Contents

5 INTRODUCING BRONX COMMUNITY COLLEGE
  5 Mission and Goals of the College
  6 History of Bronx Community College
  7 Accreditation
  7 Charter
  7 Nondiscrimination Policy
  7 Summer Session
  7 Degree Programs Offered
  7 Certificate Programs
  8 Campus Services and Facilities
  10 Library and Learning Resources
  10 Bronx Community College Foundation
  10 Auxiliary Enterprises
  11 Hall of Fame for Great Americans

13 ADMISSION TO THE COLLEGE
  13 Admissions Office
  13 Basic Admission Requirements
  14 Application Procedure
  15 Advanced Standing Admission
  16 International Students Admission
  16 Tuition and Other Fees
  18 Expenses
  18 Refund of Tuition and Other Fees

21 FINANCIAL AID
  21 New York State Programs
  23 Federal Programs
  25 College and University Programs

27 ACADEMIC POLICIES AND PROCEDURES
  27 Office of Academic Affairs
  27 Registrar's Office
  28 Registration
  28 Matriculation
  29 Classification and Categories (Definitions)
  29 Index Classification Chart
  30 Standards for Rate of Progress
  31 Probation
  31 Academic Suspension
  31 Program Allowances and Course Loads
  31 Readmission
  31 Change of Curriculum
  31 Grades
  33 Committee on Academic Standing
  33 Attendance at Classes
  38 Transfer Policies: From BCC to a Senior College
  39 Access to Student Records
  39 Campus Behavior Code
  39 Public Order (Education Law)
  39 Religious Beliefs and Class Attendance
  39 Policy Against Sexual Harassment

41 STUDENT SERVICES
  41 Student Development Department
  41 Counseling Services
  41 Bronx Community College Association, Inc.
  43 College Discovery Program
  43 Ombudsperson
  43 Personal and Academic Support Services (PASS) Center
  44 Student Activities
  45 Veterans' Affairs
  45 Athletics

47 SPECIAL PROGRAMS
  47 Alliance for Minority Participation
  47 Bridge to the Baccalaureate Program
  47 Collegiate Science Technology Program (CSTEP)
  47 CUNY Baccalaureate Program
  47 CUNY Language Immersion Program
  47 ESL Sequence
  48 Freshman Initiative Program
  48 Independent Studies
  48 Liberal Arts Academy
  49 Minority Biomedical Research Support MBRS
  49 Paris/CUNY Exchange Program
  49 Peace Corps
  49 R.E.A.C.H.
  49 Research Enrichment Activities Project (REAP)
  49 Science Academy
  49 University Summer Immersion Program
  49 Youth Career Program

51 ACADEMIC DEPARTMENTS
  51 Art and Music
  51 Biology and Medical Laboratory Technology
  52 Business
  53 Chemistry and Chemical Technology
  53 Communication Arts and Sciences
  53 Education, Reading and ESL
  53 English
  53 Health, Physical Education and Wellness
  53 History
  53 Mathematics and Computer Science
  54 Modern Languages
  54 Nursing and Allied Health
  55 Physics and Technology
  55 Social Sciences

57 THE CURRICULA AND PROGRAMS
  57 Degree Requirements
  57 Degree Programs Offered
  57 Certificate Programs
  58 Advertising Art and Computer Graphics
  59 Automotive Technology
  59 Automotive Mechanics Certificate Program
  60 Biology
The program and requirements set forth in this catalog are necessarily subject to change without notice at any time at the discretion of the administration.
MISSION AND GOALS OF THE COLLEGE

The primary mission of Bronx Community College is to provide a strong academic foundation for students of diverse backgrounds, preparations, and aspirations in order to further their success in their chosen vocations, their future education, and their community involvement. To achieve its mission, the College maintains high standards of instruction, to meet the learning needs of every student.

Goals

- Establish the College as a center for education and research, together with cultural, social and health-related activities.
- Provide fundamental educational experiences which develop competence in basic skills including reading, writing and mathematics.
- Provide learning experiences which ensure that students become competent in critical thinking, descriptive analysis, problem solving and interpretation, and in the communication of these skills.
- Provide quality associate degree programs in liberal arts and career options in order for students to successfully transfer to a four-year college to pursue a profession or to successfully enter the workforce.
- Offer programs which utilize current and new instructional techniques responsive to the varying needs and learning styles of all persons in order to promote academic excellence.
- Complement classroom instruction with ample support services including counseling, tutoring, extracurricular activities and cultural programs in order to promote academic success, enrich the educational experience, and enhance student life.
- Supplement the educational process with opportunities through student workplace internships, cooperative education and other work-based learning approaches.
- Provide technical skills training to qualify students for employment in order to assist community businesses in workforce staff development.
- Respond to the varied educational needs of the local community through a broad range of continuing education, career training and community service programs while coordinating efforts with industry, business, professions and government.
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 at Hunter College in February, 1959, and moved to the former site of the Bronx High School of Science at Creston Avenue and 184th Street the following year. 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. Dr. Leo A. Corbie was named Acting President after Dr. Brown's retirement in June, 1993. Dr. Carolyn G. Williams became the College's fourth president on August 26, 1996.

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.
ACCREDITATION

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

The Electrical Technology curriculum is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (AC/ABET).

The Nursing curriculum is accredited by the National League for Nursing (NLN).

The Nuclear Medicine Technology program is accredited by the Joint Review Committee on Education in Nuclear Medicine Technology recognized by the U.S. Department of Education as an independent accrediting agency.

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology and the New York State Department of Health.

Paralegal Studies is accredited by the American Bar Association (ABA).

The programs in Business are nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

CHARTER

The New York State Board of Regents, through the vision of Higher Education of the New York State Department of Education, has chartered and approved 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, national or ethnic origin, handicap, veteran status or marital status of its student admissions, employment, access to programs, and administration of educational policies.

Dr. Geraldine Dillio is the college Affirmative Action Officer and Title IX Compliance Officer which prohibits discrimination in federally assisted education programs. She is also the college ADA/504 Coordinator for the handicapped. Her office is located in Langage Hall, Room 31, and her telephone number is (718) 289-5159.

A student whose complaint is related to a disabling condition may also contact Prof. Joanetta Grier, coordinator of Services for Students with Disabilities. Her office is located in LOew Hall, Room 211, and her telephone number is (718) 289-5877.

Information on filing other complaints is available in the Dean of Students Office, Loew Hall Room 102.

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.

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 57 to 87. 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.

Unless a student is registered in one of the following programs, his or her financial aid might be affected.

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

Career Programs

- Accounting (5002)
- Advertising Art and Computer Graphics (5012)
- Automotive Technology (5306)
- Education Associate (5503)
- Electrical Technology (5310)
- Marketing, Management, Sales (5004)
- Medical Laboratory Technology (5205)
- Nuclear Medicine Technology (5207)
- Nursing (5208-10)
- Ornamental Horticulture (5402)
- Paralegal Studies (5009)
- Programming and Systems (5103)
- Radiologic Technology (5207)
- Secretarial Science-Medical (5103)
- Secretarial Studies (5005)
- Telecommunications Technology (NYNEX) (5310)
- Television Technology (5008)

Associate in Arts Degree (A.A.)

- Human Services (5501)
- Liberal Arts and Sciences (5649)

Associate in Science Degree (A.S.)

- Business Administration (5004)
- Community/School Health Education (5606)
- Computer Science (5101)
- Engineering Science (5609)
- Liberal Arts and Sciences (Biology and Chemistry (5649)
- Mathematics (5617)

CERTIFICATE PROGRAMS

- Automotive Mechanics (5306)
- Child Welfare (5503)
- Licensed Practical Nursing (5209.20)
- Paralegal Studies (5009)
INTRODUCING BRONX COMMUNITY 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 (ACC)

The Academic Computing Center consists of nine diverse facilities. The main multi-purpose center in Sage Hall has eight satellites located in Colston Hall, Gould Tech and Meister Hall. Each building has a number of Novell File Servers. The College is moving to an Intranet configuration with Internet access. More than 250 PC DOS users may use various site-licensed applications, commercial educational programs and others which have been developed by BCC faculty. The Academic Computing Center is in the process of upgrading its network to a state-of-the-art Fiber-Optic Collapsed Backbone Ethernet System. Four large Macintosh networks with more than 120 users are also in operation and being integrated into the Ethernet backbone.

Microcomputers, including Apple Macintosh Classic II's, Macintosh Performers, Macintosh PowerMacs, Macintosh Quadras, Acer, Digital and Gateway Pentiums; Gateway, Maxum and Zenith 486SX and 486DX systems, are available for students, faculty and staff use under the guidance of trained support staff. ACC equipment is constantly being upgraded. The center and its networks are constantly growing to meet the needs of students, faculty and staff. Plans are under way to provide the college with World Wide Web.

Administrative Computer Services

The Administrative Computing facilities are designed to provide services to the entire college community. With a trained professional staff and capable mainframe equipment (IBM 4381), administrators, faculty and students can access a variety of City University systems locally and from remote sites. The College utilizes the latest technology in the areas of networking and client-server facilities. Administrative departments have access to the Bronx Administrative Student Information System (BASIS) that provides quick and efficient access to student information. Faculty can Telnet into the college's database and/or access departments through the INTERNET address: Http://www.bcc.cuny.edu.

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. Schwender 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:

Monday and Tuesday - 9 a.m. to 7 p.m.
Wednesday and Thursday - 9 a.m. to 5 p.m.
Friday - 9 a.m. to 2 p.m.

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

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 cafeteria offers catering services for meetings and receptions throughout the campus.

The cafeteria is open the following hours:

Monday - Thursday - 7:30 a.m. to 7 p.m.
Friday - 7:30 a.m. to 2 p.m.
Saturday - 7:30 a.m. to 2 p.m.

An auxiliary cafeteria, located in Colston Lower Level, operates for the convenience of faculty and students between the hours of 11 a.m. and 1:30 p.m., Monday through Thursday when classes are in session.

The new faculty/staff cafeteria and lounge located in Language Hall is open for lunch from 11:15 a.m. to 2:15 p.m., Monday through Thursday when classes are in session.
Child Development Center

The Bronx Community College Child Development Center was officially founded in October 1972 as a service to BCC students. Its professional staff provides 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 6:30 p.m., Monday through Friday. Hot meals and snacks are provided daily. Enrollment is limited.

The Center's After School Program, for children ages 5 to 12 years, meets in Havemeyer, Room 104, on Monday through Thursday from 3 to 9:30 p.m. Arts and crafts, games, athletics and homework assistance, as well as snacks and dinner, are available. Students must register their children to use this service.

The Center staff places infants and toddlers in their family daycare Network homes for care while students attend class. Call (718) 367-8903.

Evening Office

Evening, Saturday and Sunday classes are scheduled each semester to accommodate students' work and home commitments. Most courses 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 506A is open the following hours when classes are in session:
- Monday-Thursday – 1 to 9 p.m.
- Saturday – 8:30 a.m. to 1 p.m.

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 9 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 College activities and cultural events is available here. This office compiles the College Catalog and prepares curricular brochures, press releases, programs, posters, the weekly calendar and Update newsletter, the faculty newspaper The Voice, the community newsletter Community View, and other publications.

Safety and Security

Uniformed contracted guards and CUNY campus security officers patrol the main campus grounds; the contiguous geographic perimeter of the main campus; off-campus sites; all open entry gates and the vehicle parking areas at all times.

Safety and Security, located in Loew Hall, fifth floor, is also responsible for fire safety, lost and found, campus parking, and the issuing of I.D. cards.

Gymnasium, Fitness Center, Swimming Pool

The gymnasium, fitness center and swimming pool located in Alumni Gym are used by the College's Department of Health, Physical Education and Wellness classes and University Heights High School. The facilities are also available for student and faculty recreational use during specified hours. Contact the Department for information at (718) 289-5268.
LIBRARY AND LEARNING RESOURCES

Office: Meister Hall Lower Level
Acting Chairperson: Associate Professor Juliann Skurdenis
Assistant Professor: W. Cogdell
Lecturers: J. Adekola, L. Lawton

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: Meister Hall and Sage Hall.

The print collection now exceeds 104,593 volumes and is growing rapidly. The library currently receives close to 440 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.

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.

Board of Directors

Michael J. Durso, Foundation Chairperson
President
MJD Enterprises International, Inc.
Dr. Adewale Troutman
Medical Director
City of Newark
Carl Fields, Jr.
Vice President
Chase Manhattan Bank, N.A
Sobeida Cruz
Community Relations Manager
New York State Power Authority
Ayn Kaplan
President
Kaplan Associates
Lee A. Archer, Jr.
Chairman and CEO
Organizations Publishers, Inc.
Elias Karmon
President
EMK Enterprises
George Sanchez
Acting Dean of Continuing Education,
Grants and Development
Bronx Community College
Carin Savage
Associate Director
Continuing Education,
Grants and Development
Bronx Community College

AUXILIARY ENTERPRISES

Auxiliary Enterprises is a not-for-profit 501(c)(3) corporation which contracts with vendors to operate the campus cafeteria and bookstore. Revenue is derived from the contractual agreements and are used to enhance campus facilities and activities. A Board of Directors comprised of faculty, administrators and students oversee the operation of the corporation.
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 the 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 Maclean, Chancellor of New York University from 1891 to 1910, and was designed as part of the construction of the undergraduate college of that university.

Built in a sweeping semicircular Neo-Classical arcade at either end, it provides a panorama across 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-ft 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 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 98 of the 102 honorees elected since 1900.

The 98 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 leaders, judges, theologians, businessmen, philanthropists, humanitarians, scientists, physicians, statesmen, artists, musicians, actors, 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 daily tours 10 a.m. to 5 p.m. Admission is free.
Admission to the College

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

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

**ADMISSIONS OFFICE**
Director of Admissions: Mr. Augusto Quinones
Admissions Officer: Alba N. Cancetty
Jew Hall Room 224
Phone: (718) 289-5890

This office assists applicants in completing the appropriate application forms, offers information that may help them to fulfill their requirement to provide official transcripts in colleges, and assists them in obtaining counseling or academic advisement before registration. College informational material is sent to respective applicants upon 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 admission requirements and follows the admission procedures.

Note: The applicant must obtain and provide official transcripts. The Office of Admissions is unable to obtain transcripts on behalf of the applicant.

**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 must 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 or an Individualized Education Plan (IEP) diploma is an unacceptable substitute for the high school diploma.

A New York State Equivalency Diploma, by taking the General Education Development Examination, may be substituted. A United States Armed Forces Institute (USAF) Diploma must be converted to a New York State Equivalency Diploma.

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

New York City Residency Requirements — A student may be eligible for the resident tuition fee rate if the student has continuously maintained his/her principal place of abode in the City of New York for:

- at least six consecutive months immediately preceding the first day of classes
- at least 12 consecutive months in the State of New York 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 his/her principal place of abode 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 (CPI)  
The City University of New York has instituted a program for entering students called the College Preparatory Initiative.  
Students entering a community college as of 1995 must have at least 11 units of high school work in academic courses which include:  
- a minimum of 1 unit of laboratory science;  
- 2 units of mathematics;  
- 4 units of English;  
- 4 other units can be in the preceding three categories or in social sciences, fine arts or foreign language.  

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 curricula.  
No applicant will be denied admission due to the lack of CPI units.  
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 1997, the expectation will be 13 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 enrollees for six or more credits, be immunized against measles, mumps, and rubella. Final admission requires approval by the College of the student's ability to meet its health and physical standards. In addition, students in Nursing and Radiological Technology 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 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 (GED) 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 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.

Applicants who wish nondegree status (nonmatriculated students) should apply directly to the college of their choice. Each college will advise and supply an application to applicants.
Application Fee
All applications must be accompanied by a money order for $40 for freshmen and $50 for transfer students, made out to University Applications Processing Center. Instructions for submitting the fee are included with the applications forms.

Notification Dates
Applicants to UAPC 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 by the College, community agencies, government agencies, private corporations, hospitals and other institutions. Individual and group counseling are also provided.

For information, call (718) 289-5464 or 289-5889.

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 Trustees 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 do not meet these requirements will initially meet these requirements will be given appropriate remedial instruction to assist in achieving the required skills competency levels. Students who fail to achieve the minimal standards of entry 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 not passed the standards of proficiency in the basic skills areas of reading, writing and mathematics established by the University will be required to pass the examinations.

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. A separate test is administered in chemistry.

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 C 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 or she has failed. See Nursing footnotes on page 120.

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

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

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

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

The Educational Background Summary Form (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 Admissions Services.

Application Fee
Each application form must be accompanied by a U.S. bank check or money order in the exact amount of $40 for freshmen and $50 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 full semester. Upon receipt of this payment, the applicant will be issued a 1-20 form by the Admissions Office.

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 2155 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 the applicant resides. The form must be completed, signed, notarized and taken to the Chief Fiscal Officer of the county in which the applicant resides. Those who qualify will receive a Certificate of Residence issued by the county. This form must be submitted to the Bursar's Office three weeks prior to registration.

*Subject to change.
Matriculated students who need a tuition deferral must first apply for financial aid. Students are required to pay one-third of the tuition charges plus the association fee, consolidated fee, and a $15 deferral fee. Late fees and Change of Program fees must also be paid at the time of registration.

The balance of tuition will be divided into two equal payments, each due by the date specified on the deferral agreement. A late fee of $15 will be charged for each deferral payment received after the due date.

If a student stops attending classes, he or she must officially withdraw and will still owe a part or all of the tuition depending on date of withdrawal. See payment chart for specific amounts in the current Registration Guide.

Deferrals will not be granted to students who are taking less than 6 credits/hours, foreign students, non-degree students, or students who are in default of a fee.

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

<table>
<thead>
<tr>
<th>Full-Time Students</th>
<th>Non-New York State resident, including international (foreign) students and New York State residents not eligible for a Certificate of Residence</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,250/semester</td>
<td>$1,538/semester</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part-Time Students (fewer than 12 credit weight)</th>
<th>Non-resident, including international student</th>
</tr>
</thead>
<tbody>
<tr>
<td>$105/credit**</td>
<td>$130/credit**</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nondegree Students†</th>
<th>New York City resident</th>
<th>Non-resident, including international student</th>
</tr>
</thead>
<tbody>
<tr>
<td>$120/credit††</td>
<td>$175/credit††</td>
<td></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:

<table>
<thead>
<tr>
<th>Degree Credits in Excess of 18</th>
<th>$100</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 or less</td>
<td></td>
</tr>
<tr>
<td>More than 2, up to 4</td>
<td>$230</td>
</tr>
<tr>
<td>More than 4, up to 6</td>
<td>$460</td>
</tr>
<tr>
<td>More than 6</td>
<td>$690</td>
</tr>
</tbody>
</table>

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

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 29 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: $500
- Transportation: $680
- Lunch: $825
- Personal: $670

Total: $2,675

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: $500
- Transportation: $680
- Housing: $4,200
- Food: $2,250
- Clothing and medical: $1,000
- Personal: $900

Total: $9,530

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, Colston Hall 504.

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 (where applicable) will be made in the event that courses are canceled by the College or the student’s registration is canceled 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 credits, a student must attend approximately 13 weeks. No refund will be made to a student who has been assigned a grade, regardless of whether the grade is passing or failing.

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

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

Pro Rata Refunds

First-time BCC students who are receiving Title IV funds (Pell, SEOG, Federal loans) may be eligible for a tuition refund if they completely withdraw:

1) in the first 9 weeks during the 15-week Spring or Fall semester
2) in the first 3 weeks during summer session

The percentage of refund is based on the date of withdrawal from class. An application for a Pro Rata Refund may be obtained in the Registrar’s Office.
### SCHEDULE OF TUITION REFUNDS

<table>
<thead>
<tr>
<th>Withdrawal Event</th>
<th>Other Than Summer Session</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal from class before the scheduled date of the session</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal from course in order to register at another unit of City University during that semester</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal within one week after scheduled opening date of the session</td>
<td>75%</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal during second week after scheduled opening date of the session</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal during third week after scheduled opening date of the session</td>
<td>25%</td>
<td>None</td>
</tr>
<tr>
<td>Withdrawal after completion of third week after scheduled opening date of session</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>
The Financial Aid Office administers all aid programs—federal, state, city, and college funded. Applications, counseling and other information are available from the office. Financial Aid program descriptions are based on current statutes and regulations, and may be changed periodically. Entering students should contact the Financial Aid Office early in the admission process to discuss eligibility requirements to obtain current and up-to-date information on the various aid programs. Continuing students must file applications each year.

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 12 credits or equated credits) whose families have an annual New York State net taxable income of $5,500 or less, or students who are single and independent with no dependents and a $10,000 net taxable income 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 three years at a community college. 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.

*Income is adjusted for other family members in full-time college attendance.
The City University of New York

ACADEMIC PROGRESS CHART FOR UNDERGRADUATES RECEIVING TAP

<table>
<thead>
<tr>
<th>TAP payments</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum cumulative degree credits required</td>
<td>3</td>
<td>6</td>
<td>18</td>
<td>31</td>
<td>45</td>
<td>60</td>
</tr>
<tr>
<td>Minimum cumulative degree Index (G.P.A.)</td>
<td>0</td>
<td>1.00</td>
<td>1.20</td>
<td>2.00**</td>
<td>2.00</td>
<td>2.00*</td>
</tr>
<tr>
<td>Minimum credits/ equivalent credits to be completed current semester</td>
<td>TAP 6</td>
<td>6</td>
<td>9</td>
<td>9</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>APTS</td>
<td>3</td>
<td>3</td>
<td>4.5</td>
<td>4.5</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>

* Students in Associate Degree programs must have a 2.00 grade point average to graduate.
** Students who have two years of TAP/APTS, or the equivalent, must have a 2.00 GPA or higher to remain eligible for TAP or APTS.

**Proclamation**

Students who do not maintain the required standards will be placed on probation at the end of the semester. During this probationary period, students maintain their standing with the college.

**Supplemental Tuition Assistance Program (STAP)**

STAP is available only for students who enroll in remedial courses in the summer term immediately preceding and/or immediately following the initial year of full-time matriculated study.

**Aid for Part-Time Study (APTS)**

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 comply with New York State Education Department regulations for continued eligibility. The award can only be used to pay for tuition costs.

**Award Amounts:** Awards are based on the family's New York State 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).

**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:**

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 awards, students must file an application for the Regents and the Tuition Assistant 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

Federal Pell Grants
Applications and other materials are available in the Financial Aid Office.
The completed Pell Grant application should be submitted for processing according to the application actions. A Student Aid Report will be sent to the applicant. Based on this report, the amount of the applicant's award is determined by the Financial Aid Office. Awards are paid directly to the student or may be credited to his or 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. The applicant must need financial assistance. Financial need is determined by a formula applied to applicants. It was developed by the U.S. Department of Education and is reviewed annually by Congress. The 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 expected family contribution (EFC) and enrollment status.

Rights and Responsibilities of Recipients: The student must continue to make satisfactory academic progress in the program in which enrolled. The student must not owe any repayments of Pell Grants or other awards paid, or be in default on payment of any student loan. Before receiving payment, the student must sign an affidavit, available from the Financial Aid Office, that all money received will be used for the costs of attendance at Bronx Community College.

The Federal Government restricts the use of Pell Grants for students taking remedial courses up to 30 remedial credits. After the student has received Pell for 30 remedial credits, the number of degree credits will determine the Pell award. Remedial courses in English as a Second Language are exempt from this regulation. Students in default of a student loan are not entitled to receive financial aid.

Federal Supplemental Educational Opportunity Grants (FSEOG)
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, 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.

FINANCIAL AID
Federal Perkins Loans Program

Application Procedure: A student enrolled at Bronx Community College can apply for a Perkins Loan by completing a CUNY Financial Aid Form (FAFSA) provided by the college.

Loans are available to matriculated students enrolled at least half time (6 credits). To qualify, a student must be eligible for a Pell Grant.

Amounts vary but the maximum amount a student can receive for one year is $2,000 or a total of $4,500 while attending BCC.

The current interest rate is 5 percent on the unpaid principal. Repayment begins nine months after the student has graduated, withdrawn from college, or fallen below six credits. Students must also attend an entrance workshop and an exit interview to notify them of their rights and obligations concerning the Perkins Loan.

The maximum time to repay the loan is 10 years. Depending on the amount borrowed, minimum payment is $40 a month per loan. Repayment may be made entirely or in part at any time without penalty to the student. Cancellation, deferment, forbearance, economic hardship, etc., will be explained at one of the loan workshops which students must attend at BCC before and after receiving their loans.

Repayment is not required for up to three years of active U.S. military service, or service in the Peace Corps, VISTA, or similar national program.

William D. Ford Subsidized Direct Loan Program

With this program, you will have only one lender to deal with—the Federal Government—once your payments begin. To be eligible for a Direct Loan, a student must:

1. be a United States citizen or permanent resident.
2. be enrolled as a matriculated, full-time or part-time student. The minimum credits taken must be six or more in an approved degree program.
3. file the Free Application for Federal Student Aid (FAFSA) to determine eligibility to apply for a Direct Loan. Forms are available at financial aid offices and high school guidance departments.

To apply, you must be a matriculated student at Bronx Community College and attend a Direct Loan workshop.

Loan Schedule: A student is limited to $2,625 for a first year loan and $3,500 for a second year loan.

If you qualify for a subsidized loan during the time you are in school, your interest is free as long as you have not graduated, withdrawn from school, or have fallen below six credits. After any one of these three things has occurred, you will have a six-month grace period (during this time you also pay no interest). After the grace period, your payments will start. Your interest is a variable rate. At this time, it is 8.23 percent. It may go lower than this, but not higher.

The Direct Loan program has a four-payment plan, one of which will meet your personal needs. The minimum repayment period of a loan from date of the original note may not exceed 24 years. You may repay your loan in full at any time.

Federal College Work Study Program (FWS)

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 FWS than there are funds available, preference is given to students who have great financial need and 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, health status. Salary is dependent on the nature of the job and applicant qualifications.

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

Veterans Administration (VA)

Educational Benefits

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

Selection of Recipients and Allocation of Awards: Veteran who served over 180 days between January 31, 1955, and January 1, 1997, 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 Veterans Affairs Office in Loew Hall is available to answer questions concerning V.A. benefits.
CUNY Assistance Program (CAP)
To be eligible, a student must be a New York City resident and must be classified as a part-time, matriculated student taking a minimum of six to a maximum of even credits. At the present time, the application form is the 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 will vary depending on the amount of need and are made to nursing students who are and eligible based upon the CUNY Financial Aid form.

Emergency Loan Funds
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. 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 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:
- Pell and CD awards for stipends, books and fees require that a student be enrolled for a minimum of 12 credits;
- SEOG, Perkins and FWS awards require that a student be enrolled for at least 6 credits;

For all students receiving awards:
- class attendance requirements must be met while receiving payments;
- payments can only be received by the eligible student in person;
- an eligible student must present a current, valid Bronx Community College student ID card and a copy of his or her most recently validated Bursar's receipt.
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 instructional activities at the college—registration; scheduling of classes; academic advisement of all students who have completed their first year; special programs; management of certain grants; and staff development. In addition, the Library and Learning Center, Academic Computing and Upward Bound are also under the Academic Affairs Office.

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 made by the instructor and department chairperson have been consulted.

REGISTRAR’S OFFICE

Registrar: Mr. Harvey Erdsneker
Associate Registrars: Mr. A. Glasser,
Ms. M. Siegel, Ms. R. Tobin
Assistant Registrars: Mr. A. May, Ms. M. Miller,
Ms. S. Turk

The Registrar’s Office supplies 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. This card must be carried and displayed at all times for purposes of identification. The ID card is also used as the college library card. 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 official transcript requested to be sent to designated colleges. 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.
ACADEMIC POLICIES AND PROCEDURES

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 registration. Registration is incomplete until all financial obligations have been met. A student's registration will be canceled 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 and 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 first semester 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 semester's coursework, and prior to early or regular registration each semester, all students must receive advisement 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 Chairperson 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 be required to pay 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. 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. Students with permits from colleges outside of City University must 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 College's Committee on Academic Standing.
CLASSIFICATION AND CATEGORIES

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 45-67. To graduate in four years, a minimum of 15 credits is to be taken in taking fewer than 12 credits, or the equivalent will not be 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.

Enrolled Student: A student who has paid all tuition and fees or has a tuition deferral 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.

A student maintains standing at the college as long as he or she is enrolled. A student on probation is to be warned that he or she is compiling a record that could lead to loss of matriculation and/or suspension. Students on probation have standing with the college.

Senior Citizens: Residents of New York City, 65 or 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 $65 per semester and a $5 City University consolidated fee, as well as any penalty fees that may incur (e.g., late registration payment, reprocessing fees, rare fines). They are not charged any other regular fees. The $70 is considered a noninstructional fee.

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.

Retention Rate

The semester-to-semester retention rate at BCC is approximately 85 percent.

INDEX CLASSIFICATION CHART

Minimum Index Needed to Maintain Matriculant Status

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

Index Classification Chart

<table>
<thead>
<tr>
<th>Cumulative credits taken</th>
<th>Probation must be assigned if Cumulative Index is lower than that listed</th>
<th>Suspension if Cumulative Index is lower than that listed</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-111/2</td>
<td>No Classification</td>
<td>No Classification</td>
</tr>
<tr>
<td>12-231/2</td>
<td>1.67</td>
<td>1.00</td>
</tr>
<tr>
<td>24-371/2</td>
<td>1.78</td>
<td>1.54</td>
</tr>
<tr>
<td>38-511/2</td>
<td>1.88</td>
<td>1.78</td>
</tr>
<tr>
<td>52-631/2</td>
<td>1.95</td>
<td>1.88</td>
</tr>
<tr>
<td>64-731/2</td>
<td>2.00</td>
<td>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 grade is F, W, WA, 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 FTEY or fraction, the student must complete a certain number of degree credits that are attempted or registered for. If not, the student will be put on probation or 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>1/6 (.167)</td>
</tr>
<tr>
<td>6-8</td>
<td>1/4 (.250)</td>
</tr>
<tr>
<td>9-11</td>
<td>3/8 (.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 1/8 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 FTEY used</th>
<th>Degree credits completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>First semester</td>
<td>4</td>
<td>7/8</td>
</tr>
<tr>
<td>Second semester</td>
<td>6</td>
<td>7/4</td>
</tr>
<tr>
<td>Third semester</td>
<td>9</td>
<td>7/3</td>
</tr>
<tr>
<td>Fourth semester</td>
<td>14</td>
<td>7/2</td>
</tr>
<tr>
<td></td>
<td>33</td>
<td>11/4 FTEYs</td>
</tr>
</tbody>
</table>

* (1/8 + 1/4 + 3/8 + 1/2 + 5/8 + 6/8) = 1 2/8 * 1 1/2

In this illustration, the student has attempted 33 degree credits which comes to 11/4 FTEYs. The 33, 21 have been completed. The Rate of Progress Table shows that for 11/4 FTEYs, 22.50 or more degree credits must be completed to have a satisfactory Rate of Progress. Since only 21 were completed, the student would be placed on probation.

If the student had completed fewer than 5.25 credits, then the penalty would be suspension.

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 if 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 reenrolled until they have been separated from the college for at least one year or equivalent calendar time. Reenrollment 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 enroll for credit-bearing courses in any unit of the university in any status.
- The absence of sufficient time for appeals and other considerations does not allow suspensions at the conclusion of a Fall term. However, the non-imposed suspension counts as time toward academic suspension. That is, a student warned by probation may be academically suspended at the conclusion of the spring term.

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 weighing of factors such as term paper, laboratory work, periodic quizzes, final examinations, and special projects.
- Grading policies may be department-wide or those of an individual instructor. In either event, they are communicated to students early in the semester.
- A permanent academic record for each student is maintained by the Registrar. Students receive reports of their achievement and status each semester.

Mid-Term Grades
- Instructors assign and inform students of mid-term grades during a period designated in the Academic Calendar.
- Unless otherwise announced, all courses have required final examinations for all students.

*Some students will not be eligible for financial aid until they have been separated from the college for two semesters or equivalent calendar time.
The following grades may be assigned by instructors:

<table>
<thead>
<tr>
<th>Grade Equivalent</th>
<th>Achievement</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent, superior</td>
<td>4</td>
</tr>
<tr>
<td>B+</td>
<td>Above Average</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D+</td>
<td>Passing, but below average</td>
<td>1.5</td>
</tr>
<tr>
<td>D*</td>
<td>Just passing</td>
<td>1</td>
</tr>
<tr>
<td>F**</td>
<td>Failing (also assigned to a student who is absent from a final examination and has done failing work in course)</td>
<td>0</td>
</tr>
</tbody>
</table>

* When a student receives the grade of "D+," "D," or "F" or an administrative failing grade, and that student subsequently retakes that course and receives a grade of "C" or better, the initial grade will no longer be computed into the Grade Point Average. The original grade will remain on the transcript with the notation "not calculated in Grade Point Average."

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.

The maximum number of times a given course may be repeated and grades be replaced shall be limited to two. Therefore, students will be allowed to take the same course a maximum of three times.

This policy shall be effective only for courses repeated after Sept. 1, 1990, for elimination of grades of "F" or its administrative equivalent and effective only for courses repeated after Sept. 1, 1995, for elimination of grades of "D+" or "D." For additional information, contact the college registrar.

** The "R" grade can be awarded only once in a course with the second or highest grade computed into the student's accumulated G.P.A. Applicable only to certain non-credit remedial courses.

### Temporary Grades

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

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

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—A student who misses (for a legitimate reason) a regularly scheduled final examination must apply to the Registrar for re-examination. See Special Fees, page 14.
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 must make arrangements for the make-up exam with the instructor.

### Special Grades

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrew 3rd through 10th week only. Student initiated.</td>
</tr>
<tr>
<td>WA</td>
<td>Administrative withdrawal—disciplinary or lack of immunization. College initiated.</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew Failing (counts as a failure) 3rd week through end of semester.</td>
</tr>
<tr>
<td>WU</td>
<td>Withdrew Unofficially and/or Excessive Absence (counts as a failure) 3rd week through end of semester.</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit (registration only by special permission of the Registrar and Department Chairperson).</td>
</tr>
</tbody>
</table>
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.

ATTENDANCE AT CLASSES
Absence from class
Attendance at all class sessions is required. There are no provisions for unexcused absences or for unexcused free cuts. Instructors keep an official record of absence 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 arise. Evidence should be shown to all instructors involved and their signatures affixed as evidence of their having witnessed the documentation. All evidence should then be filed with the Registrar's Office.

Students excessively absent as indicated in the guide for Excessive Absences chart 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>

Classes such as laboratory, physical education, art, or music may be scheduled to meet 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 the college should notify a counselor without delay by arranging a personal interview. Students withdrawing from the college during the first three weeks of class must do so in person. After that, students who are unable to withdraw in person may do so by mail, writing to the Coordinator of Counseling. 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;
- name of each instructor.

To avoid academic penalty, students should be certain to receive and keep written acknowledgment of their withdrawal. Counseling and advisement prior to the final decision to withdraw may solve their problem and make it feasible to remain in college. If a student does not withdraw officially, there may be financial and academic penalties.

Under special circumstances, if withdrawal is made within the three 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 and 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.
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 the minimum degree credits required.

Students who intend to graduate should make their intentions known at the beginning of their final semester by completing a "Candidate for Degree 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 other public urban community colleges. Most students require more than two years to complete an associate degree. On average, 36 percent of BCC graduates require five or more years to complete an associate degree, 30 percent graduate in four years, 29 percent in three years, and 5 percent graduate in two years.

The average three-year graduation rate is 6 percent, while the five-year graduation rate is 20 percent. Other rates are available in the Office of the Registrar.

