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of The City University of New York

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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.
INTRODUCING
BRONX
COMMUNITY
COLLEGE

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 service 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 of review, that the College's mission and goals are being realized effectively.
HISTORY OF BRONX COMMUNITY COLLEGE

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

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

In April 1961, The City University of New York was created by the State Legislature, with Bronx Community College as one of its seven constituent undergraduate colleges. The City University now includes seventeen undergraduate colleges, a graduate school, 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.
ACCRREDITATION
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 and Radiologic Technology programs are 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 is an Equal Opportunity and Affirmative Action Institution. The college does not discriminate on the basis of age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, handicap, veteran status or marital status in its student admissions, employment, access to programs, and administration of educational policies.

Prof. Roberta Barnette is the college Affirmative Action Officer and Coordinator for Title IX, which prohibits sex discrimination in federally assisted education programs. She is also the college Section 504 Coordinator for the handicapped. Her office is located in Language Hall, Room 31, and her telephone number is (718) 220-6117.

A student whose complaint is related to a disabling condition may also contact Prof. Joanettia Grier, Coordinator of the Office of Differently-Abled Students. Her office is located in Loew Hall, Room 208, and her telephone number is (718) 220-6444.

DEGREE PROGRAMS OFFERED
The applicant to Bronx Community College may be admitted to one of the various curricula or programs offered. Detailed descriptions of the requirements appear on pages 54 to 81. Each has been approved by and is registered with the New York State Department of Education as is required. Each registered program has an assigned HEGIS code which appears in 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 (5004)
Medical Laboratory Technology (5206)
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 (5103)
Radiologic Technology (5207)
Secretarial Science-Medical (5214)
Secretarial Studies (5005)

Associate in Arts Degree (A.A.)

Transfer Programs
Human Services (5501)
Liberal Arts and Sciences (5649)

Associate in Science Degree (A.S.)

Transfer Programs
Business Administration (5004)
Accounting
Programming & Systems Management
Marketing, Management, Sales
Computer Science (5649)
Engineering Science (5609)
Liberal Arts and Sciences (5649)

CERTIFICATE PROGRAMS
Automotive Mechanics (5306)
Licensed Practical Nursing (5209.20)
Paralegal Studies (5099)

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.
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.

Academic Computing Center

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 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+, IIe, Macintosh Classic and SE, Macintosh II, 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 instructional 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. New materials are constantly being previewed and written for use in our facilities.

Administrative Computer Services

The Administrative Computing facility is equipped with two mainframe computers (IBM 4381-P22, DEC 11/44) and a variety of peripherals and micro computers. The facility is operated in a VM/CMS and RSTS environments running DOS/VSE and RSX/11, respectively. Bronx Community College has network capabilities within the City University and BITNET. Through an adequate staff of DP professionals, the services include on-line Registration, Admissions, Financial Aid, Bursar and Personnel. In addition, students and faculty, via a sophisticated teleprocessing network which also includes LAN's and gateways, are permitted to access a variety of time-sharing systems and compilers on both host computers on campus, as well as others in the CUNY network.

Auditoriums

The BCC campus has three major auditoriums. The largest is in the Gould Memorial Library. Its capacity of 650 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 350, is used as a theatre for dramatic productions, musicals and concerts.

Schwendler Auditorium in Tech Two, which seats 150 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 and Tuesdays - 9 a.m. to 7 p.m.
- Wednesdays and 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 2 p.m.
- Saturdays—8:30 a.m. to 1:30 p.m.

An additional cafeteria, located in Colston Lower Level, operates for the convenience of faculty and students between the hours of 10 a.m. and 2 p.m., Monday through Thursday.

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 3 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 Havemeyer Lab, Room 104.

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 – 5:30 to 9 p.m.
- Saturdays– 8:30 a.m. to 1 p.m.

Extension Centers
A program sponsored jointly by Bronx Community College and Bronx Municipal Hospital Center provides liberal arts, pre-nursing and nursing courses at the Center, Pelham Parkway South and Eastchester Road. LPN instruction takes place at Montefiore Medical Center.

Health Services
Health Services, located in Loew Hall, room 101, provides first aid, health counseling, referrals to community health care centers and information on health-related issues. A registered nurse is on duty from 9 a.m. to 6 p.m., Monday through Thursday, 9 a.m. to 5 p.m. on Friday, 9 a.m. to 2 p.m. on Saturday.

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 595, 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 are also available for student and faculty recreational use during specified hours.

Library and Learning Resources
Office: Tech Two Lower Level

Chairman: Professor Morton Rosenstock
Associate Professor: J. Skurdenis
Assistant Professor: D. Hadgis
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, 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
Director: Mr. Ralph Rourke

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

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

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

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

The Colonnade was designed with niches to accommodate 102 sculptured works and currently houses the busts and commemorative plaques of 97 of the 102 honorees elected since 1900. The 97 bronze busts that line the Colonnade are original works by distinguished American sculptors. The bronze tablets recessed in the wall beneath the busts carry inscriptions of significant statements made by the men and women honored.

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

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

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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Grants and Development
Bronx Community College

Carin Savage
Associate Director
Continuing Education,
Grants and Development
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**
Special Assistant to the Dean of Students for Admission
Mr. Augusto Quinones
Admissions Officer: Alba N. Cancetty
Loew Hall Room 224
Phone: (718) 220-6284

This office assists applicants in completing the appropriate application form; offers information that may help them to fulfill their responsibility to provide official transcripts in colleges, and assists them in 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. Bilingual staff are available to serve Spanish-speaking applicants.

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

**Note:** We do not request transcripts for students. It is their responsibility. We help and/or advise them towards this end.

**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 nor is an (Individualized Education Plan) IEP diploma.

A New York State Equivalency Diploma and General Education Development Examination may be substituted. A USAFI (United States Armed Forces Institute) 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** — To be eligible for the resident tuition fee rate, the student must have continuously maintained a principal residence in the City of New York for at least six consecutive months immediately preceding the first day of classes.
New York State Residency Requirements — To be eligible for the out-of-city New York State resident tuition rate, the student must have continuously maintained a principal residence in the State of New York for at least 12 consecutive months immediately preceding the first day of classes. All New York State residents who reside outside of New York City and plan to register at Bronx Community College must complete Residence Forms B80 and B81, available in the Bronx Community College Bursar's Office before registration. 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 New York City residents. 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 17.)

College Preparatory Initiative

The City University of New York has instituted a new program for entering students called the College Preparatory Initiative. Students entering a community college in 1993 will be expected to have at least nine units of high school work in academic courses, including a minimum of 1 unit of laboratory science, 2 units of mathematics and 3 units of English.

High school students should consult with guidance counselors to ascertain what courses are considered to be academic within the English, science, mathematics, social science, foreign language and the fine and performing arts curriculum.

All entrants will be informed of the preparatory units that have been recognized as a result of high school preparation. GED students will receive units in English and mathematics based on their test scores.

Students who have not completed the academic unit expectations prior to enrolling in the University will be required to demonstrate skills and knowledge in the discipline areas in which they lack preparation. In most cases, this will be accomplished by taking a designated college course. Students will be informed of alternative methods for demonstrating competence.

In subsequent years, the unit expectations will increase by 2 units every second year. In 1995, the expectation will be 11 units for the community college.

Health and Physical Standards

All students must submit, as part of the application, a medical examination report on the form provided by the College. Public Health Law 2165 requires that all matriculated students born after January 1, 1957 and enrolled for six or more credits, be immunized against measles, rubella, and mumps. 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 an application for undergraduate freshman admission that 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. The application includes a section for students who wish to be considered for SEEK or College Discovery.

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 must complete page 4 of The Freshman Application or Transfer Application that is available at the Office of Admission Services, 875 Avenue of the Americas, New York, NY 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 for freshmen and $40 for transfer students, made out to University Applications Processing Center. (Instructions for submitting the fee are included with the applications 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
The Office of Admissions provides pre-admission counseling and assistance to all potential students. Information and motivational presentations are provided to high schools, community agencies, government agencies, private corporations, hospitals and other units. Individual and group counseling are also provided as are campus tours.

For information, contact Mr. Dennis Haralam, Loew Hall, Room 336, telephone (718) 220-6432.

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.
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
675 Avenue of the Americas
New York, New York 10001

The Educational Background Summary Form (page 4 of The Freshman or Transfer 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 $35 for freshmen and $40 for transfer students, payable to University Applications Processing Center. 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 counties 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) and scored at least 500.

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.

Public Health Law 2165 requires that all matriculated students born after January 1, 1957, and enrolled for six or more credits, be immunized against measles, rubella, and mumps.

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 three weeks 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 three weeks prior to registration.

* Subject to change.
Tuition Deferrals

Continuing students who have neither sufficient cash nor an approved form of financial aid to pay their tuition in full may apply for a tuition deferral. Students taking 6 credits or more pay one-third of their tuition and all fees at registration and pay the balance of tuition in two equal installments. There is a $15 deferral processing fee. Deferrals are available in the lower level of Colston Hall during registration only.

Student Activity Fees *

The student activity fee must be paid by all students—matriculated and non-degree. This fee is non-refundable and includes laboratory, audio laboratory, breakage, student activities, and graduation fees.

- Full-time students: $50 per semester (12 or more credits/hours)
- Part-time students: $25 per semester (fewer than 12 credits/hours)

Each student will be required to pay a $2 Consolidated Fee each semester in addition to the Student Association Fee and tuition.

Note: Payments may be made by cash, certified check or money order. Personal checks, paychecks, or third-party checks are not accepted. All tuition and fees are payable at the time of registration and the student is not considered registered until he or she is processed by the Bursar's Office.

Special Fees (For all students)

1. Application for admission (payable at registration time if not paid before)
   - Freshman: $35
   - Transfer Student: $40
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 (maximum fee of $25 per semester for three or more examinations): $5
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
9. Application for Readmission: $10

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 (fewer than 12 credit weight)</th>
<th>Nondegree Students †</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York City resident, or New York State resident with a Certificate of Residence</td>
<td>New York City resident, or New York State resident with a Certificate of Residence</td>
<td>New York City resident</td>
</tr>
<tr>
<td>$1050/semester</td>
<td>$85/credit **</td>
<td>$100/credit ††</td>
</tr>
<tr>
<td>Non-New York State resident, including international (foreign) students and New York State residents not eligible for a Certificate of Residence</td>
<td>Non-resident, including international student</td>
<td>Non-resident, including international student</td>
</tr>
<tr>
<td>$1338/semester</td>
<td>$104/credit **</td>
<td>$150/credit ††</td>
</tr>
</tbody>
</table>

Accelerated Study Fee

All students enrolled in excess of 18 college degree credits will be charged an accelerated study fee as follows:

- Credits in Excess of 18
  - 2 or less: $75
  - More than 2, up to 4: $175
  - More than 4, up to 6: $350
  - More than 6: $525

* 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:
- ACC 11, BUS 11, ENG 01, 02, 11, 12, 14, 15, 16, and 19; ESL 11;
- MTH 13, 31, and 32; MUS 21, 40, and 50; PHY 31 and 32
† See page 27 for definition of Nondegree student.
†† There is no maximum fee for students in this category.
### 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.

- Books and supplies: $360
- Transportation: 620
- Lunch: 750
- Personal: 610

**Total:** $2,340

**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.

- Books and supplies: $360
- Transportation: 620
- Housing: 3,500
- Food: 2,050
- Clothing and medical: 900
- Personal: 800

**Total:** $8,230

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 principles:

- 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 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 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 credit, 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 schedule:

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

#### SCHEDULE OF TUITION REFUNDS

<table>
<thead>
<tr>
<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>
</tr>
<tr>
<td>Withdrawal from course in order to register at another unit of City University during that semester</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal within one week after scheduled opening date of the session</td>
<td>75%</td>
</tr>
<tr>
<td>Withdrawal during second week after scheduled opening of the session</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal during third week after scheduled opening date of the session</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal after completion of third week after scheduled opening date of session</td>
<td>None</td>
</tr>
</tbody>
</table>
FINANCIAL AID OFFICE
Director: Mr. Byron Taylor
Assistant Director: Mr. Clinton Jeffrey
Colston Hall, Room 504
Phone: (718) 220-6924

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. 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 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>
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<td>Minimum number of credits earned</td>
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<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: 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 payment, complete the number of credits indicated on the above chart and achieve the required index as per the chart. Students whose index falls below the required level or fall 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 an additional STAP payment.

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 and taking at least three degree credits. 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 New York State Net Taxable income. The amount is determined by The City University and will vary according to state funding.

Application Form: Application for Part-Time Study (APTS).
Stafford Student Loan Program (formerly GSL)

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 Stafford 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.

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.

Supplemental Educational Opportunity Grants (SEOG)
A student enrolled at Bronx Community College can apply for an award under this program by completing the CUNY Financial Aid Form.

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

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

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

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 Financial Aid Form 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 Procedure: A student enrolled at Bronx Community College can apply for an award under this program by completing a CUNY Financial Aid Form 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.

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 VA benefits.

COLLEGE AND UNIVERSITY PROGRAMS

CUNY Assistance Program (CAP)

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. The CUNY Assistance Program 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 will vary according to funding.

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 Financial 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 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 differently abled students. The Financial Aid Office will contact students in these categories.

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
  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 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.

Academic Advisement and Counseling

Prior to registration for courses each semester, students must receive counseling and advisement from assigned faculty. The goals of the advisement/counseling services are to help students select the appropriate courses, make long-range educational and career plans, and evaluate their progress toward graduation.

Entering students are advised throughout their freshman year by the faculty-counselors who teach the Orientation and Career Development (OCD) courses. The Department of Student Development is responsible for assignment of OCD faculty-counselors.

After completing the first year's coursework, and prior to early or regular registration each semester, all students must receive counseling and program approval from the assigned faculty adviser in their chosen curricula. Failure to secure the prior approval of assigned faculty advisers may result in improper course selections and may impede progress toward graduation. The Office of Academic Affairs is responsible for assignment of faculty advisers.

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 may pay required fees as if 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.

Matriculation status determines the course load a student 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 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.

Enrolled Students: 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.

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 $50 per semester fee and a $2 City University consolidated fee, as well as any penalty fees they may incur (e.g., late registration payment, reprocessing fees, library fines). They are not charged any other regular fees. The $52 is considered a noninstructional fee.

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 1/2</td>
<td>No Classification</td>
<td>No Classification</td>
</tr>
<tr>
<td>12-23 1/2</td>
<td>1.67</td>
<td>1.00</td>
</tr>
<tr>
<td>24-37 1/2</td>
<td>1.78</td>
<td>1.54</td>
</tr>
<tr>
<td>38-51 1/2</td>
<td>1.88</td>
<td>1.78</td>
</tr>
<tr>
<td>52-63 1/2</td>
<td>1.95</td>
<td>1.88</td>
</tr>
<tr>
<td>64-73 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>
STANDARDS FOR RATE OF PROGRESS (ROP)

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

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

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

<table>
<thead>
<tr>
<th>Degree credits attempted per semester</th>
<th>Fractional Full-Time Equivalent Year (FTEY) used</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>1/5 (.125)</td>
</tr>
<tr>
<td>6-8</td>
<td>1/4 (.250)</td>
</tr>
<tr>
<td>9-11</td>
<td>1/3 (.375)</td>
</tr>
<tr>
<td>12 or more</td>
<td>1/2 (.500)</td>
</tr>
</tbody>
</table>

The student who attempts from 1 to 5 degree credits accumulates 1/5 of an FTEY. If it is 6 to 8, 1/4 of an FTEY is accumulated; and so on. No more than 1/2 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 FTEYs</th>
<th>Degree credits completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>First semester</td>
<td>4</td>
<td>1/5</td>
</tr>
<tr>
<td>Second semester</td>
<td>6</td>
<td>1/4</td>
</tr>
<tr>
<td>Third semester</td>
<td>9</td>
<td>1/3</td>
</tr>
<tr>
<td>Fourth semester</td>
<td>14</td>
<td>1/2</td>
</tr>
<tr>
<td></td>
<td>33</td>
<td>11/12</td>
</tr>
</tbody>
</table>

*(1.5 + 1/4 + 1/3 + 1/2 = 18/12 = 6/2 = 1/2 = 1/4)*

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 Committee on Academic Standing.
**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.

Students on probation retain eligibility for federal Title IV financial aid such as Pell, SEOG, and Perkins and Stafford Loans.

**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 appeals agent of the Committee on Academic Standing. Students who are permanently suspended 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 the Curriculum Coordinator for permission to exceed the maximum permissible student load of 18 hours after consulting with his or her adviser. Note fees for over 18 credits on page 17.

**READMISSION**

After one or more semesters of absence from the college, a student must apply for readmission. The current fee for readmission is $10. Readmission applications are available in the Registrar’s Office for this purpose. Deadlines for the receipt of applications for readmission are: Fall Semester, August 30; Spring Semester, January 15; Summer Session, May 15.

**CHANGE OF CURRICULUM**

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

**GRADES**

The instructor assigns the grade which represents his or her 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 weighting of factors such as term paper, laboratory work, periodic quizzes, final examinations, and special projects.

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

A permanent academic record for each student is maintained by the Registrar. Students receive reports of their achievement and status each semester.
Mid-Term Grades

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

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

The following grades may be assigned by instructors:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Equivalent Achievement</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90–100</td>
<td>Excellent, superior</td>
</tr>
<tr>
<td>B+</td>
<td>85–89</td>
<td>Above Average</td>
</tr>
<tr>
<td>B</td>
<td>80–84</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>75–79</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>70–74</td>
<td>Average</td>
</tr>
<tr>
<td>D+</td>
<td>65–69</td>
<td>Passing, but below average</td>
</tr>
<tr>
<td>D</td>
<td>60–64</td>
<td>Just passing</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>
</tr>
<tr>
<td>R*</td>
<td></td>
<td>Repeat, not counted</td>
</tr>
</tbody>
</table>

*Applicable only to certain non-credit remedial courses.

**When a student receives the grade of "F" or an administrative failing grade, and that student subsequently retakes that course and receives a grade of "C" or better, the initial grade of "F" will no longer be computed into the Grade Point Average. The "F" will remain on the transcript. The number of failing credits that can be deleted from the Grade Point Average is limited to 16 for the duration of the student's undergraduate enrollment in The City University of New York. This policy is effective Sept. 1, 1990, at all colleges of CUNY. For additional information, contact the college registrar.

Special Grades

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

**Grade** | **Explanation**
---|---
W | Withdraw 3rd through 10th week only.
WF | Withdraw Failing (counts as a failure) 3rd week through end of semester.
WU | Withdraw Unofficially and/or Excessive Absence (counts as a failure) 3rd week through end of semester.

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:

**Grade** | **Explanation**
---|---
ABS | 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)
INC | 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, or INC. Equivalent to F if unresolved. (Refer to Regulations below)

1. Registration in subsequent level courses—A student with the grade of ABS or INC in any course may not register for the subsequent level course in a sequence without 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 17.
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, the Committee on Academic Standing (CAS) should be advised. The denial of an application for examination should be communicated by the Department Chairperson to the CAS.

Retention Rate

The semester to semester 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 Advise ment Form” in the Registrar’s Office. Those who fail to submit this form will not be evaluated for graduation purposes. The Diploma will be dated the semester that the degree is conferred, not necessarily the semester that the course work was completed.

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 the students, including Commencement awards and Dean’s List Achievement, are noted on the student’s permanent academic record. Honors fall into several categories described below.

Dean’s List and Awards

Students are eligible for inclusion on the Dean’s List when they have completed a minimum of 12 college-level credits (i.e., X line) with a Cumulative Grade Point Average (GPA) of 3.00 or higher. Students shall be included on the Dean’s List upon successful completion of:

1. 23 college-level credits (X line)
2. 24-35 college-level credits (X line)
3. 36-47 college-level credits (X line)
4. 48-59 college-level credits (X line)
5. 60-71 college-level credits (X line)
6. 72 or more college-level credits (X line)

No student shall be included on the Dean’s List more than once for each of the six credit bands described above. As a consequence of this rule, no student may be included on the Dean’s List more than six (6) times at BCC.

Semester Honors List

Full-time matriculated students are eligible for the Semester Honors List in any semester if they have completed a minimum of 12 degree credits with a semester index of 3.00 or higher with grades of A through D inclusive. Students with grades of F, W, WU, WF, INC, ABS, R, and Z shall not be eligible during that semester.

Part-time matriculated students are eligible for the Semester Honors List if they have completed 12 or more degree credits in an “accumulation period” with grades of A through D inclusive, with an index for the “accumulation period” of 3.00 or higher. Students with grades of F, W, WU, WF, unresolved INC, unresolved ABS, R, and Z shall not be eligible.

The “accumulation period” commences at the end of that semester during which the student has completed 12 or more degree credits. Prior awardees must accumulate an additional 12 or more degree credits to become eligible for another semester honors award.

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 National Honor Society for science and technology students. Each year, the honor societies initiate students who have met their requirements and quality for membership.
## BCC Foundation Scholarships

The BCC Foundation awards scholarships in three categories: **Foreign Students** (F-1 visa holders), **Returning Older Adults** (50+) and **Differently Ablded Students**. In 1991, twelve $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.

Faculty committees review nominations each year, and recipients are given recognition at an annual honors convocation.

### ATTENDANCE AT CLASSES

#### Absence from class

Attendance at all class sessions is required. There are no provisions for unexcused absences or 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 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.

#### 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.

### 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 the 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:

1. 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.”

2. 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.

3. 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.

4. 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.

Bronx Community College has formal articulation agreements with several programs in non-CUNY colleges. Among the private colleges to which our graduates may transfer are Clarkson University, College of New Rochelle, College of Insurance, Iona, Long Island University, Marymount, Middlebury, and New York University’s School of Social Work. Our agreements with these institutions ensure transfer with minimal loss of credits.

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.

Note: Each senior college has its own admission requirements. The number of credits and Grade Point Average may vary.
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 to 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 charged with, accused of, or alleged to have violated the Code of Behavior or any law or regulation established by the college, and by the City, State or Federal Government shall be subject to disciplinary procedures as outlined in Articles 15.3 to 15.6 of the Board of Trustees Bylaws and to sanctions as listed in the Board of Trustees Bylaws and Article 129A of the Education Law.

A preliminary investigation will be conducted to determine whether disciplinary charges should be preferred. If there is sufficient basis for the allegation, the matter may be referred to conciliation or formal disciplinary charges may be preferred. The procedures for conciliation conferences and for Faculty-Student Disciplinary Committee hearings are outlined in articles 15.3 to 15.6 of the Board of Trustees Bylaws. Copies of the pertinent articles can be obtained from the Office of the Dean of Students.

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.

[Image of students]
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 process or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.

3. Unauthorized occupancy of University/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation and use of University/college equipment or supplies.

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

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

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

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

8. No individual shall have in his possession a rifle, shotgun or firearm or knowingly have in his possession any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage upon a building or the ground of the University/college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college.

9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.

10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on University/college premises, or as part of any University/college activities is prohibited. Employees of the University must also notify the college Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

11. The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

**Penalties**

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of sanctions as hereafter defined in the Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.

2. Any tenured or non-tenured faculty member, or other member of the instructional staff, or member of the
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 note 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 note 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.**

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

**RELIGIOUS BELIEFS AND CLASS ATTENDANCE**

**Education Law Section 224-a.**

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.

2. Any student in an institution of higher education who is unable, because of his religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on a Saturday, similar or make-up classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.

5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his rights under this section.

**POLICY AGAINST SEXUAL HARASSMENT**

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

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

Counseling sessions may focus on such areas as personal and 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 college until they graduate. The Student Development Department includes the Offices of Admissions and Recruitment, Financial Aid, College Discovery Program, Counseling Services, the Personal & Academic Support Services (PASS) Center, Health Services, Student Activities and Alumni Affairs.

Student Development also provides assistance in specialized areas of Freshman Orientation; Curriculum Advisement; Career, Placement and Cooperative Work Experience; International Student Counseling; Mental Health; Differently-abled Student Counseling; Probation and Suspension Counseling; and Veterans' Affairs.
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

Coordinator: Gerald Frisby

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. The Office of Career Services sponsors Career Day, a collegiate-wide event which attracts 60 to 70 employers to the campus to talk with students about career opportunities and hiring requirements.

The Placement Office in Loew Hall, Room 328, is where students can learn about current job openings. Employers call the school with jobs which 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 are prepared to compete effectively in today's challenging job market. The College's occupational programs provide students with the competencies and "hands-on" skills required in the workplace. Substantial resources and staff are available to help students find employment while they are in school and to secure job placement upon graduation.

More than 75 companies and public agencies visit the campus every year to recruit BCC graduates and students. An active job bank is maintained to provide students with referrals and part-time and full-time jobs on a daily basis. The Placement Office refers 50-100 students a month to available employment opportunities.

Approximately half of BCC graduates work full time after graduation, while the other half go on to senior colleges. The most recent salary data collected indicate that approximately 30 percent of graduates earn salaries of $20,000 or more and another third can expect starting salaries between $15,000 and $20,000.

The Placement Office runs ongoing workshops in resume writing, interviewing skills and job search strategies, to provide students with the necessary skills to be successful in the job market.

Cooperative Education

Coordinator: Gerald A. Frisby

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.), programming and systems, 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 CUNY Financial Aid Form.

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 difficulty, whether social, mental or emotional, help is available from college psychologists. Individuals may be self-referred or referred by counselors, faculty members or fellow students. Referral to off-campus facilities is available.

Health Services*
The Health Service Office in Loew Hall, Room 101, 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
Coordinator: Ms. Alba Cancetty
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.

Office of Differently-Abled Students
Coordinator: Prof. Joanettia Grier
All students who have medical, physical or hearing conditions that may have an effect on their academic success should register with the college Office of Differently Abled Students in Loew 208. Special services are arranged for differently abled students to provide optimal educational opportunities. Provisions can be made for registration, special CUNY skills testing, tutorial services, proctors for final examinations, readers, scribes, more time, and referrals to social agencies and special programs at other CUNY college.

Office of Alumni Affairs
Coordinator: Mr. Augusto Quinones
Loew Hall 224
The Office of Alumni Affairs oversees, plans and administers the college's activities for its graduates and serves as liaison with the Alumni Association to enhance their activities.

* 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, including determining your physical education course options. In addition, under Public Health Law 2165, all matriculated students born after January 1, 1957, and enrolled for six or more credits, are required to be immunized against measles, rubella, and mumps. All medical information will be kept confidential and used only with the student's permission.

BRONX COMMUNITY COLLEGE ASSOCIATION, INC.
The Bronx Community College Association, Inc., is a chartered corporation composed of a Board of Directors, with an elected chairperson. Elected student representatives, faculty and administrators are charged with the responsibilities of approving budgets and appropriating student activity fee monies 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 the Association's membership.

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

COLLEGE DISCOVERY PROGRAM
Coordinator: Prof. Joseph Bacote
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 Admissions 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 encouraged to participate in all college activities.

OMBUDSPERSON
College Ombudsperson: Prof. Kenneth Fogarty
Gould Tech 317
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 gives assistance in resolving student problems.

PERSONAL AND ACADEMIC SUPPORT SERVICES (PASS) CENTER
Director: Dr. Ingrid De Cicco
Sage Hall 210
The Personal and Academic Support Services Center provides multiple services including general counseling; reading, writing and study skills; tutoring; academic support and counseling for ESL students; assistance for learning problems; psychological counseling; social services, such as referral for housing and legal advice.
VETERANS’ AFFAIRS
Coordinator: Prof. Joseph Bacote
The Office of Veterans’ Affairs in Loew Hall provides services for 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-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 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. It works cooperatively for student welfare through the SGA Executive Board. SGA is represented on BOC Association, Inc., which allocates money collected from the student activity fee.

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
- Apostolic Club
- Art Club
- Audiovisual Technology Club
- Black Student Union
- Campus Advance Bible Talk
- Ceramics Club
- Chinese and Vietnamese Club
- Christian Fellowship
- College Discovery Club
- Dance Workshop
- Dart Club
- Dominican Students Association
- ESL Club
- Fencing Club
- Fusionist Club
- Habitat for Humanity
- Haitian Student Association
- Human Services Club
- Institute of Electrical and Electronic Engineers (IEEE)
- International Indian Club
- Moslem Student Club
- New Horizons Club
- Paralegal Society
- Peace Corps Club
- Phi Theta Kappa (Honor Society)
- Photography Club
- Psychology Club
- Puerto Rican Student Association
- Radiologic Technologists Club
- Readers Theatre
- Secretarial Club
- SHARE
- Student Parent Club
- Support Council for Africa
- Taekwondo Club
- Tau Alpha Pi (Engineering, Technology Honor Society)
- Theatre Workshop
- Video Music Art Club
- Women’s Symposium

The Bronx Community and College Choir and the Latin-Jazz Ensemble are performance groups open to general college students. Both of these groups are also classes and can be taken for credit. However, anyone who qualifies can join for no credit.
Student Publications & Media
The Communicator (newspaper)
Language Forum (Modern Language literary magazine)
Pegasus (Senior yearbook)
Through the Looking Glass (literary magazine)

Gould Student Center
The Gould Student Center is dedicated to serving the social, cultural and recreational needs of Bronx Community College students and provides 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 309.

