator.

Liberal Arts and Sciences Curriculum (Transfer)  
Social Science Option—Political Science  
Concentration  
64 Credits required for A.A. Degree  
Curriculum Coordinator: Prof. H. Harris  
Enrollment requires consultation with curriculum coordinator.

Liberal Arts and Sciences Curriculum (Transfer)  
Social Science Option—Psychology  
64 Credits required for A.A. Degree  
Curriculum Coordinator: Prof. H. Harris  
Core Requirements  
- ENG 11 Fundamental Composition I .............. 3  
- CMS 11 Fundamental Communication .............. 3  
- HLT 91 Critical Health Issues ....................... 2  
- MTH 21, 22, 30 Mathematics ........................ 3-4  
- * Modern Language .................................. 0-8  
- HIS 10 History of the Modern World ............... 3  
Total 14-23

Required Areas of Study  
- Natural Science and Mathematics—Choose from  
  Math, Biology, Chemistry, Physics or Astronomy  
  (at least one laboratory science) .................... 7-8  
- Humanities A—Choose from English and/or  
  Communication (at least one course in English) ... 6  
- Humanities B—ART 11 or MUS 11 .................... 3  
- Social Sciences and History—Economics, History,  
  Philosophy, Political Science, Psychology** and Sociology  
  (A.S. Degree) ........................................ 6  
- Physical Education activity course† .................. 1  
Total 23-24

Concentration Requirements  
Minimum of 12 credits in Psychology elective courses in addition to  
PSY 11.

Specializations:  
- Clinical Psychology—Choose from PSY 31, PSY 35 and 36,  
  PSY 41 and 42, PSY 51 and 52, PSY 71 and 72.  
- Social Psychology—Choose from PSY 22, PSY 51 and 52.  
- General Psychology—Choose from PSY 22, PSY 35 and 36,  
  PSY 41 and 42, PSY 51.  
- Paraprofessional Clinical Services—Choose from  
  PSY 11, PSY 31, PSY 51, PSY 61, PSY 71, plus at  
  least one other Psychology elective.

Free Electives  
To complete the required 64 credits.

*See language requirements, page 66.
**Maximum of three credits in Psychology for area requirement.
†Or a substitute approved by the Health and Physical Education Department.
MODERN LANGUAGE REQUIREMENTS

Basic language sequences are:
11, 12, 13: Four skills approach—speaking, understanding, reading, writing.
15, 16, 17: Conversational approach.
18, 19: Nurses, medical personnel (given in Spanish only).

Note: Students of Hispanic background must take a placement test for native speakers.
Students who plan to transfer to a four-year college should determine the language requirements for their four-year degree.
In all cases, where two or more semesters are required, they must be in the same language. Other languages may be taken for elective credit.

Modern Language Course Sequence and Placement Examination/Interview

(Course number 11 — SPN 11, FRN 11, etc.)
Courses must be taken in the direction of the arrows. Incorrect placement may jeopardize earning of credits.

Prerequisite for courses 20 through 31 is 13 - 17 or Placement Examination/Interview

A Placement Examination/Interview is required for those with a previous knowledge of French, German, Italian or Spanish. Change from one sequence to another requires a Placement Examination. Dotted lines (above) indicate possible results of new placement. Exams are given Monday through Friday, 9 a.m. to 4 p.m., Room TT 503 (20-30 minutes needed).

COMPUTER SCIENCE
Curriculum Coordinator: Dr. E. Just

Computer science may be thought of as the study of the computer; its theory, its design, and the manner in which it may be applied. The computer scientist must be well trained in mathematics and in addition be familiar with a physical science; he will possess the breadth of knowledge presented by a liberal arts program, while at the same time concentrating on those areas particularly applicable to the computer.

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

Liberal Arts and Sciences Curriculum Mathematics Option
Computer Science Concentration
64-68 Credits required for A.S. Degree

Core Requirements

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<tr>
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<th>Title</th>
<th>Credits</th>
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<tr>
<td>ENG 11</td>
<td>Fundamental Composition I</td>
<td>3</td>
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<tr>
<td>CMS 11</td>
<td>Fundamental Communication</td>
<td>3</td>
</tr>
<tr>
<td>HLT 91</td>
<td>Critical Health Issues</td>
<td>2</td>
</tr>
<tr>
<td>HIS 10</td>
<td>History of the Modern World</td>
<td>3</td>
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Required Areas of Study

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<td>Humanities A</td>
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<tr>
<td>Humanities B</td>
<td>ART 11 or MUS 11</td>
<td>3</td>
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<tr>
<td>Physical Education activity course</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>History or Social Sciences</td>
<td>Choose from Economics, History, Philosophy,</td>
<td>3</td>
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<td></td>
<td>Political Science, Psychology or Sociology</td>
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Concentration Requirements

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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MTH 31</td>
<td>Analytic Geometry &amp; Calculus I</td>
<td>4</td>
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<tr>
<td>PHY 31</td>
<td>Physics I</td>
<td>4</td>
</tr>
<tr>
<td>MTH 32</td>
<td>Analytic Geometry &amp; Calculus II</td>
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<tr>
<td>PHY 32</td>
<td>Physics II</td>
<td>4</td>
</tr>
<tr>
<td>MTH 33</td>
<td>Analytic Geometry &amp; Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>PHY 33</td>
<td>Physics III</td>
<td>4</td>
</tr>
<tr>
<td>PHY 61</td>
<td>Computer Methods &amp; Programming for</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Applied Scientific Purposes</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTH 34</td>
<td>Differential Equations &amp; Selected Topics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>in Advanced Calculus</td>
</tr>
<tr>
<td></td>
<td>MTH 35</td>
<td>Selected Topics in Advanced Calculus &amp;</td>
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<tr>
<td></td>
<td></td>
<td>Linear Algebra</td>
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<td></td>
<td>MTH 45</td>
<td>Discrete Mathematical Systems</td>
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<tr>
<td></td>
<td>DAT 41**</td>
<td>Assembly Programming</td>
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<td><strong>Total</strong></td>
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Free Electives
To complete the required 64 to 68 credits.

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

**Prerequisite for Computer Science students: PHY 61 only.
The advance of scientific knowledge in the field of medicine has multiplied the need for personnel trained in such areas as hematology, serology, histology, and biochemistry. Opportunities for service and employment are plentiful for technicians and medical research assistants, in private or government offices, hospitals, laboratories and clinics, research divisions of drug and chemical companies, and in private and public educational and research institutions.

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

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

**Note:** Requirements for all students wishing to enter the Medical Laboratory Technology curriculum include completion of the following pre-MLT sequence with a minimum index of 2.0: BIO 15, ENG 11, CHM 02, MTH 03, 06 or 13.

### Medical Laboratory Technology Curriculum^\*  
(Career Program)  
65-68 Credits required for A.A.S. Degree

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 15 Zoology</td>
<td>4</td>
</tr>
<tr>
<td>ENG 11 Fundamentak Composition</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11 Fundamentak Communication</td>
<td>3</td>
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<tr>
<td>HIS 10 History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>MTH** Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>PEA Physical Education activity course</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Required Areas of Study</th>
<th>Credits</th>
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<tr>
<td>Humanities A—PSY 11 or SOC 11</td>
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</tr>
<tr>
<td>(Psychology or Sociology)</td>
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</tr>
<tr>
<td>Humanities B—ART 10 or MUS 10</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 23 Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 24 Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 41 Histological Techniques</td>
<td>4</td>
</tr>
<tr>
<td>BIO 43 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 44 Medical Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 71 Clinical Techniques I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 72 Clinical Techniques II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 73 Clinical Techniques III</td>
<td>3</td>
</tr>
<tr>
<td>BIO 74 Clinical Techniques IV</td>
<td>3</td>
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<tr>
<td>BIO 75 Clinical Practicum</td>
<td>1</td>
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<tr>
<td>CHM 17 Fundamentals of General Chem. I</td>
<td>4</td>
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<tr>
<td>CHM 18 Fundamentals of General Chem. II</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Free Electives</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>To complete the required 65-68 credits, students may select courses from any academic department.</td>
<td></td>
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</tbody>
</table>

^\*Mandatory 1,000 hours clinical practicum required for New York City Department of Health Licensing (1 credit). Students already possessing New York City Department of Health license as a Medical Technologist are exempt from this requirement.

**Students must complete two semesters of college-level mathematics (MTH 13, 14 or higher).
**Biology Specialization**

64-67 Credits required for A.S. Degree

Curriculum Coordinator: Prof. F. Costello

**Chemistry Specialization**

64-67 Credits required for A.S. Degree

Curriculum Coordinator: Prof. H. Stein

**Physics Specialization**

66-67 Credits required for A.S. Degree

Curriculum Coordinator: Dr. J. Prince

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**Core Requirements**

- ENG 11: Fundamental Composition 3
- CMS 11: Fundamental Communication 3
- HLT 11: Critical Health Issues 2
- HIS 10: History of the Modern World 3
- "*: Modern Language 6

Total 11-19

**Required Areas of Study**

- Humanities A—Choose from English, Communication, or Modern Languages (one course must be in English) 6-7
- Humanities B—ART 11 or MUS 11 3
- History or Social Science—Choose from Economics, History, Philosophy, Political Science, Psychology, or Sociology 3
- Physical Education activity course 1

Total 13-14

**Specialization Requirements for Biology**

- CHM 11: General College Chemistry I 4
- MTH 31: Analytic Geometry & Calculus I 4
- CHM 22: General Chemistry II with Qualitative Analysis 5
- MTH 32: Analytic Geometry & Calculus II 5
- BIO 11: General Biology I 4
- CHM 31: Organic Chemistry I 4
- BIO 12: General Biology II 4
- CHM 32: Organic Chemistry II 4

Total 34

**Specialization Requirements for Chemistry**

- CHM 11: General College Chemistry I 4
- MTH 30+: Pre-Calculus Mathematics 4
- CHM 22: General Chemistry II with Qualitative Analysis 5
- MTH 31+: Analytic Geometry & Calculus I 4
- CHM 31: Organic Chemistry I 4
- CHM 33: Quantitative Analysis 4
- MTH 32+: Analytic Geometry & Calculus II 5
- CHM 32: Organic Chemistry II 4

Total 34

**Specialization Requirements for Physics**

- PHY 31: Physics I 4
- MTH 31: Analytic Geometry & Calculus I 4
- PHY 32: Physics II 4
- MTH 32: Analytic Geometry & Calculus II 5
- PHY 33: Physics III 4
- PHY 34: Engineering Mechanics 4
- MTH 33: Analytic Geometry & Calculus III 5
- CHM 11+: General College Chemistry I 4

Total 34

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**Free Electives**

To complete the required credits:

*See language requirements of Liberal Arts and Sciences, A.S. Degree, page 66.

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

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

‡MTH 30 is a prerequisite for MTH 31. Students taking MTH 30 will not be required to take CHM 11.
The rewarding profession of Nuclear Medicine Technology involves collaboration and interactions with highly specialized people, the operation of sophisticated instruments, and good salaries. Nuclear Medicine is a relatively new branch of medicine which uses isotopes for the diagnosis and treatment of certain diseases.

The Nuclear Medicine Technologist assists the physician in the operation of the gamma camera, the positioning of patients for the instruments, and in the calculations of the isotope doses to the patients.

In recent years, improved diagnoses of many important diseases have been achieved by methods used in Nuclear Medicine. These included diseases involving the liver, gastrointestinal tract, spleen, disorders of bone and vertebral column, and the heart and cardiovascular system. The number of nuclear medicine procedures in hospitals has been increasing over the past few years.

The Nuclear Medicine Technology program is accredited by the Committee on Allied Health Education and Accreditation in cooperation with the Joint Review Committee on Educational Programs in Nuclear Medicine Technology.

Upon the completion of the program at Bronx Community College, students are encouraged to pass the national registry examination to become identified as a Registered Nuclear Medicine Technologist. Further study in this field is possible in institutions offering a baccalaureate degree in Nuclear Medicine Technology.
NURSING
Curriculum Coordinator: Prof. A. P. Fuller

Requirements for all students wishing to enter the Nursing curriculum include completion of basic skills at a level acceptable to the Nursing Department and a one-semester pre-nursing sequence of courses with a minimum index of 2.5. Admission to all Nursing courses is based on the approved priority list which is on file in the Nursing Department.

Students matriculated in the full-time Nursing program may become nurses after two academic years of study. Students who win New York State Regents Scholarships may receive them at Bronx Community College.

The Department of Nursing offers instruction and guidance in clinical experience at Bronx Lebanon Hospital Center, Lincoln Medical and Mental Health Center, Bronx Psychiatric Center, The Hospital of Albert Einstein College of Medicine of Montefiore Hospital Medical Center, St. Barnabas Hospital, Our Lady of Mercy Hospital and Medical Center, Bronx Municipal Hospital (Van Etten and Jacobi Hospitals), North Central Bronx Hospital, Metropolitan Hospital, Morningside House, Jewish Home and Hospital, King's Harbor Care Center.

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

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

Legal Limitations For State Licensure For Nurses

A student who has charges pending or has ever been convicted of felony or misdemeanor and/or found guilty of professional misconduct, unprofessional conduct or negligence:
(1) may enter the nursing program and sit for the professional licensing examination after completing the program but:
(2) may or may not be rendered a permit to practice and/or receive the registered professional nurse license following review of the student's Application for License and First Registration by the Regents of the University of the State of New York.

Malpractice Insurance

Nursing Students are required to carry $1-3 million malpractice insurance.

Pre-RN Licensure Examination

Nursing students are required to pay for the Pre-RN Licensure Examination.

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**Nursing Curriculum**

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

**Pre-Nursing Semester**

- ENG 11: Fundamental Composition (3)
- PSY 11: Psychology (3)
- CMS 11: Fundamental Communication (3)
- BIO 23: Human Anatomy & Physiology I (4)

**Total** 13

**Required Areas of Study**

- Humanities A—Choose from English, Modern Languages or HIS 10 (3-4)
- Humanities B—ART 10 or MUS 10 (1)
- Science or Mathematics—Choose from CHM 17 or MTH 12 (3-4)
- SOC 11—Sociology (3)
- PEA—Physical Education activity course (1)

**Total** 11-13

**Specialization Requirements**

- NUR 32: Major Health Problems & Clinical Nursing Activities I (Relatedness) (3)
- NUR 33: Foundations of Nursing Skills/Critical Situations (4)
- BIO 28: Bacteriology (4)
- NUR 34: Major Health Problems & Clinical Nursing Activities II (Long-Term Problems: Motor & Neurological) (4)
- NUR 35: Major Health Problems & Clinical Nursing Activities III (Reproduction & the Young Family) (4)
- NUR 36: Major Health Problems—Medical & Surgical Problems of Adults & Children (4)
- NUR 37: Clinical Nursing Activities—Medical & Surgical Problems of Adults & Children (4)
- NUR 38: Management in Nursing Health Promotion (4)

**Total** 39

**Free Electives**

To complete the required 65-68 credits

- 2-3

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*Fall 1986 is the last semester this curriculum will be offered.

**Remediation in English, Reading, Mathematics, and Chemistry, if required. Priority into NUR 31 will be given to students who have achieved a scale score of 17 or more on the CUNY Reading Assessment Test (12th grade level).

†Choose from Art, Astronomy, Biology, CHM 18, Communication, English, Health and Physical Education, History, Mathematics, Modern Languages, Music, Nutrition (NTR 11), Pharmacology (PHM 10, 11), Physics, RDL 21 or Social Sciences.
## Nursing Curriculum

### 66-67 Credits required for A.A.S. Degree

### Pre-Nursing Semester*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 11</td>
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<tr>
<td>PSY 11</td>
<td>3</td>
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<tr>
<td>CMS 11</td>
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<tr>
<td>BIO 23</td>
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<td>PHM 10</td>
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**Total 15**

### Required Areas of Study

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<tr>
<td>CHM 17 or MTH 12</td>
<td>3-4</td>
</tr>
<tr>
<td>SOC 11—Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PEA—Physical Education activity course</td>
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**Total 8-9**

### Specialization Requirements

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<td>NUR 48**</td>
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**Total 38**

### Free Electives†

To complete the required 66-67 credits .......................... 5

*Remediation in English, Reading, Mathematics and Chemistry, if required. Priority to NUR 41 will be given to students who have achieved a scale score of 17 or more on the CUNY Reading Assessment Test (12th grade level) and a minimum score of 14 for Arithmetic and 14 for Algebra.

**Students who withdraw from NUR 41 must withdraw from NUR 42 at the same time.

†Choose from Art, Astronomy, Biology, Chemistry (CHM 18), Communication, English, Health and Physical Education, History (HIS 10), Mathematics, Modern Languages, Music, Nutrition (NTR 11), Pharmacology (PHM 11), Physics, Reading in the Sciences & Technologies (RDL 21) or Social Sciences.
**ORNAMENTAL HORTICULTURE**

*Curriculum Coordinator: Mrs. Laura Mills*

Horticulturists are skilled in the cultivation of plants and the care of gardens. They may work in our public parks and gardens; they may design, install and maintain the interior landscapes in public buildings and corporate headquarters; or they may work as florists, arranging plants and flowers for special occasions.

Recognizing the need for trained horticulturists, Bronx Community College and The New York Botanical Garden (NYBG) have established a joint program in ornamental Horticulture. Students study liberal arts and sciences at the BCC campus for the first year. They spend the second year at the NYBG for both academic courses and field experience in horticulture.

The program offers three areas of specialization: general horticulture, commercial floristry, or interior landscaping. Graduates earn an A.A.S degree in Ornamental Horticulture from BCC.

NYBG courses are open only to Ornamental Horticulture students and must be approved by both the curriculum coordinator at BCC, and the Director of Education at NYBG. Additionally, substitution of OH courses must have the written approval of the BCC curriculum coordinator.

**Curriculum Pattern for Ornamental Horticulture 64-67 Credits required for A.A.S. Degree**

**BCC Core Requirements**

- **ENG 11** Fundamental Composition I ........................................ 3
- **CMS 11** Fundamentals of Communication ..................................... 3
- **HIS 10** History of the Modern World ......................................... 3
- **BIO 11** General Biology I ....................................................... 4
- **CHM 15** Fundamentals of Chemistry ........................................... 3
- **BUS 11** Business Mathematics .................................................. 3
- **BUS 51** Business Organization & Management ................................ 3

**Total: 26**

**Required Areas of Study**

- **ART 10** or **MUS 10**—Art Survey of Music Survey .......................... 1
- **PSY 11** or **SOC 11**—Psychology or Sociology ............................... 3
- **PEA**—Physical Education activity course ...................................... 1

**Total: 5**

**Free Electives**

To complete required 34-37 credits.

**NYBG Core Requirements**

- **BOT 11** Basic Botany .................................................................... 1
- **BOT 12** Plant Form and Function .................................................. 1
- **BOT 13** Plant Physiology ............................................................... 1
- **BOT 41** Entomology ...................................................................... 1
- **GAR 11** Horticultural Techniques I ............................................... 1
- **GAR 12** Horticultural Techniques II .............................................. 1
- **GAR 13** Pruning ............................................................................ 1
- **GAR 21** Soil Science ...................................................................... 1
- **GAR 22** Soil Testing ....................................................................... 1½
- **GAR 23** Fertilizers ........................................................................ 1½
- **GAR 31** Preparation for Pesticide Applicator Certification ............. 2
- **GAR 32** Diseases of Ornamental Plants .......................................... 1

**Total: 12**

**Specialization Requirements for General Horticulture Option**

- **BOT 61** Woody Plant Identification: Fall Trees & Shrubs ............... 1
- **BOT 63** Woody Plant Identification: Spring Trees & Shrubs .......... 1
- **GAR 41** Plant Propagation ............................................................. 1
- **GAR 51** Turf and Grounds Maintenance ........................................ 1
- **GAR 81** Plants for Landscaping .................................................... 1
- **HRT 13** Turf & Grounds Management .......................................... 2
- **HRT 14** Arboriculture ................................................................. 1
- **HRT 15** Perennials & Flower Borders ........................................... 2
- **HRT 16** Greenhouse Operations ................................................... 2
- **HRT** Horticulture Field Exp. Electives .......................................... 2
- **LND 11** Landscape Design Theory .............................................. 1
- **LND 12** Graphics ......................................................................... 1
- **++** Electives .................................................................................. 3

**Total: 20**

**Specialization Requirements for Commercial Floristry Option**

- **FLO 11** Basic Centerpieces ........................................................... 1
- **FLO 12** Holiday Arrangements ..................................................... 1
- **FLO 13** Funeral Arrangements ..................................................... 1
- **FLO 14** Practical House Plants ..................................................... 1
- **FLO 15** Wedding Flowers ............................................................. 1
- **FLO 21** Ikebana for American Homes .......................................... 1
- **FLO 22** Period Styles for Flower Arranging ................................. 1
- **FLO 61** Commercial Floristry Field Exp. I ..................................... 2
- **FLO 62** Commerical Floristry Field Exp. II .................................... 4
- **FLO 63** Commerical Floristry Field Exp. III .................................. 4
- **GAR 44** Commercial Greenhouse Management .............................. 1
- **++** Electives .................................................................................. 2

**Total: 20**

**Specialization Requirements for Interior Landscaping Option**

- **FLO 14** Practical House Plants ..................................................... 1
- **GAR 44** Commercial Greenhouse Management .............................. 1
- **INL 11** Intro. to Interior Landscaping ........................................... 1
- **INL 21** Commercial Plantscape Design ........................................ 1
- **INL 22** Decorating with Plants Indoors ......................................... 1
- **INL 31** Interior Plantscape Maintenance ..................................... ½
- **INL 32** Plant Purchasing ............................................................... ½
- **INL 33** Installations of Interior Plantings ....................................... ½
- **INL 34** Bidding & Plant Specifications ......................................... ½
- **INL 61** Interior Landscaping Field Exp. I ....................................... 3½
- **INL 62** Interior Landscaping Field Exp. II ...................................... 3½
- **INL 63** Interior Landscaping Field Exp. III .................................... 3½
- **LND 12** Graphics ......................................................................... 1
- **++** Electives .................................................................................. 2

**Total: 20**

*To be chosen from Horticulture with approval of department.*

**To be chosen from Botany, Gardening and Interior Landscaping with approval of department.*

†To be arranged by NYBG at approved locations.

‡To be chosen from Gardening and Interior Landscaping with approval of department.

**Note:** Course numbers are different in the BCC catalog and the NYBG Catalog.
Paralegal Studies
Approved by the American Bar Association
Program Director: Dr. A. Wolk

The Bronx Community College Paralegal Studies Program was developed in accordance with the guidelines provided by the American Bar Association's Standing Committee on Legal Assistants. It offers students a balanced and varied background in the legal fundamentals, appropriate skills, and the practical experience necessary for professional employment. The Paralegal can perform tasks delegated by a lawyer as long as the lawyer is responsible to the client and assumes professional responsibility for the work product. A Paralegal cannot give legal advice, appear in court or set fees.

There is an increasingly wide range of Paralegal job opportunities in both the private and public sectors. Employment for Paralegals exists in law firms, banks, accounting firms, insurance companies, brokerage houses, the court system, schools, hospitals, welfare centers, public program law offices, neighborhood legal centers, legal aid offices, and national, state and city government agencies. Federal, New York State, and New York City civil service systems have Paralegal job classifications.

A Paralegal education can prove to be a good background for an executive career in professions other than law and for the law profession itself. One can apply earned credits in a career ladder toward a higher degree.

