Bronx Community College of The City University of New York

Catalog 1988-90
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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 GOALS OF THE COLLEGE

Traditionally, it has been the mission of the community college to provide service in general education, liberal arts-transfer education, career education, continuing education, and counseling. In short, the community college prepares students for a life of independent and creative thinking, dignity, and community participation.

Bronx Community College is an urban community college whose primary mission is to provide students a foundation in general education, knowledge of man’s past and culture, and preparation for a variety of career options. The College recognizes its obligation to provide access without impediment to those who seek its services, to meet the particular needs of its ethnically and linguistically diverse student body, to provide quality programs and instructions, and to provide ample support services in order to create every opportunity for its students’ success.

Dedicated to the principle that all persons have the right to develop their full potential, the College provides the opportunity for continuing educational development to every person without regard to race, ethnic origin, religion, sex, handicap, or level of income. To this end, the College is committed to offer innovative and high quality programs so as to provide all persons seeking an education with the opportunity to develop their critical thinking, sense of community responsibility and cultural awareness. The College affirms the ideal of knowledge and self-realization and a commitment to life-long learning by providing: a sound general education for all students; University parallel transfer education in the liberal arts and sciences; career education in business, health sciences, the technologies, and public service occupations; continuing education for students of all ages; and a comprehensive counseling program.

The mission reflects the College’s desire to be responsive to the varying needs and learning styles of its students. Therefore, it provides support services and faculty guidance which assure that students will have a chance to succeed in college studies. Furthermore, the College encourages supportive relationships between individual faculty members and their students.

Another focus of the College’s mission is to be responsive to community needs. The College recognizes that it is an essential component of a total education system existing to serve the lifelong educational needs of the citizens of the Bronx and New York City. Moreover, the College accepts its responsibility to serve the social and economic needs of its community with special attention to the borough of the Bronx. It is committed to aiding the redevelopment of the borough and the development of skilled manpower for the metropolitan region. In addition to serving the needs of individuals within the region, the College assumes a responsibility to help meet the local requirements for trained manpower through cooperative effort with industry, business, professions, and government. This component requires that it provide continuing education programs, initiate and support community activities, conduct collaborative programs, and serve as a resource or center to help the community to define and/or meet its needs.
Goals
The College’s mission is reflected in the following goals:

- To provide high-quality education in career, liberal arts and transfer programs for students of diverse ethnic, academic, and socioeconomic backgrounds.
- To encourage maximum development of students’ intellectual and creative potentials.
- To develop competence of underprepared students in the basic skills.
- To prepare students in career programs to meet the standards and competencies required for employment in their fields.
- To stimulate students to understand and appreciate themselves and their environment in order to formulate lifelong personal goals.
- To promote academic excellence by clearly defining and reinforcing the College’s commitment to high standards of teaching and learning, including the use of new instructional techniques.
- To foster social and political awareness and involvement in the community through academic programs and extracurricular activities.
- To respond to the varied educational needs of the local community through a broad range of continuing education, career training, and community services programs.
- To develop new educational programs in response to the economic development needs in the community in collaboration with local business.
- To establish the College as a center for cultural, social and health-related activities for the enrichment of the college community and the Bronx.
- To develop skills upgrading and preparatory programs in collaboration with the New York City Board of Education to increase and accelerate college readiness among high school youths.
- To provide evidence, through a systematic process review, that the College’s mission and goals are being realized effectively.
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 Bronx High School of Science at Creston Avenue and 164th 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, a medical school, and an affiliated school of medicine.

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.
INTRODUCING BRONX COMMUNITY COLLEGE

ACCREDITATION
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, 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 the President.

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 the College 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 parentheses.

Associate in Applied Sciences Degree (A.A.S.)
Career Programs
- Accounting (5002)
- Advertising Art and Computer Graphics (5012)
- Audiovisual Technology (5008)
- 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) (5206-10)
- Ornamental Horticulture (5402)
- Paralegal Studies (5099)
- Performing Arts—Music (career or transfer) (5610)
- Pre-Pharmacy (transfer program) (5305)
- Programming and Systems (5102)
- Secretarial Studies (5005 and 5214)

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

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

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

The 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.

**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.

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

**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, which supports a variety of campus activities.

The Bookstore hours are:
- Mondays – 9 a.m. to 7 p.m.
- Tuesdays and Wednesdays – 9 a.m. to 6 p.m.
- Thursdays – 9 a.m. to 5 p.m.
- Fridays – 9 a.m. to 3 p.m.

During the first three weeks of each semester, the bookstore is open on Saturdays from 9 a.m. to 3 p.m. The hours are also extended on Mondays to Thursdays.

**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.

The cafeteria is open the following hours:
- Mondays–Thursdays – 8 a.m. to 6:30 p.m.
- Fridays – 8 a.m. to 3 p.m.
- Saturdays – 8:30 a.m. to 1 p.m.

**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.

**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 2 1/2 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.

**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 Colston Hall, Room 506, is open the following hours when classes are in session:
- Mondays–Thursdays – 5 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.

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

Office: Tech Two Basement

Chairman: Professor Morton Rosenstock
Professor: A. Peretz
Associate Professor: J. Skurdenis
Assistant Professors: D. Hadgis, O. Klymowyc
Lecturer: P. Schwartz

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.

Library and Learning Resources has two locations: Technology Two Building and Sage Hall.

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 Macrachen, Chancellor of New York University from 1891-1910, and was designed as part of the construction of an undergraduate college of that university.

Built in a sweeping semicircular Neo-Classical arcade 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 colonnade, which houses the bronze portrait busts of the honorees. Designed by the celebrated architect Stanford White and financed by a gift from Mrs. Henry J. Sheppard (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.

### BRONX COMMUNITY COLLEGE FOUNDATION

The Bronx Community College Foundation has been established to ensure the College's continued ability to provide innovative academic and career programs while preparing its students for a technologically competitive economy.

The Foundation supports scholarships, faculty research, program development, community education, cultural projects and some programs for the Hall of Fame for Great Americans.

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  - Bronx Community College
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

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.
Colleges to Admission 14

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 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 15).

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 required under contractual agreements.

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 $35, 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 the Admissions Office 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 speech, typing and/or a foreign language, depending on their choice of curriculum. Separate tests are administered in chemistry (Toledo Examination), engineering science, and electrical technology (Spatial Relations Test).

*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.

ADVANCED STANDING ADMISSION
An applicant 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.
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. For more information, contact the College's Health Services Office in Loew Hall.

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

Tuition is charged each semester and must be paid in full at the time 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.

All applications for financial aid grants or loans needed to cover the cost of tuition and fees must be completed in advance of registration. All grants and loans must be available to be used during registration.

Where tuition charges are reduced by place of residence, legal proof of such is required to establish eligibility. All students who are not residents of New York City but who are residents of New York State are required to file a Certificate of Residence form with the Bursar's Office prior to registration. Certificates of Residence are valid for one year from the date of issue and must be renewed each year. The blank forms may be obtained from the Admissions Office, Bursar's Office or from the Office of the Chief Fiscal Officer of the county in which you reside. The form must be completed, signed, notarized and taken to the Chief Fiscal Officer of the county in which you reside. If you qualify, a Certificate of Residence will be issued to you by the county. This form must be submitted to the Bursar's Office two weeks prior to registration.

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 each tuition deferral.

Student Activity 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).
   $50/Sem.

2. Students registering for a part-time program—fewer than 12 credits (includes registration, library, laboratory, audio laboratory, breakage, student activities and graduation fees).
   $25/Sem.

Note: These fees are not refundable. Payments must be made by money order or personal check, made payable to Bronx Community College. A separate check is required for student activity fee. Enrollment is not complete until all fees are paid.

Special Fees

(For all students—matriculated and nonmatriculated.)

1. Application for admission (payable at registration time if not paid before).
   $25

2. Transcript (no charge for transcripts sent to colleges of The City University of New York).
   $4

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 (adding a course or changing from one section to another; the fee is charged for each change).
   $10

6. Duplicate ID card fee
   $5

7. Duplicate Registration Receipt
   $1

8. Duplicate Bursar's Receipt
   $5

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</td>
<td>New York resident (fewer than 12 credit weight)</td>
</tr>
<tr>
<td></td>
<td>New York City resident</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>New York State resident without a Certificate of Residence</td>
<td>New York State Resident, including International Student</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></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>ACC 11</th>
<th>ENG 01</th>
<th>ENG 16</th>
<th>MUS 21</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<td></td>
<td>ENG 15</td>
<td>MTH 32</td>
<td></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 Association Fees (where applicable) will be made in the event that: (1) courses are cancelled by the College; (2) a student's registration is cancelled by the College.

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

**Military Refunds**

Special Military Refund regulations apply to students who enlist or are called to serve in the military services of the United States, as well as those who served with VISTA or the Peace Corps.

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:

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal before completion of the</td>
<td>100%</td>
</tr>
<tr>
<td>fourth week of the semester</td>
<td></td>
</tr>
<tr>
<td>Withdrawal after this date</td>
<td>50%</td>
</tr>
</tbody>
</table>

### SCHEDULE OF TUITION REFUNDS

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Other Than Summer Session</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal from class before the scheduled date</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 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>12</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 ensure 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 $2625 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.

At the time of application and again at the exit interview, students are given explicit information concerning their rights and obligations under the guaranteed Student Loan Program.

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 grants 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. Scholaric accomplishment has no bearing on eligibility. 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 in the program in which enrolled. The student must not owe any repayments of PELL Grants or other awards paid, or be in default on payment of any student loan. Before receiving payment, the student must sign an affidavit, available from the Financial Aid Office, that all money received will be used for the costs of attendance at Bronx Community College.

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 Allocation 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.

### Perkins Loan Program

(Formerly 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 $2,000 per year or a total of more than $4,500 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 the applicant may work under this program are: financial need, class schedule, academic progress, and health status. Salary is dependent on the nature of the job and 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 planned for the next academic period.

Social Security recipients must have their attendance certified by the Registrar's Office in Colston 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. continue 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 18 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 Loew 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 $120 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 Associate 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, NDST 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.

Bronx Community College Scholarships

The Bronx Community College Foundation and the Bronx Community College Scholarship Fund make awards to select groups of students. The Fund provides scholarships to freshmen who do not need remediation. These awards are renewable for three more semesters depending on academic performance and availability of funds. The Bronx Community College Foundation makes awards to foreign students, older returning students and handicapped students. Information concerning these awards is available in the Financial Aid Office.

Financial Aid programs 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
Acting Associate Dean: Dr. Alice P. Fuller

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

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

REGISTRAR'S OFFICE
Registrar: Mr. Harvey Erdsneker
Associate Registrars: Mr. A. Glasser, 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 or her picture and student number on it and 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. The Registration Guide and Schedule of Classes is made 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 period.

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

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

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 index 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 matriculant.

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, re-processing fees, library fines). They are not charged any other regular fees. The $25 fee is considered a non-instructional 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>0-11(\frac{1}{2})</td>
<td>No Classification 1.67</td>
<td>No Classification 1.00</td>
</tr>
<tr>
<td>12-23(\frac{1}{2})</td>
<td>1.78</td>
<td>1.54</td>
</tr>
<tr>
<td>24-37(\frac{1}{2})</td>
<td>1.88</td>
<td>1.78</td>
</tr>
<tr>
<td>38-51(\frac{1}{2})</td>
<td>1.95</td>
<td>1.88</td>
</tr>
<tr>
<td>52-63(\frac{1}{2})</td>
<td>2.00</td>
<td>1.95</td>
</tr>
<tr>
<td>64-73(\frac{1}{2})</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>74 or greater</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 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.

The student who attempts from 1 to 5 degree credits accumulates 1/4 of an FTEY. If it is 6 to 8, 1/4 of an FTEY is accumulated; and so on. No more than 1/4 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 per semester</th>
<th>Fractional Full-Time Equivalent Year (FTEY) used</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>1/4 (.125)</td>
</tr>
<tr>
<td>6-8</td>
<td>1/2 (.250)</td>
</tr>
<tr>
<td>9-11</td>
<td>3/4 (.375)</td>
</tr>
<tr>
<td>12 or more</td>
<td>1 (.500)</td>
</tr>
</tbody>
</table>

The student who attempts from 1 to 5 degree credits accumulates 1/4 of an FTEY. If it is 6 to 8, 1/4 of an FTEY is accumulated; and so on. No more than 1/4 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>1</td>
</tr>
<tr>
<td>Second semester</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Third semester</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>Fourth semester</td>
<td>14</td>
<td>11</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.

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.

In this illustration, the student has attempted 33 degree credits which comes to 1 1/2 FTEYs. Of the 33, 21 have been completed. The Rate of Progress Table shows that for 1 1/2 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.)
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.

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 year 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.

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.

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.
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>Equivalent</th>
<th>Achievement</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Excellent, superior</td>
<td>4</td>
</tr>
<tr>
<td>B+</td>
<td>85-89</td>
<td>Above Average</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>80-84</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C+</td>
<td>75-79</td>
<td>Satisfactory</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>70-74</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D+</td>
<td>65-69</td>
<td>Passing, but below average</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>60-64</td>
<td>Just passing</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>Failing (also assigned to a student who is absent from a final examination and has done failing work in course)</td>
<td>0</td>
</tr>
<tr>
<td>R*</td>
<td></td>
<td>Repeat, not counted</td>
<td></td>
</tr>
</tbody>
</table>

*Applicable only to certain non-credit remedial courses.

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

Other Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUD</td>
<td>Audit (registration only by special permission of the Registrar and Department Chairperson).</td>
</tr>
<tr>
<td>Z</td>
<td>Administrative grade assigned temporarily when an instructor has been delayed in submitting the final grade. (Missing grade.)</td>
</tr>
</tbody>
</table>

Withdrawal Procedure
Students wishing to withdraw from any course in which they are registered may do so at any time prior to the 10th week of class.

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.

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.

Retention Rate
The retention rate at BCC ranges from 79 percent to 84 percent since Fall, 1984.
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.

Graduation Rate

Graduation rates at BCC compare favorably with those of other CUNY community colleges. While most students require more than two years to complete an associate degree, studies have shown that approximately 16 percent of entering students may require up to eight years. An important factor to consider is the number of students who attend part time and therefore require additional semesters to complete their studies.

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 or 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 two-year college National Honor Society for science and technology students. Each year, the honor societies initiate students who have met their requirements and qualify for membership.

BCC Foundation Scholarships

The BCC Foundation awards scholarships in three categories: Foreign Students (F-1 visa holders), Returning Older Adults (50+) and Handicapped Students. In 1988, four $500 scholarships were awarded in each category.

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:

- Morris Meister 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 Meister 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.
- Wayne D. Cooper Memorial Award—In memory of Wayne D. Cooper, a former student, whose legacy of love and concern for others will serve to inspire academic and social progress.
- 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.
- 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 student government and/or in a chartered student organization.
GUIDELINE FOR EXCESSIVE ABSENCE

<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>2 hours of absence</td>
<td>5 hours of absence</td>
</tr>
<tr>
<td>3</td>
<td>3 hours of absence</td>
<td>7 hours of absence</td>
</tr>
<tr>
<td>4</td>
<td>4 hours of absence</td>
<td>9 hours of absence</td>
</tr>
<tr>
<td>5</td>
<td>5 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 advice 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.

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

- 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 [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 disciplinary 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 effectuated pending a hearing within seven (7) school days.

If the charges are of sufficient nature and have not been settled at the pre-disciplinary 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 Bylaws 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 which 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 grounds of the University/college.
Penalties

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

2. Any tenured or nontenured faculty member, or tenured or nontenured member of the administrative or custodial staff, engaging in any manner in conduct prohibited under substantive Rules 1–8 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of the Board of 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 wrongful 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).

RECOMMENDATIONS 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 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 State 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 educational 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.
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 Services
The Office of Career Services provides students with a wide range of services related to understanding the career choice process, finding full-time and part-time jobs, and developing work experience prior to graduation through either College Work Study or Cooperative Education.

Career Counseling provides resources to help students make better career decisions. The Career and Transfer Library in Loew Hall, Room 312, contains current career information, college catalogs, and a computerized career guidance system called SIGI designed to help students make career decisions. Career interest inventories are also available to help students understand their interest patterns and provide a starting point for students who wish to research specific career areas.

Group Meetings and Career Workshops with employers are also held on a regular basis and give students the opportunity to talk with employers to gain career information and to understand the hiring practices in various companies and agencies. In April each year, the Office of Career Services sponsors Career Day which is a collegewide event which attracts 60 to 70 employers to the campus to talk with students and to give information about career opportunities and hiring requirements.

The Placement Office in Loew Hall, Room 328, is where current students can help pay expenses. Employers call the school with job openings and these opportunities are made available to students on a walk-in basis. As students approach graduation, they can participate in the On-campus Recruiting Program which brings company representatives to the campus each semester to interview and hire graduating students. Companies such as AT&T, Bell Laboratories, Eastman Kodak, and IBM come to the campus to recruit every year along with many other companies and public agencies.

Job Placement Information
Bronx Community College students are career oriented and generally do well in the job market, both while they are in school and after graduation. The College is aware of the need of many students to work while they are studying as well as the fact that many come to BCC to upgrade their skills for job advancement. BCC allocates substantial staff and resources to assist students to enter the workforce successfully with effective Cooperative Education and placement programs.

Cooperative Education: Approximately 120 students a year participate in cooperative work experience in five curricula—accounting, data processing, marketing/management, paralegal studies and secretarial studies. Students are placed in full-time and part-time jobs related to their curriculum and attend bi-weekly seminars to integrate their on-the-job experiences with their academic discipline.

Placement: More than 60 companies and public agencies visit the campus every year to recruit BCC graduates. About half of BCC graduates work full time after graduation, while the other half go on to senior colleges. In addition to on-campus recruitment, the Placement Office sends 50 to 100 students a month on part-time and full-time job referrals. Data for 1986 and 1987 graduates indicates that 15 to 20 percent of our graduates obtain jobs through the BCC Placement Office while 30 to 40 percent obtain jobs through personal contact. The remainder find jobs through ads in agencies or by applying for civil service positions. About 10 percent of the graduates who did not continue their education report that they are still seeking employment three to six months after graduation.

With respect to salaries of graduates, 12 percent earn more than $25,000 a year; 15 percent earn between $20,000 and $25,000 a year; 33 percent earn between $15,000 and $20,000 a year; 25 percent earn $10,000 to $15,000; and 15 percent report earning less than $10,000.

In addition to placing students in jobs, the Placement Office runs on-going workshops on resume-writing, interviewing skills and job search strategies to provide students with the necessary skills to be successful in the job market.

Cooperative Education
This work-study program allows students to work in their fields prior to graduation. Cooperative work experience courses are required in accounting (A.A.S.), data processing, marketing/management, paralegal studies, and secretarial studies and may be taken for elective credit in other curricula.
College Work Study
This financial aid program allows students to earn money by working on or off campus. Students who wish to apply for CWS must fill out the CSAF financial aid application.

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).

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.

Health Services
The Health Service Office provides emergency first aid and counseling in any health-related matter. Any information which is given to the Office of Health Services is always confidential.

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 service, 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. Joanettia 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 the City University SEEK program 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.

OMBDSPERSON
College Ombudsperson: Dr. J. Juechter
Loew Hall 307

After consulting the normal channels without receiving 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 Loew Hall, Room 119, 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, and 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 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
- Cambodian Club
- Ceramics and Crafts Club
- Chess Club
- Chinese Club
- Christian Fellowship
- Computer Club
- 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 (student 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. John Whelan

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, power lifting, football, swimming, karate, tennis and table tennis 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.
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.

**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.

**Business and Professional Development Institute (BPDI)** (Mr. Claude Grant, Director)—provides training and consultant services to businesses and corporations, as well as seminars and courses for individuals to upgrade business and interpersonal skills. BPDI contracts directly with individual companies and, in some cases can arrange government funding to cover the costs involved.

**CUNY Free GED Program** (Ms. Barbara Stroud, 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. Olga Valentin, 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.

**Community District 10 Preparatory School** (Dr. Barbara Gains-Spiegel, 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.

**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.

**Educational Opportunity Center** (Dr. George Sanchez, Director)—the EOC serves the adult community as a self-contained "branch campus," offering educational opportunities leading to employment or continued education. Offerings include ESL, Home Health Aide, Emergency Medical Technician, computer, office skills training programs and others.
Home Health Attendant Program (Mr. Martin Frey, Project Director)—a classroom training program to prepare adults in home-based health and personal care.

Job TAP Center #6 (Mr. Modi Essoka, 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)—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. Clients are then placed on unsubsidized employment.

National Youth Sports Program (Mr. Greg Perry, Director)—a free summer day camp on campus offering sports skills, swimming, dance and martial arts for neighborhood youngsters.

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.

Small Business Skills Training for Minorities (Dr. Miguel Mendonez, Director)—upgrading skills in business management, marketing and finance for 120 retailers who are members of merchants associations.

Training for Women Entrepreneurs (Dr. J. Juechter, Director)—to train women entrepreneurs in all aspects of business practices.

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.

Career Opportunity Program (COP)
Coordinator: Dr. Allan Wolk
This program is for adult ex-offenders to enter college and make the transition to civilian life.

Community of Disciplined Learners
Coordinator: Prof. Alfred Cosentino
The Community of Disciplined Learners is a learning community program coordinated and supervised by the Communication Arts and Sciences Department.

Selected students take courses together within a block framework. They receive additional support from selected faculty and tutorial programs, as well as enriched educational experiences at theaters, museums, television studios and computer centers.

Cooperative Work Experience
Coordinator: Dr. William Kleiber
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 placed in part-time jobs for one semester for 210 hours. Students registered for CWE 33 (four credits) are placed in full-time jobs for one semester for 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.
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.

MINORITY BIOMEDICAL RESEARCH SUPPORT PROGRAM (MBRS)
Project Director: Dr. Richard Heller

With a grant from the National Institutes of Health, BCC students participate in four research projects and prepare papers to deliver at national symposia.

MINORITY HONORS PROGRAM IN ENERGY RELATED CURRICULA
Project Director: Dean Evelyn Kish

This scholarship program, funded by the Office of Minority Economic Impact of the U.S. Department of Energy, is to encourage participation of members of minority groups in the fields of Computer Programming, Computer Science, Electrical Technology, Engineering Science and Nuclear Medical Technology. Awards cover tuition, books, laboratory fees and tools.

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

The Paris/CUNY Exchange Program offers CUNY students the opportunity to study at the University of Paris for one or two semesters. Participating students will register at their home colleges for a minimum of 12 credits per semester before departing for France. When they return, the credits earned there will, after being evaluated by the appropriate department of the home college, be applied toward their degrees. Students of all departments may apply. A minimal proficiency in French and a B average in the major are required.

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 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.

STUDENT SUPPORT SERVICES
Director: Mr. James Stitt

This program provides tutoring, reading and study skills workshops and social services counseling to 800 college students.

YOUTH CAREER PROGRAMS
Coordinator: Dr. Allan Wolk

This program helps youthful offenders under 21 enter college and secure a degree with supportive social and educational services funded by the New York State Division for Youth.

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

Chairman: Professor Francis C. Costello
Associate Professors: H. Batte, M. Fein, F. Ford, H. Fuld, J. Hayde, H. Hemo, V. Kissel, E. Levitan,
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
Michael Chenoue, Ph.D., Coordinator, MT Program, York College
Bernice Garcia, B.S., Examiner, New York City Department of Health
Calvin Hatcher, M.S., Administrator of Ancillary Services, Columbia Presbyterian Medical Center
John K. Li, M.D., Director of Laboratories North Central Bronx Hospital
Trevor McClean, Ph.D., Associate Chief Microbiologist, Lincoln Medical Center
Clinical Associates

Mark H. Adelman, B.S.
Assistant Supervisor, Clinical Laboratory
Beth Abraham Hospital

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

Emile Francois, B.S.
Hematology Supervisor
North Central Bronx Hospital

Ronald Gordon, Ph.D.
Department of Pathology
Mount Sinai Hospital

Hope Hutton, B.A.
Supervisor of Hematology
Lincoln Center

Yvonne Lue, Ph.D.
Director of Microbiology
Lincoln Hospital

Martin Marcus, M.S.
Chief Chemist
Lincoln Medical Center

Abraham N. Neufeld, B.S.
Technologist, Beth Abraham Hospital

Mohammed Riaz, M.Sc.
Supervisor of Clinical Laboratories
Beth Abraham Hospital

Edward M. Rudnick, B.S.
Clinical Laboratory Supervisor
Beth Abraham Hospital

Neville Trowers, M.S.
Microbiology Supervisor
North Central Bronx Hospital

Daisy Wittingham, B.S.
Associate Supervisor of Hematology
Columbia Presbyterian Medical Center

BUSINESS

Office: Tech Two, Room G-20

Chairman: Associate Professor Francis Terrell
Professors: J. Gorham, A. Hirshfield, W. Hynes, M. O'Riordan, M. Shopkow
Associate Professor: H. Weiman
Assistant Professors: H. Andima, J. Morales,
J. Suarez, L. Suarez, M. Walwyn
Instructor: E. Gaudio
Lecturers: I. Ghafoor

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)

Accounting Advisory Committee

Samad Adams, Accounting, New York State Division of Housing
Mary Centeno, Partner, Mitchell/Titus & Company
Angie Cercone, CPA, Arthur Young Anderson
Gerald Gattegno, CPA, Deloite Haskins & Sells
Marcus Hilton, CPA
Edwin A. Lewis, Vice President & Treasurer, Hearst Corporation
Arlene Lurie, CPA, New York City Human Resources
John Morales, CPA, Assistant Professor, Bronx Community College
Clarence Perkins, CPA
Hal Ramsay, CPA
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Phillip Tucker, CPA
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Larry Carbone, Systems Manager, Mobil Oil Corp.
Thomas Cunneen, Manager, Sorbus
Martin Diesendurff, Systems Officer, TIAA
Irish Frawley, Director, Computer Services, Peat Marwick
Ron Haggett, Manager, Computer Operations, Interpublic Group
Parker Hodges, Managing Education, Datamation
James Hughes, Program Manager, Medgar Evers College
Norman Hunter, Director, Processing, Doyle Dane
Robert Juliano, Manager, Corporation Data Center
Jemi Lappas, Vice President, Information System, Macmillan
John F. Maher, Vice President, Dollar Dry Dock Savings Bank
Eugene Martin, Manager, Data Processing, Ogden National
Daniel McCracken, Professor, The City College
Glen Moller, Staff Specialist, Nynex
Allen Morton, Director, Academic Planning, IBM Educational System
Baturi Nagaya, Data Processing Lab Supervisor, Bronx Community College Microlab
Anthony Pizzolanti, Vice President, Information System, Macmillan
Clifford Salomon, Student, Bronx Community College Microlab
Dennis Smith, Vice President, Information System, Loews Corporation
Robert Trenchard, Director, Corporation Information System, Sony

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Albert Henry, Vice President, Urban Affairs, Alexander's Department Stores
Robert Hutchinson, Vice President and Director of Consumer Marketing, Manufacturers Hanover Trust Company
Miriam Keller, Assistant Manager, General Foods Corporation
Eugene Lothery, Station Manager, WCBS-TV
Thomas Michels, Sales Manager, Lipton & Lawry's (Unilever)
Henrietta Milstein, Vice President, General Merchandising Marketing, Burlington Coat Factory
Carol R. Riggs, Senior Editor, Dun & Bradstreet
Denise Schanck, District Manager, McGraw-Hill, Inc.