ATHLETICS
Director of Athletics: Dr. Donna Genova

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 and have an acceptable medical report on file in the Health Service Office.

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
Women's Volleyball Team

Track and Field (men and women)
Cross Country
Indoor Track
Outdoor Track

Intramurals/Recreation/Sports Clubs
Coordinator of Intramurals: Prof. Henry Skinner

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, tennis and table tennis are a few activities among many that are scheduled on an intramural basis. The program is open to all students with an acceptable medical report on file in the Health Service Office.
To meet the needs of its students, Bronx Community College has developed a variety of special programs. Many have received national attention for their ability to enrich the educational experience of community college students.

The programs offer a great variety of opportunities to pursue independent interests and individualized learning. In addition, BCC programs encourage students to take advantage of the numerous cultural events in the metropolitan area, to work side by side with some of the leading research scientists in the country, or to participate in small specialized learning communities to help them succeed.

- **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.

- **COLLEGIATE SCIENCE TECHNOLOGY ENTRANCE PROGRAM**
  Project Director: Dr. Louise Squitieri
  Funded by the New York State Department of Education, CSTEP establishes a science academy approach at BCC to increase the access of underrepresented groups of students to science, technology and health careers.

- **COOPERATIVE WORK EXPERIENCE**
  Project Director: Mr. Gerald Frisby
  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.
**Special Programs**

### CUNY BACCALAUREATE PROGRAM

Coordinator: Dean Alice P. Fuller

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.

### CUNY POLICE CADET CORPS

Coordinator: Mr. Dennis Haralam
Loew Hall 336

Participants pursue the Associate degree in the field of their choice while they receive specialized Police Cadet training from the New York Police Department. Graduates can expect to be hired as police officers by the New York City Police Department.

### 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

Coordinator: Dean Alice P. Fuller

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. The Humanities faculty provides personalized advisement and conducts special lecture and conversation series, exhibitions and theatre groups.

### MINORITY BIOMEDICAL RESEARCH SUPPORT PROGRAM (MBRSP)

Project Director: Dr. John Davis

The MBRSP at Bronx Community College is supported by funds from the National Institutes of Health. It is a program dedicated to increasing the number of minority students pursuing careers in biomedical research. MBRSP participants experience biomedical research on a part-time basis during the academic year and on a full-time basis during the summer. They receive financial support for their time and for travel to one major science conference somewhere in the continental U.S.

All full-time BCC students with a minimum academic index of 2.5 are qualified even though they may never have thought about pursuing a biomedical career. MBRSP participants learn how to prepare, present, and publish research data.

### 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. Marsha Cummins
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, NY 10036, or call (212) 790-4558.

PRE-FRESHMAN SUMMER PROGRAM
Coordinator: Dr. Benjamin Carney
This free program offers developmental courses in basic skills for entering freshmen and first-year BCC students whose assessment tests indicate a need for such preparation. The program provides trips to the theatre, museums and other cultural events, as well as many other benefits.

PRISON EDUCATION PROGRAM
Coordinator: Dr. Allan Wolk
Inmates are enrolled full time in the Paralegal degree program. Classes are held at the Sing Sing correctional facility.

PROGRAM FOR BLIND PARALEGAL STUDENTS
Coordinator: Dr. Allan Wolk
Provides full supportive services for blind and visually handicapped students to mainstream in the paralegal studies program.

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.

RESEARCH ENRICHMENT ACTIVITIES PROGRAM (REAP)
Coordinator: Dr. Louise Squitieri
REAP is for full-time Bronx Community College students who are thinking about a career in the sciences. The program offers students the opportunity to participate in a variety of science and research activities. Students learn how to design experiments, write scientific papers, and evaluate research. It includes on-campus seminars with leading scientists and a national science conference. A grant pays each student a stipend for 35 hours a week for 10 weeks for working in a research laboratory. REAP is funded by the National Institutes of Health Minority Biomedical Research Support Program. Students may receive six college credits for participation. Accelerated fees are waived.

YOUTH CAREER PROGRAM
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.
BIOLOGY AND MEDICAL LABORATORY TECHNOLOGY

Office: Tech Two, Room 415

Chairman: Professor Francis C. Costello
Associate Professors: M. Fein, J. Hayde, M. Kanuck, A. Sobieraj
Assistant Professor: F. Haase
Lecturers: L. Mills, L. Rice

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

Jacob Baruch, M.S.
Supervisor of Hematology
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 Medical Center

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

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

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

Mohammed Riaz, M.Sc.
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.
Supervisor of Hematology
Columbia Presbyterian Medical Center
BUSINESS
Office: Tech Two, Room G-20
Chairman: Professor William Hynes
Professors: H. Andima, J. Gorham, M. O'Riordan
Associate Professors: J. Suarez, H. Weiman
Assistant Professors: R. Canals, I. Ghafoor, J. Morales, L. Suarez, M. Walwyn

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, Deloitte 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
Angel Rodriguez, CPA, Port Authority of New York
Phillip Tucker, CPA

Data Processing Advisory Committee
Gus Benzenberg, Assistant Vice President, Operating Services, Harper & Row
Larry Carbone, Systems Manager, Mobil Oil Corp.
Thomas Cunneen, Manager, Sorbus
Martin Diesendorf, Systems Officer, TIAA
Trish 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
John F. Maher, Vice President, Dollar Dry Dock Savings Bank
Eugene T. Martin, Director, MIS Planning & Administration, Ogden Services Corp.
Glen Molier, Staff Specialist, Nynex
Allen Morton, Director, Academic Planning, IBM Educational System
Baturi Nagaya, Data Processing Lab Supervisor, Bronx Community College Microlab
Anthony Pizzelanti, Vice President, Information System, Macmillan
Clifford Salmon, Graduate, Bronx Community College Microlab
Dennis Smith, Vice President, Information System, Loews Corporation

Marketing and Management Advisory Committee
James J. Cavazzini, Executive Vice President, Madison Square Garden Network
William G. Drone, Director, Marketing Relations, Chemical Bank
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, College Editor, McGraw-Hill, Inc.
Paralegal Advisory Committee
Judge Lawrence Bernstein, N.Y.S. Supreme Court
Claude Brown, Author/Lecturer
Haywood Burns, Dean, CUNY Law School
Julius L. Chambers, Director-Counsel, NAACP
Legal Defense Fund
Dr. Kenneth B. Clark, Regent Emeritus, N.Y.S. Board of Regents
Judge Peter F. Crispino, Chief Admin. Law Judge, S.S.A.
Robert E. Diaz, CUNY Vice Chancellor, Legal Affairs
Fernando Ferrer, Bronx Borough President
Ambassador Charles S. Flemming, St. Lucia/United Nations
Judge Lee Holzman, Bronx Surrogate
Robert Johnson, Bronx District Attorney
John P. Keane, Superintendent, Sing Sing Correctional Facility
Justice Joseph Mazur, N.Y.S. Supreme Court
Justice E. Leo Milonas, N.Y.S. Supreme Court, Appellate Division
Justice Constance Baker Motley, U.S. District Court
Judge Benjamin Nolan, Former Judge-in-Charge, Civil Court, City of New York
Prof. Eleanor Holmes Norton, Former Chair, E.E.Q.C.
Paul O'Dwyer, Commissioner, United Nations
Judge Burton R. Roberts, Admin. Judge, N.Y.S. Supreme Court
Congressman Jose Serrano, 18th Congressional District
Judge Anne Targum, N.Y.C. Civil Court
Justice Ivan Warner, N.Y.S. Supreme Court
Justice Milton L. Williams, Deputy Chief Admin. Judge, N.Y.S. Supreme Court
Dr. Allan Wolk, Director of Paralegal Studies, Professor of Political Science, Bronx Community College

Honorary Members
Robert Abrams, New York State Attorney General
Justice William J. Brennan, Jr., U.S. Supreme Court
Lawrence H. Cooke, Former Chief Judge
N.Y.S. Court of Appeals
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
Sol Wachtler, Chief Judge, N.Y.S. Court of Appeals

COMMUNICATION ARTS AND SCIENCES
Office: Colston Hall, Room 701
Chairperson: Professor Jo-Ann Graham
Professors: D. Canty, R. King
Associate Professor: L. Powell
Assistant Professor: M. Diehl
Approximately 20 adjuncts per semester.
Courses offered: Communications (CMS and CMT)

ENGINEERING TECHNOLOGIES
Office: Gould Tech, Room 118
Chairman: Professor Herbert Tyson, P.E.
Professor: N. McLaughlin
Assistant Professor: J. Moghadassi
Courses offered: Electrical Technology (ELC), Mechanical Technology (MEC)

Industrial Advisory Committee
Francisco Gonzalez, Supervisor
Design Engineering Department
AT&T Bell Laboratories
Frank Santoro, Manager
Human Resources Department
Loral Electronic Systems
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

ENGLISH
Office: Colston Hall, Room 601
Chairman: Professor Neil Grill
Associate Professor: P. Read
Approximately 30 adjuncts per semester.
Courses offered: English (ENG)

CHEMISTRY AND CHEMICAL TECHNOLOGY
Office: Tech Two, Room 813
Chairman: Professor Joseph G. Riley
Professors: J. Fahey, R. Leinaeng, E. Passer, M. Pulver, H. Stein, I. Zimmerman
Associate Professor: D. Gracian
Assistant Professor: R. Miller
Courses offered: Chemistry (CHM)

* Bronx Community College Electrical Technology Alumnus
HEALTH AND PHYSICAL EDUCATION
Office: Alumni Gym, Room 300
Chairperson: Associate Professor M. Stern
Associate Professors: G. Constantine, D. Genova, C. Honda, M. J. Wheian, F. Wong
Assistant Professors: A. Kelemen, H. Skinner
Courses offered: Health (HLT), Physical Education (PEA), Recreation (REC)

HISTORY
Office: Colston Hall, Room 301
Chairman: Professor James D. Ryan
Professors: N. Binder, V. Bonell, B. Eisenberg, G. Lankevich
Associate Professor: G. Diallo
Assistant Professors: J. Gutwirth
Courses offered: Geography (GEO), History (HIS)

MATHEMATICS AND COMPUTER SCIENCE
Office: Gould Tech, Room 315
Chairman: Professor Gerald Lieblich
Associate Professors: L. Alpert, M. Bates, S. Friedlander, M. Glass, J. O'Sullivan
Assistant Professors: M. Bennett, K. Fogarty, G. Giler, P. Klarreich, R. Miller, B. Stein
Instructor: J. Trent
Lecturer: S. Greenspan
Approximately 30 adjuncts per semester
Courses offered: Computer Science (CSI), Mathematics (MTH)

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

MUSIC AND ART
Office: Guggenheim, Room 203
Chairperson: Professor Valerie Capers
Professor: R. Bass
Associate Professors: J. Hamell, P. Schira
Assistant Professors: N. Canton, S. Eversole
Lecturers: E. Kissel, F. Sharpe
Approximately 9 adjuncts per semester
Courses offered: Art (ART), Music (MUS)

NURSING
Office: Gould Tech, Room 413
Chairperson: Associate Professor Ann C. Smith
Associate Professor: F. Francabandera
Lecturers: B. Coallom, M. Watford
Courses offered: Nursing (NUR), Nutrition (NTR), Pharmacology (PHM), Physical Assessment of the Adult (PAS)

Nursing Advisory Committee
Carolyn S. Adderley, M.S.N., C.N.A.A., R.N
Associate Director of Nursing
Professional Development and Quality Assurance, Lincoln Medical & Mental Health Center
Alice Akan, M.A., R.N., Director of Educational Services, Montefiore Medical Center
Lois Augustus, M.A., R.N., Assistant Professor of Nursing, Bronx Community College
Carlethia Burwell, Ed.D., R.N., Deputy Director of Nursing, Harlem Hospital Center
LaFredia Davis, M.S.W., Associate Professor, Student Development, Bronx Community College
Kathleen DeVitt, M.S.N., R.N., Chief of Nursing Service, Bronx Veterans Administration Hospital
Mary B. Dougherty, M.S.N., R.N., Associate Executive Director for Patient Care Services, Bronx Municipal Hospital Center
Charmaine Fitzgerald, D.Ph., R.N., Associate Director of Nursing, Harlem Hospital Center
Alice P. Fuller, Ed.D., R.N., Associate Dean of Academic Affairs, Bronx Community College
Beatrice Goodwin, Ph.D., R.N., Acting Chairperson, Division of Nursing, Lehman College
Eileen Grigg, B.A., Deputy Director of Health and Human Services to the Bronx Borough President
Maria Koszalka, Ed.D., R.N., Director of Nursing, Albert Einstein Hospital
Arsenia Ladores, M.A., R.N., Assistant Director of Nursing, Staff Development, St. Barnabas Hospital
Phyllis Lisanti, Ph.D., R.N., Undergraduate Program Director, Division of Nursing, New York University
Faye E. Malcolm, M.A., R.N., Acting Deputy Executive Director of Nursing Services, North Central Bronx Hospital
Yvonne Reynolds, Ed.M., R.N., Assistant Director, Nursing Education, Bronx Municipal Hospital Center
Ann C. Smith, M.A., M.S.N., G.N.P., R.N., Chairperson, Department of Nursing, Bronx Community College
PHYSICS
Office: Gould Tech, Room 222
Chairman: Professor Jack Prince
Professor: L. DeAcetis
Associate Professor: S. Deonarine
Assistant Professor: R. Gorman
Lecturer: R. Lal
Approximately 15 adjuncts per semester.
Courses offered: Astronomy (AST), Clinical Education (CLE), Nuclear Medicine Technology (NMT), Physics (PHY), Radiologic Technology (RAD)

Committee on Nuclear Medicine Technology
Lynette Blunt, A.A.S., Department of Radiology
Weiler Hospital of Albert Einstein College of Medicine
Zev Chayes, M.D., V.A. Hospital, Bronx
Ira Novitch, 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
Alric Williams, A.A.S., Department of Radiology
Lawrence Hospital, Bronxville

Albert Einstein College of Medicine
M. Donald Blaufox, M.D., Ph.D.
Director, Division of Nuclear Medicine
Professor of Radiology (Nuclear Medicine) and Professor of Medicine
Sherman Heller, Ph.D., Department of Nuclear Medicine, Montefiore Medical Center
Khalid Saleemi, M.Sc., AART, NMTCB,
Senior Nuclear Medicine Technologist
Montefiore Medical Center

Bronx Community College
Dr. Martin Fein, Biology
Dr. James Fahey, Chemistry
Dr. Alice Fuller, R.N. Academic Affairs
Dr. Jack Prince, Physics

SECRETARIAL AND OFFICE INFORMATION SYSTEMS
Office: Tech Two, Room 323
Chairperson: Professor Rosemary Quinn
Professor: B. Ettinger
Associate Professors: D. LaBlanc
Lecturer: M. Kassab
Courses offered: Keyboarding (KEY), Word Processing (WPR), Desktop Publishing (WPR 24), Shorthand (SHO), Business Communications (COM 31), Medical and Office Procedures (SEC 35, SEC 41)

Secretarial and Office Information Systems Advisory Committee
Joan Butler, Metropolitan Life Insurance Company
Joan Carroll, Ford Foundation
Diane Cohen, Irene Cohen Personnel Services, Inc.
Jill Freeman, Chase Manhattan Bank
Adrienne S. Kapel, Albert Einstein College of Medicine
Nancy Lucadamo, State of New York, Unified Court System
Barbara Ruggow, Eastern Kodak Company
Naomi Seckler, Mount Sinai Medical Center
Mary Thoden, Cravath, Swaine & Moore
Gerald Frisy, Bronx Community College, Career Services

SOCIAL SCIENCES
Office: Colston Hall, Room 312
Chairman: Associate Professor Howard Harris
Professors: M. Chang, A. Galub, H. Robbins, A. Wolk
Associate Professors: K. Berger, C. Daley, R. Morrill, E. Rolnick
Assistant Professor: R. Strieber
Approximately 25 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
Chairperson: Associate Professor Howard Irby
Professors: D. Davidson, J. Rempson, H. Shenkman, J. Stuchin
Associate Professors: S. O'Neill, H. Richardson, P. Lanier
Assistant Professor: D. Blot
Lecturer: E. Callandro, I. Dutra, V. Jackson, J. Todaro, B. Wilson
Approximately 30 adjuncts per semester
Courses offered: Education (EDU), English as a Second Language (ESL), Reading (RDL)

Education Associate Advisory Committee
Dr. Miriam Dorn, Chairperson, Department of Elementary Education, City College of New York, CUNY
Dr. Lorraine Hale, Executive Director, Hale House Center for Promotion of Human Potential, Inc., New York
Prof. Joseph Jiggetts, Professor, Special Education, City College of New York, CUNY
Ms. Inez Variable, Early Childhood Coordinator, District 12, New York City
The Curricula and Programs

DEGREE REQUIREMENTS

Each student is responsible for completing all requirements for the degree as prescribed at the time of his or her admission to the college. A minimum number of 64 credits is required to complete a degree.

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

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

**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**
- OCD 01 Orientation & Career Development ........................................ 0
- ENG 11, 12 Fundamental Composition I and II .................................. 6
- CMS 11 Fundamental Communication .............................................. 3
- CMS 50 Intro. to Mass Communication ........................................... 3
- HIS 10 History of the Modern World ............................................ 3
- ART 11 or Intro. to Art or
- ART 12 Intro. to Western & Non-Western Cultures ......................... 3
- MTH 12* or Intro. to Mathematical Thought or
- MTH 21 Survey of Mathematics I ................................................. 3

**Total** 21

**Required Areas of Study**

- Social Science or History** .................................................. 3
- Humanities electives† ......................................................... 6
- Science † .............................................................................. 4
- HLT 91 or Critical Health Issues or
- PEA Physical Education activity course .................................. 1-2

**Total** 14-15

**Specialization Requirements**
- MKT 43 Advertising & Sales Promotion ........................................ 3
- DAT 34 Macintosh Facilities ................................................... 2
- ART 15 Design ........................................................................ 2
- ART 21 Drawing & Painting I .................................................... 2
- ART 22 Drawing & Painting II .................................................... 2
- ART 31 Graphic Arts I ............................................................. 2
- ART 32 Graphic Arts II ............................................................. 2
- ART 55 Modern Art .................................................................. 3
- ART 71 Photography I ............................................................. 2
- ART 81 Media Graphics ........................................................... 2
- ART 82 Illustration ................................................................... 2
- ART 83 Basic Graphic Design for Advertising .......................... 2
- ART 84 Computer Graphics ..................................................... 2
- ART 86 Commercial Illustration ................................................ 2

**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

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

**Core Requirements**
- OCD 01 Orientation & Career Development .................................. 0
- ENG 11, 12 Fundamental Composition I and II .......................... 6
- ENG 15 Composition & Drama .................................................. 3
- CMS 11 Fundamental Communication ........................................ 3
- HIS 10 History of the Modern World .......................................... 3
- MTH 13 Mathematics for Technology I ...................................... 3
- ART 10 Art Survey ................................................................. 1
- MUS 10 Music Survey .............................................................. 1
- PEA Physical Education Activity Course .................................. 1

**Total** 21

**Specialization Requirements**
- CMT 10 Introduction to Audiovisual Technology ....................... 3
- CMT 11 Audiovisual Photography ............................................. 3
- CMT 12 Small Studio Color Television ....................................... 3
- CMT 13 Audiovisual Equipment Operation & Maintenance .......... 3
- CMT 14 Digital Video Effects ................................................... 3
- CMT 23 Field Television Production ......................................... 3
- CMT 31 Audio Recording & Duplication .................................... 3
- CMT 33 Televison Editing & Post Production & Techniques .......... 3
- CMT 34 Media Projects Laboratory ............................................ 3
- CMT 41, 42 or 43 Media Internship ........................................... 1-3
- CMS 12 Voice and Diction ....................................................... 2
- CMS 60 Intro. to Mass Communication ....................................... 3
- ELC 14 Electronics for Audio Recording .................................... 3
- PHY 40 Physics of Light and Sound ......................................... 3

**Total** 40-41

**Free Electives**

To complete the required 66-68 credits.

Note: Please see the curriculum coordinator for recent changes in course requirements.
AUTOMOTIVE MECHANICS
CREDENTIAL PROGRAM

Automotive Director: Dr. J. Prince

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. W. Hynes

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 (A.A.S. Degree)

These programs provide a basic two-year college education with concentration in business. Students may choose from Accounting, Marketing Management, Programming and Systems or Paralegal Studies.

A Cooperative Work Experience program during their senior year allows students to earn while they learn with supervised part-time employment in a college-approved organization.

Upon satisfactory completion of work at Bronx Community College, the student may seek immediate employment. A Career Program graduate may also transfer, as a matriculated student, to related programs offered by four-year colleges or universities.

Accounting Specialization

Accountants are indispensable in modern business organizations and management. Their basic responsibilities include the recording and summarizing of financial transactions. Accountants are called upon to analyze, interpret, and prepare business records. They are often asked to make recommendations for more efficient operations. Accounting graduates may enter the field in such positions as bookkeepers, cost accounting clerks, junior accountants, and tax examiners for government agencies. After further study, graduates may go on to acquire 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 Specialization

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

Core Requirements

- OOD 01 Orientation & Career Development ...... 0
- ENG 11 Fundamental Composition .................. 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 16, 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 .................. 4
- 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 16, 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.
Marketing Management Specialization

Marketing Management Option. Marketing keeps goods and services moving from producers to consumers, an essential aspect of our economy. Marketing organizations, manufacturers, wholesalers, retailers, chains, and advertising agencies need college graduates for positions in marketing. The Marketing Management Option prepares students for careers in wholesale and industrial sales, advertising, purchasing, marketing management, and more. Graduates are also equipped to pursue self-employment opportunities.

Management of Retail Enterprise Option. The retailer is a vital link between producers and consumers. Specifically, retailing involves all of the activities necessary to sell products and services to the ultimate consumer. The Management of Retail Enterprise Option prepares students for careers in store management, buying and merchandising, wholesaling, etc. It also provides students with self-employment skills.

Small Business Management Option. The Small Business Management Curriculum provides the entrepreneur or manager with the basic educational skills necessary to operate small or medium-sized businesses in today's complex and competitive environment. Students take a variety of business courses to learn the business skills necessary to successfully manage a business.

Business Career Curriculum
Marketing Management Specialization

Marketing Management Option
64-66 Credits required for A.A.S. Degree

Management of Retail Enterprise Option
64-66 Credits required for A.A.S. Degree

Small Business Management Option
64-66 Credits required for A.A.S. Degree

<table>
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<tr>
<th>Core Requirements</th>
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<tbody>
<tr>
<td>BUS 10</td>
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<td>BUS 11</td>
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<td>ACC 11</td>
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<td>BUS 51</td>
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<td>BUS 21 or</td>
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<td>MKT 18</td>
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<td>BUS 51</td>
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<td>MKT 32</td>
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<td>MKT 51</td>
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| Total 37-38 |

Specialization Requirements for Marketing Management Option

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<th>BUS 10</th>
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<td>BUS 11</td>
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<td>ACC 11</td>
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<td>BUS 51</td>
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<td>MKT 43</td>
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<td>LAW 41</td>
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<tr>
<td>CWE 33**</td>
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</tbody>
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| Total 37 |

Specialization Requirements for Management of Retail Enterprise Option

<table>
<thead>
<tr>
<th>BUS 11</th>
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<td>BUS 21</td>
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<td>FIN 51</td>
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<td>DAT 33</td>
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<td>MKT 18</td>
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<td>BUS 51</td>
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<td>MKT 32</td>
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<td>MKT 51</td>
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| Total 37 |

Specialization Requirements for Small Business Management Option

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<tr>
<th>BUS 10</th>
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<tbody>
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<td>BUS 11</td>
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<td>MKT 11</td>
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<td>ACC 11</td>
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<tr>
<td>LAW 41</td>
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<tr>
<td>CWE 33**</td>
</tr>
</tbody>
</table>

| Total 37 |

* Students who may later transfer to a senior college should take MUS 11 or ART 11 instead of MUS 10 or ART 10; a lab science from among BIS 11, CHM 10, PHY 11 or AST 11 or 12 instead of BIS 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 approved business course.
Business Administration Curricula (Transfer Program—A.S. degree)

The Transfer Program provides a broad academic foundation so that graduates may transfer to the third year of a senior college. Students may also pursue immediate employment. Students may select from Accounting; Management; Marketing, Management, Sales; or Programming and Systems.

Accounting Option

This option prepares students with fundamental courses in business and accounting and provides the background for transfer into a senior college and completion of the baccalaureate degree. Students who want a career in executive and administrative positions in finance 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.

<table>
<thead>
<tr>
<th>Business Administration Curriculum</th>
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<tbody>
<tr>
<td><strong>Accounting Option</strong></td>
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<tr>
<td><strong>Core Requirements</strong></td>
</tr>
<tr>
<td>Orientation &amp; Career Development</td>
</tr>
<tr>
<td>Fundamental Composition I</td>
</tr>
<tr>
<td>Fundamental Communication</td>
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<tr>
<td>History of the Modern World</td>
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<tr>
<td>Pre-Calculus or Analytic Geometry</td>
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<tr>
<td>Modern Language</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Required Areas of Study</th>
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</thead>
<tbody>
<tr>
<td>Humanities A—Choose from ENG 12, 14, 15, or 16</td>
</tr>
<tr>
<td>Humanities B—Art or Music</td>
</tr>
<tr>
<td>Social Science or History—Choose from History or PHL 11, POL 11, PSY 11 or SOC 11</td>
</tr>
<tr>
<td>Social Science—Choose from Political Science, Philosophy, Psychology or Sociology</td>
</tr>
<tr>
<td>Science—Choose from BIO 11, CHM 10, CHM 11, PHY 11 or AST 11 or 12</td>
</tr>
<tr>
<td>ECO 11 or 12—Micro or Macro Economics</td>
</tr>
<tr>
<td>Physical Ed. (choose two activity courses)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamental Accounting I</td>
</tr>
<tr>
<td>Fundamental Accounting II</td>
</tr>
<tr>
<td>Business Organization &amp; Management</td>
</tr>
<tr>
<td>Intermediate Accounting</td>
</tr>
<tr>
<td>Business Statistics</td>
</tr>
<tr>
<td>Business Law</td>
</tr>
<tr>
<td>Accounting Information Systems</td>
</tr>
<tr>
<td>Voice and Diction</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

*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.
Management Option
The Management Option provides the student with skills needed to be a successful manager. Students are prepared to enter management training programs leading to middle-management positions. The program is also broad enough to allow students to pursue any business major at a senior college.

**Business Administration Curriculum Management Option**

67 Credits required for A.A.S. Degree

- **Core Requirements**
  - OCD 01 Orientation & Career Development ........................................ 0
  - ENG 11 Fundamental Composition I .................................................. 3
  - CMS 11 Fundamental Communication .................................................. 3
  - HIS 10 History of the Modern World ................................................ 3
  - MTH 30 or Pre-Calculus or Analytic Geometry ................................. 4
  - Modern Language .............................................................................. 8

  **Total 21**

- **Required Areas of Study**
  - Humanities A—Choose from ENG 12, 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 Macro Economics ................................... 3
  - Physical Ed. (choose two activity courses) ..................................... 2

  **Total 21**

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

  **Total 25**

**Marketing, Management, Sales**
For those students who wish to prepare for a career in marketing, management and sales, this option provides basic courses for transfer to a senior 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.A.S. Degree

- **Core Requirements**
  - OCD 01 Orientation & Career Development ........................................ 0
  - ENG 11 Fundamental Composition I .................................................. 3
  - CMS 11 Fundamental Communication ................................................ 3
  - HIS 10 History of the Modern World ................................................ 3
  - MTH 30 or Pre-Calculus or Analytic Geometry ................................. 4
  - Modern Language .............................................................................. 8

  **Total 21**

- **Required Areas of Study**
  - Humanities A—Choose from ENG 12, 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 11, 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**
  - 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

<table>
<thead>
<tr>
<th>Core Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCD 01 Orientation &amp; Career Development</td>
</tr>
<tr>
<td>ENG 11, 12 Fundamental Composition I &amp; II</td>
</tr>
<tr>
<td>CMS 11 Fundamental Communication</td>
</tr>
<tr>
<td>HIS 10 History of the Modern World</td>
</tr>
<tr>
<td>MTH 30 Pre-Calculus</td>
</tr>
<tr>
<td>** Modern Language</td>
</tr>
<tr>
<td>** Total 24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Areas of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Science—Choose from PHL 11, POL 11, PSY 11 or SOC 11</td>
</tr>
<tr>
<td>MUS 11 or ART 11</td>
</tr>
<tr>
<td>Science—Choose from AST 11 or 12, BIO 11, CHM 10 or PHY 11</td>
</tr>
<tr>
<td>Physical Ed.—Choose 2 activity courses</td>
</tr>
<tr>
<td>** Total 12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAT 30 Introduction to Systems</td>
</tr>
<tr>
<td>ACC 11 Fundamental Accounting I</td>
</tr>
<tr>
<td>BUS 51 Business Organization &amp; Management</td>
</tr>
<tr>
<td>DAT 40 COBOL Programming</td>
</tr>
<tr>
<td>ACC 12 Fundamental Accounting II</td>
</tr>
<tr>
<td>BUS 41 Business Statistics</td>
</tr>
<tr>
<td>DAT 43 Advanced COBOL Programming</td>
</tr>
<tr>
<td>DAT 41 Assembly Language Programming</td>
</tr>
<tr>
<td>DAT 46 Operating Systems &amp; Job Control Language</td>
</tr>
<tr>
<td>** Total 29</td>
</tr>
</tbody>
</table>

* 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 75).