The Paralegal Studies program has three options: Lawyer's Assistant and Lay Advocate degrees and a Certificate. The Lawyer's Assistant option emphasizes business and law courses which prepare students for employment that includes research, writing and other tasks commonly assigned by law firms to paralegals. The Lay Advocate option emphasizes a variety of courses which prepare students for responsibilities that might include rendering service to people and institutions that are concerned with the criminal system, family law, the poor, the mentally and physically handicapped and the elderly. The degree options feature a 420-hour Cooperative Work Experience component in which students work in a legal setting. This helps prepare them, prior to graduation, with significant exposure to the legal profession, and makes them further aware of the ethical and professional responsibilities.

The Paralegal Certificate option is designed for advanced students who already have a minimum of 60 college credits or a two-year degree. A credit or non-credit internship is optional.

Paralegal Studies Curriculum
Lawyer's Assistant Option
66-67 Credits required for A.A.S.

Core Requirements
- ENG 11 Fundamental Composition I .................................. 3
- CMS 11 Fundamental Communication ................................ 3
- HIS 10 History of the Modern World .................................. 3
- Liberal Arts Elective .................................................. 3

Total 12

Required Areas of Study
- Science—Choose from AST 21, BIO 50 or CHM 13 ............... 3
- Humanities A—Choose from ENG 12, 14, 15, 16, or 18 ... 3
- Humanities B—MUS 10 or ART 10 .................................. 1
- Physical Education activity course .................................. 1

Total 8

Specialization Requirements
- ACC 11 Fundamental Accounting I ................................ 4
- ACC 12** Fundamental Accounting II .............................. 4
- BUS 11 Business Mathematics ....................................... 3
- LAW 17 Intro. to Law Office Management ......................... 1
- LAW 18 Computers and the Law ...................................... 1
- LAW 41 Business Law ................................................ 3
- LAW 47 Intro. to Paralegalism & Legal Procedures ............ 1
- LAW 52** Business Organizations .................................. 3
- LAW 62** Family Law ................................................ 3
- LAW 65** Criminal Law and Procedures ......................... 3
- LAW 72** Real Property .............................................. 3
- LAW 85** Insurance and Tort ......................................... 3
- LAW 92** Estates, Trusts & Wills ................................ 3
- LAW 95 Legal Research & Writing ................................ 3
- LAW 96 Advanced Legal Research & Writing ................... 3
- POL 11 American National Government ......................... 3
- SOC 36† Social Advocacy ............................................. 3
- TAX 11 Intro. to Taxation ............................................. 3
- CWE 33† Cooperative Work Experience ......................... 4

**Choose four out of seven courses.
†The prerequisite of SOC 11 is not required for this course.
††Students will be eligible to take CWE 33 any time after completion of 45 curriculum credits with approval of the Curriculum Coordinator. Under exceptional circumstances, substitutions may be made for CWE 33 by the Curriculum Coordinator.

Note: Students who may later transfer to a four-year college should consult an adviser for possible replacement courses.
Paralegal Studies Curriculum
Lay Advocate Option
69 Credits required for A.A.S. Degree

Core Requirements
- ENG 11 Fundamental Composition I .................................. 3
- CMS 11 Fundamental Communication ..................................... 3
- HIS 10 History of the Modern World ..................................... 3
- Ant Liberal Arts Elective .................................................. 3
Total 12

Required Areas of Study
- Science—Choose from B/G 50, CHM 13 or AST 18 ................... 3
- Humanities A—Choose from ENG 12, 14, 15, 16 or 18 ............ 3
- Humanities B—MUS 10 or ART 10 ..................................... 3
Total 7

Specialization Requirements
- ACC 11 Fundamental Accounting I .................................... 4
- BUS 11 Business Mathematics ........................................... 3
- HLT 97 Field Work in Community Health Resources ............... 3
- LAW 41 Business Law ..................................................... 3
- LAW 47 Intro. to Paralegalism & Legal Procedures ................... 3
- LAW 52, 72, 82 or 92 Law ................................................ 3
- LAW 62 Family Law ....................................................... 3
- LAW 65 Criminal Law and Procedures ................................ 3
- LAW 69 Legal Advocacy ................................................ 3
- LAW 95 Legal Research & Writing ...................................... 3
- POL 11 American National Government ................................ 3
- POL 61 or Solving Social Problems Through the Political Process or SPN 28† Interpreting & Translation Skills for Legal Personnel ........... 3
- MKT 17 or Consumer Problems & Personal Finance or FIN 33 Grant-Writing and Fundraising ..................................... 3
- SOC 35 Intro. to Social Work ............................................. 3
- SOC 38 Social Advocacy .................................................. 3
- CWE 33† Cooperative Work Experience ................................ 4
Total 50

Note: The prerequisites of HLT 91 and SOC 11 are not required for these courses.
†SPN 28 is taught in Spanish.
††Students will be eligible to take CWE 33 any time after completion of 45 curriculum credits with approval of the Curriculum Coordinator. Under exceptional circumstances, substitutions may be made for CWE 33 by the Curriculum Coordinator.

PARALEGAL CERTIFICATE PROGRAM
(31 credits)
Director: Dr. A. Wolf
The certificate course of study is designed for advanced students who do not wish to enroll in the Paralegal A.A.S. Degree program. Minimum entrance requirements are 60 college credits or a two-year degree.

Curriculum for Paralegal Studies Certificate
31 Credits required for Certification

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<td>ACC 11</td>
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<td>LAW 41</td>
<td>Business Law</td>
<td>3</td>
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<tr>
<td>LAW 47</td>
<td>Intro. to Paralegalism &amp; Legal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LAW 52</td>
<td>Business Organization</td>
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<td>Insurance and Torts</td>
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<td>LAW 86</td>
<td>Estates, Trusts &amp; Wills</td>
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<td>LAW 95</td>
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<td>TAX 11</td>
<td>Intro. to Taxation</td>
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Total 31

Note: Students may elect to take a voluntary or credit-bearing internship (CWE 31 or 33) after the completion of 16 or more Certificate credits.
PERFORMING ARTS—MUSIC

Curriculum Coordinator: Dr. M. Salzberg

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

Students can earn an Associate in Applied Science degree in Music in a two-year program at Bronx Community College. This includes private lessons at no additional cost in instrumental or vocal areas of the student’s choice.

In addition to regular requirements, students must meet special standards in musical aptitude and ability, as well as demonstrate proficiency in vocal or instrumental areas, to be determined by tests, auditions and interviews conducted by the faculty of Bronx Community College. Students found deficient in musical aptitude skills may be required to take MUS 40, MUS 50, and MUS 70.

Performing Arts—Music Curriculum

64-68 Credits required for A.A.S. Degree

Core Requirements

- ENG 11 Fundamental Composition I ........................................ 3
- CMS 11 Fundamental Communication ........................................ 3
- HIS 10 History of the Modern World ....................................... 3
- * Modern Language ..................................................................... 0-6

Total 9-17

Required Areas of Study

- Science or Mathematics—Choose from Astronomy, Biology, Chemistry, Physics or Math .................................................. 3-4
- Humanities—Choose from English, Communication or Art ............. 3
- History or Social Sciences—Choose from History, Economics, Philosophy, Political Science, Psychology or Sociology ......... 3
- PEA or HLT—Choose from Physical Education activity course or HLT 91 ................................................................. 1-2

Total 10-12

Specialization Requirements

- MUS 11 or 12 Introduction to Music ............................................ 3
- MUS 21 or 22 Choral Performance I, or MUS 31 Orchestral Performance I ................................................................. 1
- MUS 41 Theory I ........................................................................ 1
- MUS 51 Ear Training I .............................................................. 1
- MUS 71 Secondary Piano I ......................................................... 1
- MUS 83 Private Instruction I ....................................................... 2
- MUS 23 or 24 Choral Performance II, or MUS 32 Orchestral Performance II ................................................................. 1
- MUS 42 Theory II ....................................................................... 1
- MUS 52 Ear Training II .............................................................. 1
- MUS 72 Secondary Piano II ......................................................... 1
- MUS 84 Private Instruction II ....................................................... 2
- MUS 23 or 24 Choral Performance III, or MUS 33 Orchestral Performance III ................................................................. 1
- MUS 43 Theory III ..................................................................... 1
- MUS 53 Ear Training III ............................................................. 1
- MUS 61 Keyboard I ................................................................. 1
- MUS 85 Private Instruction III ..................................................... 2
- MUS 91 or 95 Instrumental Ensembles I, or MUS 94 Chamber Chorus I ................................................................. 1
- MUS 24 or 25 Choral Performance IV, or MUS 34 Orchestral Performance IV ................................................................. 1
- MUS 44 Theory IV .................................................................... 1
- MUS 54 Ear Training IV .............................................................. 1
- MUS 62 Keyboard II ................................................................. 1
- MUS 81 Recital Performance ....................................................... 1
- MUS 86 Private Instruction IV ..................................................... 2
- MUS 92 or 96 Instrumental Ensembles II, or MUS 93 Chamber Chorus II ................................................................. 1

Total 34

Free Electives

To complete the required 64–66 credits.

*To be taken, if needed, to meet the degree requirements. Otherwise, may be used as elective credits or another elective may be substituted. See language requirements, page 66.
The Pre-Pharmacy curriculum is a two-year course for which students receive complete credit on admission to the third year of the five-year pharmacy course at colleges of pharmacy such as St. John’s University and Arnold and Marie Schwartz College of Pharmacy of Long Island University.

Pre-Pharmacy Curriculum
67-68 Credits required for A.A.S. Degree

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<th>Specialization Requirements</th>
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<tr>
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<td>or 16</td>
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<td>CMS 11</td>
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<td>General Chemistry II</td>
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<td>PEA</td>
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**Total 13**

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**Total 45**

Free Electives
To complete the required 67-68 credits.

*Arnold and Marie Schwartz College of Pharmacy of Long Island University requires both HIS 10 and another history course to be chosen from HIS 15, 21, 22, 27, 31, 35, 37, 39.

Students who are planning to transfer to Arnold and Marie Schwartz College should also choose an English course from ENG 14 – 81 and PSY 11 or PHL 11.

For transfer to St. John’s College of Pharmacy, choose ECO 11, ECO 12, HLT 91 and a 1- or 2-credit MUS or ART course.

Students planning to transfer to pharmacy schools other than St. John’s or Arnold and Marie Schwartz College of Pharmacy should consult the school’s catalogs for the proper requirements for electives.
The Industrial Chemical Laboratory option of the Pre-Pharmacy curriculum is designed primarily for students who wish to seek employment in the chemical or pharmaceutical industry. The program provides a firm foundation in the practical as well as theoretical aspects of chemistry, with emphasis on modern laboratory techniques.

This option exposes students to current industrial and research practices which are used in such diverse fields as petrochemicals, foods, plastics, cosmetics, air and water pollution control, forensic science, and many others. An important feature of this program is the Cooperative Work Experience course during which students spend twenty hours each week while completing their final credits for the Associate in Applied Science degree.

**Pre-Pharmacy Curriculum**

**Industrial Chemical Laboratory Option**

64-67 Credits required for A.A.S. Degree

**Core Requirements**

- ENG 11 Fundamental Composition I ........... 3
- CMS 11 Fundamental Communication .......... 3
- HIS 10 History of the Modern World ............ 3
- HLT 91 Critical Health Issues .................. 2
- MTH 13 Trig. & College Algebra ................ 3
- MTH 14 College Algebra & Intro. to Calculus .... 4
- PEA Physical Education activity course ......... 1

**Total** 19

**Required Areas of Study**

- Art or Music .................................. 2-3
- English, Modern Language, or Communication—
  Choose one course (in addition to ENG 11 and
  CMS 11) ........................................ 3-4
- History or Social Science—Select one course from any
  of the following: History, Economics, Philosophy,
  Political Science, Sociology and Psychology.
  (Choice of history course is in addition to HIS 10) .... 3

**Total** 8-10

**Specialization Requirements**

- PHY 21 Physics for Engineering Tech. I .......... 4
- PHY 22 Physics for Engineering Tech. II ......... 3
- CHM 11 or
  17* General Chemistry I .......................... 4
- CHM 22 or
  18* General Chemistry II ......................... 4-5
- CHM 31 Organic Chemistry I ....................... 4
- CHM 32 Organic Chemistry II ...................... 4
- CHM 33 Quantitative Analysis ...................... 4
- CHM 44 Instrumental Methods of Industrial &
  Environmental Analysis or
  BIO 74 Clinical Techniques ...................... 3
- CHM 61 Cooperative Work Exp. and
  Seminar in Chem. Tech .......................... 6

**Total** 36-37

**Free Electives**

To complete the maximum of 67 credits.

*Students may choose the first-year chemistry sequence from either CHM 11, 22 or CHM 17, 18. Choice should be made in consultation with an adviser.
Demand for college-trained secretaries is increasing rapidly, and numerous opportunities for employment exist in a wide variety of industries. Training in secretarial and information processing skills prepares students for immediate employment in a modern office or for transfer to a four-year college to prepare to teach secretarial studies.

The department is equipped with the latest technology and maintains a Learning Resource Center and a Word Processing Center where students may practice their skills, as well as complete lessons covered in class due to absenteeism. The Centers are staffed by qualified personnel who answer questions and help.

All graduates will be able to initiate their own correspondence, maintain filing systems, understand modern office procedures, and work effectively with others. The College offers six separate programs:

**Executive secretaries** can work in any business office—advertising, television, fashion, finance, publishing, or government.

**Legal secretaries** may work in law offices, in courtrooms, and in legal departments. Graduates of the program will understand the American legal system; type at 60 words a minute or more; take legal dictation at 100-120 words per minute, prepare legal documents accurately and completely; and understand legal procedures.

**Medical secretarial assistants** work in physicians' offices, hospitals, clinics, and laboratories. Students in the program are trained to transcribe recorded dictation of medical correspondence and case histories; complete medical forms; maintain physicians' financial, medical, and office records; prepare patients for medical examination; perform basic clinical laboratory tests; and manage a medical office.

Public, private and parochial educational institutions all need **school secretaries**. Students in this program receive specialized training in the preparation of testing materials and in dealing with school records and accounting systems. They cover the organization, functions, and problems of the New York City school system, including how to deal effectively with parents and the community.

**Word processing specialists** may function in any business, professional, or governmental organization which utilizes electronic systems to communicate. Students receive training in machine transcription, electronic typewriting, and in the operation of several types of word processing equipment.

For **high school teaching**, students receive skills training in typewriting, shorthand, transcription, business communications and secretarial practice. Graduates transfer to a four-year institution to complete their bachelor's degree to qualify as high school teachers of typewriting, shorthand, machine transcription, office practice, and clerical skills.
### Secretarial Studies Curriculum

**Word Processing Option**

**64-65 Credits required for A.A.S. Degree**

#### Core Requirements
- ENG 11: Fundamental Composition I ........................................ 3
- CMS 11: Fundamental Communication ........................................ 3
- HIS 10: History of the Modern World ..................................... 3
- MTH 12*: Intro. to Mathematical Thought ................................ 3

**Total: 12**

#### Required Areas of Study
- SCIt: Science ........................................................................... 3-4
- ART or MUS: Art or Music ......................................................... 3
- PEA: Physical Education activity course ................................... 1
- PSY 11 or PSY 12: Psychology or Sociology or CMS 20: Public Speaking ......................................................... 3
- Secretarial Studies or Business elective .................................. 3

**Total: 13-14**

#### Specialization Requirements
- TYP 11: Typing I ........................................................................ 2
- BUS 11: Business Mathematics ............................................... 3
- TYP 12: Typing II ........................................................................ 2
- ACC 11: Fundamental Accounting I ........................................... 4
- BUS 51: Business Organization & Management ......................... 3
- ORI 43††: Career Orientation ..................................................... 0
- TYP 13: Typing III ....................................................................... 2
- WPR 11: Machine Transcription I .............................................. 3
- COM 31: Business Communications ......................................... 3
- WPR 21: Word Processing Administration ................................ 3
- TYP 14: Typing IV ....................................................................... 3
- WPR 12: Machine Transcription II ............................................ 3
- WPR 22: Word Processing Office Simulation ............................. 3
- CWE 31§: Cooperative Work Exp. I ............................................ 2

**Total: 36**

#### Free Electives
To complete the required 64-65 credits.

*Students receiving exemption in Typewriting need 64 credits; others require 65 credits.

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

†Students considering transfer to a senior college should consult their curriculum adviser for science requirement.

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

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

### Secretarial Studies Curriculum

**Legal Secretary Option**

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

#### Core Requirements
- ENG 11: Fundamental Composition I ........................................ 3
- CMS 11: Fundamental Communication ...................................... 3
- HIS 10: History of the Modern World ..................................... 3
- BIO 18**: Human Physiology ................................................... 4
- MTH 12†: Intro. to Mathematical Thought ................................. 3

**Total: 16**

#### Required Areas of Study
- SOC—Social Science elective ....................................................... 3
- ART or MUS—Art or Music ......................................................... 3
- PEA—Physical Education activity course .................................... 1

**Total: 7**

#### Specialization Requirements
- SHO 11: Shorthand ..................................................................... 3
- TYP 11: Typing I ......................................................................... 2
- BUS 11: Business Mathematics ................................................ 3
- SHO 12: Shorthand II ................................................................. 3
- TYP 12: Typing II ....................................................................... 2
- ACC 11: Fundamental Accounting I ........................................... 4
- LAW 47: Legal Procedures ....................................................... 3
- ORI 43††: Career Orientation ..................................................... 0
- SHO 13 or 14: Shorthand III ...................................................... 3
- TYP 13: Typing III ..................................................................... 2
- WPR 11: Machine Transcription I .............................................. 3
- SHO 31: Legal Shorthand I ........................................................ 3
- COM 31: Business Communications ........................................ 3
- LAW 41: Business Law ............................................................. 3
- SHO 32: Legal Shorthand II ....................................................... 4
- SEC 41: Secretarial Practice ...................................................... 2
- CWE 31§: Cooperative Work Exp. I ......................................... 2

**Total: 42**

#### Free Electives
To complete the required 65-68 credits.

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

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

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

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

§CWE 31 may be taken as an elective in the third semester or waived with the approval of the curriculum coordinator.
### Secretarial Studies Curriculum
**Medical Secretarial Assistant Option**

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

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
<td>3</td>
</tr>
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<td>HIS 10</td>
<td>3</td>
</tr>
<tr>
<td>MTH 12**</td>
<td>3</td>
</tr>
<tr>
<td>BIO 18</td>
<td>4</td>
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<tr>
<td>HLT 91</td>
<td>2</td>
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<tr>
<td>PSY 11</td>
<td>3</td>
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<tr>
<td>SOC 11</td>
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**Total 24**

<table>
<thead>
<tr>
<th>Required Areas of Study</th>
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<tbody>
<tr>
<td>ART or MUS</td>
<td>3</td>
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<tr>
<td>PEA</td>
<td>1</td>
</tr>
<tr>
<td>PSY</td>
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</table>

**Total 7**

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>TYP 11</td>
<td>2</td>
</tr>
<tr>
<td>BUS 11</td>
<td>3</td>
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<tr>
<td>ACC 11</td>
<td>4</td>
</tr>
<tr>
<td>TYP 12</td>
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<tr>
<td>BIO 22</td>
<td>2</td>
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<tr>
<td>ORI 43†</td>
<td>0</td>
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<tr>
<td>TYP 13</td>
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<tr>
<td>BIO 46</td>
<td>2</td>
</tr>
<tr>
<td>SEC 34</td>
<td>2</td>
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<tr>
<td>COM 31</td>
<td>3</td>
</tr>
<tr>
<td>SEC 35</td>
<td>2</td>
</tr>
<tr>
<td>BIO 47</td>
<td>2</td>
</tr>
<tr>
<td>LAW 45</td>
<td>3</td>
</tr>
<tr>
<td>CWE 31††</td>
<td>2</td>
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</table>

**Total 31**

<table>
<thead>
<tr>
<th>Free Electives</th>
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</tr>
</thead>
</table>

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

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

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

‡‡CWE 31 may be taken as an elective in the third semester or may be waived with the approval of the curriculum coordinator and another course substituted.

### Secretarial Studies Curriculum
**School Secretary Option**

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

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10</td>
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<tr>
<td>MTH 12**</td>
<td>3</td>
</tr>
<tr>
<td>BIO 18**</td>
<td>4</td>
</tr>
<tr>
<td>HLT 91**</td>
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**Total 16**

<table>
<thead>
<tr>
<th>Required Areas of Study</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC</td>
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</tr>
<tr>
<td>ART or MUS</td>
<td>3</td>
</tr>
<tr>
<td>PEA</td>
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</table>

**Total 7**

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHO 11</td>
<td>3</td>
</tr>
<tr>
<td>BUS 11</td>
<td>3</td>
</tr>
<tr>
<td>TYP 11</td>
<td>3</td>
</tr>
<tr>
<td>SHO 12</td>
<td>3</td>
</tr>
<tr>
<td>ACC 11</td>
<td>3</td>
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<tr>
<td>TYP 12</td>
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<tr>
<td>ORI 43†</td>
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<tr>
<td>SHO 13 or 17</td>
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<tr>
<td>COM 31</td>
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<td>TYP 13</td>
<td>2</td>
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<tr>
<td>SEC 47</td>
<td>2</td>
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<tr>
<td>SHO 14 or 18</td>
<td>3</td>
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<tr>
<td>SEC 41</td>
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<td>SEC 45</td>
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<td>SEC 48</td>
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</tr>
<tr>
<td>CWE 31†§</td>
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</table>

**Total 38**

<table>
<thead>
<tr>
<th>Free Electives</th>
<th></th>
</tr>
</thead>
</table>

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

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

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

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

§CWE 31 may be taken as an elective in the third semester or may be waived with the approval of the curriculum coordinator and another course substituted.
Secretarial Teaching Curriculum

Students who wish to teach secretarial studies in high schools may earn the A.A. degree at Bronx Community College and transfer into the third year at senior colleges of The City University of New York.

**Secretarial Teaching Curriculum**  
**High School Teaching Option**  
**65-68 Credits required for A.A. Degree**

### Core Requirements
- ENG 11: Fundamental Composition I ........................................ 3
- CMS 11: Fundamental Communication ........................................ 3
- HIS 10: History of the Modern World ....................................... 3
- MTH 21, 22, 23, or 31: Mathematics ........................................ 3-4
- HLT 91: Critical Health Issues ................................................ 2
- Modern Language ........................................................................ 8

**Total**: 22-23

### Required Areas of Study

<table>
<thead>
<tr>
<th>Humanities</th>
<th>Choose from English, Communication, Economics, Political Science, Psychology, Philosophy, Sociology or History.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science</td>
<td>Choose from AST 11, BIO 11, CHM 11 or PHY 11 ..................................................................................</td>
</tr>
<tr>
<td>Music</td>
<td>Choose from MUS or ART .........................................................................................................</td>
</tr>
<tr>
<td>Physical Education</td>
<td>PEA—Physical Education activity course ...............................................................................................</td>
</tr>
</tbody>
</table>

**Total**: 11

### Specialization Requirements

<table>
<thead>
<tr>
<th></th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorthand I</td>
<td>3</td>
</tr>
<tr>
<td>Typing I</td>
<td>2</td>
</tr>
<tr>
<td>Shorthand II</td>
<td>3</td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Typing II</td>
<td>2</td>
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<tr>
<td>Shorthand III</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Typing III</td>
<td>2</td>
</tr>
<tr>
<td>Shorthand IV</td>
<td>3</td>
</tr>
<tr>
<td>Secretarial Practice</td>
<td>2</td>
</tr>
<tr>
<td>Business Organization &amp; Management or</td>
<td></td>
</tr>
<tr>
<td>Fundamental Accounting I or</td>
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<tr>
<td>Business Law</td>
<td>3-4</td>
</tr>
<tr>
<td>Senior Orientation</td>
<td>0</td>
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</tbody>
</table>

**Total**: 29-30

### Free Electives

To complete the required 65-68 credits, students receiving exemption in Shorthand and/or Typewriting need 65 credits; others require 68 credits. Students must consult counselor for language requirements of senior college to which they plan to transfer. ACC 11 required for students planning to transfer to Baruch College.

