GATEWAY TO SUCCESS
BRONX COMMUNITY COLLEGE
of The City University
of New York

CATALOG 1998–2000
BRONX COMMUNITY COLLEGE

of The City University of New York

University Avenue and West 181 Street
Bronx, New York 10453
(718) 289-5100
Introducing Bronx Community College

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 work force.
- 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 work force 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 with 120 students at Hunter College in February 1959 and moved to the former site of the Bronx High School of Science at Creston Avenue and West 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.

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.

Upon Dr. Colston's retirement in 1976, Dr. Morton Rosenstock was named Acting President.

On September 1, 1977, Dr. Roscoe C. Brown, Jr., became the third president of Bronx Community College. During his 17-year tenure, the college intensified its outreach to New York City's economic and educational institutions through partnerships with business and industry to better ensure the success of graduates. New programs were developed in high growth professions in the fields of health, the technologies and human services.

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's important contribution to the cultural life of its students and the borough is felt through an organized program of concerts, plays, films, speakers, and art exhibits open to both students and the public.
ACCRREDITATION

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

The Electrical Technology curriculum is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/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 Division of Higher Education of the New York State Department of Education, has chartered and approved all curricula and programs of Bronx Community College.

NONDISCRIMINATION POLICY

Bronx Community College is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, handicap, veteran status or marital status in its admissions, employment, access to programs, and administration of educational policies.

The Office of Affirmative Action insures that the College complies with equal employment opportunity laws and policies. Prof. Mary T. Rogan is the Affirmative Action Officer. The office is located in Language Hall, Room 27, and the telephone number is (718) 289-5157.

A student whose complaint is related to a disabling condition may also contact the Coordinator of Services for Students with Disabilities in Loew Hall, Room 211. The telephone number is (718) 289-5877.

Information on filing other complaints is available in the Dean of Students Office, Loew Hall, Room 201.

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 61 to 91. 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 (5099)
- Programming and Systems (5103)
- Radiologic Technology (5207)
- Secretarial Science-Medical (5214)
- Secretarial Studies (5005)
- Telecommunications Technology (5310)
- Telecommunications Technology (Bell Atlantic) (5310)

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 (5609)
- Liberal Arts and Sciences (Biology and Chemistry (5649))
- Mathematics (5617)

CERTIFICATE PROGRAMS

- Automotive Mechanics (5306)
- Child Welfare (5603)
- Licensed Practical Nursing (5209,20)
- Paralegal Studies (5099)

SUMMER SESSION

Announcements and a bulletin of courses offered in day and evening classes in the Summer Session are issued in the spring by the college.
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 11 diverse facilities. The main multi-purpose center in Sage Hall has 10 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 300 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 has upgraded its network to a state-of-the-art Fiber-Optic Collapsed Backbone Ethernet System. Five large Macintosh networks with more than 150 users are also in operation and being integrated into the Ethernet backbone, all with World Wide Web access.

Microcomputers, including Macintosh PowerMacs, Digital and Gateway Pentium systems are available for students, faculty and staff use under the guidance of trained support staff.

Administrative Computer Services

The Administrative Computing facility is designed to provide services to the entire college community. With a trained professional staff and capable mainframe equipment shared with other CUNY colleges from a central facility, 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, such as Oracle, WIN/NT, Novell and Unix platforms. Administrative departments have access to the Bronx Administrative Student Information System (BASIS) that provides quick and efficient access to student information. Faculty and students can telnet into the College’s database and/or access departments into the College’s databases and/or gain web access to other departments through the Internet: 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.

Schwendler Auditorium in Tech Two, which seats 150, is also used for concerts and community activities.

Bookstore

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

The Bookstore hours are:
- 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 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 Havermeyer, Room 104, 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 there. 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. The College maintains a web site on the Internet. The address is: http://www.bcc.cuny.edu.

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
Chairperson: Professor John Brewster Smith
Professor: J. Skurdenis
Assistant Professor: M. Padnos
Lecturers: J. Adekola, S. Fazal, L. Lawton

The Library and Learning Resources Center at Bronx Community College is constituted as an instructional department. It is a materials and information center for student and faculty research and supplements classroom instruction through traditional and technological means.

In addition to the print collection which numbers in excess of 100,000 volumes, access to information in alternate formats, including electronic, is now emphasized. Through computer terminals located in both the main library (Meister Hall) and the Learning Resources Center (Sage Hall), the Library provides electronic access to information available on CUNY+ and the Internet, as well as CD-ROMs held locally. The variety of information available includes the catalog of library holdings of all CUNY colleges, many periodical indexes, special instructional materials, encyclopedias and more. Material not immediately available in the BCC collection can often be accessed quickly at other locations through this system.

The Learning Resources Center provides a variety of educational technology to enhance learning—cartridge films, slides, film strips, tape recordings, videocassettes, CD-ROMs and others.

The Library and Learning Resources staff offers 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

Director: Ms. Ann Wolf

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.

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

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

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

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

The Colonnade was designed with niches to accommodate 102 sculptured works and currently houses the busts and commemorative plaques of 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, inventors, military leaders, judges, theologians, 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

ENROLLMENT MANAGEMENT
Acting Dean of Enrollment Management:
Prof. Evelyn Kish

The Office of Enrollment Management encompasses services for applicants to Bronx Community College. The office includes Recruitment, Admissions, Registration, and Financial Aid.