Computer Science

Curriculum Coordinator: Dr. G. Lieblich

Computer science is the study of the computer, its theory, its design, and the manner in which it may be applied. The aim of this program is to provide the student with an introduction to the field of computer science, to provide a background in mathematics, science and the humanities necessary to this study, and to enable the successful transfer to a senior college.

Computer Science Curriculum
64-68 Credits required for A.S. Degree

<table>
<thead>
<tr>
<th>Core Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCD 01 Orientation &amp; Career Development</td>
</tr>
<tr>
<td>ENG 11 Fundamental Composition I</td>
</tr>
<tr>
<td>CMS 11 Fundamental Communication</td>
</tr>
<tr>
<td>HLT 91 Critical Health Issues</td>
</tr>
<tr>
<td>HIS 10 History of the Modern World</td>
</tr>
<tr>
<td>** Total 11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Areas of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities A—One English course in addition to ENG 11</td>
</tr>
<tr>
<td>Humanities B—ART 11 or MUS 11</td>
</tr>
<tr>
<td>Physical Education activity course</td>
</tr>
<tr>
<td>History or Social Sciences—Choose from Economics History, Philosophy, Political Science, Psychology or Sociology</td>
</tr>
<tr>
<td>** Total 10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 31 Analytic Geometry &amp; Calculus I</td>
</tr>
<tr>
<td>CSI 10** Intro. to Computer Programming I (Pascal) or PHYS 61</td>
</tr>
<tr>
<td>CSI 40 Intro. to Computer Programming II (Pascal)</td>
</tr>
<tr>
<td>MTH 32 Analytic Geometry &amp; Calculus II</td>
</tr>
<tr>
<td>CSI 40 Intro. to Computer Programming II (Pascal)</td>
</tr>
<tr>
<td>MTH 33 Analytic Geometry &amp; Calculus III</td>
</tr>
<tr>
<td>DAT 41 Assembly Language Programming</td>
</tr>
<tr>
<td>CSI 20 Discrete Mathematical Structures (formerly MTH 45)</td>
</tr>
<tr>
<td>PHY 5 A two-semester Physics sequence</td>
</tr>
<tr>
<td>** Total 34</td>
</tr>
</tbody>
</table>

Free Electives

To complete the required 64 to 68 credits.

Note: The Liberal Arts degree has a language competency requirement. The Computer Science Curriculum requirements add up to 55 credits. This leaves room for MTH 30, 34, 35, PHYS 61, an additional science course required at some schools, or a two-semester course required at some schools, or a two-semester foreign language sequence.

* Students should consult the requirements of the senior college.
** The corequisite for CSI 10 is MTH 30 or 13.
† The corequisite for PHYS 61 is MTH 31. This course is recommended for engineering students and those planning to transfer to Polytechnic Institute.
‡ The prerequisite for CSI 40 is CSI 10 and 20 or departmental permission.
§ Students who plan to transfer to The City College must take PHYS 31, 32 and 33 and are encouraged to take MTH 34 and 35.
EDUCATION ASSOCIATE
Curriculum Coordinator: Dr. H. Irby

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 public schools, day care centers and agencies that service the handicapped.

All courses are competency-based and have a fieldwork 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 A.A.S. Degree

Core Requirements
- OCC 01 Orientation & Career Development ........................................ 0
- ENG 11 Fundamental Composition .................................................... 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 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 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**  
(Electronic, Telecommunications and Computer)  
Curriculum Coordinator: Prof. Neil McLaughlin

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  
(Electronic, Telecommunications and Computer)  
69 Credits required for A.A.S. Degree

#### Core Requirements
- **OCD 01** Orientation & Career Development 0
- **CMS 11** Fundamental Communication 3
- **ENG 11** Fundamentals of Written Composition I 3
- **HIS 10** History of the Modern World 3
- **MTH 13** Trigonometry & College Algebra 3
- **PEA** Physical Education activity course 1

Total 13

#### Required Areas of Study
- **ENG 23** Scientific & Technical Writing 2
- **MUS 10 or ART 10** Music Survey or Art Survey 1
- **MTH 14** College Algebra & Intro. to Calculus 3
- **MTH 15** Calculus 3

Total 9

#### Specialization Requirements
- **PHY 21** Physics for Engineering Tech. I 4
- **PHY 22** Physics for Engineering Tech. II 3
- **ELC 11** DC Circuit Analysis 4
- **ELC 18** Computer Programming for Engrg. Tech. 2
- **ELC 21** AC Circuit Analysis 4
- **ELC 25** Basic Electronics 4
- **ELC 35** Communication Electronics 4
- **ELC 37** Advanced Electronics 4
- **ELC 81** High Frequency Electronics 4
- **ELC 83** Fiber Optic Communication Projects 2
- **ELC 92** Pulse & Digital Circuits 4
- **ELC 96** Digital Systems & Logic Design 4
- **ELC 97** Microprocessor System Design 4

Total 47

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**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  
64 Credits required for A.S. Degree

#### Core Requirements
- **OCD 01** Orientation & Career Development 0
- **ENG 11** Fundamental Composition I 3
- **CMS 11 or CMS 20** Fundamental Communication or Public Speaking & Critical Listening 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 (two activity courses) 2
- **Select one course from HIS 13, HIS 21, POL 11, PSY 11 or SOC 11** 3

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

- **MTH 11, MTH 12** Analytic Geometry & Calculus I 4
- **MTH 13, MTH 14** Analytic Geometry & Calculus II 5
- **MTH 21, MTH 22** Analytic Geometry & Calculus III 5
- **MTH 31** Advanced Calculus 4
- **PHY 21** Engineering Physics I 4
- **PHY 22** Engineering Physics II 4
- **PHY 23** 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

#### Choice of one of the following:
- **CHM 12** General College Chemistry II (Recommended for Chemical and Civil Engineering 4
- **CSI 10** Programming in Pascal (Recommended for Electrical Engineering 3
- **MEC 12** Applied Engineering Graphics (Recommended for Mechanical Engineering 2
- **MTH 35** Adv. Calculus & Linear Algebra (Recommended for Civil, Chemical and Mechanical 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

- OCC 01 Orientation & Career Development .................. 0
- ENG 11 Fundamentals of Composition I ................... 3
- ENG 12, 14, 15, 16 or 16 Composition ...................... 3
- CMS 11 Fundamentals of Communication .................... 3
- HIS 10 History of the Modern World ....................... 3
- POL 51 or Urban Politics or
- POL 61 Solving Social Problems Through the Political Process .... 3
- HLT 97 Field Work in Community Health Resources ........... 3
- MTH 21, 22, 23, 26, 30 Mathematics ...................... 3-4
- * Modern Language .................................. 0-6

Total 21-30

Required Areas of Study

- Science** ........................................... 3-4
- ART 11 or MUS 11—Intro. to Art or Intro. to Music .......... 3
- Physical Education activity course ........................ 1

Total 7-8

Specialization Requirements

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

Total 20

Free Electives

To complete the required 68 credits.

* For language requirements, see page 66.

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

Curriculum Coordinator: Dr. J. C. Graham

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 Arts (A.A. Degree)

- Art
- Black and Puerto Rican Studies
- Community/School Health Education
- History
- International Studies
- Political Science
- Psychology
- Religion

### Associate in Science (A.S. Degree)

- Biology
- Chemistry
- Mathematics
- Physics

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)**

66-68 Credits required for A.A. Degree

**Core Requirements**

- OCD 01 Orientation & Career Development ........................................... 0
- ENG 11, 12 Fundamental Composition I & II ........................................... 6
- CMS 11 Fundamental Communication ...................................................... 3
- HIS 10 History of the Modern World ..................................................... 3
- HIS 20 Value & 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

**Free Electives**

To complete the required 66-68 credits.

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

**Note:** Students are advised to consult the requirements of the senior college of their choice.
LIBERAL ARTS AND SCIENCES
(A.A. Degree)
Coordinator: Dr. J. C. Graham

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

Core Requirements
- OCD 01 Orientation & Career Development ....... 0
- ENG 11 Fundamental Composition I ............. 3
- CMS 11 Fundamental Communication ............ 3
- HIS 10 History of the Modern World ............. 3
- MTH Mathematics .................................. 3-4
- HLT 91 Critical Health Issues ..................... 2

Total 14-23

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

Total 17-18

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

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.

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 posi-
tions 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

Core Requirements
- OCD 01 Orientation & Career Development ....... 0
- ENG 11 Fundamental Composition I ............. 3
- CMS 11 Fundamental Communication ............ 3
- HIS 10 History of the Modern World ............. 3
- MTH 21 Survey of Mathematics I ................ 3
- * Modern Language ............................... 0-8
- HLT 91 Critical Health Issues ..................... 2

Total 22

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

Total 10

Specialization Requirements
- CHM 17 Fundamentals of General Chemistry .... 4
- BIO 11 General Biology ........................... 4
- CMS 22 Small Group Discussion ................. 3
- PEA 12 or 82 Elementary Hatha Yoga or Intro. to Tai Chi Chuan .... 1
- HLT 92 or HLT 93 Drugs, Society and Human Behavior or
  Human Sexuality or Health Education for Parenting .......... 3
- HLT 94 Human Nutrition ........................ 3
- HLT 97 Field Work in Community Health Resources .... 3
- SOC 11 Sociology .................................. 3
- PSY 41 Psychology of Infancy & Childhood .......... 3

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 66.

**Select any physical education course except PEA 12 or 82.
†Prerequisite: Placement Exam or completion of required re-
medial courses.
††Include Independent Study and Nursing courses.

Liberal Arts and Sciences Curriculum (Transfer)
History Option
64 Credits required for A.A. Degree
Curriculum Coordinator: Dr. J.D. Ryan

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
- OCD 01 Orientation & Career Development ......................... 0
- ENG 11 Fundamental Composition I ............................. 3
- CMS 11 Fundamental Communication ............................ 3
- HLT 91 Critical Health Issues .................................... 2
- MTH 21, 23, 30 Mathematics ........................................ 3-4
- * Modern Language ..................................................... 0-8
- HIS 10 History of the Modern World ............................... 3

Total 14-23

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

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).
<table>
<thead>
<tr>
<th>Core Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCD 01 Orientation &amp; Career Development</td>
</tr>
<tr>
<td>ENG 11 Fundamental Composition I</td>
</tr>
<tr>
<td>CMS 11 Fundamental Communication</td>
</tr>
<tr>
<td>HLT 91 Critical Health Issues</td>
</tr>
<tr>
<td>HIS 10 History of the Modern World</td>
</tr>
<tr>
<td>* Modern Language</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

**Required Areas of Study**

- Humanities A—Choose from English, Communication, or Modern Languages (one course must be in English) | 6 |
- 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 |

**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 | 4 |
- CHM 31 Organic Chemistry I | 5 |
- BIO 12 General Biology II | 4 |
- CHM 32 Organic Chemistry II | 5 |
| **Total** | 36 |

**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 | 5 |
- CHM 33 Quantitative Analysis | 4 |
- MTH 32 Analytic Geometry & Calculus II | 5 |
- CHM 32 Organic Chemistry II | 5 |
| **Total** | 36 |

**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 | 5 |
- CHM 11 General College Chemistry I | 4 |
| **Total** | 33 |

**Free Electives**

To complete the required credits.

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

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

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

††MTH 30 is a prerequisite for MTH 31. Students taking MTH 30 will not be required to take CHM 11.
The Licensed Practical Nursing Program is an 18-month part-time evening and weekend certificate program. Upon successful completion of the required course work, students are eligible to sit for the New York State Licensure Examination for Practical Nurses (NCLEX-PN Examination).

To enter the LPN Program, students must have a high school diploma or G.E.D. and a minimum score of 14 on both parts of the CUNY mathematics Assessment exam, and a scaled score of 11 in the D.T.L.S. reading exam; and be residents of New York State.

Practical Nursing Certificate Program

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Theory Hrs</th>
<th>Clin Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNA 101</td>
<td>Practical Nursing Arts</td>
<td></td>
<td>60</td>
</tr>
<tr>
<td>ANA 102</td>
<td>Body Structure &amp; Function</td>
<td></td>
<td>60</td>
</tr>
<tr>
<td>GD 103</td>
<td>Growth &amp; Development</td>
<td></td>
<td>60</td>
</tr>
<tr>
<td>SSN 104</td>
<td>Supporting Skills for Nursing</td>
<td></td>
<td>60</td>
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<tr>
<td>VOC 105</td>
<td>Vocational Adjustment I</td>
<td></td>
<td>30</td>
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<tr>
<td>NUT 106</td>
<td>Nutrition</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Library—Research/Tutoring</td>
<td></td>
<td>30</td>
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<td>285</td>
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Second Semester

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Theory Hrs</th>
<th>Clin Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 201</td>
<td>Medical/Surgical Nursing</td>
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<td>60</td>
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<tr>
<td>PSY 202</td>
<td>Psychiatric Nursing</td>
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<td>12</td>
</tr>
<tr>
<td>MIC 203</td>
<td>Microbiology</td>
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<td>30</td>
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<tr>
<td>SSN 204</td>
<td>Supporting Skills for Nursing</td>
<td></td>
<td>30</td>
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<tr>
<td>PHAR 205</td>
<td>Pharmacology for Nursing</td>
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<td>30</td>
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<tr>
<td></td>
<td>Library—Research/Tutoring</td>
<td></td>
<td>30</td>
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<td></td>
<td>Total</td>
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<td>285</td>
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Third Semester

<table>
<thead>
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<th>Course Title</th>
<th>Theory Hrs</th>
<th>Clin Hrs</th>
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</thead>
<tbody>
<tr>
<td>PED 301</td>
<td>Pediatric Nursing</td>
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<td>30</td>
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<tr>
<td>MCH 302</td>
<td>Maternity and Child Care</td>
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<td>48</td>
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<tr>
<td>REH 303</td>
<td>Rehabilitative Nursing</td>
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<td>30</td>
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<td>VOC 305</td>
<td>Vocational Adjustment II</td>
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<td>SSN 304</td>
<td>Supporting Skills for Nursing</td>
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<td></td>
<td>Library—Research/Tutoring</td>
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<td>228</td>
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</table>

Grand Total 1095

Note: At the appropriate times, the National League for Nurse's (NLN) practice examinations for practical nursing students is administered. It is a requirement of all students before moving to the next instructional unit.

The college has been recognized by the N.Y. State Education Department to offer instruction leading to certification as a Nurse's Aide. Admission is currently restricted to grant supported participants.

Clinical nursing students must maintain a passing grade of 70 in all nursing and supportive nursing courses. Because of the comprehensive design of the curriculum and the time frame, they may not repeat a theory course or clinical cycle. Failure in one or both will result in dismissal from the program.

Upon graduation from the LPN program, students can become candidates for the Bridge Program leading to an associate degree.

Medical Laboratory Technology

Curriculum Coordinator: Prof. F. Costello

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.
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

Core Requirements

- OCD 01 Orientation & Career Development .......................................................... 0
- ENG 11* Fundamentals of Written Composition .................................................. 3
- MTH 30* Pre-Calculus ......................................................................................... 4
- BIO 23* Human Anatomy & Physiology I ............................................................. 4
- CMS 11 Fundamental Communication .................................................................. 3
- HIS 10 History of the Modern World .................................................................... 3
- PEA Physical Education activity course ............................................................... 1

Total 18

Required Areas of Study

- MUS 10 or —Music Survey or
- ART 10 Art Survey ................................................................................................. 1
- BIO 24 Human Anatomy & Physiology II ............................................................. 4
- CHM 17 Fundamentals of General Chemistry I ...................................................... 4
- CHM 18 Fundamentals of General Chemistry II ..................................................... 4
- PSY 11 Psychology .................................................................................................. 3
- SOC 11 Sociology ................................................................................................... 3

Total 19

Specialization Requirements

- BIO 22 Medical Terminology .................................................................................. 2
- DAT 30 Introduction to Systems ............................................................................... 3
- LAW 45 Medical Law .............................................................................................. 3
- PHY 21* Physics for Engineering Tech. I ................................................................. 4
- PHY 22 Physics for Engineering Tech. II ................................................................. 3
- RAD 71 Radiation Physics I .................................................................................... 1
- NMT 81** Orientation to Nuclear Medicine ......................................................... 2
- 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 I ................................................................. 1
- NMT 87** Clinical Nuclear Medicine II ................................................................. 1
- NMT 88** Senior NMT Seminar ........................................................................... 1

Total 31

*Completion of the Pre-NMT Sequence (ENG 11, MTH 30, BIO 23, PHY 21) with an index of 2.5 or higher is required for admission to the Nuclear Medicine Technology Curriculum. If the number of students seeking to register for the NMT courses exceeds the number of seats available at the hospital at which these courses are offered, 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 one thousand (1000) hours are required for this curriculum.

**Parts or all of these courses are taught at the Albert Einstein College of Medicine (Bronx), usually on Tuesday afternoons and Saturdays. NMT 82-88 are taught sequentially, although listed concurrently. These instructional hours generally extend from January through August, just prior to the start of clinical training. Students may not register for any NMT course without permission of the Program Director.

Note: Students should take note that the 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. Ann C. Smith

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.

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 Medical Center, St. Barnabas Hospital, Our Lady of Mercy Hospital, Bronx Municipal Hospital, North Central Bronx Hospital, Jeanne Jugan Residence, Westchester-Tremont Day Care Center, Harlem Hospital, Veterans Administration Medical Center, BCC Child Development Center, and Castle Hill Day Care Center.

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

Graduates of the Nursing program receive the A.A.S. degree and are eligible to take the R.N. Licensure Examination (NCLEX-RN) given by the State of New York. Graduates who qualify may enter a senior college in City University to continue study for a baccalaureate degree.

Legal Limitations for State Licensure
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, may enter the nursing program and sit for the professional licensing examination after completing the program, but 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 purchased through Bronx Community College.

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

Basic Life Support (BLS)
All nursing students are required to be certified in cardiopulmonary resuscitation.

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

<table>
<thead>
<tr>
<th>Pre-Nursing Semester*</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCD 01 Orientation &amp; Career Development</td>
<td>3</td>
</tr>
<tr>
<td>ENG 11 Fundamental Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 11 Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11 Fundamental Communication</td>
<td>3</td>
</tr>
<tr>
<td>BIO 23 Human Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>PHM 10 Pharmacology Computations</td>
<td>3</td>
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</table>

Total 15

Required Areas of Study

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
</tr>
</tbody>
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Specialization Requirements

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
</tr>
</tbody>
</table>

Free Electives†
To complete the required 67 credits

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</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 scaled score of 17 or more on the CUNY Reading Assessment Test (12th grade level). Students must have a minimum score of 14 for Arithmetic and 14 for Algebra as a prerequisite for PHM 10.

** 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), Physical Assessment of the Adult (PAS 11), Physics, Reading in the Sciences & Technologies (RDL 21) or Social Sciences.

Health Requirements
All nursing students must meet special health requirements to practice in clinical agencies. Students will be accepted and assigned to clinical experiences and otherwise treated without regard to sex, sexual orientation, race, creed, color, national origin, age, handicap, marital or veteran status in accordance with the laws of the city, state and nation.

Note: All Nursing Technology courses required for graduation must be successfully completed within a five-year time span.
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

<table>
<thead>
<tr>
<th>BCC Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCO 10 Orientation &amp; Career Development</td>
<td>0</td>
</tr>
<tr>
<td>ENG 11 Fundamental Composition</td>
<td>3</td>
</tr>
<tr>
<td>COM 11 Fundamentals of Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10 History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>BIO 11 General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 12 General Biology II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 17 Fundamentals of General Chemistry I</td>
<td>8</td>
</tr>
<tr>
<td>BUS 11 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 51 Business Organization &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

Required Areas of Study

| ART 10 or MUS 10—Art Survey or Music Survey | 1 |
| PSI 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 | ½ |
| GAR 23 Fertilizers | ½ |
| GAR 31 Preparation for Pesticide Applicator Certification | 2 |
| GAR 32 Diseases of Ornamental Plants | 1 |
| **Total** | **12** |

*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.

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.

---

### Paralegal Studies Curriculum

#### Lawyer's Assistant Option

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

**Core Requirements**

- **ENG 11** Orientation & Career Development ........................................ 3
- **ENG 12** Fundamental Composition ........................................ 3
- **ENG 44** Fundamentals of Research ........................................ 3
- **ENG 30** History of the Modern World ........................................ 3
- **ENG 111** Liberal Arts Elective ........................................ 3
- **Total** 12-13

**Required Areas of Study**

- **Science**—Choose from AST 18, BIOS 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 ........................................ 4
- **ACC 12** Fundamental Accounting ........................................ 4
- **DAT 33** Microcomputer Applications ...................................... 2
- **LAW 16** Survey of the Law & Paralegal Studies .......................... 1
- **LAW 19** Intro. to Law Office Management and Computers ........... 3
- **LAW 41** Business Law .................................................. 3
- **LAW 47** Civil Procedure .................................................. 3
- **LAW 52** Business Organizations .......................................... 3
- **LAW 62** Family Law ..................................................... 3
- **LAW 65** Criminal Law and Procedures .................................. 3
- **LAW 72** Real Property ................................................... 3
- **LAW 77** Immigration Law ................................................ 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
- **POL 11** American National Government ................................ 3
- **SOC 38** Social Advocacy ................................................ 3
- **TAX 11** Intro. to Taxation .............................................. 3
- **CWE 33** Cooperative Work Experience ............................... 4

**Total** 42 hours

*Choose four out of eight courses.*

**By permission of department.**

**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
- **OCD 01** Orientation & Career Development ................................................................. 0
- **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 ........................................................................... 1

Total 7

### Specialization Requirements
- **ACC 11** Fundamental Accounting I ................................................................. 4
- **DAT 33** Microcomputer Applications ....................................................................... 2
- **HLT 97** Field Work in Community Health Resources .......................................... 3
- **LAW 16** Survey of the Law & Paralegal Studies .................................................... 1
- **LAW 41** Business Law ......................................................................................... 3
- **LAW 47** Civil Procedure ....................................................................................... 3
- **LAW 52, 72** 77, 82 or 92* Law .................................................................................. 3
- **LAW 61** 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 Solving Social Problems Through the Political Process or Interpreting & Translation Skills for Legal Personnel ........................................... 3
- **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

* Choose one course.

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

### PARALEGAL CERTIFICATE PROGRAM

**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>LAW 19*</td>
<td>Intro. to Law Office Management &amp; Computers</td>
<td>3</td>
</tr>
<tr>
<td>LAW 41</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>LAW 47</td>
<td>Civil Procedure</td>
<td>3</td>
</tr>
<tr>
<td>LAW 52*</td>
<td>Business Organizations</td>
<td>3</td>
</tr>
<tr>
<td>LAW 62*</td>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>LAW 65*</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>LAW 72*</td>
<td>Real Property</td>
<td>3</td>
</tr>
<tr>
<td>LAW 77*</td>
<td>Immigration Law</td>
<td>3</td>
</tr>
<tr>
<td>LAW 82*</td>
<td>Insurance and Torts</td>
<td>3</td>
</tr>
<tr>
<td>LAW 89*</td>
<td>Legal Advocacy</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>ACC 11</td>
<td>Fundamental Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>TAX 11</td>
<td>Intro. to Taxation</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 31

* Choose five law courses.

**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, communications and computer music.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCD 01</td>
<td>Orientation &amp; Career Development</td>
<td>0</td>
</tr>
<tr>
<td>ENS 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>*</td>
<td>Modern Language</td>
<td>9-6</td>
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<tr>
<td>Total</td>
<td></td>
<td>9-17</td>
</tr>
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</table>

Required Areas of Study

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

Total 10-12 credits

Specialization Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 11 or</td>
<td>Introduction to Music</td>
<td>1</td>
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<tr>
<td>MUS 12</td>
<td>Multi-Cultural Survey of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 21 or</td>
<td>Choral Performance I, or</td>
<td>1</td>
</tr>
<tr>
<td>MUS 31</td>
<td>Orchestral Performance I</td>
<td>2</td>
</tr>
<tr>
<td>MUS 41</td>
<td>Theory I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 51</td>
<td>Ear Training I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 71</td>
<td>Secondary Piano I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 83</td>
<td>Private Instruction I</td>
<td>2</td>
</tr>
<tr>
<td>MUS 22 or</td>
<td>Choral Performance II, or</td>
<td>1</td>
</tr>
<tr>
<td>MUS 32</td>
<td>Orchestral Performance III</td>
<td>2</td>
</tr>
<tr>
<td>MUS 42</td>
<td>Theory II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 52</td>
<td>Ear Training II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 72</td>
<td>Secondary Piano II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 84</td>
<td>Private Instruction II</td>
<td>2</td>
</tr>
<tr>
<td>MUS 23 or</td>
<td>Choral Performance III, or</td>
<td>1</td>
</tr>
<tr>
<td>MUS 33</td>
<td>Orchestral Performance III</td>
<td>2</td>
</tr>
<tr>
<td>MUS 43</td>
<td>Theory III</td>
<td>1</td>
</tr>
<tr>
<td>MUS 53</td>
<td>Ear Training III</td>
<td>1</td>
</tr>
<tr>
<td>MUS 61</td>
<td>Keyboard I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 85</td>
<td>Private Instruction III</td>
<td>2</td>
</tr>
<tr>
<td>MUS 91 or</td>
<td>Latin and Jazz Ensembles I, or</td>
<td>1</td>
</tr>
<tr>
<td>MUS 95</td>
<td>Chamber Chorus I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 94 or</td>
<td>Choral Performance IV, or</td>
<td>1</td>
</tr>
<tr>
<td>MUS 94</td>
<td>Orchestral Performance IV</td>
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<tr>
<td>MUS 44</td>
<td>Theory IV</td>
<td>1</td>
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<tr>
<td>MUS 54</td>
<td>Ear Training IV</td>
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<td>MUS 62</td>
<td>Keyboard II</td>
<td>1</td>
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<tr>
<td>MUS 81</td>
<td>Recital Performance</td>
<td>1</td>
</tr>
<tr>
<td>MUS 86</td>
<td>Private Instruction IV</td>
<td>2</td>
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<tr>
<td>MUS 92 or</td>
<td>Latin and Jazz Ensembles II, or</td>
<td>1</td>
</tr>
<tr>
<td>MUS 96</td>
<td>Chamber Chorus II</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>34</td>
</tr>
</tbody>
</table>

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 Coordinator:** Prof. J.G. Riley

The Pre-Pharmacy curriculum is a two-year course for which students receive complete credit on admission to the third year of the five-year pharmacy course at colleges of pharmacy such as St. John's University and Arnold and Marie Schwartz College of Pharmacy of Long Island University.

#### Pre-Pharmacy Curriculum

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

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCD 01 Orientation &amp; Career Development</td>
<td>0</td>
</tr>
<tr>
<td>ENG 11 Fundamental Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 14, 15 or 16 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>PEA Physical Education activity course</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>13</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 11 General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 12 General Biology II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 11 General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHM 22 General Chemistry &amp; Qualitative Analysis</td>
<td>5</td>
</tr>
<tr>
<td>CHM 31 Organic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHM 32 Organic Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>CHM 33 Quantitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>MTH 30 Pre-Calculus Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MTH 31 Analytical Geometry &amp; Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 11 College Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 12 College Physics II</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>47</td>
</tr>
</tbody>
</table>

**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 two additional English courses 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.

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### Industrial Chemical Laboratory

**Curriculum Coordinator:** Prof. J.G. Riley

The Industrial Chemical Laboratory option prepares students for employment in the chemical or pharmaceutical industry. The program provides a foundation in practical as well as theoretical aspects of chemistry with emphasis on modern laboratory techniques.

This option exposes students to current industrial and research practices which are used in fields such as petrochemicals, foods, plastics, cosmetics, air and water pollution control, forensic science, and many others. The Cooperative Work Experience course allows students to work 20 hours a week while completing their degree.