†ACC 11 required for students planning to transfer to Baruch College.

++) May be waived for Evening Session students with approval of curriculum coordinator.
EXPLANATION OF CREDIT

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

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

1. The term *rec* (recitation) refers to the traditional recitation-discussion-seminar form.

2. The term *lec* (lecture) means that several sections have been combined into a single group in which the presentation is sometimes accompanied by a demonstration and audiovisual material.

3. The term *lab* (laboratory) indicates that the class meets in a specially equipped area where students may do individualized work in experimentation with instruments, tools and similar equipment.

4. The term *clin* (clinic) indicates supervised, individualized clinical experience in a hospital setting, including group and individual instruction. **Prerequisites** must be completed with a passing grade before the subsequent course may be taken. **Corequisites** may be taken simultaneously, or before a given course.

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

Students who place in ENG 01 and RDL 01 are allowed to register only for the following credit-bearing courses:

- PEA courses
- Music performance courses
- ESL 11 (by placement)
- Language courses (Level 12 or above, by placement)
- ELC 11 and/or 15 (corequisite MTH 13 recommended for Electrical Technology students only)
- TYP 11
- MEC 11 (by placement)
- Art studio courses
- CMS 10 and/or CMS 12

Students who place into ENG 02 may also register for the following credit-bearing courses:

- ART 10
- HIS 10
- ART 11
- MEC 12
- ART 12
- MUS 10
- CMS 11
- MUS 11
- CMS 30
- MUS 12
- COM 31
- PHL 11
- DAT 30
- POL 11
- ECO 11
- PSY 11
- ECO 12
- SOC 11
ACCOUNTING
Department of Business

ACC 11 5 rec 4 cr
Fundamental Accounting I
Prerequisite: ENG 02 or RDL 02 if required.

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

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

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

ART Department of Music and Art
Music or Art requirements for all curricula may be satisfied by any course or combination of courses in Art and/or Music for which the student is qualified. Students planning to transfer to a four-year college should check with the institution to see which courses are acceptable for transfer credit.

ART 10 2 rec 1 cr
Art Survey
Survey of art in selected historical periods of Western civilization.
Note: Not open to students taking ART 11 or ART 12.
Corequisite: ENG 02 or RDL 02 if required.

ART 11 3 rec 3 cr
Introduction to Art
Survey of our artistic heritage from the classical period of Western civilization to modern art. Discussion of social and philosophical influences. Creative studio experiences are encouraged. Art museum visits.
Corequisite: ENG 02 or RDL 02 if required.

ART 12 3 rec 3 cr
Introduction to Western and Non-Western Cultures*

ART 15 4 rec 2 cr
Design*

ART 21 4 rec 2 cr
Drawing and Painting I
Studio course to develop basic skills and concepts in drawing and painting. Emphasis on drawing anatomy and portraits. Use of different mediums and techniques. Students draw from professional models.

ART 22 4 rec 2 cr
Drawing and Painting II
Studio course with emphasis on painting in oil and acrylics and life drawing. Fundamentals of form, color, texture, and composition as applied to still life, landscape, and portraits. Assignments are adapted to each student's ability. Development of student's personal style.

ART 31 4 rec 2 cr
Graphics I
Studio course in relief printing. Instruction includes your own woodcut and linocut prints, and other innovative methods. Color printing by hand and on the printing press.

ART 32 4 rec 2 cr
Graphics II
Studio course in etching, silkscreen, color printing, and black and white prints using the printing press. Creative experience with mixed media. Proofing and making editions.

ART 41 4 rec 2 cr
Ceramics I

ART 42 4 rec 2 cr
Ceramics II
Building, decorating, glazing techniques. Emphasis on three dimensional design and craftsmanship.

ART 51 3 rec 3 cr
Art of Africa and North America*

ART 52 3 rec 3 cr
Oriental Art*

ART 55 3 rec 3 cr
Modern Art*

ART 61 3 rec 3 cr
Art as a Human Value
An introduction to selected theories of art, beauty, and art criticism in relation to various art forms including painting, sculpture, architecture, music, poetry, drama, and dance. The role of art in society. Guest speakers. Field trips.
Corequisite: ENG 02 or RDL 02 if required.
ART 71 4 rec 2 cr
Photography I
Basic photographic techniques as a creative medium; emphasis on composition and lighting; developing, printing and enlarging. Students provide their own cameras and materials.

ART 72 4 rec 2 cr
Photography II
Continuation of ART 71. More creative experimentation through studio and field assignments. Photographic exhibitions.
Prerequisite: ART 71 or permission of instructor.

ART 80 4 rec 2 cr
Introduction to Commercial Art*

ART 81 4 rec 2 cr
Media and Communication Art*

*Not offered on a regular basis. Course descriptions available upon request.

ASTRONOMY
Department of Physics

AST 11 1 lec 2 rec 2 lab 4 cr
Astronomy and Space Science
Elementary study of the solar system, stellar population, structure of the universe, and other aspects of modern astronomy.
Prerequisites: Elementary Algebra or MTH 05, or permission of the department, and RDL 02 if required; corequisite: ENG 02 if required.

AST 12 2 lec 1 rec 2 lab 4 cr
Intermediate Astronomy
Continuation of Astronomy 11; more detailed study of astronomical coordinate systems, stellar population, black holes, Hertzsprung-Russell diagrams, eclipses, and other topics of interest to amateur astronomers.
Prerequisites: AST 11 and MTH 06 or equivalent.

AST 18 1 lec 2 rec 3 cr
Astronomy and Space Science
Same as AST 11, but without the two-hour laboratory. Students who have received credit for AST 18 cannot receive credit for AST 11.
Prerequisite and corequisite: Same as AST 11.

AUDIOVISUAL TECHNOLOGY
Library

AVT 10 3 rec 3 cr
Introduction to Audiovisual Technology
Provides student with a context and framework for the field of audiovisual technology through a study of the types of media formats such as videocassette and sound/slide. Technical aspects of media, especially television, are explored as they relate to the technician's role of equipment operator and production assistant.
Corequisites: RDL 02, Eng 02, if required.

AVT 11 3 rec 3 cr
Audiovisual Photography
Specialized photographic techniques required of the audiovisual technician such as slide and filmstrip production and reproduction, copystand techniques, kodalith slides, polaroid films and uses, public relations photography, macro and micro photography, advanced darkroom techniques. Students are required to produce a portfolio for evaluation and to produce, at his/her own expense, a 35mm camera, film and any other material or outside-the-college film processing necessary to produce the portfolio.
Prerequisite: ART 71 or permission of instructor.

AVT 12 3 rec 3 cr
Small Studio Color Television
Theory and practice of typical small studio color television systems, including color alignment, lighting, electronic editing in various tape formats and switching. Emphasis on production techniques (staging, setting, etc.) commonly used in training and other instructional program formats.
Prerequisite: AVT 10 or permission of instructor.
AVT 13 3 rec 3 cr
Audiovisual Equipment
Operation and Maintenance
The operation and simple maintenance of all audiovisual equipment and materials. Students will have hands-on practice with all types of media equipment and systems.
Prerequisite: AVT 10.

AVT 31 3 rec 3 cr
Audio Recording and Duplication
Theoretical and practical "hands on" experience in all phases of audio recording and tape duplication as they apply to the production of audiovisual materials and the operation of audiovisual equipment.

AVT 32 4 rec 3 cr
Multimedia Operations and Production
Multimedia (two or more screen images, presented simultaneously or in a variety of sequential patterns) production techniques. Various types of equipment, including sophisticated computer-managed systems, are analyzed and sample programs are presented. Practice in special photographic and graphics techniques required for multi-image production. Students participate in the production of a complete multi-image program.
Prerequisite: AVT 11 and AVT 31.

AVT 33 2 rec 2 lab 3 cr
Television Editing and Post-Production Techniques
Provides theoretical and practical experience in video editing and post-production. Emphasis on special production techniques for assembling program shots or sequences in a post-production editing facility. Insertion of additional material, via time base correction, is covered.
Prerequisite: AVT 12.

AUTOMOTIVE MECHANICS
Department of Physics

ACS 11 3 rec 6 lab 6 cr
Engine (Internal Combustion)
Operation service procedures, diagnostic methods of an internal combustion engine. An internal combustion engine will be completely disassembled, inspected, precision measured, repaired, reassembled and tuned up.

ACS 12 1 rec 4 lab 3 cr
Brakes
Construction, servicing and repair of both disc and drum brakes of the automobile.

ACS 13 2 rec 2 lab 3 cr
Fuel Systems
Fundamentals of design, operation and assembly of the automotive system, integrated into repair service and overhaul of the essential components of the fuel systems.

ACS 14 1 rec 4 lab 3 cr
Manual Transmission and Rear Axle
Operation and service procedures for the automotive manual transmission and rear axle. A manual transmission and rear axle will be completely disassembled, inspected and reassembled.

ACS 21 2 rec 4 lab 4 cr
Front Ends
Diagnostic and service procedures, inspection, repair and alignment of the automobile's front end. The front suspension system and steering gears will be developed and related to the front-end system.

ACS 22 1 rec 6 lab 4 cr
Automatic Transmission
Operation and service of most conventional automatic transmissions. An automatic transmission will be completely disassembled, inspected and reassembled.
Prerequisite: ACS 14.

ACS 23 2 rec 4 lab 4 cr
Heating and Air-Conditioning
Heating and air-conditioning system of an automobile. Emphasis on trouble-shooting and servicing the climate control system (heating and air-conditioning).

ACS 24 2 rec 2 lab 3 cr
Electrical Systems
Operation, service and repair of automotive electrical starting, lighting, generating and ignition systems.

ACS 31 2 rec 2 lab 3 cr
Towing, Shop Safety and General Cleanup
Covers various methods of towing cars. Students are encouraged to have a driver's license before registering for this class. Basic procedures for shop safety and methods used in the collision shop will be established. Interior cleanup and spot removal, dust removal, plastic removal and chrome cleanup.
Prerequisite: First semester course sequence in Automotive Mechanics Program.

ACS 32 3 rec 2 lab 4 cr
Chassis and Components
Emphasis will be placed on disassembly and assembly procedures for bumpers, fenders, doors, trunk lid, interior and radiator.
Prerequisite: First semester course sequence in Automotive Mechanics Program.

ACS 33 1 rec 6 lab 4 cr
Metal Working Skills
Includes the different stages of repair, such as analysis, roughing out, metal straightening, filling and metal finishing. Basic skills of hammer and dolly using, grinder files, picks and fillers.
Prerequisite: First semester course sequence in Automotive Mechanics Program.

ACS 34 2 rec 4 lab 4 cr
Painting Procedures
Identifying dents, applying primers, applying putty, sanding and waxing and poly-glycoat procedures.
Prerequisite: BIO 46.

BIO 47  
Clinical Techniques for Medical Secretaries II  
Use and care of various medical instruments; sterile techniques; analysis of blood—complete blood count, hematocrit, sedimentation rate, blood glucose.  
Prerequisite: BIO 46.

BIO 50  
Biology and the Law**  
3 lect 3 cr

BIO 51  
Fundamentals of Ecology**  
2 lect 4 lab 4 cr

BIO 55  
Genetics and Man**  
3 rec 3 cr
BIO 71 1 lect 4 lab 3 cr
Clinical Laboratory Techniques I* Use of basic laboratory equipment; skills of urinalysis—physical, chemical and microscopic examinations; introduction to blood banking—blood typing, ABO, Rh, compatibility testing; introduction to serology—principles, pregnancy testing, latex tests.
Prerequisites: BIO 15, CHM 02.

BIO 72 1 lect 4 lab 3 cr
Clinical Laboratory Techniques II* Complete blood counts, normal and abnormal smears; basic routine blood procedures—sickle cell, sedimentation rate, reticulocyte count, platelet count; coagulation studies—prothrombin time, clot retraction; special procedures—alkaline phosphatase staining, electrophoresis.
Prerequisites: BIO 71, BIO 23, CHM 17.

BIO 73 1 lect 4 lab 3 cr
Clinical Laboratory Techniques III* Principles and practice of volumetric equipment and spectrophotometers (visible and ultraviolet). Clinical chemistry tests; BUN and creatinine, glucose, serum proteins, bilirubin and other liver function tests, electrolytes, isozymes used in cardiac profile, acid and alkali phosphatases. Emphasis on clinical techniques, chemical principles and diagnostic significance.
Prerequisites: CHM 18, BIO 72 and BIO 24.

BIO 74 1 lect 4 lab 3 cr
Clinical Laboratory Techniques IV* Basic principles, operation and proper maintenance of instruments used in clinical laboratories: Coulter counter, electrophoresis and densitometry, fluorometer, flame photometers, chloride meter. Particular emphasis placed on chemical analyzers: discrete, centrifugal force and auto-analyzers.
Prerequisites: BIO 73 or written permission of the chairman.

BIO 75 1 cr
Clinical Practicum Six-month, full-time clinical laboratory training in an approved hospital laboratory. Required for a New York City Department of Health License as a medical laboratory technician. Placement for training is limited and cannot be guaranteed.
Prerequisite: completion of all other requirements and departmental approval.

Exemption for MLT Courses
*Students who have acquired knowledge and skills in clinical work experience or through specialized training in the armed forces are eligible for exemption exams. After completing such exemption exams, students will be granted credit with grade and index value for the appropriate courses. For further information, the student should consult the department chairman prior to registration.
**Not offered on a regular basis. Course descriptions available upon request.

BOTANY
Department of Biology
Enrollment in these courses is limited to students in the Ornamental Horticulture curricula or with special permission of the department. Offered at the New York Botanical Garden.

BOT 11 15 hr/sem 1 cr
Basic Botany Survey of plant cells and tissues, cell division, reproduction, genetics, anatomy, systematics, evolution and ecology.
Prerequisites: BIO 11 and 12.

BOT 12 12 hr/sem 1 cr
Plant Form and Function Anatomy and physiology of plant cells and organs; cellular respiration and photosynthesis.
Prerequisite: BOT 11.

BOT 13 12 hr/sem 1 cr
Plant Physiology Plant growth and development, hormones, tropisms, phytochrome, dormancy, responses to low temperature, flowering, senescence and abscission.
Prerequisite: BOT 12.

BOT 41 16 hr/sem 1 cr
Entomology Structure, growth and development of insects and related arthropods. Background to insect classification and identification; collection and preservation of insects.
Prerequisites: BIO 11 and 12.

BOT 42 12 hr/sem 1 cr
Weeds Learn the identification of weeds, their biology, seeds, and control, and their relationship to ornamentals.
Prerequisites: BIO 11 and 12.

BOT 61 12 hr/sem 1 cr
Woody Plant Identification: Fall Trees and Shrubs Identification and landscape use of ornamental trees and shrubs. Emphasis on shade trees and shrubs grown for ornamental foliage and fruit.
Prerequisites: BIO 11 and 12.

BOT 62 8 hr/sem 1/2 cr
Woody Plant Identification: Broadleaved Evergreens Survey of broadleaved evergreens, their identification and ornamental characteristics.
Prerequisites: BIO 11 and 12.

BOT 63 12 hr/sem 1 cr
Prerequisites: BIO 11 and 12.
BOT 64 12 hr/sem 1 cr
Woody Plant Identification:
Spring Trees and Shrubs
Continuation of BOT 61, with emphasis on spring flowering
trees and shrubs.
Prerequisites: B/O 11 and 12.

BUSINESS
Department of Business

BUS 10 3 rec 3 cr
Introduction to Business
Introductory survey course to acquaint students with Business
as a field of study. Analysis of the role of business in society,
with emphasis on how the business system operates. Func-
tional areas of accounting, marketing, finance, business law,
management and information systems are explored.
Prerequisite: RDL 02 or ENG 02 if required.

BUS 11 4 rec 3 cr
Business Mathematics
Principles and problems of interest, bank discounts, purchase
discounts, installment sales, payrolls, depreciation, profit dis-
tribution, taxes and insurance.
Prerequisite: MTH 01; corequisite: RDL 02 or ENG 02 if required.

BUS 41 3 rec 1 lab 3 cr
Business Statistics
Introduction to statistical methods as a basis for decision-mak-
ing and operations control in business, utilizing principles of
probability, sampling error, estimation and the descriptive
methods of frequency distribution correlation, index number
and time series analysis. Application to data pertinent to busi-
ness and economic problems in such areas as accounting
controls, production and marketing.
Prerequisite: Three years of high school mathematics or MTH 06;
corequisite: ENG 02 or RDL 02 if required.

BUS 51 3 rec 3 cr
Business Organization and Management
Advantages, limitations and financing of basic forms of busi-
ess organization. Management problems of organization,
policy formation, communication and efficiency with particular
terence to personnel and their supervision, budget and
automation.
Prerequisite or corequisite: ENG 11.

BUS 71 3 rec 3 cr
International Business
Introduction to basic terminology and concepts of international
business. The world environment of business enterprise, for-
ign trade and investment patterns, problems and opportuni-
ties. Emphasis on analysis of current policy issues.
Prerequisites: RDL 02 if required; BUS 10, or a course in Econom-
ics or Political Science; corequisite: ENG 11.

CHEMISTRY
Department of Chemistry and Chemical
Technology

CHM 02 1 rec 2 lect 2 lab 0 cr
Introduction to Chemistry
Introduction to types of matter, elements, compound, formulas,
equations, use of arithmetic for chemical problem-solving, no-
menclature, atomic structure and chemical bonding. Basic
laboratory skills.
Corequisite: MTH 03 or RDL 02 or permission of department.

CHM 10 3 rec 3 lab 4 cr
Contemporary Chemistry
Exploration of problems arising from the expanding human
population and increasing industrial technology and how
chemistry relates to and can aid in understanding the prob-
lems and attempting solutions. Laboratory includes introduc-
tion to properties of chemicals and use of techniques for pres-
ent pollution detection and monitoring. Recommended for
non-science Liberal Arts students.
Corequisite: ENG 02 or RDL 02 if required.

CHM 11 1 rec 2 lect 3 lab 4 cr
General College Chemistry I**
Fundamental principles and theories of chemistry, aspects
of atomic structure and bonding, chemical calculations, states
of matter, solutions. Laboratory: chemical techniques and
principles.
Prerequisites: Placement exam or CHM 02, MTH 03.

CHM 12 1 rec 2 lect 3 lab 4 cr
General College Chemistry II
Solutions, kinetics, equilibria, electrochemistry, properties of
non-metallic and metallic elements, nuclear chemistry, organic
chemistry. Laboratory: chemical techniques and principles,
and qualitative analysis. (Chemistry and other science majors
should take CHM 22 in the second semester. Engineering Sci-
ence majors may choose either CHM 12 or CHM 22 in the
second semester.)
Prerequisite: CHM 11.

*Students who have completed one year of chemistry in high
school and plan to major in Engineering Science, Medical Lab-
atory Technology, Nursing, Pre-Pharmacy, Pre-Medicine,
Pre-Dentistry, and other science curricula, are required to take
a placement examination. Students with an insufficient back-
ground in high school chemistry, or students who fail the place-
ment examination and wish to specialize in one of the above-
mentioned curricula, are required to take CHM 02. This course
is not intended for non-science Liberal Arts students.

**Required for students in: Engineering Science, Medical Lab-
atory Technology, Pre-Pharmacy, Pre-Medicine, Pre-Dentistry,
and other science curricula. This course is not intended for non-
science Liberal Arts students.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 13</td>
<td>3 rec 3 cr</td>
<td><strong>Current Topics in Chemistry</strong>&lt;br&gt;Exploration of problems arising from the expanding human population and increasing industrial technology and how chemistry relates to and can aid in understanding the problems and attempting solutions. Corequisite: ENG 02 or RDL 02 if required.</td>
</tr>
<tr>
<td>CHM 14</td>
<td>3 lect 3 lab 4 cr</td>
<td><strong>Introduction to General, Organic and Biological Chemistry</strong>&lt;br&gt;Matter, atomic structure, chemical bonds, radioactivity, liquid state and solutions, ionization, acids and bases, hydrocarbons and derivatives, carbohydrates, lipids and proteins, metabolism, respiration, blood and urine hormones. Prerequisite: CHM 02 or placement exam or permission of the department.</td>
</tr>
<tr>
<td>CHM 15</td>
<td>2 lect 4 lab 3 cr</td>
<td><strong>Fundamentals of Chemistry</strong>&lt;br&gt;Fundamental principles and theories of chemistry; emphasis on topics of interest to the technologies. Can satisfy one semester of laboratory science in Liberal Arts programs. Corequisite: ENG 02 or RDL 02 if required.</td>
</tr>
<tr>
<td>CHM 16</td>
<td>1 rec 2 lect 3 lab 4 cr</td>
<td><strong>Fundamentals of General Chemistry I</strong>&lt;br&gt;Introductory course in general chemistry, atomic theory, formulas and equations, electron configurations, periodic table, chemical bonding, molecular structure, calculations, gas, liquid and solid states, solutions. Laboratory exercises illustrate principles of course and laboratory techniques. Prerequisites: CHM 02 or passing of placement examination, MTH 02 or 03 or RDL 02.</td>
</tr>
<tr>
<td>CHM 17</td>
<td>1 rec 2 lect 3 lab 4 cr</td>
<td><strong>Fundamentals of General Chemistry II</strong>&lt;br&gt;Continuation of CHM 16. Ionic reactions; acid-base theories, pH, chemical equilibria, structure, nomenclature and properties of hydrocarbons, alcohols, ethers, carboxylic acids, esters, fats, lipids, amino acids, and proteins, carbohydrates. Prerequisite: CHM 17.</td>
</tr>
<tr>
<td>CHM 22</td>
<td>1 rec 2 lect 6 lab 5 cr</td>
<td><strong>General Chemistry II with Qualitative Analysis</strong>&lt;br&gt;Emphasis on solutions, equilibria, acids and bases, ionization equilibria, solubility product, complexes, oxidation-reduction and survey of metallic and non-metallic elements, organic and nuclear chemistry. Laboratory: qualitative analysis of solutions; salts and alloys. Prerequisite: CHM 11.</td>
</tr>
<tr>
<td>CHM 24</td>
<td>3 rec 3 lab 4 cr</td>
<td><strong>Plastics Chemistry</strong>&lt;br&gt;Chemistry in relation to the plastics industry. Special emphasis on organic chemistry and chemistry of high polymers. Corequisite: ENG 02 or RDL 02 if required.</td>
</tr>
<tr>
<td>CHM 31</td>
<td>1 rec 2 lect 4 lab 4 cr</td>
<td><strong>Organic Chemistry I</strong>&lt;br&gt;Structure, nomenclature, properties and reactions of organic compounds including electronic theory and mechanism. Laboratory: preparation, purification and identification of representative organic compounds. Prerequisite: CHM 12 or CHM 22.</td>
</tr>
<tr>
<td>CHM 32</td>
<td>1 rec 2 lect 4 lab 4 cr</td>
<td><strong>Organic Chemistry II</strong>&lt;br&gt;A continuation of CHM 31. Prerequisite: CHM 31.</td>
</tr>
<tr>
<td>CHM 33</td>
<td>2 lect 6 lab 4 cr</td>
<td><strong>Quantitative Analysis</strong>&lt;br&gt;Theory and laboratory methods of Quantitative Chemical Analysis with laboratory determinations employing gravimetric and titrimetric (volumetric) methods, including acid-base, precipitation and oxidation-reduction reactions; use of chelating agents and analytical instruments. Prerequisite: CHM 22.</td>
</tr>
<tr>
<td>CHM 35</td>
<td>1 rec 2 lect 3 lab 4 cr</td>
<td><strong>Fundamentals of Organic Chemistry</strong>&lt;br&gt;Nomenclature, structure, properties and reactions of typical organic molecules. Laboratory: preparation, properties and identification of typical organic compounds. Prerequisite: CHM 12 or CHM 18.</td>
</tr>
<tr>
<td>CHM 41</td>
<td>1 rec 2 lect 4 lab 4 cr</td>
<td><strong>Biochemistry</strong>&lt;br&gt;Instrumental Methods of Industrial and Environmental Analysis†&lt;br&gt;Industrial Environmental Methods of Analysis†&lt;br&gt;Cooperative Work Experience and Seminar in Chemical Technology††&lt;br&gt;Note: Offered on a regular basis. Course descriptions available upon request.</td>
</tr>
</tbody>
</table>

### COMMUNICATION

**Department of Communication Arts and Sciences**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 01</td>
<td>3 rec 0 cr</td>
<td><strong>Basic Spoken English for the Non-Native Speaker</strong>&lt;br&gt;Introduction to basic spoken English through the study of sounds, vocabulary, and grammar. Oral exercises and practice. Prerequisite: Permission of department required.</td>
</tr>
<tr>
<td>CMS 02</td>
<td>3 rec 0 cr</td>
<td><strong>Intermediate Spoken English for the Non-Native Speaker</strong>†</td>
</tr>
</tbody>
</table>
CMS 03  Developmental Oral Skills I  2 rec 0 cr
Developmental speaking, listening, and linguistic skills related to basic reading and writing skills development. Use of audiovisual materials in Speech Laboratory and Learning Center. Permission of department required.