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 and Recruitment:
Mr. Augusto Quinones
Admissions Officer: Ms. Alba N. Cancetty
Loew Hall Room 224
Phone: (718) 289-5890

This office assists applicants in completing the appropriate application forms, offers information to help them secure official transcripts, and assists them in obtaining counseling or academic advisement before registration.

College informational material is sent to prospective 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 applicant fulfills the basic admissions 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 or 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 (USAFI) Diploma must be converted to a New York State Equivalency Diploma.

Residence

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

New York City Residency Requirements — A student 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 and
- 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.

In subsequent years, the unit expectations will increase by 2 units every second year. In 1997, an additional 2 units of social science bring the total to 13 units.

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.

Health and Physical Standards

All students must submit, as part of the application, a medical examination report on the form provided by the College. Public Health Law 2165 requires that all matriculated students born after January 1, 1957, and enrolled for six or more credits, be immunized against measles, rubella, and mumps. Final admission requires approval by the College of the student’s ability to meet its health and physical standards. In addition, students in Nursing 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 six different CUNY colleges, only one application is necessary. The application includes a section for students who wish to be considered for SEEK or College Discovery.

Where to Apply:

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

University Application Processing Center
Box 136, Bay Station
Brooklyn, New York 11235

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

2. Students who have earned an Equivalency Diploma and passed the General Education Development (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 no more than one year of secondary schooling outside the United States.

All students who have had more than one year of secondary schooling outside the United States must complete page 4 of the Freshman Application or Transfer Application that is available at the Office of Admission Services, 875 Avenue of the Americas, New York, NY 10001.

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.

Deadlines for Applications
All applications to the University Application Processing Center (UAPC) must be submitted by deadline dates: July 1 for the Fall Semester, and December 1 for the Spring Semester.

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 to high schools, community agencies, government agencies, private corporations, hospitals and other units. Individual and group counseling are also provided as are campus tours.

For information, 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 fail initially to meet these requirements will be given appropriate remedial instruction to assist them in achieving the required skills competency levels.

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

BCC Placement Tests
In addition to the Skills Assessment Examinations, some applicants must take separate departmental placement tests in speech, typing and/or a foreign language, depending on their choice of curriculum. 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 curriculum, page 81.

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

*For students enrolled in a community college, the end of the sophomore year shall be the semester in which the student completes the degree requirements for graduation from the program in which he or she enrolled.
INTRODUCTION TO COLLEGE

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 all secondary and higher educational institutions 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 I-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 Loev Hall.

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

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

Students are admitted to all units of The City University of New York without regard to sex, age, religion, race, color, creed, national origin or disability. (This statement is made in compliance with US. 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 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 or 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.
Tuition Deferrals

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 and consolidated fee. All 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.

Note: 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 loan.

Student Activity Fees*

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

Full-time students $55 per semester**
(12 or more credits/hours)
Part-time students $30 per semester**
(fewer than 12 credits/hours)

** This includes the $5 Consolidated Fee which is required of all students each semester in addition to the Student Association Fee and tuition. These fees are non-refundable.

Special Fees (for all students)

These fees are non-refundable and subject to change.

1. Application for admission (payable at registration time if not paid before)
   Freshman $40
   Transfer Student $50
2. Transcript (no charge for transcripts sent to colleges of The City University of New York) $4
3. Make-up and special examinations
   First examination per semester $15
   Each additional examination $5
   (maximum fee of $25 per semester for three or more examinations)
4. Late registration $15
5. Late payment fee $15
6. Change of program (adding a course or changing from one section to another; the fee is charged for each change)

7. Duplicate ID card fee $5
8. Duplicate Registration Receipt $1
9. Duplicate Bursar's Receipt $5
10. Application for Readmission $10

TUITION FEES*

Full-Time Students
New York City resident, or New York State resident with a Certificate of Residence $1,250/semester
Non-New York State resident, including international (foreign) students and New York State residents not eligible for a Certificate of Residence $1,538/semester

Part-Time Students
(fewer than 12 credit weight)
New York City resident, or New York State resident with Certificate of Residence $105/credit**
Non-resident, including international student $130/credit**

Nondegree Students†
New York City resident $120/credit††
Non-resident, including international student $175/credit††

Accelerated Study Fee

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

Degree Credits in Excess of 18
2 or less $100
More than 2, up to 4 $230
More than 4, up to 6 $460
More than 6 $690

* 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 28 for definition of Nondegree student.
†† There is no maximum fee for students in this category.
ADMISSION TO THE COLLEGE

EXPENSES

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and supplies</td>
<td>$500</td>
</tr>
<tr>
<td>Transportation</td>
<td>$680</td>
</tr>
<tr>
<td>Lunch</td>
<td>$825</td>
</tr>
<tr>
<td>Personal</td>
<td>$670</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,675</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and supplies</td>
<td>$500</td>
</tr>
<tr>
<td>Transportation</td>
<td>$680</td>
</tr>
<tr>
<td>Housing</td>
<td>$4,200</td>
</tr>
<tr>
<td>Food</td>
<td>$2,250</td>
</tr>
<tr>
<td>Clothing and medical</td>
<td>$1,000</td>
</tr>
<tr>
<td>Personal</td>
<td>$900</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$9,530</strong></td>
</tr>
</tbody>
</table>

Independent students who are married or who support additional dependents will incur additional expenses. More detailed information related to student costs is available by contacting the Financial Aid Office, 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 services of the United States, as well as those who served with VISTA or the Peace Corps.