Paralegal Advisory Committee
Claude Brown, Author/Lecturer
W. Haywood Burns, Dean CUNY Law School at Queens
Justice John Carro, Supreme Court, Appellate Division, State of New York
Dr. Kenneth B. Clark, Regent Emeritus, New York State Board of Regents
Julius L. Chambers, Director-Counsel, NAACP Legal Defense Fund
Tom David, Director of Litigation Support Services, Kelley, Drey & Warren
Michael Durso, Senior Vice President, Dollar Dry Dock Savings Bank
Hon. Fernando Ferrer, President, Borough of The Bronx
David Goldfarb, Esq., Director of Training and Planning, Civil Division, Legal Aid Society
Diane Humphrey, Vice President, Litigation Support/Operations, American Legal System
Wilhelm Joseph, President, National Conference of Black Lawyers
Hon. Mary Johnson Lowe, Federal District Court Judge
Justice Joseph Mazur, Supreme Court, State of New York
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
Prof. Eleanor Holmes Norton, Georgetown University Law Center, Former Chair, Economic Employment Opportunity Commission
John Patterson, Jr., President, South Bronx Overall Economic Development Corp.
Michael Solomon, Deputy Legal Counsel, CUNY, Vice Chancellor
Anthony Suarez, President, Puerto Rican Bar Association
Judge Anne E. Targum, Civil Court, City of New York
Francis Terrell, Esq., Chairman, Bronx Community College Department of Business
Walker Thompson, Director, Bronx Legal Services
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
Stanley H. Fuld, Former Chief Judge, New York State Court of Appeals
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
Real Estate Advisory Committee
Michael Berman, Esq., Real Estate Manager & Syndicator
James P. Cullen, Esq., Partner, DeForest and Duer
Walter D'ull, Esq., Real Estate Attorney
Michael Durso, Senior Vice President, Dollar Dry Dock Savings Bank
Carl Field, Jr., Vice President, Chase Manhattan Bank N.A.
John H. Motley, Esq., Senior Vice President and General Counsel, Chemical Bank, Real Estate
Milton Pachter, Esq., General Counsel, Port Authority of NY-NJ; Adjunct Professor of Real Estate Law, New York University
Charles E. Padgett, Esq., Deputy Regional Administrator, Securities and Exchange Commissions; Adjunct Professor of Real Estate Law, New York University
William Tauber, Esq., President and General Counsel, Commonwealth Abstract Title Company
Francis D. Terrell, Chairman, Department of Business, Bronx Community College
Edward Winkler, Esq., Vice President and Deputy General Counsel, Chemical Bank, Real Estate Division
Stanley Yaker, Esq., Real Estate Attorney

Chemistry and Chemical Technology
Office: Nichols, Room 117
Chairman: Professor Joseph G. Riley
Professors: J. Buckley, R. Clarke, J. Fahey, R. Leinaeng, E. Passer, M. Pulver, H. Stein, I. Zimmerman
Associate Professor: D. Gracian
Assistant Professor: R. Miller
Courses offered: Chemistry (CHM)

Communication Arts and Sciences
Office: Colston Hall, Room 701
Chairman: Professor Jo-Ann C. Graham
Professors: W. Duncan, N. Gilroy, R. King, I. Ronson
Associate Professors: D. Canty, A. Cosentino, L. Powell, M. Stergianopoulos
Assistant Professors: M. Diehl, G. Greenfield
Approximately 5 adjuncts per semester.
Courses offered: Communication (CMS and CMT)

Audiovisual Technology Advisory Committee
Hank Reck, Exxon Corporation
Don Haws, J. C. Penney Co., Inc.
Robert Linn, Metropolitan Life Insurance Company

Engineering Technologies
Office: Gould Tech, Room 118
Chairman: Professor Herbert Tyson, P.E.
Professors: N. McLaughlin, O. Rodzianko
Associate Professor: S. Ritterman
Lecturer: C. Yang
Courses offered: Electrical Technology (ELC), Mechanical Technology (MEC)

Industrial Advisory Committee
Carl Bell, Deputy Program Manager
Loral Electronic Systems, Inc.
Richard Gazard,* Account Manager
Unisys Supplies, Division Unisys Corporation
Karl O. Sommer, P.E., Design Services Manager
Design Engineering Department
 Consolidated Edison Co. of New York, Inc.
Andres Valencia,* Supervisor of Environmental Control Technicians, City of New York Department of Environmental Protection

*Bronx Community College Electrical Technology Alumnus
The Curricula

ENGLISH
Office: Colston Hall, Room 601
Chairman: Professor Irwin Berger
Associate Professors: M. Matthew, E. Schor
Approximately 20 adjuncts per semester.
Courses offered: English (ENG)

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

HISTORY
Office: Colston Hall, Room 301
Chairman: Professor Samuel D. Ehrenpreis
Associate Professor: W. Sokolsky
Assistant Professors: G. Diao, S. Miranda
Lecturers: J. Gutwirth
Courses offered: Geography (GEO), History (HIS)

MATHEMATICS
Office: Gould Tech, Room 315
Chairman: Professor Erwin Just
Associate Professors: L. Alpert, G. Bhalla, T. Finnegan, S. Forman, S. Friedlander, H. Frisz, J. Furst
Assistant Professors: M. Bates, M. Bennett, K. Fogarty, M. Glass, G. Glier, P. Klarreich, J. O'Sullivan, J. Rothschild, B. Stein
Instructor: J. Trent
Lecturers: S. Greenspan, R. Miller
Approximately 20 adjuncts per semester.
Courses offered: Computer Programming (CSI), Mathematics (MTH)

MODERN LANGUAGES
Office: Colston Hall, Room 201
Chairman: Professor Donald McCulloch
Professor: H. Winterfeldt
Associate Professors: P. Lalli, A. Pomerantz
Assistant Professors: F. DeLuca, L. Gorycki, R. Gourin, L. Pinto, F. Stabile, S. Wilkofsky
Lecturers: A. Resto, I. Taylor
Courses offered: French (FRN), German (GER), Italian (ITL), Language (LAN), Spanish (SPN)

MUSIC AND ART
Office: Guggenheim, Room 206
Chairman: Professor Valerie Capers
Professors: R. Bass, L. Simon
Associate Professors: J. Hamell, P. Schira
Assistant Professors: N. Canton, 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
Chairperson: Professor Marilyn Glacy-Walsh
Professors: A. Fuller, W. Huang, A. Jackson, V. Katz, C. Lofstedt
Associate Professors: D. Darby, J. Patterson
Assistant Professors: L. Augustus, P. Baskett, V. Foster, D. Frank, A. Sclafani, A. Smith, C. Tarpey, J. Tarsney, M. Yuen
Lecturer: D. Gray
Courses offered: Nursing (NUR), Nutrition (NTR), Pharmacology (PHM)

Nursing Advisory Committee
Ms. Mary Bergin, R.N., Consultant, Doctors Hospital
Prof. Marilyn Glacy-Walsh, 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
Ms. Edith Rubino, R.N.
Prof. Dorothy Darby, R.N., Department of Nursing, Bronx Community College
PHYSICS
Office: Gould Tech, Room 222

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
Zev Chayes, M.D., V.A. Hospital, Bronx
Ira Novich, M.D., Chief, Nuclear Medicine
New Rochelle Hospital Medical Center
K. Patel, M.D., Chief, Nuclear Medicine Division
Bronx-Lebanon Hospital Medical Center
Louis Perez, M.D., Chief of Radiology
Lawrence Hospital, Bronxville

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. Academic Affairs
Dr. Jack Prince, Physics

SECRETARIAL STUDIES
Office: Tech Two, Room 323

Chairperson: Professor Doris Bluth
Professors: B. Ettinger, R. Quinn, K. Takei
Associate Professor: M. Wise
Assistant Professor: D. LaBlanc
Lecturer: M. Kassab
Courses offered: Orientation (ORI), Secretarial Studies (COM, SEC), Shorthand (SHO), Typing (KEY, TYP), Word Processing (WPR)

SOCIAL SCIENCES
Office: Colston Hall, Room 312

Chairman: Assistant Professor Howard Harris
Professors: M. Chang, A. Galub, L. Kovar, H. Robbins, A. Wolk
Associate Professors: K. Berger, C. Daley, P. Morrill, E. Rolnick
Assistant Professor: R. Strieby
Lecturer: T. Krainovich
Approximately 10 adjuncts per semester.
Courses offered: Economics (ECO), Human Services (HSC), Philosophy (PHL), Political Science (POL), Psychology (PSY), Religion, Sociology (SOC)

SPECIAL EDUCATIONAL SERVICES
Office: Colston Hall, Room 401

Chairman: Professor Jacqueline Stuchin-Paprin
Professors: D. Davidson, J. Rempson, H. Shenkman
Associate Professor: H. Irby
Assistant Professors: P. Lanier, S. O'Neill, H. Richardson
Lecturers: E. Caliandro, I. Dutra, 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 Dom, 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
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 Varable, 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.
ADVERTISING ART AND COMPUTER GRAPHICS CURRICULUM

Curriculum Coordinator: Prof. P. Schira

This curriculum teaches the basic skills required to work in the field of commercial art. Commercial art, or art used to sell a product, requires specialized instruction and practice in these skills. The program combines traditional foundation courses in art, such as design and drawing, with the new computer technology.

Advertising Art and Computer Graphics Curriculum

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

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
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<tr>
<td>CMS 11</td>
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<tr>
<td>HIS 10</td>
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</tr>
<tr>
<td>ART 11 or ART 12</td>
<td>3</td>
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<tr>
<td>MTH 12 or MTH 21*</td>
<td>3</td>
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</tbody>
</table>

Total: 16

Required Areas of Study

- Choose from ENG 14, 15, or 16 3
- Social Science or History** 3
- Humanities electives† 6
- HLT 91 or Critical Health Issues or PEA Physical Education activity course 1-2

Total: 17-18

Specialization Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
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<td>MKT 43</td>
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<tr>
<td>KEY 10</td>
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<tr>
<td>ART 15</td>
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<td>ART 21</td>
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<td>ART 22</td>
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<td>ART 84</td>
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<tr>
<td>CMT 11</td>
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</tbody>
</table>

Total: 30

* MTH 21 for those students who wish to transfer to a senior college.
** To be chosen from Economics, Philosophy, Political Science, Psychology, Sociology or History.
† To be chosen from Communication, English, History, Modern Languages, Music or Social Sciences.
†† To be chosen from any lab science (Astronomy, Biology, Chemistry or Physics).
§ART 52 or 61 may be substituted whenever available.

AUDIOVIZUAL TECHNOLOGY

Curriculum Coordinator: Prof. D. Canty

This curriculum covers a vital part of the entertainment business, far more than just the fields of broadcasting and movie production. In fact, most of the activity—and job opportunity—centers around the use of media by major corporations, government agencies, educational institutions and hospitals to train and communicate to personnel, and to publicize products and services. This field, often called, “corporate media,” is the primary focus of the media technology program.

The program is oriented to teach the skills most required for “corporate media.” Students learn audio recording, color television studio production, field video production, video editing and post-production, field television production, digital graphics, audiovisual photography and AV equipment operation and maintenance. Emphasis is also on oral and written communications which is vital to people working in the communications industry.

In the last semester of study, students have the opportunity to work in the industry itself through a supervised internship program.

Audiovisual Technology (AVT) Curriculum

Media Technology Option

65 Credits required for A.A.S. Degree

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
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<tr>
<td>ENG 15</td>
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<td>BUS 10</td>
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<td>ART 10</td>
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<td>MUS 10</td>
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Total: 21

Specialization Requirements

<table>
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</thead>
<tbody>
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<td>ART 71</td>
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<td>ART 81</td>
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<td>CMT 31</td>
<td>3</td>
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<tr>
<td>CMT 33</td>
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</tr>
</tbody>
</table>

Total: 38

Free Electives

To complete the required 65 credits.

Note: Please see the curriculum coordinator for recent changes in course requirements.
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

Core Requirements
- ACS 11: Engine ........................................ 6
- ACS 12: Brakes ........................................ 3
- ACS 13: Fuel Systems ................................ 3
- ACS 14: Manual Transmission .................. 3

Total 15

Specialization Requirements for Mechanic Option
- ACS 21: Front Ends .................................... 4
- ACS 22: Automotive Transmission ............... 4
- ACS 23: Heating & Air Conditioning .......... 4
- ACS 24: Electrical Systems ....................... 3

Total 15

Specialization Requirements for Collision Repair Option
- ACS 31: Towing & Shop Safety .................. 3
- ACS 32: Chassis & Components ................ 4
- ACS 33: Metal Work .................................. 4
- ACS 34: Painting ....................................... 4

Total 15

BUSINESS
Curriculum Coordinator: Prof. M. Shopkow

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 a senior college of the City University; or to CS13 to another appropriate institution.

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.

Business Career—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.

Business Career Curriculum
Accounting Option
65-66 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
- Humanities—Choose from Art, Communication, English, Music, Modern Languages, History or Social Sciences ....... 6
- ECO 11 or 12—Micro or Macro Economics .... 3
- MUS 10 or ART 10—Music Survey or Art Survey* .... 1
- Science—BIO 18, AST 18 or CHM 13* .......... 3-4
- Physical Education (two activity courses) ....... 2

Total 15-16

Specialization Requirements
- ACC 11: Fundamental Accounting I ......... 4
- BUS 11: Business Mathematics ............... 3
- MKT 11: Marketing .................................. 3
- ACC 12: Fundamental Accounting II .......... 4
- DAT 30: Introduction to Systems ............... 3
- LAW 41: Business Law ................................ 3
- CWE 33: Cooperative Work Experience ....... 4
- ACC 13: Intermediate Accounting III ......... 4
- BUS 51: Business Organization & Management .... 3
- FIN 31: Principles of Finance ................. 3
- ACC 14: Cost Accounting ......................... 4

Total 38

*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 10, PHY 11 or AST 11 or 12 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.
Business Career—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.

Business Career Curriculum
Marketing Management and Sales Option
65-66 Credits required for A.A.S. Degree

Core Requirements
- ENG 11 Fundamental Communication 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
- Humanities — Choose from Art, Communication, English, History, Modern Languages, Music or Social Sciences 6
- ECO 11 or 12 — Micro or Macro Economics 3
- ART 10 or MUS 10 — Art Survey or Music Survey* 1
- Science—BIO 18, AST 18 or CHM 13* 3-4
- Physical Ed. (choose two activity courses) 2
Total 15-16

Specialization Requirements
- BUS 10 Introduction to Business 3
- BUS 11 Business Mathematics 3
- MKT 11 Marketing 3
- ACC 11 Fundamental Accounting I 4
- MKT 18 Consumer Behavior 3
- MKT 41 Management of Retail Operations 3
- CWE 33** Cooperative Work Experience 4
- MKT 43 Advertising & Sales Promotion 3
- BUS 51 Business Organization & Management 3
- DAT 30 Introduction to Systems 3
- MKT 70 International Marketing 3
- LAW 41 Business Law 3
Total 38

*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 10, PHY 11 or AST 11 or 12 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

The Business Administration program is designed to provide an introduction to Accounting, Management, Marketing Management and Sales or Computer Programming 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 a senior college for which the student qualifies. Upon graduation from Bronx Community College, the student earns the A.S. degree.

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.

Business Administration Curriculum

Accounting Option

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 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 10, PHY 11 or AST 11 or 12 ........................................ 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

**67 Credits required for A.S. Degree**

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

**Total: 21**

**Required Areas of Study**
- Humanities A—Choose from ENG 14, 15 or 16
- Humanities B—ART 11 or MUS 11
- Social Science or History—Choose from History or PHL 11, POL 11, PSY 11 or SOC 11
- Social Science—Choose from Political Science, Philosophy, Psychology or Sociology
- Science—Choose from BIO 11, CHM 10, PHY 11 or AST 11 or 12
- ECO 11 or 12—Micro or Macro Economics
- **Physical Ed. (choose two activity courses)**

**Total: 21**

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

**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.**

---

### Business Administration—Marketing Management and Sales

**69 Credits required for A.S. Degree**

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

**Total: 21**

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

**Total: 21**

**Specialization Requirements**
- MKT 11: Marketing
- ACC 11: Fundamental Accounting I
- MKT 18: Consumer Behavior
- BUS 41: Business Statistics
- MKT 43: Advertising & Sales Promotion
- CMS 12: Voice & Diction
- LAW 41: Business Law
- BUS 51: Business Organization & Management
- **DAT 30: Introduction to Systems**

**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—Programming and Systems

The Programming and System Option (A.S.) degree is designed to articulate with CUNY senior colleges. Students are required to complete a number of courses which are transferable. In addition, computer programming and systems courses are offered so that students may continue with advanced standing in their area of specialization.

### Business Administration Curriculum Programming and Systems Option

#### 65 Credits required for A.S. Degree

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11, 12 Fundamental Composition I &amp; II</td>
<td>6</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 10 Pre-Calculus</td>
<td>4</td>
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<tr>
<td>MTH 30 Modern Language</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

**Required Areas of Study**

- **Social Science**—Choose from PHL 11, POL 11, PSY 11 or SOC 11: 3
- **MUS 11** or **ART 11**: 3
- **Science**—Choose from AST 11 or 12, BIO 11, CHM 10 or PHY 11: 4
- **Physical Ed.**—Choose 2 activity courses: 2

**Total** 12

**Specialization Requirements**

- **DAT 30** Introduction to Systems: 3
- **ACC 11** Fundamental Accounting I: 4
- **BUS 51** Business Organization & Management: 3
- **DAT 40** COBOL Programming: 4
- **ACC 12** Fundamental Accounting II: 4
- **BUS 41** Business Statistics: 3
- **DAT 43** Advanced COBOL Programming: 4
- **DAT 41** Assembly Language Programming: 4

**Total** 29

*Note:* A student who has completed three years of a foreign language in high school is exempt from the language requirement. The student may arrange for course substitutions with Department Chairman.

**Note:** Please see Programming and Systems Career Option (page 77).

### CHEMICAL TECHNOLOGY

Students interested in this field of study should see the Industrial Chemical Laboratory option (Page 76).
**EDUCATION ASSOCIATE—CHILD CARE 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
(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 Elementary Education

- **EDU 10** Child Study ................................................................. 3
- **EDU 15 or** Reading and Other Language Arts for the Early Years, or
- **EDU 16 or** Teaching Reading in the Primary Grades (N-3), or
- **EDU 17** Teaching Reading in the Middle Grades (4-6) ................. 3
- **EDU 12 or** Contemporary Urban Education or
- **EDU 26** Human Relations in Urban Schools ............................. 3
- **EDU 40** Field Work Seminar ......................................................... 3
- **EDU 50 or** Survey of Creative Experiences for the Early Childhood and Elementary Years or
- **EDU 18** Methods and Materials for Teaching Language Arts in a Bilingual Program ................................................................. 3

**Total 15**

### Specialization Requirements for Child Care

- **EDU 10** Child Study ................................................................. 3
- **EDU 24** Child Care Seminar I ...................................................... 3
- **EDU 25** Child Care Seminar II ....................................................... 3
- **EDU 12 or** Contemporary Urban Education or
- **EDU 26** Human Relations in Urban Schools ............................. 3
- **EDU 40** Field Work Seminar ......................................................... 3

**Total 15**

### Specialization Requirements for Education of the Handicapped

- **EDU 10** Child Study ................................................................. 3
- **EDU 12 or** Contemporary Urban Education or
- **EDU 26** Human Relations in Urban Schools ............................. 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.

*Note: For transfer credit information regarding Education courses, see department.*

*Course required depends upon advisement and transfer plans.*
ELECTRICAL TECHNOLOGY
(Classic 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 Science. 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 fields. 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
(Classic and Computer)
67½ 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 Mech. Equipment & Systems 2½
- ELC 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 & Measurement 2
- ELC 92 Pulse & Digital Circuits 3
- ELC 45 Electronics Project Lab 2
- ELC 95 Computer System Fundamentals 4
- ELC 98 Computer Circuits 4

Total 53½

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 and features 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 Critical Health Issues 2
- PEA Physical Education activity course 1
- Select one course from Economics, History (in addition to HIS 10), Philosophy, Political Science, Psychology or Sociology 3

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, neighborhood outreach 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 61  Urban Politics or 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
- ART 11 or MUS 11—Intro. to Art or Intro. to Music ...................... 3
- Modern Language ........................................................................ 0-8

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

Specialization Requirements

- SOC 11  Sociology ....................................................................... 3
- SOC 33 or 34  Marriage & the Family or Social Deviance .......... 3
- SOC 35  Introduction to Social Work .......................................... 3
- HSC 10  Intro. to Human Services ............................................. 3
- HSC 91  Field Work & Seminar in Human Services I ................. 3
- PSY 11  Psychology ..................................................................... 3
- PSY 41 or 42  Psychology of Infancy & Childhood or Adulthood or
- PSY 43  Psychology of Adolescence & Maturity & Aging .......... 3
- PSY 22 or 51  Social Psychology or Principles of Group Dynamics ........................................ 3
- PSY 31 or 36 or 71  Abnormal Psychology or Workshop in Interpretation of Human Motivations or Clinical Techniques of Assessment: The Interview ........................................ 3
- HSC 92  Field Work & Seminar in Human Services II ................. 3

Total 7-8

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

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

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

- Communication Arts and Sciences
- Dance
- Economics
- English
- French
- German
- Health Education
- Italian
- Music
- Philosophy
- Physical Education
- Recreation
- Sociology
- Spanish
- 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.

### Liberal Arts and Sciences Curriculum (Transfer)

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11, 12</td>
<td>6</td>
</tr>
<tr>
<td>CMS 11</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10</td>
<td>3</td>
</tr>
<tr>
<td>HIS 20</td>
<td>3</td>
</tr>
<tr>
<td>MTH 21, 22, 23, 26, 28, 30, 31</td>
<td>3-4</td>
</tr>
<tr>
<td>HLT 91</td>
<td>2</td>
</tr>
<tr>
<td>Modern Language</td>
<td>8</td>
</tr>
</tbody>
</table>

**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

**Free Electives**

To complete the required 60-62 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)

**Curriculum 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

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
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<tr>
<td>CMS 11</td>
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<td>0-8</td>
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<tr>
<td>HLT 91</td>
<td>2</td>
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</tbody>
</table>

Total 14-23

**Required Areas of Study**

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

Total 17-18

**Specialization Requirements**

- ART 11 or 12 Introduction to Art
- ART 15 Design
- ART 21 Drawing & Painting I
- ART 22 Drawing & Painting II
- ART 51 or 52 Art of Africa & North America or Oriental Art
- ART 31 Graphic Arts I
- ART 41 Ceramics I
- ART 42 Ceramic II
- ART 61 Art as a Human Value

Total 23-26

**Free Electives**

To complete the required 64-68 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.

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**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.

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**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**

64-68 Credits required for A.A. Degree

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</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 21</td>
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<td>'</td>
<td>6</td>
</tr>
<tr>
<td>HLT 91</td>
<td>2</td>
</tr>
</tbody>
</table>

Total 22

**Required Areas of Study**

- Humanities A—Choose any English course
- Humanities B—ART 11 or MUS 11
- PSY 11—Psychology
- Physical Education activity course

Total 10

**Specialization Requirements**

- CHM 17† Fundamentals of General Chemistry
- BIO 11 General Biology
- CMS 22 Small Group Discussion
- PEA 12 or Intro. to Tai Chi Chuan
- HLT 92 or Drugs, Society and Human Behavior
- HLT 93 or Human Sexuality or Health Education for Parenting
- HLT 94 Human Nutrition
- HLT 97 Field Work in Community Health Resources
- SOC 11 Sociology
- PSY 41 Psychology of Infancy & Childhood

Total 23

**Free Electives††**

To complete the required 64 to 68 credits.

*The 8 credits must be in the same language. See language requirements, page 66.

**Select any physical education course except PEA 12 or 82.
†Prerequisite: Placement Exam or completion of required remedial courses.
††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: Dr. A. Galub

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 11, 23, 30: Mathematics 3-4
- HIS 10: History of the Modern World 3
- Modern Language 0-6

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, Philosophy, Psychology, Religion and Sociology 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, PSY 81 and 82
- 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, PSY 81 and 82, 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.

Liberal Arts and Sciences Curriculum (Transfer)
Social Science Option—Religion
64-66 Credits required for A.A. Degree
Curriculum Coordinator: Prof. H. Harris

Enrollment requires consultation with curriculum coordinator.
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 (18 for non-Spanish speaking students 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 choice may jeopardize earning of credits.

*A Placement Examination/Interview is required for those with a previous knowledge of French, German, Italian, or Spanish. Exams are given Monday through Friday, 8 a.m. to 3:30 p.m. in Culston Hall, Room 201 (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**
- ENG 11: Fundamental Composition I ........................................ 3
- CMS 11: Fundamental Communication ......................................... 3
- HLT 91: Critical Health Issues .................................................. 2
- HIS 10: History of the Modern World ......................................... 3

**Total 11**

**Required Areas of Study**
- Humanities A—One English course in addition to ENG 11 ............. 3
- Humanities B—ART 11 or MUS 11 .............................................. 3
- Physical Education activity course .......................................... 1
- History or Social Sciences—Choose from Economics, History, Philosophy, Political Science, Psychology or Sociology .................. 3

**Total 10**

**Concentration Requirements**
- MTH 31: Analytic Geometry & Calculus I .................................. 4
- PHY 31: Physics I ................................................................. 4
- MTH 32: Analytic Geometry & Calculus II ................................ 5
- PHY 32: Physics II ............................................................... 4
- MTH 33: Analytic Geometry & Calculus III ............................... 5
- PHY 33: Physics III ............................................................. 4
- MTH 34: Differential Equations & Selected Topics in Advanced Calculus .................................................. 4
- MTH 35: Selected Topics in Advanced Calculus & Linear Algebra ........................................................................ 4
- MTH 45: Discrete Mathematical Systems .................................. 3
- DAT 41**: Assembly Programming ......................................... 4

**Total 44**

**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.**
Liberal Arts and Sciences Curriculum (Transfer)

Biology Option
64-67 Credits required for A.S. Degree
Curriculum Coordinator: Prof. F. Costello

Chemistry Option
64-67 Credits required for A.S. Degree
Curriculum Coordinator: J.G. Riley

Physics Option
65 Credits required for A.S. Degree
Curriculum Coordinator: Dr. J. Prince

Core Requirements
- ENG 11 Fundamental Composition I 3
- CMS 11 Fundamental Communication 3
- HLT 91 Critical Health Issues 2
- HIS 10 History of the Modern World 3
- * Modern Language 0-6

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 51 Modern Physics 3
- MTH 33 Analytic Geometry & Calculus III 3
- CHM 11†† General College Chemistry I 4

Total 34

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.
Medical Laboratory Technology
Curriculum Coordinator: Prof E. Levitan

Medical Laboratory Technology is the study and practice of clinical laboratory tests used in the diagnosis, treatment and follow-up of disease. The various disciplines include blood banking, clinical chemistry, hematology and microbiology. Opportunities for service and employment as laboratory technicians exist in hospitals, clinics, medical research institutions, pharmaceutical and chemical companies, and in educational institutions.

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 train in state-of-the-art laboratories. On graduating, the student will be eligible for a New York City Department of Health License.

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 23, ENG 11, CHM 02, MTH 03, 06 or 13.

### Medical Laboratory Technology Curriculum* (Career Option)
69 Credits required for A.A.S. Degree

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
</tr>
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<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>ENG 11 Fundamental Composition</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 13, 14 College Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>PEA Physical Education activity course</td>
<td>1</td>
</tr>
<tr>
<td>CHM 17, 18 Fundamentals of General Chemistry I &amp; II</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>32</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Required Areas of Study</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities A—PSY 11 or SOC 11 (Psychology or Sociology)</td>
<td>3</td>
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<tr>
<td>Humanities B—ART 10 or MUS 10</td>
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<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO 43 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 44 Diagnostic Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 81 Introduction to MLT &amp; Urinalysis</td>
<td>2</td>
</tr>
<tr>
<td>BIO 82 Clinical Hematology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 83 Clinical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>BIO 84 Clinical Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>BIO 85 Serology</td>
<td>2</td>
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<td>BIO 86 Immunohematology</td>
<td>4</td>
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<tr>
<td>BIO 90 Clinical Practicum</td>
<td>6</td>
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<td><strong>Total</strong></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

*Mandatory 1,000 hours clinical practicum required for New York City Department of Health Licensing. Students already processing New York City Department of Health license as a Medical Technologist are exempt from this requirement.
THE CURRICULA AND PROGRAMS

NUCLEAR MEDICINE TECHNOLOGY
Offered in collaboration with The Albert Einstein College of Medicine of Yeshiva University

Educational Director: Prof. J. Prince, Ph.D.
Medical Director: Dr. M. Donald Blaufax, M.D., Ph.D.

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.

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Nuclear Medicine Technology Curriculum
68 Credits required for A.A.S. Degree

**Parts or all of these courses are taught at The Albert Einstein College of Medicine (Bronx). NMT 82-87 are taught sequentially, although listed concurrently. These instructional hours generally extend from January through August, just prior to the start of clinical training.**

**Note:** Clinical hours are served in the affiliated hospitals following the completion of the didactic instruction. Working hours run from 8 a.m. to 5 p.m., September through February. Students will not be able to maintain any other employment obligations during the standard Monday-Friday work week. Students who are receiving PELL grants continue to be eligible throughout the duration of their clinical training.