CMS 04  Developmental Oral Skills II  2 rec 0 cr

CMS 09  Speech Clinic  1 rec 0 cr
Clinical program of speech therapy for organic and functional disorders such as severe voice, lisp, stuttering, and related articulatory difficulties. Students are assigned on the basis of Speech Placement Screening, diagnostic interview, or referral by department faculty. Required course for students where evaluation indicates need.

CMS 10  Phonetics  3 rec 3 cr
Study of contemporary American English through phonetic analysis; practice in broad and narrow transcription, using the International Phonetic Alphabet, and exercises designed to develop auditory and kinesthetic sensitivity to phonetic distinctions.

CMS 11  Fundamentals of Interpersonal Communication  3 rec 3 cr
Dynamics of communication through examination of theory and discussion. Designed to provide understanding of communicative processes; opportunities for each student to experiment with his personal communicative activity. Corequisite: ENG 02 or RDL 02 if required.

CMS 12  Voice and Diction: Communication in the Professional Environment  2 rec 2 cr
Study of voice and articulatory factors in effective speech communication, with special attention to individual needs through speech diagnosis, development of auditory discrimination, and exercises geared to individual and group needs. Designed for the student who needs more effective speech communication for the business and professional environment.

CMS 20  Public Speaking and Critical Listening  3 rec 3 cr
Principles and practice of contemporary forms of public speech communication: informative, persuasive, inspirational, and entertaining; principles and practice of critical listening; analysis and evaluation of public communication. Corequisite: ENG 02 or RDL 02 if required.

CMS 22  Small Group Discussion  3 rec 3 cr
Principles and practice of small group discussion; investigation and analysis of problems in selecting group situations. Corequisite: ENG 02 or RDL 02 if required.
### COU RSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 65</td>
<td>Radio Broadcasting</td>
<td>3 rec 3 cr</td>
<td>Theory and practical course in the art and profession of radio broadcasting. Techniques of radio broadcasting and exploration of various careers in the field. A study of communication theory for broadcasting, programming, script preparation, news and sports analysis, performance skills, and responsibility of persons in the mass media field. Prerequisites: CMS 11 and CMS 10 or 12.</td>
</tr>
<tr>
<td>CMS 66</td>
<td>Beginning Television Production</td>
<td>3 rec 3 cr</td>
<td>Study of social, educational and economic impact of television. Relation between the urban community and the medium examined. Is the medium the message? What are the cultural implications? What can be done to improve the medium? Technological, artistic and communicative aspects explored for their educational potential. Permission of instructor required. Corequisite: ENG 02 or RDL 02 if required.</td>
</tr>
<tr>
<td>CMS 67</td>
<td>Advanced Television Production*</td>
<td>3 rec 3 cr</td>
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<tr>
<td>CMS 70</td>
<td>Introduction to Theatre*</td>
<td>3 rec 3 cr</td>
<td></td>
</tr>
<tr>
<td>CMS 71</td>
<td>Stagecraft I*</td>
<td>3 rec 3 cr</td>
<td></td>
</tr>
<tr>
<td>CMS 72</td>
<td>Stagecraft II*</td>
<td>3 rec 3 cr</td>
<td></td>
</tr>
<tr>
<td>CMS 73</td>
<td>Principles of Directing*</td>
<td>3 rec 3 cr</td>
<td></td>
</tr>
<tr>
<td>CMS 75</td>
<td>Acting I</td>
<td>3 rec 3 cr</td>
<td>Introduction to basic acting problems of analyzing and creating a character through improvisation, pantomime, theatre games, scene practice and analysis of scenes, culminating in presentation of a one-act play. Outside class assignments. Field work. Corequisite: ENG 02 or RDL 02 if required.</td>
</tr>
<tr>
<td>CMS 76</td>
<td>Acting II*</td>
<td>3 rec 3 cr</td>
<td></td>
</tr>
<tr>
<td>CMS 81</td>
<td>Seminar and Independent Study in Dramatic Arts with Field Projects</td>
<td>1 rec 3 cr</td>
<td>Elective for students who wish to work independently in some area of dramatic art. Weekly seminar in addition to independent work on an acceptable creative project, or with the Bronx Council on the Arts in a community center supervising and instructing in drama. Prerequisite: Permission of instructor.</td>
</tr>
</tbody>
</table>

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### COOPERATIVE EDUCATION

#### Department of Student Development

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWE 31</td>
<td>Cooperative Work Experience I</td>
<td>1 rec 2 cr</td>
<td>Under supervision of the program coordinator, students are placed in internships (jobs) with cooperating employers on a part-time basis for a minimum of 210 hours. An individualized program of job preparation and counseling precedes placement. Students attend a two-hour seminar every other week during the semester. These meetings are devoted to problem-sharing, problem-solving, and the integration of classroom theory with on-the-job experience. Students prepare a semester report analyzing the problems and procedures of the organizations to which they are assigned. Prerequisite: Fully matriculated students who have completed 30 degree credits (45 credits for Paralegal Students) with an overall G.P.A. of 2.00 or permission of the program coordinator.</td>
</tr>
<tr>
<td>CWE 32</td>
<td>Cooperative Work Experience II</td>
<td>0 rec 2 cr</td>
<td>Under supervision of the program coordinator, students are placed in internships (jobs) with cooperating employers on a part-time basis for a minimum of 210 hours. An individualized program of job preparation and counseling precedes placement. Students are required to attend periodic job reviews with the program coordinator and prepare a semester report analyzing the problems and procedures of the organizations to which they are assigned. Prerequisite: CWE 31.</td>
</tr>
<tr>
<td>CWE 33</td>
<td>Cooperative Work Experience III</td>
<td>1 rec 4 cr</td>
<td>Under supervision of the program coordinator, students are placed in internships (jobs) with cooperating employers on a full-time basis for a minimum of 420 hours. An individualized program of job preparation and counseling precedes placement. Students attend a two-hour seminar every other week during the semester. These meetings are devoted to problem-sharing, problem-solving, and the integration of classroom theory with on-the-job experience. Students prepare a semester report analyzing the problems and procedures of the organizations to which they are assigned. Prerequisite: Fully matriculated students who have completed 30 degree credits (45 credits for Paralegal Studies) with an overall G.P.A. of 2.00 or permission of the program coordinator.</td>
</tr>
</tbody>
</table>

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*Not offered on a regular basis. Course descriptions available upon request.
DATA PROCESSING
Department of Business

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

DAT 32
Computer Programming Concepts and Introduction to R.P.G. Programming
3 lect 3 cr
Designed to introduce concepts and techniques involved in analyzing business data processing systems. Topics cover file organization and control, documentation, forms design, system implementation and maintenance. Practical applications to business situations utilize Report Program Generator (R.P.G.) as its programming language. Included are R.P.G. concepts and techniques used in designing and writing programs for card, printer, magnetic tape and magnetic disc application. Students develop understanding of how to write R.P.G. programs for any computer on which it is available.
Prerequisite: DAT 30.

DAT 40
COBOL Programming
3 lect 2 lab 4 cr
Introduction to COBOL programming utilizing the IBM/360. Problems are assigned and students are required to flowchart, code, debug, test, and document their solutions. Applications in accounting, inventory control, retailing, and other record-keeping operations.
Prerequisite: DAT 30 or permission of chairman.

DAT 41
Assembly Language Programming
3 lect 2 lab 4 cr
Techniques of writing computer programs in Basic Assembly Language, a symbolic language. This includes data representation, operation codes, direct and indirect addressing, development of data files and use of macro instructions. Students are assigned several programs to demonstrate their programming ability.
Prerequisite: DAT 40 or PHY 61, or permission of chairman.

DAT 43
Advanced COBOL Programming
3 lect 2 lab 4 cr
Designed to present concepts of magnetic tape and direct access processing, and programming methods used for these devices. ANSI COBOL and programming techniques taught will be usable on almost all computers. Topics cover data definitions, data usage in mixed modes, data conversion, decimal point alignment, sign control and subroutines, concepts of magnetic tape processing, sequential life updating, D.A.S.D. sequential life processing, D.A.S.D. indexed sequential file processing, COBOL subroutines, program overlays and segmentation. Use of Report Writer feature.
Prerequisite: DAT 40.

ECONOMICS
Department of Social Sciences

ECO 11
Microeconomics
3 rec 3 cr
Study and analysis of economic principles and policies; theory of pricing and distribution under various market conditions. Government intervention in the market and policy problems.
Corequisite: ENG 02 or RDL 02 if required.

ECO 12
Macroeconomics
3 rec 3 cr
Study and analysis of factors underlying economic growth and determination of the aggregate levels of employment, prices and income. Counter-cyclical measures and international trade relations are examined.
Corequisite: ENG 02 or RDL 02 if required.

ECO 15
History of Economic Thought*
3 rec 3 cr

ECO 31
Economics of Labor*
3 rec 3 cr

ECO 71
Economics of Developing Areas*
3 rec 3 cr
*Not offered on a regular basis. Course descriptions available upon request.

EDUCATION
Department of Special Educational Services

EDU 10
Child Study
3 rec 3 cr
A competency-based course enabling students to acquire teaching abilities. Classroom management; discipline and control; writing a case history and a life space description of a child; analyzing and interpreting child study data; planning educational activities based on child study data; and knowledge of useful references. Minimum of 15 hours of practicum experience required.
Required for all Education majors.
Prerequisites: RDL 02 and ENG 02 or ESL 11 or equivalent. Prerequisite or corequisite: PSY 41.

EDU 12
Contemporary Urban Education
3 rec 3 cr
A competency-based course enabling students to acquire teaching abilities. Structure of American public education; historical overview of education of minorities; profile of the urban public school student; problems and issues in urban education; urban education programs, factors that affect teaching-learning in an urban setting; and knowledge of references. An elective course. Prerequisites: RDL 02 and ENG 02 or ESL 11 or equivalent.
EDU 15 3 rec 3 cr  
Reading and Other Language Arts for the Early Childhood and Elementary Years*  

EDU 16 3 rec 3 cr  
Teaching Reading in the Primary Grades (N-3)  
A competency-based course enabling students to acquire knowledge, skills, teaching abilities, and/or insights in relations to: word recognition; comprehension skills; reading readiness skills; various approaches to teaching reading; phonetic and morphemic elements; phonic and structural analysis skills; reading achievement tests; reading interests of children; and knowledge of useful references. Minimum of 20 hours of tutoring and practicum experience required. Required, depending on curriculum pattern and advisement. Prerequisite: EDU 10.

EDU 17 3 rec 3 cr  
Teaching Reading in the Middle Grades (4-6)*  

EDU 18 3 rec 3 cr  
Methods and Materials for Teaching Language Arts in a Bilingual Program  
Competency-based course enabling students to acquire the knowledge and skills to teach in a bilingual program. Competencies: Understanding how children acquire and develop language; knowledge of psychological principles underlying current methods in second language teaching; knowledge of language arts literature in the field of bilingual education; knowledge of second language teaching materials and techniques; ability to teach oral and other language development skills; and ability to apply observation and analysis skills to second language learning situations. Prerequisites: RDL 02, ENG 11, EDU 16 or EDU 17; corequisite: literacy at the 13 level, e.g. SPN 13, FRN 13, ITL 13, or permission from department.

EDU 24 3 rec 3 cr  
Child Care Seminar I**  
A competency-based course enabling students to acquire teaching abilities. Interaction among parents, staff, and children; historical and philosophical background; planning an educational program; physical environment of the classroom; instructional materials and activities; handling transition time; child and parent adjustment to a new school situation; handling negative child behavior. Required for Child Care students. Prerequisite: EDU 10.

EDU 25 3 rec 3 cr  
Child Care Seminar II***  
A competency-based course. Continuation of EDU 24. Enables students to acquire teaching abilities. Play activities; devising activities to meet children's growth needs; involving parents in the school program; planning and conducting parent conferences and meetings; examining own feelings as they affect relationship with children and school personnel; working as part of a group; evaluation of own performance and of class performance; child care services and resources; and knowledge of useful references. Required for Child Care students. Prerequisite: EDU 24.

EDU 26 3 rec 3 cr  
Human Relations in Urban Schools  
A competency-based course. Norms, values, and roles; observation of human behavior; principles that govern human change; activities that aid social and emotional growth; effective principles and practices of communication through written messages, teacher-parent conferences, telephone calls, and group presentations; handling conflict and criticism; codes of ethics; and knowledge of useful references. Required of all Education Majors.

Prerequisites: RDL 02 and ENG 02 or ESL 11 or equivalent.

EDU 30 3 rec 3 cr  
Nature and Needs of the Handicapped**  
A competency-based course enabling students to acquire teaching abilities. Legal definitions of categories of the handicapped; representative programs and approaches in teaching the handicapped; medical, psychological, and sociological factors associated with being handicapped and their educational implications; services and resources for the educational treatment of the handicapped; current issues; problems, and research regarding the handicapped. An elective course. Prerequisite: EDU 10.

EDU 40 3 rec 3 cr  
Field Work Seminar  
A competency-based field experience course. Individual and small-group teaching experiences under professional supervision in an accredited school or agency. Periodic meetings with BCC faculty supervisor. Students must demonstrate competencies as they pertain to general knowledge expected of those who completed the Education sequence; planning, execution, and evaluation of own teaching behavior and skill; meeting individual needs of children; goals of education, and evaluation of own teaching behavior and skill; meeting individual needs of children; goals of education; curriculum views of John Dewey; national and local curricula, and teaching-learning principles. Required upon advisement. Prerequisite: Completion of all other required courses in the Education Specialization sequence.
EDU 50 3 rec 3 cr  
Survey of Creative Experiences for the Early Childhood and Elementary Years  
A competency-based course enabling students to acquire teaching abilities. Objectives: materials and activities; lesson planning; reading; teaching a song; use of creative experiences in teaching the content subjects; organization of a systematic classroom environment; cultural resources for children's visits; and knowledge of useful references. Required, depending on curriculum pattern. Prerequisite: EDU 10.

**Not offered on a regular basis. Course descriptions available upon request.**  
**Offered Fall Semester only.**  
**Offered Spring Semester only.**

## ELECTRICAL TECHNOLOGY  
(Electronic and Computer) Department of Engineering Technologies

**ELC 10** 1 lect 2 lab 2 cr  
Introduction to Electrical Technology  
A qualitative introduction to electrical potential, current, and resistance; basic electric circuit configurations; identification of electric and electronic parts; fabrication techniques used by engineering technicians in industry. Laboratory includes construction of selected electronic projects and testing of these units under supervision. Corequisite: MTH 02 or 03.

**ELC 11** 3 rec 3 lab 4 cr  
DC Circuit Analysis  
Relationship between voltage, current, resistance, power and energy in linear DC circuit elements. Concepts are extended to networks containing several branches and generators. Includes Thevenin's theorem, introduction to capacitors, inductors, magnetic circuits. Use of basic test instruments. Corequisites: ELC 10, MTH 06.

**ELC 12** 1 lect 2 lab 2 cr  
Introduction to Digital Computers and BASIC Programming  
Brief introduction to the concept of electronic data processing, computer systems, and function of parts of typical computers. Use of the BASIC programming language. Scientific notation, significant figures and general formats for solving simple engineering technology problems. Laboratory consists of programming, debugging and operation of microcomputers that respond to commands in BASIC to solve simple problems. Prerequisite: MTH 02 or 03.

**ELC 20** 1 rec 4 lab 3 cr  
Industrial Electricity and Electronics*  
AC Circuit Analysis  
Voltage, current, impedance, power and energy in linear AC circuit elements and networks. Introduction to networks, series resonance, and parallel resonance. Prerequisite: ELC 11, corequisite: MTH 13 and RDL 02 or ENG 02 if required.

**ELC 25** 3 rec 3 lab 4 cr  
Basic Electronics  
Semiconductor and vacuum tubes as physical devices and circuit elements; rectification, filtering and amplification. Emphasis on transistors. Laboratory: experiments include diode and triode characteristics (vacuum tube and semiconductors), power supplies and amplification. Prerequisite: ELC 11; corequisites: ELC 21, MTH 13.

**ELC 35** 3 rec 3 lab 4 cr  
Communication Electronics  
Continuation of ELC 25. Multistage amplifiers, power amplifiers including class of operation, frequency range and response, coupling methods and feedback conditions. Modulation, detection and heterodyning, with applications in radio broadcasting and high fidelity techniques. Experiments include frequency response, feedback, amplifiers, oscillators. Prerequisites: ELC 25, PHY 21; corequisite: MTH 15.

**ELC 38** 4 lab 2 cr  
Electronic Product Design and Measurements  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELC 45</td>
<td>Electronics Project Laboratory</td>
<td>4 lab 2 cr</td>
</tr>
<tr>
<td>ELC 78</td>
<td>Electrical Control Systems*</td>
<td>3 rec 3 lab 4 cr</td>
</tr>
<tr>
<td>ELC 81</td>
<td>Communications Theory and Applications*</td>
<td>3 rec 3 lab 4 cr</td>
</tr>
<tr>
<td>ELC 82</td>
<td>Networks and Transmission Lines*</td>
<td>3 rec 3 lab 4 cr</td>
</tr>
<tr>
<td>ELC 85</td>
<td>Microwaves*</td>
<td>3 rec 3 lab 4 cr</td>
</tr>
<tr>
<td>ELC 88</td>
<td>Communication Systems*</td>
<td>3 rec 3 lab 4 cr</td>
</tr>
<tr>
<td>ELC 92</td>
<td>Pulse and Digital Circuits</td>
<td>2 rec 2 lab 3 cr</td>
</tr>
<tr>
<td>ELC 95</td>
<td>Computer System Fundamentals</td>
<td>3 rec 3 lab 4 cr</td>
</tr>
<tr>
<td>ELC 98</td>
<td>Computer Circuits</td>
<td>3 rec 3 lab 4 cr</td>
</tr>
</tbody>
</table>

*Not offered on a regular basis. Course descriptions available upon request.

### ENGLISH

**Department of English**

All courses offered by the English Department include composition. In courses providing a forth contact hour, the fourth hour will be utilized by the instructor for instructional purposes.

The CUNY Writing Skills Assessment Test is required before registering for any English course.

**ENG 01**

Writing Laboratory I

Review and practice of basic principles of grammar and usage, with emphasis upon sentence structure and various mechanical aspects of writing. Concentrates on correction of severe writing problems: sentence fragments, sentence misconstruction, lack of subject-verb agreement, faulty use of pronouns, misspelling and inaccuracy in punctuation. For students with a combined score of 4 or less on CUNY Writing Skills Assessment Test.

**ENG 02**

Writing Laboratory II

Extensive writing practice with emphasis upon paragraph development and unity. Students learn to develop paragraphs through argument, narration, particulars and details, comparison-contrast, process, cause and effect, etc. Helps the student to write effective paragraphs in preparation for ENG 11. For students with a combined score of 6 on the CUNY Writing Skills Assessment Test.

**ENG 11**

Fundamentals of Written Composition I

Fundamental principles of organization and grammar, practice in expository writing, selected readings, research paper techniques.

Prerequisite: ENG 01 and/or ENG 02 if required, or a combined score of 8 or more on CUNY Writing Skills Assessment Test. ENG 11 is a prerequisite for all subsequent English courses.

**ENG 12**

Fundamentals of Written Composition II

Continued study and application of the principles of organization and rhetoric; expository writing based on non-fiction readings; development of critical thinking. Research paper required.

Prerequisite: ENG 11. It is highly recommended that Liberal Arts students take ENG 12 before any other English elective.

**ENG 14**

Written Composition and Prose Fiction

Continued emphasis on the writing of clear, effective expository prose based on readings in short stories and novels. Research paper required.

Prerequisite: ENG 11.

**ENG 15**

Written Composition and Drama

Continued emphasis on the writing of clear, effective expository prose based on readings in world drama. Research paper required.

Prerequisite: ENG 11.

**ENG 16**

Written Composition and Poetry

Continued emphasis on the writing of clear, effective expository prose based on readings in poetry. Research paper required.

Prerequisite: ENG 11.
ENGLISH AS A SECOND
LANGUAGE
Department of Special Educational Services

ESL 01 English as a Second Language—Basic
For students whose native language is not English. Intensive program for beginning level students for development of English language skills. Builds oral and written control of basic grammatical structures, and listening and reading comprehension.
Registration only by placement on the 01 level.

ESL 02 English as a Second Language—Intermediate
For students whose native language is not English. Individualized program for intermediate students for development of English oral and writing skills. Builds oral control of grammatical structures and conversation, listening comprehension, and the ability to write grammatically acceptable, well-constructed paragraphs.
Prerequisite: ESL 01 or placement on the 02 level.

ESL 11 English as a Second Language
For students whose native language is not English. Builds control of advanced grammatical structures and develops ability to write various forms of expository compositions.
Prerequisite: ESL 02 or placement on the 11 level.

FINANCE
Department of Business

FIN 31 Principles of Finance
American financial system; public and private financial institutions; financial problems of industrial and commercial firms. Procedures of business, foreign trade, and consumer financing; governmental policies and their effects on economic activities.
Corequisite: ENGL 02 or RDLD 02 if required.

FIN 33 Grant-Writing and Fundraising
Introduction to the various states of grantsmanship, from initial research to submission of final proposal. How to prepare a budget; how much money to request; what sources are available from foundations, corporations or government; and a variety of fundraising techniques.
Prerequisite: ENGL 11.
FLORISTRY
Department of Biology

Enrollment in these courses is limited to students in the Ornamental Horticulture curricula with special permission of the department. Offered at the New York Botanical Garden.