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 evaluated for the Dean's List upon successful completion of:
- 12-23 college-level credits (X line)
- 24-35 college-level credits (X line)
- 36-47 college-level credits (X line)
- 48-59 college-level credits (X line)
- 60-71 college-level credits (X line)
- 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. Therefore, no student may be included on the Dean's List more than six 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, 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.

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 three honor societies are active at the BCC:
- Alpha Beta Gamma—Business Honor Society
- Phi Theta Kappa—National Junior College Honor Society
- Tau Alpha Pi—National Honor Society for science and technology students in two-year colleges

Each year, the honor societies initiate students who have met their requirements.

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.
TRANSFER POLICIES: FROM BCC TO A SENIOR COLLEGE

The City University's transfer policy on Skills Assessment Tests, approved by the Board of Trustees on June 24, 1985, 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 City 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 amended the following articulation policy on May 3, 1996:

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 60 credits toward a baccalaureate degree and be required to complete only the difference in credits between 60 and the total credits required."

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

Based on a fair and reasonable evaluation of a student's transcript at least nine credits 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 60 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 60 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 D or better. Each institution makes its own transfer policies, however, and students planning to transfer to institutions outside The City University should contact the institution to which they are planning to transfer to discuss transfer policies.

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

From career curricula to other higher educational institutions

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

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

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

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 off 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 honored one, to be guarded vigilantly. The basic sanctity 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, cooperation 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 sanctity 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 will be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Trustees.

The President

The president, with respect to his or her educational unit, shall:

(A) Have the affirmative responsibility of conserve 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. 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.
6. Disorderly or indecent conduct on University/college owned or controlled property 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 hereinafter defined in the Appendix: admonition, warning, censure, disciplinary probation, restitution, 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 classified staff engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of The City University of New York or suspension with or without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and, for engaging in any manner in conduct prohibited under substantive Rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program.
3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to ejection, and/or arrest by the civil authorities.
4. Any organization which authorizes the conduct prohibited under substantive Rules 1-11 shall have its permission to operate on campus rescinded.

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.
Appendix—Sanctions Defined:

Admonition—An oral statement to the offender that he has violated university rules.

Warning—Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.

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

Disciplinary Probation—Exclusion from participation in privileges or extracurricular university activities as set forth in the notice of disciplinary probation for a specified period of time.

Restitution—Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

Suspension—Exclusion from classes and other privileges or activities as set forth in the 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.

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, any study or work requirements held on other days.

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 administration 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 with 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 the policy of The City University of New York to promote a cooperative work and academic environment which there exists mutual respect for all University student, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, handicap, and veteran or marital status. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University.

The University, through its colleges, will disseminate the policy and take other steps to educate the University community about sexual harassment. The University will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment to the Office of the Vice President for Student Affairs, who will be charged with the responsibility of investigating the allegations.

A. Prohibited Conduct

It is a violation of University policy for any member of the University community to engage in sexual harassment or retaliate against any members of the University community for raising an allegation of sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

B. Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other oral or written communications or physical conduct of a sexual nature when:

(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;

(2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic dis
Sexual harassment can occur between individuals of different or of the same sex. Although sexual harassment must often exploit a relationship between individuals of unequal power (such as between faculty/staff member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or coworkers), or in some circumstances even where it seems that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

Examples of Sexual Harassment

Sexual harassment may take different forms. Using a person's response to a request for sexual favors as a basis for an academic or employment decision is one form of sexual harassment. Examples of this type of sexual harassment (known as quid pro quo harassment) include, but are not limited to, the following:

- Requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades, or recommendations);
- Submitting unfair or inaccurate job or academic evaluations or grades, or denying training, promotion, or access to any other employment or academic opportunity, because sexual advances have been rejected.

Other types of unwelcome conduct of a sexual nature can also constitute sexual harassment, if sufficiently severe or pervasive that the target does feel, and a reasonable person would find, that an intimidating, hostile or abusive work or academic environment has been created. Examples of this kind of sexual harassment (known as hostile environment harassment) include, but are not limited to, the following:

- Sexual comments, teasing, or jokes;
- Sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse;
- Graphic or sexually suggestive comments about an individual's attire or body;
- Inquiries or discussions about sexual activities;
- Pressure to accept social invitations, to meet privately, to date, or to have sexual relations;
- Sexually suggestive letters or other written materials;
- Sexual touching, brushing up against another in a sexual, graphic or sexually suggestive gestures, petting, pinching, grabbing, kissing, or fondling;
- Coerced sexual intercourse or sexual assault.

Amorous, dating, or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a faculty member, supervisor, or other member of the University community and any person with whom he or she has a professional responsibility. These dangers can include: that a student or employee may feel coerced into an unwanted relationship because he or she fears that refusal to enter into the relationship will adversely affect his or her education or employment; that conflicts of interest may arise when a faculty member, supervisor, or other member of the University community is required to evaluate the work or make personnel or academic decisions with respect to an individual with whom he or she is having a romantic relationship; that students or employees may perceive that a fellow student or co-worker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

Faculty members, supervisors, and other members of the University community who have professional responsibility for other individuals, accordingly, should be aware that any romantic or sexual involvement with a student or employee for whom they have such a responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, such relationships are strongly discouraged.

For purposes of this section, an individual has "professional responsibility" for another individual at the University if he or she performs functions including, but not limited to, teaching, counseling, grading, advising, evaluating, hiring, supervising, or making decisions or recommendations that confer benefits such as promotions, financial aid or awards, or other remuneration, or that may impact upon other academic or employment opportunities.

Academic Freedom

This policy shall not be interpreted so as to constitute interference with academic freedom.

False and Malicious Accusations

Members of the University community who make false and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

Procedures

The University shall develop procedures to implement this policy. The President of each constituent college of the University, the Deputy Chancellor at the Central Office, and the Dean of the Law School shall have ultimate responsibility for overseeing compliance with this policy at his or her respective unit of the University. In addition, each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility shall be required to report any complaint of sexual harassment to any individual or individuals to be designated in the procedures. All members of the University community are required to cooperate in any investigation of a sexual harassment complaint.

Enforcement

There is a range of corrective actions and penalties available to the University for violations of this policy. Students, faculty, or staff who are found, following applicable disciplinary proceedings, to have violated this Policy are subject to various penalties, including termination of employment and permanent dismissal from the University.

Effective October 1, 1995.
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 by appointment or on a walk-in basis Monday through Thursday from 9 a.m. to 7 p.m., Friday from 9 a.m. to 5 p.m. and Saturday, 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, Recruitment, Financial Aid, College Discovery Program, Counseling, the Personal & Academic Support Services (PASS) Center, Health Services, and Student Activities.

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 semester. 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 121.)

OCD 11

A one-credit course which offers a comprehensive examination of the career decision-making process. (See page 121.)

Career Services

Counselor: Mr. Thomas Kuehl
Loew Hall 311

Career Services provides students with a wide range of services related to understanding the career choice process and finding full-time and part-time jobs. Students are aided in 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. Scholarship information may also be obtained here.

Group Meetings and Career Workshops with employers are also held on a regular basis to 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 collegewide event which attracts 60 to 70 employers to the campus to talk with students about career opportunities and hiring requirements.

Federal Work Study (FWS)

This financial aid program allows students to earn money by working on or off campus. Students who wish to apply for FWS must fill out the CUNY Financial Aid Form.

Transfer Counseling

Counselor: Mr. Michael Roggow
Loew Hall 329

Information regarding transfer to CUNY senior colleges and other four-year universities is available. The office conducts transfer workshops and individual counseling.

Job Placement Services

Coordinator: Ms. Melba Olmeda
Loew Hall 320

Bronx Community College students are career oriented and are prepared to compete effectively in today's challenging job market. The College's Associate in Applied Sciences (A.A.S.) degree programs provide students with the competencies and skills required in their chosen career track. 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- 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.

Many prospective employers contact the College with employment opportunities. Information regarding employment opportunities is available to BCC students on a walk-in basis.

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 Work Experience

Coordinator: Ms. Melba Olmeda

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.

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
Staff Psychologist: Dr. Marjorie Garrido
Loew Hall 216
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*
College Nurse: Ms. Dorothy Muller
Loew Hall 101
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
Loew Hall 223
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) advising international students in all areas of concern to the students.

Office of Differently Abled Students
Coordinator: Prof. Joannettia Grier
Loew Hall 211
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. 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.

BRONX COMMUNITY COLLEGE ASSOCIATION INC.
The Bronx Community College Association, Inc., is a chartered corporation composed of a Board of Directors and chaired by the College President or a designee. Student representatives, faculty and administrators are charged with the responsibilities of approving budgets and appropriating student activity fees. The funds are expended for student extracurricular activities, including student publications, clubs, social activities, athletic teams and organizations. The records and budgeted expenditures are audited annually and carefully supervised.

COLLEGE DISCOVERY PROGRAM
Coordinator: Dean Evelyn Kish
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 are 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. The Ombudsperson gives assistance in resolving student problems.

PERSONAL AND ACADEMIC SUPPORT SERVICES (PASS) CENTER
Director: Dr. Jennifer Misick
Sage Hall 210
The PASS 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.

*Current medical report (less than two years old) must be on file in the Health Services Office for each student's personal safety in case of an emergency and for use in acquiring services that might be needed, including determining physical education course options. In addition, under Public Health Law 2165, all matriculated students born before 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.
STUDENT ACTIVITIES

Acting Director: Ms. Marilyn Russell
Gould Student Center 102

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 of positive learning experiences. These programs enhance development of individual potentialities through broadening student perspectives via exposure to new experiences and roles. The programs provide enrichment through the cooperation and guidance of interested faculty advisers. Students have an opportunity to apply skills learned in their academic curricula. 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. A Student Activities Council helps to plan campus-wide activities and events for students and the community. Members include students and administrators.

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

Clubs and Organizations

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

Accounting Club
African Club
Alpha Beta Gamma (Honor Society)
Art Club
Audiovisual Technology Club
Automotive Club
Black Student Union
Career Club
Catholic Students Association
Chess and Dart Club
Christian Fellowship
College Discovery
Dance Workshop
Dominican Club
Education Associate Society
ESL Club
Film Club
Forensic Society
Habitat for Humanity
History Club
Human Services Club
Institute of Electrical and Electronic Engineers (IEEE)
International Students Organization
Latino Club
M-CAP Club
Martial Arts Club
Mathematics and Computer Science Club
Multicultural Club
Muslim Student Association
Nursing Club
Paralegal Society
Phi Theta Kappa (Honor Society)
Psychology Club
Science Research Club
Secretarial Club
S.H.A.R.E.
Student/Parent Club
Tae Kwon-Do Club
Theatre Workshop
Veterans Club
Vanguard Club
Women’s Symposium

The Bronx Community and College Choir is a performance group open to general college students, faculty and staff.

Student Publications & Media

The Communicator (newspaper)
Language Forum (Modern Language literary magazine)
Pegasus (Senior yearbook)
Through the Looking Glass (literary magazine)
Student Government Association (SGA)
The Student Government Association represents the student body working cooperatively for students' welfare through its executive board. SGA is responsible for the BCC Association, Inc., which allocates money from student activity fees. The organization upholds and protects the rights of all BCC students on campus.
The BCC College Senate is composed of administrative, faculty, and staff representatives. All students on SGA hold senatorial seats and participate in all College Senate activities.

Gould Student Center
The Gould Student Center is dedicated to serving 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, diet 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 102.

Veterans' Affairs
Coordinator: Prof. Joseph Bacote
Loew Hall 129
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.

Athletics
Director of Athletics: Dr. Donna Genova
Alumni Gym 300B

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

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 Services 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 Teams
Men's Baseball
Men's Basketball
Men's Soccer
Women's Volleyball

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

Intramurals/Recreation/Sports Clubs
Coordinator of Intramurals: Prof. Henry Skinner
Alumni Gym 402

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 Services 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.

**ALLIANCE FOR MINORITY PARTICIPATION (AMP)**

*Advisor:* Dr. Nasser Abdellatif

This program aims to increase the number of minority students who earn baccalaureate degrees in science, mathematics and engineering (SEM). Funded by the National Science Foundation, it operates on 6 NY community college campuses, providing instructional and tutorial support in introductory SEM courses and the opportunity to participate in a laboratory research project with a stipend.

**BRIDGE TO THE BACCALAUREATE PROGRAM**

*Program Director:* Dr. John W. Davis, Jr.

*Program Coordinator:* Dr. Madelaine Bates

Through a collaboration with Lehman College, the program provides tutoring and mentoring support for science and allied health students who participate in the Science Academy. Qualified and motivated Science Academy students will be evaluated for the REAP project at BCC and participation in biomedical research projects at Lehman College. Students are expected to transfer to Lehman College to continue their undergraduate research experience upon completion of their degree program at BCC. The program is funded by the National Institutes of Health.
COLLEGIATE SCIENCE TECHNOLOGY ENTRANCE PROGRAM (C-STEP)

Project Director: Dr. Carl J. Polowczyk

Funded by the New York State Department of Education, CSTEP establishes a science academy approach at BCC to increase the access of under-represented groups of students to science, technology and health careers.

CUNY BACCALAUREATE PROGRAM

Coordinator: Dr. Alice P. Fuller

The CUNY BA/BS Program is a small, university-wide alternate degree program intended for self-directed, academically strong students who have well-formulated academic and career goals. Students who are admitted to the program work out an individualized area of specialization with guidance from a CUNY faculty member who agrees to serve as a mentor and also completes the program's liberal arts core and other degree requirements. Although students in the program are matriculated at one CUNY college, they are free to take courses at any of the other CUNY colleges. To be eligible, students must have a clear academic goal and must have completed at least 15 college credits with a GPA of 2.50 or higher. The CUNY BA and BS degrees are fully accredited and are awarded by The City University rather than by an individual college. The program operates under the auspices of the CUNY Graduate School and University Center.

For further information, contact the CUNY BA/BS Program office at 25 West 43 Street, New York, NY 10036 or call (212) 642-2905.

CUNY LANGUAGE IMMERSION PROGRAM (LIP)

Director: Mr. Ray Hubener

This program is for entering freshmen who have already been admitted to a CUNY college and who need additional English language preparation. It provides an opportunity for students to spend an intensive period of time learning English before formally enrolling in college courses. The program operates 25-30 hours a week, with day and evening sessions available. Participation in the program is voluntary.

Due to the intensity of the language instruction, students do not take additional college coursework while they are attending the Language Immersion Program. Upon completion of the Immersion Program, students begin their academic coursework at the college to which they have already been admitted.

The program is divided into three cycles during the academic year and a shorter summer cycle. The length of time a student stays in the program depends on the level of English language proficiency at entry and the progress made.

ESL SEQUENCE

Coordinator: Prof. Nancy Gear

The ESL sequence is a coordinated intensive program for students with limited English speaking or writing skills. The first semester of instruction consists of 20 hours of course work in elementary ESL, oral communication, comparative grammar, reading, and orientation. 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.

FRESHMAN INITIATIVE PROGRAM

Coordinator: Dr. Joseph O'Sullivan

The Freshman Initiative Program is designed for entering freshmen who require at least three of the following courses: English 01, English 02, Reading 02, Math 01, or Communication 11. Students take only one subject at a time for approximately six weeks. By the end of the semester, all participants have taken three courses.

Class size is limited to 20 students. In addition, the program provides in-class tutoring and peer counseling. OCD 01 is required for all participants.

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 as a maximum of 6 elective credits only. Students eligible to participate must have passed ENG 11, complete 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 theatrical productions.
MINORITY BIOMEDICAL RESEARCH SUPPORT (MBRS)

Program Director: Dr. John W. Davis, Jr.
The MBRS Program at Bronx Community College is dedicated to increasing the number of minority students pursuing careers in biomedical research. An introduction to laboratory research is provided through the EAP project, and ongoing biomedical research experiences can be obtained in an MBRS research laboratory, biology, chemistry or social science.

MBRS participants learn laboratory research techniques and how to prepare, present, and publish research data. Participants receive financial support for time and for travel to a major science conference, with funds provided by the National Institutes of Health. An applicant must be a full-time BCC student with a minimum academic index of 2.5. Priority will be given to those Academy students who want to pursue a biomedical career.

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 register at their home colleges for a minimum of 12 credits per semester before departing for Paris. When they return, the credits earned will, after being evaluated by the appropriate department of the home college, be applied toward their degrees. Students of all majors may apply. A minimal proficiency in French and a 3.0 average in the major are required. For further information or application, contact CUNY exchange program, Dr. Marsha Cummins, Colston Hall, room 604A, or call (718) 289-5735.

PEACE CORPS

Coordinator: Dr. Louis Alpert

Bronx Community College is the first community college in the nation to join with the Peace Corps in providing qualified students a stepping stone to an academic career linked to international experience. The Peace Corps program permits selected students to earn a CUNY bachelor's degree. Students graduating from BCC apply for two years of overseas service with Peace Corps. They will earn 30 academic credits for experience upon successful completion of that service. They then may enter a CUNY senior college for one year and earn an additional 30 credits for completion of a bachelor of arts degree.

R.E.A.C.H.

Site Coordinator: Mr. Louis Leva

The R.E.A.C.H. (Retraining and Education for Access to Careers in Health) Program is designed for two populations: recipients of Aid to Families with Dependent Children (AFDC), public assistance and currently employed health care workers who are members of participating labor unions. This CUNY-wide program provides education and training in designated curricula, preparing students to enter specific health or human services occupations. It also offers union-member health care workers an opportunity to advance to higher level positions through further education, or to retrain for alternative health careers.

RESEARCH ENRICHMENT ACTIVITIES PROJECT (REAP)

Coordinator: Dr. Vincent Kissel

REAP is for full-time Bronx Community College students who are considering a career in the sciences. Students have the opportunity to participate in a variety of science and research activities. They 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 working in a research laboratory for 35 hours a week for 10 weeks. 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.

SCIENCE ACADEMY

Coordinator: Dr. Madelaine Bates

The Science Academy is designed to bring together students majoring in natural science, social science, or allied health. The Academy targets those students who intend to earn a baccalaureate degree and pursue a professional career in the sciences. Academy students can take courses together and are provided additional academic support through counseling, tutoring and mentoring.

UNIVERSITY SUMMER IMMERSION PROGRAM

Coordinator: Dr. Joseph O'Sullivan

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. Courses are offered both day and evening on an intensive basis. Results of the courses are included in student transcripts.

YOUTH CAREER PROGRAM

Coordinator: Prof. Raymond Canals

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.
ART AND MUSIC
 indefinite: Bliss, Room 303
 hoiperson: Professor Ruth Bass
 ssistant Professors: N. Canton, A. Manglicmot, F. Sharpe
 ctors: L. Arnowitz, T. Cipullo, A. Hjelle
proximately 12 adjuncts per semester
ourses offered: Art (ART), Music (MUS)

BIOLOGY AND MEDICAL LABORATORY TECHNOLOGY
 indefinite: Meister Hall, Room 415
 hoiperson: Professor Francis C. Costello
 associate Professors: F. Haase, J. Hayde, M. Kanuck, A. Sobieraj
 ctors: L. Rice
proximately 20 adjuncts per semester
ourses offered: Biology (BIO), Botany (BOT), Floristry (FLO), Gardening (GAR), Horticulture (HRT), Interior Designing (INL), Landscape Design (LND)

ecial Laboratory Technology Advisory Committee
Ada Ashby, M.T., A.S.C.P., Director of Quality Control, National Health Laboratories
anne D. Batiz, A.A.S., Laboratory Associate, Hematology Department
orth Central Bronx Hospital
shel Chenuouda, Ph.D., Coordinator, MT Program, York College
ng J. Choi-Kim, M.D., Director of Pathology, Bronx-Lebanon Hospital Center
hn W. Davis, Ph.D., Professor of Biology, Bronx Community College
vin Hatcher, M.S., Administrator of Ancillary Services, Columbia Presbyterian Medical Center
or McLean, M.S., Associate Chief Microbiologist, Lincoln Medical Center
heen Pavletic, Ph.D., M.T., A.S.C.P., Adjunct Professor, Bronx Community College
ville Trowers, M.S., Supervisor of Microbiology, North Central Bronx Hospital

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., M.P.H.
Supervisor of Hematology, Lincoln Hospital
Abraham N. Neufeld, B.S.
Technologist, Beth Abraham Hospital
Rita Nunez, M.T., A.S.C.P., Hematology Manager, Mount Sinai Hospital
Mohammed Riaz, M.Sc., Beth Abraham Hospital
Cornelia Saceanu, Ph.D.
Director of Microbiology, Lincoln Hospital
Neville Trowers, M.S.
Supervisor of Microbiology, North Central Bronx Hospital
**BUSINESS**

*Office:* Meister Hall, Room G-20  
*Chairperson:* Professor John R. Morales  
*Professors:* H. Andima, B. Ettinger, J. Gorham, R. Quinn, J. Suarez  
*Associate Professors:* R. Canals, I. Ghafoor, D. LaBlanc, H. Weiman  
*Assistant Professors:* H. Clampman, K. Park-Kim, M. Rogan, M. Walwyn, V. Watnick  
*Lecturers:* M. Kassab, C. Perkins, D. Read  

Approximately 60 adjuncts per semester  

Courses offered: Accounting (ACC), Business (BUS), Business Communications (COM 31), Data Processing (DAT), Finance (FIN), Health Care Management (HCM), Keyboarding (KEY), Law (LAW), Marketing Management and Sales (MKT), Secretarial Studies (SEC), Shorthand (SHO), Taxation (TAX), Word Processing and Desktop Publishing (WPR)

---

**Secretarial and Office Information Systems**

**Advisory Committee**

Wendy Feinberg, Mt. Sinai Medical Center  
Dr. Joel D. Levy, Management Information Systems, CUNY  
Nancy Lucaciamo, State of New York, Unified Court System  
Dr. Bridget N. O'Connor, Dept. of Administration, Leadership, and Technology, New York University  
June Reitmeier, Vanguard Temporaries Inc.  
Alice Rodriguez-Lucas, Ford Foundation

---

**Paralegal Advisory Committee**

Zachary Berman*, Entrepreneur  
Hon. Lawrence Bernstein, Justice, N.Y.S. Supreme Court  
Prof. Raymond Canals, Director, Office of Paralegal Studies, Professor of Business, Bronx Community College  
Hon. Peter F. Crispino, Chief Admin. Law Judge, S.S.J.  
Robert E. Diaz, Esq., CUNY Vice Chancellor, Legal Affairs  
Michael Durso, President, MJD Enterprises International  
Hon. Fernando Ferrer, Bronx Borough President  
Charles S. Fiemming*, Former Ambassador, St. Lucia/United Nations  
James Higgins*, Former Coordinator, C.A.S.E.S.  
Hon. Lee Holzman, Judge, Bronx County Surrogate Court  
Hon. Robert Johnson, Esq., Bronx District Attorney  
John P. Keane, Superintendent, Sing Sing Corrections Facility  
Hon. Joseph Mazur, Former Justice, N.Y.S. Supreme Court  
Hon. Constance Baker Motley, Justice, U.S. District Court  
Robert Nesmith*, Paralegal, N.Y.C. Comptroller's Office  
Eleanor Holmes Norton, Esq., Professor, Georgetown University Law Center  
JoAnne Page, Esq., Executive Director, The Fortune Society  
Hon. Roberto Ramirez*, Assemblyman, Bronx County  
Hon. Burton R. Roberts, Admin. Judge, N.Y.S. Supreme Court  
Hon. Jose Serrano*, Member, House of Representatives  
Richard Serrano, Rodriguez & Leid, Attorneys at Law  
Michael Solomon, Esq., Legal Affairs, CUNY  
Hon. Lucindo Suarez, Judge, Bronx Civil Court  
Hon. Anne Targum, Judge, N.Y.C. Civil Court  
Frank Terrell, Esq., Director, CCNY Urban Legal Studies  
Dr. Allan Wolk, Professor Emeritus, Political Science, Bronx Community College

---

*BCC Alumni*
**Chemistry and Chemical Technology**
Office: Meister Hall, Room 813
Chairperson: Professor Joseph G. Riley
Professors: J. Fahey, R. Leinaeng, E. Passer, M. Pulver, H. Stein
Associate Professor: D. Gracian
Assistant Professors: S. Alozie, R. Drake, P. Meletes, R. Miller
Approximately 20 adjuncts per semester
Courses offered: Chemistry (CHM)

**Communication Arts and Sciences**
Office: Colston Hall, Room 701
Chairperson: Professor Jo-Ann C. Graham
Associate Professor: L. Powell
Lecturer: M. Schryer
Approximately 20 adjuncts per semester
Courses offered: Communication (CMS and CMT)

**Education, Reading and ESL**
Office: Colston Hall, Room 401
Chairperson: Professor Howard Irby
Professors: S. O'Neill, J. Rempson, H. Richardson, H. Shenkman
Associate Professor: M. Gillespie
Assistant Professors: D. Blot, G. Cukras
Lecturers: D. D'Alessio, N. Gear, V. Jackson, A. Liverpool, M. Pita, J. Todaro
Approximately 59 adjuncts per semester
Courses offered: Education (EDU), English as a Second Language (ESL), Learning to Learn (LTL), Reading (RLD)

Education Associate Advisory Committee:
- James Bruni, Acting Dean, Division of Education, Lehman College
- Joseph Jiggetts, Professor, Special Education, The City College
- Joseph Petrella, Retired Superintendent, NYC Public Schools
- Eleanor Riley, Supervisor, Early Childhood Education, C.S.D. 10, Bronx
- Iora Ramirez, Teacher, P.S. 191, Manhattan
- Mari Russo, Principal, P.S. 31, Bronx

**English**
Office: Colston Hall, Room 601
Chairperson: Professor Neil Grill
Professors: M. Cummins, R. Donovan, L. Fergenson, N. J. Hall, M. Nickerson, N Sandrow, E. Schor, B. Wittieb
Associate Professors: P. Read, J. Spielberger
Assistant Professors: K. Cox, J. DeMetro, F. DeNaples, J. Gosselin, J. Hagen Steffensen, T. Kubis, C. Liston
Lecturer: M. Hammitt-McDonald
Approximately 50 adjuncts per semester
Courses offered: English (ENG)

**Health, Physical Education and Wellness**
Office: Alumni Gym, Room 300
Chairperson: Professor Michele Stem
Associate Professor: G. Constantine
Assistant Professors: A. Kelemen, H. Skinner
Approximately 10 adjuncts per semester
Courses offered: Cardiopulmonary Resuscitation (CPR), Health (HLT), Physical Education (PEA), Recreation (REC)

**History**
Office: Colston Hall, Room 301
Chairperson: Professor James D. Ryan
Professors: V. Bonelli, G. Diallo
Associate Professor: J. Gutwirth
Assistant Professors: N. S. Davis, K. Williams
Approximately 12 adjuncts per semester
Courses offered: Geography (GEO), History (HIS)

**Mathematics and Computer Science**
Office: Gould Tech, Room 315
Chairperson: Assistant Professor Germana Giler
Associate Professors: K. Fogarty, S. Friedlander, M. Glass
Assistant Professors: A. Beiligne, A. Mclnerney, M. Messoudene, R. Miller, S. Persinger, R. Shalla, M. Shumowitz, B. Stein, G. Wright, P. Yorn
Lecturer: S. Greenspan
Approximately 66 adjuncts per semester
Courses offered: Computer Science (CSI), Mathematics (MTH)
MODERN LANGUAGES

Office: Colston Hall, Room 201
Chairperson: Assistant Professor Luis L. Pinto
Professor: H. Winterfeldt
Associate Professor: P. Lalli
Assistant Professors: L. Gorycki, S. Wilkofsky
Lecturers: D. Flores, A. Resto
Approximately 6 adjuncts per semester
Courses offered: French (FRN), Italian (ITL), Language (LAN), Spanish (SPN)

NURSING AND ALLIED HEALTH*

Office: Gould Tech, Room 413
Chairperson: Professor Ann C. Smith
Associate Professors: V. Foster, V. Mishkin, D. Morris, M. Smith
Assistant Professors: L. Augustus, C. Carew-Joyner, S. Clarke, D. Goetz, N. Roberts
Approximately 20 adjuncts per semester
Courses offered: Clinical Education (CLE), Nursing (NUR), Nutrition (NTR), Pharmacology (PHM), Physical Assessment of the Adult (PAS), Radiologic Technology (RAD)

*Department name pending Board of Trustees’ approval.

Nursing Advisory Committee
Carolyn S. Adderley, M.S.N., C.N.A.A., R.N.  
Associate Director of Nursing, 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
Kathleen DeVitt, M.S.N., R.N., Chief of Nursing Services, Bronx Veterans Administration Hospital
Frank P. Donnangelo, Ed.D., Director of Counseling, Bronx Community College
Charmaise Fitzig, D.P.H., R.N., Senior Management Consultant, NYC Health and Hospitals Corporation
Alice P. Fuller, Ed.D., R.N., Associate Dean of Academic Affairs, Bronx Community College
Carolyn Goetzke, M.A., R.N., Senior Vice President of Nursing, Our Lady of Mercy Hospital
Arsenia Ladores, M.A., R.N., Assistant Director of Nursing, Staff Development, St. Barnabas Hospital
Phyllis Liasit, 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
Ngosi Nkongo, Ph.D., R.N., Chairperson, Division of Nursing, Lehman College
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 of BCC Department of Nursing and Allied Health

Radiologic Technology Advisory Committee
Virginia Mishkin, M.S., RT (R) (M), Associate Professor, Committee Chairperson, BCC Radiologic Technology Program Director
Ann C. Smith, M.A., M.S.N., G.N.P., Chairperson, BCC Department of Nursing and Allied Health
Philip Alderson, M.D., Chairperson, Radiologic Technology, Columbia Presbyterian Medical Center
Sharon Clarke, M.A., RT (R) Assistant Professor, BCC Radiologic Technology Program
Alice P. Fuller, R.N., Ed.D., BCC Associate Dean of Academic Affairs
Donna Goetz, M.S., R.T. (R), Assistant Professor, BCC Radiologic Technology
Clarence Modeste, Clinical Supervisor, Department of Radiology, Columbia Presbyterian Medical Center
Prof. Melvin Thornhill, Chairperson, Radiologic Technology, Westchester Community College
Edward Trivella, B.A., RT (R) Staff Radiographer, Montefiore Medical Center, BCC Clinical Instructors
Lana Trivella, Staff Radiographer, Columbia Presbyterian Medical Center
PHYSICS AND TECHNOLOGY

Office: Gould Tech, Room 118
Chairperson: Associate Professor Nasser Abdellatif
Professors: J. Malinsky, J. Moghadassi
Associate Professor: S. Deonarine
Assistant Professor: J. Liebman
Instructor: J. Newman
Lecturers: A. Lal, S. Saddawi
Approximately 38 adjuncts per semester
Courses offered: Astronomy (AST), Automotive Technology (ACS), Electrical Technology (ELC), Nuclear Medicine Technology (NMT), Physics (PHY)

Industrial Advisory Committee
Joseph J. Coletta, Division Manager, Bronx Customer Service, Electric Distribution Services, Consolidated Edison Co. of New York, Inc.
Gary Geiger, Director, Biomedical Engineering, Bronx Municipal Hospital Center
Francisco Gonzalez, Supervisor, Design Engineering Department, AT&T Bell Laboratories
William R. O'Melia, CSM, Supervisor, Operations Section, Eastern Region, DOT/FAA AEA 422, AFD
Frank Santoro, Manager, Industrial Relations, Loral Electronic Systems, Human Resources Department
Dr. Donald Schilling, President, SCS Telecom Inc.
Andras Valencrvisor, Environmental Control Technicians, City of New York, Department of Environmental Protection

Nuclear Medicine Advisory Committee
M. Donald Blaufox, M.D., Ph.D., Chairperson
Department of Nuclear Medicine
Einstein College of Medicine
Lynette Blunt, A.A.S., Department of Radiology
Hospital of Albert Einstein College of Medicine
Zev Chayes, M.D., V.A. Hospital, Bronx
James Fahey, Ph.D., BCC Professor of Chemistry
Alice P. Fuller, R.N., Ed.D., BCC Associate Dean of Academic Affairs
Sherman Heller, Ph.D., Department of Nuclear Medicine, Montefiore Medical Center
Ira Novich, M.D., Chief, Nuclear Medicine
New Rochelle Hospital Medical Center
Jack Prince, Ph.D., Professor Emeritus,
Bronx Community College
Khalid Saleemi, M.Sc., AART, NMTCB
Montefiore Medical Center
Gregory Thomas, Department of Nuclear Medicine, Montefiore Medical Center

SOCIAL SCIENCES

Office: Colston Hall, Room 312
Chairperson: Associate Professor Howard Harris
Professors: K. Berger, A. Galub
Associate Professors: C. Daley, P. Morrill,
E. Rolnick, R. Strieby
Assistant Professors: M. Gray, R. Mendez,
B. Somerville
Lecturer: L. Battista
Approximately 35 adjuncts per semester
Courses offered: Anthropology (ANT), Economics (ECO), Human Services (HSC), Philosophy (PHL), Political Science (POL), Psychology (PSY), Religion, Sociology (SOC)
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 60 credits is required to complete a degree with the exception of some accredited programs.

"O" level 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. Also, "O" level courses are not considered part of the minimum and maximum credits required for the degree. In addition, Orientation and Career Development (OCD 01) is required of all entering freshmen.

Students should file a Candidate for Degree Card with the Registrar's Office at the beginning of the semester before graduation. Students will receive notice of completion of requirements or checklist of what courses remain to be taken.

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.

DEGREE PROGRAMS OFFERED

Associate in Applied Sciences Degree (A.A.S.)
- Career Programs
  - Accounting (5002)
  - Advertising Art and Computer Graphics (5012)
  - Automotive Technology (5306)
  - Education Associate (5503)
  - Electrical Technology (5310)
  - Marketing, Management, Sales (5004)
  - Medical Laboratory Technology (5205)
  - Nuclear Medicine Technology (5207)
  - Nursing (5208-10)
  - Ornamental Horticulture (5402)
  - Paralegal Studies (5099)
  - Programming and Systems (5033)
  - Radiologic Technology (5207)
  - Secretarial Science-Medical (5214)
  - Secretarial Studies (5005)
  - Telecommunications Technology (NYNEX) (5310)
  - Television Technology (5008)

Associate in Arts Degree (A.A.)
- Human Services (5501)
- Liberal Arts and Sciences (5649)

Associate in Science Degree (A.S.)
- Business Administration (5004)
- Community/School Health Education (5506)
- Computer Science (5101)
- Engineering Science (5509)
- Liberal Arts and Sciences (Chemistry and Biology) (5649)
- Mathematics (5617)

CERTIFICATE PROGRAMS
- Automotive Mechanics (5306)
- Child Welfare (5503)
- Licensed Practical Nursing (5209.20)
- Paralegal Studies (5099)

*Pending approval of New York State Department of Education.
**ADVERTISING ART AND COMPUTER GRAPHICS**  
*(A.A.S. Degree)*  
*Curriculum Coordinator: Dr. R. Bass*

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 curriculum combines traditional foundation courses in art, such as design and drawing, with new computer technology.