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Pre-NMT Sequence

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
<td>Fundamental Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 30</td>
<td>Pre-Calculus Mathematics</td>
<td>4</td>
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<tr>
<td>BIO 22</td>
<td>Medical Terminology</td>
<td>2</td>
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<tr>
<td>PHY 21</td>
<td>Physics for Engineering Tech. I</td>
<td>4</td>
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Required Areas of Study

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 10</td>
<td>Art Survey or Music Survey</td>
<td>1</td>
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<tr>
<td>PEA</td>
<td>Physical Education Activity Course</td>
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<tr>
<td>HIS 10</td>
<td>History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fundamental Communication</td>
<td>3</td>
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Specialization Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 23</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 17</td>
<td>Chemistry for Lab. Technologies I</td>
<td>4</td>
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<tr>
<td>PHY 22</td>
<td>Physics for Engineering Tech. II</td>
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<tr>
<td>BIO 24</td>
<td>Human Anatomy &amp; Physiology II</td>
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<tr>
<td>CHM 18</td>
<td>Chemistry for Lab. Tech. II</td>
<td>4</td>
</tr>
<tr>
<td>PSY 11</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PHY 61</td>
<td>Computer Methods</td>
<td>3</td>
</tr>
<tr>
<td>RAD 71</td>
<td>Radiation Physics</td>
<td>1</td>
</tr>
<tr>
<td>NMT 81**</td>
<td>Orientation in Nuclear Medicine</td>
<td>1</td>
</tr>
<tr>
<td>SOC 11</td>
<td>Sociology</td>
<td>3</td>
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<tr>
<td>NUR 41</td>
<td>Nursing Theory &amp; the Nursing Process</td>
<td>2</td>
</tr>
<tr>
<td>LAW 45</td>
<td>Medical Law</td>
<td>3</td>
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<tr>
<td>NMT 82**</td>
<td>Radio-Pharmaceutical Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>NMT 83**</td>
<td>Radiation Physics &amp; Dosimetry</td>
<td>3</td>
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<tr>
<td>NMT 84**</td>
<td>Radiation Biology</td>
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<tr>
<td>NMT 85**</td>
<td>Nuclear Medicine Procedures</td>
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<tr>
<td>NMT 86**</td>
<td>Clinical Nuclear Medicine I</td>
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<tr>
<td>NMT 87**</td>
<td>Clinical Nuclear Medicine II</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
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</tr>
</tbody>
</table>

*Completion of the Pre-NMT Sequence with an index of 2.5 or higher is required for admission to the Nuclear Medicine Technology curriculum. Places will be allocated on the basis of the highest cumulative academic index. A faculty committee will evaluate admission requests by students for exceptional considerations. Two clinical practice totaling 1000 hours are required for this curriculum.*
NURSING

Curriculum Coordinator: Prof. M. Glacy-Walsh

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, 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, Jeanne Jugan Residence, Morris Park Nursing Home, Veterans Hospital.

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.

<table>
<thead>
<tr>
<th>Nursing Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td>67 Credits required for A.A.S. Degree</td>
</tr>
<tr>
<td>Pre-Nursing Semester*</td>
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<tr>
<td>ENG 11</td>
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<tr>
<td>PSY 11</td>
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<tr>
<td>CMS 11</td>
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<td>BIO 23</td>
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<td>ART 10</td>
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<td>CHM 17</td>
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<tr>
<td>Free Electives†</td>
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<td></td>
</tr>
</tbody>
</table>

*Remediation in English, Reading, Mathematics and Chemistry, if required. Priority into 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 of 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

- **65 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
- BIO 12 General Biology II ..................................................... 4
- CHM 10 or Contemporary Chemistry or Contemporary Chemistry I .......................... 4
- BUS 11 Business Mathematics ......................................... 3
- BUS 51 Business Organization & Management .......................... 3

#### 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

#### 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 ........................................................... ½
- GAR 23 Fertilizers .............................................................. ½
- GAR 31 Preparation for Pesticide Applicator Certification ...... 2
- GAR 32 Diseases of Ornamental Plants .................................. 1

#### Total 12

*Select from department. MTH 12 or 26 is recommended.

**These core and specialization requirements are given at The New York Botanical Garden.

The 10 credits of field experience in all three areas of specialization represent 600 hours of practical field work.

---

### 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 I ................................... 2
- HRT 14 Arboriculture ....................................................... 2
- HRT 15 Perennials & Flower Borders .................................. 2
- HRT 16 Greenhouse Operations I ......................................... 2
- HRT 41 Horticulture Field Exp. Electives ................................ 2
- LND 11 Landscape Design Theory ...................................... 1
- LND 12 Graphics ................................................................ 1

#### 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 23 Commercial Floristry Field Exp. I ............................. 2
- FLO 24 Commercial Floristry Field Exp. II ............................ 4
- FLO 25 Commercial Floristry Field Exp. III .......................... 4
- GAR 44 Commercial Greenhouse Management ........................ 1
- GAR 45 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 ................................. 1
- INL 32 Plant Purchasing ..................................................... 1
- INL 33 Installations of Interior Plantings ............................... 1
- INL 34 Bidding & Plant Specifications .................................. 1
- INL 35 Interior Landscaping Field Exp. I .............................. 2
- INL 36 Interior Landscaping Field Exp. II ............................ 3½
- INL 37 Interior Landscaping Field Exp. III ........................... 3½
- LND 12 Graphics ................................................................ 1
- LND 13 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 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 background in the legal fundamentals, appropriate skills and 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 full professional responsibility for the work. 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. 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 all employ Paralegals. 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. 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 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
67-69 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 ................................................................. 3-4
Total 12-13

Required Areas of Study
- Science—Choose from AST 18, 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 19 Intro. to Law Office Management and Computers ............... 3
- LAW 41 Business Law ............................................................... 3
- LAW 47 Intro. to Paralegalism & Legal Procedures ........................... 3
- LAW 62** Family Law ............................................................... 3
- LAW 65** Criminal Law and Procedures ....................................... 3
- LAW 72** Real Property ............................................................ 3
- LAW 82** Insurance and Torts ..................................................... 3
- LAW 92** Estates, Trusts & Wills ................................................ 3
- LAW 95 Legal Research & Writing .............................................. 3
- LAW 96 Advanced Legal Research & Writing ................................ 3
- FOL 11 American National Government .................................... 3
- SOC 38† 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 CERTIFICATE PROGRAM

(31 credits)

**Director: Dr. A. Wolk**

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**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 11</td>
<td>Fundamental Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>LAW 41</td>
<td>Business Law</td>
<td>3</td>
</tr>
<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>
<td>3</td>
</tr>
<tr>
<td>LAW 62</td>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>LAW 72</td>
<td>Real Property</td>
<td>3</td>
</tr>
<tr>
<td>LAW 82</td>
<td>Insurance and Torts</td>
<td>3</td>
</tr>
<tr>
<td>LAW 92</td>
<td>Estates, Trusts &amp; Wills</td>
<td>3</td>
</tr>
<tr>
<td>LAW 95</td>
<td>Legal Research &amp; Writing</td>
<td>3</td>
</tr>
<tr>
<td>TAX 11</td>
<td>Intro. to Taxation</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.

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**Paralegal Studies Curriculum Lay Advocate Option 69 Credits required for A.A.S. Degree**

**Core Requirements**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
<td>Fundamental Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fundamental Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10</td>
<td>History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>ART 10</td>
<td>Liberal Arts Elective</td>
<td></td>
</tr>
</tbody>
</table>

**Total 12**

**Required Areas of Study**

- Science—Choose from BIO 50, CHEM 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**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 11</td>
<td>Fundamental Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 11</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>HLT 97**</td>
<td>Field Work in Community Health Resources</td>
<td>3</td>
</tr>
<tr>
<td>LAW 41</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>LAW 47</td>
<td>Intro. to Paralegalism &amp; Legal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LAW 52</td>
<td>Law</td>
<td>3</td>
</tr>
<tr>
<td>LAW 62</td>
<td>Criminal Law and Procedures</td>
<td>3</td>
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<tr>
<td>LAW 65</td>
<td>Legal Advocacy</td>
<td>3</td>
</tr>
<tr>
<td>LAW 95</td>
<td>Legal Research &amp; Writing</td>
<td>3</td>
</tr>
<tr>
<td>POL 11</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>POL 61</td>
<td>Solving Social Problems Through the Political Process or</td>
<td></td>
</tr>
<tr>
<td>SPN 28†</td>
<td>Interpreting &amp; Translation Skills for Legal Personnel</td>
<td>3</td>
</tr>
<tr>
<td>MKT 17 or</td>
<td>Consumer Problems &amp; Personal Finance or</td>
<td>3</td>
</tr>
<tr>
<td>FIN 33</td>
<td>Grant-Writing and Fundraising</td>
<td>3</td>
</tr>
<tr>
<td>SOC 35**</td>
<td>Intro. to Social Work</td>
<td>3</td>
</tr>
<tr>
<td>SOC 38**</td>
<td>Social Advocacy</td>
<td>3</td>
</tr>
<tr>
<td>CWE 33††</td>
<td>Cooperative Work Experience</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total 50**

**Note:** Students who may later transfer to a four-year college should consult an adviser for possible replacement courses.

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**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.

**Note:** Students enrolled at the Arthur Kill Correctional Facility off-campus locale must complete a minimum of one year’s residency at the main campus in order to qualify for a degree.
PERFORMING ARTS—MUSIC

Curriculum Coordinator: Prof. V. Capers

The music curriculum is designed to prepare students for professional careers in music. Courses provide the necessary preparation for many musical careers such as teaching, performing (vocal and instrumental), composing, music therapy, advertising and communications, and more.

Students can earn an Associate in Applied Science degree in Music in a two-year program. This includes private lessons at no additional cost in instrumental or vocal areas of the student’s choice, and performing experiences as well.

Students must meet 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 college faculty. 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
- AMS 11 Fundamental Communication .................................................. 3
- HIS 10 History of the Modern World .................................................... 3
- * Modern Language ............................................................................. 0-8

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 Introduction to Music .................................................................. 3
- MUS 21 or MUS 31 Choral Performance I, or Orchestral Performance I ................................................................. 1
- MUS 41 Theory I ...................................................................................... 2
- MUS 51 Ear Training I ............................................................................. 1
- MUS 71 Secondary Piano I ...................................................................... 1
- MUS 83 Private Instruction I ................................................................. 2
- MUS 22 or MUS 32 Choral Performance II, or Orchestral Performance III .............................................................. 1
- MUS 42 Theory II .................................................................................... 2
- MUS 52 Ear Training II .......................................................................... 1
- MUS 72 Secondary Piano II ................................................................... 1
- MUS 84 Private Instruction II ............................................................... 2
- MUS 23 or MUS 33 Choral Performance III, or Orchestral Performance III .............................................................. 1
- MUS 43 Theory III .................................................................................. 2
- MUS 53 Ear Training III ......................................................................... 1
- MUS 61 Keyboard I .................................................................................. 1
- MUS 85 Private Instruction III ............................................................... 2
- MUS 91 or MUS 95 Latin and Jazz Ensembles I, or Chamber Chorus I ......................................................................................... 1
- MUS 24 or MUS 34 Choral Performance IV, or Orchestral Performance IV .............................................................. 1
- MUS 44 Theory IV .................................................................................... 2
- 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 MUS 96 Latin and Jazz Ensembles II, or Chamber Chorus II ......................................................................................... 1

Total 34

Free Electives

To complete the required 64-68 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.
Pre-Pharmacy Curriculum

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

**Core Requirements**
- **ENG 11** Fundamental Composition I .......................... 3
- **ENG 14, 15** or 16 Composition ................................... 3
- **ENG 12** General Biology I ........................................ 4
- **CHM 11** General Chemistry I .................................... 4
- **CHM 22** General Chemistry and Organic Chemistry ......... 6
- **CHM 31** Organic Chemistry I ..................................... 4
- **CHM 32** Organic Chemistry II .................................... 4
- **CHM 33** Quantitative Analysis ................................... 4
- **MTH 14** Pre-Calculus Mathematics ............................... 4
- **MTH 31** Analytical Geometry & Calculus I ...................... 4
- **PHY 11** College Physics I .......................................... 4
- **PHY 12** College Physics II ......................................... 4

Total 45

**Specialization Requirements**
- **BIO 11** Biology I ...................................................... 4
- **BIO 12** Biology II .................................................... 4
- **CHM 11** General Chemistry I ..................................... 4
- **CHM 22** General Chemistry and Organic Chemistry ......... 6
- **CHM 31** Organic Chemistry I ..................................... 4
- **CHM 32** Organic Chemistry II .................................... 4
- **CHM 33** Quantitative Analysis ................................... 4
- **MTH 30** Pre-Calculus Mathematics ............................... 4
- **MTH 31** Analytical Geometry & Calculus I ...................... 4
- **PHY 11** College Physics I .......................................... 4
- **PHY 12** College Physics II ......................................... 4

Total 13

**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 PHI 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.

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) .......................... 4-5
- 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) ................. 3-4

Total 8-10

**Specialization Requirements**
- **PHY 21** Physics for Engineering Tech. I ....................... 4
- **PHY 22** Physics for Engineering Tech. II ...................... 4
- **CHM 11** General Chemistry I ..................................... 4
- **CHM 22** General Chemistry II .................................... 4
- **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 Clinical Instrumentation ......................... 3
- **BIO 84** 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.
The field of computer programming and analysis 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 programmers 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 Programming and Systems Curriculum provides a well-rounded program of:

- general education in liberal arts and sciences
- business background preparation
- computer programming

Students who satisfactorily complete the Programming and Systems Curriculum and earn the A.A.S. degree may transfer to the third year at a CUNY college.

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### Programming and Systems Curriculum

#### Core Requirements

- **ENG 11, 12** Fundamental Composition I & II
- **CMS 11** Fundamental Communication
- **HIS 10** History of the Modern World
- **MTH 12** Intro. to Mathematical Thought

**Total: 15 Credits**

#### Required Areas of Study

- **ART 10 or MUS 10**—Art Survey or Music Survey
- **Physical Ed.** (Choose 2 activity courses)
- **Science**—Choose from AST 18, BIO 18, CHM 13

**Total: 6-7 Credits**

#### Specialization Requirements

- **BUS 11** Business Mathematics
- **DAT 30** Introduction to Systems
- **DAT 33** Microcomputer Applications
- **KEY 10** Keyboarding
- **ACC 11** Fundamental Accounting I
- **DAT 35** BASIC Language Programming
- **DAT 36** Microcomputer Spreadsheet Applications
- **ACC 12** Fundamental Accounting II
- **BUS 41** Business Statistics
- **DAT 38** Microcomputer Database Applications
- **DAT 40** Introduction to COBOL Programming
- **CWE 33** Cooperative Work Experience
- **BUS 51** Business Organization & Management
- **DAT 41** Assembly Language Programming
- **DAT 43** Advanced COBOL Programming

**Total: 46 Credits**

*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 10, PHY 11, or AST 11 or 12 instead of BIO 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.*

---

**Additional Notes:**
- 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 10, PHY 11, or AST 11 or 12 instead of BIO 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.
SECRETARIAL STUDIES CURRICULA

Curriculum Coordinator: Prof. Doris Bluth

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 typing, and in the operation of word processing equipment and computers.

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 word processing skills.
### Secretarial Studies Curriculum

#### Executive Secretary Option

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
<td>Fundamental Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fundamental Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10</td>
<td>History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>SCI</td>
<td>Science</td>
<td>3-4</td>
</tr>
<tr>
<td>MTH 12†</td>
<td>Intro. to Mathematical Thought</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 15-16**

#### Required Areas of Study

- **ART or MUS**—Art or Music ........................................ 3
- **PEA**—Physical Education activity course ..................... 1
- **Social Science elective** ....................................... 3

**Total 7**

#### Specialization Requirements

- **SHO 11**—Shorthand I (Gregg) ................................... 3
- **TYP 11**—Typing I .................................................. 2
- **BUS 11**—Business Mathematics .................................. 3
- **SHO 12**—Shorthand II (Gregg) ................................ 3
- **TYP 12**—Typing II ................................................ 2
- **ACC 11 or DAT 30**—Fundamental Accounting I or Introduction to Systems | 4\n- **ORI 43†**—Senior Orientation ................................... 0
- **ORI 43††**—Career Orientation .................................. 0
- **SHO 13 or 17**—Shorthand III (Gregg or Pitman) .............. 3
- **TYP 13**—Typing III ............................................... 2
- **WPR 11**—Machine Transcription ................................ 3
- **COM 31**—Business Communications ............................. 3
- **SHO 14 or 18**—Shorthand IV (Gregg or Pitman) ............... 3
- **SEC 41**—Secretarial Practice .................................. 2
- **WPR 21**—Word Processing Administration ..................... 3
- **CWE 31#**—Cooperative Work Exp. I ............................. 2

**Total 37-38**

#### Free Electives

To complete the required 65-67 credits.

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

†MTH 30 is recommended for students considering transfer to a senior college.

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

### Secretarial Studies Curriculum

#### Word Processing Option

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

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

**Total 12**

#### Required Areas of Study

- **SCI†**—Science ..................................................... 4
- **ART or MUS**—Art or Music ..................................... 3
- **PEA**—Physical Education activity course .................... 1
- **PSY 11 or SOC 11 or CMS 20**—Psychology or Sociology or Public Speaking | 3
- **Liberal Arts elective** ......................................... 3

**Total 14**

#### Specialization Requirements

- **TYP 11**—Typing I ............................................... 2
- **BUS 11**—Business Mathematics ................................ 3
- **TYP 12**—Typing II ............................................... 2
- **ACC 11 or DAT 30**—Fundamental Accounting I or Introduction to Systems | 4
- **ORI 43†**—Senior Orientation ................................... 0
- **TYP 13**—Typing III ............................................... 2
- **WPR 11**—Machine Transcription ................................ 3
- **WPR 21**—Word Processing Administration ..................... 3
- **WPR 22**—Supervision & Administration of Office Automation | 3
- **SEC 41**—Secretarial Practice .................................. 2
- **CWE 31§**—Cooperative Work Exp. I ............................. 2

**Total 40-41**

*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 waived with the approval of the curriculum coordinator.
### Secretarial Studies Curriculum
#### Legal Secretary Option

**70-71 Credits required for A.A.S. Degree**

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
<td>Fundamental Composition</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>SOC</td>
<td>Science</td>
</tr>
<tr>
<td><strong>MTH 12†</strong></td>
<td>Intro. to Mathematical Thought</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Required Areas of Study</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC—Social Science elective</td>
<td>3</td>
</tr>
<tr>
<td>ART or MUS—Art or Music</td>
<td>3</td>
</tr>
<tr>
<td>PEA—Physical Education activity course</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHO 11</td>
<td>Shorthand I (Gregg)</td>
</tr>
<tr>
<td>TYP 11</td>
<td>Typing I</td>
</tr>
<tr>
<td>BUS 11</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>SHO 12</td>
<td>Shorthand II (Gregg)</td>
</tr>
<tr>
<td>TYP 12</td>
<td>Typing II</td>
</tr>
<tr>
<td>ACC 11 or DAT 30</td>
<td>Fundamental Accounting I or Introduction to Systems</td>
</tr>
<tr>
<td>LAW 47</td>
<td>Legal Procedures</td>
</tr>
<tr>
<td>ORI 43†</td>
<td>Senior Orientation</td>
</tr>
<tr>
<td>SHO 13 or 17</td>
<td>Shorthand III (Gregg or Pitman)</td>
</tr>
<tr>
<td>TYP 13</td>
<td>Typing III</td>
</tr>
<tr>
<td>SHO 31</td>
<td>Legal Shorthand I</td>
</tr>
<tr>
<td>COM 31</td>
<td>Business Communications</td>
</tr>
<tr>
<td>WPR 11</td>
<td>Machine Transcription I</td>
</tr>
<tr>
<td>LAW 41</td>
<td>Business Law</td>
</tr>
<tr>
<td>SHO 32</td>
<td>Legal Shorthand II</td>
</tr>
<tr>
<td>SEC 41</td>
<td>Secretarial Practice</td>
</tr>
<tr>
<td>WPR 21</td>
<td>Word Processing Administration</td>
</tr>
<tr>
<td>CWE 31 †</td>
<td>Cooperative Work Exp. I</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>47-48</strong></td>
</tr>
</tbody>
</table>

*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 waived with the approval of the curriculum coordinator.

### Secretarial Studies Curriculum
#### Medical Secretarial Assistant Option

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

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credit Hours</th>
</tr>
</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>
</tr>
<tr>
<td>BIO 16</td>
<td>Human Biology</td>
</tr>
<tr>
<td>HLT 91</td>
<td>Critical Health Issues</td>
</tr>
<tr>
<td>PSY 11</td>
<td>Psychology</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>21</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Required Areas of Study</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART or MUS</td>
<td>Art or Music</td>
</tr>
<tr>
<td>PEA</td>
<td>Physical Education activity course</td>
</tr>
<tr>
<td>PSY</td>
<td>Clinical Psychology elective</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYP 11</td>
<td>Typing I</td>
</tr>
<tr>
<td>BUS 11</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>ACC 11 or DAT 30</td>
<td>Fundamental Accounting I or Introduction to Systems</td>
</tr>
<tr>
<td>TYP 12</td>
<td>Typing II</td>
</tr>
<tr>
<td>BIO 22</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>ORI 43†</td>
<td>Senior Orientation</td>
</tr>
<tr>
<td>TYP 13</td>
<td>Typing III</td>
</tr>
<tr>
<td>BIO 46</td>
<td>Clinical Techniques I</td>
</tr>
<tr>
<td>WPR 11</td>
<td>Machine Transcription I</td>
</tr>
<tr>
<td>WPR 21</td>
<td>Word Processing Administration</td>
</tr>
<tr>
<td>COM 31</td>
<td>Business Communications</td>
</tr>
<tr>
<td>SEC 35</td>
<td>Medical Office Practice</td>
</tr>
<tr>
<td>BIO 47</td>
<td>Clinical Techniques II</td>
</tr>
<tr>
<td>LAW 45</td>
<td>Medical Law</td>
</tr>
<tr>
<td>TYP 14 or WPR 22</td>
<td>Typing IV or Word Processing Office Simulation</td>
</tr>
<tr>
<td>SEC 41</td>
<td>Secretarial Practice</td>
</tr>
<tr>
<td>CWE 31 ††</td>
<td>Cooperative Work Experience I</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>39-40</strong></td>
</tr>
</tbody>
</table>

*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 waived with the approval of the curriculum coordinator.
### 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 Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11 Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10 Modern World History</td>
<td>3</td>
</tr>
<tr>
<td>BIO 18** Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>MTH 12† Intro. to Math.</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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<table>
<thead>
<tr>
<th>Required Areas of Study</th>
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<tbody>
<tr>
<td>SOC Social Science elective</td>
<td>3</td>
</tr>
<tr>
<td>ART or MUS Art or Music</td>
<td>3</td>
</tr>
<tr>
<td>PEA Physical education</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHO 11 Shorthand I (Gregg)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 11 Business Math.</td>
<td>3</td>
</tr>
<tr>
<td>TYP 11 Typing I</td>
<td>2</td>
</tr>
<tr>
<td>SHO 12 Shorthand II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 11 Fund Accounting</td>
<td>4</td>
</tr>
<tr>
<td>TYP 12 Typing II</td>
<td>2</td>
</tr>
<tr>
<td>ORI 43† Senior Orientation</td>
<td>0</td>
</tr>
<tr>
<td>SHO 13 or 17 Shorthand III</td>
<td>3</td>
</tr>
<tr>
<td>COM 31 Business Comm.</td>
<td>3</td>
</tr>
<tr>
<td>TYP 13 Typing III</td>
<td>2</td>
</tr>
<tr>
<td>SEC 47 Educational Problems of School Secretaries</td>
<td>2</td>
</tr>
<tr>
<td>SHO 14 or 18 Shorthand IV</td>
<td>3</td>
</tr>
<tr>
<td>SEC 41 Secretarial Practice</td>
<td>2</td>
</tr>
<tr>
<td>SEC 45 Records &amp; Accounts</td>
<td>2</td>
</tr>
<tr>
<td>SEC 48 Educational Problems of School Secretaries II</td>
<td>2</td>
</tr>
<tr>
<td>CWE 31§ Cooperative Work Experience I</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>38</strong></td>
</tr>
</tbody>
</table>

**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.

†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 waived with the approval of the curriculum coordinator and another course substituted.

### Secretarial Teaching Curriculum (Transfer)

#### High School Teaching Option

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

Enrollment requires consultation with the 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.

- **rec (recitation)**—the traditional recitation-discussion-seminar form.
- **lec (lecture)**—several sections have been combined into a single group in which the presentation is sometimes accompanied by a demonstration and audio-visual material.
- **lab (laboratory)**—the class meets in a specially equipped area where students may do individualized work in experimentation with instruments, tools and similar equipment.
- **clin (clinic)**—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
- PHL 11
- COM 31
- POL 11
- DAT 30
- PSY 11
- ECO 11
- SOC 11
- ECO 12
# ACCOUNTING

**Department of Business**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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  
Studio courses introducing the principles of two-and three-dimensional design. Experiments in texture, volume, space, color, line, value and their applications to creative and dynamic composition. Exploration of these principles on the computer. |
| ART 21 | 4 rec 2 cr | Drawing and Painting I  
Studio course to develop basic skills 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  
Practical studio course in relief printing, monoprint and mixed media basic printmaking techniques with emphasis on proper use of equipment such as cutting tools, brayers and printing inks. Introduction to the platen and cylinder presses as well as handproofing. Museum and gallery visits and library resources familiarize students with printmaking development. Computer techniques and portfolio presentation, and mounting and matting methods are explained. |
| ART 32 | 4 rec 2 cr | Graphics II  
Studio course in graphic art techniques of intaglio, relief and planographic printing, and experimentation with mixed media. Process of print development through working with artist's proofs and printing editions. Production of prints through hand printing and printing on the electric printing press. Applications on the computer explored. |
| 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  Modern Art  3 rec  3 cr
Important movements in modern art, including Impressionism, Post Impressionism, Expressionism, Cubism, Data, Surrealism, Abstract Expressionism, Pop Art, Minimal Art, Conceptual Art and modern architecture. Lectures, films and visits to museums, art galleries, architectural monuments.

ART 61  Art as a Human Value*  3 rec  3 cr

ART 71  Photography I  4 rec  2 cr
Basic photographic techniques as a creative medium; emphasis on composition and lighting; developing, printing and enlarging. Students provide their own cameras and materials.

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

ART 81  Media Graphics  4 rec  2 cr
Introduction to requirements for a career in commercial art and audiovisual technology. Communication through effective visual form and audience targeting. Hand and coordination skills are developed through practical exercises. Covers procedures for paste-up methods, mechanicals, and comps. Use of tools and equipment to prepare art work for print or photography. Introduction to type setting and transfer lettering. Starting with the thumbnail sketch, students progress through the step-by-step process of preparing "A" art work for the client. Color separations and color printing explained and grid lay-out development with brochure designs examined through studio projects. Instruction and practical experience in computer typography.

ART 82  Illustration  4 rec  2 cr
Problems of making illustrations and the direct relationship between technique, concept and execution. Practical aesthetic problems involved in illustrating work done in class can be used in a portfolio. Students will prepare comps and finished art work ready for reproduction. Assignments teach the student to solve problems of interpretation for children's books, fiction and non-fiction, newspapers and magazines. Students are helped to develop their own styles. Exploration of these concepts on the computer.

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

ART 83  Basic Graphic Design For Advertising  4 rec  2 cr
Practical studio course in advertising design. Basic principles of layout and typography organization as applied to promotional materials, publication advertisements and art work used in TV ads. Students learn and execute art work from concept through comps and finishes. Experimentation with combination of graphic design and film. Advertising agency and studio procedures, rendering lettering. Contemporary visual techniques including computer graphics, color separations and production techniques, preparation of portfolio.

ART 84  Computer Graphics  4 rec  2 cr
Work in immediate mode and program mode computer graphics. Course develops proficiency with the computer as a professional tool. Students gain practical experience in visual presentation and imaging techniques through the computer as a medium for creativity and efficiency. A variety of graphics software is used to solve problems in two-dimensional computer graphics including representing points, lines and regions, representing color, encoding pictures, incorporating single pictures into animation sequences, and representing transformation from one picture to another. Practical experience in setting light palettes, storage on a diskette, use of the graphics tablet, creating shape-table arrays, creating fonts and business graphics.

ASTR*ONOMY
Department of Physics

AST 11 2 lect 1 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 lect 1 rec 2 lab 4 cr
Intermediate Astronomy
Detailed study of astronomical coordinate systems, stellar population, black holes Hertzsprung-Russell diagrams, eclipses, and other topics of interest to amateur astronomers. AST 11 and AST 12 may be taken out of sequence. Prerequisites: MTH 06 or equivalent.