FLO 11  
Basic Centerpieces and Arrangements  
Principles of design, color and harmony, mechanics of conditioning flowers; techniques of creating basic centerpieces and arrangements for the home, places of worship, parties and special occasions.  
16 hr/sem  1 cr

FLO 12  
Holiday Arrangements, Decorations and Novelties  
Designs emphasizing seasonal themes and stressing the newest concepts and materials on the market; work with candles and other accessories. Creativity in design, mechanics and techniques.  
16 hr/sem  1 cr

FLO 13  
Funeral Arrangements  
Arrangements such as altar pieces, blanket or casket sprays, casket pillows, easel spray, wreaths and hearts.  
16 hr/sem  1 cr

FLO 14  
Practical House Plants  
Design for individuals whose primary interest is selling house plants. Topics include compatible plant groupings, suitable window and light exposures, maintenance, terrariums, dish gardens, hanging baskets and other decorative plantings.  
16 hr/sem  1 cr

FLO 15  
Wedding Flowers  
Contemporary, colonial and period styling of bouquets, cascades, corsages, altar and pew arrangements, hoopas, table centerpieces and decorative swags.  
16 hr/sem  1 cr

FLO 21  
Ikebana for American Homes  
The art of Japanese flower arranging, symbolism, styles and techniques. Emphasis on eight different types of Ikebana designs and ways to adapt them for use in the home. Workshop course.  
16 hr/sem  1 cr

FLO 22  
Period Styles of Flower Arranging  
Survey of period designs including New England Colonial, Williamsburg, French, Victorian, Japanese, Art Nouveau, Modern and Abstract; emphasis on color, forms and types of flowers appropriate for each setting. Workshop course.  
16 hr/sem  1 cr

FLO 41  
Advanced Floral Design Seminars  
Seminar and lecture/demonstrations presented by outstanding designers and consultants in the field of commercial flower arranging and floriculture. Designed to update professionals on new techniques and designs.  
35 hr/sem  2 cr

FLO 42  
The Festive Board  
Table centerpieces and buffet arrangements for festive dinners. Classes organized around seasonal holidays. Workshop course.  
20 hr/sem  1 cr

FLO 61  
Commercial Floristry  
Field Experience I  
Care, conditioning and cleaning flowers upon their arrival at the shop; greening up designs. Use of Mercury and other wire service equipment. General maintenance, attending clients, miscellaneous design work.  
120 hr/sem  2 cr

FLO 62  
Commercial Floristry  
Field Experience II  
Greening up set pieces, learning pricing and marketing, picking and tubing flowers. Bow-making, use of equipment such as pick machines. Basic flower arrangements and preparation of wire-service orders.  
Prerequisite: FLO 61.  
240 hr/sem  4 cr

FLO 63  
Commercial Floristry  
Field Experience III  
Taping, wiring, corsage, ribbon and bow work, cascades, boutonniers. Working with customers, creating garden and party structures on the site, use of tools such as glue gun.  
Prerequisite: FLO 62.  
240 hr/sem  4 cr

FRENCH
Department of Modern Languages

FRN 11  
Beginning French I  
A conversation course that will enable the student to understand, read, write and speak simple everyday French. Audio laboratory practice.  
4 rec  4 cr

FRN 12  
Beginning French II  
Continuation of FRN 11.  
Prerequisite: FRN 11 or placement test.  
4 rec  4 cr

FRN 13  
Intermediate French  
Continuation of FRN 12.  
Prerequisite: FRN 12 or placement test.  
4 rec  4 cr

FRN 21  
Language and Civilization of France*  
*Not offered on a regular basis. Course descriptions available upon request.
### Gardnering

**Department of Biology**

Enrollment in these courses is limited to students in the Ornamental Horticulture curricula or with special permission of the department. Offered at the New York Botanical Garden.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>HOURS/SEMESTER</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAR 11</td>
<td>Horticultural Techniques I</td>
<td>18 hr/sem</td>
<td>1 cr</td>
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<tr>
<td></td>
<td>Workshop course in basic operations for landscape horticulture. Soil preparation and planting; pruning, staking, training; water and fertilization practices; plant protection. Selection of tools and equipment. Emphasis on techniques used in commercial horticulture.</td>
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<tr>
<td>GAR 12</td>
<td>Horticultural Techniques II</td>
<td>18 hr/sem</td>
<td>1 cr</td>
</tr>
<tr>
<td></td>
<td>Continuation of GAR 11, with emphasis on greenhouse growing techniques. Soils and other growth media, potting, irrigation, fertilization, control of pests and diseases. Use and care of greenhouse equipment.</td>
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<tr>
<td>GAR 13</td>
<td>Pruning</td>
<td>12 hr/sem</td>
<td>1 cr</td>
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<tr>
<td></td>
<td>Workshop course on pruning ornamental trees, shrubs and vines. Training young stock; techniques for maintaining healthy plants; rejuvenation pruning. Selection use and care of pruning tools and equipment. Special pruning techniques: espalier, topiary, wall plants.</td>
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<tr>
<td>GAR 21</td>
<td>Soil Science</td>
<td>12 hr/sem</td>
<td>1 cr</td>
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<tr>
<td></td>
<td>Soil formation, soil profiles, soil water, physical properties of soil, organic matter, acidity, liming, mulches, sterilization, irrigation and drainage, nutrients, sampling and testing.</td>
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<tr>
<td>GAR 22</td>
<td>Soil Testing</td>
<td>8 hr/sem</td>
<td>½ cr</td>
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<tr>
<td></td>
<td>Continuation of GAR 21. Fertilizer recommendations; soil analysis; fertilization practices for greenhouses, nurseries, container-grown plants, home landscape materials; nutrient requirements of plants.</td>
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<tr>
<td>GAR 23</td>
<td>Fertilizers</td>
<td>8 hr/sem</td>
<td>½ cr</td>
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<td>Fertilizer terminology; fertilizer programs for various crops; use of fertilizing equipment.</td>
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<tr>
<td>GAR 31</td>
<td>Preparation for Pesticide Applicator Certification</td>
<td>30 hr/sem</td>
<td>2 cr</td>
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<td></td>
<td>Safety practices; selection of pesticides; timing and scheduling of applications; environmental considerations; integrated pest management. Preparation for New York State Pesticide Applicator Certification examination, category 3 (Ornamentals and Turf).</td>
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<tr>
<td>GAR 32</td>
<td>Diseases of Ornamental Plants</td>
<td>12 hr/sem</td>
<td>1 cr</td>
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<td></td>
<td>Common diseases of woody and herbaceous ornamentals caused by bacteria, fungi, nematodes and viruses; cultural, biological and chemical strategies for disease control. Diagnosis of plant problems.</td>
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<tr>
<td>GAR 41</td>
<td>Plant Propagation I</td>
<td>12 hr/sem</td>
<td>1 cr</td>
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<td></td>
<td>Theory and techniques of plant propagation. Seed and cutting propagation of both hardy and greenhouse plants. Structures, equipment and propagation materials; programs for both large and small scale propagation operations.</td>
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<tr>
<td>GAR 44</td>
<td>Commercial Greenhouse Management</td>
<td>12 hr/sem</td>
<td>1 cr</td>
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<tr>
<td>GAR 45</td>
<td>Nursery Management</td>
<td>12 hr/sem</td>
<td>1 cr</td>
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<tr>
<td></td>
<td>Principles of nursery management. Nursery site selection, arrangement and layout; growing nursery stock in the field and in containers; marketing.</td>
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<tr>
<td>GAR 51</td>
<td>Turf and Ground Maintenance</td>
<td>12 hr/sem</td>
<td>1 cr</td>
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<td></td>
<td>Professional management of ornamental plantings. Installation and maintenance of trees, shrubs, lawns and flower borders; pruning; pest control, winter protection; materials and equipment. Emphasis on efficient management of turf areas.</td>
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<tr>
<td>GAR 52</td>
<td>Urban Forestry</td>
<td>12 hr/sem</td>
<td>1 cr</td>
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<td></td>
<td>Techniques and procedures of tree care. Pruning, common tree problems, spraying, cavity installations, lightning protection, transplanting, fertilization of trees under stress, and root problems.</td>
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<tr>
<td>GAR 61</td>
<td>Flower Gardening I</td>
<td>12 hr/sem</td>
<td>1 cr</td>
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<tr>
<td></td>
<td>Use of annuals, biennials, and bulbs to create an aesthetically pleasing garden. Emphasis on low-maintenance plantings.</td>
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<tr>
<td>GAR 62</td>
<td>Flower Gardening II</td>
<td>12 hr/sem</td>
<td>1 cr</td>
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<tr>
<td></td>
<td>Design and use of bulbs, perennials and annuals; color, composition, textures and design principles. Students design flower gardens to fit various exposures, sites and styles.</td>
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<tr>
<td>GAR 63</td>
<td>Gardening with Annuals</td>
<td>12 hr/sem</td>
<td>1 cr</td>
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<td></td>
<td>Annuals, frost-tender bulbs and tender perennials. Review of annuals commonly grown and those that are rarely cultivated: new horticultural varieties; planting and cultivation for different environmental situations.</td>
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</tbody>
</table>
GAR 64 12 hr/sem 1 cr
Gardening with Bulbs
Bulbs for forcing, bedding, naturalizing and rock garden use. Botany of bulbs and related structures.

GAR 71 12 hr/sem 1 cr
Vegetable Gardening
Terrace, container and conventional gardening. French intensive technique; use of clothes.

GAR 81 16 hr/sem 1 cr
Plants for Landscaping
Use of plants in a successful landscape. Aspects of special landscape value such as size, texture, color, period of flower and fruit. Emphasis on trees, shrubs, ground-covers, annuals and perennials available for use in the metropolitan area.

■ GEOGRAPHY
Department of History

GEO 10 3 rec 3 cr
Introduction to Human Geography
Introduces key geographical concepts, both cultural and physical. Considers how such geographic factors as location, landforms, climate, soil, and natural resources have shaped cultures and civilizations, and the role played by people in gradually altering their environments. Audiovisual materials such as maps, photographs, slides, and films are used extensively.
Corequisite: RDL 01 or ENG 01 if required.

■ GERMAN
Department of Modern Languages

GER 11 4 rec 4 cr
Beginning German I
Pronunciation; language structure; reading and translation of simple texts; dictation; conversation. Audio laboratory practice.

GER 12 4 rec 4 cr
Beginning German II
Continuation of GER 11 with emphasis on conversation.
Prerequisite: GER 11 or placement test.

GER 13 4 rec 4 cr
Intermediate German
Advanced language structure; reading; translation and discussion of modern texts; composition; dictation. Emphasis on conversation.
Prerequisite: GER 12 or placement test.

GER 21 4 rec 4 cr
Language and Civilization of Germany* 
*Not offered on a regular basis. Course descriptions available upon request.

■ HEALTH
Department of Health and Physical Education

HLT 91 2 rec 2 cr
Critical Issues in Health
Intended to develop and encourage critical judgment in three vital areas of health: mental health, addictions and dependencies, human sexuality.
Corequisite: ENG 02 or RDL 02 if required.

HLT 92 3 rec 3 cr
Self, Drugs and Alternate Highs*
Drug use and abuse; influence of environmental factors; exploration of alternate highs; physical activity, relaxation, yoga, martial arts, Tai Chi or dance. Students must become personally involved in alternative modes of stimulating a sense of well-being.
Prerequisite: HLT 91.

HLT 93 3 rec 3 cr
Human Sexuality
Consideration of physical, sociological, and psychological aspects of human sexuality with emphasis on development of critical judgement in dealing with ethical controversies.
Prerequisite: HLT 91.

HLT 94 3 rec 3 cr
Human Nutrition
Introduction to essentials of nutrition education and the relationship of food to the student's personal goals and life experiences. Students as consumers find their choices and responsibilities emphasized by classroom experiments, self-examination and experiential learning. Weight control, changing food requirements in the life cycle, special diets, food labeling, additives, food economics in relationship to health are included.
Prerequisite: HLT 91 and/or permission of instructor.

HLT 96 3 rec 3 cr
Health Education for Parenting
Provides health care information as it relates to child development. Provides parents with resources and coping skills needed to raise a healthy child and to nurture the family unit.
Prerequisite: HLT 91.

HLT 97 1 sem 5 hrs field work 3 cr
Field Work in Community Health Resources
Provides students with firsthand knowledge of the community, its health problems and the forces operating on them. It offers a unique opportunity to become involved in solving community problems.
Prerequisite: HLT 91 and/or permission of instructor.
*Offered during Day Session, Spring Semester.
## HISTORY

**Department of History**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 10</td>
<td>Social and Intellectual History of Modern America</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>HIS 13</td>
<td>History of the Ancient World</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>HIS 14</td>
<td>Europe in the Middle Ages</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>HIS 15</td>
<td>Intellectual and Social History of Modern Europe</td>
<td>3 rec 3 cr</td>
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<tr>
<td>HIS 20</td>
<td>Values and Ethics in the American Experience</td>
<td>3 rec 3 cr</td>
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<tr>
<td>HIS 21</td>
<td>American History (1492-1865)</td>
<td>3 rec 3 cr</td>
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<tr>
<td>HIS 22</td>
<td>American History II (1865 to present)</td>
<td>3 rec 3 cr</td>
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<tr>
<td>HIS 23</td>
<td>The History of American-Foreign Relations</td>
<td>3 rec 3 cr</td>
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<tr>
<td>HIS 24</td>
<td>The Third World and the West: History of Modern Imperialism and Colonialism</td>
<td>3 rec 3 cr</td>
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<tr>
<td>HIS 25</td>
<td>Modern History of the Far East</td>
<td>3 rec 3 cr</td>
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<tr>
<td>HIS 26</td>
<td>Women: The Historical Perspective</td>
<td>3 rec 3 cr</td>
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<tr>
<td>HIS 27</td>
<td>Modern Latin American History</td>
<td>3 rec 3 cr</td>
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<tr>
<td>HIS 28</td>
<td>History of Science and Technology</td>
<td>3 rec 3 cr</td>
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<tr>
<td>HIS 29</td>
<td>History of Africa</td>
<td>3 rec 3 cr</td>
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<tr>
<td>HIS 30</td>
<td>The History of Modern Russia</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>HIS 31</td>
<td>Afro-American History</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>HIS 32</td>
<td>Afro-American Intellectual History</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>HIS 33</td>
<td>History of Puerto Rico and the Caribbean</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>HIS 34</td>
<td>Modern History of the Jewish People</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>HIS 35</td>
<td>American Urban History</td>
<td>3 rec 3 cr</td>
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<tr>
<td>HIS 36</td>
<td>History of the City of New York</td>
<td>3 rec 3 cr</td>
</tr>
</tbody>
</table>

*Not offered on a regular basis. Course descriptions available upon request.*
## HORTICULTURE
Department of Biology

Enrollment in these courses is limited to students in the Ornamental Horticulture curricula or with special permission of the department. Offered at the New York Botanical Garden.

### Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>HRT 13</td>
<td>2 cr</td>
<td>Turf and Ground Management</td>
</tr>
<tr>
<td>HRT 14</td>
<td>2 cr</td>
<td>Arboriculture I</td>
</tr>
<tr>
<td>HRT 15</td>
<td>2 cr</td>
<td>Perennials and Flower Borders I</td>
</tr>
<tr>
<td>HRT 16</td>
<td>2 cr</td>
<td>Greenhouse Operations I</td>
</tr>
<tr>
<td>HRT 22</td>
<td>1 cr</td>
<td>Nursery Operations I</td>
</tr>
<tr>
<td>HRT 33</td>
<td>1 cr</td>
<td>Turf and Grounds Management II</td>
</tr>
<tr>
<td>HRT 34</td>
<td>1 cr</td>
<td>Arboriculture II</td>
</tr>
<tr>
<td>HRT 35</td>
<td>1 cr</td>
<td>Perennials and Flower Borders II</td>
</tr>
<tr>
<td>HRT 36</td>
<td>1 cr</td>
<td>Greenhouse Operations II</td>
</tr>
<tr>
<td>HRT 43</td>
<td>½ cr</td>
<td>Rose Gardening</td>
</tr>
<tr>
<td>HRT 44</td>
<td>½ cr</td>
<td>Rock Gardening</td>
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<tr>
<td>HRT 45</td>
<td>½ cr</td>
<td>Native Plant Gardening</td>
</tr>
<tr>
<td>HRT 46</td>
<td>½ cr</td>
<td>Orchids</td>
</tr>
<tr>
<td>HRT 47</td>
<td>½ cr</td>
<td>Cacti and Succulents</td>
</tr>
</tbody>
</table>

**HRT 13** Turf and Ground Management
Basic techniques of landscape maintenance, including tree and shrub planting and care, pruning, proper use of soil amendments and fertilizers. Pest control materials and equipment; mechanical and chemical methods of weed control. Maintenance of turf grass in landscape areas. Equipment use and care.

**HRT 14** Arboriculture I
Tree planting and maintenance. Tools and equipment. Climbing; safety precautions. Watering; fertilizer materials and application equipment; pruning for shape, health, special effects. Pest and environmental problems; spray application equipment; tree repair.

**HRT 15** Perennials and Flower Borders I
Design, installation, planting and cultivation of flower borders. Care of annuals, perennials, bulbs, herbs, roses. Design of mixed borders and seasonal displays.

**HRT 16** Greenhouse Operations I
Introduction to greenhouse operation and management, including watering techniques, fertilizer application, preparation of growth media, pest and disease control. Cultural requirements, maintenance and propagation of flowering and foliage greenhouse plants.

**HRT 22** Nursery Operations I
Introduction to nursery plant production, including soil preparation, soil amendments, seed and transplant beds. Fertilizer treatments, planting techniques. Digging bare root and B&B stock. Top pruning, root pruning, training, staking. Pest and weed control.

**HRT 33** Turf and Grounds Management II

**HRT 34** Arboriculture II
HUMAN SERVICES  
Department of Social Sciences

HSC 91 14 hrs field work  3 cr  
Field Work and Seminar in Human Services I

HSC 92 14 hrs field work  3 cr  
Field Work and Seminar in Human Services II  
Supervised field work at a community social/health agency to provide practical human service skill development in the diagnosis, treatment and evaluation of individual, family, group and institutional problems. Weekly seminars to assure that skills and values are being appropriately integrated. Group discussion and analysis of individual field work experience. Prerequisite for HSC 91: PSY 11, SOC 11, SOC 35 and permission of department; for HSC 92: HSC 91 and permission of department.

INDEPENDENT STUDIES  
Office of Academic Affairs

IND 21  1-3 cr  
Independent Study in a Specific Discipline  
For students who wish to pursue a problem of special interest in a specific discipline. Students will devise projects that transcend traditional departmental offerings. Activities to be pursued and outside involvements, if any, are to be arranged in cooperation with the coordinator. Written reports or other evaluative instruments will be required of the student. This course is intended for elective credit only. A maximum number of 6 credits may be earned in either Independent or Interdisciplinary Study or a combination of both. Prerequisites: ENG 11, the successful completion of 30 college credits with a general cumulative index of 2.0, and 3.0 within the discipline and permission of the department chairperson. Granting of credit for any independent study and/or interdisciplinary study shall require the approval of the chairperson of the appropriate academic department(s).

INT 11  1-3 cr  
Interdisciplinary Independent Study  
Designed for students who wish to participate in an interdisciplinary project of their own planning. Supervised projects and studies combine subject areas. Students will arrange their own activities and/or agency involvements in cooperation with the course coordinator. Seminars and individual conferences included as appropriate. Students are allowed a maximum of 6 credits in either Independent or Interdisciplinary Study or a combination of both throughout their stay at BCC (30 hours of work = 1 credit). This course is for elective credits only. Prerequisites: ENG 11, the successful completion of 30 college credits with cumulative index of 2.0, and permission of the departmental chairperson. Granting of credit for any independent study and/or interdisciplinary study shall require the approval of the chairperson of the appropriate academic department(s).

INTERIOR LANDSCAPING  
Department of Biology

Enrollment in these courses is limited to students in the Ornamental Horticulture curricula or with special permission of the department. Offered at the New York Botanical Garden.

INL 11  12 hr/sem  1 cr  
Introduction to Interior Landscaping  
Use of plants in commercial and residential interiors, history of the interior including landscaping field, building design prerequisites for plants, environmental and cultural requirements, selection of plant varieties, planters, acclimation, installation, service techniques and the business aspects of interior landscaping. Exploration of the options open to the interior landscaper-design, sales, installations or service. Prerequisite: INL 11.

INL 21  15 hr/sem  1 cr  
Commercial Plantscape Design  
Fundamentals of designing interior landscapes for restaurants, offices, shopping malls and buildings. Topics include fitting plant materials to the decor, reading architects’ plans, working with designers, budgeting, choosing materials, installing a project and maintaining the planting. Assignments and projects will be required. Prerequisite: INL 11.

INL 22  12 hr/sem  1 cr  
Decorating with Plants Indoors  
Residential and small commercial interior plantscaping projects. Topics include principles of design, uses of plants as design elements, recent trends in the use of tropical foliage plants and potted flowers, client presentations, budgeting, and selection of plants and planters. Design project is required. Prerequisite: INL 11.

INL 31  8 hr/sem  ½ cr  
Interior Plantscape Maintenance  
Mechanics of maintenance contracting for interior planting. Types of maintenance contracts, including preparation and renewal; costs of replacement of plants and of labor, dealing with clients. Maintenance techniques: equipment, methods of plant care and replacement of plants. Prerequisite: INT 11.

INL 32  8 hr/sem  ½ cr  
Plant Purchasing, Acclimation and Installation  
Principles involved in skilled plant purchasing and handling; how to select supplies, judge quality and transport plant materials. Special emphasis on installation practices and acclimations. Prerequisite: INL 11.
INL 33  6 hr/sem  1/2 cr
Installations of Interior Plantings
Installation of large interior landscapes in malls, building lobbies, or major office spaces. Site evaluation, purchasing, acclimatization, and arrangements for shipping. Lighting requirements; soils, drainage materials and mulches for large installations; methods of installation, including actual mechanical techniques; coordinating the job with other building contractors.
Prerequisite: INL 11.

INL 34  6 hr/sem  1/2 cr
Bidding and Plant Specifications for Interior Landscapes
Overview of obtaining landscape jobs through either a bid or a sale process, with emphasis on the competitive bidding process. Importance of detailed specifications of materials and assembly of plants. Plant availability, industry standards for indoor plant specifications and acclimatization.
Prerequisite: INL 11.

INL 35  12 hr/sem  1 cr
Consultations
Business of advising commercial and residential clients on use of plants indoors. Topics include: selection of plants for specific sites, fitting plants into the interior design, determining problems with existing plants. Business aspects of consulting.
Prerequisite: INL 11.

INL 51  8 hr/sem  1/2 cr
Lighting for Interior Gardens
Types of indoor gardens in homes and commercial areas and methods of providing light needed by these plants. Information on plant selection and light requirements. Natural and artificial light sources; hardware for providing light requirements.

INL 61  180 hr/sem  3 cr
Interior Landscaping Field Experience I
Introduction to full service, interior landscaping operations. Experience with foliage and flowering plant materials; use of planters and other accessories. Proper receiving techniques, acclimatization and in-facility plant care; dealing with wholesale nursery supplier and preparation of orders.

INL 62  210 hr/sem  3 1/2 cr
Interior Landscaping Field Experience II
Prerequisite: INL 61.

INL 63  210 hr/sem  3 1/2 cr
Interior Landscaping Field Experience III
Selection of plant materials for plant quality and environmental considerations. Order preparation and shipping. Design, execution and interpretation of seasonal planting displays and specimen foliage installations; replacements on maintenance plantings.
Prerequisite: INL 62.

ITALIAN
Department of Modern Languages

ITAL 11  4 rec  4 cr
Beginning Italian I
Pronunciation; language structure; conversation; reading of simple texts; dictation. Audio laboratory practice.

ITAL 12  4 rec  4 cr
Beginning Italian II
Continuation of ITL 11. Language structure; conversation; reading of elementary literary texts; dictation. Placement test.

ITAL 13  4 rec  4 cr
Intermediate Italian
Advanced language structures; conversation; reading, translation and discussion of modern texts; composition. Placement test.

ITAL 15  4 rec  4 cr
Beginning Italian Conversation

ITAL 21  4 rec  4 cr
Language and Civilization of Italy

*Not offered on a regular basis. Course descriptions available upon request.