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

In instances where students who have enlisted in military service do not attend for a sufficient time to qualify for a grade and full academic credit but continue in attendance to within two weeks of induction, refund of tuition and all other fees except application fee will be made in accordance with the following 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>Type of Withdrawal</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 forms, and up-to-date information on the various aid programs. Continuing students must file applications each spring.

NEW YORK STATE PROGRAMS

Tuition Assistance Program (TAP)

TAP is administered by the New York State Higher Education Services Corporation for residents of New York State. Under this program, full-time students (at least 12 credits or equated credits) whose families have an annual New York State net taxable income of $50,500 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 postsecondary 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.

Probation
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, 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 Pell grants 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 directions. 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. Funds 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 and must need financial assistance.

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

Award Schedule: Awards vary from year to year, but are never more than 60 percent of the total cost of attendance as defined by the Pell Grant program. The amount of the grant depends on the student's 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.
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 maximum 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 CWS than there are funds available, preference is given to students who have great financial need and who must earn a part of their educational expenses.

Award Schedule: The Financial Aid Office arranges jobs on campus or off campus with public or private nonprofit agencies. Factors considered by the Financial Aid Office in determining whether and how many hours the applicant may work under this program are: financial need, class schedule, academic progress, and health status. Salary is dependent on the nature of the job and applicant qualifications.

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

Veterans Administration (VA)

Educational Benefits

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

Selection of Recipients and Allocation of Awards: Veterans who served over 180 days between January 31, 1955, and January 1, 1977, and:

1. continue on active duty;
2. were honorably discharged at the end of their tours of duty, or
3. who qualify because of service connected disabilities, are eligible for benefits.

Veterans are entitled to benefits for full-time study at Bronx Community College for one and one-half months for each month of active service, up to 45 months. Eligible veterans who served for 18 continuous months are entitled to benefits for 45 months of full-time study. In each case, the equivalent in part-time study may be authorized. The Veteran's Affairs Office in Loew Hall is available to answer questions concerning V.A. benefits.
COLLEGE AND UNIVERSITY PROGRAMS

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 eleven 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 funding and are made to nursing students who are found eligible based upon the CUNY Financial Aid Form.

Emergency Loan Funds
1. The H.W. Wilson Emergency Loan Fund and the Edna and Albert Goldman Emergency Loan Fund are revolving funds which provide small, short-term loans for emergencies.
2. The Dean's Confidential Loan Fund is a short-term loan for students with extraordinary emergency needs which cannot be met by other loan funds. It is administered by the Associate Dean of Students.

Required Enrollment Status
In order to receive checks for payments in all financial aid programs 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.
The Registrar's Office supplies information to students about registration, grades, scholastic indexes and 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. Transcripts requests cannot be processed during examination or registration weeks.
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 the following semester (for currently enrolled students only) takes place after mid-term of the current semester, before the actual registration.

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

Registration is incomplete until all financial obligations have been met. A student’s registration will be canceled if payment is not made on time.

Prior to registration for courses each semester, students must receive counseling and advisement from assigned faculty. (See page 31.)

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.

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 non-matriculants 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

(Definitions)

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

A matriculant may carry a full or part-time program of courses leading to a degree, and may register for day and/or evening classes, according to choice and the availability of class space. A full-time course load is a minimum of 12 credits or credit weights up to the number listed for that semester on the curriculum in the Curriculum Patterns, pages 61-91. To graduate in four semesters, a minimum of 15 credits is to be taken in each semester.

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

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 considered 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 years and older, may enroll in undergraduate courses on a space-available basis, tuition-free at any unit of the University. Individuals enrolling under this waiver are charged $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, library 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.

PROGRAM ALLOWANCES AND COURSE LOADS

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 or pregnant 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.

STUDENT RECORDS

The types of student records and the information contained therein which are maintained by the college.

1. 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.

2. The policies of the college for reviewing and expunging those records.

3. The procedures for granting students access rights to their student records.

4. The procedures for challenging the content of their student records.

5. The cost, if any, which will be charged to students for reproducing copies of their records.
Academic Policies and Procedures

OFFICE OF ACADEMIC AFFAIRS
Vice President of Academic Affairs: Dr. Marcia V. Keizs
Associate Dean of Academic Affairs: Dr. Alice P. Fuller

The Office of Academic Affairs is responsible for all instructional activities at the college—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 Vice President of Academic Affairs has the authority to waive certain fees and curriculum requirements when warranted. In addition, the Vice President reviews complaints about instruction after the instructor and department chairperson have been consulted.

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.

INDEX CLASSIFICATION CHART

Minimum Index Needed to Maintain Matriculant Status

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

Index Classification Chart

<table>
<thead>
<tr>
<th>Cumulative credits taken</th>
<th>Probation must be assigned if Cumulative Index is lower than that listed</th>
<th>Suspension if Cumulative Index is lower than that listed</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11/2</td>
<td>No Classification</td>
<td>No Classification</td>
</tr>
<tr>
<td>12-23/2</td>
<td>1.67</td>
<td>1.00</td>
</tr>
<tr>
<td>24-37/2</td>
<td>1.73</td>
<td>1.54</td>
</tr>
<tr>
<td>38-51/2</td>
<td>1.88</td>
<td>1.78</td>
</tr>
<tr>
<td>52-63/2</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>
A N D
ACADEMIC
PROCEDURES
32

STANDARDS FOR RATE OF PROGRESS (ROP)

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

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

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

The student who attempts from 1 to 5 degree credits

<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 (.166)</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>

its 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>1</td>
</tr>
<tr>
<td>Second semester</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Third semester</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>Fourth semester</td>
<td>14</td>
<td>11</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>33</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

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

In this illustration, the student has attempted 33 degree credits which comes to 11/4 FTEYs. Of 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 4 years, the student will be suspended for one year.