AST 18 2 lect 1 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.
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 procedure, inspection, repair and alignment of the automobile’s front end. The rear 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 refinishing. 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.
**BIOLOGY**

Department of Biology and Medical Laboratory Technology

<table>
<thead>
<tr>
<th>COURSE NUMBERS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 11</td>
<td>2 lect 4 lab 4 cr</td>
</tr>
<tr>
<td><strong>General Biology I</strong></td>
<td><strong>Chemical basis of life; cellular structure, function and reproduction; photosynthesis and cell respiration; human anatomy and physiology; plant structure and function.</strong></td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> RDL 01 if required.</td>
<td></td>
</tr>
<tr>
<td>BIO 12</td>
<td>2 lect 4 lab 4 cr</td>
</tr>
<tr>
<td><strong>General Biology II</strong></td>
<td><strong>Continuation of BIO 11 with emphasis on plant and animal development; Mendelian and molecular genetics, evolution, animal and plant diversity and ecology.</strong></td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> BIO 11.</td>
<td></td>
</tr>
<tr>
<td>BIO 15</td>
<td>2 lect 4 lab 4 cr</td>
</tr>
<tr>
<td><strong>Zoology</strong></td>
<td><strong>Anatomy, physiology, morphology, taxonomy, ecology and economic importance of the animal kingdom, relationships of animal parasites to the human organism. Required for Medical Lab. Tech. students.</strong></td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> RDL 01 if required.</td>
<td></td>
</tr>
<tr>
<td>BIO 18</td>
<td>4 lect 4 cr</td>
</tr>
<tr>
<td><strong>Human Biology</strong></td>
<td><strong>A physiological study of the skeletal, muscular, integumentary, digestive, nervous, circulatory, excretory, respiratory, endocrine and reproductive systems of the human body; special senses.</strong></td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> RDL 01 if required.</td>
<td></td>
</tr>
<tr>
<td>BIO 22</td>
<td>2 lect 2 cr</td>
</tr>
<tr>
<td><strong>Medical Terminology</strong></td>
<td><strong>Acquaintance with medical concepts, medical terms and scientific principles; various ailments and diseases; tests used in their analyses; treatments and therapeutic techniques for alleviation and cure. Required for Medical Secretarial Assistants.</strong></td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> RDL 01 if required.</td>
<td></td>
</tr>
<tr>
<td>BIO 23</td>
<td>3 lect 3 lab 4 cr</td>
</tr>
<tr>
<td><strong>Human Anatomy and Physiology I</strong></td>
<td><strong>An integrated lab-lecture method for the study of gross and microscopic anatomy, basic chemistry, fluid and electrolyte balance, normal physiological processes, integumentary, skeletal, digestive, muscular, circulatory and respiratory systems. Required for health career students.</strong></td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> RDL 01 if required.</td>
<td></td>
</tr>
<tr>
<td>BIO 24</td>
<td>3 lect 3 lab 4 cr</td>
</tr>
<tr>
<td><strong>Human Anatomy and Physiology II</strong></td>
<td><strong>An integrated lab-lecture method for the study of gross and microscopic anatomy, normal physiological processes, reproductive, excretory, neuro-endocrine systems, special senses, embryology, genetics, and aging.</strong></td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> BIO 23. Required for health career students.</td>
<td></td>
</tr>
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</table>

**BIO 28**

<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Microbiology and Infection Control</strong></td>
</tr>
<tr>
<td><strong>Prerequisites:</strong> BIO 23 and BIO 24 or permission of department chairman. Required for Nursing Students.</td>
</tr>
</tbody>
</table>

**BIO 41**

<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Histological Techniques</strong></td>
</tr>
<tr>
<td><strong>Prerequisites:</strong> M.L.T.—CHM 17, 18 and BIO 24.</td>
</tr>
</tbody>
</table>

**BIO 43**

<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Microbiology</strong></td>
</tr>
<tr>
<td><strong>Prerequisites:</strong> CHM 18 and BIO 24.</td>
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</table>

**BIO 44**

<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical Microbiology</strong></td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> BIO 43.</td>
</tr>
</tbody>
</table>

**BIO 46**

<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clinical Techniques for Medical Secretaries I</strong></td>
</tr>
<tr>
<td><strong>Prerequisites:</strong> BIO 18, BIO 22.</td>
</tr>
</tbody>
</table>

**BIO 47**

<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clinical Techniques for Medical Secretaries II</strong></td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> BIO 46.</td>
</tr>
</tbody>
</table>

**BIO 50**

<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Biology and the Law</strong></td>
</tr>
<tr>
<td><strong>Corequisites:</strong> ENG 02/RDL. Required for paralegal students; elective in other curricula.</td>
</tr>
</tbody>
</table>

**BIO 51**

<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fundamentals of Ecology</strong></td>
</tr>
</tbody>
</table>

**BIO 55**

<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Genetics and Man</strong></td>
</tr>
</tbody>
</table>
BIO 81  1 lect  2 lab  2 cr
Introduction to Medical Laboratory Technology & Urinalysis
Basics of clinical laboratory science. Urinalysis—physical, chemical and microscopic examination.
Prerequisites: BIO 23, CHM 17.

BIO 82  2 lect  4 lab  4 cr
Clinical Hematology & Coagulation
Principles and practice of clinical laboratory techniques in hematology and coagulation: complete blood count, normal and abnormal smears, basic routine blood procedures, sickle cell, sedimentation rate and coagulation studies. Emphasis on both manual and automated techniques, principles and diagnostic implications.
Prerequisites: CHM 17, BIO 24, BIO 81.

BIO 83  2 lect  4 lab  4 cr
Clinical Chemistry
Prerequisites: CHM 18, BIO 24, BIO 82.

BIO 84  1 lect  4 lab  3 cr
Clinical Instrumentation
Principles of instruments used in clinical laboratories: spectrophotometers, computers, chemical analyzers, electrophoresis and densitometry. Operation and maintenance of clinical chemistry analyzers: continuous flow, discrete, centrifugal force operation and clinical significance of fluorometry and electrophoresis.
Corequisite: BIO 83 or written permission of curriculum coordinator.

BIO 85  1 lect  2 lab  2 cr
Serology
Technical and theoretical knowledge for performing serological tests involving antigen-antibody reactions. Techniques for detection of infectious diseases.
Prerequisites: BIO 81, 82, 43 CHM 17, 18.

BIO 86  2 lect  4 lab  4 cr
Immunohematology
Introduction to blood banking techniques and principles. Immunological reactions involving blood components. Basic concepts of heredity and immunity.
Prerequisites: BIO 81, 82, 84, 85, 43 CHM 17, 18.

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.

---

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BIO 82  2 lect  4 lab  4 cr
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Prerequisites: CHM 17, BIO 24, BIO 81.

BIO 83  2 lect  4 lab  4 cr
Clinical Chemistry
Prerequisites: CHM 18, BIO 24, BIO 82.

BIO 84  1 lect  4 lab  3 cr
Clinical Instrumentation
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Corequisite: BIO 83 or written permission of curriculum coordinator.

BIO 85  1 lect  2 lab  2 cr
Serology
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Prerequisites: BIO 81, 82, 43 CHM 17, 18.

BIO 86  2 lect  4 lab  4 cr
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**Not offered on a regular basis. Course descriptions available upon request.
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: BIO 11 and 12.

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. Functional areas of accounting, marketing, finance, business law, management and information systems are explored.
Prerequisites: 810

BUS 11  4 rec  3 cr
Business Mathematics
Principles and problems of interest, bank discounts, purchase discounts, installment sales, payrolls, depreciation, profit distribution, 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-making 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 business 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 business organization. Management problems of organization, policy formation, communication and efficiency with particular reference to personnel and their supervision, budget and automation.
Prerequisite or corequisite: ENG 11.

BUS 71  3 rec  3 cr
International Business
Introduction to basic terminology and concepts of international business. The world environment of business enterprise, foreign trade and investment patterns, problems and opportunities. Emphasis on analysis of current policy issues.
Prerequisites: RDL 02 if required; BUS 10, or a course in Economics 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, nomenclature, atomic structure and chemical bonding. Basic laboratory skills.
Corequisites: 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 problems and attempting solutions. Laboratory includes introduction to properties of chemicals and use of techniques for present pollution detection and monitoring. Fulfills laboratory science requirement for Business, Liberal Arts and Education Associate.
Corequisites: 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 Science 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 Laboratory Technology, Nursing, Pre-Pharmacy, Pre-Medicine, Pre-Dentistry, and other science curricula, are required to take a placement examination. Students with an insufficient background in high school chemistry, or students who fail the placement 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 Laboratory 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>Credits</th>
<th>Description</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.&lt;br&gt;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.&lt;br&gt;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 17</td>
<td>1 rec 2 lect 3 lab 4 cr</td>
<td><strong>Fundamentals of General Chemistry I</strong>&lt;br&gt;Introduction 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.&lt;br&gt;Prerequisites: CHM 02 or passing of placement examination, MTH 02 or 03 or RDL 02.</td>
</tr>
<tr>
<td>CHM 18</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 17. Ionic reactions; acid-base theories, pH, chemical equilibria, structure, nomenclature and properties of hydrocarbons, alcohols, ethers, carboxyls, acids, esters, fats, lipids, amino acids, and proteins. Laboratory exercises illustrate principles of course and laboratory techniques.&lt;br&gt;Prerequisites: 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, complex ions, oxidation-reduction and survey of metallic and non-metallic elements, organic and nuclear chemistry. Laboratory: qualitative analysis of solutions; salts and alloys.&lt;br&gt;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.&lt;br&gt;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.&lt;br&gt;Prerequisites: CHM 12, 18 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.&lt;br&gt;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.&lt;br&gt;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.&lt;br&gt;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>†</td>
</tr>
<tr>
<td>CHM 44</td>
<td>2 rec 4 lab 3 cr</td>
<td><strong>Instrumental Methods of Industrial and Environmental Analysis</strong>†</td>
</tr>
<tr>
<td>CHM 45</td>
<td>2 rec 6 lab 4 cr</td>
<td><strong>Industrial Environmental Methods of Analysis</strong>†</td>
</tr>
<tr>
<td>CHM 61</td>
<td>3 rec 6 cr</td>
<td><strong>Cooperative Work Experience and Seminar in Chemical Technology</strong>†&lt;br&gt;Not 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>Units</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 01</td>
<td>Basic Spoken English for the Non-Native Speaker</td>
<td>3</td>
</tr>
<tr>
<td>CMS 02</td>
<td>Intermediate Spoken English for the Non-Native Speaker*</td>
<td>3</td>
</tr>
<tr>
<td>CMS 03</td>
<td>Developmental Oral Skills I</td>
<td>2</td>
</tr>
<tr>
<td>CMS 04</td>
<td>Developmental Oral Skills II*</td>
<td>2</td>
</tr>
<tr>
<td>CMS 09</td>
<td>Speech Clinic</td>
<td>1</td>
</tr>
<tr>
<td>CMS 10</td>
<td>Phonetics</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fundamentals of Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>CMS 12</td>
<td>Voice and Diction: Communication in the Professional Environment</td>
<td>2</td>
</tr>
<tr>
<td>CMS 20</td>
<td>Public Speaking and Critical Listening</td>
<td>3</td>
</tr>
<tr>
<td>CMS 22</td>
<td>Small Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>CMS 23</td>
<td>Communication Strategies and Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CMS 24</td>
<td>Parliamentary Procedure and Practice*</td>
<td>2</td>
</tr>
<tr>
<td>CMS 25</td>
<td>Argumentation and Debate</td>
<td>3</td>
</tr>
<tr>
<td>CMS 26</td>
<td>Oral Interpretation of Literature*</td>
<td>3</td>
</tr>
<tr>
<td>CMS 28</td>
<td>Afro-American and Puerto Rican Rhetoric*</td>
<td>3</td>
</tr>
<tr>
<td>CMS 60</td>
<td>Introduction to Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>CMS 61</td>
<td>Introduction to Film</td>
<td>3</td>
</tr>
<tr>
<td>CMS 62</td>
<td>Beginning Film Production*</td>
<td>3</td>
</tr>
</tbody>
</table>

*Corequisite: Permission of department required.

**Prerequisites:**
- CMS 11 for CMS 26
- CMS 02 for CMS 20
- CMS 20 for CMS 22
- CMS 24 for CMS 25
- CMS 28 for CMS 62

Courses are offered in various formats:
- 3 rec 3 cr
- 2 rec 1 cr
- 2 rec 2 cr
- 2 rec 0 cr
- 1 rec 0 cr
- 2 rec 3 cr
- 3 rec 3 cr
- 3 rec 3 cr
- 3 rec 3 cr
- 3 rec 3 cr

For more information, please refer to the full course descriptions in the course catalog.
CMS 65  
Radio Broadcasting  
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 responsibilities of persons in the mass media field. 
Prerequisite: CMS 10 or CMS 11.

CMS 66  
Beginning Television Production  
Study of social, educational and economic impact of television. Relation between the urban community and the medium examined. 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.

CMS 67  
Advanced Television Production*  
CMS 70  
Introduction to Theatre*  
CMS 71  
Stagecraft I*  
CMS 72  
Stagecraft II*  
CMS 73  
Principles of Directing*  
CMS 75  
Acting I*  
Introduction to basic acting problems of analyzing and creating a character through improvisation, pantomime, theatre games, scene practice and analysis of scenes, culminating in presentation of a one-act play. Outside class assignments. 
Corequisite: ENG 02 or RDL 02 if required.

CMS 76  
Acting II*  
CMS 81  
Seminar and Independent Study in Dramatic Arts with Field Projects  
Elective for students who wish to work independently in some area of dramatic art. Weekly seminar in addition to individual 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.

CMT 10  
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.

CMT 11  
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 necessary outside-the-college film processing. 
Prerequisite: ART 71 or permission of instructor.

CMT 12  
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.

CMT 13  
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.

CMT 23  
Field Television Production  
Basic principles of operation of field television equipment such as field cameras, portable videocassette recorders component systems, audio systems, portable lights, battery systems. Practice in field production techniques and the relationship of field production to post production. 
Prerequisite: CMT 12.

CMT 31  
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.

CMT 32  
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 studied. Practice in special photographic and graphics techniques required for multi-image production. 
Prerequisite: AVT 11 and AVT 31.

CMT 33  
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. 
Prerequisite: AVT 12.
**COMPUTER SCIENCE**
Department of Mathematics

**CSI 10**
Introduction to Computer Programming I
2 lect 2 lab 3 cr
Introduction to computer systems and computer logic; techniques of structured programming; date representation; basic algorithm design and implementation in a modern structured language (e.g., PASCAL); computer solutions to problems taken from engineering, science, physics, mathematics, business and other applications.
Corequisite: MTH 30 or MTH 13.

**CSI 40**
Introduction to Computer Programming
Continuation of CSI 10. Data structures; records and pointers; analysis of algorithms, program style; documentation of programs; debugging; development of major projects.
Prerequisites: CSI 10 and CSI 20 (MTH 45), or permission of the department.

**DATA PROCESSING**
Department of Business

**DAT 30**
Introduction to Systems
3 lect 3 cr
Introduction to data processing equipment and operation; basic elements of electronic data processing, input, processing, storage, and output; flow-charting, numbering systems and programming applications. Introduction to BASIC language programming.
Prerequisites: RDL 02 and ENG 01, if necessary.
Corequisites: MTH 02 or MTH 03.

**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 and designing 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.
Prerequisite: DAT 30.

**DAT 33**
Microcomputer Applications
2 cr
Provides "hands on" experience with microcomputers through use of an integrated software system with word processing, spreadsheet, analysis, data base management and graphics components.
Prerequisites: RDL 02, ENG 01 if required.

**DAT 35**
Basic Language Programming
4 lect 3 cr
BASIC is the major language utilized in microcomputer-based business applications programming, as well as to PC/DOS concepts and facilities. BASIC language system commands and instructions are taught. Students learn to write programs which create sequential, indexed and direct files and to retrieve, update and replace records; BASIC functions and graphics.
Prerequisites: DAT 30 or departmental approval.

**DAT 36**
Microcomputer Spreadsheet Applications
2 cr
"Hands on" training to design and implement financial and other applications. Includes—development of personalized menus, the use of system MACRO capabilities, functions and graphics.
Prerequisites: DAT 30 or DAT 33;
Corequisite: ACC 11 or departmental permission.

**DAT 38**
Microcomputer Database Applications
2 cr
Covers file design, simple and complex data entry, file sorting and indexing, editing and modifying databases and report generation.
Prerequisites: DAT 30 or DAT 33 or departmental permission.
<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DAT 40</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> DAT 30 or permission of chairman.</td>
</tr>
<tr>
<td><strong>DAT 41</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> DAT 40 or PHY 61, or permission of chairman.</td>
</tr>
<tr>
<td><strong>DAT 43</strong></td>
</tr>
<tr>
<td>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 subscripting, concepts of magnetic tape processing, sequential life updating, DASD sequential file processing, DASD indexed sequential file processing, COBOL subroutine, program overlays and segmentation. Use of Report Writer feature.</td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> DAT 40.</td>
</tr>
</tbody>
</table>

### Department of Social Sciences

#### ECONOMICS

<table>
<thead>
<tr>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ECO 11</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>Corequisite:</strong> ENG 02 or RDL 02 if required.</td>
</tr>
<tr>
<td><strong>ECO 12</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>Corequisite:</strong> ENG 02 or RDL 02 if required.</td>
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<tr>
<td><strong>ECO 15</strong></td>
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<tr>
<td><strong>ECO 31</strong></td>
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<tr>
<td><strong>ECO 71</strong></td>
</tr>
</tbody>
</table>

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

#### EDUCATION

**Department of Special Educational Services**

<table>
<thead>
<tr>
<th>COURSE</th>
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</thead>
<tbody>
<tr>
<td><strong>EDU 10</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>Required for all Education majors.</strong></td>
</tr>
<tr>
<td><strong>Prerequisites:</strong> RDL 02 and ENG 02 or ESL 11 or equivalent. <strong>Prerequisite or corequisite:</strong> PSY 41.</td>
</tr>
<tr>
<td><strong>EDU 12</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>An elective course. <strong>Prerequisites:</strong> RDL 02 and ENG 02 or ESL 11 or equivalent.</td>
</tr>
<tr>
<td><strong>EDU 15</strong></td>
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<tr>
<td><strong>EDU 16</strong></td>
</tr>
<tr>
<td>A competency-based course enabling students to acquire knowledge, skills, teaching abilities, and for insights in relation 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.</td>
</tr>
<tr>
<td><strong>Required, depending on curriculum pattern and advisement.</strong></td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> EDU 10.</td>
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<tr>
<td><strong>EDU 17</strong></td>
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<tr>
<td><strong>EDU 18</strong></td>
</tr>
<tr>
<td>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 underlining 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 developer skills; and ability to apply observation and analysis skills to second language learning situations.</td>
</tr>
<tr>
<td><strong>Prerequisites:</strong> 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.</td>
</tr>
</tbody>
</table>
DU 24  Child Care Seminar I** 3 rec 3 cr
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.
Prerequisite: EDU 10.

DU 25  Child Care Seminar II*** 3 rec 3 cr
Continuation of EDU 24. Enables students to acquire teaching abilities. Play activities; designing 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 part of a group; evaluation of own performance and of class performance; child care services and resources; and knowledge of useful references.
Prerequisite: EDU 24.

DU 26  Human Relations in Urban Schools 3 rec 3 cr
A competency-based course. Norms, values, and role orientation of human behavior; principles that govern human behavior; activities that aid social and emotional growth; effective principles and practices of communication through written assignments, teacher-parent conferences, telephone calls, and sup presentations; handling conflict and criticism; codes of ethics; and knowledge of useful references.
Prerequisite: RDL 02 or ENG 02 or ESL 11 or equivalent.

DU 30  Nature and Needs of the Handicapped** 3 rec 3 cr
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 implications; services and resources for the educational treatment of the handicapped; current issues; problems, and research regarding the handicapped.
Prerequisite: EDU 10.

DU 31  Introduction to Learning Problems*** 3 rec 3 cr
A competency-based course enabling students to acquire teaching abilities. Diagnostic-prescriptive teaching; learning disabilities; organization and management of the learning environment; materials and procedures; evaluation of learning activities; and knowledge of useful references. Minimum of 20 hours of tutoring required.
Prerequisite: EDU 10.

EDU 40  Field Work Seminar 3 rec 3 cr
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.
Prerequisite: Completion of all other required courses in the Education Specialization sequence.

EDU 50  Survey of Creative Experiences for the Early Childhood and Elementary Years 3 rec 3 cr
A competency-based course enabling students to acquire teaching abilities. Objectives, materials and activities; lesson planning; 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.
Prerequisite: EDU 10.

ELC 10  Introduction to Electrical Technology 1 lect 2 lab 2 cr
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.
Prerequisite: MTH 02 or MTH 10.

ELC 11  DC Circuit Analysis 3 rec 3 lab 4 cr
A 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.
Prerequisites: ELC 10, MTH 06.
ELC 12  
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.  
Corequisite: MTH 02 or 03.

ELC 20  
Industrial Electricity and Electronics*  
1 rec 4 lab 3 cr

ELC 21  
AC Circuit Analysis  
3 rec 3 lab 4 cr
Voltage, current, impedance, power and energy in linear AC circuit elements and networks. Introduction to networks, series resonance, and parallel resonance.  
Prerequisite: ELC 11; corequisite: MTH 13 and RDL 02 or ENG 02 if required.

ELC 25  
Basic Electronics  
3 rec 3 lab 4 cr
Semiconductor and vacuum tubes as physical devices and circuit elements; rectification, filtering and amplification. Emphasis on transistors. Laboratory: experiments include diode and triode characteristics (vacuum tube and semiconductors), power supplies and amplification.  
Prerequisite: ELC 11; corequisites: ELC 21, MTH 13.

ELC 35  
Communication Electronics  
3 rec 3 lab 4 cr
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  
Electronic Product Design and Measurement  
4 lab 2 cr
Layout, construction, and assembly of electronic and electrical equipment. Economy, serviceability, shielding and heat dissipation, Miniaturization, modular construction, and printed circuits. Laboratory: layout, fabrication, inspection, and testing of simple electronic and electrical measuring instruments. Introduction to microelectronic equipment, fabrication, and application.  
Prerequisite: ELC 21; corequisite: MEC 10.

ELC 45  
Electronics Project Laboratory  
4 lab 2 cr
Application of electrical and electronic theory to the solution of practical laboratory problems. Students work as technicians under direction of instructor who acts as project engineer. Projects include design of circuits, fabrication and testing of breadboards and prototypes, the submission of tests, data and reports.  
Prerequisite: ELC 35; corequisite: ELC 92.

ELC 78  
Electrical Control Systems*  
3 rec 3 lab 4 cr

ELC 81  
Communications Theory and Applications*  
3 rec 3 lab 4 cr
ELC 82  
Networks and Transmission Lines*  
3 rec 3 lab 4 cr
ELC 83  
Microwaves*  
3 rec 3 lab 4 cr
ELC 88  
Communication Systems*  
3 rec 3 lab 4 cr

ELC 92  
Pulse and Digital Circuits  
2 rec 2 lab 3 cr
Circuits used in the generation and control of non-sinusoidal waveforms, with applications to computers and instrumentation. It includes limiters, DC restorers, differentiators, integrators, and multivibrators. Laboratory: operating characteristics of typical pulse and digital circuits and the use of specialized instrumentation.  
Prerequisite: ELC 25; corequisites: ELC 35, ELC 38.

ELC 95  
Computer System Fundamentals  
3 rec 3 lab 4 cr
Applications of mathematical logic, number systems, and Boolean algebra leading to understanding of both digital and analog computers. Systematic study of major computer units and principles of computer programming. Laboratory: assembling, operation and testing of elementary computer and logic circuits.  
Corequisite: ELC 35.

ELC 98  
Computer Circuits  
3 rec 3 lab 4 cr
Principles and circuitry of analog computers. Application of prior knowledge of waveshaping circuits to digital circuits and major component units of a digital computer. Study of hybrid computer systems. Laboratory: Assembly, operation and testing of advanced computer and logic circuits and of large computer complexes and applications of computer programming.  
Prerequisites: ELC 92, MTH 15, corequisite: ELC 95.

*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 cont/rec hour, the four 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  
4 rec 0 cr
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, misspellings and inaccuracies in punctuation.  
For students with a combined score of 4 or less on CUNY Writing Skills Assessment Test.
NG 02  4 rec  0 cr
Writing Laboratory II
Intensive 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. A student with a combined score of 6 on the CUNY Writing Skills Assessment Test.

NG 11  3 rec  1 con/rec  3 cr
Fundamentals of Written Composition I
Fundamental principles of organization and grammar; practice in expository writing; selected readings, mainly fiction; approximately eight papers required; one research project using library resources and the rudiments of documentation.
Prerequisite: ENG 01 and/or ENG 02 if required, or a combined score of 6 or more on CUNY Writing Skills Assessment Test. ENG 11 is a prerequisite for all subsequent English courses.

NG 12  3 rec  1 con/rec  3 cr
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.

NG 14  3 rec  1 con/rec  3 cr
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.

NG 15  3 rec  1 con/rec  3 cr
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.

NG 16  3 rec  1 con/rec  3 cr
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.

NG 18  3 rec  3 cr
Advanced Composition

NG 19  3 rec  1 conf/rec  3 cr
Journalism I
Study of all forms of journalistic writing: news story, feature story, editorial, critical review—and the development of skills necessary for newspaper writing. Visits to newspaper offices and participation in production of College newspaper.
Prerequisite: ENG 11.

ENG 20  2 rec  2 cr
Journalism II

ENG 23  2 rec  2 cr
Scientific and Technical Writing

ENG 50  3 rec  3 cr
American Literature and Thought I

ENG 51  3 rec  3 cr
American Literature and Thought II

ENG 53  3 rec  3 cr
The Black Writer in American Literature

ENG 54  3 rec  1 conf/rec  3 cr
Black Poetry

ENG 55  2 rec  2 cr
Children's Literature

ENG 61  3 rec  3 cr
Shakespeare
Introduction to plays of Shakespeare. Representative tragedies, comedies, and histories are read and analyzed. Poetic and dramatic techniques and the Elizabethan theatre are studied. Critical or research paper required.
Prerequisite: ENG 11 (12) plus 14 and/or 15.

ENG 65  3 cr
Honors Elective: Independent Research
To involve the intellectually aware, creative student in the study in depth of some phase of English studies through independent research. Each student will work closely with his instructor; he will be guided in research techniques, organizing bibliography in the specific area, and preparing drafts of his honors paper.
Prerequisite: B or higher average in several previous English courses taken at BCC, and the written approval of a full-time instructor in the English Department and the chairperson.

ENG 71  3 rec  1 conf/rec  3 cr
A Survey of Post-Biblical Hebrew and Yiddish Literature

ENG 72  3 rec  3 cr
The Bible as Literature

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

ENGLISH AS A SECOND LANGUAGE
Department of Special Educational Services

ESL 01  8 rec  0 cr
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.
**3 rec 0 cr**

### 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.
**6 rec 3 cr**

### 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:** ENG 11.
**3 rec 3 cr**

#### 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:** ENG 02 or RDL 02 if required.
**3 rec 3 cr**

### 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, wreathe 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 professional florists 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.
**240 hr/sem 4 cr**

#### FLO 63
**Commercial Floristry Field Experience II**
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 gluegun.
**240 hr/sem 4 cr**
FRENCH
Department of Modern Languages

RN 11 4 rec 4 cr
Beginning French I
Conversation course that will enable the student to understand, read, write and speak simple everyday French. Audio-laboratory practice.

RN 12 4 rec 4 cr
Beginning French II
Continuation of FRN 11.
Prerequisite: FRN 11 or placement test.

RN 13 4 rec 4 cr
Intermediate French
Continuation of GAR 12.
Prerequisite: FRN 12 or placement test.

RN 21 4 rec 4 cr
language and Civilization of France
Not offered on a regular basis. Course descriptions available upon request.

GARDENING
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.

GAR 11 18 hr/sem 1 cr
Horticultural Techniques I
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.

GAR 12 18 hr/sem 1 cr
Horticultural Techniques II
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.
Prerequisite: GAR 11.

GAR 13 12 hr/sem 1 cr
Pruning
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.
Prerequisite: GAR 11.

GAR 21 12 hr/sem 1 cr
Soil Science
Soil formation, soil profiles, soil water, physical properties of soil, organic matter, acidity, liming, mulches, sterilization, irrigation and drainage, nutrients, sampling and testing.
Prerequisite: CHM 15.

GAR 22 8 hr/sem ½ cr
Soil Testing
Continuation of GAR 21. Fertilizer recommendations; soil analysis; fertilization practices for greenhouses, nurseries, container grown plants, home landscape materials; nutrient requirements of plants.
Prerequisite: GAR 21.

GAR 23 8 hr/sem ½ cr
Fertilizers
Fertilizer terminology; fertilizer programs for various crops; use of fertilizing equipment.
Prerequisite: GAR 21.

GAR 31 30 hr/sem 2 cr
Preparation for Pesticide Applicator Certification
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).
Prerequisites: BIO 11 and 12.

GAR 32 12 hr/sem 1 cr
Diseases of Ornamental Plants
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.
Prerequisites: BIO 11 and 12.

GAR 41 12 hr/sem 1 cr
Plant Propagation I
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.

GAR 44 12 hr/sem 1 cr
Commercial Greenhouse Management

GAR 45 12 hr/sem 1 cr
Nursery Management
Principles of nursery management. Nursery site selection, arrangement and layout; growing nursery stock in the field and in containers; marketing.

GAR 51 12 hr/sem 1 cr
Turf and Ground Maintenance
Professional management of ornamental plantings. Installation and maintenance of turf, shrubs, lawns and flower borders; pruning; pest control; winter protection; materials and equipment. Emphasis on efficient management of turf areas.

GAR 52 12 hr/sem 1 cr
Urban Forestry
Techniques and procedures of tree care. Pruning, common tree problems, spraying, cavity installations, lightning protection, transplanting, fertilization of trees under stress, and root problems.
GAR 61 12 hr/sem 1 cr
Flower Gardening I
Use of annuals, biennials, and bulbs to create an aesthetically pleasing garden. Emphasis on low-maintenance plantings.

GAR 62 12 hr/sem 1 cr
Flower Gardening II
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. Prerequisite: GAR 61.