#### Industrial Chemical Laboratory Option

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

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCD 01 Orientation &amp; Career Development</td>
<td>0</td>
</tr>
<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>HLT 91 Critical Health Issues</td>
<td>2</td>
</tr>
<tr>
<td>MTH 13 Trig. &amp; College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MTH 14 College Algebra &amp; Intro. to Calculus</td>
<td>4</td>
</tr>
<tr>
<td>PEA Physical Education activity course</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>19</td>
</tr>
</tbody>
</table>

**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.)

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 21 Physics for Engineering Tech. I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 22 Physics for Engineering Tech. II</td>
<td>3</td>
</tr>
<tr>
<td>CHM 11 or CHM 17 or CHM 18</td>
<td>4</td>
</tr>
<tr>
<td>CHM 22 or CHM 31 or CHM 32</td>
<td>4-5</td>
</tr>
<tr>
<td>CHM 23 or CHM 33 or CHM 44 or CHM 61</td>
<td>4</td>
</tr>
<tr>
<td>BIO 84 Instrumental Methods of Industrial &amp; Environmental Analysis or Clinical Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>CHM 61 Cooperative Work Exp. and Seminar in Chem. Tech.</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
<td>38-39</td>
</tr>
</tbody>
</table>

**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 CURRICULA AND PROGRAMS

PROGRAMMING AND SYSTEMS
Curriculum Coordinator: Prof. I. Ghafoor

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.

Programming and Systems Curriculum
68 Credits required for A.A.S Degree

Core Requirements
- ENG 11 Fundamental Composition I
- ENG 12 or ENG 15 Fundamental Composition II or Written Composition
- CMS 11 Fundamental Communication
- HIS 10 History of the Modern World
- MTH 12 Intro. to Mathematical Thought

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

Total 15

Specialization Requirements
- BUS 11 Business Mathematics
- BUS 41 Business Statistics
- DAT 30 Introduction to Systems
- DAT 33 or DAT 34 Microcomputer Applications or Macintosh Facilities
- KEY 10 Keyboarding
- ACC 11 Fundamental Accounting I
- ACC 12 Fundamental Accounting II
- DAT 35 BASIC Language Programming
- DAT 36 Microcomputer Spreadsheet 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
- DAT 48 Operating Systems

Total 46

* 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 evening students who work full time. They may substitute either FIN 31 or MKT 11.
RADIOLOGIC TECHNOLOGY
Curriculum Coordinator: Prof. J. Prince, Ph.D.
Director: Prof. Virginia Mishkin

A radiologic technologist is a skilled professional who provides a specialized health care service. This rewarding profession involves the operation of sophisticated equipment in a rapidly expanding field. Bronx Community College prepares students as entry-level qualified licensed and registered radiographers.

The term “diagnostic radiography” describes a variety of radiographic or x-ray examinations. The best known of these are x-rays of the chest or to diagnose broken bones. A radiographer performs these procedures as well as procedures using contrast agents which make it possible to study organs that otherwise cannot be seen.

Students receive their Clinical Education at Montefiore or Columbia Presbyterian Medical Centers, both accessible by public transportation.

The need for trained radiologic technologists has never been greater. Graduates have a wide selection of clinical settings to choose from. Hospitals and medical centers, outpatient imaging facilities, public health institutions, and government and private research institutes all require radiographers.

The Radiologic Technology Program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association (CAHEA) in cooperation with the Joint Review Committee on Education in Radiologic Technology and the New York State Department of Health.

Upon completion of the program, the student is prepared to take the National Registry Examination conducted by the American Registry of Radiologic Technologists (ARRT) which qualifies graduates for national and state certification.

Radiologic Technology Curriculum
69 Credits required for A.A.S. Degree

Summer Session
(Prior to First Semester)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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>MTH 13</td>
<td>Trigonometry &amp; College Algebra</td>
<td>3</td>
</tr>
<tr>
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<td>Total</td>
<td>7</td>
</tr>
</tbody>
</table>

Required Areas of Study

<table>
<thead>
<tr>
<th>Area</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation &amp; Career Development</td>
<td>OCD 01, ENG 11, CMN 11, MUS 10 or ART 10, HIS 10, PSY 11, DAT 30, PEA</td>
<td>3</td>
</tr>
<tr>
<td>Orientation &amp; Career Development</td>
<td>Total</td>
<td>17</td>
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</table>

Specialization Requirements

<table>
<thead>
<tr>
<th>Area</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro. to Radiologic Technology</td>
<td>RAD 11, RAD 12, RAD 13, RAD 14, RAD 15, CLE 11*</td>
<td>4</td>
</tr>
<tr>
<td>Radiographic Exposure I</td>
<td>RAD 22, RAD 23, RAD 24, RAD 25, CLE 21</td>
<td>2</td>
</tr>
<tr>
<td>Radiographic Procedures I</td>
<td>RAD 32, RAD 33, RAD 34, PHV 24, CLE 41</td>
<td>2</td>
</tr>
<tr>
<td>Radiographic Processing</td>
<td>RAD 43, NMT 84, RAD 71, CLE 51, CLE 61, RAD 72</td>
<td>4</td>
</tr>
<tr>
<td>Topographic Anatomy I</td>
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<tr>
<td>Clinical Education I</td>
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<td>Clinical Education II</td>
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<td>Clinical Education III</td>
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<td>Clinical Education IV</td>
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<td>Clinical Education V</td>
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<td>Clinical Education VI</td>
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<td></td>
<td>Total</td>
<td>45</td>
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</tbody>
</table>

*The sequence of the academic and clinical curriculum of the program will be scheduled between the hours of 8 a.m. to 4 p.m.

Admission criteria
Students must achieve a scaled score of 17 or more on the CUNY Reading Assessment Test (12th grade level), and grades of "C" or above in BIO 23 and MTH 13.

Admission to the Radiologic Technology Program is based on the approved priority list which is on file in the Physics Department.
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, use word processing on a computer, understand modern office procedures, and work effectively with others. The College offers five 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; typewrite at 60 words a minute or more; take legal dictation at 100-120 words per minute; prepare legal documents 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 legal documents; understand medical procedures; 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 keyboarding and in word processing on computers.
Secretarial Studies Curriculum
Executive Secretary Option
65-67 Credits required for A.A.S. Degree

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>OCD 01</td>
<td>Orientation &amp; Career Development</td>
</tr>
<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>SCI*</td>
<td>Science</td>
</tr>
<tr>
<td>MTH 12†</td>
<td>Intro. to Mathematical Thought</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15-16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Areas of Study</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ART 11 or MUS 11</td>
<td>Introduction to Art or Music</td>
</tr>
<tr>
<td>PEA</td>
<td>Physical Education activity course</td>
</tr>
<tr>
<td>SOC</td>
<td>Social Science elective</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SHO 11</td>
<td>Shorthand I (Gregg)</td>
</tr>
<tr>
<td>KEY 11</td>
<td>Keyboarding 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>KEY 12</td>
<td>Keyboarding II</td>
</tr>
<tr>
<td>ACC 11 or DAT 30</td>
<td>Fundamental Accounting I or Introduction to Systems</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>KEY 13</td>
<td>Keyboarding III</td>
</tr>
<tr>
<td>WPR 11</td>
<td>Machine Transcription</td>
</tr>
<tr>
<td>WPR 21</td>
<td>Information Processing</td>
</tr>
<tr>
<td>SHO 14 or 18</td>
<td>Applications &amp; Administration</td>
</tr>
<tr>
<td>SEC 41</td>
<td>Office Procedures</td>
</tr>
<tr>
<td>COM 31</td>
<td>Business Communications</td>
</tr>
<tr>
<td><strong>CWE 31†</strong></td>
<td>Cooperative Work Exp. I</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>37-38</td>
</tr>
</tbody>
</table>

**Free Electives**
To complete the required 65-67 credits.

*Students considering transfer to a senior college should consult their curriculum advisor for science requirement.
†MTH 30 is recommended for students considering transfer to a senior college.
‡May be waived for Evening Session students with the approval of curriculum coordinator.
§CWE 31 may be waived with the approval of curriculum coordinator.
### Secretarial Studies Curriculum

#### Legal Secretary Option

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

<table>
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<td>OCD 01</td>
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<tr>
<td>SCI*</td>
<td>Science</td>
</tr>
<tr>
<td>MTH 12†</td>
<td>Intro. to Mathematical Thought</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

#### Required Areas of Study

| Soc | Social Science elective | 3 |
| Art 11 or MUS 11 | Introduction to Art or Music | 3 |
| PEA | Physical Education activity course | 1 |
| **Total** | **7** |  |

#### Specialization Requirements

| Sh | Shorthand I (Gregg) | 3 |
| KEY | Keyboarding I | 2 |
| BUS 11 | Business Mathematics | 3 |
| SHO 12 | Shorthand II (Gregg) | 3 |
| KEY 12 | Keyboarding II | 2 |
| ACC 11 or DAT 30 | Fundamental Accounting I or Introduction to Systems | 4 |
| LAW 47 | Legal Procedures | 3 |
| ORI 43†† | Senior Orientation | 0 |
| SHO 13 or 17 | Shorthand III (Gregg or Pitman) | 3 |
| KEY 13 | Keyboarding 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. I | 2 |
| **Total** | **47-48** |  |

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

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

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

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

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### Secretarial Studies Curriculum

#### Medical Secretarial Assistant Option

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

<table>
<thead>
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<td>OCD 01</td>
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<tr>
<td>HIS 10</td>
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</tr>
<tr>
<td>MTH 12*</td>
<td>Intro. to Mathematical Thought</td>
</tr>
<tr>
<td>BIO 18</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>12</strong></td>
</tr>
</tbody>
</table>

#### Required Areas of Study

| Art 11 or MUS 11 | Introduction to Art or Music | 3 |
| Soc | Social Science elective | 3 |
| PEA | Physical Education activity course | 1 |
| **Total** | **7** |  |

#### Specialization Requirements

| Key | Keyboarding I | 2 |
| BUS 11 | Business Mathematics | 3 |
| ACC 11 or DAT 30 | Fundamental Accounting I or Introduction to Systems | 4 |
| KEY 12 | Keyboarding II | 2 |
| BIO 22 | Medical Terminology | 2 |
| ORI 43†† | Senior Orientation | 2 |
| KEY 13 | Keyboarding III | 2 |
| BIO 46 | Clinical Techniques I | 2 |
| WPR 11 | Machine Transcription | 3 |
| WPR 21 | Word Processing Administration | 3 |
| COM 31 | Business Communications | 3 |
| SEC 35 | Medical Office Procedures & Management | 2 |
| BIO 47 | Clinical Techniques II | 2 |
| LAW 45 | Medical Law | 3 |
| KEY 14†† | Keyboarding IV or | 2 |
| WPR 22 | Information Processing Office Simulation | 3 |
| SEC 41 | Office Procedures | 2 |
| CWE 31†† | Cooperative Work Exp. 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 the approval of curriculum coordinator.

†† CWE 31 may be waived with the approval of curriculum coordinator.
Secretarial Studies Curriculum
School Secretary Option

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

Core Requirements
- CCD 01 Orientation & Career Development ....... 0
- ENG 11 Fundamental Composition I .......... 3
- CMS 11 Fundamental Communication .......... 3
- HIS 10 History of the Modern World ...... 3
- BIO 18** Human Biology .................. 3-4
- MTH 12† Intro. to Mathematical Thought .......... 3

Total 16

Required Areas of Study
- ART 11 or Introduction to Art or
- MUS 11 Introduction to Music ................ 3
- SOC Social Science elective .................. 3
- PEA Physical Education activity course .......... 1

Total 7

Specialization Requirements
- SHO 11 Shorthand I (Gregg) .................. 3
- BUS 11 Business Mathematics ................ 3
- KEY 11 Keyboarding I ....................... 2
- SHO 12 Shorthand II (Gregg) ................ 3
- ACC 11 Fundamental Accounting I .......... 4
- KEY 12 Keyboarding II ....................... 2
- ORI 43† Senior Orientation .................. 0

SHO 13 or 17
- SHO 11 Shorthand III (Gregg or Pitman) ........ 3
- COM 31 Business Communications ............ 3
- KEY 13 Keyboarding III ...................... 2
- SEC 47 Educational Problems of School Secretaries I .... 2

SHO 14 or 18
- SHO 14 or 18 Shorthand IV (Gregg or Pitman) .. 3
- SEC 41 Office Procedures ..................... 2
- SEC 45 School Records & Accounts ............ 2
- SEC 46 Educational Problems of School Secretaries II .... 2

CWE 31 § Cooperative Work Exp. I ............ 2

Total 38

Free Electives
To complete the required 65-68 credits.

* Students receiving exemption in Shorthand and/or Keyboarding need 65 credits; others require 66 credits.

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

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

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

§ CWE 31 may be waived with the approval of curriculum coordinator and another course substituted.
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 “clinical” 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 (clinical)—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)

KEY

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

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

Department of Business

ACC 11  
Fundamental Accounting I  
Prerequisite: ENG 02 or RDL 02 if required.

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

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

ACC 14  
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.

ACC 15  
Accounting Information Systems  
Information systems and their relationship to the accounting function. Emphasis is placed on topics such as the interaction of accounting and information systems, the application of information systems to financial/accounting management decisions, and the control of these systems. An accounting information package will be explored.  
Prerequisite: ACC 12.

ART

Department of Music and Art

ART 10  
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  
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  
Introduction to Western and Non-Western Cultures*  

ART 15  
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 55  
Modern Art  
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

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

ART 72  
Photography II  
Continuation of ART 71. More creative experimentation through studio and field assignments. Photographic exhibits.  
Prerequisite: ART 71 or permission of instructor.

ART 81  
Media Graphics  
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 specifying 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  
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.  
Prerequisite: ART 81.

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

ART 83  
Basic Graphic Design For Advertising  
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.  
Prerequisite: ART 82.

ART 84  
Computer Graphics  
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.  
Prerequisite: ART 83.

ART 85  
Design II  
Studio course for students who have taken ART 83 and are now ready to prepare for work as professionals. Class projects duplicate assignments for working illustrators. Finished class projects will provide portfolio samples.  
Prerequisite: ART 83.

ASTRONOMY  
Department of Physics

AST 11  
Astronomy and Space Science  
Elementary study of the solar system, stellar population, structure of the universe, and other aspects of modern astronomy.  
Prerequisite: MTH 03, or permission of the department; corequisite: ENG 02 or RDL 02 if required.

AST 12  
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  
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

ACA 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.

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

ACR 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.

ACR 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.

ACR 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.

ACR 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: ACR 14.

ACR 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).

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

ACR 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 from 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.

ACR 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.

ACR 33  1 rec  6 lab  4 cr
Metal Working Skills
Indicates 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.

ACR 34  2 rec  4 lab  4 cr
Painting Procedures
Identifying dents, applying primer, applying putty, sanding and waxing and poly-glycoat procedures.
BIOLOGY
Department of Biology and Medical Laboratory Technology

BIO 11  2 lect  4 lab  4 cr
General Biology I
Chemical basis of life; cellular structure, function and reproduction; photosynthesis and cell respiration; human anatomy and physiology; plant structure and function.
Prerequisite: RDL 01 if required.

BIO 12  2 lect  4 lab  4 cr
General Biology II
Continuation of BIO 11 with emphasis on plant and animal development; Mendelian and molecular genetics, evolution, animal and plant diversity and ecology.
Prerequisite: BIO 11.

BIO 15  2 lect  4 lab  4 cr
Zoology
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.
Prerequisite: RDL 01 if required.

BIO 18  4 lect  4 cr
Human Biology
A physiological study of the skeletal, muscular, integumentary, digestive, nervous, circulatory, excretory, respiratory, endocrine and reproductive systems of the human body; special senses.
Prerequisite: RDL 01 if required.

BIO 22  2 lect  2 cr
Medical Terminology
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.
Prerequisite: RDL 01 if required.

BIO 23  3 lect  3 lab  4 cr
Human Anatomy and Physiology I
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.
Prerequisite: RDL 01 if required.

BIO 24  3 lect  3 lab  4 cr
Human Anatomy and Physiology II
An integrated lab-lecture method for the study of gross and microscopic anatomy, normal physiological processes, reproductive, excretory, nervous, endocrine systems, special senses, embryology, genetics, and aging.
Prerequisite: BIO 23. Required for health career students.

BIO 28  3 lect  3 lab  4 cr
Microbiology and Infection Control
Introduction to microbial structure, function and reproduction. Introduces the medical aspects of bacteriology, mycology, parasitology, virology, serology, immunology, epidemiology, and infection control.
Prerequisites: BIO 23 and BIO 24 or permission of department chairman. Required for Nursing Students.

BIO 41  2 lect  4 lab  4 cr
Histological Techniques*
Study and preparation of vertebrate tissues and organs for microscopic study, with emphasis on clinical histological techniques.
Prerequisites: M.L.T.—CHM 17, 18 and BIO 24.

BIO 43  2 lect  4 lab  4 cr
Microbiology*
Introduction to basic microbiological concepts and role of microorganisms in health and other applied areas. Emphasis on microbial physiology, genetics and ecology.
Prerequisites: CHM 18 and BIO 24.

BIO 44  2 lect  4 lab  4 cr
Medical Microbiology*
Advanced study of microorganisms with emphasis on diagnostic techniques for identifying pathogens. Included are morphological, cultural, biochemical, immunological and serological methods, and antibiotic testing.
Prerequisite: BIO 43.

BIO 46  1 lect  3 lab  2 cr
Clinical Techniques for Medical Secretaries I
Use and care of such instruments as the microscope, sphygmomanometer, basal mettabulator, electrocardiograph, sterilizer, centrifuge and balance; urinalysis—physical, chemical and microscopic tests.
Prerequisites: BIO 18, BIO 22.

BIO 47  1 lect  3 lab  2 cr
Clinical Techniques for Medical Secretaries II
Use and care of various medical instruments; sterile techniques; analysis of blood—complete blood count, hemoglobin, sedimentation rate, blood glucose.
Prerequisite: BIO 46.

BIO 50  3 lect  3 cr
Biology and the Law
Basic concepts on structure and function of the human body in conjunction with legal definitions and decisions, and ethical interpretations concerning biological/medical technology. Course includes material on contraception and sterilization, abortion, genetics, DNA manipulations, artificial insemination, in vitro fertilization, surrogate motherhood, death and dying, mental health, human experimentation, organ transplantation.
Corequisites: ENG 02/RDL. Required for paralegal students; elective in other curricula.

BIO 51  2 lect  4 lab  4 cr
Fundamentals of Ecology**

BIO 55  3 rec  3 cr
Genetics and Man**
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.

BIO 90 6 cr
Clinical Practicum
Six-month, full-time clinical laboratory training in an approved hospital laboratory. Required for a New York City Department of Health License as a Medical Laboratory Technician. Placement for training is limited and cannot be guaranteed.
Prerequisite: Completion of all other requirements and departmental approval.

# BOTANY
Department of Biology

Enrollment in these courses is limited to students in the Ornamental Horticulture curricula or with special permission of the department. Offered at the New York Botanical Garden.

BOT 11 15 hr/sem 1 cr
Basic Botany
Survey of plant cells and tissues, cell division, reproduction, genetics, anatomy, systematics, evolution and ecology.
Prerequisites: BIO 11 and 12.

BOT 12 12 hr/sem 1 cr
Plant Form and Function
Anatomy and physiology of plant cells and organs; cellular respiration and photosynthesis.
Prerequisite: BOT 11.

BOT 13 12 hr/sem 1 cr
Plant Physiology
Plant growth and development, hormones, tropisms, photoperiodism, dormancy, responses to low temperature, flowering, senescence and abscission.
Prerequisite: BOT 12.

BOT 41 16 hr/sem 1 cr
Entomology
Structure, growth and development of insects and related arthropods. Background to insect classification and identification; collection and preservation of insects.
Prerequisites: BIO 11 and 12.

BOT 42 12 hr/sem 1 cr
Weeds
Learn the identification of weeds, their biology, seeds, and control, and their relationship to ornamentals.
Prerequisites: BIO 11 and 12.

BOT 61 12 hr/sem 1 cr
Woody Plant Identification:
Deciduous Trees and Shrubs
Identification and landscape use of ornamental trees and shrubs. Emphasis on shade trees and shrubs grown for ornamental foliage and fruit.
Prerequisites: BIO 11 and 12.

BOT 62 8 hr/sem 1/2 cr
Woody Plant Identification:
Broadleaved Evergreens
Survey of broadleaved evergreens, their identification and ornamental characteristics.
Prerequisites: BIO 11 and 12.
### BOT 63
**Woody Plant Identification: Conifers**
Identification and landscape use of ornamental conifers. Review of winter identification of deciduous material.
**Prerequisites:** BIO 11 and 12.

**12 hr/sem | 1 cr**

### BOT 64
**Woody Plant Identification: Spring Trees and Shrubs**
Continuation of BOT 61, with emphasis on spring flowering trees and shrubs.
**Prerequisites:** BIO 11 and 12.

**12 hr/sem | 1 cr**

### BUSINESS
**Department of Business**

#### BUS 10
**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:** RDL 02 or ENG 02 if required.

**3 rec | 3 cr**

#### BUS 11
**Business Mathematics**
Principles and problems of interest, bank discounts, purchase discounts, installment sales, payrolls, depreciation, profit distribution, taxes and insurance.
**Prerequisites:** MTH 01; corequisite: RDL 02 or ENG 02 if required.

**4 rec | 3 cr**

#### BUS 21
**Small Business Management**
Basic principles of entrepreneurship, starting a business, financing, and issuing stock, personal selling, utilization of capital and business management are major topics.
**Prerequisites:** BUS 10, MKT 11.

**3 lect | 3 cr**

#### BUS 41
**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.

**3 rec | 1 lab | 3 cr**

#### BUS 51
**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.

**3 rec | 3 cr**

### CHEMISTRY
**Department of Chemistry and Chemical Technology**

#### CHM 02
**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.
**Corequisite:** MTH 03 or RDL 02 or permission of department.

**1 rec | 2 lect | 2 lab | 0 cr**

#### CHM 10
**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. fulfillis laboratory science requirement for Business, Liberal Arts and Education Associate.
**Corequisites:** ENG 02 or RDL 02 if required.

**3 rec | 3 lab | 4 cr**

#### CHM 11
**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.

**1 rec | 2 lect | 3 lab | 4 cr**

#### CHM 12
**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.

**1 rec | 2 lect | 3 lab | 4 cr**

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**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.**
CHM 13 3 rec 3 cr
Current Topics in 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. Corequisite: ENG 02 or RDL 02 if required.

CHM 15 2 lect 4 lab 3 cr
Fundamentals of Chemistry†

CHM 17 1 rec 2 lect 3 lab 4 cr
Fundamentals of General Chemistry I
Introductory course in general chemistry, atomic theory, formulas and equations, electron configurations, periodic table, chemical bonding, molecular structure, calculations, gas, liquid and solid states, solutions. Laboratory exercises illustrate principles of course and laboratory techniques. Prerequisites: CHM 02 or passing of placement examination, MTH 02 or 03 or RDL 02.

CHM 18 1 rec 2 lect 3 lab 4 cr
Fundamentals of General Chemistry II
Continuation of CHM 17. Ionic reactions, acid-base theories, pH, chemical equilibria, structure, nomenclature and properties of hydrocarbons, alcohols, ethers, carboxyls, acids, amines, fats, lipids, amino acids, and proteins, carbohydrates. Prerequisite: CHM 17.

CHM 22 1 rec 2 lect 6 lab 5 cr
General Chemistry II with Qualitative Analysis

CHM 31 1 rec 3 lect 4 lab 5 cr
Organic Chemistry I
Structure, nomenclature, properties and reactions of organic compounds including electronic theory and mechanism. Laboratory: preparation, purification and identification of representative organic compounds. Prerequisites: CHM 12, 18 or CHM 22.

CHM 32 1 rec 3 lect 4 lab 5 cr
Organic Chemistry II
A continuation of CHM 31. Prerequisite: CHM 31.

CHM 33 2 lect 6 lab 4 cr
Quantitative Analysis
Theory and laboratory methods of Quantitative Chemical Analysis with laboratory determinations employing gravimetric and titrimetric (volumetric) methods, including acid-base, precipitation and oxidation-reduction reactions, use of chelating agents and analytical instruments. Prerequisite: CHM 22.

CHM 35 1 rec 2 lect 3 lab 4 cr
Fundamentals of Organic Chemistry
Nomenclature, structure, properties and reactions of typical organic molecules. Laboratory: preparation, properties and identification of typical organic compounds. Prerequisite: CHM 12 or CHM 18.

CHM 41 1 rec 2 lect 4 lab 4 cr
Biochemistry†

CHM 44 2 rec 4 lab 3 cr
Instrumental Methods of Industrial and Environmental Analysis†

CHM 61 3 rec 6 cr 20 hrs field work
Cooperative Work Experience and Seminar in Chemical Technology†
†Not offered on a regular basis. Course descriptions available upon request.

COMMUNICATION
Department of Communication Arts and Sciences

CMS 01 3 rec 0 cr
Basic Spoken English for the Non-Native Speaker
Introduction to basic spoken English through the study of sounds, vocabulary, and grammar. Oral exercises and practice. Prerequisite: Permission of department required.

CMS 02 3 rec 0 cr
Intermediate Spoken English for the Non-Native Speaker*†

CMS 03 2 rec 0 cr
Developmental Oral Skills I
Development of speaking, listening, and linguistic skills related to basic reading and writing skills development. Use of audiovisual materials in Speech Laboratory and Learning Center. Permission of department required.

CMS 04 2 rec 0 cr
Developmental Oral Skills II*†

CMS 09 1 rec 0 cr
Speech Clinic
Clinical program of speech therapy for organic and functional disorders such as severe voice, lip, stuttering, and related articulatory difficulties. Students are assigned on the basis of Speech Placement Screening, diagnostic interview, or referral by department faculty. Required course for students where evaluation indicates need.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 10</td>
<td>Phonetics</td>
<td>3 rec</td>
<td>Study of contemporary American English through phonetic analysis; practice in broad and narrow transcription, using the International Phonetic Alphabet, and exercises designed to develop auditory and kinesthetic sensitivity to phonetic distinctions.</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fundamentals of Interpersonal Communication</td>
<td>3 rec</td>
<td>Dynamics of communication through examination of theory and discussion. Designed to provide understanding of communicative processes; opportunities for each student to experiment with his personal communicative activity. Corequisite: ENG 02 or RDL 02 if required.</td>
</tr>
<tr>
<td>CMS 12</td>
<td>Voice and Diction: Business and Professional Speech</td>
<td>2 rec</td>
<td>Study of voice and articulatory factors in effective speech communication, with special attention to individual needs through speech diagnosis, development of auditory discrimination, and exercises geared to individual and group needs. Designed for the student who needs more effective speech communication for the business and professional environment.</td>
</tr>
<tr>
<td>CMS 20</td>
<td>Public Speaking and Critical Listening</td>
<td>3 rec</td>
<td>Principles and practice of contemporary forms of public speech communication; informative, persuasive, inspirational, and entertaining; principles and practice of critical listening; analysis and evaluation of public communication. Corequisite: ENG 02 or RDL 02 if required.</td>
</tr>
<tr>
<td>CMS 22</td>
<td>Small Group Discussion</td>
<td>3 rec</td>
<td>Principles and practice of small group discussion; investigation and analysis of problems in selecting group situations. Corequisite: ENG 02 or RDL 02 if required.</td>
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<tr>
<td>CMS 23</td>
<td>Communication Strategies and Techniques</td>
<td>3 rec</td>
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<tr>
<td>CMS 24</td>
<td>Parliamentary Procedure and Practice</td>
<td>2 rec</td>
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<tr>
<td>CMS 25</td>
<td>Argumentation and Debate</td>
<td>3 rec</td>
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<tr>
<td>CMS 26</td>
<td>Oral Interpretation of Literature</td>
<td>3 rec</td>
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<tr>
<td>CMS 28</td>
<td>Afro-American and Puerto Rican Rhetoric</td>
<td>3 rec</td>
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<tr>
<td>CMS 60</td>
<td>Introduction to Mass Communication</td>
<td>3 rec</td>
<td>Survey of mass communication media, including radio, television, film, and print (press); the development, characteristics and uses of the media and their effects on the individual and his environment. Prerequisite: CMS 11.</td>
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<tr>
<td>CMS 61</td>
<td>Introduction to Film</td>
<td>3 rec</td>
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<tr>
<td>CMS 62</td>
<td>Beginning Film Production</td>
<td>3 rec</td>
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<tr>
<td>CMS 65</td>
<td>Radio Broadcasting</td>
<td>3 rec</td>
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<tr>
<td>CMS 66</td>
<td>Beginning Television Production</td>
<td>3 rec</td>
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<tr>
<td>CMS 67</td>
<td>Advanced Television Production</td>
<td>3 rec</td>
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<td>CMS 68</td>
<td>Televising Performing</td>
<td>3 rec</td>
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<tr>
<td>CMS 70</td>
<td>Introduction to Theatre</td>
<td>3 rec</td>
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<tr>
<td>CMS 71</td>
<td>Stagecraft I</td>
<td>3 rec</td>
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<tr>
<td>CMS 72</td>
<td>Stagecraft II</td>
<td>3 rec</td>
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<tr>
<td>CMS 73</td>
<td>Principles of Directing</td>
<td>3 rec</td>
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<tr>
<td>CMS 75</td>
<td>Acting I</td>
<td>3 rec</td>
<td>Introduction to basic acting problems of analyzing and creating a character through improvisation, pantomime, theatre games, scene practice and analysis of scenes, culminating in presentation of a one-act play. Outside class assignments. Corequisite: ENG 02 or RDL 02 if required.</td>
</tr>
<tr>
<td>CMS 76</td>
<td>Acting II</td>
<td>3 rec</td>
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</tr>
<tr>
<td>CMS 81</td>
<td>Seminar and Independent Study in Dramatic Arts with Field Projects</td>
<td>1 rec</td>
<td>Elective for students who wish to work independently in some area of dramatic art. Weekly seminar in addition to independent work on an acceptable creative project, or with the Bronx Council on the Arts in a community center supervising and instructing in drama. Prerequisite: Permission of instructor.</td>
</tr>
<tr>
<td>CMT 10</td>
<td>Introduction to Audiovisual Technology</td>
<td>3 rec</td>
<td>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.</td>
</tr>
</tbody>
</table>
**CMT 11**  
**Audiovisual Photography**  
3 rec 3 cr  
Specialized photographic techniques required of the audiovisual technician such as slide and filmstrip production and reproduction; copystand techniques, kodachrome 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**  
3 rec 3 cr  
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:** CMT 10 or permission of instructor.