LANDSCAPE DESIGN
Department of Biology

Enrollment in these courses is limited to students in the Ornamental Horticulture curricular or with special permission of the department. Offered at the New York Botanical Garden.

LND 11  16 hr/sem  1 cr
Landscape Design Theory
Theories and principles that mold our attitudes toward the landscape. Survey of gardens, public spaces and the non-designed landscape.

LND 12  21 hr/sem  1 cr
Graphics
Techniques of graphic expression. Use of drawing materials and drafting equipment; organization of plans for presentation and construction work. Studio course.

LND 31  16 hr/sem  1 cr
Construction I: Grading and Drainage
Graphic presentation of ground surfaces through use of contour lines and spot-grade elevations; representation of structures associated with ground surface; movement and disposal of surface water. Studio course.
Prerequisite: LND 12.
### Language Department of Modern Languages

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>LAN 11</td>
<td>French, German and Italian Diction</td>
<td>Study of fundamentals of French, German and Italian phonetics, articulation and pronunciation as applied to the art song and operatic literature. Text is examined, translated and interpreted in conjunction with its music.</td>
</tr>
<tr>
<td>LAN 15</td>
<td>Comparative Grammar for Native Spanish Speakers</td>
<td>An introductory program designed for beginning ESL students in basic similarities and differences between Spanish and English. The purpose of the course is to strengthen the student's knowledge of Spanish as an aid in learning English. Prerequisite: Registration only by department placement.</td>
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### Law Department of Business

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<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
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<tr>
<td>LAW 17</td>
<td>Introduction to Law Office Management</td>
<td>Survey of principal areas of law office management, docket control, calendar monitoring, bookkeeping/accounting systems for timekeeping, functions of a law library, filing, office equipment and physical facilities. Prerequisite: ENG 02 or RDL 02 if required.</td>
</tr>
<tr>
<td>LAW 18</td>
<td>Computers and the Law</td>
<td>A practical approach to computers in the law office and in the law. Its objectives are to give the paralegal an understanding of computers, operating systems and programming; basic use of computers in the modern law office; overview of other computer applications for lawyers and paralegals; survey of developments in computer law, such as patent law and consumer protection. Students learn to evaluate hardware and software tailored for law office applications. Prerequisite: RDL 02 or ENG 02 if required.</td>
</tr>
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</table>

### Corequisites

- **LAW 41** Business Law: Survey of American legal system; principles of law and application of Uniform Commercial Code involved in contracts; application of principles to typical business problems. Prerequisite: ENG 02 or RDL 02 if required.
- **LAW 45** Medical Law: Law as it affects work of medical secretarial assistants including medical practice acts, legal relationship of physician and patient, professional liability; types of medical practice; preparation of reports for workmen's compensation, court litigation. Prerequisite: ENG 02 or RDL 02 if required.
- **LAW 47** Introduction to Paralegalism and Legal Procedures: Common, statutory and constitutional law; the judicial system; proceedings, civil and criminal, from initiation to enforcement and judgment. Role of the paralegal. Prerequisite: ENG 02 or RDL 02 if required.
- **LAW 52** Business Organizations: Introduction to law relating to business organizations: agency, sole proprietorships, partnerships, corporations; government regulation; drafting and research practice; functions of the lawyers and paralegal assistant. Prerequisite: ENG 02 or RDL 02 if required.
- **LAW 62** Family Law: Focus on legal aspects of marriage, custody and visitation, economic and social aspects of divorce, separation, annulment, antinuptial agreements, contractual relations among members of the family, family court procedures; criminal jurisdiction over minors; drafting and research practice; functions of the lawyer and paralegal assistant. Aspects of criminal, statutory and constitutional law as it affects the juvenile offender. Prerequisite: ENG 02 or RDL 02 if required.
- **LAW 65** Criminal Law and Procedures: Provides understanding of basic distinctions between criminal and civil law; familiarization with criminal justice system; major stages of a criminal case. Prerequisite: ENG 02 or RDL 02 if required.
COURSE DESCRIPTIONS

LAW 72 3 rec 3 cr
Real Property
Law of real property and real estate transactions. Analysis of sales, obligations of the real estate broker, surveys, recordings, closings and title searches, mortgages, assignments, consolidation agreements, and mortgage foreclosures. Law of landlord and tenant will be extensively reviewed. Corequisite: ENG 02 or RDL 02 if required.

LAW 82 3 rec 3 cr
Insurance and Torts
Survey of the law of insurance and the law of torts, especially as they relate to each other: nature and types of insurance, indemnity and subrogation; the insurance contract; defenses against payment to the insured; government regulations; tort liability; intentional torts; negligent torts, litigation; drafting and research practice; functions of the lawyer and paralegal assistant. Corequisite: ENG 02 or RDL 02 if required.

LAW 89 3 rec 3 cr
Legal Advocacy
Administrative law and advocacy, agency advocacy, preparation and conduct of administrative hearings, due process rights, and basics of evidence. Procedural rights in public benefit entitlement programs and the rights of the physically and mentally handicapped and the elderly are included; also procedural rights in housing programs and overview of landlord and tenant law; administrative advocacy and trial advocacy. Corequisite: ENG 02 or RDL 02 if required.

LAW 92 3 rec 3 cr
Estate, Trusts and Wills
Requirements, formalities, drafting and execution of wills and trusts, probating wills, intestacy law, administration of wills and estates, preparation of federal estate and inheritance tax returns; transfer tax proceedings under the law of New York State; estate planning. Corequisite: RDL 02 or ENG 02 if required.

LAW 95 3 rec 3 cr
Legal Research and Writing
How to research legal questions and to present results to supervising attorney. Role of legal research in the process of legal advocacy; historical development and present organization of the Anglo-American legal system, organization and procedures of the New York courts; various tools of legal research and how to use them; skill in researching and answering legal questions in an active law office; skill in organizing and writing legal memoranda. Prerequisite: ENG 11.

LAW 96 3 rec 3 cr
Advanced Legal Research and Writing
Advanced legal research and writing course dealing with drafting of pleadings and business agreements; law office memoranda; memoranda of law in support of motions; pretrial and memoranda of law; appellate briefs; and the use of computer research tools such as WESTLAW or LEXIS. Substantive aspects, with emphasis on the conduct of practical exercises in research and writing. The art of oral advocacy is introduced. Prerequisite: LAW 95 or departmental permission.

MARKETING MANAGEMENT AND SALES
Department of Business
Before registering for advanced marketing courses, see the curriculum coordinator.

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

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

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

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

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

The zero-level courses are taken for no credit and are remedial or compensatory in nature. They are designed for students who lack the preparation necessary to enter the college-level mathematics course.

MTH 01
3 rec 0 cr
Fundamental Concepts and
Skills in Arithmetic and Algebra
Topics selected from basic operations in arithmetic, verbal problems whose solutions involve arithmetic processes, generalizations of the principles of arithmetic leading to the fundamental concepts of algebra.
For students who are in programs not requiring MTH 06 and who scored below 14 on the first 20 questions of the CUNY Placement Exam.

MTH 02
6 rec 0 cr
Basic Concepts of Mathematics I
Topics selected from elements of arithmetic, elementary algebra and geometry, including operations with rational numbers, numerical geometry, equations, polynomials, rational algebraic expressions, graphing.
For students who are in programs requiring MTH 06 and who scored below 14 on the second 20 questions of the CUNY Placement Exam.

MTH 03
4 rec 0 cr
Selected Topics in Elementary Algebra
Topics selected from elementary algebra, geometry, operations with polynomials, graphing, verbal problems, linear equations.
For students who are in programs not requiring MTH 06 and (1) have completed MTH 01 or (2) did not place in MTH 01 but scored below 14 on the second half of the CUNY Placement Exam.

MTH 04
4 rec 0 cr
Selected Topics in 11th Year Mathematics
Topics selected from relations and functions, quadratic equations, systems of equations, right triangle, trigonometry, coordinate geometry, radicals.

MTH 06
6 rec 0 cr
Basic Concepts of Mathematics II
Topics selected from real and complex numbers, function concept, coordinate geometry, linear and quadratic equations, systems of equations, elements of trigonometry.
Prerequisite: MTH 02 or two years of high school mathematics consisting of algebra and geometry.

MTH 12
3 rec 3 cr
Introduction to Mathematical Thought
Topics selected from probability, statistics, logic, set theory, geometry, matrices, number system structures. Not acceptable for credit in the Liberal Arts curriculum.
Prerequisite: 1 year of elementary algebra or its equivalent;
corequisite: ENG 02.
# MATHEMATICS COURSE SEQUENCE

To assist in the selection of courses in Mathematics, find your professional or vocational objective (left column); look under high school preparation (A, B, C, or D). Unless otherwise specified, the course on the left is a prerequisite for the course on the right.

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<tbody>
<tr>
<td>BUSINESS CAREER</td>
<td>MTH 01, 03, 12</td>
<td>MTH 12</td>
<td>MTH 12</td>
<td>MTH 13</td>
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<tr>
<td>COMPUTER SCIENCE</td>
<td>MTH 02, 06, 30, 31, 32, 33, 34, 35, 45</td>
<td>MTH 06, 30, 31, 32, 33, 34, 35, 45</td>
<td>MTH 06, 30, 31, 32, 33, 34, 35, 45</td>
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<td>DATA PROCESSING</td>
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<td>MTH 06, 30</td>
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<td>ELECTRICAL TECHNOLOGY</td>
<td>MTH 02, 06, 14, 13</td>
<td>MTH 06, 13, 14, 15</td>
<td>MTH 13, 14, 15</td>
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<td>MED. LAB. TECHNOLOGY</td>
<td>MTH 02, 06, 13, 14</td>
<td>MTH 06, 13, 14, 15</td>
<td>MTH 06, 13, 14, 15</td>
<td>MTH 13, 14, 15</td>
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<tr>
<td>AUDIOVISUAL TECHNOLOGY</td>
<td>MTH 02, 06, 13, 14</td>
<td>MTH 06, 13, 14, 15</td>
<td>MTH 06, 13, 14, 15</td>
<td>MTH 13, 14, 15</td>
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<tr>
<td>INDUSTRIAL CHEMICAL LAB</td>
<td>MTH 02, 06, 13, 14</td>
<td>MTH 06, 13, 14, 15</td>
<td>MTH 06, 13, 14, 15</td>
<td>MTH 13, 14, 15</td>
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<td>BUSINESS ADMIN. TRANSFER</td>
<td>MTH 02, 06, 13, 14</td>
<td>MTH 06, 13, 14, 15</td>
<td>MTH 06, 13, 14, 15</td>
<td>MTH 13, 14, 15</td>
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<td>(Baruch, Hunter, Lehman)</td>
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<td>MTH 06, 30</td>
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<td>NUCLEAR MEDICINE TECHNOLOGY</td>
<td>MTH 02, 06, 30</td>
<td>MTH 06, 30</td>
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<td>CHEMISTRY, BIOLOGY</td>
<td>MTH 02, 06, 30, 31</td>
<td>MTH 06, 30, 31, 32</td>
<td>MTH 06, 30, 31, 32</td>
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<td>MEDICINE, DENTISTRY</td>
<td>MTH 02, 06, 30, 31</td>
<td>MTH 06, 30, 31</td>
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<td>ENGINEERING</td>
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<td>MATHEMATICS, PHYSICS</td>
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<td>PRE-PHARMACY</td>
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<td>MTH 06, 30, 31</td>
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<td>MTH 30, 31</td>
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<tr>
<td>HUMANITIES—ART, BLACK &amp; PUERTO RICAN STUDIES,</td>
<td>MTH 01, 03, 04, 21, 23</td>
<td>MTH 04, 21, 23</td>
<td>MTH 21, 23</td>
<td>MTH 21, 23</td>
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<tr>
<td>ECONOMICS, HISTORY, HUMAN SERVICES, INTERNATIONAL STUDIES, LANGUAGE, POLITICAL SCIENCE, PSYCHOLOGY, RELIGION, SOCIOLOGY</td>
<td>MTH 01, 03, 04, 21, 23</td>
<td>MTH 04, 21</td>
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<td>EDUCATION ASSOCIATE SECRETARIAL TEACHING</td>
<td>MTH 01, 03, 04, 21</td>
<td>MTH 04, 21</td>
<td>MTH 21</td>
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<td>SECRETARIAL STUDIES</td>
<td>MTH 01, 03, 12</td>
<td>MTH 12</td>
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</table>

**Note:** MTH 12 is not recommended toward transfer degrees, and will not be accepted for credit in the Liberal Arts curricula. Nursing students may be required to take MTH 01 and 03 based on placement tests.  
*Suggested elective.*
<table>
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<tr>
<th>Course Code</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MTH 13</td>
<td>4 rec 3 cr</td>
<td>Trigonometry and College Algebra&lt;br&gt;Topics selected from vectors, trigonometry, variation, logarithms, complex numbers and DeMoivre's theorem; theory of equations, and system of equations. &lt;br&gt;Prerequisite: MTH 06 or equivalent.</td>
</tr>
<tr>
<td>MTH 14</td>
<td>3 rec 3 cr</td>
<td>College Algebra and Introduction to Calculus&lt;br&gt;Analytic geometry, inequalities and absolute value, limits and derivative. Application of derivative. &lt;br&gt;Prerequisite: MTH 13 or equivalent.</td>
</tr>
<tr>
<td>MTH 15</td>
<td>3 rec 3 cr</td>
<td>Calculus&lt;br&gt;Integrals, application of integrals, differentiation of trigonometry and logarithm function; methods of integration, power series and Fourier series. &lt;br&gt;Prerequisite: MTH 14 or equivalent.</td>
</tr>
<tr>
<td>MTH 21</td>
<td>3 rec 3 cr</td>
<td>Survey of Mathematics I&lt;br&gt;Designed for non-science liberal arts students. Emphasis on key concepts and structure of mathematics. Topics selected from decimal notation, computation in other bases, groups, sets, logic, elementary number theory, development of real number system; analytic geometry, linear programming, networks, complex numbers. &lt;br&gt;Prerequisite: Intermediate Algebra or MTH 04.</td>
</tr>
<tr>
<td>MTH 22</td>
<td>3 rec 3 cr</td>
<td>Survey of Mathematics II&lt;br&gt;Topics selected from geometry, algebra, graphs, functions, linear programming, game theory, mathematical induction; permutations, combinations, probability, logic; euclidean, non-euclidean, projective, finite, and coordinate geometries; groups, matrices. &lt;br&gt;Prerequisite: Intermediate Algebra or MTH 04.</td>
</tr>
<tr>
<td>MTH 23</td>
<td>3 rec 3 cr</td>
<td>Probability and Statistics&lt;br&gt;Topics selected from permutations, combinations, probability, sets, finite sample spaces, probabilities as areas, basic statistical concepts, the normal distribution, central limit theorem. &lt;br&gt;Prerequisite: Intermediate Algebra or MTH 04.</td>
</tr>
<tr>
<td>MTH 30</td>
<td>4 rec 4 cr</td>
<td>Pre-Calculus Mathematics&lt;br&gt;Topics selected from sets, relations, function concept; special functions; rational and irrational functions, binomial theorem, trigonometric functions, mathematical induction. &lt;br&gt;Prerequisite: MTH 06 or trigonometry.</td>
</tr>
<tr>
<td>MTH 31</td>
<td>6 rec 4 cr</td>
<td>Analytic Geometry and Calculus I&lt;br&gt;Limits, rates of change, differentiation and anti-differentiation of algebraic functions, applications, integrals, curve sketching. &lt;br&gt;For Engineering Science students or for Liberal Arts and Sciences students planning to major in mathematics or physical science. &lt;br&gt;Prerequisite: MTH 30 or equivalent.</td>
</tr>
<tr>
<td>MTH 32</td>
<td>6 rec 5 cr</td>
<td>Analytic Geometry and Calculus II&lt;br&gt;Differentiation and integration of transcendental functions, hyperbolic functions, applications of the definite integral; parametric equations, theorem of mean value, polar coordinates, plane analytic geometry, determinants. &lt;br&gt;Prerequisite: MTH 31.</td>
</tr>
<tr>
<td>MTH 33</td>
<td>5 rec 5 cr</td>
<td>Analytic Geometry and Calculus III&lt;br&gt;Vectors, applications of vectors to analytic geometry and calculus; partial differentiation; multiple integrals, volumes and surface area, infinite series, applications. &lt;br&gt;Prerequisite: MTH 32.</td>
</tr>
<tr>
<td>MTH 34</td>
<td>4 rec 4 cr</td>
<td>Differential Equations and Selected Topics in Advanced Calculus&lt;br&gt;Methods of solving ordinary differential equations; selected topics from among the following: hyperbolic functions, power series, Fourier series, gamma functions, Bessel functions, problems of motion, electric circuits, damped and forced vibrations, Laplace transform. &lt;br&gt;Prerequisite: MTH 33.</td>
</tr>
<tr>
<td>MTH 35</td>
<td>4 rec 4 cr</td>
<td>Selected Topics in Advanced Calculus and Linear Algebra&lt;br&gt;Matrices, introduction to linear algebra and vector analysis; integral theorems of Gauss, Green and Stokes; applications; &lt;br&gt;Prerequisite or corequisite: MTH 34.</td>
</tr>
<tr>
<td>MTH 45</td>
<td>3 rec 3 cr</td>
<td>Discrete Mathematical Systems&lt;br&gt;Topics selected from logic, sets, induction, Boolean algebra, number systems, combinatorial analysis, game theory, number theory, vectors and matrices, special topics in algebra. &lt;br&gt;Prerequisite: MTH 31.</td>
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<td>Course Code</td>
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<td>MEC 67</td>
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*MNot offered on a regular basis. Course descriptions available upon request.

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<th>Course Code</th>
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<td>MUS 10</td>
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<td>Music Survey</td>
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<td>MUS 11</td>
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<td>3</td>
<td>Introduction to Music</td>
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<tr>
<td>MUS 12</td>
<td>3</td>
<td></td>
<td>3</td>
<td>Introduction to Music, with emphasis on Non-Western Cultures*</td>
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<tr>
<td>MUS 17</td>
<td>3</td>
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<td>2</td>
<td>Songwriting*</td>
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<tr>
<td>MUS 18</td>
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<td>2</td>
<td>Introduction to Jazz*</td>
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<tr>
<td>MUS 19</td>
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<td>2</td>
<td>Introduction to Jazz Improvisation</td>
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</table>

Music or Art requirements for all curricula may be satisfied by any course or combination of courses in Art and/or Music for which the student is qualified. Students planning to transfer to a four-year college should check with that institution to see which courses are acceptable for transfer credit.

**Prerequisite:** Placement examination given by the department.
MUS 21, 22, 23, 24
Choral Performance
The study and presentation of standard and contemporary choral literature for mixed voices. Choral training and performances at concerts, college ceremonies and functions. Registration only with permission of department.

MUS 25 2 rec 1 cr
Voice Class*

MUS 31, 32, 33, 34
Orchestral Performance*

MUS 37 1 rec 1 cr
Instrumental Class
Instruction in the Recorder
Basic instruction in playing a musical instrument, the recorder, for both solo and group use. No previous musical training necessary.

MUS 40 2 rec 2 cr
Fundamentals of Music
Basic reading skills, including treble and bass clefs, key signatures, major and minor scales, some elementary sight-reading techniques, rhythms, simple harmony.

MUS 41 3 rec 2 cr
Theory I
Introduction to chord construction and movement. Analysis of two-voice writing. Prerequisite: MUS 40 or permission of department.

MUS 42 3 rec 2 cr
Theory II
Introduction to diatonic four-part harmony. Chordal movement and realization of figured basses. Analysis of compositions from traditional literature. Prerequisite: MUS 41.

MUS 43 3 rec 2 cr
Theory III
Continuation of the study of diatonic harmony. Introduction to seventh chords and the secondary dominant. Practice of simple modulation. Harmonization of melodies and basses; realization of figured basses. Prerequisite: MUS 42.

MUS 44 3 rec 2 cr
Theory IV
Study of chromatic harmony including use of augmented sixth chords. Modulation through chromaticism. Harmonization of melodies and basses; realization of figured basses. Prerequisite: MUS 43.

MUS 50 2 rec 1 cr
Basic Musicianship
Development of basic aural perceptions of pitch, duration, intensity, timbre, melody and rhythm through listening exercises, singing, and the playing of simple musical instruments.

MUS 51 2 rec 1 cr
Ear Training I

MUS 52 2 rec 1 cr
Ear Training II
Development of ability to sing melodies at sight and to notate melodies and chords. Elementary sight singing and dictation. Prerequisite: For MUS 51: MUS 40 or permission of department.

MUS 53 2 rec 1 cr
Ear Training III

MUS 54 2 rec 1 cr
Ear Training IV
Continuation of Ear Training I and II. Prerequisite: For MUS 53: MUS 52; for MUS 54: MUS 53.

MUS 61 2 rec 1 cr
Keyboard I

MUS 62 2 rec 1 cr
Keyboard II
Development of keyboard skills through study of intervals, diatonic and chromatic progressions, harmonization of melodies, and realization of figured basses. Non-Music majors may register only with permission of department. Prerequisites: Ability to read music; for MUS 61: MUS 72 or permission of department; for MUS 62: MUS 61.

MUS 65 2 rec 1 cr
Beginning Guitar Class I'

MUS 66 2 rec 1 cr
Guitar Class II'

MUS 67 2 rec 1 cr
Beginning Brass Class*

MUS 70 2 rec 1 cr
Piano Class for Beginners
Introduction to basic piano techniques, harmonization and transposition of simple accompanying techniques for folk songs, easy piano literature from all stylistic eras. Practice facilities available.

MUS 71 2 rec 1 cr
Secondary Piano I

MUS 72 2 rec 1 cr
Secondary Piano II
Class instruction to attain an elementary facility at the piano. Taken by all Music majors except pianists. Registration only with permission of department. Prerequisite for MUS 71: MUS 40 or placement examination; for MUS 72: MUS 71.

MUS 81 2 rec 1 cr
Recital Performance
Study and performance of standard and contemporary music emphasizing recital techniques. Registration only with permission of department.
COURSE DESCRIPTIONS

In Instrumental Ensemble

- Private instruction for Registration only.
- Chamber Chorus
  - Orientation in Clinical Nuclear Medicine
  - Nuclear Medicine Procedure
  - Clinical Nuclear Medicine Practicum

NUTRITION

- NTR 11: Nutrition in Physical and Emotional Disorders

Nuclear Medicine Technology

- NMT 84: Radiation Biology
- NMT 85: Nuclear Medicine Procedure
- NMT 86: Clinical Nuclear Medicine Practicum I
- NMT 87: Clinical Nuclear Medicine Practicum II

Nutrition

- NTR 11: Nutrition in Physical and Emotional Disorders

NURSING*  
Department of Nursing

Admission to all Nursing courses is based on the approved priority list which is on file in the Nursing Department.**

Effective Fall 1985, any student returning to Nursing after the inception of the 41 Series curriculum will have to complete comparable courses in the new program if the courses in his/her original program have been phased out.**

All pre-nursing students with a student I.D. number beginning 9/85 and subsequent numbers must meet the pre-nursing requirements for the Nursing 41 Series.

Pre-nursing students admitted to the College prior to September 1985 who take a leave of absence from the College for one or more semesters must meet the requirements for the 41 Series.

Beginning Fall 1985, all Nursing courses required for graduation must be taken within a five-year time span.

NUR 36**  2 lect  6 clin  4 cr  
Major Health Problems: Medical and Surgical Problems of Adults and Children†
Focuses on certain major health problems related to activities and regulatory needs of people of all ages. Categories of a Medical-Surgical nature include intrinsic and extrinsic chemical balance, circulation, oxygenation, nutrition and cell growth, intact skin and elimination. Clinical practice includes hospitalized children and adults.
Prerequisites: NUR 34, NUR 35; corequisite: NUR 37.