**Advertising Art and Computer Graphics Curriculum**  
60 Credits required for A.A.S. Degree

### Core Requirements
- ENG 11, 12: Fundamentals of Written Composition I & II  
- CMS 11: Fund. of Interpersonal Communication  
- HIS 10: History of the Modern World  
- MTH 12 or MTH 21*: Intro. to Mathematical Thought or Survey of Mathematics I or Probability and Statistics  
- PEA or HLT 91: Physical Education activity course or Critical issues in Health  
- SCI**: Any laboratory science  

*Total 20-21

### Required Areas of Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 11 or ART 12</td>
<td>3</td>
</tr>
<tr>
<td>CMS 60</td>
<td>3</td>
</tr>
<tr>
<td>MKT 43 or Advertising &amp; Sales Promotion or Humanities elective†</td>
<td>3</td>
</tr>
<tr>
<td>Free electives</td>
<td>2-3</td>
</tr>
<tr>
<td>Humanities electives †</td>
<td>3-4</td>
</tr>
<tr>
<td><strong>Total 14-16</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Specialization Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 15</td>
<td>3</td>
</tr>
<tr>
<td>ART 21</td>
<td>3</td>
</tr>
<tr>
<td>ART 22</td>
<td>2</td>
</tr>
<tr>
<td>ART 31</td>
<td>2</td>
</tr>
<tr>
<td>ART 32</td>
<td>2</td>
</tr>
<tr>
<td>ART 55††</td>
<td>3</td>
</tr>
<tr>
<td>ART 71</td>
<td>3</td>
</tr>
<tr>
<td>ART 81</td>
<td>3</td>
</tr>
<tr>
<td>ART 82</td>
<td>3</td>
</tr>
<tr>
<td>ART 83</td>
<td>3</td>
</tr>
<tr>
<td>ART 84</td>
<td>3</td>
</tr>
<tr>
<td>ART 86</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 25**

* MTH 21 or MTH 23 for those students who wish to transfer to a senior college.
** Select from any lab science (Astronomy, Biology, Chemistry or Physics).
† Select from Communication, English, History, Modern Languages, Music or Social Sciences.
†† ART 52 or 61 may be substituted whenever available.
AUTOMOTIVE TECHNOLOGY
(A.A.S. Degree)
Curriculum Coordinator: Dr. H. Frisz

The Automotive Technology curriculum, the only one of its kind in The City University, prepares the student for a career as an automotive technician. This curriculum develops understanding of operational principles, service sequences and diagnostic techniques for the automobile.

Upon completion of this curriculum, the graduate is prepared for entry-level positions in various areas of the automotive industry dealing with development, testing, diagnosis and service of mechanical, hydraulic, electrical and thermodynamic automotive systems.

Automotive Technology graduates are employed in a variety of automotive-oriented positions including technician, diagnostician, equipment sales and service, independent business administrator, dealership service manager, service writer, engine machinist and rebuilders, fuel injection, automatic transmission and engine management specialist, as well as general service technician.

Further training and education can lead to careers in technical education, engineering, insurance appraisal, and accident investigation, and other specialties.

Automotive Technology Curriculum
60 Credits required for A.A.S. Degree

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
<td>Fundamentals of Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fund. of Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>HHS 10</td>
<td>History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>IMTH 13</td>
<td>Trigonometry &amp; College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PEA</td>
<td>Physical Education activity course</td>
<td>1</td>
</tr>
<tr>
<td>CHM 17</td>
<td>Fundamentals of General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

Required Areas of Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 10 or MUS 10</td>
<td>Art Survey or Music Survey</td>
<td>1</td>
</tr>
<tr>
<td>PHY 21</td>
<td>Physics for Engineering Technology</td>
<td>4</td>
</tr>
<tr>
<td>MEC 11</td>
<td>Basic Engineering Graphics</td>
<td>2</td>
</tr>
<tr>
<td>Humanities electives*</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

Specialization Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACS 11</td>
<td>Engines</td>
<td>6</td>
</tr>
<tr>
<td>ACS 12</td>
<td>Brakes</td>
<td>3</td>
</tr>
<tr>
<td>ACS 13</td>
<td>Fuel Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACS 14</td>
<td>Manual Transmission &amp; Rear Axle</td>
<td>3</td>
</tr>
<tr>
<td>ACS 21</td>
<td>Front Ends</td>
<td>4</td>
</tr>
<tr>
<td>ACS 22</td>
<td>Automatic Transmission</td>
<td>4</td>
</tr>
<tr>
<td>ACS 23</td>
<td>Heating and Air-Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>ACS 24</td>
<td>Electrical System</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

* Select from Art, Communication, English, History, Music, Modern Languages, Social Sciences (one selection must be from English).

AUTOMOTIVE MECHANICS
CERTIFICATE PROGRAM
Program Coordinator: Dr. H. Frisz

The Automotive Mechanics program is designed to develop basic automotive skills required for entry level in most automotive repair shops. The program integrates automotive theory with an emphasis on shop experience. Upon successful completion of this program, students receive a certificate and are encouraged to complete the requirements for the A.A.S. degree in Automotive Technology.

Automotive Mechanics Curriculum
30 Credits required for Certificate

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACS 11</td>
<td>Engines</td>
<td>6</td>
</tr>
<tr>
<td>ACS 12</td>
<td>Brakes</td>
<td>3</td>
</tr>
<tr>
<td>ACS 13</td>
<td>Fuel Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACS 14</td>
<td>Manual Transmission</td>
<td>3</td>
</tr>
<tr>
<td>ACS 24</td>
<td>Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

Specialization Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACS 21</td>
<td>Front Ends</td>
<td>4</td>
</tr>
<tr>
<td>ACS 22</td>
<td>Automotive Transmission</td>
<td>4</td>
</tr>
<tr>
<td>ACS 23</td>
<td>Heating and Air-Conditioning</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>
■ BIOLOGY

Students interested in majoring in Biology or pursuing a biology-related career should see the department chairperson, Prof. Francis Costello.

■ BUSINESS CURRICULA

The curricula offered in Business include Accounting, Marketing, Management, Sales and Programming and Systems leading to an Associate in Applied Sciences (A.A.S.) degree. Business Administration, with options in Accounting; Management; Marketing, Management, Sales; and Programming and Systems, leads to an Associate in Science (A.S.) degree which prepares students for the third year at a senior college.

The curricula are nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

■ ACCOUNTING CURRICULUM

(A.A.S. Degree)

Curriculum Coordinator: Prof. J. Morales

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.

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

Graduates may transfer to related programs offered by four-year colleges.

Accounting Curriculum

60 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>ENG 11</td>
<td>Fundamentals of Written Composition</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fund. of Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10</td>
<td>History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>MTH 12</td>
<td>Intro. to Mathematical Thought</td>
<td>3</td>
</tr>
<tr>
<td>SCI*</td>
<td>BIO 18, AST or CHM</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Required Areas of Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12 or</td>
<td>Fundamentals of Written Composition II or</td>
<td></td>
</tr>
<tr>
<td>ENG 14 or</td>
<td>Written Composition and Prose Fiction or</td>
<td></td>
</tr>
<tr>
<td>ENG 16 or</td>
<td>Written Composition and Drama or</td>
<td></td>
</tr>
<tr>
<td>ENG 16</td>
<td>Written Composition and Poetry</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Restricted electives</strong></td>
<td><strong>4</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Specialization Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 11</td>
<td>Fundamental Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 12</td>
<td>Fundamental Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC 13</td>
<td>Intermediate Accounting</td>
<td>6</td>
</tr>
<tr>
<td>ACC 15</td>
<td>Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS 11</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 51</td>
<td>Business Organization &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>DAT 10</td>
<td>Computer Fundamentals &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>DAT 38 or</td>
<td>Microcomputer Spreadsheet Applications or</td>
<td></td>
</tr>
<tr>
<td>DAT 38</td>
<td>Microcomputer Database Applications</td>
<td>2</td>
</tr>
<tr>
<td>KEY 10</td>
<td>Keyboarding for Computers</td>
<td>1</td>
</tr>
<tr>
<td>LAW 41</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MKT 11</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>CWE 33†</td>
<td>Cooperative Work Experience</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

* Students who may later transfer to a four-year college should take a lab science from among BIO 11, CHM 10 or 11, PHY 11 or 12, and MTH 29, 30 or 31 instead of MTH 12.†† Select from Art, Communication, Economics, History, only 1 course in Health Education or 2 courses in Physical Education, Modern Languages, Music, Philosophy, Psychology, Political Science, Sociology (no more than 2 courses from the same department or discipline).

† CWE 33 is not required for students who work full time. They may substitute CWE with any course(s) offered by the Department of Business. CWE may be taken in the fourth semester, depending on CWE pattern assignment.
Marketing, Management, Sales (A.A.S. Degree)

Marketing Coordinator: Prof. J. Suarez

Marketing keeps goods and services moving from producers to consumers, an essential aspect of our economy. Marketing organizations, manufacturers, wholesalers, retail chains, and advertising agencies need college graduates for positions in marketing. Marketing, Management, Sales 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. This option also provides students with self-employment skills.

Small Business Management Option. The Small Business Management Option provides the entrepreneur or manager with the basic skills necessary to operate small or medium-sized businesses in today’s complex and competitive environment.

Marketing, Management, Sales Curriculum
60 Credits required for A.A.S. Degree

Core Requirements

- ENG 11 Fundamentals of Written Composition I ........................ 3
- ENG 12 Fundamentals of Written Composition II or Written Composition and Prose Fiction or Written Composition and Drama or Written Composition and Poetry ........................................... 3
- Restricted electives ** .............................................................................. 4

Total 16

Required Areas of Study

- BUS 11 Business Mathematics ............................................................... 3
- BUS 41 Business Statistics ........................................................................ 3
- BUS 51 Business Organization & Management ........................................ 3
- CS 12 Voice & Diction: Business & Prof. Speech .................................... 2
- DAT 10 Computer Fundamentals & Applications .................................. 3
- LAW 41 Business Law .............................................................................. 3
- MKT 11 Marketing ..................................................................................... 3
- MKT 18 Consumer Behavior ....................................................................... 3
- MKT 32 Principles of Selling ....................................................................... 3
- MKT 43 Principles of Advertising ............................................................ 3
- CWE 33 Cooperative Work Experience .................................................... 4

Total 37

Specialization Requirements

- BUS 21 Principles of Finance .................................................................. 3
- MKT 41 Management of Retail Operations .............................................. 3
- MKT 43 Principles of Advertising ............................................................ 3

Total 12

Small Business Management Option

- BUS 21 Small Business Management ...................................................... 3
- MKT 41 Management of Retail Operations .............................................. 3

Total 12

Management of Retail Enterprise Option

- BUS 21 Principles of Finance ............................................................... 3
- MKT 32 Principles of Selling ................................................................. 3
- MKT 41 Management of Retail Operations .............................................. 3

Total 12

* Students who may later transfer to a four-year college should take a lab science from among BIO 11, CHM 10 or 11, PHY 11 or AST 11, and MTH 29, 30 or 31 instead of MTH 12.

** Select from Art, Economics, History, only 1 course in Health Education or 2 courses in Physical Education, Modern Languages, Music, Philosophy, Psychology, Political Science, Sociology (No more than two courses from the same department or discipline).

† CWE 33 is not required for students who work full time. They may substitute CWE with any course(s) offered by the Department of Business. CWE may be taken in the fourth semester, depending on CWE pattern assignment.
The Business Administration curriculum provides a broad academic foundation so that graduates may transfer to the third year of a senior college or pursue immediate employment. Students may select from Accounting; Management; Marketing, Management, Sales; or Programming and Systems options.

**Accounting Option.** This option prepares students with fundamental courses in business and accounting. The option also 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 option. 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.

**Management Option.** This 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 option is also broad enough to allow students to pursue any business major at a senior college.

**Marketing, Management, Sales Option.** The 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 option.

**Programming and Systems Option.** This option 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 the area of specialization.
**Business Administration Curriculum**

60 Credits required for A.S. Degree

### Core Requirements
- ENG 11: Fundamentals of Written Composition I  
- ENG 12: Fundamentals of Written Composition II  
- EN 12: Microeconomics  
- ENG 12: Fundamentals of Written Composition II or  
- ENG 14: Written Composition and Drama or  
- ENG 16: Written Composition and Poetry  

*Restricted electives*  

**Total 17**

### Required Areas of Study
- ECO 11 or 12: Microeconomics or Macroeconomics  
- ENG 11: Fundamentals of Written Composition I or  
- EN 15: Written Composition and Drama or  
- EN 16: Written Composition and Poetry  

**Total 13**

### Specialization Requirements
- ACC 11: Fundamental Accounting I  
- BUS 41: Business Statistics  
- BUS 51: Business Organization & Management  
- CMS 12: Voice and Diction: Business & Prof. Speech  
- DAT 10: Computer Fundamentals & Applications or  
- DAT 30: Intro to Systems (Program & Systems Option only)  
- LAW 41: Business Law  
- Electives Restricted to Business courses  

**Total 30**

### Accounting Option
- ACC 12: Fundamental Accounting II  
- ACC 13: Intermediate Accounting  
- ACC 15: Accounting Information Systems  
- KEY 10: Keyboarding for Computers  

**Total 12**

### Management Option
- BUS 21: Small Business Management  
- FIN 31: Principles of Finance  
- MKT 11: Marketing  
- MKT 41: Management of Retail Operations  

**Total 12**

### Marketing, Management, Sales Option
- MKT 11: Marketing  
- MKT 18: Consumer Behavior  
- MKT 41: Management of Retail Operations  
- MKT 43: Advertising & Sales Promotion  

**Total 12**

### Programming and Systems Option
- DAT 40: COBOL Programming  
- DAT 41: Assembly Programming Language  
- DAT 43: Advanced COBOL Programming  
- DAT 46: Operating Systems and JCL  

**Total 12**

*Select from Art, Economics, History, only 1 course in Health Education or 2 courses in Physical Education, Modern Languages, Music, Philosophy, Psychology, Political Science, Sociology (No more than two courses from the same department or discipline).*  

For Programming and Systems Curriculum (A.A.S. Degree), see page 72.

### CHEMISTRY

Students interested in Chemistry or preparation for a career in pharmacy should see the department chairperson, Prof. Joseph G. Riley.
COMMUNITY/SCHOOL HEALTH EDUCATION CURRICULUM
(A.S. Degree)

Curriculum Coordinator: Dr. S. Schwartz

Community Health Educators are crucial members of the health care team working with doctors, nurses and therapists to prevent health problems, promote wellness and facilitate the healing process. They work in health centers, hospitals, clinics, agencies, public health departments and corporations on local, regional, state, national and international levels.

The School Health Educator with an appropriate degree is a specialist who teaches and promotes health and wellness in any educational facility from pre-kindergarten through college. New York State mandates that health education must be taught by a certified Health Education Specialist. Health Educators may teach courses, conduct workshops and administer various programs.

Health educators and service workers who are currently employed may enroll in these courses for promotion and salary increment purposes.

The Community/School Health Education transfer curriculum offers the foundation for graduates to pursue advanced degrees. Graduates will be accepted into the third year of baccalaureate programs at City University or any college for which they qualify.

Community/School Health Education Curriculum
60 Credits required for A.S. Degree

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
<td>Fundamentals of Written Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fund. of Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10</td>
<td>History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>MTH 21 or</td>
<td>Survey of Mathematics I or Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MTH 23 or</td>
<td>Mathematics in the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>MTH 26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 11</td>
<td>General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>PEA*</td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

Required Areas of Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 11 or</td>
<td>Introduction to Art or</td>
<td>3</td>
</tr>
<tr>
<td>MUS 11</td>
<td>Introduction to Music</td>
<td>3</td>
</tr>
<tr>
<td>HLT 91</td>
<td>Critical Issues in Health</td>
<td>2</td>
</tr>
<tr>
<td>CHM 17**</td>
<td>Fundamentals of General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>PSY 11</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 41</td>
<td>Psychology of Infancy &amp; Childhood</td>
<td>3</td>
</tr>
<tr>
<td>SOC 11</td>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td>CMS 22</td>
<td>Small Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>Modern Language†</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>English</td>
<td>(any three credit English course)</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>32</td>
</tr>
</tbody>
</table>

Specialization Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEA 12</td>
<td>Elementary Hatha Yoga or</td>
<td>1</td>
</tr>
<tr>
<td>PEA 82</td>
<td>Introduction to Tai Chi Chuan</td>
<td>1</td>
</tr>
<tr>
<td>HLT 92 or</td>
<td>Drugs, Society &amp; Human Behavior or</td>
<td>3</td>
</tr>
<tr>
<td>HLT 93 or</td>
<td>Human Sexuality or</td>
<td>3</td>
</tr>
<tr>
<td>HLT 96</td>
<td>Health Education for Parenting</td>
<td>3</td>
</tr>
<tr>
<td>HLT 94</td>
<td>Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HLT 97</td>
<td>Field Work in Community</td>
<td>3</td>
</tr>
<tr>
<td>CPR 10</td>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>

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

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

†The 8 credits must be in the same language. See language requirements, page 72.
I COMPUTER SCIENCE
(A.S. Degree)

Curriculum Coordinator: Prof. G. Glier

Computer science is the study of the computer, its theory, its design, and the manner in which it may be applied. This curriculum aims to provide students with an introduction to the field of computer science; to provide a background in mathematics, science and the humanities; and to enable the successful transfer to a prior college.

Computer Science Curriculum
60 Credits required for A.S. Degree

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11 Fundamentals of Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11 Fund. of Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10 History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>MTH 31 Calculus &amp; Analytic Geometry I</td>
<td>4</td>
</tr>
<tr>
<td>SCI*</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>21</td>
</tr>
</tbody>
</table>

**Required Areas of Study**

- ENG 12 or Fundamentals of Written Composition II or
- ENG 14 or Written Composition and Prose Fiction or
- ENG 15 or Written Composition and Drama or
- ART 11 or Introduction to Art or
- MUS 11 Introduction to Music
- History or Social Science — Select from Economics, History, Philosophy, Political Science, Psychology, Anthropology, Geography, or Sociology

**Total** 9

**Specialization Requirements**

- MTH 32 Calculus & Analytic Geometry II
- MTH 33 Calculus & Analytic Geometry III
- CSI 10 or Intro. to Computer Programming I or
- CSI 40 or Computer Methods & Programming for
- PHY 61 Applied Scientific Purposes
- DAT 41 Intro. to Computer Programming II
- CSI 20 Assembly Language Programming
- MTH 34 Discrete Mathematical Structures

**Total** 22

**Free Electives**

To complete the 60 credit requirement

8

* Students who plan to transfer to The City College must take PHY 31, 32 and 33 and are encouraged to take MTH 34 and MTH 35. PHY 61 is recommended for students transferring to The City College and Polytechnic Institute.

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

† Students who plan to transfer to a four-year college should see language requirements on page 72.
Bronx Community College offers a degree in early childhood and elementary education. This degree is also for students interested in child care, in the education of the handicapped, or bilingual education.

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 field-work component of at least 15 hours per semester. 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. Through the field-work component, the student has a chance to apply theoretical knowledge to practical situations by working directly with children or with school personnel.

The degree is a state registered Joint Degree Program with Lehman College. This permits students entering the Education Associate program to be registered simultaneously in the corresponding Teacher Education program at Lehman. Lehman College will award the baccalaureate degree to students who have satisfied all of its undergraduate requirements, including those specified for licensing in Teacher Education by New York State.
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 complex electronic equipment such as computers, control systems, communications systems, and medical devices.

The program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET).

Electrical Technology Curriculum

66 Credits required for A.A.S. Degree

Core Requirements

- ENG 11  Fundamentals of Written Composition I .................................. 3
- MTH 11  Fund. of Interpersonal Communication .................................. 3
- MTH 12  History of the Modern World ............................................. 3
- MTH 13  Trigonometry & College Algebra ........................................ 3
- PEA 1  Physical Education activity course ........................................ 1

Total: 13

Required Areas of Study

- ENG 23
- MTH 14
- MTH 15
- PHY 21
- PHY 22

Scientific & Technical Writing .................................................. 2
Art Survey or
Music Survey ................................................................. 1
College Algebra & Intro. to Calculus ........................................... 3
Physics for Engineering Tech. I ...................................................... 4
Physics for Engineering Tech. II ...................................................... 4

Total: 17

Specialization Requirements

- ELC 11
- ELC 15
- ELC 18
- ELC 21
- ELC 25
- ELC 35
- ELC 81
- ELC 94
- ELC 96
- ELC 97

DC Circuit Analysis ................................................................. 4
Computer Applications in Electronics .......................................... 2
Computer Programming for Engrg. Tech ......................................... 2
AC Circuit Analysis ................................................................. 4
Electronics I ................................................................. 4
Electronics II ................................................................. 4
Electronic Communications ..................................................... 4
Laser & Fiber Optic Communications .......................................... 4
Digital Systems & Logic Design ............................................... 4
Microprocessor System Design ................................................... 4

Total: 36
ENGINEERING SCIENCE
(A.S. Degree)

Curriculum Coordinator: Dr. S. Deonarine

The Engineering Science curriculum is designed for students with a special interest in engineering and features rigorous preparation in mathematics and basic science.

Engineering Science Curriculum
60 Credits required for A.S. Degree

Core Requirements
- ENG 11 Fundamentals of Written Composition I  3
- CMS 11 or Fund. of Interpersonal Communication or CMS 20 Public Speaking & Critical Listening  3
- HIS 10 History of the Modern World  3
- CHM 11 General College Chemistry I  4

Total 13

Required Areas of Study
- ART 10 or Art Survey or MUS 10 Music Survey  1
- History or Social Science elective  3

Total 4

Specialization Requirements (Must be taken in required sequence)
- MTH 31 Analytic Geometry & Calculus I  4
- MTH 32 Analytic Geometry & Calculus II  3
- MTH 33 Analytic Geometry & Calculus  3
- MTH 34 Differential Equations & Selected Topics in Advanced Calculus  4
- PHY 31 Engineering Physics I  4
- PHY 32 Engineering Physics II  4
- PHY 33 Engineering Physics II  4
- PHY 51 Computer Methods & Programs  3
- Restricted science elective*  5

Total 54

Free Electives
To complete 60 credit requirement

*Select one from each category:

Category I
- CHM 12 General College Chemistry I  4
- CHM 22 General Chemistry II with Qualitative Analysis  3
- PHY 51 Modern Physics  3

Category II
- DAT 41 Assembly Language Programming  3
- MTH 35 Selected Topics in Advanced Calculus and Linear Algebra  4
- MEC 11 Basic Engineering Graphics  2
HUMAN SERVICES
(A.A. Degree)
Curriculum Coordinator: Prof. H. Harris

The Human Services curriculum, approved by the Council for Standards in Human Services Education, 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 Bronx Community College A.A. degree in Human Services articulates with the New York City Technical College Bachelor of Science in Human Services and the Lehman College B.A. Social Work Program.

The curriculum prepares students for employment in 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, mental health, social services, aging, rehabilitation of the disabled, group and community work at the public and private level.

Graduates are prepared to pursue further education at senior colleges leading to a baccalaureate degree in several professional areas including social work, gerontology, juvenile justice, psychology, sociology, education and counseling.

Human Services students are required to participate in two Human Services field work practicums which provide supervised learning experiences in work situations. Students learn to apply theoretical material from the classroom and test career choices in the real world.

Human Services Curriculum
60-68 Credits required for A.A. Degree

**Core Requirements**

- ENG 11 Fundamentals of Written Composition I 3
- ICS 11 Fund. of Interpersonal Communication 3
- HSS 10 History of the Modern World 3
- MTH 21 or Survey of Mathematics I or
  MTH 23 or Probability & Statistics or
- MTH 50 Pre-Calculus Mathematics 3-4
- PEA Physical Education 1
- ISO* Science 3-4

**Total 16-18**

**Required Areas of Study**

- ART 11 or Introduction to Art or
- MUS 11 Introduction to Music 3
- ENG 12 or Fundamentals of Written Composition II or
- ENG 14 or Written Composition and Prose Fiction or
- ENG 15 or Written Composition and Drama or
- ENG 16 Written Composition and Poetry 3
- SOC 11 Sociology 3
- PSY 11 Psychology 3
- Modern Language** 0-6

**Total 12-20**

**Specialization Requirements**

- POL 21 or State and Local Government or
  POL 51 Urban Politics 3
- SOC 33 or Marriage & the Family or
  SOC 34 Social Deviance 3
- SOC 35 Introduction to Social Work 3
- HLT 97 Field Work in Community Health Resources 3
- HSC 10 Introduction to Human Services 3
- HSC 91 Field Work Seminar in Human Services I 3
- HSC 92 Field Work Seminar in Human Services II 3
- PSY 41 or Psychology of Infancy & Childhood or
  PSY 42 or Psychology of Adolescence &
  Adulthood or
  PSY 43 Psychological Development During
  Maturity & Aging 3
- PSY 22 or Social Psychology or
- PSY 51 Principles of Group Dynamics 3
- PSY 31 or Abnormal Psychology or
- PSY 35 or Dynamics of Human Motivation or
- PSY 36 or Workshop in Interpretation of
  Human Motivations or
- PSY 71 or Clinical Techniques of Assessment:
  The Interview 3

**Total 30**

**Free Electives**
To complete the 60 credit requirement:

* Students who plan to transfer to a four-year college should take a lab science from Astronomy, Biology, Chemistry or Physics. They should also be aware that many institutions require two semesters of laboratory science and should plan their programs accordingly. Students planning to transfer to Lehman College’s Social Work program are advised to take BID 15.

** Depending on high school preparation, students may have to take up to 8 credits of modern language in accordance with the college’s foreign language requirements.

† Students planning to transfer to Lehman College’s Social Work program are advised to take POL 11.

†† Students must meet with Field Work coordinator and have a field work placement before the start of the semester. Each of these courses includes 165 hours of supervised field work a semester.
This program, leading to a Certificate in Child Welfare, is for people currently working in the child welfare field or those planning to enter the field. The program articulates with the Bronx Community College A.A. degree in Human Services which articulates with the New York City Technical College Bachelor of Science in Human Services and the Lehman College B.A. Social Work Program.

Completion of the certificate program will enhance the knowledge, skills and competency level of child welfare workers in a variety of human services agencies serving children and adolescents. Examples of such agencies include congregate care facilities, temporary shelters, foster care, adoption, child protective services, comprehensive day care agencies, and children's health facilities.

Human Services Certificate in Child Welfare
30 Credits required for Certification

- ENG 11  Fundamentals of Written Composition
- HLT 91  Critical Issues in Health
- HLT 98  Seminar in Community Health Resources
- HSC 10  Introduction to Human Services for Child Care Workers
- HSC 11  Issues in Human Services for Child Care Workers
- HSC 93  Issues in Human Services or Child Care Workers
- HSC 94  Issues in Human Services
- PSY 11  Introduction to Psychology
- PSY 41  Psychology of Infancy and Childhood
- PSY 42  Psychology of Adolescence
- PSY 51  Principles of Group Dynamics
- SOC 11  Introduction to Sociology

Total 30 Credits
I LIBERAL ARTS AND SCIENCES
(A.A. Degree)
Curriculum Coordinator: Dr. J. D. Ryan

The Liberal Arts and Sciences curriculum prepares a student to be a productive and creative human being. His 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 pre-professional work. The academic experiences in liberal arts and sciences provide the foundation for later specialization, graduate study, and professional school.

There are several paths offered with 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.

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 the following options:

Options
Africana, Latino and Native American Studies
History
International Studies
Political Science
Psychology
Religion

In order to graduate, a student must satisfy all the requirements of the Associate in Arts curriculum which may include one of the options.

Liberal Arts and Sciences Curriculum
60 Credits required for A.A. Degree

Core Requirements
- ENG 11 Fundamentals of Written Composition I ........... 3
- ENG 12 Fundamentals of Written Composition II .......... 3
- CMS 11 Fund. of Interpersonal Communication ............. 3
- HIS 10 History of the Modern World .................... 3
- MTH 21, 22, 23, or 26* Mathematics ...................... 3
- PEA or Physical Education or
- HLT 91 Critical Issues in Health .......................... 1-2
- SCI Choose two laboratory science courses from Astronomy, Biology, Chemistry or Physics ...................... 8

Total 24-25

Required Areas of Study
- ART 11 Introduction to Art .................. 3
- MUS 11 Introduction to Music ................. 3
- HIS 20 Values & Ethics in the American Experience ..... 3
- Modern Language* .............................. 8
- English ........................................... 3
- Communication—CMS 21 or CMS 20 .................. 2-3
- Social Sciences—Choose from Anthropology, Economics, Geography, Philosophy, Political Science, Psychology and Sociology (select from different disciplines) ...................... 6
- Restricted elective—select from English, History or Social Science .............................................. 3

Total 31-32

Free Electives

To complete the 60 credit requirement

Note: At least one course must be taken from a list designated as "writing enhanced" and, after completion of 30 credits, one course must be taken from a list designated as "content enhanced."

* Students may substitute MTH 30 or 31 if they reduce elective credits.
** Choose from foreign language at the appropriate level.
Liberal Arts and Sciences Curriculum

Africana, Latino & Native American Studies Option

Coordinator: Dr. G. Diallo

- ART 12 Intro. to Western & Non-Western Cultures ............... 3
- MUS 12 Intro. to Music: A Multi-Cultural Survey ............... 3
- Restricted Electives—select two from the following ........ 6
  - HIS 35 History of Africa ........................................... 3
  - HIS 37 African-American History .................................. 3
  - HIS 39 History of Puerto Rico & The Caribbean ............. 3
  - SPN 30 Puerto Rican Literature & Culture I .................. 4
  - SPN 31 Puerto Rican Literature & Culture II .................. 4
  - PEA 46 African, Caribbean & Black Dance Forms ........... 2
  - ENG 53 The Black Writer in American Literature ........... 3
  - ENG 54 Black Poetry .................................................. 3
  - GEO 10 Introduction to Human Geography ..................... 3

Total 12

History Option

Coordinator: Dr. J. D. Ryan

- History electives ...................................................... 6
- Social Sciences (Students must take two courses in Social Sciences: ANT, ECO, GEO, PHL, POL, PSY or SOC) ......................... 6

Total 12

International Studies Option

Coordinator: Dr. A. Galub

Select four from the following:
- One course in Language of designated area .................... 3
- One course in Politics of designated area ...................... 3
- One course in History of designated area ...................... 3
- One course in Economics of designated area ................. 3
- One course in Literature of designated area .................. 3

Total 12

Political Science Option

Coordinator: Dr. A. Galub

- POL 11 American National Government .......................... 3
- Three other courses in political science ........................ 9

Total 12

Psychology Option

Coordinator: Prof. H. Harris

- PSY 11 Introduction to Psychology .................................. 3
- Three other courses in psychology ............................... 9

Total 12

Religion Option

Coordinator: Prof. H. Harris

- PHL 90 Introduction to Religion .................................... 3
- A History course with a religion focus ........................ 3
- An English course with a religion focus ....................... 3
- A Social Sciences course with a religion focus ............. 3

Total 12

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.

Students who enter with successful completion of two years of a foreign language in high school have fulfilled their college language requirement.
LICENSED PRACTICAL NURSING
CERTIFICATE PROGRAM

Director: Mrs. E. Hoist

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 National Council Licensure Examination for Practical Nurses (NCLEX-PN).

To enter the LPN Program, students must have a high school diploma or G.E.D. and be a New York State resident. Further requirements are a total composite score within the 55th percentile, and within the 50th percentile on science, math and verbal ability on the NLN Pre-Entrance Exam for PN Programs.

Program fee is $6,600 paid in three installments. Currently, students in this program are ineligible for financial aid. Upon graduation from the LPN program, students meeting qualification guidelines may apply to become candidates for the BCC Bridge Program leading to an A.A.S. degree in Nursing.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Theory Hrs</th>
<th>Clin Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNA-101 Practical Nursing Arts</td>
<td>100</td>
<td>20</td>
</tr>
<tr>
<td>ANA 102 Anatomy and Physiology</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>GD 103 Growth &amp; Development</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>SSN 104 Supporting Skills for Nursing</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>NHC 105 Mental Health Concepts</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>NUT 106 Nutrition</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Library—Research/Tutoring</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>400</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Theory Hrs</th>
<th>Clin Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 201 Medical/Surgical Nursing</td>
<td>75</td>
<td>144</td>
</tr>
<tr>
<td>REH 202 Rehabilitative Nursing</td>
<td>25</td>
<td>42</td>
</tr>
<tr>
<td>MIC 203 Microbiology</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>SSN 204 Supporting Skills for Nursing</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>PHAR 205 Pharmacology for Nursing</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Library—Research/Tutoring</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>295</strong></td>
<td><strong>186</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Theory Hrs</th>
<th>Clin Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PED 301 Pediatric Nursing</td>
<td>30</td>
<td>32</td>
</tr>
<tr>
<td>MCH 302 Maternity and Child Care</td>
<td>30</td>
<td>40</td>
</tr>
<tr>
<td>PSY 303 Psychiatric Nursing</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>VOC 305 Vocational Adjustment</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>SSN 304 Supporting Skills for Nursing</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Library—Research/Tutoring</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>210</strong></td>
<td><strong>72</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,183</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** At appropriate times, the National League for Nurse’s (NLN) practice examinations for practical nursing students are 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 Assistant. Students are eligible to take the Nurse’s Assistant Exam after successful completion of the Rehabilitative Theory and clinical components.

Clinical nursing students must maintain a passing grade of 70 in all nursing and supportive nursing courses.
Mathematics contributes in basic ways to business, finance, health, economics, human behavior and social systems. Almost every professional career demands proficiency in problem-solving and reasoning skills learned through the study of mathematics. This program is to provide essential skills and background in mathematics, science and the humanities and to enable students to transfer to a senior college.

Mathematics Curriculum
60 Credits required for A.S. Degree

Core Requirements
- ENG 11 Fundamentals of Written Composition I ... 3
- CMS 11 Fund. of Interpersonal Communication .... 3
- HIS 10 History of the Modern World .............. 3
- MTH 31 Calculus & Analytic Geometry I .......... 4
- SCI* Select a two-semester sequence from PHY 31 & 32, CHM 11 & 12 or BIO 11 & 12 ................. 8

Total 21

Required Areas of Study*
- ART 11 or Introduction to Art or MUS 11 Introduction to Music ........................................... 3
- ENG Select one course from ENG 12, 14, 15, or 16 ................................................................. 3
- Modern Language* ........................................... 0-8
- HIS or SOC SCI—Select from Economics, History, Philosophy, Political Science, Psychology, Anthropology, Geography or Sociology .......... 3

Total 9-17

Specialization Requirements
- MTH 32 Analytic Geometry & Calculus II ........... 5
- MTH 33 Analytic Geometry & Calculus III .......... 5
- MTH 42 Linear Algebra ..................................... 4
- Restricted electives† ........................................ 7-8

Total 21-22

Free Electives
To complete the required 60 credits, students may take up to 9 credits in any department or discipline ......... 09

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

** Students who plan to transfer to a four-year college should see language requirements on page 72.

† Choose from MTH 34, MTH 44, MTH 46, MTH 48 or CSCI 20. Students who plan to transfer to The City College or Hunter College should choose CSCI 20 and MTH 34.
Medical Laboratory Technology (A.A.S. Degree)*

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 must complete the following pre-MLT sequence with a minimum index of 2.0: BIO 23, ENG 11, CHM 02, MTH 13.