**CMT 13**  
**Audiovisual Equipment Operation and Maintenance**  
3 rec 3 cr  
The operation and simple maintenance of all audiovisual equipment and materials. Students will have hands-on practice with all types of audiovisual equipment.  
**Prerequisite:** CMT 10.

**CMT 14**  
**Digital Video Effects and Presentation Graphics**  
2 rec 2 lab 3 cr  
Familiarizes students with 2D and 3D digital video effects and the process of creating complex moving digitized images and animations as they relate to the video medium. In depth training in current software and operation of presentation graphics systems used in corporate communications.  
**Prerequisite:** CMT 10.

**CMT 23**  
**Field Television Production**  
2 rec 2 lab 3 cr  
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**  
3 rec 3 cr  
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**  
4 rec 3 cr  
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 graphic techniques required for multi-image production.  
**Prerequisite:** CMT 11 and CMT 31.

**CMT 33**  
**Television Editing and Post-Production Techniques**  
2 rec 2 lab 3 cr  
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:** CMT 12.

**CMT 34**  
**Media Projects Laboratory**  
3 cr  
Enables students to utilize the knowledge and skills accumulated in the prerequisites to produce a meaningful complete media project in any one or combination of media formats. Project should be oriented to training and/or communications areas of corporate, educational, medical or other institutional settings. Scripting, storyboard and standard production processes suitable for display in job portfolio. Production materials will be paid by the student.  
**Prerequisites:** CMT 13, 14, 23, 31, 33.

**CMT 41**  
1 cr  
**CMT 42**  
2 cr  
**CMT 43**  
3 cr  

**Media Internship**  
The internship places a student in the media facilities of a corporation, educational institution, hospital, government agency, private production house or any other setting providing meaningful, supervised on-the-job training in media production and operation. Students work a minimum of 20 hours per week and will be periodically evaluated by job supervisor and AVT faculty. Upon completion of internship, the student is required to write a summary and critical analysis of the experience.  
**Prerequisites:** CMT 34 and a minimum of 45 credits completed in the major.

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

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**COMPUTER SCIENCE**

**Department of Mathematics and Computer Science**

**CSI 10**  
**Introduction to Computer Programming I**  
2 lect 2 lab 3 cr  
Introduction to computer systems and computer logic; techniques of structured programming; data 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 20** (formerly MTH 45)  
2 rec 2 lab 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.

**CSI 40**  
**Introduction to Computer Programming**  
2 lect 2 lab 3 cr  
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.
CWE 31  1 rec  2 cr
Cooperative Work Experience I
Under supervision of the program coordinator, students are placed in internships (jobs) with cooperating employers on a part-time basis for a minimum of 210 hours. An individualized program of job preparation and counseling precedes placement. Students attend a two-hour seminar every other week devoted to problem-sharing, problem-solving, and the integration of classroom theory with on-the-job experience.
Prerequisite: Fully matriculated students who have completed 30 degree credits (45 credits for Paralegal Students) with an overall G.P.A. of 2.00 or permission of the program coordinator.

CWE 32  0 rec  2 cr
Cooperative Work Experience II
Under supervision of the program coordinator, students are placed in internships (jobs) with cooperating employers on a part-time basis for a minimum of 210 hours. An individualized program of job preparation and counseling precedes placement. Students are required to attend periodic job reviews with the program coordinator and to prepare a semester report analyzing the problems and procedures of the organizations.
Prerequisite: CWE 31.

CWE 33  1 rec  4 cr
Cooperative Work Experience III
Under supervision of the program coordinator, students are placed in internships (jobs) with cooperating employers on a full-time basis for a minimum of 420 hours. An individualized program of job preparation and counseling precedes placement. Students attend a two-hour seminar every other week during the semester. These meetings are devoted to problem-sharing, problem-solving, and the integration of classroom theory with on-the-job experience.
Prerequisite: Fully matriculated students who have completed 30 degree credits (45 credits for Paralegal Students) with an overall G.P.A. of 2.00 or permission of the program coordinator.

DAT 32  3 lect  3 cr
Computer Programming Concepts and Introduction to R.P.G. Programming
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  3 lect  2 cr
Microcomputer Applications
Provides “hands on” experience with microcomputers through use of an integrated software system with word processing, spread sheet, analysis, data base management and graphics components.
Prerequisites: RDL 02, ENG 01 if required.

DAT 34  1 rec  2 lab  2 cr
Macintosh Facilities
Introduces student to the Macintosh microcomputer system. It parallels, and is an alternative to DAT 33. Recommended to non-programming students in lieu of DAT 30. Provides “hands on” experience using integrated software system. System modules include word processing, spreadsheet analysis, and data base management. MacPaint and MacDraw will be utilized to provide graphics component. Students required to complete projects associated with each module as a comprehensive end of semester project.
Prerequisites: ENG 01 and RDL 01 if required.

DAT 35  4 lect  3 cr
Basic Language Programming
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 department approval.

DAT 36  1 lect  2 lab  2 cr
Microcomputer Spreadsheet Applications
"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; Corequisites: ACC 11 or departmental permission.

DAT 38  1 lect  2 lab  2 cr
Microcomputer Database Applications
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</th>
<th>DESCRIPTIONS</th>
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</table>
| DAT 40 | COBOL Programming  
Introduction to COBOL programming utilizing the IBM360.  
Problems are assigned and students are required to flowchart code, debug, test, and document their solutions.  
Applications in accounting, inventory control, retailing, and other record-keeping operations.  
Prerequisite: DAT 30 or permission of chairman. |
| DAT 41 | Assembly Language Programming  
Techniques of writing computer programs in Basic Assembly Language, a symbolic language.  
This includes data representation, operation codes, direct and indirect addressing, development of data files and use of macro instructions.  
Students are assigned several programs to demonstrate their programming ability.  
Prerequisite: DAT 40 or PHY 61, or permission of chairman. |
| DAT 43 | Advanced COBOL Programming  
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 file updating.  
DASD sequential file processing, DASD indexed sequential file processing, COBOL subroutines, program overlays and segmentation.  
Use of Report Writer feature.  
Prerequisite: DAT 40. |
| DAT 46 | Operating Systems  
Course develops an understanding of environment in which computing takes place.  
It provides students with an understanding of the role of operating systems in the control of various computer systems.  
Student also learns to use Job Control (JCL) to interface with the system enabling the successful execution of applications programs.  
Skills in using system utility programs are developed.  
Prerequisite: DAT 40. |

**ECONOMICS**  
Department of Social Sciences

| ECO 11 | Microeconomics  
Study and analysis of economic principles and policies; theory of pricing and distribution under various market conditions.  
Government intervention in the market and policy problems.  
Corequisite: ENG 02 or RDL 02 if required. |
| ECO 12 | Macroeconomics  
Study and analysis of factors underlying economic growth and determination of the aggregate levels of employment, prices and income.  
Counter-cyclical measures and international trade relations are examined.  
Corequisite: ENG 02 or RDL 02 if required. |
| ECO 15 | History of Economic Thought* |
| ECO 31 | Economics of Labor* |
| ECO 71 | Economics of Developing Areas* |

**EDUCATION**  
Department of Special Educational Services

| EDU 10 | Child Study  
A competency-based course enabling students to acquire teaching abilities.  
Classroom management; discipline; an analysis of child study data; planning educational activities based on child study data; and knowledge of useful references.  
Minimum of 15 hours of practicum experience required.  
Required for all Education majors.  
Prerequisites: RDL 02 and ENG 02.  
Prerequisite or corequisite: PSY 41. |
| EDU 12 | Contemporary Urban Education  
A competency-based course enabling students to acquire teaching abilities.  
Structure of American public education; historical overview of education of minorities; profile of the urban public school student; problems and issues in urban education; urban education programs; factors that affect teaching-learning in an urban setting; and knowledge of references.  
An elective course.  
Prerequisites: RDL 02 and ENG 02. |
| EDU 15 | Reading and Other Language Arts for the Early Childhood and Elementary Years* |
| EDU 16 | Teaching Reading in the Primary Grades (N-3)  
A competency-based course enabling students to acquire knowledge, skills, teaching abilities, and/or insights in relations to word recognition; comprehension skills; reading readiness skills; various approaches to teaching reading; phonemic and morphemic elements; phonetic and structural analysis skills, reading achievement tests; reading interests of children; and knowledge of useful references.  
Minimum of 20 hours of tutoring and practicum experience required.  
Required, depending on curriculum pattern and advisement.  
Prerequisite: EDU 10. |
| EDU 17 | Teaching Reading in the Middle Grades (4-6)* |
| EDU 18 | Methods and Materials for Teaching Language Arts in a Bilingual Program  
Competency-based course enabling students to acquire the knowledge and skills to teach in a bilingual program.  
Competencies: Understanding how children acquire and develop language; knowledge of psychological principles underlying current methods in second language teaching; knowledge of language arts literature in the field of bilingual education; knowledge of second language teaching materials and techniques; ability to teach oral and other language development skills; and ability to apply observation and analysis skills to second language learning situations.  
Prerequisites: RDL 02, ENG 11, EDU 16 or EDU 17; corequisite: literacy at the 13 level, e.g. SPN 19, FRN 13, ITL 13, or permission from department. |

*Not offered on a regular basis. Course descriptions available upon request.
EDU 24  
Child Care Seminar I**  
A competency-based course enabling students to acquire teaching abilities. Interaction among parents, staff, and children; historical and philosophical background; planning an educational program; physical environment of the classroom; instructional materials and activities; handling transition time; child and parent adjustment to a new school situation; handling negative child behavior. 
Required for Child Care students.  
Prerequisite: EDU 10. 

EDU 25  
Child Care Seminar II***  
A competency-based course. Continuation of EDU 24. Enables students to use teaching abilities. Play activities; devising activities to meet children's growth needs; involving parents in the school program; planning and conducting parent conferences and meetings; examining own feelings as they affect relationship with children and school personnel; working as part of a group; evaluation of own performance and of class performance; child care services and resources; and knowledge of useful references. 
Required for Child Care students.  
Prerequisite: EDU 24. 

EDU 26  
Human Relations in Urban Schools  
A competency-based course. Norms, values, and roles; observation of human behavior; principles that govern human change; activities that aid social and emotional growth; effective principles and practices of communication through written messages, teacher-parent conferences, telephone calls, and group presentations; handling conflict and criticism; codes of ethics; and knowledge of useful references. 
Required of all Education Majors. 
Prerequisites: RDL 02 and ENG 02. 

EDU 30  
Nature and Needs of the Handicapped**  
A competency-based course enabling students to acquire teaching abilities. Legal definitions of categories of the handicapped; representative programs and approaches in teaching the handicapped; medical, psychological, and sociological factors associated with being handicapped and their educational implications; services and resources for the educational treatment of the handicapped; current issues; problems, and research regarding the handicapped. 
An elective course. 
Prerequisite: EDU 10. 

EDU 31  
Introduction to Learning Problems***  
A competency-based course enabling students to acquire teaching abilities. Diagnostic-prescriptive teaching; learning modalities; 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. 
An elective course.  
Prerequisite: EDU 10. 

EDU 40  
Field Work Seminar  
A competency-based field experience course. Individual and small-group teaching experiences under professional supervision in an accredited school or agency. Periodic meetings with BCC faculty supervisor. Students must demonstrate competencies as they pertain to general knowledge expected of those who completed the Education sequence; planning, execution, and evaluation of own teaching behavior and skill; meeting individual needs of children; goals of education; and evaluation of own teaching behavior and skill; meeting individual needs of children; goals of education; curriculum views of John Dewey; national and local curricula; and teaching-learning principles. 
Required upon advisement. 
Prerequisite: Completion of all other required courses in the Education Specialization sequence. 

EDU 46  
Student Mentoring  
A field-based high school drop-out prevention course. Students enrolled are mentors and are paired with high school students, the proteges. The role and responsibilities of mentors, interpersonal skills, basic teaching-learning principles, techniques and strategies for helping proteges develop positive attitudes towards education. Minimum of two-hour weekly meeting with protege outside of class. 
Prerequisites: Grade Point Average of 2.5 or higher; ENG 01, ENG 02, RDL 01, RDL 02, if required; permission of department. 

EDU 50  
Survey of Creative Experiences for the Early Childhood and Elementary Years  
A competency-based course enabling students to acquire teaching abilities. Objectives; materials and activities; lesson planning; teaching the song; use of creative experiences in teaching the content subjects; organization of a systematic classroom environment; cultural resources for children's visits; and knowledge of useful references. 
Required, depending on curriculum pattern. 
Prerequisite: EDU 10. 

**Not offered on a regular basis. Course descriptions available upon request. 
***Offered Fall Semester only. 
****Offered Spring Semester only. 

ELECTRICAL TECHNOLOGY  
Department of Engineering Technologies  

ELC 11  
DC Circuit Analysis  
Relationship between voltage, current, resistance, power and energy in linear DC circuit elements. Concepts are extended to networks containing several branches and generators. Includes Thevenin's theorem, Introduction to capacitors, inductors, magnetic circuits. Use of basic test instruments. 
Corequisite: MTH 06.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELC 96</td>
<td>4 cr</td>
<td>Digital Systems and Logic Design</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Analysis and design of combinational and sequential circuits.</td>
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<tr>
<td></td>
<td></td>
<td>Computer arithmetic. Design and analysis of digital computer functional element. Memory devices. Laboratory: assembly, operation and testing of computer and logic circuits. Troubleshooting and repair of computer circuits using schematics. Use of existing software packages to simulate digital circuits.</td>
</tr>
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<td></td>
<td></td>
<td>Prerequisite: ELC 25.</td>
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<tr>
<td>ELC 97</td>
<td>4 cr</td>
<td>Microprocessor System Design</td>
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<tr>
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<td>Classification and examination of various types of microprocessor structures, different types of memories, input-output and interface devices and their applications. Interrupt techniques and their applications are also investigated. Laboratory hands-on work using various programming and firmware techniques, and interfacing of analog and digital circuits.</td>
</tr>
<tr>
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<td></td>
<td>Prerequisites: ELC 18, ELC 96; corequisite: ELC 81.</td>
</tr>
</tbody>
</table>

**ENGLISH**

**Department of English**

All courses offered by the English Department include composition. In courses providing a fourth conf/rec hour, the fourth hour will be utilized by the instructor for instructional purposes.

The CUNY Writing Skills Assessment Test is required before registering for any English course.

**ENG 01**

4 rec 0 cr

Writing Laboratory I

Review and practice of basic principles of grammar and usage, with emphasis upon sentence structure and various mechanical aspects of writing. Concentrates on correction of severe writing problems: sentence fragments, sentence misconstruction, lack of subject-verb agreement, faulty use of pronouns, misspellings and inaccuracy in punctuation.

For students with a combined score of 4 or less on CUNY Writing Skills Assessment Test.
<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 02</td>
<td>Writing Laboratory II</td>
</tr>
<tr>
<td></td>
<td>Extensive writing practice with emphasis upon paragraph development and unity. Students learn to develop paragraphs through argument, narration, particular and details, comparison-contrast, process, cause and effect, etc. Helps the student to write effective paragraphs in preparation for ENG 11. For students with a combined score of 6 on the CUNY Writing Skills Assessment Test.</td>
</tr>
<tr>
<td>ENG 11</td>
<td>Fundamentals of Written Composition I</td>
</tr>
<tr>
<td></td>
<td>Fundamental principles of organization and grammar; practice in expository writing; selected readings, mainly non-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.</td>
</tr>
<tr>
<td>ENG 12</td>
<td>Fundamentals of Written Composition II</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>ENG 14</td>
<td>Written Composition and Prose Fiction</td>
</tr>
<tr>
<td></td>
<td>Continued emphasis on the writing of clear, effective expository prose based on readings in short stories and novels. Research paper required. Prerequisite: ENG 11.</td>
</tr>
<tr>
<td>ENG 15</td>
<td>Written Composition and Drama</td>
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<tr>
<td></td>
<td>Continued emphasis on the writing of clear, effective expository prose based on readings in world drama. Research paper required. Prerequisite: ENG 11.</td>
</tr>
<tr>
<td>ENG 16</td>
<td>Written Composition and Poetry</td>
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<tr>
<td></td>
<td>Continued emphasis on the writing of clear, effective expository prose based on readings in poetry. Research paper required. Prerequisite: ENG 11.</td>
</tr>
<tr>
<td>ENG 18</td>
<td>Advanced Composition</td>
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<td>3 rec 3 cr</td>
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<tr>
<td>ENG 19</td>
<td>Journalism I</td>
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<td></td>
<td>Study of all forms of journalistic writing: news story, feature story, editorial, critical review—and the development of skills necessary for newspaper writing. Visits to newspaper offices and plants and participation in production of College newspaper. Prerequisite: ENG 11.</td>
</tr>
<tr>
<td>ENG 20</td>
<td>Journalism II</td>
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<td></td>
<td>2 rec 2 cr</td>
</tr>
<tr>
<td>ENG 23</td>
<td>Scientific and Technical Writing</td>
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<tr>
<td></td>
<td>Study and practice of various types of writing in scientific and technological disciplines, including abstract, progress reports, description of a process, technical proposals, and technical reports. For students in career and technical programs. (Liberal Arts students must have written permission of Department Chairperson. Prerequisite: ENG 13.</td>
</tr>
<tr>
<td>ENG 50</td>
<td>American Literature and Thought I</td>
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<tr>
<td></td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>ENG 51</td>
<td>American Literature and Thought II</td>
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<tr>
<td></td>
<td>3 rec 3 cr</td>
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<tr>
<td>ENG 53</td>
<td>The Black Writer in American Literature</td>
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<td></td>
<td>3 rec 3 cr</td>
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<tr>
<td>ENG 54</td>
<td>Black Poetry</td>
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<tr>
<td></td>
<td>3 rec 1 con/rec 3 cr</td>
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<tr>
<td>ENG 56</td>
<td>Children's Literature</td>
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<td></td>
<td>2 rec 2 cr</td>
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<tr>
<td>ENG 61</td>
<td>Shakespeare</td>
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<td>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.</td>
</tr>
<tr>
<td>ENG 65</td>
<td>Honors Elective: Independent Research</td>
</tr>
<tr>
<td></td>
<td>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 the instructor and be guided in research techniques, organizing bibliography in the specific area, and preparing drafts of the 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.</td>
</tr>
<tr>
<td>ENG 71</td>
<td>A Survey of Post-Biblical Hebrew and Yiddish Literature</td>
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<tr>
<td></td>
<td>3 rec 1 con/rec 3 cr</td>
</tr>
<tr>
<td>ENG 72</td>
<td>The Bible as Literature</td>
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<tr>
<td></td>
<td>3 rec 3 cr</td>
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<tr>
<td></td>
<td>*Not offered on a regular basis. Course descriptions available upon request.</td>
</tr>
<tr>
<td>ESL 01</td>
<td>English as a Second Language—Basic</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>


**COURSE DESCRIPTIONS**

**ESL 02**
**English as a Second Language—Intermediate**
For students whose native language is not English. Builds oral control of grammatical structures, listening comprehension, and the ability to write grammatically acceptable, well-constructed paragraphs and short essays.  
**Prerequisite:** ESL 01 or placement on the 02 level.  

**ESL 11**
**English as a Second Language**
For students whose native language is not English. Builds control of advanced grammatical structures and develops ability to write various forms of expository compositions.  
**Prerequisite:** ESL 02 or placement on the 11 level.

**FINANCE**
**Department of Business**

**FIN 31**
**Principles of Finance**
American financial system; public and private financial institutions; financial problems of industrial and commercial firms. Procedures of business, foreign trade, and consumer financing; governmental policies and their effects on economic activities.  
**Corequisite:** ENG 02 or RDL 02 if required.

**FIN 33**
**Grant-Writing and Fundraising**
Introduction to the various states of graftsmanship, 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 11.

**FLORISTRY**
**Department of Biology**
Enrollment in these courses is limited to students in the Ornamental Horticulture curricula with special permission of the department. Offered at the New York Botanical Garden.

**FLO 11**
**Basic Centerpieces and Arrangements**
Principles of design, color and harmony; mechanics of conditioning flowers; techniques of creating basic centerpieces and arrangements for the home, places of worship, parties and special occasions.  

**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.

**FLO 13**
**Funeral Arrangements**
Arrangements such as altar pieces, blanket or casket sprays, casket pillows, easel spray, wreaths and hearts.

**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.

**FLO 15**
**Wedding Flowers**
Contemporary, colonial and period styling of bouquets, cascades, corsages, altar and pew arrangements, hoops, table centerpieces and decorative swags.

**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.

**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.

**FLO 41**
**Advanced Floral Design Seminars**
Seminar and lecture/demonstrations presented by outstanding designers and consultants in the field of commercial flower arranging and floriculture. Designed to update professionals on new techniques and designs.

**FLO 42**
**The Festive Board**
Table centerpieces and buffet arrangements for festive dinners. Classes organized around seasonal holidays. Workshop course.

**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.

**FLO 62**
**Commercial Floristry**
**Field Experience II**
Greening up set pieces, learning pricing and marketing, picking and tubing flowers. Bow-making, use of equipment such as pick machines. Basic flower arrangements and preparation of wire-service orders.  
**Prerequisite:** FLO 61.

**FLO 63**
**Commercial Floristry**
**Field Experience II**
Taping, wiring, corsage, ribbon and bow work, cascades, boutonnieres. Working with customers, creating garden and party structures on the site, use of tools such as gluegun.  
**Prerequisite:** FLO 62.
FRENCH
Department of Modern Languages

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

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

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

FRN 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 fertilizer 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 1/2 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. Corequisite: GAR 21.

GAR 23 8 hr/sem 1/2 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; CHM 15.

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 trees, 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.
**COURSE DESCRIPTIONS**

**GAR 61  **
**Flower Gardening I**  
Use of annuals, biennials, and bulbs to create an aesthetically pleasing garden. Emphasis on low-maintenance plantings.

**GAR 62**  
**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**  
**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**  
**Gardening with Bulbs**  
Bulbs for forcing, bedding naturalizing and rock garden use. Botany of bulbs and related structures.

**GAR 71**  
**Vegetable Gardening**  
Terrace, container and conventional gardening. French intensive technique; use of cloches.

**GAR 81**  
**Plants for Landscaping**  
Use of plants in a successful landscape. Aspects of special landscape value such as size, texture, color; period of flower and fruit. Emphasis on trees, shrubs, ground-covers, annuals and perennials available for use in the metropolitan area.

**GEOGRAPHY**  
*Department of History*

**GEO 10**  
**Introduction to Human Geography**  
Introduces key geographical concepts, both cultural and physical. Considers how such geographic factors as location, landforms, climate, soil, and natural resources have shaped cultures and civilizations, and the role played by people in gradually altering their environments. Audiovisual materials such as maps, photographs, slides, and films are used extensively. 
*Corequisite: RDL 01 or ENG 01 if required.*

**GERMAN**  
*Department of Modern Languages*

**GER 11**  
**Beginning German I**  
Pronunciation; language structure; reading and translation of simple texts; dictation; conversation. Audio laboratory practice. 
*Prerequisite: GER 11 or placement test.*

**GER 12**  
**Beginning German II**  
Continuation of GER 11 with emphasis on conversation. 
*Prerequisite: GER 11 or placement test.*

**GER 13**  
**Intermediate German**  
Advanced language structures; reading; translation and discussion of modern texts; composition; dictation. Emphasis on conversation. 
*Prerequisite: GER 12 or placement test.*

**GER 21**  
**Language and Civilization of Germany**

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

**HEALTH**  
*Department of Health and Physical Education*

**HLT 91**  
**Critical Issues in Health**  
Intended to develop and encourage critical judgment in three vital areas of health: mental health, addictions and dependencies, human sexuality. 
*Corequisites: ENG 02 or RDL 02 if required.*

**HLT 92**  
**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**  
**Human Sexuality**  
Consideration of physical, sociological, and psychological aspects of human sexuality with emphasis on development of critical judgement in dealing with ethical controversies. 
*Prerequisite: HLT 91.*

**HLT 94**  
**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.*
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLT 96</td>
<td>Health Education for Parenting</td>
<td>3 rec  3 cr</td>
<td>Provides health care information as it relates to child development. Provides parents with resources and coping skills needed to raise a healthy child and to nurture the family unit. Prerequisite: HLT 91.</td>
</tr>
<tr>
<td>HLT 97</td>
<td>Field Work In Community Health Resources</td>
<td>1 sem  5 hrs field work  3 cr</td>
<td>Provides students with firsthand knowledge of the community, its health problems and the forces operating on them. It offers a unique opportunity to become involved in solving community problems. Prerequisite: HLT 91 and/or permission of instructor. *Offered during Day Session, Spring Semester.</td>
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</table>

**HISTORY**

**Department of History**

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>HIS 10</td>
<td>History of the Modern World</td>
<td>3 rec  3 cr</td>
<td>Exploration of outstanding political, intellectual, philosophical, social and economic trends, movements and events from mid-19th century to present. Analysis of forces that have shaped the modern world. Corequisite: RDL 02 or ENG 02 if required. HIS 10 is the prerequisite for all other history courses.</td>
</tr>
<tr>
<td>HIS 13</td>
<td>History of the Ancient World*</td>
<td>3 rec  3 cr</td>
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</tr>
<tr>
<td>HIS 14</td>
<td>Europe in the Middle Ages*</td>
<td>3 rec  3 cr</td>
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</tr>
<tr>
<td>HIS 15</td>
<td>Intellectual and Social History of Modern Europe*</td>
<td>3 rec  3 cr</td>
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</tr>
<tr>
<td>HIS 20</td>
<td>Values and Ethics in the American Experience</td>
<td>3 rec  3 cr</td>
<td>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 concerns persist throughout American History. Prerequisite: HIS 10.</td>
</tr>
<tr>
<td>HIS 21</td>
<td>American History (1492-1865)</td>
<td>3 rec  3 cr</td>
<td>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.</td>
</tr>
<tr>
<td>HIS 22</td>
<td>American History II (1865 to present)</td>
<td>3 rec  3 cr</td>
<td>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.</td>
</tr>
</tbody>
</table>

*Not offered on a regular basis. Course descriptions available upon request.*
COURSE 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 techniques, 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 1/2 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 1/2 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 1/2 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 1/2 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 1/2 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 3 rec 3 cr
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 14 hrs field work 3 cr
Field Work and Seminar in Human Services I

HSC 92 14 hrs field work 3 cr
Field Work and Seminar in Human Services II
Supervised field work at a community social/health agency to provide practical human service skill development in the diagnosis, treatment and evaluation of individual, family, group and institutional problems. Weekly seminars to assure that skills and values are being appropriately integrated.
Prerequisite 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.
Prerequisite: 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.

INT 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 and 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 hours of work - 1 cr). For elective credits only.
Prerequisite: 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 INT; first number indicates number of times a student has enrolled in the course; the second number indicates credit weight. Example: number 1.3 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 12 hr/sem 1 cr
Introduction to Interior Landscaping
Use of plants in commercial and residential interiors, history of the interior including landscaping field, building design prerequisites for plants, environmental and cultural requirements, selection of plant varieties, planters, acclimation, installation, service techniques and the business aspects of interior landscaping. Exploration of the options open to the interior landscaper-design, sales, installations or service.

INL 21 15 hr/sem 1 cr
Commercial Plantscape Design
Fundamentals of designing interior landscapes for restaurants, offices, shopping malls and buildings. Topics include fitting plant materials to the decor; reading architects' plans, working with designers, budgeting, choosing materials, installing a project and maintaining the planting. Assignments and projects will be required.
Prerequisite: INL 11.

INL 22 12 hr/sem 1 cr
Decorating with Plants Indoors
Residential and small commercial interior plantscaping projects. Topics include principles of design, uses of plants as design elements, recent trends in the use of tropical foliage plants and potted flowers, client presentations, budgeting, and selection of plants and planters. Design project is required.

INL 31 8 hr/sem ½ cr
Interior Plantscape Maintenance
Mechanics of maintenance contracting for interior planting. Types of maintenance contracts, including preparation and renewal; costs of replacement of plants and of labor; dealing with clients. Maintenance techniques: equipment, methods of plant care and replacement of plants.
Corequisite: INT 11.