GAR 63 12 hr/sem 1 cr
Gardening with Annuals
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.

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.

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 structures; reading; translation and discussion of modern texts; composition; dictation. Emphasis on conversation. Prerequisite: GER 12 or placement test.

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
Drugs, Society and Human Behavior
Various aspects of drug use and abuse are explored—pharmacological, historical, legal and psychosocial. Special emphasis on the roles of the individual and society in dealing with current issues. 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 judgment 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.
### American History (1492-1865)
American history from colonial times through the Civil War; special attention to institutions and politics. Recent historical interpretations and examination of historical origins of current problems.

**Prerequisite:** HIS 10.

### American History II (1865 to present)
American History since the Civil War, with special attention to intellectual developments; reconstruction; political developments during the Gilded Age and Progressive Era. American involvement in both World Wars and resolution of the clash between isolation and world participation.

**Prerequisite:** HIS 10.

### Values and Ethics in the American Experience
Selected topics in American History raising issues related to values, ethics and morality. Ranging from the colonial period to the contemporary era, course examines major concerns of the American people throughout their history and illustrates how ethical questions have developed to the present day.

**Prerequisite:** HIS 10.

### History of the Modern World
Exploration of outstanding political, intellectual, philosophical, social and economic trends, movements and events from mid-9th century to present. Analysis of forces that have shaped the modern world.

**Prerequisite:** RD 02 or ENG 02 if required.

**HIS 10 is the prerequisite for all other history courses.**

### History of the Ancient World

### Europe in the Middle Ages

### Intellectual and Social History of Modern Europe

### History of Modern America*

### Modern Latin American History*

### History of Science and Technology*

### History of Africa*

### The History of Modern Russia*

### Afro-American History
The African experience; development and abolition of slavery in America, reconstruction after Civil War; migration out of the South; manifold consequences of urban relocation; Black education, church and arts; writing of Black Americans including Frederick Douglass and Franklin Frazier.

**Prerequisite:** HIS 10.

### Afro-American Intellectual History*

### History of Puerto Rico and the Caribbean
Political, economic, social and cultural history of Puerto Rico, Cuba, Dominican Republic and Haiti from Spanish discovery to present. Emphasis on Puerto Rican contributions to culture and society of the Caribbean area and the United States.

**Prerequisite:** HIS 10.

### Modern History of the Jewish People*

### American Urban History*

### History of the City of New York*

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

**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.

**HRT 13  120 hr/sem  2 cr**

**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  120 hr/sem  2 cr**

**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  120 hr/sem  2 cr**

**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  120 hr/sem  2 cr**

**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  60 hr/sem  1 cr**

**Nursery Operations I**

Introduction to nursery plant production, including soil preparation, soil amendments, seed and transplant beds. Fertilization treatments, planting techniques. Digging bare root and B&B stock. Top pruning, root pruning, training, staking. Pest and weed control.

**HRT 33  60 hr/sem  1 cr**

**Turf and Grounds Management II**

*Corequisite: HRT 13.*

**HRT 34  60 hr/sem  1 cr**

**Arboriculture II**

Large tree moving. Soil problems; grade changes. Management of street trees and containerized material. 
*Corequisite: HRT 14.*

**HRT 35  60 hr/sem  1 cr**

**Perennials and Flower Borders II**

*Corequisite: HRT 15.*

**HRT 36  60 hr/sem  1 cr**

**Greenhouse Operations II**

Plant maintenance, propagation, identification and labeling. Soil sterilization, application of insecticides and fungicides. Production of selected florist crops. 
*Corequisite: HRT 16.*

**HRT 43  30 hr/sem  ½ cr**

**Rose Gardening**

Care and cultivation of roses—hybrid teas, shrub roses, climbers. Management of plants for landscape use and for exhibition bloom. 
*By permission only.*

**HRT 44  30 hr/sem  ½ cr**

**Rock Gardening**

Design and care of rock gardens. Special cultural requirements of alpines and other rock-loving plants. 
*By permission only.*

**HRT 45  30 hr/sem  ½ cr**

**Native Plant Gardening**

Care and cultivation of plants of the northeastern United States. Emphasis on design and planting in accordance with natural growth habits. 
*By permission only.*

**HRT 46  30 hr/sem  ½ cr**

**Orchids**

Care of orchids, with emphasis on controlling greenhouse environment for optimum plant health and maximum bloom. 
*By permission only.*

**HRT 47  30 hr/sem  ½ cr**

**Cacti and Succulents**

Care of cacti and succulents. Identification, propagation and special cultural requirements. 
*By permission only.*
HUMAN SERVICES
Department of Social Sciences

HSC 10
Introduction to Human Services
introduces the student to knowledge and skills necessary to enter the field of human services.

Corequisites: ENG 02 or RDL 02, if required, and PSY 11 or SOC 11.

HSC 91
Field Work and Seminar in Human Services I

14 hrs field work 3 cr

HSC 92
Field Work and Seminar in Human Services II

14 hrs field work 3 cr

Prerequisites for HSC 91: PSY 11, SOC 11, SOC 35 or HSC 10 and permission of department; for HSC 92: HSC 91 and permission of department.

INDEPENDENT STUDIES*
Office of Academic Affairs

IND 11, 12, 13; 21, 22, 23; 31, 32
1-3 cr

Independent Study in a Specific Discipline

For students who wish to pursue a problem of special interest. Students will devise projects that transcend traditional departmental offerings. Activities to be pursued and outside involvements, if any, are arranged in cooperation with the coordinator. Reports or other evaluative instruments required. For elective credit only. Maximum of 6 credits may be earned in Independent or Interdisciplinary Study or combination of both.

Corequisites: 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.

NT 11, 12, 13; 21, 22, 23; 32, 33
1-3 cr

Interdisciplinary Independent Study

Designed for students who wish to participate in an interdisciplinary project of their own planning. Supervised projects from studies combine subject areas. Students arrange their own activities or agency involvements with course coordinator. Students are allowed maximum of 6 credits in either Independent or Interdisciplinary Study or a combination of both. (30 cours of work = 1 credit). For elective credits only.

Corequisites: ENG 11, the successful completion of 30 college credits with cumulative index of 2.0, and permission of the department chairperson.

Course number for IND and NT: first number indicates number of times a student has enrolled in the course; the second number indicates credit weight. Example: number 13 means the student has enrolled for the first time and is earning three credits.

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
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: IND 11.

INL 21
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: IND 11.

INL 22
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.

INL 31
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.

Corequisite: IND 11.

INL 32
Plant Purchasing, Acclimatization 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 acclimatizations.

Corequisite: IND 11.
INL 33 Networks 6 hr/sem 1/2 cr

Networks
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 Specifications for Interior Landscapes 6 hr/sem 1/2 cr

Bidding and Plant Specifications
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 Consultations 12 hr/sem 1 cr

Consultations
Discussion of plant selection and design aspects of consultation. Business aspects of consulting.
Prerequisite: INL 11.

INL 51 Lighting for Interior Gardens 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 Interior Landscaping Field Experience I 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 Interior Landscaping Field Experience II 210 hr/sem 3 1/2 cr

Interior Landscaping Field Experience II
Horticultural and aesthetic procedures for maintaining interior planting on actual accounts. Complete cultural requirements of all commonly used foliage and flowering plants. Cosmetic techniques of pruning, trimming, dusting, misting, identification, prevention and treatment measures for insect and disease problems. Methods of plant care, record keeping, plant replacement. Business aspects of customer relations and maintenance contract requirements.
Prerequisite: INL 61.

INL 63 Interior Landscaping Field Experience III 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 flowering displays and specimen foliage installations; replacements on maintenance plantings.
Prerequisite: INL 62.

ITALIAN
Department of Modern Languages

ITL 11 Beginning Italian I 4 rec 4 cr

Pronunciation; language structure; conversation; reading of simple texts; dictation. Audio laboratory practice.

ITL 12 Beginning Italian II 4 rec 4 cr

Continuation of ITL 11. Language structure; conversation; reading of elementary literary texts; dictation. Audio laboratory practice.

ITL 13 Intermediate Italian 4 rec 4 cr

Advanced language structures; conversation; reading; translation and discussion of modern texts; composition.
Prerequisite: ITL 12 or placement test.

ITL 15 Beginning Italian Conversation* 4 rec 4 cr

Italian Conversation*
Intermediate Italian
Advanced language structures; conversation; reading; translation and discussion of modern texts; composition.
Prerequisite: ITL 12 or placement test.

ITL 21 Language and Civilization of Italy* 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 curriculum or with special permission of the department. Offered at the New York Botanical Garden.

LND 11 Landscape Design Theory 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 Graphics 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 Construction I: Grading and Drainage 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.
LND 32 16 hr/sem 1 cr
Construction II: Site Detailing
Basic principles in the construction of residential details such as paving, walls, steps, simple decks and garden structures. Prerequisite: LND 31.

LND 91 12 hr/sem 1 cr
Professional Options in the Landscape Industry
This course explores various career options available to the certificate candidate, including further study in landscape architecture, landscape design, landscape contracting, responsibilities and legal limitations of these fields.

LND 92 12 hr/sem 1 cr
Organizing a Small Garden Design Business
Developing a brochure; billing; cost estimating; working with a landscape contractor; contracts.

LANGUAGE
Department of Modern Languages

LAN 11 2 rec 2 cr
French, German and Italian Diction
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.

LAN 15 4 rec 3 cr
Comparative Grammar for Native Spanish Speakers
An introductory program designed for beginning ESL students in 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.

LAW
Department of Business

LAW 19 3 rec 3 cr
Introduction to Law Office Management and Computers
Survey of principal areas of law office management, docket control, calendar monitoring, bookkeeping/accounting systems, functions of the law library and computers in the law office. Students gain understanding of computers, operating systems and programming in the modern law office; overview of other computer applicators for lawyers and paralegals, computer law, hardware and software tailored for law office applications. Prerequisites: RDL 02 or ENG 02 if required.

LAW 41 3 rec 3 cr
Business Law
Survey of the legal and economic environment of business, and interrelationship and impact of ethical, social and political influences on individuals and organizations in the study of agency, antitrust, bankruptcy, constitutional, consumer, contract, criminal, and labor laws, and the federal and state court systems. Corequisite: ENG 02 or RDL 02 if required.

LAW 45 3 rec 3 cr
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. Corequisite: ENG 02 or RDL 02 if required.

LAW 47 3 rec 3 cr
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. Corequisite: ENG 02 or RDL 02 if required.

LAW 52 3 rec 3 cr
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. Corequisite: ENG 02 or RDL 02 if required.

LAW 62 3 rec 3 cr
Family Law
Focus on legal aspects of marriage, custody and visitation, economic and social aspects of divorce, separation, annulment, antenuptial 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. Corequisite: ENG 02 or RDL 02 if required.

LAW 65 3 rec 3 cr
Criminal Law and Procedures
Provides understanding of basic distinctions between criminal and civil law; familiarity with criminal justice system; major stages of a criminal case. Corequisite: ENG 02 or RDL 02 if required.
### LAW 72: Real Property
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: Insurance and Torts
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: Legal Advocacy
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: Estates, Trusts and Wills
3 rec 3 cr
**Estates, 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: Legal Research and Writing
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: Advanced Legal Research and Writing
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: Marketing
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: Consumer Behavior
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: Management of Retail Operations
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: Advertising and Sales Promotion
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: International Marketing
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.
Prerequisite: MTH 03 or equivalent.

Exemption Examinations
Qualified students may take exemption examinations for all courses offered by the Mathematics department, upon application to the department. Exemption examinations are given at several specified times during the year. In general, a grade of B+ or better is required for exemption with credit. A passing grade less than B+ will qualify for exemption without credit.

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.

Any course numbered 12 through 15 is, with some modification, recommended only for those students enrolled in two-year career programs. MTH 12 is not recommended for transfer curricula, and will not be accepted for credit in the Liberal Arts curricula.

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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**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.

*Required elective.
RDL 02, if required, is a prerequisite for all MTH courses numbered 13 and higher.

MTH 13 4 rec 3 cr
Trigonometry and College Algebra
Topics selected from vectors, trigonometry, variation, logarithms, complex numbers and DeMoivre's theorem, theory of equations, and system of equations.
Prerequisite: MTH 06 or equivalent.

MTH 14 3 rec 3 cr
College Algebra and Introduction to Calculus
Analytic geometry, inequalities and absolute value, limits and derivative, application of derivative.
Prerequisite: MTH 13 or equivalent.

MTH 15 3 rec 3 cr
Calculus
Integrals, application of integrals, differentiation of trigonometry and logarithm function, methods of integration, power series and Fourier series.
Prerequisite: MTH 14 or equivalent.

MTH 21, 22, and 23 are nonsequential courses primarily for Liberal Arts students enrolled in nonscience transfer programs. MTH 21 and MTH 22 are recommended for Liberal Arts students and as electives for students in other curricula. MTH 23 is recommended for students in such social sciences as economics, political science, psychology, and sociology.

MTH 21 3 rec 3 cr
Survey of Mathematics I
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.
Prerequisite: Intermediate Algebra or MTH 04.

MTH 22 3 rec 3 cr
Survey of Mathematics II
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.
Prerequisite: Intermediate Algebra or MTH 04.

MTH 23 3 rec 3 cr
Probability and Statistics
Topics selected from permutations, combinations, probability, sets, finite sample spaces, probabilities as areas, basic statistical concepts, the normal distribution, central limit theorem.
Prerequisite: Intermediate Algebra or MTH 04.

MTH 30 through 35 are designed for students majoring in mathematics, physics, biology, chemistry, engineering science, computer science, medicine, and dentistry; and are recommended for those in other curricula with advanced preparation.

MTH 30 4 rec 4 cr
Pre-Calculus Mathematics
Topics selected from sets, relations, function concept, special functions, rational and irrational functions, binomial theorem, trigonometric functions, mathematical induction.
Prerequisite: MTH 06 or trigonometry.

MTH 31 6 rec 4 cr
Analytic Geometry and Calculus I
Limits, rates of change, differentiation and anti-differentiation of algebraic functions, applications, integrals, curve sketching. For Engineering Science students or for Liberal Arts and Sciences students planning to major in mathematics or physical science.
Prerequisite: MTH 30 or equivalent.

MTH 32 6 rec 5 cr
Analytic Geometry and Calculus II
Differentiation and integration of transcendental functions, hyperbolic functions, applications of the definite integral, parametric equations, theorem of mean value, polar coordinates, plane analytic geometry, determinants.
Prerequisite: MTH 31.

MTH 33 5 rec 5 cr
Analytic Geometry and Calculus III
Vectors, applications of vectors to analytic geometry and calculus, partial differentiation, multiple integrals, volumes and surface area, infinite series, applications.
Prerequisite: MTH 32.

MTH 34 4 rec 4 cr
Differential Equations and Selected Topics in Advanced Calculus
Methods of solving ordinary differential equations; selected topics from among the following: hyperbolic functions, power series, Fourier series, gamma functions, Bessel functions, probability of motion, electric circuits, damped and forced vibrations, Laplace transform.
Prerequisite: MTH 33.

MTH 35 4 rec 4 cr
Selected Topics in Advanced Calculus and Linear Algebra
Matrices, introduction to linear algebra and vector analysis, integral theorems of Gauss, Green and Stokes; applications; prerequisite or corequisite: MTH 34.

Mathematics courses in the 40 series are required for those students majoring in computer science but may be taken for elective credit by students in Liberal Art curricula.

MTH 45 3 rec 3 cr
Discrete Mathematical Systems
Topics selected from logic, sets, induction, Boolean algebra, number systems, combinatorial analysis, game theory, number theory, vectors and matrices, special topics in algebra.
Prerequisite: MTH 31.
MECHANICAL TECHNOLOGY
Department of Engineering Technologies

MEC 10  1 lect/dem  3 lab  2½ cr
Introduction to Mechanical Equipment and Systems
Overview of basic mechanical equipment and systems and insight into modern mechanical technology. Topics include engineering design, blueprint reading, production processes and equipment, space conditioning, automotive systems, engineering materials and testing.

MEC 11  1 lect  4 lab  2 cr
Basic Engineering Graphics
Fundamental engineering drawing and industrial drafting room practice. Lettering, orthographic projection, auxiliary views, sections and conventions, pictorials, threads and fasteners, tolerances, detail drawing, dimensioning and electrical drawings; introduction to computer-aided graphics.
Prerequisite: MTH 02.

MEC 12  1 lect  3 lab  2 cr
Applied Engineering Graphics
Introduction to engineering drawing practices in specific fields. Such selected specialties as gears, cams, piping, welding structural and architectural drawing:
Prerequisite: MEC 11; corequisite: ENG 02 or RDL 02 if required.

MEC 21  1 lect  3 lab  2 cr
Engineering Manufacturing Processes*

MEC 25  2 rec  3 lab  3 cr
Production Processes and Numerical Control*

MEC 27  4 rec  0 lab  4 cr
Mechanics and Introduction to Strength of Materials*

MEC 28  2 lect  3 lab  3 cr
Strength of Materials*

MEC 31  2 lect  2 lab  3 cr
Machine Design*

MEC 33  2 rec  3 lab  3 cr
Thermodynamics and Fluid Dynamics*

MEC 41  2 rec  2 lab  3 cr
Metallurgy and Engineering Materials*

MEC 45  3 lab  1 cr
Mechanical Projects Laboratory*

MEC 61  2 rec  2 lab  3 cr
Advanced Machine Design*

MEC 62  2 rec  2 lab  3 cr
Tool Design*

MEC 63  2 rec  2 lab  3 cr
Refrigeration and Air Conditioning*

MEC 64  2 rec  2 lab  3 cr
Heating and Ventilating*

MEC 65  2 rec  2 lab  3 cr
Industrial Management*

MEC 67  2 rec  2 lab  3 cr
Instrumentation and Control Systems*

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

MUSIC
Department of Music and Art

MUS 10  2 rec  1 cr
Music Survey
Introduction to the vast symphonic and chamber music literature; opera from Baroque to the contemporary period. Attendance at live concerts required.
Not open to students taking MUS 11 or MUS 12. Corequisite: ENG 02 or RDL 02 if required.

MUS 11  3 rec  3 cr
Introduction to Music
Nature of music expression; elements of music, including tempo, meter, rhythm, melodic and harmonic material and structure, tone color, texture structure examined in instrumental and vocal "forms." History of development of musical styles and forms. Audio laboratory listening assignments. Attendance at live concerts required.
Corequisite: ENG 02 or RDL 02 if required.

MUS 17  3 rec  2 cr
Songwriting*

MUS 18  2 rec  2 cr
History of Jazz*

MUS 19  2 rec  2 cr
Introduction to Jazz Improvisation
Development of the skills of improvisation and stylization necessary to this form of music. Ear training and sight-reading, listening and analysis of music; evaluation of individual performances. Open to singers and instrumentalists.
Prerequisite: Placement examination given by the department.
MUS 21, 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
Voice Class*

MUS 31, 32, 33, 34
Orchestral Performance*

MUS 37
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
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
Theory I
Introduction to chord construction and movement. Analysis of two-voice writing.
Prerequisite: MUS 40 or permission of department.

MUS 42
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
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
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
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
Ear Training I

MUS 52
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
Ear Training III

MUS 54
Ear Training IV
Continuation of Ear Training I and II.
Prerequisite: For MUS 53: MUS 52; for MUS 54: MUS 53.

MUS 61
Keyboard I

MUS 62
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
Beginning Guitar Class I*

MUS 66
Guitar Class II*

MUS 67
Beginning Brass Class*

MUS 70
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
Secondary Piano I

MUS 72
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
Recital Performance*
MUS 83, 84, 85, 86 2 cr
Private Instruction I, II, III, IV
Private instruction in a major instrument, voice, or composition. Registration only with permission of department. Open only to Music majors. Prerequisite for MUS 84: a grade of C or higher in MUS 83; for MUS 85: a grade of C or higher in MUS 84; for MUS 86: a grade of C or higher in MUS 85.

MUS 91 2 rec 1 cr
Latin and Jazz Ensemble I

MUS 95 2 rec 1 cr
Latin and Jazz Ensemble II
Practical experience in ensemble performance; provides opportunity to study, analyze and play various styles and idioms of contemporary jazz and Latin music. Prerequisite: MUS 40 or special permission of the instructor.

MUS 95 2 rec 1 cr
Chamber Chorus I

MUS 96 2 rec 1 cr
Chamber Chorus II
Study and performance of standard and contemporary chamber choral music. Taken by all vocalists. Prerequisite for MUS 95: permission of instructor.

MUS 91 2 rec 1 cr
Latin and Jazz Ensemble I

MUS 95 2 rec 1 cr
Latin and Jazz Ensemble II
Practical experience in ensemble performance; provides opportunity to study, analyze and play various styles and idioms of contemporary jazz and Latin music. Prerequisite: MUS 40 or special permission of the instructor.

MUS 95 2 rec 1 cr
Chamber Chorus I

MUS 96 2 rec 1 cr
Chamber Chorus II
Study and performance of standard and contemporary chamber choral music. Taken by all vocalists. Prerequisite for MUS 95: permission of instructor.

NMT 84 2 lect 2 cr
Radiation Biology
Comprehensive study of the radiation effects on cells including direct and indirect action of ionizing radiation; damage induced by free radicals in DNA; interpretation of survival data, radiation genetics; radiation effects on embryos; delayed effects; radiation safety and health physics. Prerequisite: NMT 83.

NMT 85 1 lect 3 lab 2 cr
Nuclear Medicine Procedures
Nuclear medicine procedures related to cardiovascular pulmonary system, endocrine system, central nervous system, gastrointestinal system, genitourinary system, skeletal system, hematological system and other therapeutic procedures; introduction to radioimmunoassay principles and procedures. Prerequisites: BIO 24, NMT 83.

NMT 86 2 rec 500 clin/lab 1 cr
Clinical Nuclear Medicine Practicum I
Rationale for applications of radio-pharmaceuticals for in vivo and in vitro procedures; principles in biochemistry and radiation biology; static and dynamic radionuclide procedures on patients; interpretations of radionuclide scans and gamma-camera images; nuclear medicine instrumentation. Prerequisite: NMT 85.

NMT 87 2 rec 500 clin/lab 1 cr
Clinical Nuclear Medicine Practicum II
Discussion of individual organ systems, physiology, morphology variants and localization of agents; competitive protein binding agents, radio-immunoassay principles and procedures. Prerequisite: NMT 85.

Nuclear Medicine Technology
Department of Physics
The following courses will be given at the Albert Einstein College of Medicine or at the hospitals affiliated with them.

NMT 81 1 lect/dem 1 cr
Orientation in Clinical Nuclear Medicine
Orientation to the hospital environment and to various phases of Nuclear Medicine Technology; hospital administration and procedures. Prerequisite: Completion of Pre-NMT Sequence.

NMT 82 3 lect/dem 3 cr
Radio-Pharmaceutical Chemistry
Preparation and use of radio-pharmaceuticals, uptake of various organs of radioactive chemicals, time dependent effects dilutions and separation analyses. Prerequisites: BIO 23, CHM 18, NMT 81; Corequisite: RAD 71.

NMT 83 2 rec 2 lab 3 cr
Radiation Physics and Dosimetry
Elements of nuclear physics, the conservation laws; alpha, beta, and gamma decay; the neutrino; elements of health physics; the roentgen, REM, REP, and RAD; maximum safe human exposure to radiation; regulations governing exposure. Corequisite: RAD 71.
NURSING
Department of Nursing

Admission to all Nursing courses is based on the approved priority list which is on file in the Nursing Department.
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.
All Nursing courses required for graduation must be taken within a five-year time span.

NTR 11
Nutrition in Physical and Emotional Disorders
Basic course in therapeutic nutrition that focuses upon major health problems in western society and influence of diet on their causes and cures. Traditional and controversial nutritional approaches are presented. Nursing care in selected situations is emphasized.
Pre-requisite: NUR 41 and 42 or by permission of instructor. Also open to RN's and LPN's.

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.
Pre-requisite: 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 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.
Pre-requisite: Pre-Nursing sequence; prerequisite or corequisites: NUR 41, BIO 24.

NUR 44
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.
Pre-requisites: NUR 41, NUR 42, BIO 24; corequisites: NUR 44, BIO 28.

NUR 45
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.
Pre-requisites: NUR 41, NUR 42, BIO 24; corequisites: NUR 43, BIO 28.

NUR 46
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.
Pre-requisites: NUR 43, NUR 44, BIO 28; corequisite: NUR 46.

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.
Pre-requisites: NUR 45, NUR 46; corequisite: NUR 48.
NUR 48 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.

PHM 10 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 integral adjunct to the course.
Prerequisite: MTH 02; also available to R.N., L.P.N. and pre-pharmacy students and health workers authorized to administer medications.

PHM 11 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.
Prerequisites: 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 students and health workers authorized to administer medications.

*NUR courses are open only to students with full matriculation status in the Nursing Curriculum.
†The minimum acceptable grade in each semester in the Nursing major is C. Grades of D must be repeated if the student wishes to receive a degree in Nursing. Grades of D may be repeated subject to the following conditions:
1. The course must be repeated before the next higher level course is taken.
2. Both grades received in the same course will be used to calculate the student's cumulative index.
3. The credit for the course may be applied only once toward graduation.
4. 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.

ORIENTATION
Department of Student Development
OCD 01 Orientation and Career Development
Course enables student to develop basic college survival skills in areas of academic life, setting career goals, time management, analysis of classroom behavior, assessment of instructor demands and utilization of library and other college resources. Emphasis on students' understanding of academic environment and its demands on their developing successful coping and achievement behavior.

Department of Secretarial Studies
ORI 43 Secretarial Senior Orientation
For students in Secretarial curricula. Seminar on continuing education; career planning; survey of employment opportunities and techniques of job seeking.

PHILOSOPHY
Department of Social Science
PHL 11 Introduction to Philosophy
Fundamental questions of human experience, and basic problems of philosophy; survey of major philosophers, classical and modern.
Corequisite: ENG 01, RDL 02, OCD 01, completion of 30 credits (remedial courses included), or permission of instructor.

PHL 31 Philosophy, Science and Human Values†

PHL 90 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 Philosophy of Religion†
*Not offered on a regular basis. Course descriptions available upon request.
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  
Fitness for Life  
2 rec 1 cr  
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 exercise bikes.

PEA 12  
Elementary Hatha Yoga  
2 rec 1 cr  
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  
Aerobic Dance  
2 lab 1 cr  
Students participate in aerobic dance to improve cardiovascular fitness; activities designed to develop nutritional and weight maintenance programs.

PEA 15  
Jogging and Weight Training  
2 lab 1 cr  
Jogging and weight training to develop cardiovascular endurance and muscle toning. Students are placed in individualized programs in jogging and weight training.

PEA 21  
Beginning Swimming Level  
2 rec 1 cr  
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  
Intermediate Swimming Level  
2 rec 1 cr  
Basic elements of good swimming; includes swimming techniques 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 freestyle, breaststroke, backstroke and sidestroke.

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 30  2 lab 1 cr
Introduction to Volleyball
Basic skills related to volleyball: setting, underhand passing, blocking and spiking. Ten strategy and various offensive combinations as well as terminology and rules.

PEA 31  2 rec 1 cr
Fundamentals of Volleyball and Basketball
Volleyball—Basic skills of passing, dribbling, shooting, re-bound, post play, zone defense, zone press and patterns of team play in order to more fully appreciate the game.
Basketball—Fundamentals of passing, serving, spiking, blocking offense and defense.

PEA 32  2 rec 1 cr
Golf and Tennis**

PEA 33  4 rec 7 1/2 wks 1 cr
Beginning Tennis
Fall semester first 7 1/2 weeks; spring semester last 7 1/2 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 1/2 weeks.

PEA 34  4 rec 7 1/2 wks 1 cr
Intermediate Tennis†

PEA 53  2 rec 1 cr
Bowling I
Basic skills, different types of deliveries, bowling errors and corrections. Students should expect to spend approximately $1.50 per session to cover the cost of bowling.

PEA 35  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, smash shot, singles and doubles strategy.

PEA 37  2 rec 1 cr
Golf
Skills taught are grip, stances, 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, jiujitsu 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, rhythmic 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.
Prerequisite: ENG 02 or RDL 02 if required.
*Offered during Day Session, Spring Semester.
**Offered during Day Session and Saturdays.
†Not offered on a regular basis. Course descriptions available upon request.

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  3 lab  3 cr  Physics for Engineering Technology II
Fluid dynamics, thermodynamics, electricity and magnetism, optics, super conductors.
Prerequisite: PHY 21.
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.
Prerequisites: High school physics or PHY 01.
Corequisites: 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*

PHY 40 2 rec 2 lab 3 cr
Physics of Photography and Optics
A qualitative treatment of wave phenomena and associated properties of light and sound; reflection, refraction, image formation, optics of the eye, interference and diffraction, sound, sympathetic vibrations, acoustical properties, laser applications, music.
Prerequisite: MTH 02.

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 and Physics Option.)
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.