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

<table>
<thead>
<tr>
<th>Fractional FTEYs</th>
<th>Students placed on probation if degree credits less than:</th>
<th>Students Suspended if degree credits less than:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Table 1</strong></td>
<td><strong>Table 2</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Accumulated</strong></td>
<td><strong>5.25</strong></td>
<td><strong>6.25</strong></td>
</tr>
<tr>
<td>1/8 (.125)</td>
<td>2.25</td>
<td>–</td>
</tr>
<tr>
<td>1/4 (.250)</td>
<td>4.50</td>
<td>–</td>
</tr>
<tr>
<td>3/8 (.375)</td>
<td>6.75</td>
<td>–</td>
</tr>
<tr>
<td>1/2 (.500)</td>
<td>9.00</td>
<td>–</td>
</tr>
<tr>
<td>5/8 (.625)</td>
<td>11.25</td>
<td>–</td>
</tr>
<tr>
<td>3/4 (.750)</td>
<td>13.50</td>
<td>–</td>
</tr>
<tr>
<td>7/8 (.875)</td>
<td>15.75</td>
<td>–</td>
</tr>
<tr>
<td>1 (1.000)</td>
<td>18.00</td>
<td>–</td>
</tr>
<tr>
<td>11/8 (1.125)</td>
<td>20.25</td>
<td>2.62</td>
</tr>
<tr>
<td>11/4 (1.250)</td>
<td>22.50</td>
<td>5.25</td>
</tr>
<tr>
<td>13/8 (1.375)</td>
<td>24.75</td>
<td>7.88</td>
</tr>
<tr>
<td>11/2 (1.500)</td>
<td>27.00</td>
<td>10.50</td>
</tr>
<tr>
<td>15/8 (1.625)</td>
<td>29.25</td>
<td>13.12</td>
</tr>
<tr>
<td>13/4 (1.750)</td>
<td>31.50</td>
<td>15.75</td>
</tr>
<tr>
<td>17/8 (1.875)</td>
<td>33.75</td>
<td>18.38</td>
</tr>
<tr>
<td>2 (2.000)</td>
<td>36.00</td>
<td>21.00</td>
</tr>
<tr>
<td>21/8 (2.125)</td>
<td>38.25</td>
<td>23.62</td>
</tr>
<tr>
<td>21/4 (2.250)</td>
<td>40.50</td>
<td>26.25</td>
</tr>
<tr>
<td>23/8 (2.375)</td>
<td>42.75</td>
<td>28.88</td>
</tr>
<tr>
<td>21/2 (2.500)</td>
<td>45.00</td>
<td>31.50</td>
</tr>
<tr>
<td>25/8 (2.625)</td>
<td>47.25</td>
<td>34.12</td>
</tr>
<tr>
<td>23/4 (2.750)</td>
<td>49.50</td>
<td>36.75</td>
</tr>
<tr>
<td>27/8 (2.875)</td>
<td>51.75</td>
<td>39.38</td>
</tr>
<tr>
<td>3 (3.000)</td>
<td>54.00</td>
<td>42.00</td>
</tr>
<tr>
<td>31/8 (3.125)</td>
<td>56.25</td>
<td>44.62</td>
</tr>
<tr>
<td>31/4 (3.250)</td>
<td>58.50</td>
<td>47.25</td>
</tr>
<tr>
<td>33/8 (3.375)</td>
<td>60.75</td>
<td>49.88</td>
</tr>
<tr>
<td>31/2 (3.500)</td>
<td>63.00</td>
<td>52.50</td>
</tr>
<tr>
<td>35/8 (3.625)</td>
<td>65.25</td>
<td>55.12</td>
</tr>
<tr>
<td>33/4 (3.750)</td>
<td>67.50</td>
<td>57.75</td>
</tr>
<tr>
<td>37/8 (3.875)</td>
<td>69.75</td>
<td>60.38</td>
</tr>
<tr>
<td>4 (4.000)</td>
<td>72.00</td>
<td>63.00</td>
</tr>
</tbody>
</table>

Any student may appeal his/her classification to the Committee on Academic Standing.
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.

<table>
<thead>
<tr>
<th>Grade Equivalent</th>
<th>Achievement</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>Excellent, superior</td>
<td>4</td>
</tr>
<tr>
<td>85 - 89</td>
<td>Above Average</td>
<td>3.5</td>
</tr>
<tr>
<td>80 - 84</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>75 - 79</td>
<td>Satisfactory</td>
<td>2.5</td>
</tr>
<tr>
<td>70 - 74</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>65 - 69</td>
<td>Passing, but below average</td>
<td>1.5</td>
</tr>
<tr>
<td>60 - 64</td>
<td>Just passing</td>
<td>1</td>
</tr>
<tr>
<td>0 - 59</td>
<td>Failing (also assigned to a student who is absent from a final examination and has done falling work in course)</td>
<td>0</td>
</tr>
</tbody>
</table>

*When a student receives the grade of "F" or an administrative failing grade, and that student subsequently retakes that course and receives a grade of "C" or better, the initial grade 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. All 16 credits may be used at the associate degree level, but once used, they are unavailable at the CUNY senior college level. For this reason, students should be advised of the desirability of holding some or all of the credit bank for later studies at the senior college. Students should make written request for such exclusions to the Registrar who is responsible for informing students of their rights with regard to this regulation.