NUR 37**  2 lect  6 clin  4 cr  
Clinical Nursing Activities: Medical and Surgical Problems of Adults and Children†
Focuses on clinical nursing activities designed to meet needs of clients of all ages with major health problems. Emphasis on the nurse's role in assessment and restorative functions. Clinical practice includes hospitalized children and adults.
Prerequisites: NUR 34, NUR 35; corequisite: NUR 36.

NUR 38**  2 lect  6 clin  4 cr  
Management in Nursing, Health Promotion†
Health agency-based learning experience designed to help students learn nursing team membership roles, functions, evaluation, peer review, shared leadership, and delegation; nursing management of small groups of clients; standards, policies and legislation; teaching-learning responsibilities; participation with health teams.
NUR 38 must be taken in the final semester. All nursing curriculum requirements must be completed or be in the process of completion by the end of the semester in which NUR 38 is taken. Students must have a 1.95 G.P.A. to enter the final semester of Nursing.

NUR 41  2 lect  2 cr  
Nursing Theory and the Nursing Process†
Introduction to the concept of adaptation, the holistic nature of man, and the nursing process as the basis for client care.
Prerequisite: Pre-Nursing sequence; corequisites: NUR 42, BIO 24.

NUR 42  2 lect  5 clin  2 lab  4 cr  
Nursing Process and Fundamental Skills†
Designed to assist student in promoting client adaptation to stress engendered by maladaptation. Introduction to early maladaptive changes seen as client reacts to stress. Basic nursing principles and skills of client care are covered in lecture and clinical laboratories. Students have the opportunity to utilize these principles and skills. The nurse's role as a health team member and provider of care is explored in selected hospital settings.
Prerequisite: Pre-Nursing sequence; prerequisite or corequisites: NUR 41, BIO 24.
**NUR 43**  2 lect  6 clin  4 cr  
Nursing Process: Psychosocial Adaptation†  
Focuses on understanding and promoting psychosocial adaptation in adult clients who have major mental health problems. The Nursing Process is utilized in one-to-one and group interactions in the clinical area.
Prerequisites: NUR 41, NUR 42, BIO 24; corequisites: NUR 44, BIO 28.

**NUR 44**  2 lect  6 clin  4 cr  
Nursing Process:  
Biopsychosocial Adaptation †  
This introductory medical-surgical nursing course focuses on client adaptation to stress engendered by selected traumatic, inflammatory, and neoplastic disease processes of the various body systems. Medical therapies and surgical intervention are discussed. A planned program of supervised experiences on medical and surgical units in selected health care agencies is provided.
Prerequisites: NUR 41, NUR 42, BIO 24; corequisites: NUR 43, BIO 28.

**NUR 45**  2 lect  6 clin  4 cr  
Nursing Process:  
Biopsychosocial Adaptation to the Maternity Cycle†  
This course is descriptive of the processes occurring in human reproduction. Emphasis on the nurse’s responsibility for promoting and maintaining the health and adaptation of the family in response to changes/stimuli occurring during the reproductive cycle.
Prerequisites: NUR 43, NUR 44, BIO 28; corequisite: NUR 46.

**NUR 46**  2 lect  6 clin  4 cr  
Nursing Process:  
Biopsychosocial Adaptation II†  
This advanced medical-surgical nursing course focuses on client adaptation to stress engendered by selected traumatic, inflammatory, and neoplastic disease processes of the various body systems. Special adaptation problems of the aged and the chronically ill are also included. Medical therapies and surgical intervention are discussed. A planned program of supervised experience on medical and surgical units in selected health care agencies is provided.
Prerequisites: NUR 43, NUR 44, BIO 24, BIO 28; corequisite: NUR 45.

**NUR 47**  2 lect  6 clin  4 cr  
Nursing Process:  
Biopsychosocial Adaptation to Childhood†  
Focus is on the unique needs and adaptive mechanisms required to promote the growth and development of infants and children within the family structure. Includes the maladaptations that are prevalent during specific developmental phases.
Prerequisites: NUR 45, NUR 46; corequisite: NUR 48.

**NUR 48**  2 lect  6 clin  4 cr  
Leadership and Management†  
Leadership and management theory and its application through observation and practice of various nursing roles and functions in selected agencies.
Prerequisites: NUR 45, NUR 46; corequisite: NUR 47.

* NUR courses are open only to students with full matriculation status in the Nursing Curriculum.
** Fall 1986 is the last semester these courses will be offered.
† Students who do not complete the 31 series will be considered individually for course placement.
‡ The minimum acceptable grade in each semester in the Nursing major is C. Grades of D must be repeated if the student wishes to receive a degree in Nursing. Grades of D may be repeated subject to the following conditions:
1. The course must be repeated before the next higher level course is taken.
2. Both grades received in the same course will be used to calculate the student’s cumulative index.
3. The credit for the course may be applied only once toward graduation.
4. A Nursing student may only attempt (registered in the course for at least 3 weeks, appeared on the roster and received a grade on the roster sheet) a given Nursing course twice, e.g., grades of D and W in NUR 41, no further attempt may be made.
5. A Nursing student may only repeat two different Nursing courses, e.g., grades of D and C in NUR 41, grades of D and C in NUR 42, grade of D in NUR 43, no further attempt may be made.
6. If a failing grade is received twice for the same/comparable Nursing course, the student is not eligible to make a further attempt.
Department of Secretarial Studies

ORI 43 1 rec 0 cr
Secretarial Senior Orientation
For students in Secretarial curricula. Seminar on continuing education, career planning, survey of employment opportunities and techniques of job seeking.

*Offered Spring Semester only.

PHARMACOLOGY
Department of Nursing

PHM 10 2 rec 2 cr
Pharmacology Computations
Symbols, weights and measures, equipment, metric and apothecary systems, preparation of solutions, intravenous fluid administration of drugs and computation of dosages required of nursing personnel. Computer Center modules are an integral adjunct to the course.
Prerequisite: MTH 02, also available to R.N., L.P.N. and pre-pharmacy students.

PHM 11 3 rec 3 cr
Pharmacology as it Applies to Health Sciences
Current major drugs utilized in nursing today; need, therapeutic action, mode of administration, common side effects, toxicity, normal range of dosage, drug interactions and contraindications; nursing implications including patient teaching are stressed.
Prerequisite: Students need to complete all remediation for admission to nursing; recommended that students complete NUR 42, also available to R.N., L.P.N., pre-pharmacy and health workers authorized to administer medications.

PHILOSOPHY
Department of Social Science

PHL 11 3 rec 3 cr
Introduction to Philosophy
Fundamental questions of human experience, and basic problems of philosophy; survey of major philosophers, classical and modern.
Corequisite: ENG 02 or RDL 02 if required.

PHL 31 3 rec 3 cr
Philosophy, Science and Human Values*

PHL 90 3 rec 3 cr
Introduction to Religion
Humanistic and academic orientation to study of religion, treating each of the major world religions systematically. Course includes both historical and contemporary material.
Corequisite: ENG 02 or RDL 02 if required.

PHL 91 3 rec 3 cr
Philosophy of Religion*

*Not offered on a regular basis. Course descriptions available upon request.

PHYSICAL EDUCATION
Department of Health and Physical Education

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

PEA 11 2 rec 1 cr
Fitness for Life
Designed to assist students in evaluating their present level of fitness and to provide opportunities for self-improvement. Selection from the following aerobic activities: weight training, jogging, fitness games, rope jumping, and gymnastics.

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

PEA 14 2 lab 1 cr
Aerobic Dance
Aerobic Dance is a rhythmic way to improve cardiovascular fitness. It helps to develop and individualize a life-long program for fun and fitness.

PEA 15 2 lab 1 cr
Jogging and Weight Training
Jogging and weight training to develop cardiovascular endurance and muscle toning. Students are placed in individualized programs in jogging and weight training.

PEA 21 2 rec 1 cr
Beginning Swimming Level
Basic water safety skills and knowledge to make an individual reasonably safe while in, on, or about the water. Registration limited to non-swimmers.
PEA 22  2 rec 1 cr
Intermediate Swimming Level
Basic elements of good swimming; includes swimming tech­
niques with emphasis upon mastering form and endurance in the front crawl, back crawl, elementary backstroke and deep water survival skills.
Prerequisite: PEA 21 or the ability to swim at least 25 yards using a crawl and/or backstroke.

PEA 23  2 rec 1 cr
Swimming
Intended for students beyond the intermediate swimming level. Emphasis on mastering form and endurance in crawl, back crawl, breaststroke, butterfly, and sidestroke. Also covers competitive techniques of swimming, survival skills, and basic skin diving.
Prerequisite: PEA 22 or ability to swim at least 50 yards, using a crawl stroke and/or backstroke in deep water.

PEA 24  2 rec 1 cr
Advanced Lifesaving and Water Safety
The development of skills and knowledge essential to insure personal safety and to help save the lives of others. American Red Cross Lifesaving Certification.
Prerequisite: PEA 23 or the ability to swim 200 yards, employing front crawl, sidestroke, breaststroke and backstroke.

PEA 25  1 lect 2 rec 2 cr
Water Safety Instructor\* 
Course prepares the student to teach the American Red Cross Water Safety Program. Operation of pool filters, and organization of basic synchronized swimming program. Successful completion of this course qualifies a student for an American Red Cross Water Safety Instructor certificate.
Prerequisite: Student must be at least 17 years of age and hold current Red Cross Advanced Lifesaving Certificate.

PEA 26  2 rec 1 cr
Synchronized Swimming
Basic techniques of synchronized swimming; includes modified swimming strokes, fundamental sculling movement, basic stunts, figures, and pattern formations, the understanding and appreciation of music and musical accompaniment leading to formation of a musical routine.
Prerequisite: Ability to swim 25 yards.

PEA 27  2 rec 1 cr
Basic Skin Diving and Scuba Diving
Selection, usage, and care of equipment; basic principles of skin diving and scuba diving. Strong emphasis on safety in all aspects of diving. Includes optional open water dive for national certification.
Prerequisite: Ability to swim 100 yards continuously without fins, and to stay afloat or tread water for ten minutes without accessories. All equipment provided by the College.

PEA 31  2 rec 1 cr
Fundamentals of Volleyball and Basketball
Basketball—Basic skills of passing, dribbling, shooting, rebounding, post play, zone defense, zone press and patterns of team play in order to more fully appreciate the game. Volleyball—Fundamentals of passing, serving, spiking, blocking offense and defense.

PEA 32  2 rec 1 cr
Golf and Tennis**
Spring: Tennis—Fundamentals of the forehand stroke, backhand stroke, serve, and gain strategy. Golf—Fundamentals of golf grip, stance, swing, woods, irons, putting, chipping and pitching, rules and golf etiquette.

PEA 33  4 rec 7\% wks 1 cr
Beginning Tennis
Fall semester first 7\% weeks; spring semester last 7\% weeks. Students will be notified of starting date. For beginning players. Skills include the forehand, backhand and serve plus elementary singles and doubles strategy. All equipment furnished by College. Meets two times a week, 2 rec. per session for 7\% weeks.

PEA 34  4 rec 7\% wks 1 cr
Intermediate Tennis†

PEA 35  2 rec 1 cr
Bowling I
Basic skills, different types of delivery, bowling errors and corrections. Students should expect to spend approximately $1.50 per session to cover the cost of bowling.

PEA 36  2 rec 1 cr
Archery and Badminton
Basic skills of archery and Badminton. Archery: shooting fundamentals, type of shooting, rules and regulations. Badminton: fundamental skills of serving, overhead clear, forehand and backhand drive, drop shot, and smash shot; singles and doubles strategy.

PEA 37  2 rec 1 cr
Golf
Skills taught are grip, stance, swing, woods, irons, chipping, pitching, putting, rules and etiquette. Students are required to play a round of golf and go to a driving range. Approximate cost for the course is $8.

PEA 38  2 rec 1 cr
Softball†

PEA 39  2 rec 1 cr
Soccer†

PEA 41  2 rec 1 cr
Techniques of Modern Dance I
Basic skills of modern dance; development of physical strength, flexibility, endurance, and freedom of movement. Explorations and improvisations leading to basic choreographic skills and appreciation of dance as a means of self-expression and communication.

PEA 42  2 rec 1 cr
Techniques of Modern Dance II†

PEA 46  1 lect 2 rec 2 cr
African, Caribbean and Black Dance Forms
The study of African and Caribbean dance reflecting the customs and heritage of each; explores transitions and relationships of African dance to Caribbean and other Black dance forms.
PEA 51 1 lect 2 lab 2 cr
Stress Reduction and Wellness
(Does not fulfill PEA requirement)
Students develop personal programs for dealing with stress physically, mentally, nutritionally and environmentally. Students will increase awareness of the impact of lifestyle on health status and will have experiences which will improve nutritional awareness and practice, develop skills to manage stress, develop cardiovascular fitness and create opportunities to express continuing commitment to personal and environmental health.
Prerequisite: HLT 91.

PEA 52 1 hr/15 wks 1 cr
Cardiopulmonary Resuscitation
(Does not fulfill PEA requirement)
Designed to develop basic life support, knowledge and skill in cardiopulmonary resuscitation (external cardiac massage, clearing obstructed airways and artificial respiration). Students meeting the American Red Cross standards will receive ARC certification.

PEA 71, 72, 73 1 cr hours arranged
Varsity Athletics
Students may enroll in one or more of the following intercollegiate athletic courses and receive up to three credits for work in such courses. Admission to each course, which is based on tryouts and permission of the instructor, may be used to fulfill the PEA requirements. Students opting to receive credit are required to participate in games, scrimmages, conditioning programs, practices, ongoing individual and team analysis, post-season tournament play, written assignments, team and individual statistics and a final examination. Students who wish to participate without course credit may do so.
Baseball (Men)
Basketball (Men & Women)
Indoor Track & Field (Co-ed)
Outdoor Track & Field (Co-ed)
Soccer (Men)
Softball (Women)
Tennis (Men & Women)
Volleyball (Women)
Wrestling (Men)

PEA 81 2 rec 1 cr
Techniques of Self-Defense
Introduction to the skills and techniques of martial arts; judo, karate, jiu-jitsu and aikido for the purpose of understanding their value for self-defense.

PEA 82 2 rec 1 cr
Introduction to Tai Chi Chuan
Basic movements and beginner level forms of the Yang School of Tai Chi Chuan, ancient Chinese exercise system consisting of slow, rhythmical movements engaged in for health, meditation and self-defense by men and women of all ages. The movements are non-strenuous, easy to do and are intended to bring greater harmony to mind and body.

REC 95 3 rec 3 cr
Program Planning and Leadership in Recreation*
Survey of community agencies providing recreational opportunities. View of program areas associated with recreation, with attention to the recreation interests and needs of participants. Leadership application and practical knowledge of group situations.
Corequisite: ENG 02 or RDL 02 if required.

PHYSICS
Department of Physics

PHY 01 4 rec 0 cr
Introduction to College Physics
Fundamental laws and principles of classical physics; vectors, Newton’s Laws, conservation principles, laws of thermodynamics. (Required for Engineering Science and Physics majors who have not had high school physics.)
Prerequisite: MTH 06 or equivalent; corequisite: RDL 02 if required.

PHY 11 2 lect 1 rec 2 lab 4 cr
College Physics I*
Introduction to principles and methods of physics. Topics include Newton’s Laws of Motion, mechanics, heat, and sound. (Recommended for Liberal Arts and life science majors, including biology, dentistry, medicine, pharmacy, and psychology.)
Prerequisite: Intermediate algebra or MTH 06; corequisite: ENG 02 or RDL 02 if required.

PHY 12 2 lect 1 rec 2 lab 4 cr
College Physics II**
Elements of electric circuits, electromagnetic theory, light selected topics in atomic and nuclear physics, relativity, and quantum theory.
Prerequisite: PHY 11.

PHY 15 3 rec 2 lab 4 cr
Ideas of Contemporary Physics

PHY 21 2 lect 1 rec 2 lab 4 cr
Physics for Engineering Technology I
Statics, kinematics, dynamics, work and energy, circular motion, and simple harmonic motion with special applications to problems in technology.
Prerequisite: Intermediate Algebra or MTH 06; corequisite: ENG 02 or RDL 02 if required.

PHY 22 1 lect 1 rec 2 lab 3 cr
Physics for Engineering Technology II
Fluid dynamics, thermodynamics, electricity and magnetism, optics, applied nuclear technology.
Prerequisite: PHY 21.
PHYSICS

PHY 31  2 lect  2 rec  2 lab  4 cr
Physics I
Statics and dynamics of particles and rigid bodies; force and motion; energy and momentum; rotational motion; elasticity and simple harmonic motion. First semester of a three-semester sequence for students in Engineering or Computer Science (PHY 31, 32, and 33). Also recommended for Science or Mathematics majors in a Liberal Arts and Sciences transfer program. Corequisite: MTH 31 and ENG 02 and RDL 02 if required.

PHY 32  2 lect  2 rec  2 lab  4 cr
Physics II
Hydrostatics and hydrodynamics; properties of gases; thermodynamics and kinetic theory of matter; wave motion; sound; electrostatics. Prerequisite: PHY 31; corequisite: MTH 32.

PHY 33  3 lect  2 rec  3 lab/alt wks  4 cr
Physics III
Electromagnetic theory; direct and alternating currents; electromagnetic waves; geometrical and physical optics; modern physics. Prerequisite: PHY 32; corequisite: MTH 33.

PHY 34  1 lect  3 rec  4 cr
Engineering Mechanics
Principles of mechanics and development of logical procedures of analysis in problem solving. Statics and kinematics of rigid bodies, dynamics of particles and rigid bodies, and mechanical vibrations. Prerequisite or corequisites: PHY 33; MTH 33.

PHY 40  2 rec  2 lab  3 cr
Physics of Photography and Optics†

PHY 41  2 lect  2 lab  3 cr
Electricity and Magnetism†

PHY 51  3 lect  2 lab  3 cr
Modern Physics
Elementary quantum theory; quantum numbers, atomic shell structures and the periodic table; structure of solids, band theory of metals, insulators, semiconductors; x-rays and gamma radiation; relativity; nuclear physics. (Required for students in Engineering Science.) Prerequisite: PHY 33; corequisite: MTH 34.

PHY 61  2 lect  2 lab  3 cr
Computer Methods and Programming for Applied Scientific Purposes
Algorithms; introduction to computer systems and computer logic; programming languages (e.g., FORTRAN); data representation; computer solutions to problems in Engineering Science, Physics, and Mathematics, using numerical methods to include numerical integration, numerical differentiation, method of least squares; random number generation and probability. Required for students in Engineering or Computer Science. Prerequisites: MTH 15 or MTH 31 and one semester of college physics, or permission of the department.

POLITICAL SCIENCE

Department of Social Sciences

POL 11  3 rec  3 cr
American National Government
Survey of structure and activities of the national government; bases of present political system, pressure groups, political parties, elections, Congress, the President, the Supreme Court, and the protection and deprivation of individual rights. Corequisite: ENG 02 or RDL 02 if required.

POL 31  3 rec  3 cr
Comparative Government*†

POL 41  3 rec  3 cr
The National Government & Civil Rights Since 1954*

POL 42  3 rec  3 cr
Civil Rights Throughout the World*

POL 51  3 rec  3 cr
Urban Politics
Politics and government of the American city: municipal political institutions, suburban and metropolitan government, relations with the state and federal governments, racial and ethnic politics, planning, crime and the police, public education. Prerequisite: POL 11, or SOC 11, or permission of department.

POL 61  3 rec  3 cr
Solving Social Problems Through the Political Process
Practical course showing how to work through existing channels for a more meaningful life. Focus on formal and informal responsibilities of officials in all levels of government. How to solve social problems and use of political channels. Prerequisite: POL 11, or SOC 11, or permission of department.

*Not offered on a regular basis. Course descriptions available upon request.

**Offered Fall Semester only.

***Offered Spring Semester only.

†Not offered on a regular basis. Course descriptions available upon request.
<table>
<thead>
<tr>
<th>PSYCHOLOGY</th>
<th>COURSE DESCRIPTIONS</th>
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</thead>
<tbody>
<tr>
<td><strong>PSY 11</strong></td>
<td><strong>Psychology</strong></td>
</tr>
<tr>
<td>3 rec 3 cr</td>
<td>Scientific method in the understanding of human behavior. Introductory study of growth and development, motivation, emotions and mental health, learning, intelligence and personality evaluation. Corequisite: ENG 02 or RDL 02 if required.</td>
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<tr>
<td><strong>PSY 22</strong></td>
<td><strong>Social Psychology</strong></td>
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<tr>
<td>3 rec 3 cr</td>
<td>Introduction to social psychology, focusing upon the nature of aggression and violent behavior; role of social influence in determination of deviant and conformist behavior, attitude change and decision making, affiliation, primary and group relationships, social norms and interrelationship of personality and culture. Prerequisite: PSY 11.</td>
</tr>
<tr>
<td><strong>PSY 31</strong></td>
<td><strong>Abnormal Psychology</strong></td>
</tr>
<tr>
<td>3 rec 3 cr</td>
<td>Major forms of psychological disorders, such as neuroses, psychoses, psychosomatic disturbances and character disorders; their origin, development and treatment. Prerequisite: PSY 11.</td>
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<tr>
<td><strong>PSY 35</strong></td>
<td><strong>Dynamics of Human Motivation</strong></td>
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<tr>
<td>3 rec 3 cr</td>
<td>Introduction to complex human motivation; emphasis on interaction of conscious and unconscious motives, inner conflict, and adaptive and maladaptive coping techniques. Applications to relevant contemporary problems, such as child rearing, psychotherapy, education and drug addiction. Prerequisite: PSY 11.</td>
</tr>
<tr>
<td><strong>PSY 36</strong></td>
<td><strong>Workshop in Interpretation of Human Motivations</strong></td>
</tr>
<tr>
<td>3 rec 3 cr</td>
<td>Explores the underlying reasons for human behavior as they emerge in actual and/or simulated life situations. Introduction to methods for detecting conflicts, unconscious thought processes, and &quot;games people play,&quot; as signaled by verbal and non-verbal communications in everyday situations, e.g., husband-wife interaction, parent-child interchanges, dating behavior, approaches to school learning. Prerequisite: PSY 11.</td>
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<tr>
<td><strong>PSY 41</strong></td>
<td><strong>Psychology of Infancy and Childhood</strong></td>
</tr>
<tr>
<td>3 rec 3 cr</td>
<td>Major factors in psychological development from infancy through childhood; influence of the family. Biological, cultural, and socio-economic factors in producing normal and abnormal intellectual and emotional growth. Prerequisite: PSY 11.</td>
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<tr>
<td><strong>PSY 42</strong></td>
<td><strong>Psychology of Adolescence and Adulthood</strong></td>
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<tr>
<td>3 rec 3 cr</td>
<td>Study of development from adolescence to adulthood with regard to implications for self-realization, love, marriage, vocation, parenthood, retirement and aging. Changing attitudes and values about sex, drugs, aging and politics are explored in regard to different stages of adult development. Prerequisite: PSY 11.</td>
</tr>
<tr>
<td><strong>PSY 43</strong></td>
<td><strong>Psychological Development During Maturity and Aging</strong></td>
</tr>
<tr>
<td>3 rec 3 cr</td>
<td>Normal and abnormal psychological development during adulthood and old age. Emphasis on dynamics of the life cycle; theories of the mature personality; forces affecting continuing growth of the adult personality and intellect; biological, social and cultural determinants of aging, and influence of normal and abnormal aging processes on perception, psychomotor skills, learning, intelligence, and personality. Prerequisite: PSY 11.</td>
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<tr>
<td><strong>PSY 44</strong></td>
<td><strong>Psychology of Women</strong></td>
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<tr>
<td>3 rec 3 cr</td>
<td>Development, personality characteristics, and needs of women; similarities to and differences from men. Psychological aspects of uniquely feminine experiences. Issues are examined from a theoretical as well as an empirical perspective. Prerequisite: PSY 11.</td>
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<tr>
<td><strong>PSY 45</strong></td>
<td><strong>Religion and the Psychology of Women</strong></td>
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<tr>
<td>3 rec 3 cr</td>
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<td><strong>PSY 51</strong></td>
<td><strong>Principles of Group Dynamics</strong></td>
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<tr>
<td>3 rec 3 cr</td>
<td>Introduction to theory of group behavior, including analysis of the psychological structure of groups, cohesive and disruptive forces, conflict and adjustment in group relationships and relationship of groups to society. Prerequisite: PSY 11.</td>
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<tr>
<td><strong>PSY 52</strong></td>
<td><strong>Workshop in Group Dynamics: Leadership Training</strong></td>
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<td>3 rec 3 cr</td>
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<tr>
<td><strong>PSY 61</strong></td>
<td><strong>Laboratory in Group Experience for Applied Settings</strong></td>
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<td>3 rec 3 cr</td>
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</tbody>
</table>
**Philosophy**

**DESCRIPTIONS**

**PSY 62** 3 rec 3 cr  
Workshop in Group Interaction: Personal Growth Group Settings*

**PSY 71** 3 rec 3 cr  
Clinical Techniques of Assessment: The Interview  
Interpersonal approach in assessing psychological problems of individuals and groups. Practical experience with clinical interview techniques; psychological evaluation of data and case history write-ups. Methods of referral to appropriate professional and community resources are discussed. 
Prerequisite: PSY 11.