INL 32 8 hr/sem ½ cr
Plant Purchasing, Acclimation and Installation
Principles involved in skilled plant purchasing and handling; how to select supplies, judge quality and transport plant materials. Special emphasis on installation practices and acclimations.
Corequisite: INL 11.

INL 33 6 hr/sem ½ cr
Installations of Interior Plantings
Installation of large interior landscapes in malls, building lobbies, or major office spaces. Site evaluation, purchasing, acclimations, and arrangements for shipping. Lighting requirements, soils, drainage materials and mulches for large installations; methods of installation, including actual mechanical techniques; coordinating the job with other building contractors.
Prerequisite: INL 11.

INL 34 6 hr/sem ½ cr
Bidding and Plant Specifications for Interior Landscapes
Overview of obtaining landscape jobs through either a bid or a sale process, with emphasis on the competitive bidding process. Importance of detailed specifications of materials and assembly of plants. Plant availability, industry standards for indoor plant specifications and acclimation.
Prerequisite: INL 11.

INL 35 12 hr/sem 1 cr
Consultations
Business of advising commercial and residential clients on use of plants indoors. Topics include: selection of plants for specific sites, fitting plants into the interior design, determining problems with existing plants. Business aspects of consulting.
Prerequisite: INL 11.

INL 51 8 hr/sem ½ cr
Lighting for Interior Gardens
Types of indoor gardens in homes and commercial areas and methods of providing light needed by these plants. Information on plant selection and light requirements. Natural and artificial light sources; hardware for providing light requirements.

INL 61 180 hr/sem 3 cr
Interior Landscaping Field Experience I
Introduction to full service, interior landscaping operations. Experience with foliage and flowering plant materials; use of planters and other accessories. Proper receiving techniques, acclimation and in-facility plant care; dealing with wholesale nursery supplier and preparation of orders.
INL 62 210 hr/sem 3½ cr
Interior Landscaping Field Experience II
Prerequisite: INL 61.

INL 63 210 hr/sem 3½ 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  4 rec  4 cr
Beginning Italian I
Pronunciation; language structure; conversation; reading of simple texts; dictation. Audio laboratory practice.

ITL 12  4 rec  4 cr
Beginning Italian II
Continuation of ITL 11. Language structure; conversation; reading of elementary literary texts; dictation. Prerequisite: ITL 11 or placement test.

ITL 13  4 rec  4 cr
Intermediate Italian
Advanced language structures; conversation; reading; translation and discussion of modern texts; composition. Prerequisite: ITL 12 or placement test.

ITL 15  4 rec  4 cr
Beginning Italian Conversation*

ITL 21  4 rec  4 cr
Language and Civilization of Italy*

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

KEYBOARDING
Department of Secretarial and Office Information Systems

KEY 01  3 rec  0 cr
Refresher Keyboarding
Designed to develop keyboarding techniques and skills. Extensive drill sessions to build speed and accuracy. Required for students who have studied keyboarding and who do not reach designated level on a keyboarding placement examination.

KEY 10  2 rec  1 cr
Keyboarding for Computers
Keyboarding course for non-secretarial majors. Students develop an alphabetic, number, and symbol touch keyboarding skill which applies to keyboard inputting. Microcomputer terminals are used to reinforce each keyboarding operational function. Minimum speed standard is 20 words per minute.

KEY 11  5 rec  2 cr
Keyboarding I
Development of basic skills in the use of the typewriter. Letter writing, tabulation problems and report writing. Speed of 35 words a minute.

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

KEY 13  4 rec  2 cr
Keyboarding III
Keyboarding skill at the expert level according to office standards. Basic electronic keyboard technology. Emphasis on the operation of electronic keyboarding equipment and application to office projects. Development of median speed of 60 words per minute.
Prerequisite: KEY 12; corequisite: ENG 11.

KEY 14  3 rec  3 cr
Electronic Keyboarding
Advanced operation of electronic keyboarding equipment. Emphasis on preparing high-level production work both in content and design. Development of median speed of 65 words per minute.
Prerequisite: KEY 13.

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  16 hr/sem  1 cr
Landscape Design Theory
Theories and principles that mold our attitudes toward the landscape. Survey of gardens, public spaces, and the non-designed landscape.

LND 12  21 hr/sem  1 cr
Graphics
Techniques of graphic expression. Use of drawing materials and drafting equipment; organization of plans for presentation and construction work. Studio course.
**LND 31** 16 hr/sem 1 cr  
**Construction I: Grading and Drainage**  
Graphic presentation of ground surfaces through use of contour lines and spot-grade elevations; representation of structures associated with ground surface; movement and disposal of surface water. Studio course.  
**Prerequisite:** LND 12.

**LND 32** 16 hr/sem 1 cr  
**Construction II: Site Detailing**  
Basic principles in the construction of residential details such as paving, walks, steps, simple decks and garden structures.  
**Prerequisites:** Background in landscape design and construction, 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.

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### 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 basic similarities and differences between Spanish and English. The purpose of the course is to strengthen the student's knowledge of Spanish as an aid in learning English.  
**Prerequisite:** Registration only by department placement.

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### LAW  
**Department of Business**

**LAW 16** 1 rec 1 cr  
**Survey of the Law and Paralegal Studies**  
Comprehensive survey of the law and all courses in the Paralegal Studies curriculum. Topics cover the legal profession, its ethical problems; the role of paralegals; and career goals and employment opportunities for paralegals.

**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 applications for lawyers and paralegals, computer law, hardware and software tailored for law office applications.  
**Corequisites:** 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 and paralegals including medical practice acts, legal relationship of physician and patient, professional liability, types of medical practice; preparation of reports for workers' compensation, court litigation.  
**Corequisite:** ENG 02 or RDL 02 if required.

**LAW 47** 3 rec 3 cr  
**Civil Procedure**  
Common, statutory and constitutional law; the judicial system; proceedings, civil and criminal, from initiation to enforcement and judgment.  
**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, antinuptial agreements, contractual relations among members of the family, family court procedures, criminal jurisdiction over minors; drafting and research practice; functions of the lawyer and paralegal assistant. Aspects of criminal, statutory and constitutional law as it affects the juvenile offender.  
**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; familiarization with criminal justice system; major stages of a criminal case.  
**Corequisite:** ENG 02 or RDL 02 if required.
LAW 72  
**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 77  
**Immigration Law**  
Hands-on course dealing with concepts and techniques of immigration law. Procedures for preparation of immigrant and non-immigrant visa applications; skills necessary to assist immigrants who seek asylum, citizenship, naturalization or employment, or who face exclusion or deportation proceedings. Emphasis on the practice of immigration law from perspective of a paralegal.

LAW 82  
**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**  
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**  
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**  
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**  
Advanced legal research and writing course dealing with drafting of pleadings and business agreements; law office memoranda; memoranda of law in support of motions; pre-trial 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.*

### LEARNING TO LEARN

**Department of Special Educational Services**

**LTL 10  
Learning to Learn**

Presents learning strategies for students enrolled in college-level courses who have completed required developmental reading course. Examines organization of information from the various content courses taken concurrently. Teaches interpretation and construction of charts, graphs, tables, maps; task management; incorporation of life skills into the learning environment. Uses analytical approach to development of test questions relevant to the various content areas.  
*Prerequisite: RDL 02, if required; corequisite: content area course using lecture method and textbook.*

### MARKETING MANAGEMENT AND SALES

**Department of Business**

Before registering for advanced marketing courses, see the curriculum coordinator.

**MKT 11  
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**

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 32  
Principles of Selling**

General concepts of personal salesmanship. Emphasis on communication and planning skills required for sales success. Various types of selling ranging from retail to industrial. Problem solving, time management, territory management, and how to deal with legal and ethical issues. Buyers' motives, seller and buyer relationships, sales presentations, negotiations, handling buyers' objections, and closing the sales.
MKT 33  
Retail Buying Techniques  
3 rec 3 cr  
Procedures and techniques utilized by retail buyers in determining what, where, when and how much merchandise to buy. Emphasis on planning merchandise assortments, selecting merchandise lines, investigating merchandise sources, negotiating terms and conditions of purchase, placing orders, and pricing.

MKT 41  
Management of Retail Operations  
3 rec 3 cr  
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 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 51  
Channel Management and Physical Distribution  
3 rec 3 cr  
Overview of basic physical distribution/logistics topics, such as inventory, warehousing, transportation, and the management of product-flow through marketing channels. Includes channel structure and functions, service-cost relationships, inventory control, plant location, packaging, material handling, and the total cost concept of physical distribution management.

MKT 70  
International Marketing*  
3 rec 3 cr  
*Not offered on a regular basis. Course description available upon request.

MTH 03  
Selected Topics in Elementary Algebra  
4 rec 0 cr  
Topics selected from elementary algebra, geometry, operations with polynomials, graphing, verbal problems, linear equations.  
For students who are not in programs requiring MTH 06.  
Prerequisite: MTH 01 or equivalent, or 1) did not place in MTH 01 and scored below 10 on the second 20 questions of the CUNY Mathematics Assessment Test or 2) scored below 25 total on the CUNY Mathematics Assessment Test.

MTH 04  
Selected Topics in 11th Year Mathematics  
4 rec 0 cr  
Topics selected from relations and functions, quadratic equations, systems of equations, coordinate geometry, radicals, geometry, elements of trigonometry.  
Prerequisite: MTH 03 or equivalent.

MTH 05  
Basic Concepts of Mathematics I  
6 rec 0 cr  
Topics selected from elements of arithmetic, elementary algebra and geometry, equations, polynomials, rational algebraic expressions, graphing.  
For students who are in programs not requiring MTH 06 and who scored below 12 on the first 20 questions of the CUNY Mathematics Assessment Test.

MTH 06  
Basic Concepts of Mathematics II  
6 rec 0 cr  
Topics selected from real and complex numbers, function concept, coordinate geometry, linear and quadratic equations, systems of equations, elements of trigonometry.  
Prerequisite: MTH 05 or two years of high school mathematics consisting of algebra and geometry or equivalent.

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 curriculum.

MTH 12  
Introduction to Mathematical Thought  
6 rec 3 cr  
Topics selected from probability, statistics, logic, set theory, geometry, matrices, number system structures. Not acceptable for credit in the Liberal Arts curriculum.  
Prerequisite: MTH 03, 1 year of elementary algebra 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.
# 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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* Recommended for Social Science students.

** Students transferring to The City College are recommended to take MTH 34, 35.

† Students enrolled in a transfer degree are recommended to take MTH 05, 06, 30 sequence.

‡ Students transferring should take MTH 01, 03, 04, 21.

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.
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 nonequivalent courses primarily for Liberal Arts students enrolled in non-science 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: MTH 04 or equivalent.

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: MTH 04 or equivalent.

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: MTH 04 or equivalent.

MTH 29 4 rec 4 cr
Precalculus for Business Students
Topics selected from Real numbers, functions, straight lines, linear systems (Gauss eliminations), vectors, matrices, graphs of polynomials, exponential and logarithmic functions; compound interest, equations of equivalence, annuities, perpetuities; probability, Markov chains' trigonometry, rational functions.
Prerequisite: MTH 06 or equivalent.

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 or equivalent.

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 or equivalent.

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, problems of motion, electric circuits, damped and forced vibrations, Laplace transform.
Prerequisite: MTH 33 or equivalent.

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: MTH 34 or equivalent.
MECHANICAL TECHNOLOGY
Department of Engineering Technologies

MEC 10 1 lect 3 lab/dem 2 cr
Introduction to Engineering Graphics and Mechanical Technology
Overview of basic mechanical equipment and systems and modern mechanical technology. Topics include engineering design and graphics; introduction to CAD, computer-aided drafting, blueprint reading; space conditioning; engineering materials and testing; and production processes, machine tools, and measurements. Laboratory consists of fundamental drafting, machine shop demonstrations, and selected hands-on shop operations.

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 05.

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 10 or MEC 11; corequisite: ENG 02 or RDL 02 if required.

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. Audio laboratory listening assignments. 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 12 3 rec 3 cr
Introduction to Music: A Multi-Cultural Survey of World Music
In-depth study and analysis of music (style, form, and tradition) and its relation to world cultures. Emphasis on ethnic and artistic characteristics. Audio laboratory listening assignments. Attendance at live concerts required.
Corequisite: ENG 02 or RDL 02 if required.

MUS 14 2 rec 2 lab 3 cr
Creative Computer Music
Lecture-demonstrations and lab settings to familiarize student with capabilities of MIDI (Musical Instrument Digital Interface) technologies. Students master MIDI applications of the personal computer with regard to sequencing, sound editing, storage and retrieval. Emphasis on use of MIDI and ability to set up an MIDI workstation.

MUS 17 3 rec 2 cr
Songwriting*

MUS 18 2 rec 2 cr
History of Jazz
Survey of development of jazz music from time of slavery to the present. Audio laboratory listening assignments. Attendance at live concerts required.
Corequisite: RDL 02 if required.
<table>
<thead>
<tr>
<th>COURSE DESCRIPtIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MUS 19</strong></td>
</tr>
<tr>
<td><strong>Introduction to Jazz Improvisation</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

| 2 rec | 2 cr |

| **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. |

| 3 rec | 1 cr each |

| **MUS 25** |
| **Voice Class** |

| 2 rec | 1 cr |

| **MUS 31, 32, 33, 34** |
| **Orchestral Performance** |

| 3 rec | 1 cr each |

| **MUS 37** |
| **Instrumental Class** |

| 1 rec | 1 cr |

| **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. |

| 3 rec | 2 cr |

| **MUS 41** |
| **Theory I** |
| Introduction to chord construction and movement. Analysis of two-voice writing. Prerequisite: MUS 40 or permission of department. |

| 3 rec | 2 cr |

| **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. |

| 3 rec | 2 cr |

| **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. |

| 3 rec | 2 cr |

| **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. |

| 3 rec | 2 cr |

| **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. |

| 2 rec | 1 cr |

| **MUS 51** |
| **Ear Training I** |

| 2 rec | 1 cr |

| **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** |

| 2 rec | 1 cr |

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

| 2 rec | 1 cr |

| **MUS 61** |
| **Keyboard I** |

| 2 rec | 1 cr |

| **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** |

| 2 rec | 1 cr |

| **MUS 66** |
| **Guitar Class II** |

| 2 rec | 1 cr |

| **MUS 67** |
| **Beginning Brass Class** |

| 2 rec | 1 cr |

| **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** |

| 2 rec | 1 cr |

| **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** |

| 2 rec | 1 cr |
MUS 83, 84, 85, 86  
Private Instruction I, II, III, IV  
2 cr  
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  
Latin and Jazz Ensemble I  
2 rec 1 cr  

MUS 92  
Latin and Jazz Ensemble II  
2 rec 1 cr  
Prerequisite: MUS 40 or special permission of the instructor.

MUS 95  
Chamber Chorus I  
2 rec 1 cr  

MUS 96  
Chamber Chorus II  
2 rec 1 cr  
Prerequisite for MUS 95: permission of instructor.

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

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 it.

NMT 81  
Orientation in Clinical Nuclear Medicine  
2 lect/dem 2 cr  
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  
Radio-Pharmaceutical Chemistry  
3 lect/dem 3 cr  
Preparation and use of radio-pharmaceuticals, uptake of various organs of radioactive chemicals, time dependent effects and separation analyses. Prerequisites: BIO 23, CHM 18, NMT 81; Corequisite: RAD 71.

NMT 83  
Radiation Physics and Dosimetry  
2 rec 2 lab 3 cr  
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.

NMT 84  
Radiation Biology  
2 lect 2 cr  
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: RAD 71.

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  
Clinical Nuclear Medicine Practicum I  
2 rec 500 clin/lab 1 cr  
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 gammadetector images; nuclear medicine instrumentation. Prerequisite: NMT 85.

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

NMT 88  
1 lect 1 cr  
Senior NMT Seminar  
Students meet with Medical Director's liaison and Clinical Director to discuss research topics in Nuclear Medicine. Term papers and oral reports based on assigned reading material and concepts analyzed during the didactic and laboratory segments of the NMT program. Corequisites: NMT 86, 87.

NURSING*  
Department of Nursing  
Admission to all Nursing courses is based on the approved priority list which is on file in the Nursing Department.

NTR 11  
Nutrition in Physical and Emotional Disorders  
3 rec 3 cr  
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 emphasized. Prerequisite: NUR 41 and 42 or by permission of instructor. Also open to RN's and LPN's.

NUR 41  
Nursing Theory and the Nursing Process†  
2 lect 2 cr  
Introduction to the concepts of adaptation, holism, and the nursing process as basis for client care. Prerequisite: Pre-Nursing sequence; corequisites: NUR 42, BIO 24.
NUR 42  2 lec  5 clin  2 lab   4 cr
Nursing Process and Fundamental Skills†
Designed to assist student in promoting client adaptation to stress. Introduction to client adaptive and ineffective responses to stress and nursing interventions. Basic nursing principles and skills, learned in lecture and laboratory are applied in clinical setting.
Prerequisite: Pre-Nursing sequence; corequisites: NUR 41, BIO 24.

NUR 43  2 lec  6 clin  4 cr
Nursing Process: Psychosocial Adaptation†
Focuses on understanding and promoting psychosocial adaptation in adult clients who have major mental health problems. The Nursing Process is utilized in one-to-one and group interactions in the clinical area.
Prerequisites: NUR 41, NUR 42, BIO 24; corequisites: NUR 44, BIO 26.

NUR 44  2 lec  6 clin  4 cr
Nursing Process: Biopsychosocial Adaptation†
This introductory medical-surgical nursing course focuses on client adaptation to stress that results from selected traumatic, inflammatory, and neoplastic disease processes of various body systems. Medical therapies and surgical interventions are discussed. A planned program of supervised experiences on medical and surgical units in selected health care agencies is provided.
Prerequisites: NUR 41, NUR 42, BIO 24; corequisites: NUR 43, BIO 26.

NUR 45  2 lec  6 clin  4 cr
Nursing Process: Biopsychosocial Adaptation to the Maternity Cycle†
Focuses on the adaptations occurring in human reproduction. Emphasis is on the nurse's responsibility for promoting and maintaining the health and adaptation of the family in response to changes/ stimuli occurring during the reproductive cycle.
Prerequisites: NUR 43, NUR 44, BIO 26; corequisite: NUR 46.

NUR 46  2 lec  6 clin  4 cr
Nursing Process: Biopsychosocial Adaptation II†
Advanced medical-surgical nursing course focuses on client adaptation to stress that results from selected traumatic, inflammatory, and neoplastic disease processes of various body systems. Special adaptation problems of the aged and the chronically ill are also included. Medical therapies and surgical interventions are discussed. Provides planned program of supervised experience on medical and surgical units in selected health care agencies.
Prerequisites: NUR 43, NUR 44, BIO 24, BIO 28; corequisite: NUR 45.

NUR 47  2 lec  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 ineffective responses that are prevalent during specific developmental phases.
Prerequisites: NUR 45, NUR 46; corequisite: NUR 48.

NUR 48  2 lec  6 clin  4 cr
Leadership and Management†
This senior level course provides student the opportunity to practice leadership and management skills in settings where clients have complex health needs.
Prerequisites: NUR 45, NUR 46; corequisite: NUR 47.

PAS 11   1.5 rec  1.5 lab  2 cr
Physical Assessment of the Adult
This course provides a systematic method for conducting a physical examination of the adult client. Seminars, audiovisual materials and practice are integrated to enhance the development of skills in conducting the examination using specialized instruments and techniques; and in documenting findings. Instruments necessary for conducting the examination are provided.
Prerequisite: NUR 44; or (R.N.) Registered Nurse license; or (LPN) Licensed Practical Nurse license; or permission of the instructor for Nursing students who have completed a course in Anatomy and Physiology and a course in an acute nursing care setting.

* 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, D+, F and W must be repeated if the student wishes to receive a degree in Nursing.
The courses must be repeated subject to the following conditions:
1. The course must be repeated before the next higher level course is taken.
2. 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.
3. 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.
4. All nursing courses required for graduation must be taken within a five-year time span.
5. All Nursing students are required to have malpractice insurance, basic life support certification and special health clearance.
PHM 10  2 rec  2 cr
Pharmacology Computations
Symbols, weights and measures, equipment, metric and apothecary systems, preparation of solutions, intravenous fluid administration of drugs and computation of dosages required of nursing personnel. Computer Center modules are an integral adjunct to the course.
Prerequisite: A minimum score of 14 in arithmetic and in algebra on the CUNY Mathematics Assessment Test or permission of the department; also available to R.N., L.P.N. and pre-pharmacy students and health workers authorized to administer medications.

PHM 11  3 rec  3 cr
Pharmacology as it Applies to Health Sciences
Current major drugs utilized in nursing today; need, therapeutic action, mode of administration, common side effects, toxicity, normal range of dosage, drug interactions and contraindications; nursing implications including patient teaching are stressed.
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.

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**PHILOSOPHY**
Department of Social Science

PHL 11  3 rec  3 cr
Introduction to Philosophy
Fundamental questions of human experience, and basic problems of philosophy; survey of major philosophers, classical and modern.
Prerequisite: ENG 02 or RDL 02 if required.

PHL 31  3 rec  3 cr
Philosophy, Science and Human Values*

PHL 90  3 rec  3 cr
Introduction to Religion*

PHL 91  3 rec  3 cr
Philosophy of Religion*

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

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**PHYSICAL EDUCATION**
Department of Health and Physical Education

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

PEA 11  2 rec  1 cr
Fitness for Life
Designed to assist students in evaluating their present level of fitness and to provide opportunities for self-improvement. Selection from the following aerobic activities: weight training, jogging, fitness games, rope jumping and exercise bikes.

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

PEA 14  2 lab  1 cr
Aerobic Dance
Students participate in aerobic dance to improve cardiovascular fitness; activities designed to develop nutritional and weight maintenance programs.

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

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**ORIENTATION**
Department of Student Development

OCD 01  1 rec  0 cr
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.

OCD 11  2 rec  1 cr
Career Development
A comprehensive examination of the career decision-making process involving relevant information about self and the world of work. Exploration of values, skills, abilities, and interests, and their relationship to the job market. Development of career knowledge and awareness including training requirements, life style, and employment opportunities. Self-marketing and job hunting skills.
Prerequisite: ENG 01, RDL 01, OCD 01, completion of 30 credits (remedial courses included), or permission of instructor.

**Department of Secretarial and Office Information Systems**

ORI 43  1 rec  0 cr
Secretarial Senior Orientation
For students in secretarial curricula. Seminar on career planning; survey of employment opportunities; resume preparation and techniques of job seeking.
PEA 21
Beginning Swimming Level
Basic water safety skills and knowledge to make an individual reasonably safe while in, on, or about the water. Registration limited to non-swimmers.

PEA 22
Intermediate Swimming Level
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 or backstroke.

PEA 23
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
Lifeguard Training
Development of skills and knowledge essential for a person to qualify as a non-surf lifeguard. Successful completion of this course qualifies student for American Red Cross Lifeguard Training Certificate. Students should expect to spend approximately $15 to cover the cost of certification. Prerequisite: Ability to swim 500 yards, employing front crawl, breaststroke, elementary backstroke and sidestroke; corequisites: student must complete and show a current American Red Cross Standard First Aid Certificate by the end of the course.

PEA 25
Water Safety Instructor
Course prepares the student to teach American Red Cross Water Safety courses. Successful completion of this course qualifies student for an American Red Cross Water Safety Instructor certificate. Students should expect to spend $15 to cover the cost of certification. Prerequisite: Student must be at least 17 years of age and have the ability to perform the American Red Cross swimmer level skills and the elementary backstroke, breaststroke, sidestroke, crawl stroke and back crawl.

PEA 26
Synchronized Swimming

PEA 27
Basic Skin Diving and Scuba Diving

PEA 28
Water Aerobics
Water exercise geared to improvement of posture, muscle tone and general coordination while increasing strength, flexibility and endurance. Students enjoy the benefits of invigorating exercise without stress in a relaxing pool environment. Open to swimmers and non-swimmers.

PEA 30
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
Fundamentals of Volleyball and Basketball
Basketball—Basic skills of passing, dribbling, shooting, rebounding, post play, zone defense, zone press and patterns of team play in order to more fully appreciate the game. Volleyball—Fundamentals of passing, serving, spiking, blocking, offense and defense.

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

PEA 33
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
Intermediate Tennis

PEA 35
Bowling I
Basic skills, different types of delivery, bowling errors and corrections. Students should expect to spend approximately $1.50 per session to cover the cost of bowling.

PEA 36
Archery and Badminton

PEA 37
Golf

PEA 38
Softball

PEA 39
Soccer

PEA 41
Techniques of Modern Dance I

PEA 42
Techniques of Modern Dance II

PEA 46
African, Caribbean and Black Dance Forms
COURSE DESCRIPTIONS

PEA 51  1 lect  2 lab  2 cr
Stress Reduction and Wellness

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, clear 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.

Basketball (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, jujitsu 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

*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.
Prerequisite: PHY 11

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, superconductors.
Prerequisite: PHY 21.

PHY 24  3 rec  3 lab  4 cr
Physics for Technology
Basic principles of general physics; survey of mechanics, heat, electricity and magnetism and optics. For Radiologic Technology students only.
Prerequisite: MTH 06 or equivalent.

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; electromagnetics.
Prerequisite: PHY 31; corequisite: PHY 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 40  2 rec  2 lab  3 cr
Physics of Light and Sound
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 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.

POL 41  3 rec  3 cr
The National Government & Civil Rights Since 1954*

POL 42  3 rec  3 cr
Civil Rights Throughout the World*

POL 51  3 rec  3 cr
Urban Politics
Politics and government of the American city: municipal political institutions, suburban and metropolitan government, relations with the state and federal governments, racial and ethnic politics, planning, crime and the police, public education.
Prerequisite: POL 11, or SOC 11, or permission of department.

POL 61  3 rec  3 cr
Solving Social Problems Through the Political Process
Practical course showing how to work through existing channels for a more meaningful life. Focus on formal and informal responsibilities of officials in all levels of government. How to solve social problems and use of political channels.
Prerequisite: POL 11, or SOC 11, or permission of department.

POL 71  3 rec  3 cr
Politics of Developing Areas*

POL 72  3 rec  3 cr
International Politics*

POL 81  3 rec  3 cr  6 hrs field work
Field Work and Seminar in Political Science*

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

PSY 11  3 rec  3 cr
Psychology
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.

PSY 22  3 rec  3 cr
Social Psychology
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.

PSY 31  3 rec  3 cr
Abnormal Psychology
Major forms of psychological disorders, such as neuroses, psychoses, psychosomatic disturbances and character disorders; their origin, development and treatment.
Prerequisite: PSY 11.
COURSE DESCRIPTIONS

PSY 35 3 rec 3 cr
Dynamics of Human Motivation
Introduction to complex human motivation; emphasis on interaction of conscious and unconscious motives, inner conflict, and adaptive and maladaptive coping techniques. Applications to relevant contemporary problems, such as child rearing, psychotherapy, education and drug addiction.
Prerequisite: PSY 11.

PSY 36 3 rec 3 cr
Workshop in Interpretation of Human Motivations
Explores the underlying reasons for human behavior as they emerge in actual and/or simulated life situations. Introduction to methods for detecting conflicts, unconscious thought processes, and “games people play,” as signaled by verbal and non-verbal communications in everyday situations, e.g., husband-wife interaction, parent-child interchanges, dating behavior. Approaches to school learning.
Prerequisite: PSY 11.

PSY 41 3 rec 3 cr
Psychology of Infancy and Childhood
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.

PSY 42 3 rec 3 cr
Psychology of Adolescence and Adulthood
Study of development from adolescence to adulthood with regard to implications for self-realization, love, marriage, vocational, 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.

PSY 43 3 rec 3 cr
Psychological Development During Maturity and Aging
Normal and abnormal psychological development during adulthood and old age. Emphasis on dynamics of the life cycle; theories of the mature personality; forces affecting continuing growth of the adult personality and intellect; biological, social and cultural determinants of aging, and influence of normal and abnormal aging processes on perception, psychomotor skills, learning, intelligence, and personality.
Prerequisite: PSY 11.

PSY 44 3 rec 3 cr
Psychology of Women
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.

PSY 45 3 rec 3 cr
Religion and the Psychology of Women
Prerequisite: PSY 11.

PSY 51 3 rec 3 cr
Principles of Group Dynamics
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.

PSY 52 3 rec 3 cr
Workshop in Group Dynamics: Leadership Training*

PSY 61 3 rec 3 cr
Laboratory in Group Experience for Applied Settings*

PSY 62 3 rec 3 cr
Workshop in Group Interaction: Personal Growth Group Settings*

PSY 71 3 rec 3 cr
Clinical Techniques of Assessment: The Interview
Interpersonal approach in assessing psychological problems of individuals and 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 3 rec 3 cr
Clinical Techniques of Assessment: Psychological Testing*

PSY 81 3 rec 6 hrs field work 3 cr
Field Work and Seminar in Psychology I
Supervised field work or independent research. Required seminar integrates practical experience with course work.
Prerequisite: 9 credits in the social sciences (Economics, Political Science, Psychology, Sociology) and/or permission of the department; 6 of these credits must be in Psychology.