*Not offered on a regular basis. Course descriptions available upon request.
### PSYCHOLOGY
**Department of Social Sciences**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 11</td>
<td>3 rec 3 cr</td>
<td><strong>Psychology</strong>&lt;br&gt;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>
</tr>
<tr>
<td>PSY 22</td>
<td>3 rec 3 cr</td>
<td><strong>Social Psychology</strong>&lt;br&gt;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>PSY 31</td>
<td>3 rec 3 cr</td>
<td><strong>Abnormal Psychology</strong>&lt;br&gt;Major forms of psychological disorders, such as neuroses, psychoses, psychosomatic disturbances and character disorders; their origin, development and treatment. Prerequisite: PSY 11.</td>
</tr>
<tr>
<td>PSY 35</td>
<td>3 rec 3 cr</td>
<td><strong>Dynamics of Human Motivation</strong>&lt;br&gt;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>PSY 36</td>
<td>3 rec 3 cr</td>
<td><strong>Workshop in Interpretation of Human Motivations</strong>&lt;br&gt;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 nonverbal communications in everyday situations, e.g., husband-wife interaction, parent-child interchanges, dating behavior, approaches to school learning. Prerequisite: PSY 11.</td>
</tr>
<tr>
<td>PSY 41</td>
<td>3 rec 3 cr</td>
<td><strong>Psychology of Infancy and Childhood</strong>&lt;br&gt;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>
</tr>
<tr>
<td>PSY 42</td>
<td>3 rec 3 cr</td>
<td><strong>Psychology of Adolescence and Adulthood</strong>&lt;br&gt;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>PSY 43</td>
<td>3 rec 3 cr</td>
<td><strong>Psychological Development During Maturity and Aging</strong>&lt;br&gt;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>
</tr>
<tr>
<td>PSY 44</td>
<td>3 rec 3 cr</td>
<td><strong>Psychology of Women</strong>&lt;br&gt;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>
</tr>
<tr>
<td>PSY 45</td>
<td>3 rec 3 cr</td>
<td><strong>Religion and the Psychology of Women</strong>&lt;br&gt;Principles of Group Dynamics&lt;br&gt;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>
</tr>
</tbody>
</table>
| PSY 46  | 3 rec 3 cr | **Workshop in Group Dynamics: Leadership Training**<br>**Laboratory in Group Experience for Applied Settings**<br>Apprenticeship to group leadership in a simulated or actual group setting. Discussion and laboratory experiences in leadership and group development for individual and team effectiveness. Prerequisite: PSY 11.
PSY 62  Workshop in Group Interaction: Personal Growth Group Settings*  
3 rec 3 cr

PSY 71  Clinical Techniques of Assessment: The Interview  
Interpersonal approach in assessing psychological problems of individuals and minigroups. Practical experience with clinical interview techniques; psychological evaluation of data and case history write-ups. Methods of referral to appropriate professional and community resources are discussed.  
Prerequisite: PSY 11.

PSY 72  Clinical Techniques of Assessment: Psychological Testing*  
3 rec 3 cr

PSY 81  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  Field Work and Seminar in Psychology II*  
3 rec 6 hrs field work 3 cr

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

RADIATION  
Department of Physics

RAD 71  Radiation Physics I  
Elements of atomic and nuclear physics, interaction of radiation with matter; radioactivity, half-life; Geiger counter; elements of health physics.  
Prerequisite or corequisite: PHY 22.

READING  
Department of Special Educational Services

RDL 01  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.  
5 rec 0 cr

RDL 02  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.  
5 rec 0 cr

RDL 05  Basic Reading for ESL Students  
3 rec 0 cr
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  College Reading and Study Skills  
2 rec 2 cr
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  Reading in the Sciences and Technologies  
3 rec 3 cr
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  Business Communications  
3 rec 3 cr
Effective listening, reading, speaking, and writing in and for business, including composition at the typewriter and computer of memoranda, letters, and reports. Research is necessary for a term report.  
Prerequisite: ENG 11, TYP 12; corequisite: TYP 13.

SEC 35  Medical Office Practice and Management II**  
4 rec 2 cr
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: WPR 11; TYPE 13; corequisites: BIO 47, LAW 45.
COURSE DESCRIPTIONS

**Department of Secretarial Studies**

**SHORTHAND**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>PREREQUISITES</th>
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</thead>
<tbody>
<tr>
<td><strong>SHO 11</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>SHO 12</strong></td>
<td>Diction, 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. Corequisite: SHO 11, TYP 11, corequisite: TYP 12.</td>
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<tr>
<td><strong>SHO 13</strong></td>
<td>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. Corequisites: SHO 13 or 17, TYP 13, and ENG 11.</td>
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<tr>
<td><strong>SHO 14</strong></td>
<td>Diction and transcription of nonlitigation materials with attention to development of legal shorthand vocabulary. Speed of 100 words per minute. Corequisites: SHO 12 or placement examination, TYP 12, and TYP 13 and ENG 11.</td>
</tr>
<tr>
<td><strong>SHO 17</strong></td>
<td>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. Corequisites: SHO 13 or 17, TYP 13, and ENG 11.</td>
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<tr>
<td><strong>SHO 31</strong></td>
<td>Dictation and transcription of litigation papers and materials—pleadings, orders, judgments, stipulation, ETBs, appeals. Speed of 120 words per minute. Corequisite: TYP 13, SHO 31.</td>
</tr>
</tbody>
</table>

*Offered fall semester only.

**Offered spring semester only.**
Sociology
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.
Prerequisite: ENG 02 or RDL 02 if required.

Race and Ethnic Relations
Characteristics of American ethnic minorities and religious groups, including theories explaining prejudice and discrimination. Intergroup relations, with particular reference to the New York metropolitan area, and techniques for relieving problems in human relations.
Prerequisite: SOC 11.

Sociology of the City*
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.

Social Deviance
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.

Introduction to Social Work
Nature of social work and its functions; family casework, child welfare, psychiatric and medical social work, correctional services, public welfare and community welfare organizations.
Prerequisite: SOC 11 or PSY 11 or permission of instructor.

Sociology of Women *

Class and Power in American Society*

Social Advocacy
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: PCL 11 or SOC 11 or department permission.

Field Work and Seminar in Sociology*

Religion and Society*

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

SPANISH
Department of Modern Languages

Beginning Spanish I
Pronunciation; language structure; conversation and reading of simple texts; dictation. Audio laboratory practice.

Beginning Spanish II
Continuation of SPN 11. Language structure; conversation; reading of elementary literary texts; dictation.
Prerequisite: SPN 11 or placement test.

Intermediate Spanish
Advanced language structures; conversation; reading, translation and discussion of modern texts; composition.
Prerequisite: SPN 12 or placement test.

Spanish for Urban Conversation and Careers I
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.

Spanish for Urban Conversation and Careers II
Continuation of SPN 15. Conversation based on social and work situations. Use of Audio lab required.
Prerequisite: SPN 15 or placement test.

Advanced Spanish Conversation
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 from 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 until 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.

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**
**Keyboarding for Computers**
2 rec 1 cr
For non-secretarial majors
A keyboarding course for non-secretarial majors. Students develop an alphabetic, number, and symbol touch keyboarding skill which applies to keyboarding operational function. Minimum speed standard is 20 words per minute.

**TYP 01**
**Refresher Typing**
3 rec 0 cr
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**
**Typing I**
5 rec 2 cr
Development of basic skills in the use of the typewriter. Letter writing, tabulation problems and report writing. Speed of 35 words a minute.

**TYP 12**
**Typing II**
4 rec 2 cr
Development of speed and control. Advanced letter writing problems, letter production, manuscript writing and tabulation. Speed of 45 words per minute.
Prerequisite: TYP 11; corequisite: ENG 02 or RDL 02 if required.

**TYP 13**
**Typing III**
4 rec 2 cr
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.
Prerequisite: TYP 12; corequisite: ENG 11.

**TYP 14**
**Electronic Keyboarding**
3 rec 3 cr
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.
Prerequisite: TYP 13.

### WORD PROCESSING
Department of Secretarial Studies

**WPR 11**
**Machine Transcription I**
5 rec 3 cr
Development of the ability to operate and transcribe simple dictated material from transcription machines in preparation for employment as a machine transcriber. Minimum performance level is 14 words per minute on portable copy. Prerequisite: TYP 11; corequisites: TYP 12, ENG 11.

**WPR 12**
**Machine Transcription II**
5 rec 3 cr
Development of the ability to transcribe complex dictated material for extended time periods in preparation for employment as a correspondence secretary. Minimum level of performance is 20 words per minute on portable copy.
Prerequisites: TYP 12, WPR 11 or SHO 12; corequisite: TYP 13.

**WPR 20**
**Introduction to Office Automation**
3 rec 3 cr
Principles and language of office automation, responsibilities of staff positions, applications within office environments and support services, nature of workflow—how information originates, is processed, and distributed—and trends in office automation.

**WPR 21**
**Word Processing Administration**
3 rec 3 cr
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**
**Word Processing Office Simulation**
3 rec 3 cr
Application of the knowledge learned 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.

**WPR 23**
**Introduction and Administration of Office Automation**
3 rec 3 cr
Students develop ability to function as supervisor or administrator in a broad-based office automation environment. Principles, procedures, and techniques of supervision and administration. Concentration in scheduling and coordinating, motivational techniques, technical areas (systems), decision making, time management skills, personnel evaluation and training programs are included.
Prerequisite: WPR 20.
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B.A., Fordham University; J.D., University of Pennsylvania  
Kazuyo Takai, Professor, Secretarial Studies  
B.A., M.Ed., University of Washington  
Catherine P. Tarpey, Assistant Professor, Nursing  
B.S., Hunter College; M.A., Teachers College, Columbia University  
Joan Tarsney, Assistant Professor, Nursing  
B.S., Hunter College; M.A., Teachers College, Columbia University  
Byron K. Taylor, Assistant Director of Financial Aid; Higher Education Assistant  
A.A.S., Bronx Community College; B.A., Herbert H. Lehman College; M.S., Baruch College  
Ismay V. Taylor, Lecturer, Modern Languages  
B.A., University of Puerto Rico; M.A., Teachers College, Columbia University  
Francis D. Terrell, Department Chairperson; Associate Professor, Business  
B.S. University of Toledo; J.D. Columbia University Law School
Marian Wise, Associate Professor, Secretarial Studies  
B.A., Hunter College;  
M.A., Teachers College, Columbia University  
Bernard L. Wittlieb, Professor, English  
B.A., The City College, M.A., Ph.D., New York University  
Allan Wolk, Professor,  
Social Sciences (Political Science)  
B.A., M.A., The City College; Ph.D., New York University  
Frank V. Wong, Associate Professor,  
Health and Physical Education  
B.S., M.S., The City College  
Cheong-Mo Yang, Lecturer, Engineering Technologies  
B.S. in E.E., Myong-Ji University (Seoul, Korea);  
M.S. in E.E., Manhattan College  
Margaret M. Yuen, Assistant Professor, Nursing  
B.S., Simmons College; M.A., New York University  
William M. Zalkin, Assistant Professor, English  
B.A., Columbia University  
Isaak Zimmerman, Professor,  
Chemistry and Chemical Technology  
B.S., The City College; M.S., Ph.D., New York University  
Stephen M. Zimmerman, Assistant Professor, English  
B.A., Union College; M.A., Columbia University  

\[ \text{COLLEGE LABORATORY TECHNICIANS} \]

\begin{itemize}  
\item **Rudolph Arroyo**, Senior College Laboratory Technician, Physics  
A.A.S., Bronx Community College;  
B.E.M.E., The City College  
\item **Joseph Bossone**, College Laboratory Technician, Engineering Technologies  
\item **Joseph Cagner**, Senior College Laboratory Technician, Chemistry  
A.A.S., Bronx Community College  
\item **Frances Caruso-Haralam**, Senior College Laboratory Technician, Biology  
A.A.S., Bronx Community College  
\item **Arthur DeMatteo**, Senior College Laboratory Technician, Audiovisual Services  
B.A., Fairleigh Dickinson University  
\item **Richard Fucci**, College Laboratory Technician, Technical Service Unit  
\item **Nikolai Lopuchin**, Senior College Laboratory Technician, Engineering Technologies  
\item **Ann McPartlin**, College Laboratory Technician, Secretarial Studies  
\item **Alice Netburn**, College Laboratory Technician, Chemistry  
\item **Leonard Rinaldi**, College Laboratory Technician, Biology  
A.A.S., Bronx Community College  
\item **Angelina Scimia**, Senior College Laboratory Technician, Biology  
A.A.S., Bronx Community College  
\item **Leonard S. Silverman**, College Laboratory Technician, Audiovisual Services  
\item **John Tiffany**, College Laboratory Technician, Chemistry  
\item **Neville Trotman**, College Laboratory Technician, Engineering Technologies  
\end{itemize}  

\[ \text{FACULTY EMERITI} \]

\begin{itemize}  
\item **Frederick J. Berger**, D.Sc.,  
Professor Emeritus of Engineering Technologies  
\item **Bernard P. Corbman**, Ed.D.,  
Professor Emeritus of Business  
\item **John E. D'Andrea**, M.A.,  
Professor Emeritus of Business  
\item **Milton Doroshkin**, Ph.D.,  
Professor Emeritus of Modern Languages  
\item **Anne P. Gotta**, M.A.,  
Professor Emeritus of Social Sciences  
\item **Mark D. Hirsch**, Ph.D.,  
Professor Emeritus of History  
\item **Gloria L. Hobbs**, Ph.D.,  
Professor Emeritus of Modern Languages  
\item **Stella Lawrence-Daniels**, M.E.E.,  
Professor Emeritus of Engineering Technologies  
\item **Arlene L. Levey**, M.A.,  
Professor Emeritus of Nursing  
\item **Richard L. Loughlin**, Ph.D.,  
Professor Emeritus of English  
\item **Daniel S. McGrath**, Jr., M.A.,  
Professor Emeritus of History  
\item **Teta Moin**, Ed.D.,  
Professor Emeritus of Student Development  
\item **Teta Moehs**, Ph.D.,  
Professor Emeritus of History  
\item **Charles R. Monticone**, Ph.D.,  
Professor Emeritus of Modern Languages  
\item **Burton R. Polin**, Ph.D.,  
Professor Emeritus of English  
\item **Samuel Ross**, J.D.,  
Professor Emeritus of Business  
\item **Wynn Reynolds**, Ph.D.,  
Professor Emeritus of Communication Arts and Sciences  
\item **Paul Rosenfeld**, M.A.,  
Professor Emeritus of Music  
\item **Marvin Salzberg**, D.M.A.,  
Professor Emeritus of Music  
\item **Manuel Stierman**, Ph.D.,  
Professor Emeritus of Engineering Technologies  
\item **Edwin Terry**, Ph.D.,  
Professor Emeritus of Library and Learning Resources  
\item **Clement M. Thompson**, Ph.D.,  
Professor Emeritus of Student Development  
\item **Jacob Twersky**, Ph.D.,  
Professor Emeritus of History  
\item **Henry F. White**, Ph.D.,  
Professor Emeritus of Biology  
\end{itemize}
BRONX COMMUNITY COLLEGE AND THE COMMUNITY

Bronx Community College takes pride in its role in enhancing the quality of life for Bronx residents. Serving the community educationally, economically and socially, the college conducts comprehensive outreach programs, making a substantial contribution to the Bronx and the New York City metropolitan area.

To foster greater cooperation and interaction with neighboring community agencies, the college enjoys the support and participation of several curricular and advisory committees which include representatives of community and professional organizations.

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 committment 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.
COMMUNITY PROGRAMS

Project STEP (Dr. Ronald Thomas, Project Director) – for high school juniors, primarily minority and economically disadvantaged seniors, who are interested in careers in science, technology or health fields.

Improving Educational Opportunities for Disadvantaged Nursing Students (Dr. Violet Katz, Project Director) – for recent high school graduates who want to enter nursing, stipends, summer program, tutoring, counseling and computerized instruction.

Youth Career Programs (Dr. Allan Wolk, Coordinator) – helps youthful offenders under 21 enter college and secure a degree, with supportive social and educational services, funded by the New York State Division for Youth.

Communication Seminars for Business (Prof. Minerva Stergianopoulos, Coordinator) – the Department of Communication Arts and Sciences offers seminars and workshops in communications skills, designed to suit individual companies.

Talent Search (Mr. James Stitt, Director) – this outreach program assists Bronx young people to continue their high school education and enter college. It provides some 1,000 economically disadvantaged youngsters with workshops, career seminars and support services.

University Heights High School (Dr. Nancy Mohr, Principal) – a partnership between BCC and the New York City Board of Education which offers personalized programs and access to campus facilities for more than 250 high school students who attend classes on campus.

University Heights Development Corporation – a non-profit alliance between BCC and representatives of the community. A federally funded project of UHDC resulted in the conversion of a vacant dormitory into 104 units of subsidized rental apartments for senior citizens and the handicapped.

Upward Bound (Mr. James Stitt, Director) – with a grant from the U.S. Office of Education, BCC serves some 85 Bronx high school students through intensive academic and personal counseling, tutoring and a summer residential program.

Career Beginnings – to provide high school students with after-school and summer jobs, mentors and guidance services thereby facilitating their completion of high school and entry into college or full-time employment.

In addition, the college has numerous continuing education programs offering academic, career-oriented, and arts courses for enrichment or employment objectives (see page 43). Public and private agencies and commercial firms who would like educational upgrading or custom-tailored programs for members or employees may call upon the Office of Continuing Education for services and assistance.
A diversified program of cultural activities is sponsored by the college as a supplement to the educational programs as well as a service to community residents. 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, Tosalyn 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 Alley 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 Bronx Community Gallery is funded by the New York City Department of Cultural Affairs and provides a variety of exhibits which are open to the public.

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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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 1988—90*

FALL 1988 SEMESTER
Registration—Fall 1988 August 29-September 7
Labor Day—college closed September 5
First day of classes—Fall 1988 September 8
Rosh Hashanah—no classes September 12-13
Yom Kippur—no classes September 21
Columbus Day—classes meet as scheduled October 10
Election Day—classes meet as scheduled November 8
Veterans Day—classes meet as scheduled November 11
Thanksgiving Recess—college closed November 24-26
Last day of classes December 21
Final examinations December 22-23
College closed December 26
College closed December 30
College closed January 2, 1989
Final examinations January 3-7
Martin Luther King Day—college closed January 16

SPRING 1989 SEMESTER
Registration—Spring 1989 January 25-February 2
First day of classes February 4
Lincoln's Birthday—college closed February 13
Washington's Birthday—college closed February 20
Spring Recess—no classes March 19-26
Passover—no classes April 20-22
Last day of classes May 25
Final examinations May 27-June 5
Memorial Day—college closed May 29
Commencement June 9

SUMMER SESSION 1989
Registration June 13
First day of classes—Summer 1989 June 19
Final examinations July 28

*Subject to change

Editor: Sharlene Hoberman
MINILOG
1989-90
GATEWAY TO SUCCESS
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   2 Accreditation
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   3 Campus Services and Facilities
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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 ACCREDITATION

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, 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, Title IX and Section 504 Coordinator, Dr. Dolores Gracian, Office of Academic Affairs, Language Hall 31, extension 6117.

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 24 to 51. 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 parentheses.

Associate in Applied Sciences Degree (A.A.S.)

Career Programs

- Accounting (5002)
- Advertising Art and Computer Graphics (5012)
- Audiovisual Technology (5008)
- 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)
- Programming and Systems (5102)
- Secretarial Studies (5005 and 5214)

Associate in Arts Degree (A.A.)

Transfer Programs

- Human Services (5501)
- Liberal Arts and Sciences (5649)
- Secretarial Teaching (5005)

Associate in Science Degree (A.S.)

Transfer Programs

- Business Administration (5004)
  Accounting
  Computer Programming
  Management
  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.

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.

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, which supports a variety of campus activities.

The Bookstore hours are:
- Mondays - 9 a.m. to 7 p.m.
- Tuesdays and Wednesdays - 9 a.m. to 6 p.m.
- Thursdays - 9 a.m. to 5 p.m.
- Fridays - 9 a.m. to 3 p.m.

During the first three weeks of each semester, the bookstore is open on Saturdays from 9 a.m. to 3 p.m. The hours are also extended on Mondays to Thursdays.

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.

The cafeteria is open the following hours:
- Mondays-Thursdays - 8 a.m. to 6:30 p.m.
- Fridays - 8 a.m. to 3 p.m.
- Saturdays - 8:30 a.m. to 1 p.m.

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.

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.

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 Colston Hall, Room 506, is open the following hours when classes are in session:
- Mondays-Thursdays - 5 to 9:30 p.m.
- Saturdays - 9:30 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.

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
Office: Tech Two Basement
Chairman: Professor Morton Rosenstock
Professor: A. Peretz
Associate Professor: J. Skurdenis
Assistant Professors: D. Hadgis, O. Klymowyc
Lecturer: P. Schwartz

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.

Library and Learning Resources has two locations: Technology Two Building and Sage Hall.

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.

Academic Computing Center
Director of Academic Computing:
Mr. Peter Hoberman
The BCC Academic Computing Center consists of four diverse facilities. The main multi-purpose center on the second floor of Sage Hall has satellites in the Tech Two and Gould Tech buildings. Most of the laboratories are connected to the Academic Computing Local Area Network, Nestar PLAN 5000. More than 200 PC DOS and Apple II users may simultaneously share site-licensed applications and educational commercial programs as well as many developed by the BCC faculty. Two large Macintosh networks are also in operation. All of these networks are constantly being upgraded and expanded.

Additionally, many computer languages, application packages and educational materials especially developed for our students and faculty are available in each of the facilities. Microcomputers, including Apple II+lle, Macintosh 512e, IBM PC, Zenith and Sperry systems are available for students, faculty and staff use under the guidance and assistance of trained support staff. Several IBM 3178 video terminals and a high speed line printer are connected to the CUNY University Computer Center 3090 and 4381 mainframe computers. Video and hard copy terminals also are connected to the college PDP 11/44 instructiona l computer. Faculty members frequently schedule classes to meet in these facilities.

The center and its networks are growing to meet the needs of students, faculty and staff. Through the Faculty Development Program and other active projects such as the Apple/Macintosh Initiative, new materials are constantly being previewed and written for use in our facilities.
Admission to the College

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

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

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 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 on page 9).

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 required under contractual agreements.

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 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 fill an International Student Application that is available at the Office of Admission Services, 875 Avenue C, 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 a 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 the Admissions Office in Loew Hall 223, or call (212) 220-6284.

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 speech, typing and/or a foreign language, depending on their choice of curriculum. Separate tests are administered in chemistry (Toledo 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.
APPLICATION TO 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 an 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. For more information, contact the College's Health Services Office in Loew Hall.

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

Tuition is charged each semester and must be paid full at the time 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.

All applications for financial aid grants or loans needed to cover the cost of tuition and fees must be completed in advance of registration. All grants and loans must be available to be used during registration.

Where tuition charges are reduced by place of residence, legal proof of such is required to establish eligibility. All students who are not residents of New York City but who are residents of New York State are required to file a Certificate of Residence form with the Bursar's Office prior to registration. Certificates of Residence are valid for one year from the date of issue and must be renewed each year. The blank forms may be obtained from the Admissions Office, Bursar's Office or the Office of the Chief Fiscal Officer of the county in which you reside. The form must be completed, signed, notarized and taken to the Chief Fiscal Officer of the county in which you reside. If you qualify, a Certificate of Residence will be issued to you by the county. This form must be submitted to the Bursar's Office two weeks prior to registration.

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 each tuition deferral.

Student Activity 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).

Note: These fees are not refundable. Payments must be made by money order or personal check, made payable to Bronx Community College. A separate check is required for student activity fee. Enrollment is not complete until all fees are paid.

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 (adding a course or changing from one section to another; the fee is charged for each change).

6. Duplicate ID card fee $5

7. Duplicate Registration Receipt $1

8. Duplicate Bursar's Receipt $5

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>New York City resident, or New York State resident with a Certificate of Residence</th>
<th>$612.50/semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>New York State resident without a Certificate of Residence, or Non-New York State Resident, including International Student</td>
<td>$1,012.50/semester</td>
</tr>
<tr>
<td>Part-Time Students</td>
<td>(fewer than 12 credit weight) New York City resident, or New York State resident with a Certificate of Residence</td>
<td>$40/credit**</td>
</tr>
<tr>
<td></td>
<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</th>
<th>Department</th>
<th>Course</th>
<th>Department</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 11</td>
<td>ENG 01</td>
<td>ENG 16</td>
<td>MUS 21</td>
<td></td>
</tr>
<tr>
<td>ACC 12</td>
<td>ENG 02</td>
<td>ENG 19</td>
<td>MUS 40</td>
<td></td>
</tr>
<tr>
<td>ACC 13</td>
<td>ENG 11</td>
<td>ESL 11</td>
<td>MUS 50</td>
<td></td>
</tr>
<tr>
<td>ACC 14</td>
<td>ENG 12</td>
<td>MTH 13</td>
<td>PHY 31</td>
<td></td>
</tr>
<tr>
<td>BUS 11</td>
<td>ENG 14</td>
<td>MTH 31</td>
<td>PHY 32</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENG 15</td>
<td>MTH 32</td>
<td></td>
<td></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>$1,680</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>$5,900</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 Association Fees (when applicable) will be made in the event that: (1) courses are cancelled by the College; (2) a student’s registration is cancelled by the College.

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

**Military Refunds**

Special Military Refund regulations apply to students who enlist or are called to serve in the military service of the United States, as well as those who served with VISTA or the Peace Corps.

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%

---

**SCHEDULE OF TUITION REFUNDS**

<table>
<thead>
<tr>
<th>Event</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>
Financial Aid

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.

Financial Aid Office: Colston Hall, Room 504
Director: Mr. Douglas Strauss
Assistant Director: Mr. Byron Taylor
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>
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<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 $2625 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 if 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 ending 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.

At the time of application and again at the exit interview, students are given explicit information concerning their rights and obligations under the guaranteed Student Loan Program.

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 grants 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. Scholastic accomplishment has no bearing on eligibility. 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 in the program in which enrolled. The student must not owe any repayments of PELL Grants or other awards paid, or be in default on payment of any student loan. Before receiving payment, the student must sign an affidavit, available from the Financial Aid Office, that all money received will be used for the costs of attendance at Bronx Community College.

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 Allocation 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.

Perkins Loan Program (formerly 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 $2,000 per year or a total of more than $4,500 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 the applicant may work under this program are: financial need, class schedule, academic progress, and health status. Salary is dependent on the nature of the job and 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 planned for the next academic period.

Social Security recipients must have their attendance certified by the Registrar's Office in Colston 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. continue 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 18 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 Loew 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. Benefits are subject to continued funding on an annual basis.

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 Associate 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.

Bronx Community College Scholarships
The Bronx Community College Foundation and the Bronx Community College Scholarship Fund make awards to select groups of students. The Fund provides scholarships to freshmen who do not need remediation. These scholarships are renewable for three more semesters depending on academic performance and availability of funds. The Bronx Community College Foundation makes awards to foreign students, older returning students and handicapped students. Information concerning these awards is available in the Financial Aid Office.

Financial Aid programs are subject to change, dependent upon the College's funding from Federal, State and City agencies.
The Office of Academic Affairs is responsible for all the instructional activities at the college, and registration and the scheduling of classes, academic advisement of all students who have completed their first year, special programs, management of certain grants, and staff development.

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

**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 or her picture and student number on it and 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 Officer, register at a time reserved for BCC matriculants in the Registration Schedule. However, baccalaureate matriculants from City University senior colleges will be required to pay nonmatriculant fees. Students with permits from colleges not of City University must all register as nonmatriculants regardless of status in their own colleges.

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 index 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 matriculant.

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 24-51. 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, re-processing fees, library fines). They are not charged any other regular fees. The $25 fee is considered a non-instructional 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>0-11(\frac{1}{2})</td>
<td>No Classification</td>
<td>No Classification</td>
</tr>
<tr>
<td>12-23(\frac{1}{2})</td>
<td>1.67</td>
<td>1.00</td>
</tr>
<tr>
<td>24-37(\frac{1}{2})</td>
<td>1.78</td>
<td>1.54</td>
</tr>
<tr>
<td>38-51(\frac{1}{2})</td>
<td>1.88</td>
<td>1.78</td>
</tr>
<tr>
<td>52-63(\frac{1}{2})</td>
<td>1.95</td>
<td>1.88</td>
</tr>
<tr>
<td>64-73(\frac{1}{2})</td>
<td>2.00</td>
<td>1.95</td>
</tr>
<tr>
<td>74 or greater</td>
<td></td>
<td>2.00</td>
</tr>
</tbody>
</table>
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.

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 year 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.

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.

GRADERS
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.