Medical Laboratory Technology Curriculum

66 Credits required for A.A.S. Degree

Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
<td>Fundamentals of Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fund. of Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10</td>
<td>History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>MTH 13</td>
<td>Trigonometry &amp; College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BIO 23</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 16

Required Areas of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 10 or MUS 10</td>
<td>Art Survey or Music Survey, respectively</td>
<td>1</td>
</tr>
<tr>
<td>BIO 24</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 17, 18</td>
<td>Fundamentals of General Chemistry I &amp; II</td>
<td>8</td>
</tr>
<tr>
<td>MTH 14</td>
<td>College Algebra &amp; Introduction to Calculus</td>
<td>3</td>
</tr>
<tr>
<td>PSY 11 or SOC 11</td>
<td>Psychology or Sociology, respectively</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 19

Specialization Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 43</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 44</td>
<td>Diagnostic Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 61</td>
<td>Introduction to MLT &amp; Urinalysis</td>
<td>2</td>
</tr>
<tr>
<td>BIO 82</td>
<td>Clinical Hematology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 83</td>
<td>Clinical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>BIO 84</td>
<td>Clinical Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>BIO 85</td>
<td>Serology</td>
<td>2</td>
</tr>
<tr>
<td>BIO 86</td>
<td>Immunohematology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 90</td>
<td>Clinical Practicum</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 31

* Mandatory 1,000 clinical practicum required for New York City Department of Health Licensing. Students already possessing New York City Department of Health license as a Medical Technologist or Medical Technician are exempt from this requirement.
NUCLEAR MEDICINE TECHNOLOGY (A.A.S. Degree)

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

Educational Director: Dr. J. Prince

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 Joint Review Committee on Education in Nuclear Medicine Technology recognized by the U.S. Department of Education as an independent accrediting agency.

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

60 Credits required for A.A.S. Degree

Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11 *</td>
<td>Fundamentals of Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTH 30 *</td>
<td>Trigonometry &amp; College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>BIO 23 *</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fund. of Interpersonal 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>Total</td>
<td>17</td>
</tr>
</tbody>
</table>

Required Areas of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 10 or MUS 10</td>
<td>Art Survey or Music Survey</td>
<td>1</td>
</tr>
<tr>
<td>BIO 24</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 17</td>
<td>Fundamentals of General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 18</td>
<td>Fundamentals of General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>13</td>
</tr>
</tbody>
</table>

Specialization Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 22</td>
<td>Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>LAW 45</td>
<td>Medical Law</td>
<td>2</td>
</tr>
<tr>
<td>PHY 24</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>RAD 71</td>
<td>Radiation Physics</td>
<td>3</td>
</tr>
<tr>
<td>NMT 80</td>
<td>Phlebotomy EKG</td>
<td>4</td>
</tr>
<tr>
<td>NMT 81 *</td>
<td>Orientation to Nuclear Medicine</td>
<td>3</td>
</tr>
<tr>
<td>NMT 82 *</td>
<td>Radio-Pharmaceutical Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>NMT 83 *</td>
<td>Radiation Physics &amp; Dosimetry</td>
<td>3</td>
</tr>
<tr>
<td>NMT 84 *</td>
<td>Radiation Biology</td>
<td>2</td>
</tr>
<tr>
<td>NMT 85 *</td>
<td>Nuclear Nuclear Procedures</td>
<td>2</td>
</tr>
<tr>
<td>NMT 86 *</td>
<td>Clinical Nuclear Medicine Practicum I</td>
<td>1</td>
</tr>
<tr>
<td>NMT 87 *</td>
<td>Clinical Nuclear Medicine Practicum II</td>
<td>1</td>
</tr>
<tr>
<td>NMT 88 *</td>
<td>Senior NMT Seminar</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>16</td>
</tr>
</tbody>
</table>

* 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 initial admission to the Nuclear Medicine Technology curriculum. 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 to exceptional considerations. Two clinical practice totaling 180 hours are required for this curriculum.

** Parts or all of these courses are taught at the Albert Einstein College of Medicine or Montefiore Medical Center. NMT 86, 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 note that 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 employ-ment obligations during the standard Monday-Friday work week. Students who are receiving Pell grants continue to be eligible throughout the duration of the clinical training.
NURSING (A.A.S Degree)
Curriculum Coordinator: Prof. A. C. Smith

Academic requirements for all students who want to take Nursing (NUR) courses include:
- completion of basic skills by passing the CUNY skills tests for Reading and Writing, and the BCC departmental tests for Mathematics and Chemistry, or by taking remedial courses as required;
- completion of the designated pre-clinical nursing sequence (ENG 11, CMS 11, BIO 23, PSY 11, PHM 10) with a minimum index of 2.5 in those courses and a minimum grade of C+ in both BIO 23 and PHM 10 (a minimum score of 14 on both the arithmetic and algebra parts of the Mathematics Department Assessment Test is required for admission to PHM 10);
- achievement of a minimum composite percentile score of 40 on the National League for Nursing Pre-admission Examination-RN Test (PAX-RN) This test may be taken up to two times;
- having been registered in the Nursing (NUR) curriculum for at least one semester prior to taking any Nursing (NUR) courses.

Other requirements include certification in Basic Cardiac Life Support, Health Clearance for Nursing and carrying malpractice insurance.

Admission to all NUR courses is based on the proved Priority List for Placement in Nursing Courses which is on file in the Nursing Department and available in the Nursing Department and Student Development. The Nursing Department will review transcripts from other colleges for students with advance standing.

The Department of Nursing offers instruction in clinical experience at Lincoln Medical and Mental Health Center, Montefiore Medical Center, St. Barnabas hospital, Our Lady of Mercy Medical Center, Jacobi Medical Center, North Central Bronx Hospital, Westchester-Tremont Day Care Center, Veterans Administration Medical Center, Victory Day Care Center, and Bronx Community College Child Development Center. Students enjoy valuable supplementary experience through arrangements with other community agencies such as clinics, nursery schools and nursing homes.

Nursing students are expected to pick up their assignment the day before the scheduled clinical for time courses. This may involve travel to the college.

Graduates of the Nursing program are eligible to take the R.N. Licensure Examination (NCLEX-RN) given by the State of New York. Graduates who are eligible may transfer 60 credits to a senior college of The City University of New York or enroll in other colleges to continue study for baccalaureate and higher degrees.

Legal Limitations for State Licensure — A student who has charges pending or has ever been convicted of a felony or misdemeanor and/or has been found guilty of professional misconduct, unprofessional conduct or negligence, may enter the nursing program. They may sit for the professional licensing examination after completing the program. However, the student 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. The cost is approximately $200.

Basic Cardiac Life Support (BCIs) — Certification is required of all nursing students.

* PAX-RN—$25 fee payable to the college. Contact the Nursing Department.
# Nursing Curriculum*

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

### Core Requirements
- ENG 11** Fundamentals of Written Composition I .......... 3
- CMS 11** Fundamentals of Communication .......... 3
- PEA Physical Education (one activity course) .......... 1
- PSY 11** Psychology .......... 3
- PHM 10** Pharmacology Computations .......... 2
- BIO 23** Human Anatomy & Physiology I .......... 4

**Required Areas of Study**
- ART 10 or MUS 10 Art Survey or Music Survey .......... 1
- CHM 17 Fundamentals of General Chemistry I .......... 4
- SOC 11 Sociology .......... 3

Total 16

### Specialization Requirements
- BIO 24 Human Anatomy & Physiology II .......... 4
- BIO 28 Microbiology & Infection Control .......... 4
- NUR 41† Nursing Theory & The Nursing Process .......... 2
- NUR 42 Nursing Process & Fundamental Skills .......... 4
- NUR 43 Nursing Process: Psychosocial Adaptation .......... 4
- NUR 44 Nursing Process: Biopsychosocial Adaptation I .......... 4
- NUR 45 Nursing Process: Biopsychosocial Adaptation in the Maternity Cycle .......... 4
- NUR 46 Nursing Process: Biopsychosocial Adaptation II .......... 4
- NUR 47 Nursing Process: Biopsychosocial Adaptation to Childhood .......... 4
- NUR 48 Nursing Leadership & Management .......... 4

Total 38

### Electives†
To complete the required 67 credits .......... 5

*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 CLNY Reading Assessment Test (12th grade level). Students must have a minimum score of 14 or Arithmetic and 14 for Algebra as a prerequisite for PHM 10.

** Pre-clinical course sequence.

† 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, Microcomputer Applications (DAT 33), Modern Language, 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.

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

Students will be accepted and assigned to clinical experience 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. *
ORNAMENTAL HORTICULTURE (A.A.S. Degree)

Curriculum Coordinator: Dr. H. Balter

Horticulturists are skilled in the cultivation of plants and the care of gardens. They may work in public parks and gardens; they may design, install and maintain the interiorscapes 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.

Ornamental Horticulture Curriculum
60 Credits required for A.A.S. Degree

<table>
<thead>
<tr>
<th>BCC Core Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11 Fundamentals of Written Composition I</td>
</tr>
<tr>
<td>CMS 11 Fund of Interpersonal Communication</td>
</tr>
<tr>
<td>HIS 10 History of the Modern World</td>
</tr>
<tr>
<td>PEA Physical Education (one activity course)</td>
</tr>
<tr>
<td>BJO 11 General Biology I</td>
</tr>
<tr>
<td>Total 14</td>
</tr>
</tbody>
</table>

Required Areas of Study

| ART 10 or Music Survey | 1 |
| BUS 12 General Biology II | 4 |
| CHM 17 Fundamentals of General Chemistry I | 4 |
| BUS 11 Business Mathematics | 3 |
| BUS 51 Business Organization & Management | 3 |
| PSY 11 or Psychology or Sociology | 3 |
| Total 18 |

NYBG Core Requirements*

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

Commercial Floristry Specialization

| FLO 11 Holiday Centerpieces | 1 |
| FLO 12 Funeral Arrangements | 1 |
| FLO 13 House Plants | 1 |
| FLO 14 Practical House Plants | 1 |
| FLO 15 Wedding Flowers | 1 |
| FLO 21 Ikebana for American Homes | 1 |
| FLO 22 Period Styles for Flower Arranging | 1 |
| FLO 61 Commercial Floristry Field Exp. I | 2 |
| FLO 62 Commercial Floristry Field Exp. II | 3 |
| FLO 63 Commercial Floristry Field Exp. III | 3 |
| GAR 44 Commercial Greenhouse Management | 1 |
| Total 16 |

General Horticulture Specialization

| BOT 61 Woody Plant Identification: Trees & Shrubs | 1 |
| BOT 63 Woody Plant Identification: Shrubs | 1 |
| GAR 41 Plant Propagation I | 1 |
| GAR 51 Turf & Grounds Maintenance | 1 |
| GAR 61 Plants for Landscaping | 1 |
| HRT 12 Turf & Grounds Management I | 2 |
| HRT 13 Arboriculture I | 2 |
| HRT 14 Perennials & Flower Borders | 2 |
| HRT 15 Greenhouse Operations I | 2 |
| LND 11 Horticulture Field Exp. Electives | 1 |
| LND 12 Graphics | 1 |
| Total 16 |

Interior Landscaping Specialization

| FLO 14 Practical House Plants | 1 |
| GAR 44 Commercial Greenhouse Management | 1 |
| INL 11 Intro. to Interior Landscaping | 1 |
| INL 21 Commercial Plantscape Design | 1 |
| INL 22 Decorating with Plants Indoors | 1 |
| INL 31 Interior Plantscape Maintenance I | 1/2 |
| INL 32 Plant Purchasing | 1/2 |
| INL 33 Plant Purchasing | 1/2 |
| INL 34 Bidding & Plant Specifications | 1/2 |
| INL 61 Interior Landscaping Field Exp. I | 3 |
| INL 62 Interior Landscaping Field Exp. II | 2-1/2 |
| INL 63 Interior Landscaping Field Exp. III | 2-1/2 |
| LND 12 Graphics | 1 |
| Total 16 |

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

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

Note: Course numbers are different in the BCC catalog and the NYBG Catalog.

The 8 credits of Field Experience I-III in the Commercial Floristry and Interior Landscaping specializations represent 480 hours of practical field work.
Paralegal Studies
(A.A.S. Degree)

Approved by the American Bar Association
Program Director: Prof. R. Canals

The Paralegal Studies Curriculum was developed according to 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 towards a law-related bachelor’s degree.

The Paralegal Studies curriculum 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 curriculum features a 210-hour internship (LAW96) component in which students work in a legal setting. This exposes students to the legal profession and makes them further aware of their ethical and professional responsibilities.

The Lay Advocate Option prepares students to 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 Paralegal Certificate is designed for advanced students who already have a minimum of 16 college credits or a two-year degree. A credit or non-credit internship is optional.
<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11 Fundamentals of Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 12 Fundamentals of Written Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 11 Fund. of Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIST 10 History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>SCI 11 BIOL 50 or CHM 13 Introduction to Mathematical Thought</td>
<td>3</td>
</tr>
</tbody>
</table>

Required Areas of Study

- Fundamentals of Written Composition I: 3 credits
- Fundamentals of Written Composition II: 3 credits
- Fundamentals of Interpersonal Communication: 3 credits
- History of the Modern World: 3 credits
- Introduction to Mathematical Thought: 3 credits
- Total: 16 credits

Specialization Requirements

- Taking 10 credits of specialization:
  - Computer Fundamentals & Applications: 3 credits
  - Introduction to Paralegalism: 3 credits
  - Intro. to Law Office Management & Computers: 3 credits
  - Business Law: 3 credits
  - Civil Procedure: 3 credits
  - Legal Research & Writing: 3 credits
  - Advanced Legal Research & Writing: 3 credits
  - Paralegal Seminar & Internship: 2 credits
- Total: 23 credits

Restricted Electives

- Fundamental Accounting II: 4 credits
- Business Mathematics: 3 credits
- Introduction to Taxation: 3-4 credits
- Business Organizations: 3 credits
- Family Law: 3 credits
- Criminal Law and Procedures: 3 credits
- Real Property: 3 credits
- Immigration Law: 3 credits
- Insurance and Torts: 3 credits
- Estates, Trusts & Wills: 3 credits
- Landlord Tenant Advocacy: 3 credits
- Total: 12-13 credits

Free Electives

- Complete the 60 credit requirement: 1-0 credits

31 Credits required for Certification

- LAW 19\* Intro. to Law Office Management & Computers: 3 credits
- LAW 41 Business Law: 3 credits
- LAW 47 Civil Procedure: 3 credits
- LAW 52\* Business Organizations: 3 credits
- LAW 62\* Family Law: 3 credits
- LAW 65\* Criminal Law and Procedures: 3 credits
- LAW 72\* Real Property: 3 credits
- LAW 77\* Immigration Law: 3 credits
- LAW 82\* Insurance and Torts: 3 credits
- LAW 89\* Legal Advocacy: 3 credits
- LAW 92\* Estates, Trusts & Wills: 3 credits
- LAW 95 Legal Research & Writing: 3 credits
- ACC 11 Fundamental Accounting: 4 credits
- TAX 11 Introduction to Taxation: 3 credits
- Total: 31 credits

Note: Choose 5 of these law courses.


* Choose 5 of these law courses.

** Choose three out of eight courses.

\* Departmental permission.

Students selecting the Lay Advocate Option should replace the Paralegal Studies curriculum restricted electives with the following:

Lay Advocate Option

- HLT 97 Field Work in Community Health Resources: 3 credits
- LAW 62 Family Law: 3 credits
- LAW 65 Criminal Law and Procedures: 3 credits
- LAW 69 Legal Advocacy: 3 credits
- Total: 12 credits

\* HLT 97 is in lieu of LAW 98.

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.

Paralegal Certificate Program

Program Director: Prof. R. Canals
PROGRAMMING AND SYSTEMS
(A.A.S. Degree)

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 due to the ever-growing use of computers. Starting salaries are excellent for all who qualify in the areas of systems analysis, programming, computer operations and the use of unit record equipment.

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

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

Programming and Systems Curriculum
60 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>ENG 11</td>
<td>Fundamentals of Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fund. of Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10</td>
<td>History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>MTH 12*</td>
<td>Intro. to Mathematical Thought</td>
<td>3</td>
</tr>
<tr>
<td>SCI*</td>
<td>BIO 16, AST or CHM</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 16

Required Areas of Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 14 or</td>
<td>Written Composition and Prose Fiction</td>
<td>3</td>
</tr>
<tr>
<td>ENG 15 or</td>
<td>Written Composition and Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENG 16</td>
<td>Written Composition and Poetry</td>
<td>3</td>
</tr>
<tr>
<td>Free electives**</td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

Total 30

Specialization Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 11</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>ACC 12</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>BUS 51</td>
<td>Business Organization &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>DAT 30</td>
<td>Introduction to Systems</td>
<td>3</td>
</tr>
<tr>
<td>DAT 33 or DAT 34</td>
<td>Microcomputer Applications or Macintosh Facilities</td>
<td>2</td>
</tr>
<tr>
<td>DAT 35</td>
<td>BASIC Language Programming</td>
<td>3</td>
</tr>
<tr>
<td>DAT 36</td>
<td>Microcomputer Spreadsheet Applications</td>
<td>2</td>
</tr>
<tr>
<td>DAT 38</td>
<td>Microcomputer Database Applications</td>
<td>2</td>
</tr>
<tr>
<td>DAT 40</td>
<td>COBOL Programming</td>
<td>3</td>
</tr>
<tr>
<td>DAT 43</td>
<td>Advanced COBOL Programming</td>
<td>3</td>
</tr>
<tr>
<td>DAT 41 or DAT 46</td>
<td>Assembly Programming Language or Operating Systems and JCL</td>
<td>3</td>
</tr>
<tr>
<td>KEY 10</td>
<td>Keyboarding for Computers</td>
<td>1</td>
</tr>
<tr>
<td>CWE 33†</td>
<td>Cooperative Work Experience</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 37

* Students who may later transfer to a four-year college should take a laboratory science from among BIO 11, CHM 10 or PHY 11 or AST 11, and MTH 29, 30 or 31 instead of MTH 12.
** Select from Art, Communication, Economics, History, only one course in Health Education or 2 courses in Physics Education, Modern Languages, Music, Philosophy, Psychology, Political Science, Sociology (No more than two courses from the same department or discipline).
† CWE 33 is not required for students who work full time. They may substitute CWE with any course(s) offered by the Department of Business. CWE may be taken in the fall semester, depending on CWE pattern assignment.
RADIOLOGIC TECHNOLOGY
(A.A.S Degree)

Director: Prof. V. Mishkin, M.S., R.T. (R) (M)

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. The Radiologic Technology Program at Bronx Community College prepares students as entry-level qualified and licensed radiographers.

The term "diagnostic radiography" is used to describe a variety of radiographic or x-ray examinations. Most people are familiar with chest x-rays and also x-rays to diagnose broken bones. The radiographer performs these procedures as well as those which require the use of contrast agents that make it possible to study organs that otherwise cannot be seen.

Academic requirements for all students who want to take Radiologic Technology (RAD, CLE) courses include:

- completion of basic skills in Reading, Writing and Mathematics by passing the CUNY skills tests or by taking remedial courses as required;
- completion of the prerequisite courses (BIO 23 and MTH 13) with a minimum grade of C+ in those courses and a minimum index of C in ENG 11, CMS 11 and HIS 10;
- having been registered in the Radiologic Technology (RAD, CLE) courses.

Students receive their clinical education at Lenox Hill or Columbia Presbyterian Medical Centers, both accessible by public transportation.

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology and the New York State Department of Health.

Upon successful completion of the program, students are eligible for the National and State certifying examinations. Graduates may go on to earn a higher degree in radiological health sciences.

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.

### Radiologic Technology Curriculum

65 Credits required for A.A.S Degree

#### Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
<td>Fundamentals of Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fundamentals of Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10</td>
<td>History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>PEA</td>
<td>Physical Education activity course</td>
<td>1</td>
</tr>
<tr>
<td>BIO 23*</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 24</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MTH 13**</td>
<td>Trigonometry &amp; College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 21**

#### Required Areas of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 24</td>
<td>Principles of Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Specialization Requirements†**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 11</td>
<td>Intro. to Radiologic Technology</td>
<td>3.5</td>
</tr>
<tr>
<td>RAD 12</td>
<td>Radiographic Exposure I</td>
<td>2.5</td>
</tr>
<tr>
<td>RAD 13</td>
<td>Radiographic Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>RAD 14</td>
<td>Radiographic Processing</td>
<td>1</td>
</tr>
<tr>
<td>RAD 15</td>
<td>Topographic Anatomy I</td>
<td>2</td>
</tr>
<tr>
<td>RAD 16</td>
<td>Patient Care &amp; Pharmacology</td>
<td>2.5</td>
</tr>
<tr>
<td>CLE 11*</td>
<td>Clinical Education I</td>
<td>1</td>
</tr>
<tr>
<td>RAD 22</td>
<td>Radiographic Exposure II</td>
<td>2.5</td>
</tr>
<tr>
<td>RAD 23</td>
<td>Radiographic Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>RAD 24</td>
<td>Radiation Protection</td>
<td>2</td>
</tr>
<tr>
<td>RAD 25</td>
<td>Topographic Anatomy II</td>
<td>1</td>
</tr>
<tr>
<td>CLE 21*</td>
<td>Clinical Education II</td>
<td>1</td>
</tr>
<tr>
<td>CLE 31</td>
<td>Clinical Education III</td>
<td>1.5</td>
</tr>
<tr>
<td>RAD 31</td>
<td>Imaging Modalities</td>
<td>2</td>
</tr>
<tr>
<td>RAD 33</td>
<td>Radiographic Procedures III</td>
<td>2</td>
</tr>
<tr>
<td>RAD 34</td>
<td>Radiographic Pathology</td>
<td>2</td>
</tr>
<tr>
<td>CLE 41</td>
<td>Clinical Education IV</td>
<td>1</td>
</tr>
<tr>
<td>RAD 42</td>
<td>Fundamentals of Radiation Biology</td>
<td>2</td>
</tr>
<tr>
<td>RAD 43</td>
<td>Quality Assurance</td>
<td>1</td>
</tr>
<tr>
<td>RAD 71</td>
<td>Radiation Physics</td>
<td>1</td>
</tr>
<tr>
<td>CLE 51</td>
<td>Clinical Education V</td>
<td>1</td>
</tr>
<tr>
<td>CLE 61</td>
<td>Clinical Education VI</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**Total 40**

* BIO 23 must be completed prior to entry.

** MTH 13 must be completed prior to entry. MTH 31 should be considered for transfer to a senior college.

† Note that the sequence of the academic and clinical curriculum of the program is scheduled between 8 a.m. and 5:30 p.m.

**Basic Life Support and Basic First Aid** - All radiologic technology students are required to be certified in cardiopulmonary resuscitation and basic first aid.

**Health Requirements** - All radiologic technology students must meet special health requirements to practice in clinical agencies.

**Malpractice Insurance** - Radiologic technology students are required to carry $1-3 million malpractice insurance purchased through Bronx Community College.

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.
SECRETARIAL STUDIES CURRICULUM (A.A.S. Degree)

Curriculum Coordinator: Dr. R. Quinn

Numerous opportunities for employment for college-trained secretaries with office information systems' skills exist in a wide variety of offices—business, professional and governmental organizations.

The department is equipped with the latest technology, and laboratory facilities are available for students to develop their skills. Students learn electronic keyboarding, machine transcription, composing business correspondence, office procedures, the use of different microcomputer systems, and a variety of software programs.

Secretarial Studies Curriculum
65 Credits required for A.A.S. Degree

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>ENG 1</td>
</tr>
<tr>
<td>3</td>
<td>CMS 11</td>
</tr>
<tr>
<td>3</td>
<td>HIS 10</td>
</tr>
<tr>
<td>3</td>
<td>MTH 12</td>
</tr>
<tr>
<td>3-4</td>
<td>SCI* **</td>
</tr>
<tr>
<td>1</td>
<td>PEA</td>
</tr>
<tr>
<td>3</td>
<td>KEY 11</td>
</tr>
<tr>
<td>2</td>
<td>KEY 12</td>
</tr>
<tr>
<td>2</td>
<td>KEY 13</td>
</tr>
<tr>
<td>3</td>
<td>WPR 11</td>
</tr>
<tr>
<td>3</td>
<td>WPR 12</td>
</tr>
<tr>
<td>3</td>
<td>WPR 20</td>
</tr>
<tr>
<td>3</td>
<td>WPR 21</td>
</tr>
<tr>
<td>3</td>
<td>WPR 22</td>
</tr>
<tr>
<td>3</td>
<td>WPR 23</td>
</tr>
<tr>
<td>3</td>
<td>WPR 24</td>
</tr>
<tr>
<td>3</td>
<td>COM 31</td>
</tr>
<tr>
<td>3</td>
<td>SEC 41</td>
</tr>
<tr>
<td>3</td>
<td>ORI 43</td>
</tr>
<tr>
<td>3</td>
<td>BUS 11</td>
</tr>
<tr>
<td>3</td>
<td>BUS 10</td>
</tr>
<tr>
<td>3</td>
<td>ACC 11</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>16-17</td>
<td></td>
</tr>
</tbody>
</table>

Required Areas of Study

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ART 10 or MUS 10</td>
</tr>
<tr>
<td>1</td>
<td>PSY 11 or SOC 11 or CMS 20</td>
</tr>
<tr>
<td>3</td>
<td>PSY 11 or SOC 11 or CMS 20</td>
</tr>
</tbody>
</table>

Specialization Requirements

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>KEY 11</td>
</tr>
<tr>
<td>2</td>
<td>KEY 12</td>
</tr>
<tr>
<td>2</td>
<td>KEY 13</td>
</tr>
<tr>
<td>3</td>
<td>WPR 11</td>
</tr>
<tr>
<td>3</td>
<td>WPR 12</td>
</tr>
<tr>
<td>3</td>
<td>WPR 20</td>
</tr>
<tr>
<td>3</td>
<td>WPR 21</td>
</tr>
<tr>
<td>3</td>
<td>WPR 22</td>
</tr>
<tr>
<td>3</td>
<td>WPR 23</td>
</tr>
<tr>
<td>3</td>
<td>WPR 24</td>
</tr>
<tr>
<td>3</td>
<td>COM 31</td>
</tr>
<tr>
<td>3</td>
<td>SEC 41</td>
</tr>
<tr>
<td>3</td>
<td>ORI 43</td>
</tr>
<tr>
<td>3</td>
<td>BUS 11</td>
</tr>
<tr>
<td>3</td>
<td>BUS 10</td>
</tr>
<tr>
<td>3</td>
<td>ACC 11</td>
</tr>
<tr>
<td>3</td>
<td>BUS 10</td>
</tr>
<tr>
<td>3</td>
<td>ACC 11</td>
</tr>
</tbody>
</table>

Free Electives

To complete the 60 credit requirement

* MTH 30 recommended for students considering transfer to a senior college.
* Students considering transfer to a senior college should take a science course with a laboratory component.
† May be waived for evening students with approval of curriculum coordinator.
SECRETARIAL SCIENCE—
MEDICAL CURRICULUM
(A.A.S. Degree)
Curriculum Coordinator: Dr. R. Quinn

This curriculum is designed for students who would like to become Medical Secretarial Assistants. They may 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 financial, medical, and office records; prepare patients for medical examination; perform basic clinical laboratory tests; and manage a medical office.

Secretarial Science—Medical Curriculum
60 Credits required for A.A.S. Degree

Core Requirements
- ENG 11 Fundamentals of Written Composition I ................. 3
- ENG 12 Fund. of Interpersonal Communication ................ 3
- HIS 10 History of the Modern World ............................ 3
- BIO 18* Human Biology ...................................... 4
- BIO 18* Intro. to Mathematical Thought ...................... 3
- PEA Physical Education activity course ....................... 1

Total 17

Required Areas of Study
- ART 11 or MUS 11 Introduction to Art or Music ................ 3
- HLT 91 Critical Issues in Health ................................ 2
- PSY 11 Psychology ............................................. 3

Total 8

Specialization Requirements
- KEY 11 Keyboarding I ....................................... 2
- KEY 12 Keyboarding II ...................................... 2
- KEY 13 Keyboarding III .................................... 2
- WPR 11 Machine Transcription I ............................. 3
- WPR 21 Information Processing Applications & Administration ........................................ 3
- WPR 22 Information Processing Office Simulation .......... 3
- BIO 22 Medical Terminology .................................. 2
- BIO 46 Clinical Techniques I ................................ 2
- BIO 47 Clinical Techniques II ................................ 2
- SEC 35 Medical Office Procedures & Management .......... 2
- COM 31 Business Communications ............................ 3
- CRI 43† Senior Orientation .................................... 0
- BUS 11 Business Mathematics ................................ 3
- BUS 10 Introduction to Business .............................. 3
- LAW 45 Medical Law .......................................... 3

Total 35

* Students considering transfer to a senior college should take a science course with a laboratory component.
** MTH 30 recommended for students considering transfer to a senior college.
† May be waived for evening students with approval of curriculum coordinator.
The Telecommunications Technology curriculum has been specifically designed to meet the requirements of the NYNEX Corporation, the Communications Workers of America and the International Brotherhood of Electrical Workers. Only NYNEX employees represented by CWA or IBEW are eligible. This curriculum is part of a statewide program called Next Step and is scheduled to be completed over a four-year period while attending class one day per week.

The curriculum prepares NYNEX students to enter the field of telecommunications with a wide range of skills needed for employment, advancement and continued education in this high tech industry. Students learn to install, test, maintain and operate a wide spectrum of telecommunications devices and systems for voice, data and video information transmission, as well as the technical principles and theory on which these devices and systems are based. Computers are used as instructional tools throughout the curriculum. The theory of telephone, data communications and transmission will be reinforced in current up-to-date laboratories.

Graduates may work as communications engineering technicians or in similar titles, or continue their education to earn a bachelor's degree.

Telecommunications Technology (NYNEX) Curriculum
60 Credits required for A.A.S. Degree

Core Requirements
- ENG 11 Fundamentals of Written Composition I ........ 3
- ENG 12 Fundamentals of Written Composition II ........ 3
- CMS 11 or HIS 10 Fund. of Interpersonal Communication or History of the Modern World 3
Total 9

Required Areas of Study
- MTH 10 Technical Mathematics I 4
- MTH 11 Technical Mathematics II 4
- PHY 21 Physics for Engineering Technology 4
Total 12

Specialization Requirements
- ELC 13 Computer Applications for Telecommunications 3
- ELC 25 Electronics I 4
- ELC 31 Electrical Circuits 4
- ELC 35 Electronics II 4
- ELC 96 Digital Systems & Logic Design 4
- ELC 97 Microprocessor System Design 4
- TEC 11 Telecommunications I—Voice Communications 4
- TEC 21 Telecommunications II — Data Communications 4
- TEC 31 Telecommunications III — LANS 4
- TEC 41 Telecommunications IV — Advanced Topics 4
Total 32

Total 60
One of the fastest growing fields today is Television Technology (TT). The entertainment field—broadcasting, television and films—is only a small part of the possibilities for trained media specialists. Major corporations, government agencies, businesses, hospitals and educational institutions use media to train, educate and communicate information. Students learn the skills needed to be a media operations technician in studio production, field production, camera operation, ghillie, editing, audio recording, digital graphics, photography, and the operation and maintenance of video and other basic media equipment.

Bronx Community College has excellent media facilities including a multi-million-dollar state-of-the-art television studio. Cable TV programs are broadcast regularly from the college's studio using TT students as part of the crew. In the last semester of study, students have the opportunity to do further work in the industry through a supervised internship program.

Television Technology Curriculum
60 Credits required for A.A.S. Degree

Core Requirements
- ENG 11 Fundamentals of Written Composition I 3
- ENG 12 Fundamentals of Written Composition II 3
- CMS 11 Fund. of Interpersonal Communication 3
- HIS 10 History of the Modern World 3
- MTH 13* Trigonometry & College Algebra 3
- PEA or Critical Issues in Health 1-2
- HLT 91 Physical Education activity course or

Required Areas of Study
- ART 10 Art Survey 1
- MUS 10 Music Survey 1
- ENG 15 Written Composition & Drama 3
- CMS 12 Voice and Diction: Business & Prof. Speech 2
- CMS 60 Intro. to Mass Communication 3
- MTH 13 Physics of Sound & Light 3

Total 16-17

Specialization Requirements
- ART 71 Photography I 2
- CMT 10 Introduction to Audiovisual Technology 3
- CMT 12 Studio Television Production 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 Television Editing & Post Production & Techniques 3
- CMT 51 Media Internship/Projects Laboratory 3

Total 26

Free Electives
To complete the required 60 credit requirement 4-5

* MTH 30 is recommended for students transferring to a four-year college.
EXPLANATION OF CREDIT

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

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

- **rec** (recitation) — the traditional recitation-discussion-seminar form.
- **lect** (lecture) — several sections have been combined into a single group in which the presentation is sometimes accompanied by a demonstration and audiovisual material.
- **lab** (laboratory) — the class meets in a specially equipped area where students may do individualized work in experimentation with instruments, tools and similar equipment.
- **clin** (clinic) — supervised, individualized clinical experience in a hospital setting including group and individual instruction.

Prerequisites must be completed with a passing grade before the subsequent course may be taken. Corequisites may be taken simultaneously or before 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 take 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:

- ELC 11 (corequisite MTH 06 recommended or Electrical Technology students only)
- GEO 10
- KEY 11
- MEC 11 (by placement)
- CMS 10 and/or CMS 12
- Art studio courses
- Music performance courses
- Language courses (Level 12 or above, by placement)
- Health and Physical Education courses

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

- ART 10
- ART 11
- ART 12
- CMS 11
- CMS 30
- COM 31
- DAT 30
- ECO 11
- ECO 12
- HIS 10
- HLT 91
- MEC 12
- MUS 10
- MUS 11
- MUS 12
- PEA (activity courses)
- POL 11
- PSY 11
- SOC 11
COURSE DESCRIPTIONS

■ ACCOUNTING

*Department of Business*

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

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

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

ACC 15 3 rec 1 lab 3 cr
Accounting Information Systems
Information systems and their relationship to the accounting function. Emphasis on interaction of accounting and information systems, application of information systems to financial/accounting management decisions, and control of these systems. An accounting information package will be explored.
Prerequisite: ACC 12.

■ ANTHROPOLOGY

*Department of Social Sciences*

ANT 11 3 rec 3 cr
Introduction to Anthropology
Development of human societies and cultures from early origins to present day. Touches all major fields of anthropology, such as physical anthropology, linguistics, and archeology, but focuses on cultural anthropology. Issues of economics, politics, family structure and religion from an anthropological point of view.
Prerequisite or corequisite: ENG 02 or RDL 02 if required.

■ ART

*Department of Art and Music*

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

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

ART 12 3 rec 3 cr
Introduction to Western and Non-Western Cultures
Includes African, pre-Colombian and Oceanian; their relationship to the art of the Western world. (May be taken to fulfill ART 11 requirement.)

ART 15 4 rec 2 cr
Design
Studio courses introducing the principles of two-and three-dimensional design. Experiments in texture, volume, space, color, line, value and their applications to creative and dynamic composition. Exploration of these principles on the computer.

ART 21 4 rec 2 cr
Drawing and Painting I
Studio course to develop basic skills and concepts in drawing and painting. Emphasis on drawing anatomy and portrait. Use of different mediums and techniques. Students draw from professional models.
ART 22  
Drawing and Painting II  
4 rec 2 cr  
Studio course with emphasis on painting in oil and acrylics and life drawing. Fundamentals of form, color, texture, and composition as applied to still life, landscape, and portraits. Assignments are adapted to each student’s ability. Development of student’s personal style.

ART 31  
Graphics I  
4 rec 2 cr  
Practical studio course in relief printing, monoprint, and mixed media with an emphasis on the use of equipment such as cutting tools, brayers and printing inks. Introduction to the platen and cylinder presses as well as handproofing. Museum and gallery visits and library resources familiarize students with printmaking development. Computer techniques and portfolio presentation, and mounting and matting methods are explained.

ART 32  
Graphics II  
4 rec 2 cr  
Studio course in graphic art techniques of intaglio, relief and planographic printing, and experimentation with mixed media. Process of print development through working with artist’s proofs and printing editions. Production of prints through hand printing and printing on the electric printing press. Applications on the computer explored.