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 is effective Sept. 1, 1990, at all colleges of CUNY. 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.
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>
<tr>
<td>INC</td>
<td>Work in course incomplete, but student otherwise passing in course. May not be assigned to student absent from final examination. May resolve to A, B+, B, C+, C, D+, D, or F Equivalent to F if unresolved (Refer to Regulations below)</td>
</tr>
</tbody>
</table>

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>
</tbody>
</table>

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.
COMMITEE 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 may review a copy of the Codification of the College's Rules and Regulations available in the Registrar's Office, the Student Government Association Office and the College Library.

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 should arise. Evidence should be shown to all instructors involved and their signatures affixed as evidence of their having witnessed the documentation. This evidence should then be filed with the Registrar's Office.

Students excessively absent as indicated in the 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.

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.

Multiple Degrees

Multiple associate degrees may be granted to an individual provided all degree requirements for both degrees have been met. See Codification of the College's Rules and Regulations available in the College Library, Registrar's Office and Student Government Association Office.

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 8 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, ABS, R, and Z shall not be eligible during that semester.

Part-time matriculated students are eligible for the Semester Honors List if they have completed 12 or more degree credits in an "accumulation period" with grades of A through D inclusive, with an index for the "accumulation period" of 3.00 or higher.

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.

Presidential Scholars
A Presidential Scholars program awards $500 to selected Bronx high school graduates who are entering Bronx Community College. They must have at least an 80 average and be recommended by a guidance counselor.

BCC Foundation Scholarships
The BCC Foundation awards scholarships to model students for academic achievement, persistence over hardships, and other contributions to the college or the community.

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 University, shall be required to take the Freshman Skills Assessment Tests and be placed at the appropriate skills level as determined by the senior college.

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

CUNY Articulation Policy*

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

- The Board policy statement of February 26, 1973, [shall] be fully implemented as a basic policy component of the Board of Trustees. This policy states that "All City University Community College Associate in Arts and Associate in Science degree recipients shall be accepted as matriculated students at a senior college of The City University and that these students be given priority for transfer over non-university students seeking transfer and that upon such transfer they be granted a minimum of 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 [shall] be granted in the student's major unless the senior college determines that it wishes to grant additional credit in the major.
- Effective September 1, 1988, all Science courses taken in one City University college [shall] be considered transferable, with full credit, to each college of The City University; and full credit [shall] be granted for these courses in all departments and programs and be recognized for the fulfillment of degree requirements.

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

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

A maximum of 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.

* Policy amended through CUNY Board of Trustees administration guidelines, May 26, 1998

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.
The Department of Student Development is concerned with student life on all levels and strives to support the personal, educational and career 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. and Friday from 9 a.m. to 5 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 General Counseling, College Discovery, Psychological Services, the Personal & Academic Support Services (PASS) Center, Health Services, Student Activities, Employment Counseling, Cooperative Education and Placement.

Student Development also provides assistance in specialized areas of Freshman Orientation; Curriculum Advisement; Cooperative Work Experience; Differentlyabled Student Counseling; Probation and Suspension Counseling; and Veterans' Affairs.
COUNSELING SERVICES
Director: Dr. Shirley Smith
Loew Hall 208

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.
The College Discovery program provides advisement for its own students.
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 125.)

OCD 11
A one-credit course which offers a comprehensive examination of the career decision-making process. (See page 125.)

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 412
Information regarding transfer to CUNY senior colleges and other four-year universities is available. The office conducts transfer workshops and individual counseling. It also sponsors Transfer Day which brings college recruiters to campus to meet with students.
Scholarship information is also available in this office.

Employment Counseling, Cooperative Education and Placement
Director: Ms. Melba Olmeda
Loew Hall 319
Bronx Community College students 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 Job Fair, held one day each spring, brings 40 to 50 employers to the campus to interview graduating students.
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 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.
The Cooperative Work Experience 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, and Paralegal 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 in group and individual counseling settings over several sessions (minimum of four sessions).
Psychological Counseling
Staff Psychologist: Dr. Marjorie Garrido
Loew Hall 217
This service complements the counseling process. If situations arise in which the student faces difficulty, whether social, mental or emotional, help is available from the college psychologist and clinical social workers. 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 225
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
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 colleges.

BROXON 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 fee monies. 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
Director: Dr. Shirley Smith
Loew Hall 208
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 The 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 Ombudsman: 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 Ombudsman. The Ombudsman 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.

* A 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 after January 1, 1957, and enrolled for six or more credits, are required to be immunized against measles, rubella, and mumps. All medical information will be kept confidential and used only with the student's permission.
STUDENT ACTIVITIES
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 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 clearing-house for information on all student activities. A Student Activities Committee 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)
Black Student Union
Bronx Road Runners Club
Campus Advance
Career Club
Catholic Students Association
Chess and Dart Club
Christian Fellowship
College Discovery
Dance Workshop
Dominican Student Club
Film Club
Forensic Society
French Club
History Club
Human Services Club
Institute of Electrical and Electronic Engineers (IEEE)
International Students Organization
Italian Club
Latino Club
Literary Arts Center
M-CAP Club
Mathematics and Computer Science Club
Muslim Club
New Women's Symposium
Nucleus Club
Nursing Club
Paralegal Society
Peace Education Club
Phi Theta Kappa (Honor Society)
Psychology Club
Radiologic Technology Club
Science Research Club
Secretarial Club
S.H.A.R.E.
Student/Parent Club
Synergy Club
Tae Kwon-Do Club
Television Technology Club
Theatre Workshop

The Bronx Community and College Choir is a performance group open to 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 represented on the BCC Association, Inc., which allocates money from the 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 the social, cultural and recreational needs of Bronx Community College students and provides for a variety of services and educational experiences. The facility includes a cafeteria, theatre, lounges, game room, quiet browsing room, and meeting rooms. The BCC bookstore is located in the Center. For information regarding use of the facilities for programs, meetings or conferences, contact the Gould Student Center office, Room 102.