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.
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>Equivalent</th>
<th>Achievement</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Excellent, superior</td>
<td>4</td>
</tr>
<tr>
<td>B+</td>
<td>85-89</td>
<td>Above Average</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>80-84</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C+</td>
<td>75-79</td>
<td>Satisfactory</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>70-74</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D+</td>
<td>65-69</td>
<td>Passing, but below average</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>60-64</td>
<td>Just passing</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>Failing (also assigned to a student who is absent from a final examination and has done failing work in course)</td>
<td>0</td>
</tr>
<tr>
<td>R*</td>
<td></td>
<td>Repeat, not counted</td>
<td></td>
</tr>
</tbody>
</table>

*Applicable only to certain non-credit remedial courses.

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>Withdrew 3rd through 10th week only.</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew Failing (counts as a failure) 3rd week through end of semester.</td>
</tr>
<tr>
<td>WU</td>
<td>Withdrew 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 the 10th week of class.

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.

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. 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, 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.

Retention Rate
The retention rate at BCC ranges from 79 percent to 84 percent since Fall, 1984.
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>2 hours of absence</td>
<td>5 hours of absence</td>
</tr>
<tr>
<td>3</td>
<td>3 hours of absence</td>
<td>7 hours of absence</td>
</tr>
<tr>
<td>4</td>
<td>4 hours of absence</td>
<td>9 hours of absence</td>
</tr>
<tr>
<td>5</td>
<td>5 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.

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

Effective September 1, 1988, 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.
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.
### ADVERTISING ART AND COMPUTER GRAPHICS CURRICULUM

Curriculum Coordinator: Prof. P. Schira

This curriculum teaches the basic skills required to work in the field of commercial art. Commercial art, or art used to sell a product, requires specialized instruction and practice in these skills. The program combines traditional foundation courses in art, such as design and drawing, with the new computer technology.

**Advertising Art and Computer Graphics Curriculum**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
<td>Fundamental Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fundamental Communication</td>
<td>3</td>
</tr>
<tr>
<td>CMS 60</td>
<td>Intro. to Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10</td>
<td>History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>ART 11 or ART 12</td>
<td>Intro to Art or Western &amp; Non-Western Cultures</td>
<td>3</td>
</tr>
<tr>
<td>MTH 12 or MTH 21*</td>
<td>Intro. to Mathematical Thought or Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

#### Required Areas of Study

- Choose from ENG 14, 15, or 16
- Social Science or History**
- Humanities electives†
- Science†
- HLT 91 or Critical Health Issues or PEA Physical Education activity course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>17-18</strong></td>
</tr>
</tbody>
</table>

#### Specialization Requirements

- MKT 43: Advertising & Sales Promotion
- KEY 10: Keyboarding for Computers
- ART 15: Design
- ART 21: Drawing & Painting I
- ART 22: Drawing & Painting II
- ART 31: Graphic Arts I
- ART 32: Graphic Arts II
- ART 55§: Modern Art
- ART 71: Photography I
- ART 81: Media Graphics
- ART 82: Illustration
- ART 83: Basic Graphic Design for Advertising
- ART 84: Computer Graphics
- CMT 11: Audiovisual Photography

**Total 30**

* MTH 21 for those students who wish to transfer to a senior college.
** To be chosen from Economics, Philosophy, Political Science, Psychology, Sociology or History.
† To be chosen from Communication, English, History, Modern Languages, Music or Social Sciences.
†† To be chosen from any lab science (Astronomy, Biology, Chemistry or Physics).
§ ART 52 or 61 may be substituted whenever available.

### AUDIOVISUAL TECHNOLOGY

Curriculum Coordinator: Prof. D. Canty

This curriculum covers a vital part of the entertainment business, far more than just the fields of broadcasting and movie production. In fact, most of the activity—and job opportunity—centers around the use of media by major corporations, government agencies, educational institutions and hospitals to train and communicate to personnel, and to publicize products and services. This field, often called, “corporate media,” is the primary focus of the media technology program.

The program is oriented to teach the skills most required for “corporate media.” Students learn audio recording, color television studio production, field video production, video editing and post-production, field television production, digital graphics, audiovisual photography and AV equipment operation and maintenance. Emphasis is also on oral and written communications which is vital to people working in the communications industry. In the last semester of study, students have the opportunity to work in the industry itself through a supervised internship program.

**Audiovisual Technology (AVT) Curriculum**

**Media Technology Option**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
<td>Fundamental Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 15</td>
<td>Composition &amp; Drama</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fundamental Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10</td>
<td>History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>MTH 13</td>
<td>Mathematics for Technology I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 10</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ART 10</td>
<td>Art Survey</td>
<td>1</td>
</tr>
<tr>
<td>MUS 10</td>
<td>Music Survey</td>
<td>1</td>
</tr>
<tr>
<td>PEA</td>
<td>Physical Education Activity Course</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

#### Specialization Requirements

- ART 71: Photography
- ART 81: Media & Communication Art
- CMT 10: Introduction to Audiovisual Technology
- CMT 11: Audiovisual Photography
- CMT 12: Small Studio Color Television
- CMT 13: Audiovisual Equipment Operation
- **Total 3**

- CMT 23: Field Television Production
- CMT 31: Audio Recording & Duplication
- CMT 33: Television Editing & Post Production
- **Total 3**

- CMS 12: Voice and Diction
- CMS 60: Intro. to Mass Communication
- ELC 10: Intro. to Electrical Technology
- ELC 12: Intro. to Computing & Basic Programming
- **Total 3**

- PHY 40: Physics of Light and Sound

**Free Electives**

To complete the required 65 credits.

Note: Please see the curriculum coordinator for recent changes in course requirements.
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

Core Requirements

- ACS 11 Engine ........................................... 6
- ACS 12 Brakes ........................................... 3
- ACS 13 Fuel Systems .................................... 3
- ACS 14 Manual Transmission ......................... 3

Total 15

Specialization Requirements for
Mechanic Option

- ACS 21 Front Ends ....................................... 4
- ACS 22 Automotive Transmission ..................... 4
- ACS 23 Heating & Air Conditioning .................... 4
- ACS 24 Electrical Systems ................................ 3

Total 15

Specialization Requirements for
Collision Repair Option

- ACS 31 Towing & Shop Safety .......................... 3
- ACS 32 Chassis & Components ......................... 4
- ACS 33 Metal Work ....................................... 4
- ACS 34 Painting ........................................... 4

Total 15

BUSINESS
Curriculum Coordinator: Prof. M. Shopkow

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 a senior college of the City University of New York.

Business Career Curricula

Students in the Business Career Curricula leading to the A.A.S. degree may pursue Accounting, Marketing Management and Sales, Computer Programming and Systems Analysis or 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.

Business Career—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.

Business Career Curriculum

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

Core Requirements

- ENG 11 Fundamental Composition I ................... 3
- COM 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

- Humanities—Choose from Art, Communication, English, Music, Modern Languages, History or Social Sciences 6
- ECO 11 or 12—Micro or Macro Economics ......... 3
- MUS 10 or ART 10—Music Survey or Art Survey* 1
- Science—BIO 18, AST 18 or CHM 13* .......... 3-4
- Physical Education (two activity courses) ............ 2

Total 15-16

Specialization Requirements

- ACC 11 Fundamental Accounting I .................. 4
- BUS 11 Business Mathematics ....................... 3
- MKT 11 Marketing ...................................... 3
- ACC 12 Fundamental Accounting II .................. 4
- DAT 30 Introduction to Systems ...................... 3
- LAW 41 Business Law .................................. 3
- CWE 33** Cooperative Work Experience ............... 4
- ACC 13 Intermediate Accounting III ................. 4
- BUS 51 Business Organization & Management ...... 3
- FIN 31 Principles of Finance .................................. 3
- ACC 14 Cost Accounting ..................................... 4

Total 38

*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 10, PHY 11 or ART 11 or 12 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.
Business Career—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.

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### Business Career Curriculum

#### Marketing Management and Sales Option

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>
</tr>
</tbody>
</table>

<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, AST 18 or CHM 13*</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 10, PHY 11 or AST 11 or 12 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

The Business Administration program is designed to provide an introduction to Accounting, Management, Marketing Management and Sales or Computer Programming 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 a senior college for which the student qualifies. Upon graduation from Bronx Community College, the student earns the A.S. degree.

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.

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Business Administration Curriculum
Accounting Option

69 Credits required for A.S. Degree

<table>
<thead>
<tr>
<th>Core Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
</tr>
<tr>
<td>Fundamental Composition I</td>
</tr>
<tr>
<td>CMS 11</td>
</tr>
<tr>
<td>Fundamental Communication</td>
</tr>
<tr>
<td>HIS 10</td>
</tr>
<tr>
<td>History of the Modern World</td>
</tr>
<tr>
<td>MTH 30 or 31*</td>
</tr>
<tr>
<td>Pre-Calculus or Analytic Geometry and Calculus</td>
</tr>
<tr>
<td>**</td>
</tr>
<tr>
<td>Modern Language</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Areas of Study</th>
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<tbody>
<tr>
<td>Humanities A—Choose from ENG 14, 15, or 16</td>
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<tr>
<td>Humanities B—Art or Music</td>
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<tr>
<td>Social Science or History—Choose from History or PHL 11, POL 11, PSY 11 or SOC 11</td>
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<tr>
<td>Social Science—Choose from Political Science, Philosophy, Psychology or Sociology</td>
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<tr>
<td>Science—Choose from BIO 11, CHM 10, PHY 11 or AST 11 or 12</td>
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<tr>
<td>ECO 11 or 12—Micro or Macro Economics</td>
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<tr>
<td>Physical Ed. (choose two activity courses)</td>
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| Total 21 |

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
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<tbody>
<tr>
<td>ACC 11</td>
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<tr>
<td>Fundamental Accounting I</td>
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<tr>
<td>ACC 12</td>
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<tr>
<td>Fundamental Accounting II</td>
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<tr>
<td>BUS 51</td>
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<tr>
<td>Business Organization &amp; Management</td>
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<tr>
<td>ACC 13</td>
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<tr>
<td>Intermediate Accounting</td>
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<tr>
<td>BUS 41</td>
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<td>Business Statistics</td>
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<td>LAW 41</td>
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<td>Business Law</td>
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<td>ACC 14</td>
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<tr>
<td>Cost Accounting</td>
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<tr>
<td>CMS 12</td>
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<tr>
<td>Voice and Diction</td>
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</tbody>
</table>

| Total 27 |

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*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
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 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 11 or MUS 11 ............................................. 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 10, PHY 11 or AST 11 or 12 ................................................................. 4
- ECO 11 or 12—Micro or Macroeconomics ................................ 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 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.

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
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 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 10, PHY 11 or AST 11 or 12 ................................................................. 4
- ECO 11 or 12—Micro or Macroeconomics ................................ 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
- MKT 43 Advertising & Sales Promotion ..................................... 3
- CMS 12 Voice & Diction ........................................................... 2
- LAW 41 Business Law .............................................................. 3
- 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.
Business Administration—Programming and Systems

The Programming and System Option (A.S.) degree is designed to articulate with CUNY senior colleges. Students are required to complete a number of courses which are transferable. In addition, computer programming and systems courses are offered so that students may continue with advanced standing in their area of specialization.

Business Administration Curriculum Programming and Systems Option
65 Credits required for A.S. Degree

Core Requirements
- ENG 11, 12
- Fundamental Composition I & II 6
- CMS 11
- Fundamental Communication 3
- HIS 10
- History of the Modern World 3
- MTH 30
- Pre-Calculus 4
- Modern Language 6
Total 24

Required Areas of Study
- Social Science—Choose from PHL 11, POL 11, PSY 11 or SOC 11 3
- MUS 11 or ART 11 3
- Science—Choose from AST 11 or 12, BIO 11, CHM 10 or PHY 11 4
- Physical Ed.—Choose 2 activity courses 2
Total 12

Specialization Requirements
- DAT 30
- Introduction to Systems 3
- ACC 11
- Fundamental Accounting I 4
- BUS 51
- Business Organization & Management 3
- DAT 40
- COBOL Programming 4
- ACC 12
- Fundamental Accounting II 4
- BUS 41
- Business Statistics 3
- DAT 43
- Advanced COBOL Programming 4
- DAT 41
- Assembly Language Programming 4
Total 29

*A student who has completed three years of a foreign language in high school is exempt from the language requirement. The student may arrange for course substitutions with Department Chairman.

Note: Please see Programming and Systems Career Option (page 47).

CHEMICAL TECHNOLOGY

Students interested in this field of study should see the Industrial Chemical Laboratory option (Page 47).
EDUCATION ASSOCIATE—CHILD CARE OPTION
Curriculum Coordinator: Dr. J. Stuchin-Paplin

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
(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 ............................................................... 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 Elementary Education
- EDU 10 Child Study ..................................................................................... 3
- EDU 15 or Reading and Other Language Arts for the Early Years, or
- EDU 16 Teaching Reading in the Primary Grades (N-3), or
- EDU 17 Teaching Reading in the Middle Grades (4-6) ................................ 3
- EDU 12* Contemporary Urban Education or
- EDU 26 Human Relations in Urban Schools ................................................. 3
- EDU 40 Field Work Seminar ....................................................................... 3
- EDU 50 Survey of Creative Experiences for the Early Childhood and Elementary Years or
- EDU 18 Methods and Materials for Teaching Language Arts in a Bilingual Program .................................................................................. 3

Total 15

Specialization Requirements for Child Care
- EDU 10 Child Study ..................................................................................... 3
- EDU 24 Child Care Seminar I ....................................................................... 3
- EDU 25 Child Care Seminar II ...................................................................... 3
- EDU 12* Contemporary Urban Education or
- EDU 26 Human Relations in Urban Schools ................................................. 3
- EDU 40 Field Work Seminar ....................................................................... 3

Total 15

Specialization Requirements for Education of the Handicapped
- EDU 10 Child Study ..................................................................................... 3
- EDU 12* Contemporary Urban Education or
- EDU 26 Human Relations in Urban Schools ................................................. 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.

Note: For transfer credit information regarding Education courses, see department.

*Course required depends upon advisement and transfer plans.
ELECTRICAL TECHNOLOGY

(With an emphasis in Electrical Engineering Technology)

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 fields. 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
(With an emphasis in Electrical Engineering Technology)
67/2 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
- 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 Mech. Equipment & Systems .................................. 3
- ELC 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 & Measurement ............................ 2
- ELC 92  Pulse & Digital Circuits ........................................................ 3
- ELC 45  Electronics Project Lab .......................................................... 2
- ELC 95  Computer System Fundamentals ........................................... 4
- ELC 96  Computer Circuits ................................................................. 4

Total 53 1/2

Choice of one of the following:
- CHM 31  Organic Chemistry (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) .... 4
- 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, neighborhood outreach 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 POL 61: Urban Politics or 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  
- *: Modern Language ......................................................................... 0-8  

**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 SOC 34: Marriage & the Family or Social Deviance ................. 3  
- SOC 35: Introduction to Social Work ............................................. 3  
- HSC 10: Intro. to Human Services .............................................. 3  
- HSC 91: Field Work & Seminar in Human Services I ......................... 3  
- PSY 11: Psychology ......................................................................... 3  
- PSY 41 or PSY 42: Psychology of Infancy & Childhood or Psychology of Adolescence & Adulthood or Psychological Development During Maturity & Aging ....................... 3  
- PSY 22 or PSY 51: Social Psychology or Principles of Group Dynamics ................. 3  
- PSY 31: Abnormal Psychology or Workshop in Interpretation of Human Motivations or Psychological & Personal 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 36.

**Students who plan to transfer to a four-year college should take a lab science from Astronomy, Biology, Chemistry or Physics.
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, or 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:

<table>
<thead>
<tr>
<th>Communication Arts</th>
<th>Italian</th>
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<tbody>
<tr>
<td>Dance</td>
<td>Music</td>
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<tr>
<td>Economics</td>
<td>Philosophy</td>
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<tr>
<td>English</td>
<td>Physical Education</td>
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<td>French</td>
<td>Sociology</td>
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<tr>
<td>German</td>
<td>Spanish</td>
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<tr>
<td>Health Education</td>
<td>Theatre</td>
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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.

### Liberal Arts and Sciences Curriculum (Transfer)

#### 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 ........................................ 8

#### 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 36).

**Note:** Students are advised to consult the requirements of the senior college of their choice.
## Liberal Arts and Sciences Transfer Options (A.A. Degree)

### Liberal Arts and Sciences Curriculum (Transfer) Art Option

64-68 Credits required for A.A. Degree

**Curriculum Coordinator:** Prof. P. Schira

<table>
<thead>
<tr>
<th>Core Requirements</th>
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<tbody>
<tr>
<td>ENG 11 Fundamental Composition</td>
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<tr>
<td>CMS 11 Fundamental Communication</td>
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<tr>
<td>HIS 10 History of the Modern World</td>
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<tr>
<td>MTH 11 Mathematics</td>
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<tr>
<td>* Modern Language</td>
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<tr>
<td>HLT 91 Critical Health Issues</td>
</tr>
</tbody>
</table>

**Total:** 14-23

### Required Areas of Study

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

**Total:** 17-18

### Specialization Requirements

- ART 11 or 12 Introduction to Art (3 credits)
- ART 15 Design (2 credits)
- ART 21 Drawing & Painting I (2 credits)
- ART 22 Drawing & Painting II (2 credits)
- ART 51 or ART 52 Art of Africa & North America or Oriental Art (3 credits)
- ART 31 Graphic Arts I (2 credits)
- ART 41 Ceramics I (2 credits)
- ART 55 Modern Art (3 credits)
- ART 32 Graphic Arts II (2 credits)
- ART 42 Ceramics II (2 credits)
- ART 61 Art as a Human Value (0-3 credits)

**Total:** 23-26

### Free Electives

To complete the required 64-68 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 36.

### 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 I | 3
- * Modern Language | 8
- HLT 91 Critical Health Issues | 2

**Total:** 22

### Required Areas of Study

- Humanities A—Choose any English course (3 credits)
- Humanities B—ART 11 or MUS 11 (3 credits)
- PSY 11—Psychology (3 credits)
- Physical Education activity course (1 credit)

**Total:** 10

### Specialization Requirements

- CHM 17† Fundamentals of General Chemistry (4 credits)
- BIO 11 General Biology (4 credits)
- CMS 22 Small Group Discussion (3 credits)
- PEA 12 or PEA 82 Elementary Hatha Yoga or Intro. to Tai Chi Chuan (3 credits)
- HLT 92 or HLT 93 or HLT 96 or HLT 97 Drugs, Society and Human Behavior or Human Sexuality or Health Education for Parenting or Field Work in Community Health Resources (3 credits)
- SOC 11 Sociology (3 credits)
- PSY 41 Psychology of Infancy & Childhood (3 credits)

**Total:** 27

### Free Electives††

To complete the required 64 to 68 credits.

* The 8 credits must be in the same language. See language requirements, page 35.

** Select any physical education course except PEA 12 or 82.

† Prerequisite: Placement Exam or completion of required remedial courses.

†† 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: Dr. A. Galub

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, 23, 30 Mathematics ................................................................. 3-4
- 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, Religion and Sociology ............................................. 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, PSY 81 and 82
- 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, PSY 81 and 82, plus at least one other Psychology elective.

Free Electives
To complete the required 64 credits.

*See language requirements, page 36.
**Maximum of three credits in Psychology for area requirement.
†Or a substitute approved by the Health and Physical Education Department.

Liberal Arts and Sciences Curriculum (Transfer)
Social Science Option—Religion
64-66 Credits required for A.A. Degree
Curriculum Coordinator: Prof. H. Harris

Enrollment requires consultation with curriculum coordinator.
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 (18 for non-Spanish speaking students only).

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 choice may jeopardize earning of credits.

11* → 12 → 13 → 20 → 21 → 22 → 23 → 24 → 25 → 26 → 27 → 28 → 29 → 30 → 31
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. Exams are given Monday through Friday, 8 a.m. to 3:30 p.m. in Colston Hall, Room 201 (20-30 minutes needed).

LIBERAL ARTS AND SCIENCES TRANSFER OPTIONS (A.S. Degree)

Liberal Arts and Sciences Curriculum (Transfer)
Mathematics Option
64-68 Credits required for A.S. Degree
Curriculum Coordinator: Dr. E. Just

Core Requirements
- ENG 11 Fundamental Composition I ........................................ 3
- CMS 11 Fundamental Communication ..................................... 3
- HLT 91 Critical Health Issues ............................................... 2
- HIS 10 History of the Modern World ...................................... 3
- * Modern Language .............................................................. 0-8
Total 11-19

Required Areas of Study**
- Humanities A—Choose from English, Communication, Modern Languages, History, or Social Science
  (One course must be in English) ............................................ 8-9
- Humanities B—ART II or MUS II ............................................ 3
- Physical Education activity course ........................................... 1
- History or Social Science—Choose from Economics, History, Philosophy, Political Science, Psychology
  or Sociology ........................................................................ 3
Total 15-16

Specialization Requirements
- MTH 31 Analytic Geometry & Calculus I ................................... 4
- MTH 32 Analytic Geometry & Calculus II ................................... 5
- MTH 33 Analytic Geometry & Calculus III .................................. 5
- MTH 34 Differential Equations & Selected Topics in Advanced Calculus
- MTH 35 Selected Topics in Advanced Calculus & Linear Algebra .. 4
- PHY 31, 32 Physics I and II ......................................................... 8
Total 30

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

*See Language Requirements of Liberal Arts and Sciences A.A. degree, page 36.
**Students are advised to consult the requirements of the senior college of their choice.
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

- ENG 11 Fundamental Composition I ............... 3
- CMS 11 Fundamental Communication ............. 3
- HLT 91 Critical Health Issues .................... 2
- HIS 10 History of the Modern World .............. 3
  Total 11

Required Areas of Study*

- Humanities A—One English course in addition to ENG 11 .......... 3
- Humanities B—ART 11 or MUS 11 .................. 3
- Physical Education activity course ................. 1
- History or Social Sciences—Choose from Economics, History, Philosophy, Political Science, Psychology or Sociology ....................... 3
  Total 10

Concentration Requirements

- MTH 31 Analytic Geometry & Calculus I .......... 4
- PHY 31 Physics I .................................. 4
- MTH 32 Analytic Geometry & Calculus II ......... 5
- PHY 32 Physics II ................................ 4
- MTH 33 Analytic Geometry & Calculus III ...... 5
- PHY 33 Physics III ................................ 4
- MTH 34 Differential Equations & Selected Topics in Advanced Calculus .......... 4
- MTH 35 Selected Topics in Advanced Calculus & Linear Algebra .......... 4
- MTH 45 Discrete Mathematical Systems .......... 3
- DAT 41** Assembly Programming .................. 4
  Total 44

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.
**Liberal Arts and Sciences Curriculum (Transfer)**

### Biology Option

64-67 Credits required for A.S. Degree  
Curriculum Coordinator: Prof. F. Costello

#### Core Requirements

- ENG 11 Fundamental Composition I  
- CMS 11 Fundamental Communication  
- HLT 91 Critical Health Issues  
- HIS 10 History of the Modern World  
- **Modern Language**  
  
  Total 11-19

#### Required Areas of Study**

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

  Total 13-14

#### Specialization Requirements for Biology

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

  Total 34

#### Specialization Requirements for Chemistry

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

  Total 34

---

**Chemistry Option**

64-67 Credits required for A.S. Degree  
Curriculum Coordinator: Prof. J.G. Riley

**Physics Option**

65 Credits required for A.S. Degree  
Curriculum Coordinator: Dr. J. Prince

#### Core Requirements

- **ENG 11** Fundamental Composition I  
- CMS 11 Fundamental Communication  
- HLT 91 Critical Health Issues  
- HIS 10 History of the Modern World  
- **Modern Language**  

  Total 0-8

#### Required Areas of Study**

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

  Total 6-7

#### Specialization Requirements for Physics

- PHY 31 Physics I  
- MTH 31 Analytic Geometry & Calculus I  
- PHY 32 Physics II  
- MTH 32 Analytic Geometry & Calculus II  
- PHY 33 Physics III  
- PHY 51 Modern Physics  
- MTH 33 Analytic Geometry & Calculus III  
- CHM 11 General College Chemistry I  

  Total 33

#### Free Electives

To complete the required credits.

*See language requirements of Liberal Arts and Sciences, A.S. Degree, page 36.

**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.
MEDICAL LABORATORY TECHNOLOGY
Curriculum Coordinator: Prof. E. Levitan

Medical Laboratory Technology is the study and practice of clinical laboratory tests used in the diagnosis, treatment and follow-up of disease. The various disciplines include blood banking, clinical chemistry, hematology and microbiology. Opportunities for service and employment as laboratory technicians exist in hospitals, clinics, medical research institutions, pharmaceutical and chemical companies, and in educational institutions.

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 train in state-of-the-art laboratories. On graduating, the student will be eligible for a New York City Department of Health License.

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 23, ENG 11, CHM 02, MTH 03, 06 or 13.

Medical Laboratory Technology Curriculum* (Career Option)
69 Credits required for A.A.S. Degree

Core Requirements
- BIO 23 Human Anatomy & Physiology I ............. 4
- BIO 24 Human Anatomy & Physiology II .......... 4
- ENG 11 Fundamental Composition .................. 3
- CHM 11 Fundamental Communication ............... 3
- HIS 10 History of the Modern World ............... 3
- MTH 13, 14 College Mathematics .................... 6
- PEA Physical Education activity course ........... 1
- CHM 17, 18 Fundamentals of General Chemistry I & II .... 8

Total 32

Required Areas of Study
- Humanities A—PSY 11 or SOC 11
  (Psychology or Sociology) ......................... 3
- Humanities B—ART 10 or MUS 10 .................. 1

Total 4

Specialization Requirements
- BIO 43 Microbiology .................................. 4
- BIO 44 Diagnostic Microbiology .................... 4
- BIO 81 Introduction to MLT & Urinalysis .......... 2
- BIO 82 Clinical Hematology .......................... 4
- BIO 83 Clinical Chemistry ............................ 4
- BIO 84 Clinical Instrumentation ..................... 3
- BIO 85 Serology ....................................... 2
- BIO 86 Immunochemistry ............................. 4
- BIO 90 Clinical Practicum ............................ 6

Total 33

*Mandatory 1,000 hours clinical practicum required for New York City Department of Health Licensing. Students already processing New York City Department of Health license as a Medical Technologist are exempt from this requirement.
NUCLEAR MEDICINE TECHNOLOGY

Offered in collaboration with The Albert Einstein College of Medicine of Yeshiva University

Educational Director: Prof. J. Prince, Ph.D.
Medical Director: Dr. M. Donald Blaufax, M.D., Ph.D.

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.

Nuclear Medicine Technology Curriculum*

68 Credits required for A.A.S. Degree

Pre-NMT Sequence

- ENG 11 Fundamental Composition I .................................. 3
- MTH 30 Precalculus Mathematics .................................. 4
- BIO 22 Medical Terminology .................................. 2
- PHYS 21 Physics for Engineering Tech. I ........... 4

Total 13

Required Areas of Study

- MUS 10 or ART 10—Art Survey or Music Survey .............. 1
- PEA—Physical Education Activity Course .................. 1
- HIS 10—History of the Modern World ..................... 3
- CMS 11—Fundamental Communication ................. 3

Total 8

Specialization Requirements

- BIO 23 Human Anatomy & Physiology I ................... 4
- CHM 17 Chemistry for Lab. Technologies I ...... 4
- PHYS 22 Physics for Engineering Tech. II .......... 3
- BIO 24 Human Anatomy & Physiology II ............ 4
- CHM 18 Chemistry for Lab. Tech. II ...................... 4
- PSY 11 Psychology ............................................. 3
- PHYS 61 Computer Methods .................................. 3
- RAD 71 Radiation Physics ................................... 1
- NMT 11 Orientation in Nuclear Medicine ........ 1
- SOC 11 Sociology .................................................. 3
- NUR 41 Nursing Theory & the Nursing Process ...... 2
- LAW 45 Medical Law ............................................. 3
- NMT 82** Radio-Pharmaceutical Chemistry ........ 3
- NMT 83** Radiation Physics & Dosimetry .............. 3
- NMT 84** Radiation Biology .................................. 2
- NMT 85** Nuclear Medicine Procedures ............. 2
- NMT 86** Clinical Nuclear Medicine ................. 1
- NMT 87** Clinical Nuclear Medicine ................. 1

Total 47

*Completion of the Pre-NMT Sequence with an index of 2.5 or higher is required for admission to the Nuclear Medicine Technology curriculum. Places will be allocated on the basis of the highest cumulative academic index. A faculty committee will evaluate admission requests by students for exceptional considerations. Two clinical practica totaling 1000 hours are required for this curriculum.

**Parts or all of these courses are taught at The Albert Einstein College of Medicine (Bronx). NMT 82-87 are taught sequentially, although listed concurrently. These instructional hours generally extend from January through August, just prior to the start of clinical training.

Note: Clinical hours are served in the affiliated hospitals following the completion of the didactic instruction. Working hours run from 8 a.m. to 5 p.m., September through February. Students will not be able to maintain any other employment obligations during the standard Monday-Friday work week. Students who are receiving PELL grants continue to be eligible throughout the duration of their clinical training.
NURSING
Curriculum Coordinator: Prof. M. Glacy-Walsh

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 Itten and Jacobi Hospitals), North Central Bronx Hospital, Metropolitan Hospital, Morningside House, Jewish Home and Hospital, King's Harbor Care Center, Jeanne Jugan Residence, Morris Park Nursing Home, Veterans Hospital.