ART 41  
Ceramics I  
4 rec 2 cr  

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

ART 52  
Oriental Art*  
3 rec 3 cr  

ART 55  
Modern Art  
3 rec 3 cr  
Important movements in modern art, including Impressionism, Post Impressionism, Cubism, Dada, Surrealism, Abstract Expressionism, Pop Art, Minimal Art, Conceptual Art and modern architecture. Lectures, films and visits to museums, art galleries, architectural monuments.

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

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

ART 81  
Media Graphics  
4 rec 2 cr  
Beginning computer course in graphics and graphic design for advertising art. Introduction to computers, software, and Macintosh facilities. Concept development from thumbnail sketches to finished graphics using computer software. Projects include considerations such as effective color presentation, layout design, typography, and basic graphs. Projects lead to a portfolio for students entering the graphics field.

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

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

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

ART 86  
Commercial Illustration  
4 lab 2 cr  
Studio course for students who have taken basic illustration classes and are now ready to prepare for work as professionals. Class projects duplicate assignments given working illustrators using current computer software. Finished class projects will provide portfolio samples.

Prerequisite: ART 81

* Not offered on a regular basis. Course descriptions available upon request.
**ASTRONOMY**
Department of Physics and Technology

**AST 11** 2 lect 1 rec 2 lab 4 cr
Stellar Astronomy
Early astronomy; astronomical coordinate systems; structure and evolution of the sun, stars and stellar systems; spectroscopy; the Milky Way and external galaxies; cosmological models and implications.
*Prerequisite:* MTH 03, or permission of the department.
*Corequisite:* ENG 02 or RDL 02 if required.

**AST 12** 2 lect 1 rec 2 lab 4 cr
Planetary Astronomy
History of astronomy; Structure of the universe; origin and evolution of the solar system including the sun, planets, and minor bodies; architecture of the solar system with emphasis on orbital motions, planetary surfaces, atmospheres and internal structures; the expanding universe.
*Prerequisite:* ENG 02 or RDL; MTH 13 or equivalent.

**AUTOMOTIVE TECHNOLOGY**
Department of Physics and Technology

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

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

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

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

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

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

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

**ACS 24** 2 rec 2 lab 3 cr
Electrical Systems
Operation, service and repair of automotive electrical starting, lighting, generating and ignition systems.
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, ENG 01 if required; corequisite: RDL 02 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
The diversity of the animal kingdom with emphasis on ecology, behavior, phylogeny, with medical and economic implications for humanity.
Prerequisite: RDL 01, ENG 01 if required; corequisite: RDL 02 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, ENG 01 if required; corequisite: RDL 02 if required.

BIO 22  2 lect  2 cr
Medical Terminology
Familiarization 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, ENG 01 if required; corequisite: RDL 02 if required.

BIO 23  3 lect  3 lab  4 cr
Human Anatomy and Physiology I
An integrated lab-lecture method for the study of the structure and function of the human organism. Includes basic chemistry, cellular anatomy and physiology, tissues, integumentary, skeletal, muscular, nervous and endocrine systems.
Prerequisite: RDL 01, ENG 01 if required; corequisite: RDL 02 if required.

BIO 24  3 lect  3 lab  4 cr
Human Anatomy and Physiology II
An integrated lab-lecture method for the study of the structure and function of the human organism. Includes cardiovascular, respiratory, digestive, urinary and reproductive systems.
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, CHM 18.

BIO 43  2 lect  4 lab  4 cr
Microbiology
Introduction to basic microbiological concepts, including microbial structure, physiology, metabolism, genetics, growth and ecology; and applied microbiology.
Prerequisites: CHM 18 and BIO 24.

BIO 44  2 lect  4 cr
Diagnostic Microbiology
Advanced study of micro-organisms 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 Personnel I
Use and care of such instruments as the microscope, sphygmomanometer, basal metabolator, 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 Personnel II
Use and care of various medical instruments; sterile techniques; analysis of blood—complete blood count, hematocrit, sedimentation rate, blood glucose.
Prerequisite: BIO 46.

BIO 50  2 lect  2 lab  3 cr
Biology, Bioethics and 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, human experimentation, organ transplantation.
Corequisites: ENG 02/RDL 02. Required for paralegal students; elective in other curricula.

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Lecture Lab Credit</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 82</td>
<td>2 4 4</td>
<td>Clinical Hematology &amp; Coagulation</td>
<td>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.</td>
<td>CHM 17, BIO 24, BIO 81.</td>
</tr>
<tr>
<td>BIO 83</td>
<td>2 4 4</td>
<td>Clinical Chemistry</td>
<td>Basic principles of clinical chemistry and quality assurance. Clinical chemistry tests: glucose, renal function tests, serum proteins, hepatic profile, electrolytes enzymes, therapeutic drug monitoring. Emphasis on manual techniques, chemical principles and diagnostic implications.</td>
<td>CHM 18, BIO 24, BIO 82.</td>
</tr>
<tr>
<td>BIO 84</td>
<td>1 4 3</td>
<td>Clinical Instrumentation</td>
<td>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.</td>
<td>BIO 83 or written permission of curriculum coordinator.</td>
</tr>
<tr>
<td>BIO 85</td>
<td>1 2 2</td>
<td>Serology</td>
<td>Technical and theoretical knowledge for performing serological tests involving antigen-antibody reactions. Techniques for detection of infectious diseases.</td>
<td>BIO 81, 82, 43, CHM 17, 18.</td>
</tr>
<tr>
<td>BIO 86</td>
<td>2 4 4</td>
<td>Immunohematology</td>
<td>Introduction to blood banking techniques and principles immunological reactions involving blood antigen/antibody and components. Basic concepts of heredity and immunity.</td>
<td>BIO 81, 82, 83, 84, 85, 43, CHM 17, 18.</td>
</tr>
<tr>
<td>BIO 90</td>
<td>2</td>
<td>Clinical Practicum</td>
<td>Six-month, full-time clinical laboratory training in a hospital laboratory. Placement for training is limited and cannot be guaranteed.</td>
<td>Completion of all other requirements and departmental approval.</td>
</tr>
<tr>
<td>BIO 91</td>
<td>2 1 3</td>
<td>Biomedical Research I: Simulated Research/Symposium</td>
<td>Scientific method and diverse symposium experiences Students learn how to review scientific literature, evaluate research papers, write a scientific paper, present papers and design experiments. The symposium experience consists of visits to research laboratories, on-campus seminars with leading scientists and a national science conference.</td>
<td>Admission to the REAP Program.</td>
</tr>
<tr>
<td>BIO 92</td>
<td>3</td>
<td>Biomedical Research II: Participatory Research</td>
<td>Students have the opportunity to be part of a research team by working with leading scientific researchers in well-known research laboratories.</td>
<td>BIO 91 and admission to the REAP Program.</td>
</tr>
</tbody>
</table>

**Exemption for MLT Courses**

*Students who have acquired knowledge and skills in clinical 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.*
BOTHANY
Department of Biology and Medical Laboratory Technology
Enrollment in Botany is limited to students in the Ornamental Horticulture curriculum or with special permission of the department. Offered at the New York Botanical Garden. See curriculum advisor, Dr. Howard Baltem.

BUSINESS
Department of Business

BUS 10
Introduction to Business
3 rec 3 cr
Introduction 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.
Prerequisite: RDL 02 or ENG 02 if required.

BUS 11
Business Mathematics
4 rec 3 cr
Principles and problems of interest, bank discounts, purchase discounts, installment sales, payroll, depreciation, profit distribution, taxes and insurance.
Prerequisite: MTH 01, corequisite: RDL 02 or ENG 02 if required.

BUS 21
Small Business Management
3 lect 3 cr
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.

BUS 41
Business Statistics
3 rec 1 lab 3 cr
Introduction to statistical methods as a basis for decision-making and operations control in business, utilizing principles of probability, sampling error, estimation and the descriptive methods of frequency distribution, correlation, index number, and time series analysis. Application to data pertinent to business and economic problems in such areas as accounting controls, production and marketing.
Prerequisite: Three years of high school mathematics or MTH 06, corequisite: ENG 02 or RDL 02 if required.

BUS 51
Business Organization and Management
3 rec 3 cr
Advantages, limitations and financing of basic forms of business organization. Management problems of organization, policy formation, communication and efficiency with particular reference to personnel and their supervision, budget and automation.
Prerequisite or corequisite: ENG 11.

CHEMISTRY
Department of Chemistry and Chemical Technology

CHM 02
Introduction to Chemistry
1 rec 2 lect 2 lab 0 cr
Introduction to types of matter, elements, compound, formulas, equations, use of arithmetic for chemical problem-solving, nomenclature, atomic structure and chemical bonding. Basic laboratory skills.
Corequisites: MTH 03 or 05 and RDL 02 or permission of department.

CHM 10
Contemporary Chemistry
3 rec 3 lab 4 cr
Exploration of problems arising from the expanding human population and increasing industrial technology and how chemistry relates to and can aid in understanding the problems and attempting solutions. Laboratory includes introduction to properties of chemicals and use of techniques for present pollution detection and monitoring. Fulfills laboratory science requirement for Business, Liberal Arts and Education Associate.
Corequisites: ENG 02 or RDL 02 if required.

CHM 11
General College Chemistry I
1 rec 2 lect 3 lab 4 cr
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 or 05.

CHM 12
General College Chemistry II
1 rec 2 lect 3 lab 4 cr
Solutions, kinetics, equilibria, electrochemistry, properties of non-metallic and metallic elements, nuclear chemistry, organic chemistry. Laboratory: chemical techniques and principles, and qualitative analysis. (Chemistry and other science majors should take CHM 22 in the second semester. Engineering Science majors may choose either CHM 12 or CHM 22 in the second semester.)
Prerequisite: CHM 11.

*Students who have completed one year of chemistry in high school and plan to major in Engineering Science, Medical Laboratory Technology, Nursing, 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 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, and other science curricula. This course is not intended for non-science Liberal Arts students.
**CHM 13**

**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 17**

**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 03 or MTH 05 and RDL 02.

**CHM 18**

**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, carboxylic acids, esters, fats, lipids, amino acids, and proteins, carbohydrates.

*Prerequisite:* CHM 17.

**CHM 22**

**General Chemistry II with Qualitative Analysis**


*Prerequisite:* CHM 17.

**CHM 31**

**Organic Chemistry I**

Structure, nomenclature, properties and reactions of organic compounds including electronic theory and mechanism. Laboratory: preparation, purification and identification of representative organic compounds.

*Prerequisites:* CHM 12, 18 or CHM 22.

**CHM 32**

**Organic Chemistry II**

Continuation of CHM 31.

*Prerequisite:* CHM 31.

**CHM 33**

**Quantitative Analysis**

Theory and laboratory methods of quantitative chemical analysis with laboratory determinations employing gravimetric and titrimetric (volumetric) methods, including acid-base precipitation and oxidation-reduction reactions; use of chelating agents and analytical instruments.

*Prerequisite:* CHM 22.
I COMMUNICATION
Department of Communication Arts and Sciences

CMS 12
Voice and Diction: Business and Professional Speech
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 business and professional environment.
Corequisite: ENG 01.

CMS 20
Public Speaking and Critical Listening
Principles and practice of contemporary forms of public speech communication; informative, persuasive, inspirational, and entertaining; principles and practice of critical listening; analysis and evaluation of public communication.
Corequisite: ENG 02 or RDL 02 if required.

CMS 22
Small Group Discussion
Principles and practice of small group discussion; investigation and analysis of problems in selecting group situations.
Corequisite: ENG 02 or RDL 02 if required.

CMS 60
Introduction to Mass Communication
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 the environment.
Prerequisite: CMS 11.

CMS 61
Introduction to Film
Film appreciation—a survey of films from the beginning to the present; one movie a week viewed.

CMS 62
Beginning Film Production
Techniques of movie production; opportunity for students to make films.
Prerequisite: CMS 61.

CMS 68
Television Performing
Provides training in performance and communication skills utilized in television production: announcing, interviewing, reporting. Practice in reading from a script, voice and diction, extemporaneous delivery, questioning, using teleprompters, microphone techniques, camera presence, movement and makeup.
Prerequisite: RDL 02; corequisite: CMS 11 or permission of the instructor.

CMS 75
Acting I
Introduction to basic acting problems of analyzing and creating a character through improvisation, pantomime theatre games, scene practice and analysis of scenes, culminating in presentation of a one-act play outside class assignments.
Corequisite: ENG 02 or RDL 02 if required.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 76</td>
<td>Acting II*</td>
<td>3 rec 3 cr</td>
<td></td>
</tr>
<tr>
<td>CMS 81</td>
<td>Seminar and Independent Study in Dramatic Arts with Field Projects</td>
<td>6 hrs field work/wk 3 cr</td>
<td>Permission of Instructor.</td>
</tr>
<tr>
<td>CMT 10</td>
<td>Introduction to Television Technology</td>
<td>3 rec 3 cr</td>
<td></td>
</tr>
<tr>
<td>CMT 11</td>
<td>Audiovisual Photography</td>
<td>3 rec 3 cr</td>
<td>RDL 02, ENG 02, if required.</td>
</tr>
<tr>
<td>CMT 12</td>
<td>Studio Television Production</td>
<td>3 rec 3 cr</td>
<td></td>
</tr>
<tr>
<td>CMT 13</td>
<td>Television Equipment Operation and Maintenance</td>
<td>3 rec 3 cr</td>
<td></td>
</tr>
<tr>
<td>CMT 14</td>
<td>Digital Video Effects and Presentation Graphics</td>
<td>2 rec 2 lab 3 cr</td>
<td></td>
</tr>
<tr>
<td>CMT 23</td>
<td>Field Television Production</td>
<td>2 rec 2 lab 3 cr</td>
<td></td>
</tr>
<tr>
<td>CMT 31</td>
<td>Audio Recording and Duplication</td>
<td>3 rec 3 cr</td>
<td></td>
</tr>
<tr>
<td>CMT 33</td>
<td>Television Editing and Post-Production Techniques</td>
<td>2 rec 2 lab 3 cr</td>
<td></td>
</tr>
<tr>
<td>CMT 51</td>
<td>Media Internship/Projects Lab</td>
<td>Min of 140 hrs/sem 3 cr</td>
<td></td>
</tr>
</tbody>
</table>

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

Department of Student Development

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 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 Studies) with an overall G.P.A. of 2.00 or permission of the program coordinator.

COMPUTER SCIENCE

Department of Mathematics and Computer Science

CSI 10 2 lect 2 lab 3 cr
Introduction to Computer Programming I
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., C++); computer solutions to problems taken from engineering, science, physics, mathematics, business and other applications.

Prerequisite: MTH 31 or 14 and ENG 02 and RDL 02 if required.

CSI 20 3 rec 3 cr
Discrete Mathematical Systems
Topics selected from logic, sets, induction, Boolean algebra, number systems, combinatorial analysis, game theory, number theory, vectors and matrices, special topics in algebra.

Prerequisite: MTH 31 and ENG 02 and RDL 02 if required.

CSI 40 2 lect 2 lab 3 cr
Introduction to Computer Programming II
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 or permission of the department and ENG 02 and RDL 02 if required.
DATA PROCESSING

Department of Business

DAT 10 2 rec 2 lab 3 cr
Computer Fundamentals and Applications
Introduction to computers and their use in information processing. Topics include hardware and software concepts, elements of system analysis, system design and management information systems. Emphasis on computer usage, programming skills and use of application programs involving word processing, spreadsheets, and data base management.
Prerequisites: RDL 02 and ENG 01 if required;
corequisite: MTH 03 or MTH 05.

DAT 30 3 lect 3 cr
Introduction to Systems
Introduction to data processing equipment and operation; basic elements of electronic data processing, input, processing, storage, and output; flow-charting, numbering systems and programming applications. Introduction to BASIC language programming.
Prerequisites, RDL 02 and ENG 01 if necessary;
corequisite: MTH 03 or MTH 05.

DAT 33 1 lect 2 lab 2 cr
Microcomputer Applications
Provides "hands on" experience with microcomputers through use of an integrated software system with word processing, spreadsheet, analysis, data base management and graphics components.
Prerequisites: RDL 02, ENG 01 if required.

DAT 34 1 lect 2 lab 2 cr
Macintosh Facilities
Introduction 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 database management. MacPaint and MacDraw are utilized to provide graphics component. Students are required to complete projects associated with each module as a comprehensive semester project.
Prerequisites: ENG 01 and RDL 01 if required.

DAT 35 2 lect 2 lab 3 cr
Basic Language Programming
BASIC is the major language utilized in microcomputer-based business applications programming, as well as 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.
Prerequisite: 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, use of system MACRO capabilities functions and graphics.
Prerequisite: DAT 30 or DAT 33; corequisite: ACC 11 or departmental permission.
DAT 38 3 lect 2 lab 2 cr
Microcomputer Database Applications
Cover file design, simple and complex data entry, like sorting and indexing, editing and modifying databases and report generation.
Prerequisite: DAT 30 or DAT 33 or departmental permission.

DAT 40 3 lect 2 lab 3 cr
COBOL Programming
Introduction to COBOL programming utilizing the IBM/360. Problems are assigned and students are required to flowchart code, debug, test, and document their solutions. Applications in accounting, inventory control, retailing, and other record-keeping operations.
Prerequisite: DAT 30 or permission of department.

DAT 41 3 lect 2 lab 3 cr
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 macros. Students are assigned several programs to demonstrate their programming ability.
Prerequisite: DAT 40 or PHY 61 or CSI 10 or permission of department.

DAT 43 3 lect 2 lab 3 cr
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 processing, DASD sequential file processing, COBOL subroutines, program overlays and segmentation. Use of Report Writer feature.
Prerequisite: DAT 40.

DAT 46 2 rec 2 lab 3 cr
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. Students also learn to use Job Control (JCL) to interface with the system enabling the successful execution of applications programs. Skills in using systems utility programs are developed.
Prerequisite: DAT 40.

ECONOMICS
Department of Social Sciences

ECO 11 3 rec 3 cr
Microeconomics
Nature of the market system via supply and demand; analysis of prices, costs and profits for various firms and markets. Applying economic theory to policy issues such as wage determination, discrimination, education, unionization, government intervention, rent control and employment of resources. (May be taken before or with ECO 10.)
Corequisite: ENG 02 or RDL 02 if required.

ECO 12 3 rec 3 cr
Macroeconomics
Analysis of economic growth and determination of domestic output, employment and income; examining GDP, price index, the business cycle, unemployment, and theories effects of inflation. Exploring differences between Classical and Keynesian Economics via consumption, savings, investment, and the interest rate. Evaluating government fiscal policy and monetary policy. Studying Federal Reserve System and role of money and banking. (May be taken before or with ECO 11.)
Corequisite: ENG 02 or RDL 02 if required.

ECO 15 3 rec 3 cr
History of Economic Thought*

ECO 31 3 rec 3 cr
Economics of Labor*

ECO 71 3 rec 3 cr
Economics of Developing Areas*

EDUCATION
Department of Education, Reading and ESL

All EDU courses are competency-based, enabling students to acquire teaching abilities.

EDU 10 3 rec 3 cr
Child Study
Classroom management; discipline and control; writing a case history and a life space description of a child; analyzing and interpreting child study data; planning educational activities based on child study data; and knowledge of useful references. Required for all Education majors.
Prerequisites: RDL 02 and ENG 02; prerequisite or corequisite: PSY 41.

EDU 12 3 rec 3 cr
Contemporary Urban Education
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 3 rec 3 cr
Reading and Other Language Arts for the Early Childhood and Elementary Years
Understanding how children acquire and develop reading and language skills; knowledge of language arts literature; understanding of psychological principles underlying language arts instruction; knowledge of instructional technologies for application to the elementary reading and language arts classroom.

EDU 16 3 rec 3 cr
Teaching Reading in the Primary Grades (N-3)
Enables students to acquire knowledge, skills, and insights in relation to word recognition; comprehension skills; reading readiness skills; approaches to teaching reading; phonetic and morphemic elements; phonic and structural analysis skills; reading achievement tests; reading interests of children; and knowledge of useful references. Required depending on curriculum pattern and advisement.
Prerequisite: EDU 10.

EDU 17 3 rec 3 cr
Teaching Reading in the Middle Grades (4-6)
Students acquire teaching abilities in relation to word recognition; comprehension skills; reading readiness skills; various approaches to teaching reading; phonetic and morphemic elements; phonic and structural analysis skills; reading achievement tests; reading interests of children; and knowledge of useful references. Required depending on curriculum pattern and advisement.
Prerequisite: EDU 10.

EDU 18 3 rec 3 cr
Methods and Materials for Teaching Language Arts in a Bilingual Program
Enables 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 12 level, e.g., SPN 13, FRN 13, ITL 13 or permission from department.

EDU 24 3 rec 3 cr
Child Care Seminar I
Interaction among parents, staff, and children; historical and philosophical background; planning an educational program; physical environment of the classroom; instructional materials and activities; child and parent adjustment to a new school situation; handling negative child behavior. Required for students interested in Child Care.
Prerequisite: EDU 10.

EDU 25 3 rec 3 cr
Child Care Seminar II
Continuation of EDU 24. Play activities; devising activities to meet children’s growth needs; involving parents in the school program; planning and conducting parent conferences and meetings; 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 students interested in Child Care.
Prerequisite: EDU 24.

EDU 26 3 rec 3 cr
Human Relations in Urban Schools
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.
Prerequisites: EDU 10.
EDU 30
Nature and Needs of the Handicapped*
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.
Corequisite: EDU 10.

EDU 31
Introduction to Learning Problems**
diagnostic-prescriptive teaching; learning modalities; organization and management of the learning environment; materials and procedures; evaluation of learning activities; and knowledge of useful references.
Corequisite: EDU 10.

DU 40
Field Work Seminar
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 pertaining 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; and completion of all other required courses in the Education Specialization sequence.

EDU 46
Student Mentoring
Field-based high school dropout prevention course. Students enrolled are mentors paired with high school students, the protégés. The role of mentors, interpersonal skills, basic teaching-learning principles, techniques and strategies for helping protégés develop positive attitudes towards education. Minimum of two-hour weekly meeting with protégé outside of class.
Corequisite: Completion of all other required courses in the Education Specialization sequence.

DU 50
Survey of Creative Experiences for the Early Childhood and Elementary Years
Experiences of creative experiences in teaching the content areas (social studies, science, language arts, math) in an interdisciplinary manner; organization of a systematic classroom environment through lesson planning and center development; cultural resources for children's visits to museums, concerts, etc.; and knowledge of useful references.
Corequisite: EDU 10.

Electrical Technology
Department of Physics and Technology

ELC 11
DC Circuit Analysis
Resistance: Ohm's Law, Kirchhoff's laws, networks with DC current and voltage sources, branch-current analysis, mesh and nodal analysis, superposition, Thevenin's, Norton's maximum power theorems, capacitance and inductance. Use of basic test instruments.
Corequisite: MTH 08.

ELC 13
Computer Applications in Telecommunications
Introductory course in basic computer orientation and implementation of hardware and software applications in telecommunications. Students use various software packages to create documents, spreadsheets, graphs, databases and presentations with lectures, interactive learning and demonstrations. Laboratory exercises required.
Corequisite: MTH 10.

ELC 14
Electronics for Audio Recording
Survey course for students interested in audio recording. Introduction to DC and AC, followed by topics in semiconductor circuits, and analog as well as digital circuits.
Corequisite: MTH 05 or equivalent.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELC 15</td>
<td>Computer Applications in Electronics</td>
<td>1 elect 2 lab 2 cr</td>
</tr>
<tr>
<td>ELC 18</td>
<td>Computer Programming for Engineering Technology</td>
<td>1 elect 2 lab 2 cr</td>
</tr>
<tr>
<td>ELC 21</td>
<td>AC Circuit Analysis</td>
<td>3 rec 3 lab 4 cr</td>
</tr>
<tr>
<td>ELC 25</td>
<td>Electronics I</td>
<td>3 rec 3 lab 4 cr</td>
</tr>
<tr>
<td>ELC 31</td>
<td>Electrical Circuits</td>
<td>3 rec 3 lab 4 cr</td>
</tr>
<tr>
<td>ELC 35</td>
<td>Electronics II</td>
<td>3 rec 3 lab 4 cr</td>
</tr>
<tr>
<td>ELC 37</td>
<td>Advanced Electronics</td>
<td>3 rec 3 lab 4 cr</td>
</tr>
<tr>
<td>ELC 81</td>
<td>Electronic Communications</td>
<td>3 rec 3 lab 4 cr</td>
</tr>
<tr>
<td>ELC 92</td>
<td>Solid State and Pulse Integrated Circuits</td>
<td>3 rec 3 lab 4 cr</td>
</tr>
<tr>
<td>ELC 94</td>
<td>Laser and Fiber Optic Communications</td>
<td>3 rec 3 lab 4 cr</td>
</tr>
<tr>
<td>ELC 96</td>
<td>Digital Systems and Logic Design</td>
<td>3 lect/rec 3 lab 4 cr</td>
</tr>
<tr>
<td>ELC 97</td>
<td>Microprocessor System Design</td>
<td>3 lect/rec 3 lab 4 cr</td>
</tr>
</tbody>
</table>

**ELC 15: Computer Applications in Electronics**
Introductory course in basic computer orientation and implementation of hardware and software applications in telecommunications. Students use various software packages to create documents, spreadsheets, graphs, databases and presentations. Students utilize this knowledge to solve problems and transfer information via electronic medium. Lectures, interactive learning and demonstrations are employed. Laboratory exercises required.

**ELC 18: Computer Programming for Engineering Technology**

**ELC 21: AC Circuit Analysis**
Sinusoidal waveform, phasor quantities, impedance, Kirchoff's laws, network theorems, power, frequency response of RC and RL circuits, and resonance. Laboratory hours complement class work.

**ELC 25: Electronics I**
Theory and operation of solid state devices including, zener diodes, bipolar transistors, MOS and field effect transistors. Graphical and equivalent circuit analysis of active devices. Biasing of transistors, rectifiers, diode applications, filter and power supply circuit design. Laboratory hours complement class work.

**ELC 31: Electrical Circuits**
Trains students in the application of Ohm's law, Kirchoff's laws, Thévenin's and Norton's theorem, and superposition to the analysis of DC and AC passive circuits including R-L-C circuits, impedances, phase angles, resonance, and transformers.

**ELC 35: Electronics II**
Modern systems analysis approach to the analysis and design of electronic voltage and current amplifiers. Common-emitter (CE), common base (CB), and common-collector (CC) amplifiers stage given first, followed by their cascade and cascode configurations. Class A, Class B, and Class C power amplifiers are discussed in detail. Thorough discussion of parallel resonance precedes consideration of the Class C amplifier.

**ELC 37: Advanced Electronics**
AC characteristics of JFET CS, CD, and CG amplifiers, Bode plots, frequency response of BJT and FET amplifiers. Theory and applications of operational amplifiers, active filters, and oscillators. Laboratory hours complement class work.

**ELC 81: Electronic Communications**
Generation and processing of signals, including modulation, frequency conversion; bandwidth, oscillators, and noise. Amplitude, frequency, phase modulators, demodulators, phase-locked loops transmission, digital communications, and phase-shift keying. Laboratory hours complement class work.

**ELC 92: Solid State and Pulse Integrated Circuits**
Characteristics of pulse waveforms and capacitive-resistive circuits. Operation of diodes, transistors, FETs, and IC op-amps in switching circuits. Includes IC timer circuits, differentiators, integrators, multivibrators, and pulse generator. Laboratory hours complement class work and include projects.

**ELC 94: Laser and Fiber Optic Communications**
Trains students to understand fiber optic technology and to provide the necessary skill for handling, installing, and maintaining complete optical communication systems. Topics include principles of light and lasers, optical fiber and its properties, fiber fabrication and cable design, optical sources and the injection laser diode, photo detectors, modulation schemes for fiber optics, practical optical transmitters and receivers, installation and testing of fiber systems, troubleshooting of test circuits and analysis by computer simulation.

**ELC 96: Digital Systems and Logic Design**
Analysis and synthesis of combinational circuits. Karnaugh maps, Analysis and design of sequential circuits, counters, and registers. Digital computers and applications. Laboratory hours complement class work and consist of several projects.

**ELC 97: Microprocessor System Design**
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.

**Prerequisites:**
- ELC 18: MTH 13 and RDL 02 or ENG 02 if required.
- ELC 37: ELC 25, corequisites: MTH 14, ELC 35.
- ELC 81: ELC 18, PHY 22, MTH 15.
- ELC 92: ELC 25, corequisite: ELC 35.
- ELC 94: ELC 25, corequisite: ELC 35.
- ELC 96: PHY 22, ELC 35, ELC 81.
- ELC 97: ELC 18, ELC 96; corequisite: ELC 81.
<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGLISH</strong> Department of English</td>
<td>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 an English course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENG 01 Writing Laboratory I</th>
<th>4 rec 0 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 major 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.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENG 02 Writing Laboratory II</th>
<th>4 rec 0 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extensive writing practice with emphasis upon paragraph development and unity. Students learn to develop paragraphs through argument, narration, particulars and details, comparison-contrast, process, cause and effect, etc. Helps the student write effective paragraphs in preparation for ENG 11. For students with a combined score of 6 on the CUNY Writing Skills Assessment Test.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENG 11 Fundamentals of Written Composition I</th>
<th>3 rec 1 conf/rec 3 cr</th>
</tr>
</thead>
</table>
| 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 documenta-
| **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. |

<table>
<thead>
<tr>
<th>ENG 12 Fundamentals of Written Composition II</th>
<th>3 rec 1 conf/rec 3 cr</th>
</tr>
</thead>
<tbody>
<tr>
<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.</td>
<td></td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> ENG 11. It is highly recommended that Liberal Arts students take ENG 12 before any other English elective.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENG 13 Written Composition and Prose Fiction</th>
<th>3 rec 1 conf/rec 3 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continued emphasis on the writing of clear, effective expository prose based on readings in short stories and novels. Research paper required.</td>
<td></td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> ENG 11.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENG 14 Written Composition and Drama</th>
<th>3 rec 1 conf/rec 3 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continued emphasis on the writing of clear, effective expository prose based on readings in world drama. Research paper required.</td>
<td></td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> ENG 11.</td>
<td></td>
</tr>
</tbody>
</table>

**ENG 16 Written Composition and Poetry**
Continued emphasis on the writing of clear, effective expository prose based on readings in poetry. Research paper required.

**Prerequisite:** ENG 11.

**ENG 23 Scientific and Technical Writing**
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 11.

**ENG 53 The Black Writer in American Literature**

**ENG 54 Black Poetry**

**ENG 56 Children's Literature**
Discussions and lectures on history, development, and critical evaluation of children's literature (including works from other cultures in translation), and the opportunity to write a work for children.

**Prerequisite:** ENG 11.

**ENG 61 Shakespeare**
Introduction to plays of Shakespeare. Representative tragedies, comedies, and histories are read and analyzed. Poetic and dramatic techniques and the Elizabethan theatre are studied. Critical or research paper required.

**Prerequisite:** ENG 11 (12) plus 14 and/or 15.

**ENG 65 Honors Elective: Independent Research**
To involve the intellectually aware, creative student in the study in depth of some phase of English studies through independent research. Each student will work closely with 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.

**ENG 72 The Bible as Literature**
Study of the prime Biblical narratives as well as chief poetic and wisdom sections of both Old and New Testaments, including the Apocrypha. Biblical texts to be read in English; short themes on both texts and their scholarly critiques.

**Prerequisite:** ENG 11.

*Not offered on a regular basis. Course descriptions available upon request.*
**ENGLISH AS A SECOND LANGUAGE**  
Department of Education, Reading and ESL

**ESL 01**  
*English as a Second Language — Basic*  
For students whose native language is not English. Intensive program for beginning level students for development of English language skills. Builds oral and written control of basic grammatical structures, and listening and reading comprehension.  
8 rec 0 cr

**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.  
6 rec 0 cr  
**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.  
6 rec 3 cr  
**Prerequisite:** ESL 02 or placement on the 11 level.

**FRENCH**  
Department of Modern Languages

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

**FRN 12**  
*Beginning French II*  
Continuation of FRN 11  
**Prerequisite:** FRN 11 or placement test.

**FRN 13**  
*Intermediate French*  
Continuation of FRN 12.  
**Prerequisite:** FRN 12 or placement test.

**FRN 21**  
*Language and Civilization of France*  
*Not offered on a regular basis. Course descriptions available upon request.*

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

**FIN 33**  
*Grant-Writing and Fundraising*  
Introduction to the various states of grantsmanship; from initial research to submission of final proposal. How to prepare a budget; how much money to request; what sources are available from foundations, corporations or government; and a variety of fundraising techniques.  
3 rec 3 cr  
**Prerequisite:** ENG 11.

**GARDENING**  
Department of Biology and Medical Laboratory Technology

Enrollment in Gardening is limited to students in the Ornamental Horticulture curriculum or with special permission of the department. Offered at the New York Botanical Garden. See curriculum advisor, Dr. Howard Balter.

**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.  
3 rec 3 cr  
**Corequisite:** RDL 01 or ENG 01 if required.

**GEO 20**  
*The Americas: Cultures in Comparison and Contrast*  
Survey of the cultural landscape of the Americas, meeting place for the cultures of five continents. Representative examples of Amerindian, African, Asian and European cultural patterns in the context of their geographical settings.  
3 rec 3 cr  
**Corequisites:** ENG 02 or RDL 02, if required.

**FLORISTRY**  
Department of Biology and Medical Laboratory Technology

Enrollment in Floristry is limited to students in the Ornamental Horticulture curriculum with special permission of the department. Offered at the New York Botanical Garden. See curriculum advisor, Dr. Howard Balter.
<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HEALTH</strong></td>
</tr>
<tr>
<td>Department of Health, Physical Education and Wellness</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLT 91</td>
<td>Critical Issues in Health</td>
<td>2 rec 2 cr</td>
</tr>
<tr>
<td>HLT 92</td>
<td>Drugs, Society and Human Behavior</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>HLT 93</td>
<td>Human Sexuality</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>HLT 94</td>
<td>Human Nutrition</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>HLT 96</td>
<td>Health Education for Parenting</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>LT 97</td>
<td>Field Work in Community Health Resources</td>
<td>1 sem 5 hrs field work 3 cr</td>
</tr>
<tr>
<td>LT 98</td>
<td>Community Health Resources for Child Care Workers</td>
<td>1 rec 2 hrs field work 3 cr</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department of Business</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCM 11</td>
<td>The U.S. Health Care Delivery System</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>HCM 21</td>
<td>Hospital Organization and Management</td>
<td>3 rec 3 cr</td>
</tr>
</tbody>
</table>

**HCM 11**
The U.S. Health Care Delivery System
Examines key issues about the organization and delivery of health and nutrition services. Explores the role of health care professions and occupations, the structure and function of the U.S. health services delivery system, and applications of technology and financial resources.

**HCM 21**
Hospital Organization and Management
Overview of management and organization theory with applications to health care settings. Examines conceptual, technical, and human skills as they relate to the management of complex health care institutions.

Prerequisites or corequisites: BUS 51, HCM 11 and satisfactory completion of 30 credits.
**Department of History**

**HIS 10**

**History of the Modern World**

3 rec 3 cr

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.

**HIS 13**

**History of the Ancient World**

3 rec 3 cr

Four major River Valley civilizations—Egypt, Mesopotamia, India, China; examination of the efflorescence and decline of Greek and Roman civilization. Focus on significant achievements of each people, assessing the impact on their contemporary cultures as well as their legacy to ours. Readings from religious texts, poetry, drama and philosophy.