VETERANS' AFFAIRS
Coordinator: Prof. Joseph Bacote
Loew Hall 413
The Office of Veterans' Affairs provides services for veterans currently enrolled at Bronx Community College. All veterans' certification applications for educational benefits are processed in this office.

ATHLETICS
The Athletic Program at Bronx Community College provides opportunities for students to compete against neighboring community college intercollegiate athletic teams.

Participation in this program fosters the values of discipline, 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 individual and group goals. Individual contributions may include increased confidence, self-esteem, and leadership abilities.

Membership on individual teams is open to all full-time students who are making satisfactory progress toward an associate degree. An acceptable medical report must be on file in the Health Services Office.

The College is a member of the National Junior College Athletic Association (Region XV) 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.
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 prefered. If there is sufficient basis for the allegation, the matter may be referred to conciliation or formal disciplinary charges may be preferred. The procedures for conciliation conferences and for Faculty-Student Disciplinary Committee hearings are outlined in articles 15.3 to 15.6 of the Board of Trustees Bylaws. Copies of the pertinent articles can be obtained from the Office of the Dean of Students.

PUBLIC ORDER (EDUCATION LAW)

Rules and Regulations for the Maintenance of Public Order on Campuses of the City University Pursuant to Article 129A of the Education Law

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

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

The President

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

(A) Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his or her jurisdiction;

(B) Be the advisor and executive agent to the Board and of his or her 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 faculties;

(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 or she 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/city 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/city 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/city college equipment or supplies.

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

5. Each member of the academic community or an invited guest has the right to advocate his or her 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 demonstrating against or spectators.

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

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

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

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

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

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

Penalties

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

2. Any tenured or non-tenured faculty member, or other member of the instructional staff, or member of the 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. A tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff engaged in conduct prohibited under substantive Rules 1-11 shall be entitled to be treated in accordance with applicable provisions of the Education Law or the Civil Service Law, or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.

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.

Appendix—Sanctions Defined:

Admonition—An oral statement to the offender that he or she 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).
Complaint Procedures:

a. Any charge, accusation, or allegation which is to be presented against a student, and which, if proved, may subject a student to disciplinary action, must be submitted in writing in complete detail to the office of the Dean of Students promptly by the individual, organization or department making the charge.

b. The chief student affairs officer of the college or his or her designee (the student judicial affairs officer) will conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or his or her designee (the student judicial affairs officer) will advise the student of the charge(s) against him or her, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. Following this preliminary investigation, which shall be concluded within thirty (30) calendar days of the filing of the complaint, the chief student affairs officer or designee (the student judicial affairs officer) shall take one of the following actions:
   (i) dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary actions. The individuals involved shall be notified that the complaint has been dismissed;
   (ii) refer the matter to conciliation. If a matter is referred to conciliation, the accused student shall receive a copy of the notice required pursuant to section 15.3e of this bylaw; or
   (iii) prefer formal disciplinary charges.

Conciliation Conference:

c. The conciliation conference shall be conducted by the counselor in the office of the dean of students or a qualified staff or faculty member designated by the chief student affairs officer. The following procedures shall be in effect at this conference:
   1. An effort will be made to resolve the matter by mutual agreement.
   2. If an agreement is reached, the counselor shall report his/her recommendation to the chief student affairs officer for approval and, if approved, the complainant shall be notified.
   3. If no agreement is reached, or if the student fails to appear the counselor shall refer the matter back to the chief student affairs officer who will prefer disciplinary charges.
   4. The counselor is precluded from testifying in a college hearing regarding information received during the conciliation conference.

Notice of Hearing and Charges:

d. Notice of the charge(s) and of the time and place of the hearing shall be personally delivered or sent by the chief student affairs officer of the college to the student at the address appearing on the records of the college, by registered or certified mail and by regular mail. The hearing shall be scheduled within a reasonable time following the filing of the charges or the conciliation conference. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing.

e. The notice shall contain the following:
   1. A complete and itemized statement of the charge(s) being brought against the student including the rule, bylaw or regulation he/she is charged with violating, and the possible penalties for such violation.
   2. A statement that the student has the following rights:
      (i) to present his/her side of the story;
      (ii) to present witnesses and evidence on his/her behalf;
      (iii) to cross examine witnesses presenting evidence against the student;
      (iv) to remain silent without assumption of guilt; and
      (v) to be represented by legal counsel or an advisor at the student’s expense.
   3. A warning that anything the student says may be used against him/her at a non-college hearing.

Faculty-Student Disciplinary Committee Procedure:

f. The following procedures shall apply at the hearing before the faculty-student disciplinary committee:

1. The chairperson shall preside at the hearing. The chairperson shall inform the student of the charges, the hearing procedures and his or her rights.