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.

Nursing Curriculum
67 Credits required for A.A.S. Degree

Pre-Nursing Semester*

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 11</td>
<td>Fundamental Composition I</td>
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<tr>
<td>PSY 11</td>
<td>Psychology</td>
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<td>CMS 11</td>
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<td>BIO 23</td>
<td>Human Anatomy &amp; Physiology I</td>
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<td>PHM 10</td>
<td>Pharmacology Computations</td>
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Required Areas of Study

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<tr>
<td>ART 10 or MUS 10</td>
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<tr>
<td>CHM 17</td>
<td>Sociology</td>
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<tr>
<td>SOC 11</td>
<td>Nursing Process: Psychosocial Adaptation</td>
<td>4</td>
</tr>
<tr>
<td>PEA—Physical Education activity course</td>
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Specialization Requirements

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<th>Title</th>
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<tbody>
<tr>
<td>NUR 41**</td>
<td>Nursing Theory &amp; The Nursing Process</td>
<td>2</td>
</tr>
<tr>
<td>NUR 42</td>
<td>Nursing Process &amp; Fundamental Skills</td>
<td>4</td>
</tr>
<tr>
<td>BIO 24</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>NUR 43</td>
<td>Nursing Process: Psychosocial Adaptation</td>
<td>4</td>
</tr>
<tr>
<td>NUR 44</td>
<td>Nursing Process: Biopsychosocial Adaptation I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 28</td>
<td>Microbiology &amp; Infection Control</td>
<td>4</td>
</tr>
<tr>
<td>NUR 45</td>
<td>Nursing Process: Biopsychosocial Adaptation in the Maternity Cycle</td>
<td>4</td>
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<tr>
<td>NUR 46</td>
<td>Nursing Process: Biopsychosocial Adaptation II</td>
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<tr>
<td>NUR 47</td>
<td>Nursing Process: Biopsychosocial Adaptation to Childhood</td>
<td>4</td>
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<tr>
<td>NUR 48</td>
<td>Nursing Leadership &amp; Management</td>
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</tbody>
</table>

Free Electives:

To complete the required 67 credits

*Remediation in English, Reading, Mathematics and Chemistry, if required. Priority into 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.

Nursing students must have special tests done in order to complete their physical requirements as requested by clinical agencies.
**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**

65 Credits required for A.A.S. Degree

**BCC Core Requirements**

- **ENG 11** Fundamental Composition I 3
- **COM 11** Fundamentals of Communication 3
- **HIS 10** History of the Modern World 3
- **BIO 11** General Biology I 4
- **BIO 12** General Biology II 4
- **CHM 10** or Contemporary Chemistry or CHM 17 Fundamentals of General Chemistry I 4
- **BUS 11** Business Mathematics 3
- **BUS 51** Business Organization & Management 3

Total 27

**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 1
- **GAR 23** Fertilizers 1
- **GAR 31** Preparation for Pesticide Applicator Certification 2
- **GAR 32** Diseases of Ornamental Plants 1

Total 12

*Select from department. MTH 12 or 26 is recommended.

**These core and specialization requirements are given at The New York Botanical Garden.

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 I 1
- **GAR 51** Turf and Grounds Maintenance I 1
- **GAR 61** Plants for Landscaping I 1
- **HRT 13** Turf & Grounds Management I 2
- **HRT 14** Arboriculture I 2
- **HRT 15** Perennials & Flower Borders I 2
- **HRT 16** Greenhouse Operations I 2
- **HRT** Horticulture Field Exp. Electives 1
- **LND 11** Landscape Design Theory 1
- **LND 12** Graphics 1
- **MTH 26** 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 Floristy Field Exp. I 2
- **FLO 62** Commercial Floristy Field Exp. II 2
- **FLO 63** Commercial Floristy Field Exp. III 2
- **GAR 44** Commercial Greenhouse Management 1
- **MTH 26** 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 1
- **INL 32** Plant Purchasing 1
- **INL 33** Installations of Interior Plantings 1
- **INL 34** Bidding & Plant Specifications 1
- **INL 61** Interior Landscaping Field Exp. I 3
- **INL 62** Interior Landscaping Field Exp. II 3
- **INL 63** Interior Landscaping Field Exp. III 3
- **LND 12** Graphics 1
- **MTH 26** 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 chosen 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.

The 10 credits of field experience in all three areas of specialization represent 800 hours of practical field work.
**PARALEGAL STUDIES**

Approved by the American Bar Association  
Program Director: Dr. A. Wolk

The 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 background in the legal fundamentals, appropriate skills and 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 full professional responsibility for the work. 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. 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 all employ Paralegals. 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. 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 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.

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**Paralegal Studies Curriculum**

**Lawyer's Assistant Option**

<table>
<thead>
<tr>
<th>67-69 Credits required for A.A.S.</th>
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<tbody>
<tr>
<td><strong>Core Requirements</strong></td>
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<tr>
<td>ENG 11</td>
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<table>
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<tr>
<th><strong>Required Areas of Study</strong></th>
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<tbody>
<tr>
<td>Science—Choose from AST 18, BIO 50 or CHM 13</td>
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<td>Humanities A—Choose from ENG 12, 14, 15, 16, or 18</td>
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<tr>
<td>Humanities B—MUS 10 or ART 10</td>
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<tr>
<td>Physical Education activity course</td>
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<table>
<thead>
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<th><strong>Specialization Requirements</strong></th>
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<tbody>
<tr>
<td>ACC 11</td>
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<td>LAW 96</td>
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<td>TAX 11</td>
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<td>CWE 33†</td>
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</table>

**Notes:**

- 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
- Liberal Arts Elective ........................................................................... 3

Total 12

Required Areas of Study
- Science—Choose from BIO 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 89: Legal Advocacy ................................................................ 3
- LAW 95: Legal Research & Writing ............................................... 3
- POL 11: American National Government ................................. 3
- POL 61 or SPN 28**: Interpreting & Translation Skills for Legal Personnel .................................................. 3
- MKT 17 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

**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.

Note: Students enrolled at the Arthur Kill Correctional Facility on-campus locale must complete a minimum of one year's residency at the main campus in order to qualify for a degree.

Students who may later transfer to a four-year college should consult an adviser for possible replacement courses.

PARALEGAL CERTIFICATE PROGRAM
(31 credits)
Director: Dr. A. Wolk

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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 11</td>
<td>Fundamental Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>LAW 41</td>
<td>Business Law</td>
<td>3</td>
</tr>
<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>
<td>3</td>
</tr>
<tr>
<td>LAW 62</td>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>LAW 72</td>
<td>Real Property</td>
<td>3</td>
</tr>
<tr>
<td>LAW 82</td>
<td>Insurance and Torts</td>
<td>3</td>
</tr>
<tr>
<td>LAW 92</td>
<td>Estates, Trusts &amp; Wills</td>
<td>3</td>
</tr>
<tr>
<td>LAW 95</td>
<td>Legal Research &amp; Writing</td>
<td>3</td>
</tr>
<tr>
<td>TAX 11</td>
<td>Intro. to Taxation</td>
<td>2</td>
</tr>
</tbody>
</table>

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: Prof. V. Capers

The music curriculum is designed to prepare students for professional careers in music. Courses provide the necessary preparation for many musical careers such as teaching, performing (vocal and instrumental), composing, music therapy, advertising and communications, and more.

Students can earn an Associate in Applied Science degree in Music in a two-year program. This includes private lessons at no additional cost in instrumental or vocal areas of the student's choice, and performing experiences as well.

Students must meet 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 college faculty. 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 .................................................................... 0-8

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 Introduction to Music .................................................. 3
- MUS 21 Choral Performance I, or MUS 31 Orchestral Performance I ........................................ 1
- MUS 41 Theory I .................................................................... 2
- MUS 51 Ear Training I ............................................................. 1
- MUS 71 Secondary Piano I ....................................................... 1
- MUS 83 Private Instruction I ..................................................... 2

- MUS 22 Choral Performance II, or MUS 32 Orchestral Performance III ........................................ 1
- MUS 42 Theory II ................................................................... 2
- MUS 52 Ear Training II ............................................................. 1
- MUS 72 Secondary Piano II ....................................................... 1
- MUS 84 Private Instruction II ..................................................... 2

- MUS 23 Choral Performance III, or MUS 33 Orchestral Performance III ........................................ 1
- MUS 43 Theory III .................................................................. 2
- MUS 53 Ear Training III ............................................................ 1
- MUS 61 Keyboard I ................................................................. 1
- MUS 85 Private Instruction III ................................................... 2
- MUS 91 Latin and Jazz Ensembles I, or MUS 95 Chamber Chorus I ........................................ 1

- MUS 24 Choral Performance IV, or MUS 34 Orchestral Performance IV ........................................ 1
- MUS 44 Theory IV .................................................................. 2
- MUS 54 Ear Training IV ............................................................ 1
- MUS 62 Keyboard II ................................................................. 1
- MUS 63 Recital Performance ..................................................... 1
- MUS 66 Private Instruction IV .................................................... 2
- MUS 92 Latin and Jazz Ensembles II, or MUS 96 Chamber Chorus II ........................................ 1

Total 34

Free Electives
To complete the required 64-68 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 36.
**Pre-Pharmacy Curriculum**

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

**Core Requirements**
- ENG 11, 15, 16 or CMS 11
- HIS 10
- PEA

**Specialization Requirements**
- BIO 11
- BIO 12
- CHM 11
- CHM 22
- CHM 31
- CHM 32
- CHM 33
- MTH 30
- MTH 31
- PHY 11
- PHY 12

**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.

**Industrial Chemical Laboratory Option**

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

**Core Requirements**
- ENG 11
- MIS 11
- HIS 10
- HLT 91
- MTH 13
- MTH 14
- PEA

**Required Areas of Study**
- Art or Music
- English, Modern Language, or Communication
  - Choose one course (in addition to ENG 11 and CMS 11)
- 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)

**Specialization Requirements**
- PHY 21
- PHY 22
- CHM 11 or 17
- CHM 22 or 18
- CHM 31
- CHM 32
- CHM 33
- CHM 44
- BIO 84
- CHM 61

**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.*
The field of computer programming and analysis 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 programmers 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 Programming and Systems Curriculum provides a well-grounded program of:
- general education in liberal arts and sciences
- business background preparation
- computer programming

Students who satisfactorily complete the Programming and Systems Curriculum and earn the A.A.S. degree may transfer to the third year at a CUNY college.

### Programming and Systems Curriculum

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, 12 - Fundamental Composition I &amp; II</td>
<td>6</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>15</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Required Areas of Study</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 10 or MUS 10* - Art Survey or Music Survey</td>
<td>1</td>
</tr>
<tr>
<td>Physical Ed. (Choose 2 activity courses)</td>
<td>2</td>
</tr>
<tr>
<td>Science - Choose from AST 18, BIO 18, CHM 13*</td>
<td>3-4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6-7</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 11 - Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>DAT 30 - Introduction to Systems</td>
<td>3</td>
</tr>
<tr>
<td>DAT 33 - Microcomputer Applications</td>
<td>2</td>
</tr>
<tr>
<td>KEY 10 - Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>ACC 11 - Fundamental Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>DAT 35 - BASIC Language Programming</td>
<td>1</td>
</tr>
<tr>
<td>DAT 36 - Microcomputer Spreadsheet Applications</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>46</strong></td>
</tr>
</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 10, CHM 10, PHY 11, or AST 11 or 12 instead of BIO 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.*
SECRETARIAL STUDIES
CURRICULA
Curriculum Coordinator: Prof. Doris Bluth

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 word processing equipment and computers.

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 word processing skills.
Secretarial Studies Curriculum
Executive Secretary Option
65-67 Credits required for A.A.S. Degree

Core Requirements
- ENG 11: Fundamental Composition I ........................................ 3
- CMS 11: Introduction to Business ........................................... 3
- HIS 10: History of the Modern World ........................................ 3
- SCI*: Science .................................................................... 3-4
- MTH 12†: Intro. to Mathematical Thought .................................. 3

Total: 15-16

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

Total: 7

Specialization Requirements
- SHO 11: Shorthand I (Gregg) ................................................. 3
- TYP 11: Typing I .................................................................. 2
- BUS 11: Business Mathematics ............................................. 3
- SHO 12: Shorthand II (Gregg) ................................................. 3
- TYP 12: Typing II .................................................................. 2
- ACC 11 or DAT 30: Fundamental Accounting I or Introduction to Systems .................................................. 3
- ORI 43††: Senior Orientation .................................................... 0
- ORI 43†: Career Orientation ..................................................... 0
- SHO 13 or 17: Shorthand III (Gregg or Pitman) ......................... 3
- TYP 13: Typing III ................................................................. 2
- WPR 11: Machine Transcription ............................................. 3
- COM 31: Business Communications ....................................... 3
- SHO 14 or 18: Shorthand IV (Gregg or Pitman) ......................... 3
- SEC 41: Secretarial Practice .................................................... 2
- WPR 21: Word Processing Administration ............................... 3
- CWE 31#: Cooperative Work Exp. I ........................................ 2

Total: 37-38

Free Electives
To complete the required 65-67 credits.

*Students considering transfer to a senior college should consult their curriculum adviser for science requirement.
†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 waived with the approval of the curriculum coordinator.

Secretarial Studies Curriculum
Word Processing Option
66-67 Credits required for A.A.S. Degree

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

Total: 12

Required Areas of Study
- SC†: Social Science ........................... ...................................... 4
- ART or MUS: Art or Music ...................................................... 3
- PEA: Physical Education activity course .................................... 1
- PSY 11 or SOC 11 or CMS 20: Psychology or Sociology or Public Speaking electives .............................................. 3

Total: 3

Specialization Requirements
- TYP 11: Typing I ................................................................. 2
- BUS 11: Business Mathematics ............................................. 3
- TYP 12: Typing II ................................................................. 2
- ACC 11 or DAT 30: Fundamental Accounting I or Introduction to Systems .................................................. 3
- ORI 43††: Senior Orientation .................................................... 3
- ORI 43†: Career Orientation ..................................................... 3
- TYP 13: Typing III ................................................................. 2
- WPR 11: Machine Transcription ............................................. 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
- WPR 23: Supervision & Administration of Office Automation .......................................................... 3
- SEC 41: Secretarial Practice .................................................... 2
- CWE 31$: Cooperative Work Exp. I ........................................ 2

Total: 40-41

*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 waived with the approval of the curriculum coordinator.
## Secretarial Studies Curriculum

### Legal Secretary Option

**70-71 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
- **SCI** Science ............................................................................................... 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 I (Gregg) ................................................................. 3
- **TYP 11** Typing I ....................................................................................... 2
- **BUS 11** Business Mathematics ............................................................... 3
- **SHO 12** Shorthand II (Gregg) ................................................................. 3
- **TYP 12** Typing II ..................................................................................... 2
- **ACC 11 or** Fundamental Accounting I or ................................................. 4
- **DAT 30** Introduction to Systems .................................................................. 3
- **LAW 47** Legal Procedures ........................................................................ 3
- **ORI 43†** Senior Orientation ....................................................................... 0
- **SHO 13 or** .................................................................
- **TYP 13** Typing III .................................................................................... 2
- **SHO 31** Legal Shorthand I ........................................................................ 3
- **COM 31** Business Communications ....................................................... 3
- **WPR 11** Machine Transcription I ............................................................. 3
- **LAW 41** Business Law .............................................................................. 3
- **SHO 32** Legal Shorthand II ....................................................................... 4
- **SEC 41** Secretarial Practice ..................................................................... 2
- **WPR 21** Word Processing Administration ................................................ 3
- **CWE 31 §** Cooperative Work Exp. ........................................................... 1

Total 47-48

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

†MTH 30 is recommended for students considering transfer for a senior college.

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

§CWE 31 may be waived with the approval of the curriculum coordinator.

## Secretarial Studies Curriculum

### Medical Secretarial Assistant Option

**67-68 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
- **MTH 12†** Intro. to Mathematical Thought .................................................. 3
- **BIO 18** Human Biology ............................................................................. 4
- **HLT 91** Critical Health Issues .................................................................. 3
- **PSY 11** Psychology ................................................................................... 3

Total 21

### Required Areas of Study
- **ART or MUS**—Art or Music ........................................................................ 3
- **PEA**—Physical Education activity course .................................................... 1
- **PSY**—Clinical Psychology elective in addition to PSY 11 ............................. 3

Total 7

### Specialization Requirements
- **TYP 11** Typing I ....................................................................................... 2
- **BUS 11** Business Mathematics ............................................................... 3
- **ACC 11 or** Fundamental Accounting I or ................................................. 4
- **DAT 30** Introduction to Systems .................................................................. 3
- **TYP 12** Typing II ..................................................................................... 2
- **BIO 22** Medical Terminology .................................................................... 2
- **ORI 43†** Senior Orientation ....................................................................... 0
- **TYP 13** Typing III .................................................................................... 2
- **BIO 46** Clinical Techniques I ..................................................................... 2
- **WPR 11** Machine Transcription I ............................................................. 3
- **WPR 21** Word Processing Administration ................................................ 3
- **COM 31** Business Communications ....................................................... 3
- **SEC 35** Medical Office Practice .............................................................. 2
- **BIO 47** Clinical Techniques II .................................................................... 2
- **LAW 45** Medical Law .............................................................................. 3
- **TYP 14 or** Typing IV or ......................................................................... 3
- **WPR 22** Word Processing Office Simulation ............................................. 3
- **SEC 41** Secretarial Practice ..................................................................... 2
- **CWE 31 ††** Cooperative Work Experience I ............................................. 2

Total 39-40

*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 waived with the approval of the curriculum coordinator.
### Secretarial Studies Curriculum

**School 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 Biology ....................................................... 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 I (Gregg) ................................................. 3
- BUS 11: Business Mathematics .............................................. 3
- TYP 11: Typing I ................................................................. 2
- SHO 12: Shorthand II (Gregg) ............................................... 3
- ACC 11: Fundamental Accounting ........................................... 4
- TYP 12: Typing II ............................................................... 2
- ORI 43††: Senior Orientation ................................................. 0
- SHO 13 or 17: Shorthand III (Gregg or Pitman) ......................... 3
- COM 31: Business Communications ........................................ 3
- TYP 13: Typing III ............................................................. 2
- SEC 47: Educational Problems of School Secretaries I ............. 2
- SHO 14 or 18: Shorthand IV (Gregg or Pitman) .......................... 3
- SEC 41: Secretarial Practice ................................................. 2
- SEC 45: School Records & Accounts ........................................ 2
- SEC 48: Educational Problems of School Secretaries II .......... 2
- CWE 31§: Cooperative Work Experience I ................................. 2

**Total**: 38

#### 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.

† 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 waived with the approval of the curriculum coordinator and another course substituted.

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### Secretarial Teaching Curriculum (Transfer)

**High School Teaching Option**

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

Enrollment requires consultation with the curriculum coordinator.
Special Programs

- **CAREER OPPORTUNITY PROGRAM (COP)**
  Coordinator: Dr. Allan Wolk
  This program is for adult ex-offenders to enter college and make the transition to civilian life.

- **COMMUNITY OF DISCIPLINED LEARNERS**
  Coordinator: Prof. Alfred Cosentino
  The Community of Disciplined Learners is a learning community program coordinated and supervised by the Communication Arts and Sciences Department.
  Selected students take courses together within a Block framework. They receive additional support from selected faculty and tutorial programs, as well as enriched educational experiences at theaters, museums, television studios and computer centers.

- **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.

- **COOPERATIVE WORK EXPERIENCE**
  Coordinator: Dr. William Kleiber
  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 placed in part-time jobs for one semester for 210 hours. Students registered for CWE 33 (four credits) are placed in full-time jobs for one semester for 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 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 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 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 or during mission (life experiences directly related to the study area of interest) may be recognized for a maximum of 15 of the 30 credits.
  An applicant to the program must be currently enrolled in good standing and must have completed college credits.
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.

MINORITY BIOMEDICAL RESEARCH SUPPORT PROGRAM (MBRS)
Project Director: Dr. Richard Heller

With a grant from the National Institutes of Health, BCC students participate in four research projects and prepare papers to deliver at national symposia.

MINORITY HONORS PROGRAM IN ENERGY RELATED CURRICULA
Project Director: Dean Evelyn Kish

This scholarship program, funded by the Office of Minority Economic Impact of the U.S. Department of Energy, is to encourage participation of members of minority groups in the fields of Computer Programming, Computer Science, Electrical Technology, Engineering Science and Nuclear Medical Technology. Awards cover tuition, books, laboratory fees and tools.

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

The Paris/CUNY Exchange Program offers CUNY students the opportunity to study at the University of Paris for one or two semesters. Participating students will register at their home colleges for a minimum of 12 credits per semester before departing for France. When they return, the credits earned there will, after being evaluated by the appropriate department of the home college, be applied toward their degrees. Students of all departments may apply. A minimal proficiency in French and a B average in the major are required.

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 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.

STUDENT SUPPORT SERVICES

This program provides tutoring, reading and study skills workshops and social services counseling to 800 college students.

YOUTH CAREER PROGRAMS
Coordinator: Dr. Allan Wolk

This program helps youthful offenders under 21 enter college and secure a degree with supportive social and educational services funded by the New York State Division for Youth.

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.
STUDENT DEVELOPMENT DEPARTMENT

Dean of Students: Professor Joe Louis Rempson
Associate Dean: Assistant Professor Evelyn Rubio Kish
Associate Professors: L. Davis, F. Donnangelo, W. Merrigan, E. Santa Rita
Lecturers: J. Asch, A. Figueroa

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 educational adjustment, motivational factors influencing educational performance, and vocation 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 3 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 Service, 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.
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.

OCD 11
A one-credit course which offers a comprehensive examination of the career decision-making process.

Career Services
The Office of Career Services provides students with a wide range of services related to understanding the career choice process, finding full-time and part-time jobs, and developing work experience prior to graduation through either College Work Study or Cooperative Education.

Career Counseling provides resources to help students make better career decisions. The Career and Transfer Library in Low Hall, Room 312, contains current career information, college catalogs, and a computerized career guidance system called SIGI designed to help students make career decisions. Career interest inventories are also available to help students understand their interest patterns and provide a starting point for students who wish to research specific career areas.

Group Meetings and Career Workshops with employers are also held on a regular basis and give students the opportunity to talk with employers to gain career information and to understand the hiring practices in various companies and agencies. In April each year, the Office of Career Services sponsors Career Day which is a college-wide event which attracts 60 to 70 employers to the campus to talk with students and to give information about career opportunities and hiring requirements.

The Placement Office in Low Hall, Room 328, is where current students can help pay expenses. Employers call the school with job openings and these opportunities are made available to students on a walk-in basis. As students approach graduation, they can participate in the On-campus Recruiting Program which brings company representatives to the campus each semester to interview and hire graduating students. Companies such as AT&T, Bell Laboratories, Eastman Kodak, and IBM come to the campus to recruit every year along with many other companies and public agencies.

Job Placement Information
Bronx Community College students are career oriented and generally do well in the job market, both while they are in school and after graduation. The College is aware of the need of many students to work while they are studying as well as the fact that many come to BCC to upgrade their skills for job advancement. BCC allocates substantial staff and resources to assist students to enter the work force successfully with effective Cooperative Education and placement programs.

Placement: More than 60 companies and public agencies visit the campus every year to recruit BCC graduates. About half of BCC graduates work full time after graduation, while the other half go on to senior colleges. In addition to on-campus recruitment, the Placement Office sends 50 to 100 students a month on part-time and full-time job referrals. Data for 1986 and 1987 graduates indicates that 15 to 20 percent of our graduates obtain jobs through the BCC Placement Office while 30 to 40 percent obtain jobs through personal contact. The remainder find jobs through ads, agencies or by applying for civil service positions.

In addition to placing students in jobs, the Placement Office runs on-going workshops on resume-writing, interviewing skills and job search strategies to provide students with the necessary skills to be successful in the job market.

Cooperative Education
This work-study program allows students to work in their fields prior to graduation. Cooperative work experience courses are required in accounting (A.A.S.), data processing, marketing/management, paralegal studies, and secretarial studies and may be taken for elective credit in other curricula.

Cooperative Education: Approximately 120 students a year participate in cooperative work experience in five curricula — accounting, data processing, marketing management, paralegal studies and secretarial studies. Students are placed in full-time and part-time jobs related to their curriculum and attend bi-weekly seminars to integrate their on-the-job experiences with their academic discipline.
College Work Study
This financial aid program allows students to earn money by working on or off campus. Students who wish to apply for CWS must fill out the CSAF financial aid application.

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).

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.

Health Services
The Health Service Office provides emergency first aid and counseling in any health-related matter. Any information which is given to the Office of Health Services is always confidential.

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. Joannetta 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.

COLLEGE DISCOVERY PROGRAM
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 the City University SEEK program 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 receiving 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 Loew Hall, Room 119, 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
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-curricular 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 potentials 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, and 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
- Cambodian 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. John Whelan

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 towards attaining or maintaining a satisfactory level of physical fitness.

Basketball, volleyball, power lifting, football, swimming, karate, tennis and table tennis 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.
 ADMINISTRATIVE OFFICES

Office of the President
Roscoe C. Brown, Jr., Ph.D., President
Carol Banks, M.A., Director of Internal and External Affairs
Sharlene Hoberman, B.A., Public Information Officer
Nancy K. Ritze, M.S., Director of Institutional Research
Dolores Magnotta, Community Relations
Dolores Gracian, Doctorado, Affirmative Action Officer

Office of the Dean of Academic Affairs
Carl J. Polowczyk, Ph.D., Dean of Academic Affairs
Alice P. Fuller, Ed.D., Associate Dean of Academic Affairs
Peter I. Hoberman, M.S., M.A., Director of Academic Computing
Luis L. Pinto, M.A., Assistant to the Dean of Academic Affairs

Office of the Dean of Continuing Education, Grants and Development
Seymour Reisin, M.Ed., Dean of Continuing Education, Grants and Development

Office of the Dean of Students
Joe Louis Rempson, Ed.D., Dean of Students
Evelyn Rubio Kish, M.S., Associate Dean of Students
Douglas A. Strauss, M.I.A., M.A., Director of Financial Aid
Augusto Quinones, M.S. in Ed., Special Assistant to the Dean of Students for Admissions, Recruitment and Special Projects

Office of the Dean of Administration
Donald P. Cancienne, Ph.D., Dean of Administration
Richard M. Kor, M.S., M.A., Associate Dean of Administration

DEPARTMENT OFFICES

Biology & Medical Laboratory Technology
Prof. Francis Costello
Haveneyer 103
Ext. 6122

Business
Prof. William Hynes
Tech II G18
Ext. 6137

Chemistry & Chemical Technology
Prof. Joseph G. Riley
Nichols 117
Ext. 6218

Communication Arts & Sciences
Dr. Jo-Ann Graham
Colston 701
Ext. 6955

Engineering Technologies
Prof. Herbert Tyson
Gould Tech 118
Ext. 6066

English
Dr. Irwin Berger
Colston 601
Ext. 6939

Health & Physical Education
Prof. Charlotte Honda
Alumni Gym 300
Ext. 6020

History
Prof. Samuel Ehrenpreis
Colston 301
Ext. 6220

Library
Dr. Morton Rosenstock
Tech II 106
Ext. 6099

Mathematics
Dr. Erwin Just
Gould Tech 315
Ext. 6341

Modern Languages
Dr. Donald F. McCulloch
Colston 201
Ext. 6082

Music & Art
Prof. Valerie Capers
Guggenheim 206
Ext. 6213

Nursing
Prof. Marilyn Walsh
Gould Tech 412
Ext. 6114

Physics
Dr. Jack Prince
Gould Tech 223
Ext. 6209

Secretarial Studies
Prof. Doris Bluth
Tech II 323
Ext. 6145

Social Sciences
Prof. Howard Harris
Colston 312
Ext. 6350

Special Educational Services
Dr. Jacqueline Stuchin-Paprin
Colston 401
Ext. 6465

Student Development
Dr. Joe Louis Rempson
Loew 201
Ext. 6050
# DIRECTORY OF BUILDINGS, OFFICES, AND FACILITIES

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<td>Social Sciences Dept.—</td>
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<td>Silver Hall</td>
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<td>SOUTH HALL</td>
<td>31</td>
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<td>Special Educational Services Dept.—Colston Hall—</td>
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<tr>
<td>STEVENSON HALL</td>
<td>7</td>
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<tr>
<td>Student Development Dept.—</td>
<td>20</td>
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<tr>
<td>Loew Hall</td>
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<tr>
<td>Student Council</td>
<td>17</td>
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<td>Gould Student Center</td>
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<td>TECHNOLOGY TWO</td>
<td>29</td>
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<td>VanCARPENTER HALL</td>
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<td>Veteran’s Affairs—</td>
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<tr>
<td>Loew Hall</td>
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</table>
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

*Parking Spaces for Handicapped