*Prerequisite:* HIS 10.

**HIS 14**

**Medieval History**

3 rec 3 cr

Effects of major ideas, social and economic changes, political concepts and their impacts upon the society of the West during the Middle Ages. Emphasis on interaction of these aspects within the cultural context of medieval Europe.

*Prerequisite:* HIS 10.

**HIS 20**

**Values and Ethics in the American Experience**

3 rec 3 cr

Selected topics in American History raising issues related to values, ethics and morality. Ranging from the colonial period to the contemporary era, this course examines major concerns of the American people throughout their history and illustrates how ethical concerns persist throughout American History.

*Prerequisite:* HIS 10.

**HIS 23**

**Social and Intellectual History of Modern America**

3 rec 3 cr

Fundamental concepts of the American experience that permeate our lives today, including puritanism, class consciousness, prejudice, violence, feminism, pragmatism.

*Prerequisite:* HIS 10.

**HIS 28**

**Women: The Historical Perspective**

3 rec 3 cr

The changing status of, and attitudes towards women from antiquity to 20th century America. A variety of historical materials are used to assess how women themselves and the image of women have changed. Analysis in historical perspective of feminine achievement and the dynamics of undertakings yet ahead.

*Prerequisite:* HIS 10.

**HIS 31**

**Modern Latin American History**

3 rec 3 cr

Historical development of the Latin American area through the 19th and 20th centuries.

*Prerequisite:* HIS 10.

**HIS 35**

**History of Africa**

3 rec 3 cr

Multidiscipline approach to the history of Africa; ancient and medieval African societies, era of slavery, geographic discovery, missionary contact, imperialism and emergence of modern nationalism; the era of independence.

*Prerequisite:* HIS 10.

**HIS 37**

**African-American History**

3 rec 3 cr

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

*Prerequisite:* HIS 10.

**HIS 39**

**History of Puerto Rico and the Caribbean**

3 rec 3 cr

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

*Prerequisite:* HIS 10.

**Department of Biology and Medical Laboratory Technology**

**HORTICULTURE**

Enrollment in Horticulture is limited to students in the Ornamental Horticulture curriculum or with special permission of the department. Offered at the New York Botanic Garden. See curriculum advisor, Dr. Howard Balter.
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 11 3 rec 3 cr
Introduction to Case Management
Addresses the complex situation of children and adolescents who require long-term assistance and whose needs fall along a continuum of care. Objective is to facilitate and ensure the delivery of service by improving the ‘fit’ between capacity and demands of the environment. Includes courses on crisis intervention with regard to child abuse, family violence, substance abuse, HIV and AIDS and teenage pregnancy.
Prerequisite: HSC 10, PSY 11, SOC 11.

HSC 91 2 rec 14 hrs field work 3 cr
Field Work and Seminar in Human Services I

HSC 92 2 rec 14 hrs field work 3 cr
Field Work and Seminar in Human Services II

HSC 93 1 rec 2 hrs field work 1.5 cr
Issues in Human Services for Child Care Workers I

HSC 94 1 rec 2 hrs field work 1.5 cr
Issues in Human Services for Child Care Workers II

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 are required. For elective credit only. Maximum of 6 credits may be earned in Independent or Interdisciplinary Study or combination of both.
Prerequisites: ENG 11, the successful completion of 30 college credits with a general cumulative index of 2.0 and 3.0 within the discipline or permission of the departmental 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 credit). For elective credits only.
Prerequisite: ENG 11, the successful completion of 30 college credits with a general 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; second number indicates credit weight. Example: number 13 means the student has enrolled for the first time and is earning three credits.

INTERIOR LANDSCAPING
Department of Biology and Medical Laboratory Technology

Enrollment in Interior Landscaping is limited to students in the Ornamental Horticulture curriculum or with special permission of the department. Offered at the New York Botanical Garden. See curriculum advisor, Dr. Howard Balter.
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; 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.

KEYBOARDING
Department of Business

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. Letters, tabulations and reports are produced. Average speed of 35 words a minute.

KEY 12 4 rec 2 cr
Keyboarding II
Development of speed and control. Advanced letter production, manuscripts, and tabulations. Average speed of 45 words per minute. Prerequisite: KEY 11; corequisites: ENG 02 or RDL 02 if required; WPR 21.

KEY 13 4 rec 2 cr
Keyboarding III
Keyboarding skill at the expert level according to office standards. Emphasis on operation of electronic keyboarding equipment and application to office projects. Average speed of 55 words per minute. Prerequisites: KEY 12; WPR 21; corequisites: ENG 11, WPR 22.

KEY 14 3 rec 3 cr
Electronic Keyboarding
Emphasis on preparing high-level production work both in content and design. Average speed of 65 words per minute. Prerequisites: KEY 13, WPR 22.

LANDSCAPE DESIGN
Department of Biology and Medical Laboratory Technology
Enrollment in Landscape Design is limited to students in the Ornamental Horticulture curriculum or with special permission of the department. Offered at the New York Botanical Garden. See curriculum advisor, Dr. Howard Baler.

LANGUAGE
Department of Modern Languages

LAN 15 4 rec 3 cr
Comparative Grammar for Native Spanish Speakers
An introductory program for beginning ESL students covering basic similarities and differences between Spanish and English. The course strengthens student's knowledge of Spanish as an aid in learning English. Prerequisite: Registration only by department or placement.
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 paralegal; and career goals and employment opportunities for paralegals.

LAW 17 3 rec 3 cr
Introduction to Paralegal Studies
Introduces students to the legal system as it operates in the State of New York, the legal process, and certain basic areas of the law (torts, contracts, property). Roles of the lawyer and paralegal within the legal system especially as they relate to the unauthorized practice of law, fiduciary relationships, and ethical considerations. Students become familiar with specific paralegal skills. They practice and perfect such skills as interviewing techniques, factual investigation and formal and informal advocacy.
Corequisite: ENG 02 or RDL 02 if required.

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, antenuptial agreements, contractual relations among members of the family, family court procedures, criminal jurisdiction over minors; drafting and research practice; functions of the lawyer and paralegal assistant. Aspects of criminal, statutory and constitutional law as it affects the juvenile offender.
Corequisite: ENG 02 or RDL 02 if required.

LAW 65 3 rec 3 cr
Criminal Law and Procedures
Provides understanding of basic distinctions between criminal and civil law; familiarization with criminal justice system; major stages of a criminal case.
Corequisite: ENG 02 or RDL 02 if required.

LAW 72 3 rec 3 cr
Real Property
Law of real property and real estate transactions. Analysis of sales, obligations of the real estate broker, surveys, recordings, closings and title searches, mortgages, assignments, consolidation agreements, and mortgage foreclosures. Law of landlord and tenant are extensively reviewed.
Corequisite: ENG 02 or RDL 02 if required.

LAW 77 3 rec 3 cr
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.
Corequisite: ENG 02 or RDL 02 if required.

LAW 82 3 rec 3 cr
Insurance and Torts
Survey of the law of insurance and the law of torts, especially as they relate to each other: nature and types of insurance, indemnity and subrogation; the insurance contract; defenses against payment to the insured; government regulations; tort liability; intentional torts, negligent torts, litigation; drafting and research practice; functions of the lawyer and paralegal assistant.
Corequisite: ENG 02 or RDL 02 if required.
LAW 89  Legal Advocacy  3 rec  3 cr
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; also procedural rights in housing programs and overview of landlord and tenant law; administrative advocacy and trial advocacy
Corequisite: ENG 02 or RDL 02 if required.

LAW 92  Estates, Trusts and Wills  3 rec  3 cr
Requirements, formalities, drafting and execution of wills and trusts, probating wills, intestacy law, administration of wills and estates, preparation of federal estate and inheritance tax returns; transfer tax proceedings under the law of New York State; estate planning.
Corequisite: RDL 02 or ENG 02 if required.

LAW 95  Legal Research and Writing  3 rec  3 cr
How to research legal questions and to present results to supervising attorney. Role of legal research in the process of legal advocacy; historical development and present organization of the Anglo-American legal system; organization and procedures of the New York courts; various tools of legal research and how to use them; skill in researching and answering legal questions in an active law office; skill in organizing and writing legal memoranda.
Prerequisite: ENG 11.

LAW 96  Advanced Legal Research and Writing  3 rec  3 cr
Drafting of pleadings and business agreements; law office memoranda; memoranda of law in support of motions; pretrial and memoranda of law; appellate briefs; and 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.
Prerequisite: LAW 95 or departmental permission.

LAW 98  Paralegal Seminar and Internship  2 rec  2 cr
Provides students with an optimal practical experience in the legal field by placing them in various legal environments—law offices or corporate, judicial, or administrative agency—which have shown an interest in sponsoring an intern. The seminar and internship program provides direct contact and utilization of skills and knowledge obtained in the classroom and permits students to practice and perfect those skills in an operating office situation. In addition to satisfying the individual needs of students, this program helps the student crystallize and clarify career goals.
Prerequisites: LAW 17, LAW 47, and completion of at least 40 credits toward a degree.

LEARNING TO LEARN
Department of Education, Reading and ESL
LTL 10  Learning to Learn  3 rec  3 cr
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  3 rec  3 cr
Principles of marketing goods and methods of distribution from producer to manufacturer to consumer. Types, functions, practices of wholesalers and retailers; efficient marketing techniques.
Prerequisite or corequisite: ENG 11.

MKT 18  Consumer Behavior  3 rec  3 cr
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  3 rec  3 cr
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.
Prerequisite or corequisite: ENG 11.

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

3 rec 3 cr

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

3 rec 3 cr

MKT 51
Channel Management and Physical Distribution
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.
Prerequisite or corequisite: ENG 11.

3 rec 3 cr

MKT 70
International Marketing*

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

3 rec 3 cr

MATHMATICS
Department of Mathematics

The zero-level courses are taken for no credit and are remedial or compensatory in nature. They are designed for students who lack the preparation necessary to enter the college-level mathematics courses.

MTH 01
Fundamental Concepts and Skills in Arithmetic and Algebra
Topics selected from basic operations in arithmetic, verbal problems whose solutions involve arithmetic processes, generalizations of the principles of arithmetic leading to the fundamental concepts of algebra.
For students who are in programs not requiring MTH 06 and who scored below 12 on the first 20 questions of the CUNY Mathematics Assessment Test.
Corequisite: RDL 01 if required.

3 rec 0 cr

MTH 03
Selected Topics in Elementary Algebra
Topics selected from elementary algebra, geometry, operations with polynomials, graphing, verbal problems, linear equations.

4 rec 0 cr

MTH 04
Selected Topics in 11th Year Mathematics
Topics selected from relations and functions, quadratic equations, systems of equations, coordinate geometry, radicals, geometry, elements of trigonometry.
Prerequisite: MTH 03 or equivalent and RDL 02 if required.

4 rec 0 cr

MTH 05
Basic Concepts of Mathematics I
Topics selected from elements of arithmetic, elementary algebra and geometry, equations, polynomials, rational algebraic expressions, graphing.
For students who are in programs requiring MTH 06 and who scored below 14 on the second 20 questions of the CUNY Mathematics Assessment Test.
Prerequisite: RDL 01 if required; corequisite: RDL 02 if required.

6 rec 0 cr

MTH 06
Basic Concepts of Mathematics II
Topics selected from real and complex numbers, function concept, coordinate geometry, linear and quadratic equations, systems of equations, geometry, elements of trigonometry.
Prerequisite: MTH 05 or two years of high school mathematics consisting of algebra and geometry or equivalent and RDL 02 if required.

6 rec 0 cr
# MATHEMATICS COURSE SEQUENCE

To assist in the selection of courses in Mathematics, find your curriculum (left column); look under high school preparation (A, B, C or D). Unless otherwise specified, the course on the left is a prerequisite to the course on the right.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS CAREER</td>
<td>MTH 01, 03, 12</td>
<td>MTH 12</td>
<td>MTH 12</td>
<td>MTH 13</td>
</tr>
<tr>
<td>COMPUTER SCIENCE**</td>
<td>MTH 05, 06, 30, 31, 32, 33, CSI 20</td>
<td>MTH 06, 30, 31, 32, 33, CSI 20</td>
<td>MTH 06, 30, 31, 32, 33, CSI 20</td>
<td>MTH 30, 31, 32, 33, CSI 20</td>
</tr>
<tr>
<td>PROGRAMMING &amp; SYSTEMS</td>
<td>MTH 01, 03, 12†</td>
<td>MTH 12†</td>
<td>MTH 06, 30</td>
<td>MTH 13, 14</td>
</tr>
<tr>
<td>ELECTRICAL TECHNOLOGY</td>
<td>MTH 05, 06, 13, 14</td>
<td>MTH 06, 13, 14</td>
<td>MTH 06, 13, 14</td>
<td>MTH 13, 14</td>
</tr>
<tr>
<td>MED. LAB. TECHNOLOGY</td>
<td>MTH 05, 06, 13, 14</td>
<td>MTH 06, 13, 14</td>
<td>MTH 06, 13, 14</td>
<td></td>
</tr>
<tr>
<td>TELEVISION TECHNOLOGY</td>
<td>MTH 05, 06, 30§</td>
<td>MTH 06, 30§</td>
<td>MTH 06, 30§</td>
<td></td>
</tr>
<tr>
<td>BUSINESS ADMINISTRATION</td>
<td>MTH 05, 06, 30§</td>
<td>MTH 06, 30§</td>
<td>MTH 06, 30§</td>
<td></td>
</tr>
<tr>
<td>NUCLEAR MEDICINE TECH.</td>
<td>MTH 05, 06, 30, 31, 32</td>
<td>MTH 06, 30, 31, 32</td>
<td>MTH 06, 30, 31, 32</td>
<td></td>
</tr>
<tr>
<td>CHEMISTRY, BIOLOGY</td>
<td>MTH 05, 06, 30, 31, 32</td>
<td>MTH 06, 30, 31, 32</td>
<td>MTH 06, 30, 31, 32</td>
<td></td>
</tr>
<tr>
<td>ENGINEERING SCIENCE</td>
<td>MTH 05, 06, 30, 31, 32</td>
<td>MTH 06, 30, 31, 32</td>
<td>MTH 06, 30, 31, 32</td>
<td></td>
</tr>
<tr>
<td>PHYSICS</td>
<td>MTH 05, 06, 30, 31, 32</td>
<td>MTH 06, 30, 31, 32</td>
<td>MTH 06, 30, 31, 32</td>
<td></td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>MTH 05, 06, 30, 31, 32</td>
<td>MTH 06, 30, 31, 32</td>
<td>MTH 06, 30, 31, 32</td>
<td></td>
</tr>
<tr>
<td>LIBERAL ARTS &amp; SCIENCES</td>
<td>MTH 01, 03, 04, 21 or 22 or 23* or 26 or 30†</td>
<td>MTH 04, 21 or 22 or 23* or 26 or 30†</td>
<td>MTH 21 or 22 or 23* or 26 or 30†</td>
<td></td>
</tr>
<tr>
<td>HUMAN SERVICES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMUNITY/SCHOOL HEALTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUCATIONAL ASSOCIATE</td>
<td>MTH 01, 03, 04, 21</td>
<td>MTH 04, 21</td>
<td>MTH 21</td>
<td></td>
</tr>
<tr>
<td>SECRETARIAL STUDIES</td>
<td>MTH 01, 03, 12†</td>
<td>MTH 12†</td>
<td>MTH 21</td>
<td></td>
</tr>
<tr>
<td>PARALEGAL STUDIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADVERTISING ART</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RADIOLOGIC TECHNOLOGY</td>
<td>MTH 05, 06, 13</td>
<td>MTH 06, 13</td>
<td>MTH 13</td>
<td></td>
</tr>
<tr>
<td>AUTOMOTIVE TECHNOLOGY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELECOMMUNICATIONS</td>
<td>MTH 05, 06, 10, 11</td>
<td>MTH 06, 10, 11</td>
<td>MTH 10, 11</td>
<td></td>
</tr>
</tbody>
</table>

* 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, 05, 30 sequence.
‡ Students transferring should take MTH 01, 03, 04, 21.
* Students planning to transfer to Baruch College should take MTH 29.
§ Students must choose 2 courses from MTH 34, 44, 46, 49 and CSI 20. Students transferring to Hunter College or The City College must take MTH 34 and CSI 20.
¶ Students registering for MTH 30 must have MTH 05 and MTH 06 as prerequisites.

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 MTH 03 based on placement tests.
Exemption Examinations
Qualified students may take exemption examinations for all courses offered by the Mathematics Department upon application to the department. Exemption examinations are given at several specified times during the year. In general, a grade of B+ or better is required for exemption with credit. A passing grade less than B+ will qualify for exemption without credit.

MTH 10

**Technical Mathematics I**
For Telecommunications Technology students only.) First course in a two-semester sequence of intermediate algebra and trigonometry with technical applications. Topics include geometry functions, vectors, units of measurement and approximate numbers, fundamentals concepts of algebra, functions and graphs, systems of linear equations, determinants, factoring and fractions, quadratics, variation and geometry. The scientific calculator is used throughout the course.
Prerequisite: MTH 06 or equivalent and ENG 02 and RDL 02 if required.

**Description:**
- 4 rec 4 cr

MTH 11

**Technical Mathematics II**
For Telecommunications Technology students only.) Second course in a two-semester sequence of intermediate algebra and trigonometry with technical applications. Topics include trigonometry functions of any angle, oblique triangle, graphs of trigonometric functions, exponents and radicals, exponential and log functions, basic operations with complex numbers, inequalities, introduction to statistics. The scientific calculator is used throughout the course.
Prerequisite: MTH 10 or equivalent and ENG 02 and RDL 02 if required.

Any course numbered 12 through 15 is, with some modification, recommended only for those students enrolled in career programs.

MTH 12

**Introduction to Mathematical Thought**
Topics selected from probability, statistics, logic, set theory, geometry, matrices, number system structures. (Not recommended for transfer curricula, and will not be accepted for credit in the Liberal Arts curriculum.)
Prerequisite: MTH 03, 1 year of elementary algebra or equivalent and ENG 01 and RDL 02 if required.

**Description:**
- 3 rec 3 cr

MTH 13

**Trigonometry and College Algebra**
Topics selected from vectors, trigonometry, variation, logarithms, complex numbers and DeMoivre's theorem, theory of equations, and systems of equations.
Prerequisite: MTH 06 or equivalent and ENG 02 and RDL 02 if required.

**Description:**
- 3 rec 3 cr

MTH 14

**College Algebra and Introduction to Calculus**
Analytic geometry, inequalities and absolute value, limits and derivative, application of derivative.
Prerequisite: MTH 13 or equivalent and ENG 02 and RDL 02 if required.

**Description:**
- 3 rec 3 cr

MTH 15

**Calculus**
Integrals, application of integrals, differentiation of trigonometric and logarithm functions, methods of integration, power series and Fourier Series.
Prerequisite: MTH 14 or equivalent and ENG 02 and RDL 02 if required.

**Description:**
- 3 rec 3 cr

MTH 21

**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 and ENG 02 and RDL 02 if required.

**Description:**
- 3 rec 3 cr

MTH 22

**Survey of Mathematics II**
Topics selected from geometry, algebra, graphs, functions, game theory, mathematical induction, permutations, combinations, probability, logic; Euclidean, non-Euclidean, projective, finite, and coordinate geometries; groups, matrices.
Prerequisite: MTH 04 or equivalent and ENG 02 and RDL 02 if required.

**Description:**
- 3 rec 3 cr
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Credits</th>
<th>Required Courses</th>
<th>Prerequisite Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 23</td>
<td>Probability and Statistics</td>
<td>3 rec 3 cr</td>
<td>Topics selected from permutations, combinations, probability, sets, finite sample spaces, probabilities as areas, basic statistical concepts, the normal distribution, central limit theorem.</td>
<td>MTH 04 or equivalent and ENG 02 and RDL 02 if required.</td>
</tr>
<tr>
<td>MTH 26</td>
<td>Mathematics in the Modern World</td>
<td>2 rec 2 lab 3 cr</td>
<td>Topics selected from BASIC computer language; mathematical simulation of problems from diverse fields including water pollution, population studies, political polls, and artificial intelligence; mathematical algorithms and interpretation of graphs.</td>
<td>MTH 04 or equivalent and ENG 02 and RDL 02 if required.</td>
</tr>
<tr>
<td>MTH 29</td>
<td>Pre-Calculus for Business Students</td>
<td>4 rec 4 cr</td>
<td>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, Markov chains, trigonometry, rational functions. (For students who plan to transfer to Baruch College.)</td>
<td>MTH 06 or equivalent and ENG 02 and RDL 02 if required.</td>
</tr>
<tr>
<td>MTH 30</td>
<td>Pre-Calculus Mathematics</td>
<td>4 rec 4 cr</td>
<td>Topics include inequalities, function concept, special functions, exponential and logarithmic function, rational and irrational functions, binomial theorem, trigonometric functions, mathematical induction.</td>
<td>MTH 06 or trigonometry and ENG 02 and RDL 02 if required.</td>
</tr>
<tr>
<td>MTH 31</td>
<td>Analytic Geometry and Calculus I</td>
<td>6 rec 4 cr</td>
<td>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, computer science or physical science.</td>
<td>MTH 30 or equivalent and ENG 02 and RDL 02 if required.</td>
</tr>
<tr>
<td>MTH 32</td>
<td>Analytic Geometry and Calculus II</td>
<td>6 rec 5 cr</td>
<td>Differentiation and integration of transcendental functions, hyperbolic functions, applications of the definite integral; parametric equations, mean value theorems, polar coordinates, plane analytic geometry.</td>
<td>MTH 31 or equivalent and ENG 02 and RDL 02 if required.</td>
</tr>
<tr>
<td>MTH 33</td>
<td>Analytic Geometry and Calculus III</td>
<td>5 rec 5 cr</td>
<td>Vectors, applications of vectors to analytic geometry and calculus, partial differentiation, multiple integrals, volumes and surface area, infinite series, applications.</td>
<td>MTH 32 or equivalent and ENG 02 and RDL 02 if required.</td>
</tr>
<tr>
<td>MTH 34</td>
<td>Differential Equations and Selected Topics in Advanced Calculus</td>
<td>4 rec 4 cr</td>
<td>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.</td>
<td>MTH 33 or equivalent and ENG 02 and RDL 02 if required.</td>
</tr>
<tr>
<td>MTH 35</td>
<td>Selected Topics in Advanced Calculus and Linear Algebra</td>
<td>4 rec 4 cr</td>
<td>Matrices, introduction to linear algebra and vector analysis, integral theorems of Gauss, Green and Stokes; applications.</td>
<td>MTH 33 or equivalent and ENG 02 and RDL 02 if required.</td>
</tr>
<tr>
<td>MTH 42</td>
<td>Linear Algebra</td>
<td>4 rec 4 cr</td>
<td>Vector spaces, basis and dimension, matrices, linear transformations, determinants, solution of systems of linear equations, eigenvalues and eigenvectors.</td>
<td>MTH 32 or equivalent and ENG 02 and RDL 02 if required.</td>
</tr>
<tr>
<td>MTH 44</td>
<td>Vector Analysis</td>
<td>4 rec 4 cr</td>
<td>Differential geometry of curves, line integrals, surface integrals, change of variables, Green's theorem, Stokes' theorem, Gauss's Theorem.</td>
<td>MTH 33 or equivalent and ENG 02 and RDL 02 if required.</td>
</tr>
<tr>
<td>MTH 46</td>
<td>Abstract Algebra</td>
<td>4 rec 4 cr</td>
<td>Properties of integers, permutations, groups, alternating group, groups of symmetries, quotient groups, sets, mappings, isomorphisms, homomorphisms, rings, fields, polynomials.</td>
<td>MTH 42 or equivalent and ENG 02 and RDL 02 if required.</td>
</tr>
<tr>
<td>MTH 48</td>
<td>Advanced Calculus</td>
<td>4 rec 4 cr</td>
<td>Advanced treatment of the real number system, properties of continuous functions, derivatives and differentials, rigor with limits, the definite integral, uniform continuity, uniform convergence, infinite sequences, functions defined by series.</td>
<td>MTH 33 or equivalent and ENG 02 and RDL 02 if required.</td>
</tr>
</tbody>
</table>
MECHANICAL TECHNOLOGY
Department of Physics and Technology

MEC 11  1 lect 4 lab 2 cr
Basic Engineering Graphics
Fundamental engineering drawing and industrial drafting skills 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 11; corequisite: ENG 02 or RDL 02 if required.

MUSIC
Department of Art and Music

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.
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 stylistic 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 students 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 in the set up of an MIDI workstation.

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.

MUS 21, 22, 23, 24  3 rec 1 cr each
Choral Performance
The study and presentation of standard and contemporary choral literature for mixed voices. Choral training and performances at concerts, college ceremonies and functions. Registration only with permission of department.

MUS 37  1 rec 1 cr
Instrumental Class
Instruction in the Recorder
Basic instruction in playing a musical instrument, the recorder, for both solo and group use. No previous musical training necessary.

MUS 40  3 rec 2 cr
Fundamentals of Music
Basic reading skills including treble and bass clefs, key signatures, major and minor scales, some elementary sight-reading techniques, rhythms, simple harmony.

MUS 50  2 rec 1 cr
Basic Musicianship
Development of basic aural perceptions of pitch, duration, intensity, timbre, melody and rhythm through listening exercises, singing, and the playing of simple musical instruments.

MUS 70  2 rec 1 cr
Piano Class for Beginners
Introduction to basic piano techniques, harmonization and transposition of simple accompanying techniques for folk songs, easy piano literature from all stylistic eras. Practice facilities available.

MUS 71  2 rec 1 cr
Secondary Piano I
MUS 72  2 rec 1 cr
Secondary Piano II
Class instruction to attain an elementary facility at the piano. Taken by all Music majors except pianists.
Registration only with permission of department.
Prerequisite: for MUS 71: MUS 40 or placement examination; for MUS 72: MUS 71.
**COURSE DESCRIPTIONS**

- **NUCLEAR MEDICINE TECHNOLOGY**
  
  Department of Physics and Technology

  The following courses will be given at the Albert Einstein College of Medicine or at the hospitals affiliated with it.

  **NMT 80**  
  **2 lect 4 lab 120 clin 4 cr**  
  **Phlebotomy/EKG**

  Introduction to phlebotomy and EKG. Topics include phlebotomy principles, tube types, lab tests, safety, capillary and venipuncture techniques, electrical physiology of the heart, electrocardiographic tracings, leads (3 vs. 12), analog and digital EKGs. Some clinical hours may extend beyond the end of the semester. Students completing this course qualify for the certification exam in phlebotomy.  
  **Prerequisites:** BIO 24 and permission of NMT program director.

  **NMT 81**  
  **3 lect/dem 3 cr**  
  **Orientation in Clinical Nuclear Medicine**

  Orientation to the hospital environment and to various phases of Nuclear Medicine Technology; hospital administration and procedures.  
  **Prerequisite:** Completion of Pre-NMT Sequence.

  **NMT 82**  
  **3 lect/dem 3 cr**  
  **Radio-Pharmaceutical Chemistry**

  Preparation and use of radio-pharmaceuticals, uptake of various organs of radioactive chemicals; time dependent effects dilutions and separation analyses.  
  **Prerequisites:** BIO 23, CHM 18, NMT 81; **corequisite:** RAD 71.

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

  Elements of nuclear physics, the conservation laws; alpha, beta, and gamma decay; the neutrino; elements of health physics; the roentgen, REM, REP, and RAD; maximum safe human exposure to radiation; regulations governing exposure.  
  **Corequisite:** RAD 71.

  **NMT 84**  
  **2 lect 2 cr**  
  **Radiation Biology**

  Comprehensive study of 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.  
  **Prerequisites:** 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**  
  **2 rec 500 clin/lab 1 cr**  
  **Clinical Nuclear Medicine Practicum I**

  Rationale for applications of radio pharmaceuticals for in vivo and in vitro procedures; principles in biochemistry and radiation biology; static and dynamic radionuclide procedures on patients; interpretations of radionuclide scans and gamma camera images; nuclear medicine instrumentation.  
  **Prerequisite:** NMT 85.

  **NMT 87**  
  **2 rec 500 clin/lab 1 cr**  
  **Clinical Nuclear Medicine Practicum II**

  Discussion of individual organ systems, physiology, morphology variants and localization of agents; competitive protein binding agents, radioimmunoassay 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 materials and concepts analyzed during the didactic and laboratory segments of the NMT program.  
  **Corequisites:** NMT 86, 87.
NURSING*
Department of Nursing and Allied Health

Admission to Nursing (NUR) courses is based on the approved priority list which is on file in the Nursing Department and Student Development.

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. (Offered in the Fall Semester only.)
Prerequisite: NUR 41 and 42 or by permission of Instructor. Also open to RN's and LPN's.

NUR 41 2 lect 2 cr
Nursing Theory and the Nursing Process;
Introduction to the concepts of adaptation, holism, and the nursing process as basis for client care.
Prerequisite: Pre-Clinical Nursing Sequence; corequisites: NUR 42, BIO 24.

NUR 42 2 lect 5 clin 2 lab 4 cr
Nursing Process and Fundamental Skills;
Designed to assist student in promoting client adaptation to stress. 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 lect 6 clin 4 cr
Nursing Process: Psychosocial Adaptation†
Focuses on understanding and promoting psychosocial adaptation in adult clients who have major mental health problems. The Nursing Process is utilized in one-to-one and group interactions in the clinical area.
Prerequisites: NUR 41, NUR 42, BIO 24; corequisites: NUR 44, BIO 28.

NUR 44 2 lect 6 clin 4 cr
Nursing Process: Biopsychosocial Adaptation†
This introductory medical-surgical nursing course focuses on client adaptation to stress 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 28.

NUR 45 2 lect 6 clin 4 cr
Nursing Process: Biopsychosocial Adaptation to the Maternity Cycle†
Focuses on adaptations occurring in human reproduction. Emphasis on the nurse's responsibility for promoting and maintaining the health and adaptation of the family in response to changes/stimuli occurring during the reproductive cycle.
Prerequisites: NUR 43, NUR 44, BIO 28; corequisite: NUR 46.
PAS 11 1.5 rec 1.5 lab 2 cr
**Physical Assessment of the Adult**
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. (Offered in the Spring Semester only.)
**Prerequisites:** NUR 44; or (R.N.) Registered Nurse license; or (LPN) Licensed Practical Nurse license; or Nursing students who have completed a course in Anatomy and Physiology and a course in an acute nursing care setting; with permission of Nursing Department.

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 RN, LPN 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., LPN, and health workers authorized to administer medications.

---

**NUR 46 2 lect 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 26; **corequisite:** NUR 45.

**NUR 47 2 lect 6 clin 4 cr**
**Nursing Process: Biopsychosocial Adaptation to Childhood**
Focus is on the unique needs and adaptive mechanisms required to promote the growth and development of infants and children within the family structure. Includes the ineffective responses that are prevalent during specific developmental phases.
**Prerequisites:** NUR 45, NUR 46; **corequisite:** NUR 48.

**NUR 48 2 lect 6 clin 4 cr**
**Leadership and Management**
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.
ORIENTATION
Department of Student Development

DCD 01 Orientation and Career Development 1 rec 0 cr
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. Required in all curricula.

DCD 11 Career Development 2 rec 1 cr
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, DCD 01, completion of 30 credits (remedial courses included) or permission of instructor.

PHYSICAL EDUCATION AND WELLNESS
Department of Health, Physical Education and Wellness

A medical examination is required every two years. A College Medical Form can be secured in the Health Service Office, Loew 101. 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.

CPR 10 Cardiopulmonary Resuscitation (Does not fulfill PEA requirement) 2 hrs/7 wks 1 cr
Designed to develop basic life support, knowledge and skill in cardiopulmonary resuscitation (clearing obstructed airways and mouth to mouth resuscitation). Students meeting the American Red Cross standards will receive ARC certification.

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

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

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

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

PEA 21 Beginning Swimming Level 2 rec 1 cr
Basic water safety skills and knowledge to make an individual reasonably safe while in, on, or about the water. Registration limited to non-swimmers.

PEA 22 Intermediate Swimming Level 2 rec 1 cr
Basic elements of good swimming; includes swimming techniques with emphasis upon mastering form and endurance in the front crawl, back crawl, elementary backstroke and deep water survival skills.
Prerequisite: PEA 21 or the ability to swim at least 25 yards using a crawl and/or backstroke.
PEA 23  2 rec  1 cr  
Swimming  
Intended for students beyond the intermediate swimming level. Emphasis on mastering form and endurance in crawl, back crawl, breaststroke, butterfly and sidestroke. Also covers competitive techniques of swimming, survival skills, and basic skin diving. 
Prerequisite: PEA 22 or ability to swim at least 50 yards, using a crawl stroke and/or backstroke in deep water.

PEA 24  2 rec  1 cr  
Lifeguard Training  
Development of skills and knowledge essential for a person to qualify as a nonsurf lifeguard. Successful completion of this course qualifies student for American Red Cross Lifeguard Training Certificate. Students should expect to spend approximately $30 to cover the cost of certification.  
Prerequisite: Ability to swim 500 yards, employing front crawl, breaststroke, elementary backstroke and sidestroke.

PEA 25  1 lect  2 rec  2 cr  
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 $30 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 27  2 rec  1 cr  
Basic Skin Diving and Scuba Diving  

PEA 28  2 rec  1 cr  
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  2 lab  1 cr  
Introduction to Volleyball  
Basic skills related to volleyball: setting, underhand passing, blocking and spiking. Ten strategy and various offensive combinations as well as terminology and rules.

PEA 31  2 rec  1 cr  
Fundamentals of Volleyball and Basketball  
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 defense and offense.

PEA 33  4 rec  71/2 wks  1 cr  
Beginning Tennis  
Fall semester first 71/2 weeks; spring semester last 71/2 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 41**  
**Techniques of Modern Dance I**  
Basic skills of modern dance; development of physical strength, flexibility, endurance, and freedom of movement.  
Explorations and improvisations leading to basic choreographic skills and appreciation of dance as a means of self-expression and communication.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type 1</th>
<th>Type 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEA 41</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**PEA 46**  
**African, Caribbean and Black Dance Forms†**

**PEA 51**  
**Stress Reduction and Wellness**  
Students develop personal programs for dealing with stress physically, mentally, nutritionally and environmentally. Students will increase awareness of the impact of lifestyle on health status and will have experiences which will improve nutritional awareness and practice, develop skills to manage stress, develop cardiovascular fitness and create opportunities to express continuing commitment to personal and environmental health.  
**Corequisite:** ENG 01 or RDL 01 if required.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type 1</th>
<th>Type 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEA 51</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

**PEA 71, 72, 73**  
**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 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.

<table>
<thead>
<tr>
<th>Sport</th>
<th>Type 1</th>
<th>Type 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball (Men)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basketball (Men &amp; Women)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indoor Track &amp; Field (Co-ed)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outdoor Track &amp; Field (Co-ed)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soccer (Men)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Softball (Women)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tennis (Men &amp; Women)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volleyball (Women)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wrestling (Men)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PEA 81**  
**Techniques of Self-Defense**  
Introduction to the skills and techniques of martial arts; judo, karate, jiu-jitsu and aikido for the purpose of understanding their value for self-defense.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type 1</th>
<th>Type 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEA 81</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**PEA 82**  
**Introduction to Tai Chi Chuan**  
Basic movements and beginner level forms of the Yang School of Tai Chi Chuan, ancient Chinese exercise system consisting of slow, rhythmical movements engaged in for health, meditation and self-defense by men and women of all ages. The movements are non-strenuous, easy to do and are intended to bring greater harmony to mind and body.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type 1</th>
<th>Type 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEA 82</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**REC 95**  
**Program Planning and Leadership in Recreation†**

- **Offered during Day Session, Spring Semester.**  
- † Not offered on a regular basis. Course descriptions available upon request.