2. After informing the student of the charges, the hearing procedures, and his or her rights, the chairperson shall ask the student charged to plead guilty or not guilty. If the student pleads guilty, the student shall be given an opportunity to explain his/her actions before the committee. If the student pleads not guilty, the college shall present its case. At the conclusion of the college’s case, the student may move to dismiss the charges. If the motion is denied by the committee, the student shall be given an opportunity to present his or her defense.

3. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may only rule on the sufficiency of the evidence and may exclude irrelevant, immaterial or unduly repetitive evidence. However, if either party wishes to question the impartiality of a committee member on the basis of evidence which was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude all persons who are to appear as witnesses, except the accused student.

4. The college shall make a record of each fact-finding hearing by some means such as a stenographic transcript, a tape recording or the equivalent. A disciplined student is entitled upon request to a copy of such a transcript, tape or equivalent without cost.
5. The student is entitled to a closed hearing but has the right to request an open public hearing. However, the chairperson has the right to hold a closed hearing when an open public hearing would adversely affect and be disruptive of the committee’s normal operations.

6. The college bears the burden of proving the charge(s) by a preponderance of the evidence.

7. The role of the faculty-student disciplinary committee is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and render a determination as to guilt or innocence. In the event the student is found guilty, the committee shall then determine the penalty to be imposed.

8. At the end of the fact-finding phase of the hearing, the student may introduce additional records, such as character references. The college may introduce a copy of the student’s previous disciplinary record, where applicable, provided the student was shown a copy of the record prior to the commencement of the hearing. The disciplinary record shall be submitted to the committee in a sealed envelope and shall not be opened until after the committee has made findings of fact. In the event the student has been determined to be guilty of the charge or charges, the records and documents introduced by the student and the college shall be opened and used by the committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained.

9. The committee shall deliberate in closed session. The committee’s decision shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.

10. The student shall be sent a copy of the faculty-student disciplinary committee’s decision within five days of the conclusion of the hearing. The decision shall be final subject to the student’s right of appeal.

11. Where a student is represented by legal counsel the President of the College may request that a lawyer from the general counsel’s office appear at the hearing to present the college’s case.

Appeals (Section 15.4)

An appeal from the decision of the faculty-student disciplinary committee may be made to the president who may confirm or decrease the penalty but not increase it. His/her decision shall be final except in the case of dismissals or suspension for more than one term. An appeal from a decision of dismissal or suspension for more than one term may be made to the appropriate committee of the board. Any appeal under this section shall be made in writing within fifteen days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or board committee as the case may be. If the president is a party to the dispute, his/her functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor.

Committee Structure (Section 15.5)

a. Each faculty-student disciplinary committee shall consist of two faculty members and two student members and a chairperson. A quorum shall consist of the chair and any two members. Hearings shall be scheduled at a convenient time and efforts shall be made to insure full student and faculty representation.

b. The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the instructional staff of that college to receive training and to serve in rotation as chair of the disciplinary committees. If none of the chairpersons appointed from the campus can serve, the president, at his/her discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges. The chairperson shall preside at all meetings of the faculty-student disciplinary committee and decide and make all rulings for the committee. He/she shall not be a voting member of the committee but shall vote in the event of a tie.

c. The faculty members shall be selected by lot from a panel of six elected annually by the appropriate faculty body from among the persons having faculty rank or faculty status. The student members shall be selected by lot from a panel of six elected annually in an election in which all students registered at the college shall be eligible to vote. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels which have not been elected. No individuals on the panel shall serve on the panel for more than two consecutive years.

d. In the event that the chairperson cannot continue, the president shall appoint another chairperson. In the event that a student or faculty seat becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the faculty or student panel by lottery.

e. Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.
Suspension or Dismissal (Section 15.6)

The board reserves full power to dismiss or suspend a student, or suspend a student organization for conduct which impedes, obstructs, or interferes with the orderly and continuous administration and operation of any college, school, or unit of the university in the use of its facilities or in the achievement of its purposes as an educational institution.

The Chancellor or Chancellor's designee, a president, or any dean may, in emergency or extraordinary circumstances, temporarily suspend a student, or temporarily suspend the privileges of a student organization or group for cause, pending an early hearing as provided in bylaw section 15.3 to take place within not more than seven (7) school days. Prior to the commencement of a temporary suspension of a student, the college shall give such student oral or written notice of the charges against him/her and, if he/she denies them, the college shall forthwith give such student an informal oral explanation of the evidence supporting the charges and the student may present informally his/her explanation or theory of the matter. When a student's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, notice and opportunity for denial and explanation may follow suspension, but shall be given as soon as feasible thereafter.

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 or she is unable, because of his or her 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 or her 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.
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 or her religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he or she 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 or her availing himself or herself of the provisions of this section.
6. Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his or her 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 in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, handicap, and veteran or marital status. Sexual harassment is illegal under federal, state, and city laws, and will not be tolerated within the University.

The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment. The University will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

A. Prohibited Conduct

It is a violation of University policy for any member of the University community to engage in sexual harassment or to 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 decisions affecting such individual; or;
appropriate coerced

When "or dangers can include: that a student or employee may feel

characteristic sex or other verbal abuse;

sexual comments, teasing, or jokes;

sexual touching, brushing up against another

graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling;

coerced sexual intercourse or sexual assault.

D. Consensual Relationships

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

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

feels 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 responsi-
bility 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 "profes-
sional 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 acad-
emic or employment opportunities.

E. Academic Freedom

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

F. 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.

G. 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 responsibili-
ty for overseeing compliance with this policy at his or her
respective unit of the University. In addition, each dean,
director, department chairperson, executive officer, admin-
istrator, 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 proce-
dures. All members of the University community are
required to cooperate in any investigation of a sexual
harassment complaint.