**PSY 72** 3 rec 3 cr  
Clinical Techniques of Assessment: Psychological Testing*

**PSY 81** 3 rec 6 hrs field work 3 cr  
Field Work and Seminar in Psychology I  
Supervised field work or independent research. Required seminar integrates practical experience with course work. 
Prerequisite: 9 credits in the social sciences (Economics, Political Science, Psychology, Sociology) and/or permission of the department; 6 of these credits must be in Psychology.

**PSY 82** 3 rec 6 hrs field work 3 cr  
Field Work and Seminar in Psychology II*

*Not offered on a regular basis. Course descriptions available upon request.

**RADIATION**

Department of Physics

**RAD 71** 2 rec 2 lab 1 cr  
Radiation Physics I  
Elements of atomic and nuclear physics, interaction of radiation with matter; radioactivity, half-life, Geiger counter; elements of health physics. 
Prerequisite: PHY 22.

**READING**

Department of Special Educational Services

**RDL 01** 5 rec 0 cr  
Basic Reading Skills  
Individualized program in fundamental reading skills with emphasis on phonics and syllabication, word structure, and sentence and paragraph analysis on student’s instructional level. Required for those students with a scaled score of 1-7 on the CUNY Reading Assessment Test.

**RDL 02** 5 rec 0 cr  
Reading and Study Skills  
Individualized program designed to develop reading and study skills necessary for success in college level work. Vocabulary development, comprehension skills, textbook techniques, and library and research techniques. 
Prerequisite: RDL 01 or a scaled score of 8-11 on the CUNY Reading Assessment Test.

**RDL 05** 3 rec 0 cr  
Basic Reading for ESL Students  
An introductory program designed to help beginning ESL students expand their reading knowledge of English through extensive and intensive reading practice. Development of techniques to facilitate comprehension of words, sentences, and paragraphs for increased reading speed and improved comprehension. 
Prerequisite: Registration only by Department placement.

**RDL 11** 2 rec 2 cr  
College Reading and Study Skills  
Advanced course to increase proficiency in reading and study strategies. Student and instructor jointly develop an individual program based on the student's expressed interests and diagnosed needs. The program might focus on any combination of the following: rate of reading; test-taking techniques; reading in the content areas; textbook reading and study techniques; critical and interpretive reading.

**RDL 21** 3 rec 3 cr  
Reading in the Sciences and Technologies  
Advanced reading and study skills to obtain, utilize, and retain information from texts in the sciences and technologies. Application of scientific and technical vocabulary, critical and interpretive comprehension, and study and test taking skills will be related to students' curriculum needs and interest. 
Prerequisite: RDL 02, if required.

**RELIGION**

(see Philosophy)

Department of Social Sciences

**SECRETARIAL STUDIES**

Department of Secretarial Studies

**COM 31** 3 rec 3 cr  
Business Communications  
Effective listening, reading, speaking, and writing in and for business, including composition at the typewriter of memos, letters, and reports. Research is necessary for such writing. 
Prerequisites: ENG 11 and TYP 12; corequisite: TYP 13.

**SEC 34** 4 rec 2 cr  
Medical Office Practice and Management I*

**SEC 35** 4 rec 2 cr  
Medical Office Practice and Management II**  
Efficient management of offices of physicians, hospitals, and medical laboratories. Cultivation of desirable personal traits and attitudes of the medical office assistant. Office projects include case records, medical reports, special filing systems, and record keeping. Development of skill in the use of transcribing equipment. 
Prerequisites for SEC 34; BIO 18, BIO 22; corequisites: COM 31, TYP 13, BIO 46. 
Prerequisite for SEC 36; SEC 34; corequisites: BIO 47, LAW 45.
SEC 41  4 rec  2 cr
Secretarial Practice
Integration of secretarial skills and cultivation of desirable personal traits and attitudes of the executive secretary. Realistic secretarial office assignments, including theory and practice of filing; operation of transcription equipment.
Prerequisites: COM 31, TYP 13.

SEC 45  2 rec  2 cr
School Records and Accounts
Responsibilities of the school secretary; preparation of accident reports, organization and payroll; records of school personnel, supplies and textbooks; accounts of school monies; school headquarters forms; filing.
Corequisite: ENG 02 or RDL 02 if required.

SEC 47  2 rec  2 cr
Educational Problems of School Secretaries I*

SEC 48  2 rec  2 cr
Educational Problems of School Secretaries II**
Public relations in modern public education; organization of New York City school system according to by-laws, manuals, directives; problems related to mental hygiene, student welfare and public guidance, health and safety; simple methods of research and educational statistics.
Corequisite: ENG 02 or RDL 02 if required.

SHORTHAND
Department of Secretarial Studies

SHO 11  5 rec  3 cr
Shorthand I (Gregg)
Principles of shorthand theory and development of skill to take dictation of simple materials at a speed of 60 words per minute.
Corequisite: TYP 11.

SHO 12  4 rec  3 cr
Shorthand II (Gregg)
Dictation, including a systematic review of theory and expansion of vocabulary. Sustained dictation of business materials at a speed of 80 words per minute. Pre-transcription training.
Prerequisites: SHO 11, TYP 11, corequisite: TYP 12.

SHO 13  4 rec  3 cr
Shorthand III (Gregg)

SHO 17  4 rec  3 cr
Shorthand III (Pitman)
Building extensive business vocabulary. Development of fluency in taking high-speed and sustained dictation at a speed of 100 words per minute. Transcription techniques.
Prerequisites: SHO 12 or placement examination, TYP 12; corequisites: TYP 13 and ENG 11.

SHO 14  4 rec  3 cr
Shorthand IV (Gregg)

SHO 18  4 rec  3 cr
Shorthand IV (Pitman)
Development of expert dictation skill at a speed of 120 words per minute. Integration of office-style dictation. High-speed transcription according to office standards.
Prerequisites: SHO 13 or 17, TYP 13, and ENG 11.

SHO 31  4 rec  3 cr
Legal Shorthand I* (Gregg or Pitman)
Dictation and transcription of nonlitigation materials with attention to development of legal shorthand vocabulary. Speed of 100 words per minute.
Prerequisites: SHO 12 or placement examination, TYP 12; corequisites: SHO 13 or 17, TYP 13, LAW 41 and LAW 47.

SHO 32  6 rec  4 cr
Legal Shorthand II** (Gregg or Pitman)
High-speed dictation and rapid transcription of litigation papers and materials—pleadings, orders, judgments, stipulation, ETBs, appeals. Speed of 120 words per minute.
Prerequisites: TYP 13, SHO 31.

*Offered fall semester only.
**Offered spring semester only.
**SOCILOGY**

*Department of Social Sciences*

**SOC 11**

Sociology 3 rec 3 cr
Introduction to the scientific study of human life as group life. Culture and personality; courtship, marriage and family; religious behavior; education and communication; theories of social stratification and social change.

Corequisite: ENG 02 or RDL 02 if required.

**SOC 31**

Race and Ethnic Relations* 3 rec 3 cr

**SOC 32**

Sociology of the City* 3 rec 3 cr

**SOC 33**

Marriage and the Family 3 rec 3 cr
Introduction to the study of the family as a social institution. Evolution of the form and functions of the family and how its structure is shaped by forces in society. Significance of the family as a socialization agent, courtship and the romantic love complex, women’s roles and changing family structure, minority culture families in American society and consideration of the future of the family.

Prerequisite: SOC 11.

**SOC 34**

Social Deviance 3 rec 3 cr
Explores what is regarded as deviant within a society, with emphasis on criminality and mental illness. Deviance from the perspective of the deviant, e.g., the process by which his initial deviance becomes a career or master status. Deviance from the perspective of society, its social structure, norms and sanctions relevant to deviance, and functions or dysfunctions served by those committing acts of deviance.

Prerequisite: SOC 11.

**SOC 35**

Introduction to Social Work 3 rec 3 cr
Nature of social work and its functions; family casework, child welfare, psychiatric and medical social work, correctional services, public welfare and community welfare organizations.

Prerequisite: SOC 11 or PSY 11 or permission of instructor.

**SOC 36**

Sociology of Women 3 rec 3 cr
The nature of women’s and men’s participation in the family, at school, at work, at play, and in government. Comparative study of various classes and races of contemporary American women and their historical and international counterparts. Analysis of the impact of the sexual revolution and the movement for sexual equality.

Prerequisite: SOC 11.

**SOC 37**

Class and Power 3 rec 3 cr
In American Society*

**SOC 38**

Social Advocacy 3 rec 3 cr
Introduction to the roles and problems of advocates in the social services system; the nature, need and processes of advocacy; legal-administrative aspects of social services programs (social security, welfare, family court); advocating rights of special groups (handicapped, poor, youth, aged).

Prerequisite: POL 11 or SOC 11 or department permission.

**SOC 81**

Field Work and Seminar in Sociology* 3 rec 6 hrs field work 3 cr

**SOC 92**

Religion and Society* 3 rec 3 cr

*Not offered on a regular basis. Course descriptions available upon request.

**SPANISH**

*Department of Modern Languages*

**SPN 11**

Beginning Spanish I 4 rec 4 cr
Pronunciation; language structure; conversation and reading of simple texts; dictation. Audio laboratory practice.

**SPN 12**

Beginning Spanish II 4 rec 4 cr
Continuation of SPN 11. Language structure; conversation; reading of elementary literary texts; dictation.

**SPN 13**

Intermediate Spanish 4 rec 4 cr
Advanced language structures; conversation; reading, translation and discussion of modern texts; composition.

**SPN 15**

Spanish for Urban Conversation and Careers I 4 rec 4 cr
For non-Spanish-speaking students. Intensive conversation course emphasizing practical and realistic situations including the business, community and civil service areas. Use of Audio lab required.

**SPN 16**

Spanish for Urban Conversation and Careers II 4 rec 4 cr
Continuation of SPN 15. Conversation based on social and work situations. Use of Audio lab required.

**SPN 17**

Advanced Spanish Conversation 4 rec 4 cr
Continuation of SPN 16. Students participate in dialogues and conversations related to contemporary problems and everyday situations to improve conversational skill. Course conducted in Spanish.

Prerequisite: SPN 13 or 16 or placement test.
SPN 18
Elementary Spanish for Nurses and Hospital Personnel I
Intended for non-Spanish-speaking students.
Basic Spanish pronunciation, intonation and sentence structure; relevant medical terminology; idiomatic and colloquial expressions. Model dialogues on taking medical history, routine medical examination; diet and nutrition; nursing care; treatment instructions; pediatrics; cardiology; and others. Additional vocabulary according to the student’s interests and field of medical specialization.

SPN 19
Elementary Spanish for Nurses and Hospital Personnel II
Review and continuation at a higher level of pronunciation, speaking and understanding. Additional vocabulary in new medical situations, such as admissions, X-rays, and pregnancy.
Prerequisite: SPN 18 or placement test.

SPN 20
Advanced Spanish Composition and Creative Writing
Style illustrations with literary texts, text analysis, reading for comprehension, paragraph construction, imitation of models, expository writing, translation of literary texts, thematic discussions, stylistic discussions, written reports on research.
Prerequisite: SPN 13 or 17 or placement test.

SPN 21
Spanish Language and Culture
A literary and historical study of Spanish culture; develops basic language skills. Class discussions on social, historical and artistic values of Spain, past and present. Course conducted in Spanish.
Prerequisite: SPN 13 or 17 or placement test.

SPN 22
Latin-American Language and Culture
Prerequisite: SPN 13 or 17 or placement test.

SPN 23
19th-Century Spanish Literature: Romanticism and Realism

SPN 24
Don Quijote and Other Cervantes Masterpieces
Reading, discussion, analysis and written reports on selections from the original text. Selections form Cervantes’ Nove­las Ejemplares. Course conducted in Spanish.
Prerequisite: SPN 13 or 17 or placement test.

SPN 25
Generation of ‘98
Literary analysis of selections from the principal writers of the movement. Reading, discussion, oral and written reports. Course conducted in Spanish.
Prerequisite: SPN 13 or 17 or placement test.

SPN 28
Interpreting and Translation Skills for Legal Personnel
Basic skills required for bilingual personnel serving the Hispanic community in the metropolitan area. Advanced Spanish course which emphasizes translating and interpreting for legal personnel. Students should be bilingual, fluent in both English and Spanish.
Prerequisites: RDL 02 or ENG 02 if required, and SPN 13 or placement.

SPN 30
Puerto Rican Literature and Culture I
Survey of Puerto Rican history, culture and literature of 1880. Reading, discussion, oral and written reports based on representative Puerto Rican authors. Course conducted in Spanish.
Prerequisite: SPN 13 or 17 or placement test.

SPN 31
Puerto Rican Literature and Culture II
Continuation of SPN 30. Survey of Puerto Rican history, culture and literature from 1880 to the present. Reading, discussion, oral and written reports based on representative Puerto Rican authors. Course is conducted in Spanish.
Prerequisite: SPN 13 or 17 or placement test.

*Not offered on a regular basis. Course descriptions available upon request.

TAXATION
Department of Business

TAX 11
Introduction to Taxation
Study of the current Federal, New York State and New York City income tax laws and regulations: concepts of taxable gross and net income, deductions and exemptions as applied to various classes of individual taxpayers. Preparation of individual income tax returns on government forms.
Prerequisites: BUS 11 and ACC 11 or permission of the department.
**TYPING**
Department of Secretarial Studies

**KEY 10**
2 rec 1 cr

*Keyboarding for Computers*
For non-secretarial majors
A keyboarding course for computers for non-secretarial majors. Students develop an alphabetic, number, and symbol touch keyboarding skill which primarily applies to keyboard inputting. Microcomputer terminals are used to reinforce each keyboarding operational function. Minimum speed standard is 20 words per minute.

**TYP 01**
3 rec 0 cr

*Refresher Typing*
Designed to develop typing techniques and skills. Extensive drill sessions to build speed and accuracy. Required for those students who have studied typewriting and who do not reach designated level on a typing placement examination.

**TYP 11**
5 rec 2 cr

*Typing I*
Development of basic skills in the use of the typewriter. Letter writing, tabulation problems and report writing. Speed of 35 words a minute.

**TYP 12**
4 rec 2 cr

*Typing II*
Development of speed and control. Advanced letter writing problems, letter production, manuscript writing and tabulation. Speed of 50 words per minute.

**TYP 13**
4 rec 2 cr

*Typing III*
Typing skill at the expert level according to office standards. Basic magnetic keyboard technology. Emphasis on the operation of electronic typewriting equipment and application of office projects. Development of high speed techniques. Speed of 60 words per minute.

**TYP 14**
3 rec 3 cr

*Electronic Keyboarding*
Magnetic keyboard technology and advanced operation of electronic keyboarding equipment. Emphasis on preparing high-level production work both in content and design for input into the system and ultimate retrieval.

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**WORD PROCESSING**
Department of Secretarial Studies

**WPR 11**
5 rec 3 cr

*Machine Transcription I*
Development of the ability to operate and transcribe simple dictated material from transcription machines in preparation for employment as a machine transcriber. Minimum level of performance is 14 words per minute on mailable copy.

Prerequisite: TYP 11; corequisites: TYP 12, ENG 11.

**WPR 12**
5 rec 3 cr

*Machine Transcription II*
Development of the ability to transcribe complex dictated material for extended time periods in preparation for employment as a correspondence secretary. Minimum level of performance is 20 words per minute on mailable copy.

Prerequisites: TYP 12, WPR 11 or SHO 12; corequisites: TYP 13.

**WPR 21**
3 rec 3 cr

*Word Processing Administration*
Administrative processes involved in the operation of a word processing center. Emphasis on understanding the work flow and multiple tasks required in a word processing center.

Prerequisites or corequisites: TYP 13, WPR 11 or SHO 12.

**WPR 22**
3 rec 3 cr

*Word Processing Office Simulation*
Application of the knowledge teamed in WPR 21 in a word processing center which simulates an actual business operation. Each student will perform a particular role and experience various positions, thereby learning the total operation of a word processing center and its function in business or professional organizations.

Prerequisites: WPR 21, WPR 11 or SHO 12; corequisites: TYP 14, WPR 12.
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BRONX COMMUNITY COLLEGE AND THE COMMUNITY

Bronx Community College is vitally concerned with its community. To foster greater cooperation and interaction with neighboring community agencies, the college enjoys the support and participation of several curricular advisory committees which include representatives of community and professional organizations, civil leaders, and sister educational institutions. The committees promote and encourage development of programs aimed at greater articulation of the mission of the College. Their activities have benefited students in many areas, including job placement, scholarship contributions and the support of recruitment efforts.

Bronx Community College, in expanding the traditional role of community relations, is one of the many promoters of community revitalization throughout the Bronx. The College works with such organizations as the Bronx Chamber of Commerce, Bronx Council on the Arts, Fordham Road Development Corporation, Fordham Road Merchants Association, South Bronx Overall Development Corporation, and Burnside Area Merchants Association to assist Bronx citizen groups in building stronger social institutions and improving services in the borough.

The College has sponsored conferences and seminars focusing on issues of concern to students, faculty and the community. With the cooperation of community business institutions, the college hosts economic development conferences which address practical approaches to enhancing the economic vitality of the Bronx.

In addition, seminars such as one on domestic violence co-sponsored by Bronx-Lebanon Hospital provide important information to community residents.

The college has taken a direct interest in the needs of its immediate neighborhood by founding and sponsoring the University Heights Development Corporation, a public non-profit corporation in partnership with community and college representatives. The corporation opened the Hall of Fame Towers, a residence for neighborhood senior citizens, adjacent to the college. Through the UHDC, Bronx Community College has created an effective model for positive intervention for other colleges and institutions to emulate.

Recognizing its commitment to the agencies serving the community, Bronx Community College has provided office space and services to the North Bronx Family Service Center, a church-sponsored agency, and Community Planning Board No. 5, sponsored by the City of New York. The college also maintains a close working relationship with political representatives in all levels of government to keep them aware of the needs and opinions of BCC, its students and its community.
CULTURAL PROGRAMS

A diversified program of cultural activities is sponsored by the college as a supplement to the educational programs of the college, as well as a service to residents of the community. Merging the efforts of the college, community, and professional artists, BCC endeavors to promote cultural activities that are artistically diversified and multifaceted.

The college's Lecturers Series include speakers in the fields of science, humanities, and the social sciences, and special seminars on contemporary subjects. These have included James Baldwin, James Earl Jones, Maya Angelou, Sidney Poitier, Felipe Luciano, Andrew Young, Rosalyn Yalow, Arthur Ashe, Ozzie Davis and Ruby Dee. Professional performing arts span orchestral and choral concerts, opera, ballet, modern or ethnic dance, jazz and folk music. Dramatic events are produced by both campus groups and professional theatre companies. Phyllis Hyman, Alvin Ailey Dance Company, Tito Puente, Ballet Hispanico, and the Dance Theatre of Harlem have all performed here recently for the pleasure of students and the community.

The college operates a small but elegant emporium co-sponsored by the Friends of Bronx Community Art Gallery.

The Bronx Community and College Choir includes BCC students and community residents. Under the direction of Professor John C. Hamell, the choir presents three major concerts a year at the college, and also performs in the greater metropolitan area.
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<td>HAVEMEYER ANNEX</td>
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<td>HAVEMEYER LABORATORY</td>
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<td>Health and Physical Education Dept.—Alumni Gym</td>
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<td>Health Services and Infirmary—Low Hall</td>
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<tr>
<td>History Dept.—Silver Hall</td>
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<td>LANGUAGE HALL</td>
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<td>Learning Center—Sage Hall</td>
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<td>Library and Learning Resources Dept.—Tech Two</td>
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<td>Mail Room—Community Hall</td>
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<td>Mathematics Dept.—Gould Hall of Technology</td>
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<td>Music and Art Dept.—Guggenheim Hall</td>
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<td>NEW HALL</td>
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<td>Personnel—South Hall</td>
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<td>Pool—Alumni Gym</td>
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<td>Power Plant</td>
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<td>Public Relations—Language Hall</td>
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<td>Purchasing—MacCracken Hall</td>
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<td>Receiving—Guggenheim Hall</td>
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<td>Security—Low Hall</td>
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<td>STEVENSON HALL</td>
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<td>Student Development Dept.—Low Hall</td>
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<td>TECHNOLOGY TWO</td>
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<td>VanCARPENTER HALL</td>
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<td>Veteran’s Affairs—Philosophy Hall</td>
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DIRECTIONS TO THE COLLEGE

- IRT Jerome-Woodlawn Avenue No. 4 train to Burnside Ave. or 183rd St.
- IND Sixth Ave. "D" train to 183rd St.
- No. 3 University Avenue bus to 181st St.
- No. 40 Tremont Ave. Crosstown or No. 36 180th St. Crosstown to University Ave.
- No. 12 Fordham Road Crosstown stops at University Ave. where it connects with the No. 3
Academic Calendar 1986–88*

FALL 1986 SEMESTER
Registration—Fall 1986  September 2–4
First day of classes—Fall 1986  September 6
Rosh Hashanah—no classes  October 4
Columbus Day—no classes  October 13
Election Day—no classes  November 4
Veterans Day—no classes  November 11
Thanksgiving Recess—no classes  November 27–29
Last day of classes  December 20
Final Examinations  December 22, 23
Winter Recess—no classes  December 24—January 2, 1987
Final examinations  January 3–7
Martin Luther King Day—no classes  January 19

SPRING 1987 SEMESTER
Registration—Spring 1987  February 2–4
First day of classes  February 9
Lincoln's Birthday—no classes  February 12
Washington's Birthday—no classes  February 16
Spring Recess—no classes  April 13–19
Memorial Day—no classes  May 25
Last day of classes  May 27
Final examinations  May 29–June 4
Commencement  June 12

SUMMER SESSION 1987
Registration  June 16
First day of classes—Summer 1987  June 22
Final examinations  July 31

*Subject to change.

Editor: Sharlene Hoberman