### PHYSICS  
Department of Physics and Technology

**PHY 01**  
**Introduction to College Physics**  
Fundamental laws and principles of classical physics; vectors, Newton’s Laws, conservation principles, laws of thermodynamics. (Required for Engineering Science and Physics majors who have not had high school physics.)  
**Prerequisite:** MTH 06 or equivalent; **corequisite:** RDL 02 if required.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type 1</th>
<th>Type 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 01</td>
<td>4</td>
<td>0</td>
<td>4</td>
</tr>
</tbody>
</table>

**PHY 11**  
**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 and psychology.)  
**Prerequisite:** Intermediate algebra or MTH 06; **corequisite:** ENG 02 or RDL 02 if required.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type 1</th>
<th>Type 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 11</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**PHY 12**  
**College Physics II**  
Elements of electric circuits, electromagnetic theory, light, selected topics in atomic and nuclear physics.  
**Prerequisite:** PHY 11.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type 1</th>
<th>Type 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 12</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**PHY 21**  
**Physics for Engineering Technology I**  
Statics, kinematics, dynamics, work and energy, circular motion, and simple harmonic motion with special applications to problems in technology.  
**Prerequisite:** Intermediate Algebra or MTH 06; **corequisite:** ENG 02 or RDL 02 if required.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type 1</th>
<th>Type 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 21</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**PHY 22**  
**Physics for Engineering Technology II**  
Fluid dynamics, thermodynamics, electricity and magnetism, optics, superconductors.  
**Prerequisite:** PHY 21.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type 1</th>
<th>Type 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 22</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
COURSES

PHY 24 Principles of General Physics 3 rec 3 lab 4 cr
Basic principles of general physics; survey of mechanics, heat, electricity, magnetism, optics and modern physics. (This course does not fulfill the physics requirement for curricula requiring a year or more of physics.
Prerequisite: MTH 06 or equivalent.

PHY 31 Physics I 2 lect 2 rec 2 lab 4 cr
Statics and dynamics of particles and rigid bodies; force and motion; energy and momentum; rotational motion, elasticity and simple harmonic motion. First semester of a three-semester sequence for students in Engineering 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 Physics II 2 lect 2 rec 2 lab 4 cr
Hydrostatics and hydrodynamics; properties of gases; thermodynamics and kinetic theory of matter; wave motion; sound; electrostatics.
Prerequisite: PHY 31; corequisite: MTH 32.

PHY 33 Physics III 3 lect 2 rec 3 lab/alt wks 4 cr
Electromagnetic theory; direct and alternating currents; electromagnetic waves; geometrical and physical optics; modern physics.
Prerequisite: PHY 32; corequisite: MTH 33.

PHY 40 Physics of Light and Sound 2 rec 2 lab 3 cr
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. (Required for students in Television Technology.)
Prerequisite: MTH 02.

PHY 51 Modern Physics 3 lect 2 lab 3 cr
Elementary quantum theory, quantum numbers, atomic shell structures and the periodic table; structure of solids; band theory of metals, insulators, semiconductors; x-rays and gamma radiation; relativity; nuclear physics. (Required for students in Engineering Science.)
Prerequisite: PHY 33; corequisite: MTH 34.

PHY 61 Computer Methods and Programming for Applied Scientific Purposes 2 lect 2 lab 3 cr
Algorithms; introduction to computer systems and computer logic; programming languages (e.g., FORTRAN); data representation; computer solutions to problems in Engineering Science, Physics, and Mathematics, using numerical methods to include numerical integration, numerical differentiation, method of least squares; random number generation and probability. (Required for students in Engineering or Computer Science.)
Prerequisites: MTH 15 or MTH 31 and one semester of college physics, or permission of the department.

POLITICAL SCIENCE
Department of Social Sciences

POL 11 American National Government 3 rec 3 cr
Survey of structure and activities of the national government; bases of present political system, pressure groups, political parties, elections, Congress, the President, the Supreme Court, and the protection and deprivation of individual rights.
Prerequisites: ENG 02 or RDL 02 if required.

POL 21 State and Local Government 3 rec 3 cr
How the American states and localities govern themselves. Relationships with the national government; governors, legislators and judges; finances; metropolitan and local governments; public policy issues. Attention on special situations of New York City and State.
Prerequisites: POL 11 or permission of the department.

POL 31 Comparative Government* 3 rec 3 cr

POL 51 Urban Politics 3 rec 3 cr
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.
Prerequisites: POL 11 or SOC 11 or permission of department.

POL 61 Solving Social Problems Through the Political Process 3 rec 3 cr
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 Politics of Developing Areas* 3 rec 3 cr

POL 72 International Politics* 3 rec 3 cr

* Not offered on a regular basis. Course descriptions available upon request.
<table>
<thead>
<tr>
<th>PSYCHIATRY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PSY 11</strong> Psychology</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>Scientific method in the understanding of human behavior. Introductory study of growth and development, motivation, emotions and mental health, learning, intelligence and personality evaluation. Corequisites: ENG 02 or RDL 02 if required.</td>
<td></td>
</tr>
<tr>
<td><strong>PSY 22</strong> Social Psychology</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>Introduction to social psychology, focusing upon the nature of aggression and violent behavior; role of social influence in determination of deviant and conformist behavior; attitude change and decision making, affiliation, primary and group relationships, social norms and interrelationship of personality and culture. Prerequisite: PSY 11.</td>
<td></td>
</tr>
<tr>
<td><strong>PSY 31</strong> Abnormal Psychology</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>Major forms of psychological disorders, such as neuroses, psychoses, psychosomatic disturbances and character disorders; their origin, development and treatment. Prerequisite: PSY 11.</td>
<td></td>
</tr>
<tr>
<td><strong>PSY 35</strong> Dynamics of Human Motivation</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>Introduction to complex human motivation; emphasis on interaction of conscious and unconscious motives, inner conflict, and adaptive and maladaptive coping techniques. Applications to relevant contemporary problems, such as child rearing, psychotherapy, education and drug addiction. Prerequisite: PSY 11.</td>
<td></td>
</tr>
<tr>
<td><strong>PSY 36</strong> Workshop in Interpretation of Human Motivation</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>Explores the underlying reasons for human behavior as they emerge in actual and/or simulated life situations. Introduction to methods for detecting conflicts, unconscious thought process, and &quot;games people play&quot; as signaled by verbal and nonverbal communications in everyday situations, e.g., husband-wife interaction, parent-child interchanges, dating behavior, approaches to school learning. Prerequisite: PSY 11.</td>
<td></td>
</tr>
<tr>
<td><strong>PSY 41</strong> Psychology of Infancy and Childhood</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>Major factors in psychological development from infancy through childhood; influence of the family, Biological, cultural, and socio-economic factors in producing normal and abnormal intellectual and emotional growth. Prerequisite: PSY 11.</td>
<td></td>
</tr>
<tr>
<td><strong>PSY 42</strong> Psychology of Adolescence and Adulthood</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>PSY 43</strong> Psychological Development During Maturity and Aging</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>Normal and abnormal psychological development during adulthood and old age. Emphasis on dynamics of the life cycle; theories of the mature personality; forces affecting continuing growth of the adult personality and intellect; biological, social and cultural determinants of aging, and influence of normal and abnormal aging processes on perception, psychomotor skills, learning, intelligence, and personality. Prerequisite: PSY 11.</td>
<td></td>
</tr>
<tr>
<td><strong>PSY 44</strong> Psychology of Women</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>Development, personality characteristics, and needs of women; similarities to and differences from men. Psychological aspects of uniquely feminine experiences. Issues are examined from a theoretical as well as an empirical perspective. Prerequisite: PSY 11.</td>
<td></td>
</tr>
<tr>
<td><strong>PSY 45</strong> Religion and the Psychology of Women*</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td><strong>PSY 51</strong> Principles of Group Dynamics</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>Introduction to theory of group behavior, including analysis of the psychological structure of groups, cohesive and disruptive forces, conflict and adjustment in group relationships and relationship of groups to society. Prerequisite: PSY 11.</td>
<td></td>
</tr>
<tr>
<td><strong>PSY 71</strong> Clinical Techniques of Assessment: The Interview</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>PSY 81</strong> Field Work and Seminar in Psychology</td>
<td>3 rec 6 hrs field work 3 cr</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

* Not offered on a regular basis. Course descriptions available upon request.
RADIOLOGIC TECHNOLOGY
Department of Nursing and Allied Health

Admission to all Radiologic Technology (CLE and RAD) courses is based on the approved priority list which is on file in the Nursing and Allied Health Department. BIO 23 and MTH 13 must be completed prior to your name being placed on the priority list. CLE courses are given at Montefiore and Columbia Presbyterian Medical Centers.

CLE 11
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
Clinical Education II
Continuation of Clinical Education I. Film Evaluation included.
Prerequisite: CLE 11.

CLE 31
Clinical Education III
Continuation of Clinical Education II. Film Evaluation included.
Prerequisite: CLE 21.

CLE 41
Clinical Education IV
Continuation of Clinical Education III. Film Evaluation included.
Prerequisite: CLE 31.

CLE 51
Clinical Education V
Continuation of Clinical Education IV. Film Evaluation included
Prerequisite: CLE 41.

CLE 61
Clinical Education VI
Continuation of Clinical Education V. Film Evaluation included
Prerequisite: CLE 51.

RAD 11
2 lect 3 lab 3.5 cr
Introduction to Radiologic Technology
Orientation course includes history of radiology; major advances; radiologic technology as a health profession specialty; history and organization of hospitals. Medical Ethics and Law; 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 education
Prerequisite: Completion of Pre-RT Sequence.

RAD 12
1 lect 3 lab 2.5 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 2 lect 3 lab 3 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.
Prerequisites: CLE 11, RAD 11, 15.

RAD 14 2 lect 1 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.
Prerequisite: RAD 12.

RAD 15 1 lect 2 lab 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 16 1 lect 3 lab 2.5 cr
Patient Care and Pharmacology
Provides students with basic concepts of patient care, including consideration of physical and psychological needs of patient and family. Routine and emergency patient care procedures as well as infection control procedures and Universal Precautions, drug interactions and pharmacology. Lab practice is integrated to enhance the development of patient care skills.
Prerequisites: BIO 23 or equivalent, MTH 06 or equivalent and ENG 11.

RAD 22 1 lect 3 lab 2.5 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 2 lect 3 lab 3 cr
Radiographic Procedures II
Continuation of RAD 13. More detailed and complex positions of the structures and organs of the body; 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 radiology; arthrography, and mammography will be discussed. Film Evaluation included.
Prerequisites: RAD 23, 25, CLE 21; corequisites: RAD 32, 34.

RAD 34 1 lect 2 lab 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 42  
Fundamentals of Radiation Biology  
Comprehensive study of the radiation effects on cells including direct and indirect action of ionizing radiation; damage induced by free radicals in DNA; interpretation of survival data; radiation genetics; radiation effects on embryos; delayed effects; radiation safety and health physics.  
**Corequisite:** RAD 71.

RAD 43  
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.  
**Prerequisites:** RAD 22, RAD 32; **corequisite:** RAD 71.

RAD 71  
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 and CLE courses are open only to students with full matriculation status in the Radiologic Technology curriculum. The minimum acceptable grade is C+ in RAD courses, and B in CLE courses. Students who achieve less than the minimum grade in one RAD or CLE course may not register for any RAD or CLE courses for the next semester. They may repeat the course the following year. Students may only attempt an RAD or CLE course twice. Students who achieve less than the minimum grade in two or more RAD or CLE courses are terminated from the Radiologic Technology program, but not from the college.*

**READING**  
Department of Education, Reading and ESL

RDL 01  
Basic Reading Skills  
Individualized program in fundamental reading skills with emphasis on phonics and syllabication, word structure, and sentence and paragraph analysis on student's instruction level. Required for those students with a scaled score of 1-10 on the CUNY Reading Assessment Test.

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

RDL 05  
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 improve comprehension.  
**Prerequisite:** Registration only by Department placement.

RDL 11  
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 may 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  
Reading in the Sciences and Technologies  
Advanced reading and study skills to obtain, utilize, and retell 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 Business

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 correspondence. 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
Perform secretarial and medical assistant responsibilities in private physicians' offices, hospitals, and medical laboratories. Cultivation of desirable personal traits and attitudes of the medical office assistant. Office projects include case records, medical reports, filing systems, and record keeping. Development of skill in transcribing medical reports.
Prerequisite: WPR 11, KEY 13; corequisites: BIO 42, LAW 45.

SEC 41 4 rec 2 cr
Office Procedures
Integration of secretarial skills and cultivation of desirable personal traits and attitudes of a secretary. Realistic secretarial office projects including case study analyses.
Prerequisite: COM 31, KEY 13.

SEC 45 2 rec 2 cr
School Records and Accounts
Responsibilities of the school secretary: preparation of accident reports, organization and payroll, records of school personnel, supplies and textbooks, accounts of school monies; school headquarters forms.
Corequisite: ENG 02 or RDL 02 if required.

SEC 47 2 rec 2 cr
Educational Problems of School Secretaries I
SEC 48 2 rec 2 cr
Educational Problems of School Secretaries II
Public relations in modern public education; organization of New York City school system according to by-laws, manuals, directives; problems related to mental hygiene, student welfare and public guidance, health and safety; simple methods of research and educational statistics; human relations.
Corequisite: ENG 02 or RDL 02 if required.
### SHORTHAND

**Department of Business**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 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. | 5 rec 3 cr |
| 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.  
**Prerequisites:** SHO 11, KEY 11; **corequisite:** KEY 12. | 4 rec 3 cr |
| 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.  
**Prerequisites:** SHO 12 or placement examination, KEY 12; **corequisites:** SHO 13 or 17, KEY 13, LAW 41 and LAW 47. | 4 rec 3 cr |
| 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.  
**Prerequisites:** KEY 13, SHO 31. | 6 rec 4 cr |

### SOCIOLOGY

**Department of Social Sciences**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
</table>
| SOC 11      | 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.  
**Corequisite:** ENG 02 or RDL 02 if required. | 3 rec 3 cr |
| SOC 31      | 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. | 3 rec 3 cr |
| SOC 32      | Sociology of the City* | 3 rec 3 cr |
| SOC 33      | Marriage and the Family | Introduction to the study of the family as a social institution. Evolution of form and functions of the family and how its structure is shaped by forces in society. Significance of 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. | 3 rec 3 cr |
| SOC 34      | 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. | 3 rec 3 cr |
| SOC 35      | Introduction to Social Work | Nature of social work and its functions: family casework, child welfare, psychiatric and medical social work, correctional services, public welfare and community welfare organizations.  
**Prerequisites:** SOC 11 or PSY 11 or permission of instructor. | 3 rec 3 cr |
| SOC 36      | Sociology of Women* | 3 rec 3 cr |
| SOC 37      | Class and Power in American Society | Examines social inequality as it impinges on concrete lives of people in society, with focus on American society. Deals with social stratification, social class, status, race, ethnicity, gender, prejudice and discrimination.  
**Prerequisite:** SOC 11 or permission of department. | 3 rec 3 cr |
| SOC 38      | Social Advocacy | Introduction to roles and problems of advocates in the social services system; 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. | 3 rec 3 cr |
| SOC 92      | Religion and Society* | 3 rec 3 cr |

*Not offered on a regular basis. Course descriptions available upon request.*
SPN 11  
Beginning Spanish I  
Pronunciation; language structure; conversation and reading of simple texts; dictation. Audio laboratory practice.

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

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

SPN 15  
Spanish for Urban Conversation and Careers I  
For non-Spanish-speaking students. Intensive conversation course emphasizing practical and realistic situations including business, community and civil service areas. Use of Audio lab required.

SPN 16  
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  
Advanced Spanish Conversation  
Continuation of SPN 16. Students participate in dialogues and conversations related to contemporary problems and everyday situations to improve conversational skill. Course conducted in Spanish.  
Prerequisite: SPN 13 or 16 or placement test.

SPN 18  
Elementary Spanish for Nurses and Hospital Personnel I  
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 in field of medical specialization.

SPN 19  
Elementary Spanish for Nurses and Hospital Personnel II  
Review and continuation at a higher level of pronunciation, speaking and understanding. Additional vocabulary in new medical situations such as admissions, X-rays, and pregnancy.  
Prerequisite: SPN 18 or placement test.

SPN 20  
Advanced Spanish Composition and Creative Writing  
Style illustrations with literary texts, text analysis, reading for comprehension, paragraph construction, imitation of models, expository writing, translation of literary texts, thematic discussions, stylistic discussions, written reports on research. 
Prerequisite: SPN 13 or 17 or placement test.

SPN 21  
Spanish Language and Culture  
A literary and historical study of Spanish culture; develops basic language skills. Class discussions on social, historical and artistic values of Spain, past and present. Course conducted in Spanish.  
Prerequisite: SPN 13 or 17 or placement test.

SPN 22  
Latin-American Language and Culture  
Prerequisite: SPN 13 or 17 or placement test.

SPN 23  
19th-century Spanish Literature: Romanticism and Realism*  

SPN 24  
Don Quijote and Other Cervantes Masterpieces  
Reading, discussion, analysis and written reports on selections from the original text of Don Quijote. Selections from 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.
Prerequisite: 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.

TELECOMMUNICATIONS
Department of Physics and Technology

TEC 11 3 rec 2 lab 4 cr
*Voice Communications
Introduction to techniques, principles, and terminology of voice telecommunications. Public and private telecommunication networks are examined. Telecommunication equipment, switching and transmission technology are demonstrated. Frequency spectrum modulation schemes and multiplexing techniques are explored. Lectures, interactive learning demonstrations. Laboratory exercises required.
Prerequisites: ELC 25, ELC 98; corequisite: ELC 35.

TEC 21 3 rec 2 lab 4 cr
*Data Communications
Introduction to techniques, principles, and terminology of data communications. Public and private networks are examined. Data communication equipment multiplexing and interactive learning, demonstrations. Laboratory exercises required.
Prerequisite: ELC 25; corequisite: TEC 11.

TEC 31 3 rec 2 lab 4 cr
*Local Area Networks
Introduction to the technology of local area networks (LANs). Topologies, transmission media, network interfaces, and access methods are examined. Shared resources and interconnecting of LANs are explored. Lectures, interactive learning, demonstrations are employed. Laboratory exercises are required.
Prerequisite: TEC 21.

TEC 41 3 rec 2 lab 4 cr
*Advanced Topics
Survey of current and emerging technologies in telecommunications. Lectures, interactive learning, demonstrations, and site visits. Laboratory exercises are required.
Prerequisite: TEC 21; Corequisite: TEC 31.

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 Business

WPR 11 5 rec 3 cr
Machine Transcription I
Development of the ability to operate and transcribe simple dictated material in preparation for employment as a machine transcriber.
Prerequisite: KEY 11; corequisites: KEY 12, ENG 11.

WPR 12 5 rec 3 cr
Machine Transcription II
Development of the ability to transcribe higher level dictated material for extended time periods.
Prerequisites: KEY 12, WPR 11 or SHO 12; corequisite: KEY 13.

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

WPR 21 3 rec 3 cr
Information Processing Applications and Administration
Administrative processes involved in the operation of a word processing environment. Emphasis on understanding the work flow and multiple tasks performed in a word processing environment.
Prerequisite: KEY 11; corequisite: KEY 12.

WPR 22 3 rec 3 cr
Information Processing Office Simulation
Application of the knowledge learned in WPR 21 in a word processing environment which simulates an actual business operation. Each student produces tasks that are typically performed in word processing environments.
Prerequisite: WPR 21; corequisite: KEY 13.

WPR 23 3 rec 3 cr
Supervision and Administration of Office Automation
Students develop ability to function as supervisor or administrator in a broad-based office automation environment. Principles, procedures, and techniques of supervision and administration. Concentration in scheduling and coordinating, motivational techniques, technical areas (systems), decision making, time management skills, personnel evaluation and training programs are included.
Prerequisite: WPR 20.

WPR 24 3 rec 3 cr
Introduction to Desktop Publishing
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.
Prerequisites: 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.

WPR 31 2 rec 2 lab 3 cr
Word Processing for Non-Secretarial Majors
Provides instruction on the operations of a word processing package on a microcomputer. Students will be able to perform operations such as inputting, revising, outputting, storing, retrieving, search and replace, centering, copying and moving, and formatting.
Prerequisites: KEY 10 or permission of department; ENG 01, RDL 01.
Governance of the College

BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK

Bronx Community College, a unit of The City University of New York, is administered by the Board of Trustees of The City University of New York. The Board of Trustees of The City University of New York is composed of 17 members, five of whom are appointed by the Mayor and ten by the Governor, all with the advice and consent of the Senate. The chairperson of the University Student Senate is a voting ex officio member. The chairperson of the University Faculty Senate is a non-voting ex officio member. The terms of all members except ex officio are for seven-year staggered terms. Board headquarters are at 535 East 80 Street, New York, 10021.

James P. Murphy
Chairperson
A.B., LL.B., LL.D.

Edith B. Everett
Vice-Chairperson
B.A., M.A.

Satish K. Babbar
Master of Arch., R.A.

Herman Badillo
B.B.A., J.D., LL.D.

Jerome S. Berg
B.B.A.

John J. Calandra
B.A., J.D.

Rev. Michael Crimmins
M.A.

Charles E. Inniss
B.A., M.P.A., LL.D.

Ronald J. Marino
B.A.

Susan Moore Mouner
A.A., B.A.

Anne A. Paolucci
B.A., M.A., Ph.D.

Robert Price
A.B., LL.B.

George J. Rios
B.A., M.P.A.

Nilda Ruiz
B.A., M.A.

Richard B. Stone
A.B., J.D.

Sandi E. Cooper
B.A., M.A., Ph.D.

Ifeachor Potts
ex officio

ex officio

Genevieve Mullin
B.A.
Secretary of the Board

Robert E. Diaz
B.A., J.D.
General Counsel

Dr. Carolyn G. Williams
Bronx Community College President
THE CITY UNIVERSITY OF NEW YORK
Council of Presidents

W. Ann Reynolds, Chairman
Raymond C. Bowen, President
Fiorello H. LaGuardia College
David A. Caputo, President, Hunter College
Ricardo Fernandez, President
Herbert H. Lehman College
Kristin Booth Glen, Dean
City University School of Law at Queens College
Leon M. Goldstein, President
Kingsborough Community College
Matthew Goldstein, President
The Bernard M. Baruch College
Frances Degen Horowitz, President
The Graduate School and University Center
Edison O. Jackson, President
Medgar Evers College
Charles C. Kidd, Sr., President
York College
Vernon E. Lattin, President
Brooklyn College
Gerald M. Lynch, President
John Jay College of Criminal Justice
Emilie A. Cozzi, Acting President
New York City Technical College
Yolanda T. Moses, President
The City College
Antonio Perez, President
Borough of Manhattan Community College
Stanford A. Roman, Jr., Dean
City University Medical School
John W. Rowe, Dean
Mount Sinai School of Medicine
Isaura Santiago Santiago, President
Eugenio Maria de Hostos Community College
Kurt R. Schmeller, President
Queensborough Community College
Allen Lee Sessoms, President
Queens College
Marlene Springer, President
The College of Staten Island
Carolyn G. Williams, President
Bronx Community College

University Staff

W. Ann Reynolds, Chancellor
Laurence F. Mucciolo, Deputy Chancellor
Robert E. Diaz, Vice Chancellor for Legal Affairs
Jay Hershenson, Vice Chancellor for University Relations
Emma E. Macari, Vice Chancellor for Facilities Planning, Construction and Management
Brenda Richardson Malone, Vice Chancellor for Faculty and Staff Relations
Anne L. Martin, Acting Vice Chancellor for Academic Affairs
Elsa Nuñez-Wormack, Vice Chancellor for Student Affairs and University Dean for Undergraduate Studies
Richard Rothbard, Vice Chancellor for Budget, Finance and Information Services

University Deans

Allan H. Clark, Dean for Research and Acting President of the Research Foundation
Seymour P. Lachman, Dean for Community Development
Angelo B. Proto, Dean for Student Services
Michael Ribaudo, Dean for Instructional Technology and Information Services
Dave Fields, Special Counsel to the Chancellor
Office of the President
Carolyn G. Williams, Ph.D., President
Nancy K. Ritzo, Ph.D., Executive Assistant to the President and Director of Institutional Research
Carol White, M.A., M.Ed., Special Assistant to the President for Public Affairs
Sharlene Hoberman, B.A., Public Information Officer
Geraldyne P. Dallio, Ph.D., Affirmative Action/Title IX Compliance Officer and ADA/504 Coordinator

Office of the Dean of Academic Affairs
Carl J. Polowczyk, Ph.D., Dean of Academic Affairs
Alice P. Fuller, Ed.D., Associate Dean of Academic Affairs
Peter L. Hoberman, M.S., M.A., Director of Academic Computing
Charlotte M. Honda, M.Ed., Executive Assistant to the Dean of Academic Affairs
Joseph O'Sullivan, Ph.D., Coordinator, Comprehensive Freshman Programs
Luis L. Pinto, M.A., Assistant to the Dean of Academic Affairs

Registrar’s Office
Harvey Erdsneker, M.S., M.B.A., Registrar
Allan Glasser, M.A., Associate Registrar
Michele Siegel, B.A., Associate Registrar
Regina Tobin, M.B.A., Associate Registrar
Alfred M. May, B.A., Assistant Registrar
Marjorie Miller, B.A., Assistant Registrar
Susanne Turk, M.A., Assistant Registrar

Office of the Dean of Continuing Education, Grants and Development
George L. Sanchez, Ed.D., Acting Dean of Continuing Education, Grants and Development
Carin Savage, B.A., Grants Officer
Mary Portalent, M.A., Coordinator of Adult and Continuing Education
Larry Curtis, M.A., Director of the Educational Opportunity Center
Jean Napper, M.A., Director of Continuing and Community Education Services
Claude Grant, B.A., Director of Business and Professional Development Institute

Office of the Dean of Students
Joe Louis Rempson, Ed.D., Dean of Students
Evelyn Rubio Kish, M.S., Associate Dean of Students
Byron Taylor, M.S., Director of Financial Aid
Augusto Quinones, M.S. in Ed., Director of Admissions and Recruitment
Marilyn Russell, M.Ed., Acting Director of Student Activities
Frank Donnangelo, Ed.D., Coordinator of Counseling

Office of the Dean of Administration
Martin Pulver, M.S.Ch.E., P.E., Acting Dean of Administration
Andre Hurni, M.A., Campus Facilities and Planning Officer
Pina Martinelli, B.A., Assistant to Acting Dean
Jerry G. Simotas, M.A., Director of Computer Services
Fred Barillaro, B.A., Operations Manager
Shelley Levy, M.S., Director of Personnel Services
Mattle Slate, M.S., Assistant Director of Personnel
James Campbell, Director of Campus Services
Umberto Trentin, B.S., Manager of Technical Service Unit and Telecommunications

Business Office
Maher Mobasher, D.B.A., Business Manager/Budget Officer
Barbara Cash, B.A., Bursar
Oliver Civetta, M.B.A., Payroll Officer
Rebeca Martinez, A.A.S., Accounting Manager
Mickey Matos, B.S., Receiving and Inventory Control

Safety and Security
McThaddeus Holden, B.A., Acting Director of Safety and Security
Richard Cacciato, Assistant Director
Lawrence Cheatham, Assistant Director
Jessie Smalls, Assistant Director
Robert Thompson, B.S., Assistant Director
FACULTY

Nasser Abdellatif, Department Chairperson, Associate Professor, Physics and Technology B.E.E.E., M.E.E.E., The City College; Ph.D., The City University of New York

Jacob Adekola, Lecturer, Library and Learning Resources B.A., Lehman College; M.L.S., Long Island University

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

John J. Allen, Professor, Communication Arts and Sciences B.A., Western Michigan University

Sydney Alozie, Assistant Professor, Chemistry and Chemical Technology B.S., Michigan State University; M.S., Ph.D., Utah State University

Louis I. Alpert, 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

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

Joseph B. Bacote, Associate 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

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

Robert A. Barnett, Assistant Professor, Student Development B.S., Howard University; M.A., Ed.M., Teachers College, Columbia University

Warren Baron, Assistant Professor, Student Development B.A., Rutgers University; M.A., Temple University; Ed.D., Rutgers University

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

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

Leon J. Battista, Jr., Lecturer, Social Sciences B.A., State University of New York at Cortland; M.A., Ph.D., New School for Social Research

Attlaw Belligne, Assistant Professor, Mathematics and Computer Science B.Sc., Haile Selassie I University (Ethiopia); M.A., Ph.D., St. Louis University

Virgina Bernard, Lecturer, Nursing and Allied Health B.A., Marymount Manhattan College; M.A., Ed.M., Teachers College, Columbia University

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

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

David Blot, Assistant Professor, Education, Reading and ESL 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

Michael Borries, Assistant Professor, Library and Learning Resources A.A., Pasadena City College; B.A., University of California, Los Angeles; M.A., M. Phil., M.L.S., Columbia University

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

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

Rex Butt, Assistant Professor, Communication Arts and Sciences B.A., Ohio Wesleyan; M.A., University of Minnesota; Ph.D., City University of New York

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

James Campbell, Director of Campus Services; Higher Education Assistant
Raymond Canals, Associate Professor, Business
B.A.A., Iona College;
J.D., New York Law School
Alba Cancetty, Admissions Officer;
Higher Education Assistant
B.A., Hunter College
Neoline A. Canton, Assistant Professor,
Art and Music (Music)
B.A., New York College of Music;
M.A., The City College
Cecelia Carew-Joynner, Assistant Professor, Nursing
and Allied Health
B.S., Hunter College;
M.A., New York University
Benjamin F. 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
Lawrence Cheatham, Assistant Director,
Safety and Security;
Assistant to Higher Education Officer
JuWon Choi, Assistant to Higher Education Officer,
Continuing Education
B.A., Duksun Women's College;
M.A., Ed.D., Columbia University, Teachers College
Thomas Cipullo, Lecturer, Music and Art
B.S., Hofstra University; M.A., Boston University
Oliver Civetta, Assistant Business Manager
B.B.A., M.B.A., Baruch College
Howard Clampman, Assistant Professor, Business
B.A., Queens College, M.B.A., St. John's University;
C.P.A., State of New York, State of Florida
Sharon Clarke, Assistant Professor,
Nursing and Allied Health
B.S., Manhattan College; M.A., Lehman College
Betty Coalmon, Lecturer, Nursing and Allied Health
B.S.N., Lehman College;
M.Ed., Teachers College, Columbia University
Jesus Cofresi, Duplicating Service Specialist;
Assistant to Higher Education Officer
William E. Cogdell, Assistant Professor,
Library and Learning Resources
B.A., J.D., Howard University;
M.L.S., St. John's University
Gus Constantine, Associate Professor,
Health, Physical Education and Wellness
B.S., M.A., New York 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;
B.S., M.S., Fordham University
Karen C. Cox, Assistant Professor, English
B.A., University of California at Berkeley;
M.A., Ph.D., University of California at Davis
Grace Cukras, Assistant Professor, Education,
Reading and ESL
B.A., Marymount College;
M.S., Ph.D., Fordham University
Marsha Z. Cummins, Professor, English
B.A., Wayne State University;
M.A., University of Michigan;
Ph.D., University of Maryland
Larry Curtis, Acting Director of Educational
Opportunity Center; Higher Education Officer
B.A., University of Cincinnati;
M.A., State University of New York at New Paltz
Diana D'Alessio, Lecturer, Education, Reading
and ESL
B.A., Lehman College; M.A., Manhattan College
C. Livingston Daley, Associate Professor,
Social Sciences (Sociology)
B.A., The City College; M.A., New York University;
Ph.D., The City University of New York
John W. Davis, Jr., Professor,
Biology and Medical Laboratory Technology
B.S., University of Notre Dame;
M.S., Ph.D., St. John's University
Neil Simon Davis, Assistant Professor, History
B.A., University of Oxford;
M.A., University of London;
Ph.D., University of Exeter University of London
Ingrid M. DeCicco, Professor,
Health, Physical Education and Wellness
B.S., The City College; M.S., Hunter College;
Ed.D., Teachers College, Columbia University
Candido de Leon, Higher Education Associate,
Educational Opportunity Center
A.B., St. Peter's College;
M.A., New School for Social Research;
A.B.D., Teacher's College, Columbia University
James DeMetro, Assistant Professor, English
B.A., M.A., New York University
Frederick L. DeNaples, Assistant Professor, English
B.A., Ohio State University;
M.A., Ph.D., University of Pennsylvania
Samaroo Deonarine, Associate Professor,
Physics and Technology
B.S., M.S., University of the West Indies (Trinidad);
Ph.D., City University of New York
Geraldine P. Diello, Affirmative Action Officer,
Title IX Compliance Officer, and ADA/504
Coordinator; Professor, History
B.A., M.A., Hunter College;
M.P.H., Ph.D., City University of New York
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
Robert Drake, Assistant Professor, Chemistry and Chemical Technology
B.S., Providence College; Ph.D., University of North Carolina

Rebecca Encarnacion, Lecturer, Student Development
A.A.S., Bronx Community College; B.A., M.A., Lehman College

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

Blanche Ettinger, Professor, Business
B.A., M.S., Hunter College; Ed.D., New York University

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

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

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

Eddice M. Fews, Assistant to Higher Education Officer, Federal Work Study Coordinator, Financial Aid
A.A.S., Bronx Community College; B.A., Lehman College

Diana Flores, Lecturer, Modern Languages
B.A., University of Puerto Rico; M.A., New York University

Kenneth Fogarty, Associate 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, Associate Professor, Nursing and Allied Health
B.S., Atlantic Union College; M.A., Loma Linda University; M.S.N., State University at Stony Brook

Stanley Friedlander, Associate Professor, Mathematics and Computer Science
B.S., The City College; M.S., Ph.D., 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 R. Fuller, Associate Dean of Academic Affairs; Professor, Nursing and Allied Health
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

Nancy Gear, Lecturer, Education, Reading and ESL
B.A., University of Vermont; M.A., Teachers College, Columbia University

Donna Genova, Professor, Health, Physical Education and Wellness
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

Paula Gilbert, Lecturer, Student Development
A.B., M.A., State University at Albany; M.S.W., Hunter College

Michael Gillespie, Associate Professor, Education, Reading and ESL
A.B., M.A.T., Brown University; M.A., Ed.D., Teachers College, Columbia University

Michael Glass, Associate Professor, Mathematics and Computer Science
B.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, Department Chairperson, Assistant Professor, Mathematics and Computer Science
B.A., M.A., Hunter College

Donna Goetz, Assistant Professor, Nursing and Allied Health
B.S., Manhattan College; M.S., Columbia University

Debra Gonsher, Assistant Professor, Communication Arts and Sciences
B.A., Queens College; M.A., Northwestern University; Ph.D., The City University of New York

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., Anselm College; M.A., Columbia University
Dolores Gracian, 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

Montgomery Gray, Assistant Professor, Social Sciences
B.A., The City College; M.S.W., Hunter College

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

Joannetta 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, Associate Professor, History
B.A., The City College; M.A., Columbia University; Ph.D., New York University

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

June Steffensen Hagen, Assistant Professor, English
B.A., Houghton College; M.A., Duke University; Ph.D., New York 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

Margaret Hammitt-McDonald, Lecturer, English
A.A., Keystone Junior College; B.A., M.A.T., Fordham University