PSY 82 3 rec 6 hrs field work 3 cr
Field Work and Seminar in Psychology II*

*Not offered on a regular basis. Course descriptions available upon request.
RADIOLOGIC TECHNOLOGY
Department of Physics

CLE 11 30 days 1 cr
Clinical Education I
Students function as learning members of the hospital’s radiology department. Experience in patient preparation, selection of proper technical factors, administration of ionizing radiation for diagnostic examination with appropriate radiation protection control. Close supervision to develop and evaluate students’ clinical skills. Film Evaluation included.
Prerequisites: BIO 23, CMS 11; corequisites: RAD 11, 12, 13, 14, 15.

CLE 21 30 days 1 cr
Clinical Education II
Continuation of Clinical Education I. Film Evaluation included.
Prerequisite: CLE 11.

CLE 31 48 days 1.5 cr
Clinical Education III
Continuation of Clinical Education II. Film Evaluation included.
Prerequisite: CLE 21.

CLE 41 30 days 1 cr
Clinical Education IV
Continuation of Clinical Education III. Film Evaluation included.
Prerequisite: CLE 31.

CLE 51 30 days 1 cr
Clinical Education V
Continuation of Clinical Education IV. Film Evaluation included.
Prerequisite: CLE 41.

CLE 61 48 days 1.5 cr
Clinical Education VI
Continuation of Clinical Education V. Film Evaluation included.
Prerequisite: CLE 51.

RAD 11 3 lect 2 lab 4 cr
Introduction to Radiologic Technology
Orientation course includes history of radiology: discovery and major advances; radiologic technology as a health profession specialty, including current educational patterns and professional organizations; history and organization of hospitals. Medical Ethics and Law: definition, scope and nature of moral, legal and professional ethics. Professional guidelines of confidentiality; interpersonal relationships and medicolegal considerations. Medical Terminology: study of written and spoken language of medicine. Common terms used in diagnostic radiology are emphasized. Patient Care for Radiologic Technology Students: basic concepts of patient care, including consideration for physical and psychological needs of the patient and family. Routine and emergency patient care procedures as well as infection control procedures and Universal Precautions. Role of radiographer in patient education will be discussed.
Prerequisite: Completion of Pre-RT Sequence.

RAD 12 1 lect 2 lab 2 cr
Radiographic Exposure I
Study of formation of the radiographic image with emphasis on production of quality radiographs. Topics include radiographic exposure factors: density, contrast, recorded detail and distortion; devices to improve radiographic quality such as grids, and pathology affecting radiographic exposure factors.
Prerequisite: MTH 06; corequisite: CLE 11.

RAD 13 1 lect 3 lab 2 cr
Radiographic Procedures I
Covers detailed information on various standard positions of structures and organs of the body; practical instruction and application in laboratory and clinical environment. Film Evaluation included.
Corequisites: CLE 11, RAD 11, 15.

RAD 14 2 lect 2 cr
Radiographic Processing
History and development of x-ray film and dark-room accessories; chemical constituents of processing solutions and their functions; theory of the photographic process; radiographic film artifacts and their causes.
Corequisite: RAD 12.

RAD 15 2 lect 2 cr
Topographic Anatomy I
Structure and function of human anatomy in all body planes with emphasis on the topographic mode. Film Evaluation included.
Prerequisite: BIO 23; corequisite: RAD 13.

RAD 22 1 lect 2 lab 2 cr
Radiographic Exposure II
Continuation of RAD 12. Examination of technique guides, technical conversions, AEC, contrast, recorded detail distortion and effects of pathology on technique.
Prerequisite: RAD 12; corequisite: CLE 21.

RAD 23 1 lect 3 lab 2 cr
Radiographic Procedures II
Continuation of RAD 13. More detailed and complex positions of the structures and organs of the body are included; film evaluation, practical instruction and application in the laboratory and clinical environment.
Prerequisites: RAD 12, 13, 14, 15; corequisite: RAD 25.

RAD 24 2 lect 2 cr
Radiation Protection
Enables student radiologic technologists to recognize the need for good radiation protection procedures which provide minimum exposure to patients and personnel. Topics include interactions of radiation with matter; units and measurement of radiation; maximum permissible dosages; methods for minimizing operator and patient exposure.
Prerequisite: RAD 11.

RAD 25 1 lect 1 cr
Topographic Anatomy II
Continuation of RAD 15. Structures and function of human anatomy in all body planes with emphasis on the skull and spine. Film Evaluation included.
Prerequisite: RAD 15; corequisite: BIO 24.
RAD 32 1 lect 2 lab 2 cr
Imaging Modalities
Study of various imaging systems and their application in radiography. Various recording media and techniques are discussed. Some imaging systems described are Mobile Units, Image Intensification, Video Tube and Recorders, CT, Digital Imaging, and MRI.
Prerequisites: RAD 22, 23, 25; corequisite: PHY 24.

RAD 33 1 lect 3 lab 2 cr
Radiographic Procedures III
Radiographic positioning of specialized procedures in radiography, the equipment, contrast media used and general indications for each examination. Digestive system; urinary system; female reproductive system; lymphatic system; myelography; cerebral angiography; interventional radiography; arthrography, and mammography will be discussed. Film Evaluation included.
Prerequisites: RAD 23, 25, CLE 21; corequisites: RAD 32, 34.

RAD 34 2 lect 2 cr
Radiographic Pathology
Survey of medical and surgical diseases to acquaint the student with changes caused by disease which relate to radiography. Emphasis on pathogenesis, signs, symptoms, diagnosis and treatment. Film Evaluation included.
Prerequisite: BIO 23, 24.

RAD 43 3 lab 1 cr
Quality Assurance
Topics include concepts of a quality assurance program, state and federal regulations, sensitometric monitoring, film-screen contact, protective device integrity, radiographic illuminators, kVp accuracy, timer accuracy and mAs reciprocity. Mammmography QA will be discussed.
Prerequisites: RAD 22, 32; corequisite: RAD 71.

RAD 71 2 lab 1 cr
Radiation Physics
Elements of atomic and nuclear physics, interaction of radiation with matter; radioactivity, half-life; elements of health physics.
Prerequisite: PHY 22 or PHY 24.

RAD 72 1 lect 1 cr
Senior Seminar
Review of material covered in the technical courses. Lectures amplify students' entry-level skills as a radiographer.
Prerequisite: Completion of all technical courses.

RDL 01 5 rec 0 cr
Basic Reading Skills
Individualized program in fundamental reading skills with emphasis on phonics and syllabication, word structure, and sentence and paragraph analysis on student's instructional level. Required for those students with a scaled score of 1-7 on the CUNY Reading Assessment Test.

RDL 02 5 rec 0 cr
Reading and Study Skills
Individualized program designed to develop reading and study skills necessary for success in college-level work. Vocabulary development, comprehension skills, textbook techniques, and library and research techniques.
Prerequisite: RDL 01 or a scaled score of 8-11 on the CUNY Reading Assessment Test.

RDL 05 3 rec 0 cr
Basic Reading for ESL Students
An introductory program designed to help beginning ESL students expand their reading knowledge of English through extensive and intensive reading practice. Development of techniques to facilitate comprehension of words, sentences, and paragraphs for increased reading speed and improved comprehension.
Prerequisite: Registration only by Department placement.

RDL 11 2 rec 2 cr
College Reading and Study Skills
Advanced course to increase proficiency in reading and study strategies. Student and instructor jointly develop an individual program based on the student's expressed interests and diagnosed needs. The program might focus on any combination of the following: rate of reading; test-taking techniques; reading in the content areas; textbook reading and study techniques; critical and interpretive reading. Required for students with a scaled score of 12 to 14 on the CUNY Reading Assessment Test.

RDL 21 3 rec 3 cr
Reading in the Sciences and Technologies
Advanced reading and study skills to obtain, utilize, and retain information from texts in the sciences and technologies. Application of scientific and technical vocabulary, critical and interpretive comprehension, and study and test taking skills will be related to students' curriculum needs and interest.
Prerequisite: RDL 02, if required.

RELIGION (see Philosophy)
Department of Social Sciences

SECRETARIAL STUDIES
Department of Secretarial and Office Information Systems

COM 31 3 rec 3 cr
Business Communications
Effective listening, reading, speaking, and writing in and for business, including composition at the electronic typewriter and computer of memoranda, letters and reports. Research is necessary for a term report.
Prerequisite: ENG 11, KEY 12; corequisite: KEY 13.

SEC 35 4 rec 2 cr
Medical Office Procedures and Management
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.
Prerequisite: WPR 11; KEY 13; corequisites: BIO 47, LAW 45.
Office Procedures
Prerequisite: COM 31, KEY 13.

School Records and Accounts
Responsibilities of the school secretary; preparation of accident reports, organization and payroll; records of school personnel; supplies and textbooks; accounts of school monies; school headquarters forms; filing.
Corequisite: ENG 02 or RDL 02 if required.

Educational Problems of School Secretaries I

Educational Problems of School Secretaries II
Corequisite: ENG 02 or RDL 02 if required.

SHORTHAND

Department of Secretarial and Office Information Systems

SHO 11
Shorthand I (Gregg)
Principles of shorthand theory and development of skill to take dictation of simple materials at a speed of 60 words per minute.
Corequisite: KEY 11.

SHO 12
Shorthand II (Gregg)
Dictation, including a systematic review of theory and expansion of vocabulary. Sustained dictation of business materials at a speed of 80 words per minute. Pre-transcription training.
Pre-requisites: SHO 11, KEY 11, corequisite: KEY 12.

SHO 13
Shorthand III (Gregg)

SHO 17
Shorthand III (Pitman)
Building extensive business vocabulary. Development of fluency in taking high-speed and sustained dictation at a speed of 100 words per minute. Transcription techniques.
Pre-requisites: SHO 12 or placement examination, KEY 12; corequisites: KEY 13 and ENG 11.

SHO 14
Shorthand IV (Gregg)

SHO 18
Shorthand IV (Pitman)

SHO 20
Alphabetic Shorthand I
One-semester course designed to teach theory of an alphabetic shorthand system and to develop a speed of 50-60 words per minute for notetaking applications.
Prerequisites: ENG 01; RDL 01 if required; corequisite: RDL 02 if required.

SHO 21
Alphabetic Shorthand II
Provides systematic review of alphabetic shorthand theory and concentrates on the development of increased writing speeds, expansion of vocabulary, and refinement of transcription skills. Writing speed of 80-80 words per minute will be attained.
Pre-requisites: SHO 20; corequisites: KEY 11 or equivalent skill.

SHO 31
Legal Shorthand I* (Gregg or Pitman)
Dictation and transcription of nonlitigation materials with attention to development of legal shorthand vocabulary. Speed of 100 words per minute.
Pre-requisites: SHO 12 or placement examination, KEY 12; corequisites: SHO 13 or 17, KEY 13, LAW 41 and LAW 47.

SHO 32
Legal Shorthand II** (Gregg or Pitman)
High-speed dictation and rapid transcription of litigation papers and materials—pleadings, orders, judgments, stipulation, ETBs, appeals. Speed of 120 words per minute.
Pre-requisites: KEY 13, SHO 31.

*Offered fall semester only.
**Offered spring semester only.
SOCIOLOGY
Department of Social Sciences

SOC 11  3 rec  3 cr
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.

SOC 31  3 rec  3 cr
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.

SOC 32  3 rec  3 cr
Sociology of the City*

SOC 33  3 rec  3 cr
Marriage and the Family
Introduction to the study of the family as a social institution. Evolution of the form and functions of the family and how its structure is shaped by forces in society. Significance of the family as a socialization agent, courtship and the romantic love complex, women's roles and changing family structure, minority culture families in American society and consideration of the future of the family. Prerequisite: SOC 11.

SOC 34  3 rec  3 cr
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.

SOC 35  3 rec  3 cr
Introduction to Social Work
Nature of social work and its functions; family casework, child welfare, psychiatric and medical social work, correctional services, public welfare and community welfare organizations. Prerequisite: SOC 11 or PSY 11 or permission of instructor.

SOC 36  3 rec  3 cr
Sociology of Women *

SOC 37  3 rec  3 cr
Class and Power in American Society*

SOC 38  3 rec  3 cr
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: POL 11 or SOC 11 or department permission.

SOC 81  3 rec  6 hrs field work  3 cr
Field Work and Seminar in Sociology*

SOC 92  3 rec  3 cr
Religion and Society*

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

SPANISH
Department of Modern Languages

SPN 11  4 rec  4 cr
Beginning Spanish I
Pronunciation; language structure; conversation and reading of simple texts; dictation. Audio laboratory practice.

SPN 12  4 rec  4 cr
Beginning Spanish II
Continuation of SPN 11. Language structure; conversation; reading of elementary literary texts; dictation. Prerequisite: SPN 11 or placement test.

SPN 13  4 rec  4 cr
Intermediate Spanish
Advanced language structures; conversation; reading, translation and discussion of modern texts; composition. Prerequisite: SPN 12 or placement test.

SPN 15  4 rec  4 cr
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.

SPN 16  4 rec  4 cr
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.

SPN 17  4 rec  4 cr
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 4 rec 4 cr  
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 4 rec 4 cr  
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 3 rec 3 cr  
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.

SPN 21 4 rec 4 cr  
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 4 rec 4 cr  
Latin-American Language and Culture  
Prerequisite: SPN 13 or 17 or placement test.

SPN 23 3 rec 3 cr  
19th-Century Spanish Literature: Romanticism and Realism*  

SPN 24 3 rec 3 cr  
Don Quijote and Other Cervantes Masterpieces  
Reading, discussion, analysis and written reports on selections from the original text. Selections form Cervantes' Novelas Ejemplares. Course conducted in Spanish.  
Prerequisite: SPN 13 or 17 or placement test.

SPN 25 3 rec 3 cr  
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 3 rec 3 cr  
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 4 rec 4 cr  
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 4 rec 4 cr  
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.

*Note offered on a regular basis. Course descriptions available upon request.

■ TAXATION  
Department of Business  

TAX 11 3 rec 3 cr  
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.
## WORD PROCESSING
Department of Secretarial and Office Information Systems

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WPR 11</strong>&lt;br&gt;Machine Transcription I</td>
<td>5 rec 3 cr</td>
<td>Development of the ability to operate and transcribe simple dictated material from transcription machines in preparation for employment as a machine transcriber. Minimum level of performance is 14 words per minute on mailable copy. Prequisite: KEY 11; corequisites: KEY 12, ENG 11.</td>
</tr>
<tr>
<td><strong>WPR 12</strong>&lt;br&gt;Machine Transcription II</td>
<td>5 rec 3 cr</td>
<td>Development of the ability to transcribe complex dictated material for extended time periods in preparation for employment as a correspondence secretary. Minimum level of performance is 20 words per minute on mailable copy. Prequisites: KEY 12, WPR 11 or SHO 12; corequisites: KEY 13.</td>
</tr>
<tr>
<td><strong>WPR 20</strong>&lt;br&gt;Introduction to Office Automation</td>
<td>3 rec 3 cr</td>
<td>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.</td>
</tr>
<tr>
<td><strong>WPR 21</strong>&lt;br&gt;Information Processing Applications and Administration</td>
<td>3 rec 3 cr</td>
<td>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. Prequisites or corequisites: KEY 13, WPR 11 or SHO 12.</td>
</tr>
<tr>
<td><strong>WPR 22</strong>&lt;br&gt;Information Processing Office Simulation</td>
<td>3 rec 3 cr</td>
<td>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. Prequisites: WPR 21, WPR 11 or SHO 12; corequisites: KEY 14, WPR 12.</td>
</tr>
<tr>
<td><strong>WPR 23</strong>&lt;br&gt;Supervision and Administration of Office Automation</td>
<td>3 rec 3 cr</td>
<td>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. Prequisite: WPR 20.</td>
</tr>
<tr>
<td><strong>WPR 24</strong>&lt;br&gt;Introduction to Desktop Publishing</td>
<td>3 rec 3 cr</td>
<td>Learn how to use a personal computer to produce professional quality business or personal documents with desktop publishing software. Understand concepts and practical applications of desktop publishing. Integrate text with graphic elements such as charts, graphs and tables to electronically produce flyers, reports, forms, price lists, letterheads, invitations and resumes. Hands-on training relating to input, composition, and output of finished documents. Prequisite: RDL 02, RDL 11, MTH 03, if necessary; ENG 11; KEY 10 or KEY 11 or permission of department; WPR 21 or WPR 31 or permission of department.</td>
</tr>
<tr>
<td><strong>WPR 25</strong>&lt;br&gt;Introduction to Desktop Publishing</td>
<td>3 rec 3 cr</td>
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</tr>
</tbody>
</table>
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B.E.E.E., M.E.E.E., The City College
Ph.D., The City University of New York

Marion L. Adeyandju, Assistant Professor, Student Development
A.B., Virginia State College;
M.A., Teachers College, Columbia University

Louis I. Alpert, Associate Professor, Mathematics and Computer Science
B.A., New York University;
M.S., Massachusetts Institute of Technology;
Ed.D., Fairleigh Dickinson University

Haron S. Andima, Professor, Business
B.A., Hunter College; M.S., New York University

Jan D. Asch, Lecturer, Student Development
B.A., Antioch College

Lois Augustus, Assistant Professor, Nursing
B.S., Wagner College; M.A., New York University

Joseph B. Bacote, Assistant Professor, Student Development
B.A., Clark College;
M.A., Teachers College, Columbia University;
M.S.W., Fordham University

Howard Balter, Professor, Biology and Medical Laboratory Technology
B.S., Queens College; M.S., Adelphi University;
Ph.D., New York University

Carol M. Banks, Executive Assistant to the President for Policy and Planning; Higher Education Associate
B.A., University of California;
M.A., California State University

Fred Barillaro, Operations Manager, Computer Center; Higher Education Associate
B.A., New York University

Robert A. Barnette, Affirmative Action/Title IX and Section 504 Coordinator; Assistant Professor, Student Development
B.S., Howard University;
M.A., Ed.M., Teachers College, Columbia University

Ruth G. Bass, Professor, Music and Art (Art)
B.A., Radcliffe College;
M.A., Ph.D., New York University

Madeline Bates, Associate Professor, Mathematics and Computer Science
B.A., University of Michigan;
M.A., Ph.D., Columbia University

Michael E. Bennett, Assistant Professor, Mathematics and Computer Science
B.S., The City College; M.S., New York University

Kathleen Berger, Associate Professor, Social Sciences
B.A., Radcliffe College; M.A.T., Harvard University;
M.S., Ph.D., Yeshiva University

Rita Berkowitz, Financial Aid Input Coordinator; Assistant to Higher Education Officer

Gurcharan Singh Bhalla, Professor, Mathematics and Computer Science
B.A., M.A., Punjab University (India);
Ed.D., Columbia University

Norman Bindler, Professor, History
B.A., M.A., University of Michigan;
M.A., Columbia University; Ph.D., New York University

David Blot, Assistant Professor, Special Educational Services
B.A., Catholic University;
M.A., Teachers College, Columbia University
Ph.D., Fordham University

Vincent F. Bonelli, Professor, History
B.A., M.A., New York University;
Ph.D., Fordham University

Anna M. Brown, Research Analyst; Assistant to Higher Education Officer, Student Development
A.A.S., Bronx Community College;
B.A., Baruch College

Francis R. Buianoukas, Professor, Mathematics and Computer Science
B.S., C.W. Post College; M.S., Long Island University;
Ph.D., State University at Stony Brook

Richard Cacciato, Assistant to Director of Safety and Security; Higher Education Aide

Evangelina Caliandro, Lecturer, Special Educational Services
B.A., Douglass College;
M.A., Teachers College, Columbia University

James Campbell, Director of Campus Services; Higher Education Assistant

Raymond Canals, Assistant Professor, Business
B.B.A., Iona College;
J.D., New York Law School

Alba Cancetti, Admissions Officer; Higher Education Assistant
B.A., Hunter College

Donald P. Cancienne, Dean of Administration; Higher Education Officer
B.A., Mary Immaculate College;
M.A., Ph.D., Laval University

Neoline A. Canton, Assistant Professor, Music and Art (Music)
B.A., New York College of Music;
M.A., The City College

Donald J. Canty, Professor, Communication Arts and Sciences
B.A., Adelphi University;
M.A., University of Missouri;
M.A., Teachers College, Columbia University

Valerie G. Capers, Department Chairperson, Professor, Music and Art (Music)
B.S., M.S., Juilliard College of Music

Cecelia Carew-Joyner, Assistant Professor, Nursing
B.S., Hunter College;
M.A., New York University

Benjamin Carney, Assistant Professor, Communication Arts and Sciences
B.A., Southwest Missouri State University;
M.A., University of Arkansas;
Ph.D., University of Missouri

Barbara Cash, Assistant Business Manager/Bursar
B.A., College of New Rochelle

Ivan Cepeda, Fixed Assets Manager; Assistant to Higher Education Officer
Lawrence Cheatham, Assistant Director, Safety and Security; Assistant to Higher Education Officer

Ju Won Choi, Assistant to Higher Education Officer, Continuing Education
B.A., Dukusng Women's College; M.A., Ed.D., Columbia University, Teachers College

Oliver Civetta, Assistant Business Manager
B.B.A., M.B.A., Baruch College

Betty Coa1mon, Lecturer, Nursing
B.S.N., Lehman College; M.Ed., Teachers College, Columbia University

Jesus Cofresi, Duplicating Service Specialist; Higher Education Aide

Gus Constantine, Associate Professor, Health and Physical Education
B.S., M.A., New York University

Leo A. Corbie, Acting President of the College
B.A., Central State College (Wilberforce, Ohio); M.S.W., Fordham University; D.S.W., Columbia University

Jeanette Cordero, Assistant to Higher Education Officer, Financial Aid
B.A., Lehman College

Francis C. Costello, Department Chairperson, Professor, Biology and Medical Laboratory Technology; Coordinator of Evening Office
B.S., M.S., Fordham University

Marsha Z. Cummins, Professor, English
B.A., Wayne State University; M.A., University of Michigan; Ph.D., University of Maryland

C. Livingston Daley, Associate Professor, Social Sciences (Sociology)
B.A., The City College; M.A., New York University; Ph.D., Graduate Center, City University of New York

Catherine D'Amico, Assistant Professor, Nursing
B.S., M.S.N., Hunter College

David M. Davidson, Professor, Special Educational Services
B.A., Queens College; M.A.; Ph.D., New York University

John W. Davis, Jr., Professor
Biology and Medical Laboratory Technology
B.S., University of Notre Dame; M.S., Ph.D., St. John's University

LaFredia Davis, Associate Professor, Student Development
A.B., Bennett College; M.S.W., New York University

Louis A. DeAcetis, Professor, Physics
B.S., Queens College; M.S., New York University; Ph.D., City University of New York

Ingrid M. DeCicco, Professor, Health and Physical Education
B.S., The City College; M.S., Hunter College; Ed.D., Teachers College, Columbia University

James DeMetro, Assistant Professor, English
B.A., M.A., New York University

Samarro Deonarine, Associate Professor, Physics
B.S., M.S., University of the West Indies (Trinidad); Ph.D., The City College

Geraldyn P. Diallo, Associate Professor, History
B.A., M.A., Hunter College; M.Phil., Ph.D., Graduate Center, City University of New York

A. Martin Diehl, Assistant Professor, Communication Arts and Sciences
B.A., M.A., New York University

Frank P. Donnangelo, Professor, Student Development
B.S., M.S., Fordham University; Ed.D., New York University

Richard A. Donovan, Professor, English
A.B., M.A., University of Notre Dame; Ph.D., University of Minnesota

Irene R. Dutra, Lecturer, Special Educational Services
B.S., M.S., Georgetown University

Ulla E. Dydo, Professor, English
B.A., University of Zurich; B.A., University College (London); M.A., Bryn Mawr College; Ph.D., University of Wisconsin

Bernard Eisenberg, Professor, History
B.A., The City College; M.A., Ph.D., Columbia University

Rebecca Encarnacion, Assistant to Higher Education Officer, Financial Aid
A.A.S., Bronx Community College; B.A., M.A., Lehman College

Harvey Erdsneeker, Registrar
B.S. in Ed., M.S. in Ed., The City College; M.B.A., Iona College

Blanche Ettinger, Professor, Secretarial and Office Information Systems
B.A., M.S., Hunter College; Ed.D., New York University

Sylvia Eversole, Assistant Professor, Music and Art (Music)
B.M., M.M., Conservatory of Music of Cincinnati; Ph.D., City University of New York

James A. Fahey, Professor, Chemistry and Chemical Technology
A.A.S., Bronx Community College; B.S., Parsons College; Ph.D., University of Tennessee

Martin Fein, Associate Professor, Biology and Medical Laboratory Technology
B.A., M.S., Hunter College; Ph.D., City University of New York

Laraine A. Fergenson, Professor, English
B.A., Smith College; M.A.; Ph.D., Columbia University

Paul B. Fisher, Professor, Biology and Medical Laboratory Technology
B.A., Hunter College; M.A., Lehman College; M.Phil., Ph.D., Rutgers University

Kenneth Fogarty, Assistant Professor, Mathematics and Computer Science
B.A., Hunter College; M.S., New York University

Francis Ford, Professor, Biology and Medical Laboratory Technology
B.A., St. Joseph's Seminary and College; M.S., Ph.D., Fordham University
Susan L. Forman, Professor, Mathematics and Computer Science
B.A., State University at Albany; M.A., Ph.D., Columbia University

Verda Foster, Assistant Professor, Nursing
B.S., Atlantic Union College; M.A., Lorna Linda University; M.S.N., State University at Stony Brook

Mortimer H. Frank, Professor, English
B.A., M.A., Ph.D., New York University

Frances Francabandera, Associate Professor, Nursing
B.S.N., Dominican College
M.A., Ed.D., Teachers College, Columbia University;

Stanley Friedlander, Associate Professor, Mathematics and Computer Science
B.S., The City College; M.S., Ph.D., New York University

Gerald Frisby, Higher Education Officer, Student Development
B.A., Morgan State University; M.A., New York University

Henry Frisz, Professor, Mathematics and Computer Science
A.A.S., Bronx Community College; B.A., Hunter College; M.S., M.A., Queens College; Ed.D., Teachers College, Columbia University

Howard Fuld, Professor, Biology and Medical Laboratory Technology
B.S., M.A., The City College; Ph.D., New York University

Alice P. Fuller, Associate Dean of Academic Affairs
B.S., Simmons College; M.S., Boston University; Ed.D., Teachers College, Columbia University

Arthur L. Galub, Professor, Social Sciences
B.A., M.A., Ph.D., Columbia University; L.L.B., Yale University

Donna Genova, Associate Professor, Health and Physical Education
B.A., Queens College; M.A., Indiana University
Ed.D., Fordham University

Imran Ghafoor, Associate Professor, Business
B.S., University of Engineering & Technology (Lahore, Pakistan); M.S., Columbia University

Frank Giglio, Duplicating Machine Specialist; Assistant to Higher Education Officer

Michael Gillespie, Associate Professor, Special Educational Services
A.B., M.A.T., Brown University; M.A., Ed.D., Teachers College, Columbia University

Michael Glass, Associate Professor, Mathematics and Computer Science
B.E.S., M.S., Ph.D., New York University

Allan C. Glasser, Associate Registrar
A.A., Bronx Community College; A.B., Hunter College; M.A., New York University

Germana Glier, Assistant Professor, Mathematics and Computer Science
B.A., M.A., Hunter College

Norman Gore, Professor, Mathematics and Computer Science
B.A., M.A., Ph.D., New York University

John P. Gorham, Professor, Business
B.B.A., Manhattan College; M.A., The City College; M.B.A., Ph.D., New York University

Lydia Gorycki, Assistant Professor, Modern Languages
B.A., The City College; M.A., University of Michigan

J.E. Roland Gosselin, Assistant Professor, English
A.B., A.B., Ansem College; M.A., Columbia University

Theodore Gottesman, Associate Director of Financial Aid; Higher Education Associate
B.A., The City College; M.S., Bernard M. Baruch College

Dolores Gracias, Associate Professor, Chemistry and Chemical Technology
Licenciatura, University of Madrid; M.S., University of Cincinnati; Doctorado, University of Madrid

Jo-Ann C. Graham, Department Chairperson, Professor, Communication Arts and Sciences
B.S., M.A., Ph.D., New York University

Deborah Gray, Assistant Professor, Nursing
A.A.S., Bronx Community College; B.S., The City College; M.A., New York University

Samuel Greenspan, Lecturer, Mathematics and Computer Science
B.S., The City College; M.S., New York University

Joanetta E. Grier, Assistant Professor, Student Development
B.A., Wilberforce University; M.S., State University at Buffalo

Neil Grill, Department Chairperson, Professor, English
B.A., The City College; M.A., Ph.D., New York University

Jacqueline Gutwirth, Assistant Professor, History
B.A., The City College; M.A., Columbia University; Ph.D., New York University

Francis E. Haase, Assistant Professor, Biology and Medical Laboratory Technology
B.S., M.S., Ph.D., St. John's University

N. John Hall, CUNY Distinguished Professor, English
B.A., M.A., Seton Hall University; S.T.B., Catholic University; Ph.D., New York University

John C. Hamel, Associate Professor, Music and Art (Music)
B.S., M.Ed., Temple University

Antonette Hammond, Work Study Officer; Assistant to Higher Education Officer
B.A., John Jay College

Howard S. Harris, Department Chairperson, Associate Professor, Social Sciences
B.A., The City College; M.A., New School for Social Research

John J. Hayde, Associate Professor, Biology and Medical Laboratory Technology
B.S., Manhattan College; M.S., Fordham University
Henry Hermo, Professor, Biology and Medical Laboratory Technology B.S., Fairleigh Dickinson University; M.A., Montclair State College; Dr.P.H., Columbia University

Peter I. Hoberman, Director of Academic Computing; Higher Education Officer B.A., Harpur College; M.S.; Florida State University; M.A., Teachers College, Columbia University

Sharlene Hoberman, Public Information Officer; Higher Education Associate B.A., University of Miami

Charlotte M. Honda, Associate Professor, Health and Physical Education B.A., Ohio State University; M.Ed., Wayne State University

Andre Hurni, Campus Facilities and Planning Officer; Higher Education Officer B.S., Gymnasium Bern (Switzerland); M.A., Swiss Federal Institute of Technology (Zurich); M.A., New School for Social Research

Judy Hwa, Applications Programmer; Assistant to Higher Education Officer B.S., National Tsing-Hua University (China); M.S., Ohio State University

William P. Hynes, Department Chairperson, Professor, Business B.S., M.B.A., New York University; C.P.A., State of New York

Howard Irby, Department Chairperson, Associate Professor, Special Educational Services B.S., Tuskegee Institute; M.A., Teachers College, Columbia University; Ed.D., University of Massachusetts

Vivian Jackson, Lecturer, Special Educational Services B.A., Hunter College; M.A., Columbia University, Teachers College

Clinton Jeffrey, Higher Education Assistant B.S., Long Island University; M.P.A., John Jay College of Criminal Justice

Joanne Juechter, Professor, Health and Physical Education B.S., Boston University; M.A., Ed.M., Ed.D., Teachers College, Columbia University

Chandrakanta Jugmohan, Programming Systems Librarian; Assistant to Higher Education Officer B.S., Hunter College

Bertram Kabak, Professor, Mathematics and Computer Science B.S., The City College; M.A., Ph.D., Yeshiva University

Michael J. Kanuck, Associate Professor, Biology and Medical Laboratory Technology B.A., Adelphi College; M.S., Ph.D., Fordham University

Maria Kassab, Lecturer, Secretarial and Office Information Systems B.S., St. Thomas Aquinas College; M.S., Hunter College

Jane Katz, Professor, Health and Physical Education B.S., The City College; M.A., New York University; M.Ed., Ed.D., Teachers College, Columbia University

Ann C. Kelemen, Assistant Professor, Health and Physical Education B.S., The City College; M.A., Columbia University; M.S., Hunter College

Hazel Kendall, Special Projects Coordinator, Continuing Education; Higher Education Aide B.S., University of Guyana

Evelyn Rubio Kish, Associate Dean of Students; Assistant Professor, Student Development B.S., University of Santo Tomas (Manila); M.A., Teachers College, Columbia University

Estelle Kissel, Lecturer, Music and Art (Music) B.S., Hunter College; M.L.S., Queens College

Vincent A. Kissel, Professor, Biology and Medical Laboratory Technology B.A., Hunter College; M.S., Lehman College; Ph.D., St. John's University

Paul Klareich, Assistant Professor, Mathematics and Computer Science S.B., Massachusetts Institute of Technology; M.A., The City College

Theresa S. Kubis, Assistant Professor, English B.A., College of New Rochelle; M.A.; Ph.D., Columbia University

Doreen LaBlanc, Associate Professor, Secretarial and Office Information Systems A.B., Berkshire Community College; B.B.A., Pace University; M.A., New York University

Akhil Lal, Lecturer, Physics B.S., Indian Institute (Khoragpur, India); M.A., Yeshiva University

Paul Joseph Lalli, Associate Professor, Modern Languages (Italian, Spanish) B.A., The City College; M.A., Columbia University

Patricia R. Lanier, Associate Professor, Special Educational Services B.A., University of Pennsylvania; M.A., New York University; M.S., Ed.D., Yeshiva University

George J. Lankevich, Professor, History B.S.S., Fordham University; M.A., Ph.D., Columbia University

Gerald Lebowitz, Assistant Professor, English B.A., Columbia University; M.S., Yeshiva University

Rudean Harris Leinaeng, Professor, Chemistry and Chemical Technology B.A., Hunter College; M.A., New York University

Shelley B. Levy, Director of Personnel Services; Higher Education Officer B.A., M.S., The City College

Robert J. Lewis, Associate Registrar B.B.A., M.S., The City College

Gerald S. Lieblich, Department Chairperson, Professor, Mathematics and Computer Science B.A., Brooklyn College; M.S., Yeshiva University; Ph.D., New York University.
Daniel K. Lowenthal, Assistant Professor, English
B.S., M.S., Columbia University

Dolores R. Magnotta, Community Relations; Assistant to Higher Education Officer
B.A., Brooklyn College; M.A., Ph.D., New York University

Bernard Mandelbaum, Professor, English
B.A., Brooklyn College; M.A., Ph.D., New York University

Ramona Matos, Professor, Health and Physical Education
B.S., M.A., Ed.D., Teachers College, Columbia University

Alfred M. May, Assistant Registrar
B.A., Rutgers University

Neil McLaughlin, Professor, Engineering Technologies
B.E.E., The City College; M.E.E., New York University; P.E., State of New York

Walter C. Merrigan, Associate Professor, Student Development
B.S., M.A., M.S.W., New York University

Richard A. Miller, Assistant Professor, Mathematics and Computer Science
A.B., Columbia University; M.S., New York University

Russell Miller, Assistant Professor, Chemistry and Chemical Technology
B.S., Fordham University; M.S., Cornell University

Jennifer Mlslck, Assistant Professor, Student Development, Coordinator of Student Activities
B.S., Florida A&M University; M.S., Ph.D., Florida State University

Maher Mobasher, Business Manager/ Budget Officer; Higher Education Associate
B.A., Ein Shams University (Zasazis, Egypt); M.S., Long Island University

Jalil Moghaddasi, Assistant Professor, Engineering Technologies
B.E., M.E., E.E., The City College; Ph.D., City University of New York

Joan Moody, Transfer Officer; Higher Education Assistant
B.A., M.S., The City College

John Morales, Assistant Professor, Business
A.A.S., Bronx Community College; B.B.A., M.B.A., Bernard M. Baruch College
C.P.A., State of New York

Peter Morrill, Associate Professor, Social Sciences
B.A., Trinity College; Ph.D., New York University

Marie-Louise Nickerson, Professor, English
B.A., Bryn Mawr; M.A., Ph.D., Columbia University

Stephen Paul O'Neill, Associate Professor, Special Educational Services
B.A., Catholic University; M.S., Fordham University; M.A., New York University; M.A., Manhattan College; Ed.D., Nova University

Maureen B. O'Riordan, Professor, Business
B.Sc., London School of Economics; M.B.A., New York University; C.P.A., State of New York

Joseph M. O'Sullivan, Associate Professor, Mathematics and Computer Science
B.E.E., Manhattan College; M.S., Ph.D., Adelphi University

Eugene L. Passer, Professor, Chemistry and Chemical Technology
B.S., Brooklyn College; M.S., New York University; Ph.D., Fordham University

Alvin J. Paullay, Professor, Mathematics and Computer Science
B.C.E., The City College; M.S., Columbia University; Ph.D., Polytechnic Institute of Brooklyn; P.E., State of New York

Luis L. Pinto, Department Chairperson, Assistant Professor, Modern Languages
B.A.S.S., The City College; M.A., New York University

Carl J. Połowczyk, Dean of Academic Affairs, Professor, Chemistry and Chemical Technology
B.S., The City College; M.S., Ph.D., New York University

Allen Pomerantz, Professor, Modern Languages
B.A., Brooklyn College; M.A., University of Wisconsin; M.Phil., Ph.D., New York University

Mary Portalatin, Coordinator of Adult and Continuing Education; Higher Education Assistant
B.A., M.A., New York University

L. Laurence Powell, Jr., Associate Professor, Communication Arts and Sciences
B.S., A.B., Eastern Kentucky University; M.A., Ph.D., Bowling Green University

Jack I. Prince, Department Chairperson, Professor, Physics
B.A., Yeshiva University; M.S., Ph.D., New York University

Amado Puente, Hardware Technician; Assistant to Higher Education Officer
A.A.S., Bronx Community College

Martin J. Pulver, Professor, Chemistry and Chemical Technology
B.S., Ch.E., The City College; M.S., Ch.E., Newark College of Engineering; P.E., State of New York

Rosemary A. Quinn, Department Chairperson, Professor, Secretarial and Office Information Services
B.A., Hunter College; M.B.A., Bernard M. Baruch College; M.A., Ph.D., The City University of New York

Augusto Quinones, Special Assistant to the Provost, Office Information Services
B.S., State University of New York; M.S. in Ed., Bernard M. Baruch College

Phyllis J. Read, Associate Professor, English
B.A., University of Kentucky; M.A., Trinity College

Joe Louis Rempson, Dean of Students; Professor
Special Educational Services
B.S., M.S., State University of Buffalo; Ed.D., Teachers College, Columbia University

Angel Resto, Lecturer, Modern Languages
A.A., Bronx Community College; B.A., The City College; M.A., Teachers College, Columbia University

Lorraine Rice, Lecturer
Biology and Medical Laboratory Technology
B.S., Marymount College; M.S., Fordham University
Hope B. Richardson, Associate Professor, Special Educational Services  
B.S., The City College;  
M.S., Teachers College, Columbia University;  
M.A., Ed.D., Yeshiva University

Joseph G. Riley, Department Chairperson, Professor, Chemistry and Chemical Technology  
B.S., North Carolina College;  
M.A., Columbia University

Nancy K. Ritze, Executive Assistant to the President; Director of Institutional Research; Higher Education Officer  
B.A., M.S., Syracuse University

Herbert L. Robbins, Professor, Social Sciences (Psychology)  
B.A., M.A., The City College;  
Ph.D., New York University

Naomi Roberts, Assistant Professor, Nursing  
B.S., M.S.N, Hunter College

Esther S. Rolnick, Associate Professor, Social Sciences (Psychology)  
B.S., M.S., Brooklyn College;  
M.S., Ph.D., Yeshiva University

Morton Rosenstock, Department Chairperson, Professor, Library and Learning Resources  
B.A., Harvard University;  
M.A., M.S. in L.S., Columbia University

Arcadia Ruiz, Lecturer, Student Development  
A.A.S., Bronx Community College;  
B.S., M.S., Lehman College

Marilyn Russell, Lecturer, Student Development  
A.A., Bronx Community College;  
B.S., M.A., Lehman College

James D. Ryan, Department Chairperson, Professor, History  
B.A., St. Bonaventure University;  
M.S., Canisius College; Ph.D., New York University

Samir Saddawi, Lecturer, Engineering Technologies  
M.Sc., Odessa Polytechnic Institute (Ukraine);  
M.S.E.E., Manchester University (UK)

Nahma E. Sandrow, Professor, English  
B.A., Bryn Mawr College; D.F.A., Yale University

Emilio D. Santa Rita, Jr., Associate Professor, Student Development  
A.B., M.A., Ateneo de Manila;  
Ed.D., Columbia University

Wanda Santiago, Assistant to Director of Academic Computing; Higher Education Aide  
A.A.S., Bronx Community College

Carin Savage, Director of Continuing Education, Grants and Development/Grants Officer; Higher Education Officer  
B.A., State University at Oneonta

Peter W. Schira, Associate Professor, Music and Art (Art)  
A.S., New York City Community College;  
B.F.A., Pratt Institute; M.F.A., Brooklyn College

Edith Schor, Professor, English  
B.A., Hunter College; M.A., Middlebury College;  
M.A., New York University;  
Ph.D., Columbia University

Samuel Schwartz, Professor, Health and Physical Education  
B.A., Panzer School; M.E., Ed.D., Temple University

Vickie Shankman, Assistant to Bursar for Financial Aid; Assistant to Higher Education Officer

Frank Sharpe, Jr., Lecturer, Music and Art (Art)  
B.A., Benedict College; M.S., Pratt Institute

Harriet Shenkman, Professor, Special Educational Services  
B.A., Brooklyn College;  
M.Ed., Duke University; Ph.D., Fordham University

Michele Siegel, Assistant Registrar  
B.A., M.A., Lehman College

Jerry G. Simotas, Director of Computer Services; Higher Education Officer  
B.A., New York University; M.A., Fordham University

Henry A. Skinner, Assistant Professor, Health and Physical Education  
A.A., Bronx Community College;  
B.S., The City College;  
M.A., Teachers College, Columbia University

Juliann V. Skurdenis, Associate Professor, Library and Learning Resources  
A.B., College of New Rochelle;  
M.S., Columbia University; M.A., Hunter College

Mattie Y. Slates, Assistant Director of Personnel, A.A., Bronx Community College;  
B.A., M.S., Lehman College

Jessie Small, Assistant to Director of Safety and Security; Higher Education Aide

Ann C. Smith, Department Chairperson, Associate Professor, Nursing  
B.S., M.A., New York University;  
M.A., New School for Social Research;  
M.S.N., Hunter College

Marie Smith, Assistant Professor, Nursing  
B.S.N., Fairleigh Dickinson University;  
M.S., New York University

Agnes Sobieraj, Associate Professor, Biology and Medical Laboratory Technology  
B.S., Good Counsel College; M.A., Hunter College;  
D.C., New York Chiropractic College

Jeffrey Spielberger, Assistant Professor, English  
B.A., Queens College; M.A., University of Connecticut

Louise Squiteri, Professor, Biology and Medical Laboratory Technology  
B.S., Mercy College;  
M.A.T., Fairleigh Dickinson University;  
Ph.D., St. John's University

Frank B. Stabile, Assistant Professor, Modern Languages (Italian, Spanish)  
B.A., Queens College; M.A., St. John's University

Barry Stein, Assistant Professor, Mathematics and Computer Science  
B.A., University of Wisconsin;  
A.M., Harvard University; M.S., New York University

Herman Stein, Professor, Chemistry and Chemical Technology  
B.S., The City College; M.A., Brooklyn College
Michele Stern, Department Chairperson, Associate Professor, Health and Physical Education
A.A., Staten Island Community College; B.S., Hunter College; M.S., Brooklyn College; M.Ed., Teachers College, Columbia University

H. Reid Strieby, Assistant Professor, Social Sciences
B.A., Bradley University; M.A., University of Chicago; Ph.D., Fielding Institute

Jacinto E. Suarez, Associate Professor, Business
B.A., Alabama College; M.B.A., St. John's University; M.A., Ph.D., New York University

Lucindo Suarez, Assistant Professor, Business
B.A., Fordham University; J.D., University of Pennsylvania

Byron K. Taylor, Director of Financial Aid; Higher Education Associate
A.A.S., Bronx Community College; B.A., Herbert H. Lehman College; M.S., Bernard M. Baruch College

Ismay V. Taylor, Lecturer, Modern Languages
B.A., University of Puerto Rico; M.A., Teachers College, Columbia University

Major E. Thomas, Jr., Dean of Continuing Education, Grants and Development; Higher Education Officer
B.S., M.S., Wayne State University; M.A., Teachers College, Columbia University

Ronald F. Thomas, Professor, Biology and Medical Laboratory Technology
B.S., St. Francis College; Ph.D., New York University

Robert M. Thompson, Assistant Director, Safety and Security; Assistant to Higher Education Officer
B.S., New York Institute of Technology

Regina M. Tobin, Associate Registrar
B.A., Mercy College; M.B.A., Iona College

Joseph Todaro, Lecturer, Special Educational Services
B.A., Pace University; M.Ed., University of Massachusetts

James Trent, Instructor, Mathematics and Computer Science
B.A., Columbia University

Umberto Trentin, Assistant to Higher Education Officer, Technical Service Unit

Susanne Turk, Assistant Registrar, A.B., University of Pennsylvania; M.A., New York University

Richard Vamos, Coordinator of Skills Assessment; Higher Education Assistant
B.A., M.A., Fordham University

David A. Walker, Director of Safety and Security; Higher Education Associate
B.A., John Jay College of Criminal Justice

Merlin F. Walwyn, Assistant Professor, Business
B.S., Oakwood College; M.B.A., Long Island University

Marva Watford, Lecturer, Nursing
B.S., Hunter College; M.A., New York University

Henry Weiman, Associate Professor, Business
B.B.A., M.B.A., The City College

Mitchell M. Wenzel, Professor, Health and Physical Education
B.S., M.S., The City College; M.S., Teachers College, Columbia University

John J. Whelan, Associate Professor, Health and Physical Education
B.S., The City College; M.A., New York University

Henrietta Whitcomb, Assistant Professor, Student Development
B.A., University of California at Berkeley; M.S., Columbia University

Carol White, Special Assistant to the President for Public Affairs; Higher Education Officer
B.A., Boston University; M.A., M.Ed., Teachers College, Columbia University

Salomon Wilkofsky, Assistant Professor, Modern Languages (Spanish)
B.A., The City College; M.A., Columbia University

Marc V. Williams, Purchasing Agent
B.S., Mercy College

Barbara T. Wilson, Lecturer, Special Educational Services
B.S., National College of Education; M.S., The City College

Hans Winterfeldt, Professor, Modern Languages (German, Spanish)
B.A., The City College; Ph.D., New York University

Bernard L. Wittlieb, Professor, English
B.A., The City College; M.A., Ph.D., New York University

Frank V. Wong, Associate Dean of Administration, Associate Professor, Health and Physical Education
B.S., M.S., The City College

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
COLLEGE LABORATORY TECHNICIANS

Rudolph Arroyo, Senior College Laboratory Technician, Physics
A.A.S., Bronx Community College; B.E.M.E., The City College

Joseph Bosso, College Laboratory Technician, Engineering Technologies

Joseph Cagner, Senior College Laboratory Technician, Chemistry
A.A.S., Bronx Community College

Frances Caruso-Haralam, Senior College Laboratory Technician, Biology
A.A.S., Bronx Community College

Adolfo DeJesus, College Laboratory Technician, Health and Physical Education
B.S., Lehman College

Arthur DeMatteo, Senior College Laboratory Technician, Audiovisual Services
B.A., Fairleigh Dickinson University

Richard Fusci, College Laboratory Technician, Technical Service Unit

Garamtie Garafolou, College Laboratory Technician, Nursing

Ann McPartlin, College Laboratory Technician, Secretarial Studies

Alice Netburn, College Laboratory Technician, Chemistry

George Rittle, College Laboratory Technician, Academic Affairs

Angelina Solim, Senior College Laboratory Technician, Biology
A.A.S., Bronx Community College

Leonard S. Silverman, College Laboratory Technician, Audiovisual Services

Neville Trotman, College Laboratory Technician, Engineering Technologies

PROFESSORS EMERITI

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Irwin Berger, Ph.D., English
Phyllis B. Berger, M.E., Engineering Technologies
Arthur F. Beringause, Ph.D., English
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June M. Buckley, M.A., Chemistry and Chemical Technology
Robert L. Clarke, M.S., Chemistry and Chemical Technology
Bernard R. Corbman, Ed.D., Business
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Gloria L. Hobbs, Ph.D., Modern Languages
Arthur Hirschfield, M.S., Business
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Helen Jick, Ed.D., Mathematics
Erwin Just, Ph.D., Mathematics
Violet Katz, Ed.D., Nursing
Richard M. Kor, M.S., M.A., Health and Physical Education
Lillian C. Koval, Ph.D., Social Sciences
Stella Lawrence-Daniels, M.E.E., M.S., Engineering Technologies
Arlene L. Levey, M.A., Nursing
Leo Lieberman, Ph.D., English
Carol Lofts, M.A., Nursing
Richard L. Loughlin, Ph.D., English
Jacqueline Gardiner-Lourin, M.A., Nursing
Donald F. McCulloch, Ph.D., Modern Languages
Daniel S. McGrath, Jr., M.A., Health and Physical Education
Vera F. Minkin, Ph.D., Student Development
Teta Moehs, Ph.D., History
Charles R. Monticone, Ph.D., Modern Languages
Gabriel Motola, Ph.D., English
Annette A. Peretz, M.S., Library and Learning Resources
Avis Pitman, M.A., Nursing
Burton A. Pollin, Ph.D., English
Kathleen J. Prestwidge, Ph.D., Biology and Medical Laboratory Technology
Samuel Ress, J.D., Business
Oleg M. Rodzianko, M.S., Engineering Technologies
Irwin Ronson, Ph.D., Communication Arts and Sciences
Paul Rosenfeld, M.A., Music
Marvin Salzberg, D.M.A., Music
Cari J. Saueracker, M.A., Student Development
Norman Schaumberger, Ed.D., Mathematics
Meyer Shopkow, M.S., M.B.A., Business
Louis F. Simon, M.M., Music
Wallace Sokolsky, M.A., History
Minerva Sterglanopoulos, M.A., Communication Arts and Sciences
Manuel Stillerman, Ph.D., Engineering Technologies
Kazuyu Takel, M.Ed., Secretarial and Office Information Systems
Edwin Terry, Ph.D., Library and Learning Resources
Clement M. Thompson, Ph.D., Student Development
Miroslav M. Todorovich, M.A., Physics
Jacob Twersky, Ph.D., History
Joseph W. Wieczersak, Ph.D., History
CONTINUING EDUCATION AND COMMUNITY SERVICES

Dean of Continuing Education, Grants and Development: Mr. Major E. Thomas, Jr.
Associate Director: Ms. Carin Savage

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 Learning Center (Ms. Blanche Kellawon, Director)—instructional support services for students in the Literacy GED/ESL Program.

ACCESS/CASSET (Ms. Jean Napper, Director)—group career counseling, vocational assessment, education and training referral, child care referral, career exploration and case management.

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 Career Counseling (Ms. Blanche Kellawon, Director)—provides group seminars using New York State model for students in the ABE/ESL/GED programs.

Adult Education Courses (Ms. Mery Portalatin, Director)—short-term, non-credit courses that provide academic and vocational upgrading, and recreational and leisure time activities training.

BEGIN Language Program (Ms. Blanche Kellawon, Director)—intensive ESL and job readiness classes for students referred by the Human Resources Administration.

Business & 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. Blanche Kellawon, Director)—a free high school equivalency preparation program for high school dropouts, 17 years of age or older.

Career Directions for Displaced Homemakers (Ms. Olga Martinez, 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.
Cityworks (Dr. Ju Won Choi, Director) — enterprise development program to provide neighborhood youth, ages 18 to 24, with basic skills instruction and occupational training in two tracks, Child Care and Small Business Apprenticeship Training.

CUNY Prep (Ms. Blanche Kellawon, Director) — academic upgrading classes designed for City Volunteer Corps members.

Drinking Driver Program (Mr. Ralph Kressel, 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 (EOC) (Dr. George Sanchez, Director) — self-contained "branch campus," offering educational opportunities leading to employment or continued education. Offerings include ESL, Home Health Aide, Emergency Medical Technician, computer, training programs and others.

Gatekeeper Program (Ms. Eileen Resnick, Director) — provides training to local merchants and public servants so that they can identify neighborhood elderly who may need social services.

Gateway (Dr. Lynn Rosen, Facilitator) — consortium of community organizations providing comprehensive services to maximize career development opportunities for Bronx residents.

Health Force: Women Against AIDS (Ms. Christopher Norwood, Director) — trains women who have had experience with the AIDS virus to become AIDS preventative educators within their community.

Home Health Attendant Program (Mrs. Carmen Escalera, Director) — classroom training program to prepare adults in home-based health and personal care.

Labor Education Action Program (Dr. James Ryan, Coordinator) — offers Civil Service Employees Association (CSEA) members credit and non-credit courses.

MOSAIC (Dr. Ju Won Choi, Director) — expands neighborhood access to positive drug prevention programs and creates a safe haven school which involves the entire community.

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

Penzanze Project (Dr. Lynn Rosen, Director) — funded by the Penzanze Foundation in conjunction with Columbia Presbyterian Medical Center, provides a Health Career Development Center enabling hospital employees who live in the surrounding community to upgrade their health care career skills for employment enhancement.

Project H.I.R.E. (Ms. Glenda Self, Director) — job training and placement services in building maintenance trades.

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

Skills Enhancement Center (Mr. William Ross, Director) — provides customer service and patient representative job training for dislocated workers residing in the Bronx and Manhattan.

TAP Center #6 (Mr. Modi Essoka, Director) — comprehensive employment service center that provides assessment, education, job preparation and placement for unemployed New York City youth and adults. The TAP Center is located at 1910 Arthur Avenue.

Teen Opportunity Program (TOP) (Dr. Ju Won Choi, Director) — homeless youth from selected welfare hotels and shelters receive tutoring, counseling, recreation, a hot meal after school and Saturday field trips.

Women Building the Bronx (Dr. Ju Won Choi, Director) — trains single mothers and displaced homemakers with integrated curriculum, basic skills, occupational skills training in building trades; additional support, counseling and job placement.

Youth Internship Program (Dr. Ju Won Choi, Director) — academic upgrading, vocational training, and paid work internship for out-of-school youth, ages 16 through 21.
COMMUNITY PROGRAMS

Bronx Educational Alliance (Prof. Charlotte Honda and Dr. Michael Gillespie, Directors)—funded in part by the Ford Foundation, the program coordinates educational opportunities in the Bronx, K through college.

CUNY Student Mentor Program (Dr. Hope Richard-son, Coordinator)—pairs successful CUNY students with high school students. The college students function as role models and mentors to increase graduation rates and postsecondary education plans.

External Degree RN Program (Prof. Verda Foster, Advisor)—furnishes information pertaining to College Regents Degree Nursing Program.

Health Fair (Prof. Ann Kelemen, Coordinator)—every spring, the college sponsors free health information, eye exams, and diagnostic screenings for cancer, cholesterol, diabetes and many other common ailments.

High School Bridge Program (Dr. Joe L. Rempson, Coordinator)—learning disabled high school seniors who are expected to graduate take college courses at BCC.

LPN-RN Bridge Program (Prof. Lois Augustus, Coordinator)—for graduates of the Board of Education Adult LPN Program. Must meet admission criteria.

Liberty Partnership (Dean Evelyn Kish and Mr. Clarence Cooper, Directors)—provides “Fridays at the College” and summer internships for at-risk high school students.

Music Consortium (Prof. Valerie Capers, Coordinator)—in conjunction with the Bronx Arts Ensemble, 20 free high quality concerts are presented on campus. Community residents, elementary and high school students attend.

National Center for Urban Partnership in Education (Dr. Richard Donovan, Director)—sponsored by the Ford Foundation to increase the number of minority students obtaining bachelor’s degrees.

National Youth Sports Program (Dr. Donna Genova, Director)—free summer day camp on campus offering sports skills, swimming, dance and martial arts for neighborhood youngsters.

Neighborhood AIDS Outreach (Drs. Jerry Mandel and Reid Strieby)—provides community HIV education.

On-Site RN Program (BEACON) (Prof. Ann C. Smith, Coordinator)—primarily for employees of Health and Hospitals Corporation. BCC’s RN program taught on-site at Bronx Municipal Hospital Center.

Project STEP (Dr. Louise Squitteri, Director)—for high school sophomores and juniors, primarily minority and economically disadvantaged students who are interested in careers in science, technology or health fields. Provides academic upgrading, after school and summer jobs, mentors and guidance services to facilitate entry into college or full-time employment.

Public Service Training Program (Dr. James Ryan, Coordinator)—in cooperation with Rockefeller College of the State University of New York, state-of-the-art workshops and credit courses for members of the Professional Employees Federation (PEF).

SHARE (Prof. Michael Steuerman, Director)—BCC students and faculty organize and manage a community-based food cooperative affiliated with SHARE (Self Help and Resource Exchange).

University Heights Development Corporation—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.

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.

Upward Bound (Ms. Michelle Danvers, Director)—academic and counseling support for high school students to motivate them toward success in postsecondary education.
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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

*Parking Spaces for Differently-Abled
Academic Calendar 1993-94*

FALL 1993 SEMESTER
Registration — August 23-September 13
First day of classes — September 4
Labor Day — college closed September 6
No classes — September 16-17
No classes — September 24-25
Columbus Day — college closed October 11
Thanksgiving Recess — college closed November 25-27
Last day of classes — December 14
Final examinations — December 16-23
Winter Recess — December 24-January 2, 1994
Human Rights Day — college closed January 17

SPRING 1994 SEMESTER
Registration — January 24-February 14
First day of classes — February 7
Lincoln's Birthday — no classes February 11
President's Day — college closed February 21
Spring Recess — no classes March 27-April 3
Last day of classes — May 17
Final examinations — May 19-26
Memorial Day — college closed May 31
Commencement — June 3

SUMMER SESSION 1994
Schedule available in Registrar's Office

*Subject to change