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

David Hammond, Assistant Director of Financial Aid; Assistant to Higher Education Officer
B.S., University of Indiana

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

Mildred Hermina, Lecturer, Student Development
A.A.S., Bronx Community College; B.S., Mercy College; M.S., Long Island University

Henry Hermo, Jr., Professor, Biology and Medical Laboratory Technology
B.S., Fairleigh Dickinson University; M.A., Montclair State University; 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

McThaddeus Holden, Acting Director of Safety and Security
B.A., John Jay College of Criminal Justice

Charlotte M. Honda, Executive Assistant to Dean of Academic Affairs; Professor, Health, Physical Education and Wellness
B.S., Ohio State University; M.Ed., Wayne State University

Andre Hormi, Campus Facilities and Planning Officer; Higher Education Officer
B.S., Gymnasium Bern (Switzerland); M.A., Swiss Federal Institute of Technology (Zurich); New School for Social Research

Howard Irby, Department Chairperson, Professor, Education, Reading and ESL
B.S., Tuskegee University; M.A., Teachers College, Columbia University; Ed.D., University of Massachusetts

Vivian Jackson, Lecturer, Education, Reading and ESL
B.A., Hunter College; M.A., Columbia University, Teachers College

Joanne Juechter, Professor, Health, Physical Education and Wellness
B.S., M.A., New York University; M.A., Teachers College, Columbia University

Chandakanta 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, Business
B.S., St. Thomas Aquinas College; M.S., Hunter College

Jane Katz, Professor, Health, Physical Education and Wellness
B.S., The City College; M.A., New York University; M.Ed., Ed.D., Teachers College, Columbia University

Helen Papas-Kavalis, Lecturer, Nursing and Allied Health
B.S.N., M.A., New York University

Ann C. Kelemen, Assistant Professor, Health, Physical Education and Wellness
B.S., The City College; M.A., Columbia University; M.S., Hunter College
Evelyn Rubio Kish, Associate Dean of Students; Assistant Professor, Student Development
B.S., University of Santo Tomas (Manila); M.A., Teachers College, Columbia University

Vincent A. Kissel, Professor, Biology and Medical Laboratory Technology
B.A., Hunter College; M.S., Lehman College; Ph.D., St. John’s University

Theresa S. Kubis, Assistant Professor, English
B.A., College of New Rochelle; M.A., Ph.D., Columbia University

Thomas W. Kuehl, Career Development Specialist; Higher Education Assistant
B.A., Clark University; M.S., State University of New York at Oswego

Doreen LaBlanc, Associate Professor, Business
A.B., Berkshire Community College; B.B.A., Pace University; M.A., New York University

Akhil Lal, Lecturer, Physics and Technology
B.S., Indian Institute (Khoragpar, India); M.A., Yeshiva University

Paul Joseph Lalli, Associate Professor, Modern Languages
B.A., The City College; M.A., Columbia University

Anthony Laverpool, Lecturer, Education, Reading and ESL
B.A., Lehman College; M.A., National College of Education

LaRoI Lawton, Lecturer, Library and Learning Resources
B.A., Manhattan College; M.L.S., Queens College

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

Jerald Liebman, Assistant Professor, Physics and Technology
B.A., B.S., M.S., The City College

Carolyn Liston, Assistant Professor, English
B.A., Allen University; M.A., Indiana University; Ph.D., University of Colorado

Ana Lockward, Assistant Director of Financial Aid; Assistant to Higher Education Officer
B.A., Bernard M. Baruch College

Joseph Malinsky, Professor, Physics and Technology
B.S. Kiev (USSR) University; M.S., Kiev Institute of MetaPhysics and Technology; Ph.D., The City College

Anthony Manglicmot, Assistant Professor, Art and Music
B.F.A., San Francisco Art Institute; M.F.A., Pratt Institute; Doctor of Art, New York University

Pina Martinelli, Assistant to the Acting Dean of Administration; Higher Education Associate
B.A., Sarah Lawrence

Mickey Matos, Fixed Assets/Property Manager; Assistant to Higher Education Officer
B.S., Bernard M. Baruch College

Alfred M. May, Assistant Registrar
B.A., Rutgers University

Andrew McInerney, Assistant Professor, Mathematics and Computer Science
B.A., B.S., M.A., Ph.D., Penn State University

Panayiotis, Meleties, Assistant Professor, Chemistry and Chemical Technology
Diploma, Athens University; M.Ph., Ph.D., The City University of New York

Rafael Mendez, Assistant Professor, Social Sciences
B.A., The City College; M.A., Ph.D., Boston University

Mohamed Messaoudene, Assistant Professor, Mathematics and Computer Science
B.S., Université D'Annaba (Algeria); M.S., Ph.D., Massachusetts Institute of Technology

Marjorie Miller, Assistant Registrar
A.A., Bronx Community College; B.A., Lehman College

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

Isabel Mirsky, Assistant Professor, Communication Arts and Sciences
A.B., Barnard College; M.A., Northwestern University; M.Ed., M.Phil, Ph.D., Columbia University

Virginia Mishkin, Associate Professor, Nursing and Allied Health
B.S., Manhattan College; M.S., Columbia University

Jennifer Misick, Assistant Professor, Student Development
B.S., Florida A&M University; M.S., Ph.D., Florida State University

Maher Mobasher, Business Manager/Assistant Administrator; Higher Education Officer
B.A., Ein Shams University (Zasazis, Egypt); M.S., Long Island University; D.B.A., Nova Southeastern University; Ph.D., Board of Universities (Cairo, Egypt)

Jalil Moghaddasi, Professor, Physics and Technology
B.E. E.E., M.E. E.E., The City College; Ph.D., City University of New York
Sharon Persinger, Assistant Professor, Mathematics and Computer Science
B.A., Princeton University;
Ph.D., The City University of New York
Clarence Perkins, Lecturer, Business
B.B.A., Bernard Baruch College;
C.P.A., 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
Marianne Pita, Lecturer, Education, Reading and ESL
B.A., M.A., The City College
Carl J. Polowczyk, Dean of Academic Affairs; Professor, Chemistry and Chemical Technology
B.S., The City College;
M.S., 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
Benecio Puello, Assistant to Higher Education Officer, Financial Aid
B.B.A., Bernard M. Baruch College
Amado Puentes, Hardware Technician;
Assistant to Higher Education Officer
A.A.S., Bronx Community College
Martin I. Pulver, Acting Dean of Administration; Professor, Chemistry and Chemical Technology
B.S., M.S., Ch.E., The City College;
M.S., Ch.E., Newark College of Engineering;
P.E., State of New York
Rosemary A. Quinn, Professor, Business
B.A., Hunter College; M.B.A., Baruch College;
M.A., Ph.D., The City University of New York
Augusto Quinones, Director of Admissions and Recruitment; Higher Education Officer
B.A., Adelphi University; M.S. in Ed., Baruch College
Donald Read, Lecturer, Business
B.A., University of Kentucky; M.A., Trinity College
Phylis J. Read, Associate Professor, English
B.A., University of Kentucky; M.A., Trinity College
Joe Louis Rempson, Dean of Students; Professor, Education, Reading and ESL
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, Professor, Education, Reading and ESL
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;
Ph.D., Fordham University

Naomi Roberts, Assistant Professor, Nursing and Allied Health
B.S., M.S.N., Hunter College

Victor Rodriguez, Lecturer, Student Development
B.A., The City College

Carmen Rodriguez-Padilla, Assistant Professor, Communication Arts and Sciences
B.A., University of Puerto Rico;
M.A., Inter American University;
Ph.D., Fordham University

Mary Rogan, Assistant Professor, Business
B.S., Lehman College; J.D., Antioch University

Michael J. Roggow, Transfer Counselor; Higher Education Assistant
A.S., Corning Community College;
B.A., Ohio State University;
M.A., New York University

Esther S. Rolnick, Associate Professor, Social Sciences (Psychology)
B.S., M.S., Brooklyn College;
M.S., Ph.D., Yeshiva University

Wilma Rosario, Assistant to Higher Education Officer, Financial Aid
B.S., Lehman College

Arcadia Ruiz, Lecturer, Student Development
A.A.S., Bronx Community College;
B.S., M.S., Lehman College

Marilyn Russell, Acting Director of Student Activities; Lecturer, Student Development
A.A., Bronx Community College;
B.S., M.Ed., Lehman College

James D. Ryan, Department Chairperson, Professor, History
B.A., St. Bonaventure University;
M.S., Canisius College; Ph.D., New York University

Samir Saddawli, Lecturer, Physics and Technology
M.Sc., Odessa Polytechnic Institute (Ukraine);
M.S.E.E., Manchester University (UK)

George L. Sanchez, Acting Dean of Continuing Education, Grants and Development;
Higher Education Officer
B.A., St. John’s University;
M.A., Fordham University;
Ed.D., Columbia University, Teachers College

Nahma E. Sandrow, Professor, English
B.A., Bryn Mawr College; D.F.A., Yale University

Emilio D. Santa Rita, Jr., Professor, Student Development
A.B., M.A., Ateneo de Manila;
Ed.D., Columbia University

Wanda Santiago, Assistant to Director of Academic Computing; Assistant to Higher Education Officer
A.A.S., Bronx Community College

Carin Savage, Grants Officer; Higher Education Officer
B.A. State University of New York at Oneonta

Edith Schor, Professor, English
B.A., Hunter College; M.A., Middlebury College;
M.A., New York University;
Ph.D., Columbia University

Malcolm Schryer, Lecturer, Communication Arts and Sciences
B.A., Idaho State University;
M.A., Columbia University

Samuel Schwartz, Professor, Health, Physical Education and Wellness
B.A., Panzer School; M.Ed., Temple University

Michael Seliger, Higher Education Associate; Educational Opportunity Center
A.B., Michigan University;
M.A., New School for Social Research;
Ph.D., The City University of New York

Robert Shalla, Assistant Professor, Mathematics and Computer Science
B.S., University of California at Davis;
Ph.D., University of Utah

Vickie Shankman, Assistant to Director of Personnel; Assistant to Higher Education Officer

Frank Sharpe, Jr., Assistant Professor, Art and Music (Art)
B.A., Benedict College; M.S., Pratt Institute

Harriet Shenkman, Professor, Education, Reading and ESL
B.A., Brooklyn College;
M.Ed., Duke University; Ph.D., Fordham University

Marvin Shumowitz, Assistant Professor, Mathematics and Computer Science
B.S., The City College;
Ph.D., The City University of New York

Michele Siegel, Associate 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, Physical Education and Wellness
A.A., Bronx Community College;
B.S., The City College;
M.A., Teachers College, Columbia University
Juliann V. Skurdenis, Acting Department Chairperson, 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; Higher Education Assistant
A.A., Bronx Community College; B.A., M.S., Lehman College

Jessie Smalls, Assistant to Director of Safety and Security; Higher Education Aide
Ann C. Smith, Department Chairperson, Professor, Nursing and Allied Health
B.S., M.A., New York University; M.A., New School for Social Research; M.S.N., Hunter College

Marie Smith, Associate Professor, Nursing and Allied Health
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

Barbara Somerville, Assistant Professor, Social Sciences
B.A., The City College; M.S.W., Adelphi University

Jeffrey Spielberger, Associate Professor, English
B.A., Queens College; M.A., University of Connecticut

Louise Squitieri, Professor, Mathematics and Computer Science
B.A., University of Wisconsin; A.M., Harvard University; M.S., New York University

Herbert Stein, Assistant Professor, Chemistry and Chemical Technology
B.S., The City College; M.A., Brooklyn College

Michele Stern, Department Chairperson, Professor, Health, Physical Education and Wellness
B.S., Hunter College; M.S., Brooklyn College; M.E., Ed.D., Teachers College, Columbia University

H. Reid Stieby, Associate Professor, Social Sciences
B.A., Bradley University; M.A., University of Chicago; Ph.D., Fielding Institute

Jacinto E. Suarez, Professor, Business
B.A., Alabama College; M.B.A., St. John’s University; M.A., Ph.D., New York University

Ian Swartz, Systems and Applications Program Specialist; Higher Education Assistant
B.A., Ramapo State College

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

Edward Teal, Higher Education Assistant; Computer Center
B.S., Brooklyn College

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

Ingrid Tineo, Assistant Director of Career Services; Assistant to Higher Education Officer
B.S., Fordham University

Regina M. Tobin, Associate Registrar
B.A., Mercy College; M.B.A., Iona College

Joseph Todaro, Lecturer, Education, Reading and ESL
B.A., Pace University; M.Ed., University of Massachusetts; M.A., New York University

Umberto Trentin, Assistant to Higher Education Officer, Technical Service Unit
B.S., Empire State College

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

Surinder Virk, Purchasing Agent
B.Sc., Punjab University (India); G.D.M.M., Indian Institute of Materials Management

Merlin F. Walwyn, Assistant Professor, Business
B.S., Oakwood College; M.B.A., Long Island University

Marva Watford, Lecturer, Nursing and Allied Health
B.S., Hunter College; M.A., New York University

Valerie Watnick, Assistant Professor, Business
B.S., Bucknell University; J.D., Cornell School of Law

Henry Weiman, Associate Professor, Business
B.B.A., M.B.A., The City College

Mitchell M. Wenzel, Professor, Health, Physical Education and Wellness
B.S., M.S., The City College; M.S., Teachers College, 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
B.A., The City College; M.A., Columbia University
Carolyn G. Williams, President of the College  
B.S., M.A., Ph.D., Wayne State University  
Kathleen B. Williams, Assistant Professor, History  
B.A., Wellesley College;  
M.A., The City University of New York;  
Ph.D., Columbia University  
Rolly D. Wiltshire, Operations Manager for Continuing Education; Higher Education Assistant,  
B.S., M.S., University of Wisconsin-Stout  
Hans Winterfeldt, Professor, Modern Languages  
B.A., The City College; Ph.D., New York University  
Jeffrey Wisotsky, Assistant Professor,  
Communication Arts and Sciences  
B.F.A., The City College; M.F.A., Columbia University  
Bernard L. Wittleb, Professor, English  
B.A., The City College;  
M.A., Ph.D., New York University  
Gretchen Wright, Assistant Professor,  
Mathematics and Computer Science  
B.A., University of Chicago;  
M.A., Ph.D., University of Michigan  
Peter Yom, Assistant Professor,  
Mathematics and Computer Science  
B.S., University of Hawaii;  
M.S., New Mexico State University;  
Ph.D., University of Connecticut  

■ COLLEGE LABORATORY TECHNICIANS

Rudolph Arroyo, Senior College Laboratory Technician, Physics and Technology  
A.A.S., Bronx Community College;  
B.E.M.E., The City College  
Jeanette Batiz, College Laboratory Technician, Biology and Medical Laboratory Technology  
A.A.S., Bronx Community College  
Frances Caruso-Haralam, Senior College Laboratory Technician, Biology and Medical Laboratory Technology  
A.A.S., Bronx Community College  
Adolfo DeJesus, Senior College Laboratory Technician, Health, Physical Education and Wellness  
B.S., Lehman College  
Michael Fields, College Laboratory Technician, Chemistry and Chemical Technology  
A.A.S., Bronx Community College  
Richard Fucci, College Laboratory Technician, Technical Service Unit  
Gramatice Garafollou, College Laboratory Technician, Nursing  
Howard Lepzelter, Senior College Laboratory Technician, Physics and Technology  
A.A.S., Vorhees Technical Institute  
Luz Magria, College Laboratory Technician, Academic Computing  
A.A.S., Bronx Community College  
Louise Martich, Senior College Laboratory Technician, Academic Computing  
Alice Netburn, Senior College Laboratory Technician, Chemistry and Chemical Technology  
A.A.S., Bronx Community College;  
B.S., Lehman College; M.S., Hunter College  
Lourdes Rosario-Suarez, College Laboratory Technician, Biology and Medical Laboratory Technology  
A.A.S., Bronx Community College  
Neville Trotman, Senior College Laboratory Technician, Physics and Technology  
Margarita Vasquez, College Laboratory Technician, Academic Computing  
A.A.S., Bronx Community College
PROFESSORS EMERITI

Roscoe C. Brown, Ph.D., President Emeritus
Sheldon Atlas, Ph.D., Chemistry and Chemical Technology
Cortland P. Auser, Ph.D., English
Frederick J. Berger, D.Sc., Engineering Technologies
Irwin Berger, Ph.D., English
Phyllis B. Berger, M.E., Engineering Technologies
Arthur F. Beringause, Ph.D., English
Norman Bindiier, Ph.D., History
Doris Bluth, M.A., Secretarial and Office Information Systems
June M. Buckley, M.A., Chemistry and Chemical Technology
Donald J. Canty, M.A., Communication Arts and Sciences
Valerie G. Capera, M.S., Art and Music (Music)
Mabel Chang, Ph.D., Social Sciences
Robert L. Clarke, M.S., Chemistry and Chemical Technology
Bernard P. Corbman, Ed.D., Business
Louis A. DeCetis, Ph.D., Physics
John E. D’Andrea, M.A., Modern Languages
David M. Davidson, Ph.D., Education, Reading and ESL
Wm. Walter Duncan, M.A., Communication Arts and Sciences
Ulla E. Dydo, Ph.D., English
Bernard Eisenberg, Ph.D., History
Sylvia Eversole, Ph.D., Art and Music (Music)
David Felix, Ph.D., History
Thomas J. Finnegam, M.A., Mathematics and Computer Science
Mortimer H. Frank, Ph.D., English
John M. Furst, M.A., Mathematics
Nicholas M. Gilroy, Ph.D., Communication Arts and Sciences
Norman Gore, Ph.D., Mathematics
Lillian Gottseman, Ph.D., English
Richard Heller, Ph.D., Biology and Medical Laboratory Technology
Arthur Hirschfield, M.S., Business
Gloria L. Hobbs, Ph.D., Modern Languages
Max Horn, Ph.D., Business
William P. Hynes, M.B.A., Business
Annie B. Jackson, M.A., Nursing
Helen Jick, Ed.D., Mathematics
Erwin Just, Ph.D., Mathematics
Violet Katz, Ed.D., Nursing
Robert King, Ph.D., Communication Arts and Sciences
Paul Klarreich, M.A., Mathematics
Jean Kolliner, M.S., Library and Learning Resources
Richard M. Kor, M.S., M.A., Health, Physical Education and Wellness
Lillian C. Kovar, Ph.D., Social Sciences

George J. Lankevich, Ph.D., History
Stella Lawrence-Daniels, M.E.E., M.S., Engineering Technologies
Leo Lieberman, Ph.D., English
Carol Lofstedt, M.A., Nursing
Richard L. Loughlin, Ph.D., English
Jacqueline Gardinier-Lourim, M.A., Nursing
Bernard Mandelbaum, Ph.D., English
Ramona Matos, Ed.D., Health, Physical Education and Wellness
Donald F. McCulloch, Ph.D., Modern Languages
Neil McLaughlin, M.E.E., Engineering Technologies
Vera F. Minkin, Ed.D., Student Development
Gabriel Motola, Ph.D., English
Maureen B. O’Riordan, M.B.A., Business
Alvin J. Paulay, Ph.D., Mathematics and Computer Science
Annette A. Peretz, M.S., Library and Learning Resources
Avis Pitman, M.A., Nursing
Burton A. Pollin, Ph.D., English
Allen Pomerantz, Ph.D., Modern Languages
Kathleen J. Prestwidge, Ph.D., Biology and Medical Laboratory Technology
Jack Prince, Ph.D., Physics
Samuel Ress, J.D., Business
Herbert Robbins, Ph.D., Social Sciences
Oleg M. Rodzianko, M.S., Engineering Technologies
Irwin Ronson, Ph.D., Communication Arts and Sciences
Paul Rosenfeld, M.A., Music
Morton Rosenstock, Ph.D., Library and Learning Resources
Marvin Salzberg, D.M.A., Music
Norman Schaumberger, Ed.D., Mathematics and Computer Science
Meyer Shopkow, M.S., M.B.A., Business
Louis F. Simon, M.M., Music
Wallace Sokolsky, M.A., History
Minerva Stergianopoulos, M.A., Communication Arts and Science
Michael Steuerman, M.A., Health, Physical Education and Wellness
Manuel Stillerman, Ph.D., Engineering Technologies
Jacqueline Stuchin-Paprin, Ed.D., Education, Reading and ESL
Kazuye Takei, 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
Herbert Tyson, M.A., Engineering Technologies
Joseph W. Wieczorek, Ph.D., History
Allan Wolk, Ph.D., Social Sciences
Isaak Zimmerman, Ph.D., Chemistry and Chemical Technology
The Office of Continuing Education responds to the needs of diverse populations served by the college, providing access to non-credit instruction and services for academic improvement, occupational training and placement, career development, and personal enrichment. Its activities contribute to the social, educational and economic growth of the community.

Programs and services are developed in collaboration with business and labor organizations, government agencies, private foundations, and community groups. Continuing Education is committed to excellence in education and to services that are responsive to present and emerging community needs.

ACCESS (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. Mary Portalatin, Director)—short-term, non-credit courses that provide academic and vocational upgrading, and recreational and leisure activities training.

BEGIN Language Program (Ms. Blanche Kellawon, Director)—intensive ESL and job readiness classes for students referred by the Human Resources Administration.

Bronx/CUNY School-to-Work Program (Dr. Reid Stieby; Director, Mr. Melvin Roy, Coordinator) a partnership with BCC and selected public, intermediate and high schools, Gateway, Bronx Educational Alliance, Bronx Principals' Center and Bronx Educational Opportunity Center which prepares students for careers in allied health, business, education and human services through a program of school-based, work-based, and connecting activities beginning in the elementary schools.

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.
CUNY Catch (Ms. Jean Napper, Director)—a consortium with La Guardia Community College and Medgar Evers College providing transitional educational support services to newly released ex-offenders.

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.

City Works (Dr. JuWon Choi, Director)—vocational education program to provide neighborhood youth, ages 18 to 21, with basic skills instruction leading to a GED and occupational training in Human Services.

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.

EDGE Job Developer (Ms. Jean Napper, Director)—counseling, case management, job development and job placement for public assistance recipients. A Family Day Care component trains public assistance recipients to become small business entrepreneurs, providing home-based child care.

Educational Opportunity Center (EOC) (Mr. Larry Curtis, Acting Director)—self-contained "branch campus," offering educational opportunities leading to employment or continued education. Offerings include ESL, Home Health Aide, Phlebotomy, Medical Coder, Emergency Medical Technician, computer training programs and others. The Center has its own Child Care Center for students.

Gateway (Ms. Olga Martinez, Facilitator)—consortium of community organizations providing comprehensive services to maximize career development opportunities for Bronx residents.

Health Force: Women and Men Against AIDS (Ms. Christopher Norwood, Director)—trains women and men who have had experience with the AIDS virus to become AIDS prevention educators within their community.

MOSAIC (Dr. JuWon Choi, Director)—expands neighborhood access to positive drug prevention programs and creates a safe haven school which involves the entire community.

Neighborhood AIDS Outreach (Ms. Christopher Norwood)—provides community HIV prevention for drug users.

Nurse’s Aide Training Program (Mr. Claude Grant, Director)—provides a 96-hour training program, including 60 hours of on-the-job clinical experience, preparing students for the state certification exam.

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.


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

School-to-Work Career Development Consortium (Ms. Jean Napper, co-Director)—statewide staff development project for local school-to-work partnerships, co-sponsored by BCC, La Guardia Community College and New York State Occupational Equity Center.

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 563 East Tremont Avenue.
COMMUNITY PROGRAMS

Bronx Education Alliance—funded in part by the Ford Foundation, the program coordinates educational opportunities in The Bronx, K through college.

Bronx Principals' Center (Dr. Michael Gillespie, Director)—offers in-service leadership training to school administrators, K-12, throughout The Bronx.

Bronx Tech Prep (Dr. Reid Strieby, Director and Prof. Rudean Leinaeng, Coordinator)—a consortium of BCC, Lehman College, and Jane Addams, DeWitt Clinton and Grace Dodge High Schools which prepares students for careers in allied health and nursing through a four-year program of study beginning in the 11th grade.

Career STEP (Dr. Carl J. Polowczyk, 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, afterschool and summer jobs, mentors and guidance services to facilitate entry into college or full-time employment.

CUNY Student Mentor Program (Dr. Hope Richardson, Coordinator)—pairs successful BCC students with intermediate and 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.

Family College (Prof. Winifred Washington, Director)—A partnership with BCC, the NYC Board of Education, Community School District 10 and the Human Resources Administration which integrates education, child care and social services. Qualified parents enroll as full-time students at BCC while their children ages 4 to 6 attend District 10’s Early Childhood School on campus. To qualify, parents must have a high school diploma or equivalent, reside in District 10 in The Bronx, have a child of the appropriate age and be on public assistance.

Health Fair (Prof. Ann Kellen, Coordinator)—Every spring, the college sponsors free health information, referrals and exams in a variety of health areas.

Labor Education Action Program (Dr. James Ryan, Coordinator)—offers Civil Service Employees Association (CSEA) members credit and non-credit courses.

Liberty Partnership (Mr. Lesleigh Hogg)—provides a progressive and individualized approach for a Summer and Academic Year Program that is based on science and math instruction and internships for at-risk high school students.


LPN-RN Bridge Program (Prof. Lois Augustus, Coordinator)—for graduates of the Board of Education Adult LPN Program. Must meet admission criteria.

National Center for Urban Partnership (Dr. Richard Donovan, Director)—sponsored by the Ford Foundation to increase the number of minority students obtaining bachelor's degrees by establishing citywide collaboratives in 16 urban areas throughout the country.

National Youth Sports Program (Dr. Joyce Bloom, Director)—free summer day camp on campus offering sports skills, swimming, dance and martial arts for neighborhood youngsters.

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 (Ms. Deborah Harris, Acting 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 400 high school students who attend classes on campus.

Upward Bound (Ms. Michelle Danvers Foust, Director)—academic and counseling support for high school students to motivate them toward success in postsecondary education.

Urban Systemic Initiative in the Bronx (Dr. Louise Squitieri, Director)—a collaborative involving CUNY and the New York City public schools which is designed to strengthen teaching and learning in critical mathematics and science areas.
DIRECTORY OF BUILDINGS, OFFICES AND FACILITIES

PRESIDENT'S OFFICE — Language Hall

DEAN’S OFFICES
Academic Affairs — Language Hall
Administration — South Hall
Continuing Education and Grants — Philosophy Hall
Students — Loew Hall

DEPARTMENT OFFICES
Art and Music — Bliss Hall
Biology and Medical Laboratory Technology — Meister Hall *
Business — Meister Hall *
Chemistry & Chemical Technology — Meister Hall *
Communication Arts and Sciences — Colston Hall
Education, Reading & ESL — Colston Hall
English — Colston Hall
Health, Physical Education and Wellness — Alumni Gym
History — Colston Hall
Library and Learning Resources — Meister Hall *
Mathematics and Computer Science — Gould Hall of Technology
Modern Languages — Colston Hall
Nursing and Allied Health — Gould Hall of Technology
Physics and Technology — Gould Hall of Technology
Social Sciences — Colston Hall
Student Development — Loew Hall

Academic Computing Center — Sage Hall
Admissions — Loew Hall
After School Center — Havemeyer Lab
Athletics — Alumni Gym
BCC Association, Inc. — Loew Annex
Bursar — Colston Hall
Business Department — Meister Hall *
Business Office — Colston Hall
Cafeteria — Gould Student Center
Faculty Cafeteria — Language Hall
Child Development Center — Altschul House
College Relations — Language Hall

Computer Center — Colston Hall
Continuing Education — Philosophy Hall
Cooperative Education — Loew Hall
Counseling Services — Loew Hall
Duplicating Department — Colston Hall
Evening Office — Colston Hall
Family College — MacCracken Hall
Financial Aid — Colston Hall
Grants Office — Philosophy Hall
Hall of Fame for Great Americans — Gould Memorial Library
Hall of Fame Playhouse — Gould Student Center
Health Services and Infirmary — Loew Hall
Institutional Research — Philosophy Hall
Learning Center — Sage Hall
Mail Room — Colston Hall
Maintenance and Operations Services — New Hall
Mental Health Services — Loew Hall
Music — Guggenheim Hall
Nuclear Medicine Technology — Gould Hall of Technology
Paralegal Studies — Meister Hall *
PASS Center — Sage Hall
Personnel — South Hall
Pool — Alumni Gymnasium
President’s Office — Language Hall
Public Relations — Language Hall
Radiologic Technology — Gould Hall of Technology
Receiving and Stores — Loew Annex
Registrar — Colston Hall
Rotunda — Gould Memorial Library
Schwendler Auditorium — Meister Hall *
Secretarial Studies — Meister Hall *
Security — Loew Hall
Student Activities — Gould Student Center
Student Government Association — Gould Student Center
Technical Services — South Hall
Television Technology — Meister Hall *
University Heights High School — Nichols Hall
Veterans’ Affairs — Loew Hall

DIRECTIONS TO THE COLLEGE

• IRT Jerome-Woodlawn Avenue No. 4 train to Burnside Avenue or 183rd Street
• IND Sixth Avenue “D” train to 183rd Street
• No. 3 University Avenue bus to 181 Street
• No. 40 Tremont Avenue Crosstown or No. 36 180th St. Crosstown to University Avenue
• No. 12 Fordham Road Crosstown stops at University Avenue where it connects with the No 3

*Tech Two has been renamed Meister Hall.
<table>
<thead>
<tr>
<th>Page</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>155</td>
<td>INDEX</td>
</tr>
</tbody>
</table>

**Independent Studies, 48;**
Courses, 104
Index Classification Chart, 29
Industrial Advisory Committee, 55
Interior Landscaping Specialization, 79;
Courses, 109
International Students, Admission, 16; Counseling, 43
International Studies Option, 72
Italian Courses, 110
Job Placement Services, 42
Keyboarding Courses, 110
Labor Education Action Program, 151
Laboratory Technicians, 146
Landscape Design, 110
Language Department, 53
Language Course, 110
Language Requirements, 72
Lastness, 33
Law Courses, 111
Learning to Learn, 112
Liberal Arts Academy, 48
Liberal Arts and Sciences Curriculum, 71
Liberty Partnership, 151
Library and Learning Resources, 10
Licensed Practical Nurse Curriculum, 73
L.I.N.C. (Ladders in Nursing Careers), 151
Loans, 24
LPN-RN Bridge Program, 151
Management Option, 63;
Courses, 112
Map, 152
Marketing, Management and Sales, 61, 63;
Courses, 112
Maternity Leave, 33
Mathematics Department, 53;
Curriculum, 74;
Courses, 114;
Course Sequence Chart, 90
Matriculation, 28
Mechanical Technology Courses, 117
Medical Laboratory Technology Department, 51;
Curriculum, 75
Advisory Committee, 51;
Military Refunds, 18;
Leave, 33
Minority Biomedical Research Support (MBRS), 49
Mission and Goals of the College, 5
Modern Languages Department, 53;
Requirements, 72
MOSAIC, 150
Music Department, 51
Music Courses, 117
National Center for Urban Partnership in Education, 151
National Youth Sports Program, 151
Neighborhood AIDS Outreach, 150
Nondegree Student, 29
Nondiscrimination Policy, 7
Nuclear Medicine Technology Curriculum, 76;
Courses, 118
Advisory Committee, 55
Nurse’s Aide Training Program, 150
Nursing and Allied Health Department, 53;
Curriculum, 77, 78;
Courses, 119, 120;
Advisory Committee, 54
OCD Courses, 121
Officers of the College, 137
Older Adults Luncheon Club, 150
Ombudsperson, 43
Orientation, 121
Orientation and Career Development (OCD), 42;
121
Ornamental Horticulture Curriculum, 79
Paralegal Certificate Program, 81
Paralegal Studies, 80;
Advisory Committee, 52
Paris/CUNY Exchange Program, 49
PASS Center, 43
Peace Corps, 49
Pell Grants, 23
Pharmacology, 120
Philosophy Courses, 121
Physical Education Department, 53;
Courses, 121
Physics and Technology Department, 55
Physics Courses, 123
Placement Office, 42
Placement Tests, 15
Political Science Option, 72;
Courses, 124
Pre-Admissions Counseling, 15
Probation, 22, 30;
Counseling, 42
Program Allowances, 31
Programming and Systems Option, 63;
Curriculum, 82
Project H.I.R.E., 150
Project S.O.S., 150
Psychological Counseling, 43
Psychology Option, 72;
Courses, 125
Publications, 44
Public Information Office, 9
Public Order (Education Law), 36
Radiologic Technology Curriculum, 83;
Courses, 126;
Advisory Committee, 54
R.E.A.C.H., 49
Reading Courses, 128
Readmission, 31
Refunds, 18, 19
Registrar’s Office, 27
Registration, 28
Religion Option, 72
Religious Beliefs and Class Attendance, 38
Research Enrichment Activities Project (REAP), 49
Residency Requirements, 13
Retention Rate, 29
Safety and Security, 9
Satisfactory Progress, 30
School to Work Career Development Consortium, 150
Science Academy, 49
Secretarial Science-Medical Curriculum, 85
Secretarial Studies Curriculum, 84
Courses, 129;
Advisory Committee, 52
Security, 9
Senior Citizens Registration, 29
Sexual Harassment, 38
SHARE, 151
Shorthand Courses, 130
Skills Assessment Examinations, 15
Social Sciences Department, 55;
Options, 72
Sociology Courses, 130
Spanish Courses, 131
Special Programs, 47
Standards for Rate of Progress, 30
Student Activities, 44
Student Development Department, 41
Student Government Association, 45
Student Identification Number, 27
Student Services, 41
Student Support Services, 43
Summer Immersion Program, 49
Supplemental Tuition Assistance Program (STAP), 22
Summer Session, 7
Suspension, 31;
Counseling, 42
Swimming Pool, 9
TAP (Tuition Assistance Program), 21
Tap Center, 6; 150
Taxation Courses, 132
Telecommunications Technology (NYNEX) Curriculum, 86;
Courses, 132
Television Technology Curriculum, 87;
Courses, 97
Transcripts, 27
Transfer Policies, 35
Transfer Programs Offered, 7
Tuition and Fees, 16, 17
University Heights Development Corporation, 151
University Heights High School, 151
Upward Bound, 151
Urban Systemic Initiative in The Bronx, 151
Veterans’ Affairs, 45
Veterans’ Benefits, 24
Withdrawal from College, 33
Withdrawal from Courses, 29
Word Processing Courses, 133
Work Study, 24, 42
Youth Career Program, 49
Academic Calendar
1997-98*

SPRING 1997 SEMESTER
January 21-27 — Registration
February 3 — First day of classes
February 12 — Lincoln's Birthday, no classes
February 17 — President's Day, college closed
March 26-29 — No classes
April 21-27 — Spring Recess, no classes
May 14 — Last day of classes
May 16-23 — Final examinations
May 26 — Memorial Day, college closed

SUMMER SESSION 1997
June 17 — Registration
June 23 — First day of classes

FALL 1997 SEMESTER
August 25-28 — Registration
September 2 — First day of classes
October 2-3 — No classes
October 11-12 — No classes
October 13 — Columbus Day, college closed
November 27-28 — Thanksgiving Recess, college closed
December 15 — Last day of classes
December 17-23 — Final examinations
January 19 — Human Rights Day, college closed

SPRING 1998 SEMESTER
January 20-26 — Registration
January 28 — First day of classes
February 12 — Lincoln's Birthday, college closed
February 16 — President's Day, college closed
March 26-29 — No classes
April 10-19 — Spring Recess, no classes
May 17 — Last day of classes
May 19-26 — Final examinations
May 25 — Memorial Day, college closed

*Subject to change