H. Enforcement

There is a range of corrective actions and penalties avail-
able to the University for violations of this policy. Students,
faculty, or staff who are found, following applicable disci
plinary 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.
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)**

**Director:** 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 six CUNY 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.

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. Nasser Abdellatif

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

**COORDINATED FRESHMEN PROGRAMS**

**Coordinator:** Dr. Jason Finkelstein

These programs include the Freshman Initiative, University Summer Immersion and Intersession Workshops.

The Freshman Initiative is designed for entering freshmen who require at least three of the following courses: English 01, English 02, Reading 01, Reading 02, Math 01, or Communication 11. Students take only one subject at a time for approximately four 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.

The University Summer Immersion 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.

The Intersession Workshop offered in June and January, provides the opportunity to take an ESL or remedial course which the student did not pass during the regular semester. Students are enrolled in one subject at a time in smaller classes, supported by tutoring, counseling and an intensive academic format.
COPE
Director: Ms. Mary Anderson
College Opportunity to Prepare for Employment (COPE), funded by the Human Resources Administration (HRA), is a collaborative effort with BCC, CUNY Central Office and the Office of Employment Services. The program helps students who are on public assistance to graduate in two years and find gainful employment. Services include academic advisement, HRA advocacy, counseling, child care and other referrals, college and employment retention, and job placement assistance.

CUNY BACCALAUREATE PROGRAM
Coordinator: Prof. Charlotte Honda
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 perspective 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 on a 15-week semester, 25 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 two semesters 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.
The fee for New York City and New York State residents is $150; for non-New York State residents, the fee is $450; for those receiving public assistance, the fee is $37.50. For shorter summer sessions, fees are scaled accordingly.

ESL SEQUENCE
Coordinator: Prof. Nancy Gear
The ESL sequence is a coordinated intensive program for students with limited English speaking and writing skills. The first semester of instruction consists of 20 hours of course work in elementary ESL, oral communication, comparative grammar, reading, and orientation and career development. In addition to the course offerings, the project coordinator provides counseling and orientation to assist students through the admission and registration process, as well as during the semester.
The basic goal of the ESL sequence is to give students the opportunity to achieve proficiency in speaking, reading, and writing English for academic purposes.

INDEPENDENT STUDIES
Coordinator: Dean Alice P. Fuller
Independent Studies is for students who wish to design a project of their own, either in their own discipline or on an interdisciplinary basis. It can be used for a maximum of 6 elective credits only. Students eligible to participate must have passed ENG 11, completed 30 degree credits, and have an overall cumulative index of 2.0. (See page 113.)

LIBERAL ARTS ACADEMY
Coordinator: Lt. Col. Malcolm Schryer
The Liberal Arts Academy is designed for students majoring in liberal arts who intend to pursue the baccalaureate degree, and who have successfully passed the CUNY Skills Assessment Tests in English and Reading.
Academy students take courses together and are offered an enriched educational experience and additional educational support. The Humanities faculty provides personalized advisement and conducts special lecture and conversation series, exhibitions and theatre productions.
■ LIBERAL ARTS AND SCIENCE HONORS PROGRAM

Coordinator: Dr. John W. Davis, Jr.

Honor students will be identified upon entering the college or soon after. They will have the opportunity to take science and humanities courses that serve the needs of honor students whether in the Liberal Arts Academy, the Science Academy, or other program.

■ MINORITY BIOMEDICAL RESEARCH SUPPORT (MBRS)

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

The MBRS Program is dedicated to increasing the number of minority students pursuing careers in biomedical research. An introduction to laboratory research is provided through the REAP project, and ongoing biomedical research experiences can be obtained in an MBRS research laboratory in 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 their 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 Science Academy students who want to pursue a biomedical career.

■ MINORITY MALE CAREER PATHWAY (MCAP)

Director: Dr. Joe Louis Rempson

In response to the under representation of minority males at BCC, MCAP provides career-focused and personal development activities designed to increase the number of minority males who remain at BCC and graduate. Participation is voluntary and eligibility is based on test results.

MCAP starts at the high school level working with minority males at Taft High School. The aim is to encourage them to finish high school and enroll at BCC or some other college.

In their first semester at BCC, MCAP students take a course open only to them which emphasizes individual careers paths and personal concerns. These students have minority male counselors throughout their stay at the college. Minority male Pathway Partners and Graduate Partners, tutoring, study groups the MCAP Club, and cooperative Work Experience provide additional support.

■ THE PARIS/CUNY EXCHANGE PROGRAM

Coordinator: Dr. Marsha Cummins

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

■ RETRAINING AND EDUCATION FOR ACCESS TO CAREERS IN HEALTH (REACH)

Site Coordinator: Ms. Angela Perrin

REACH is designed for recipients of Aid to Families with Dependent Children (AFDC) public assistance. This CUNY-wide program provides education and training in designated curricula, preparing students to enter specific health or human services occupations.

■ RESEARCH ENRICHMENT ACTIVITIES PROJECT (REAP)

Coordinator: Dr. Vincent Kissel

Full-time Bronx Community College students who are considering a career in the sciences have the opportunity to participate in a variety of science and research activities. In REAP, 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.

■ 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
Office: Bliss, Room 303
Chairperson: Professor Ruth Bass
Assistant Professors: T. Cipullo, F. Sharpe, M. Viola, B. Yarmolinsky
Lecturer: L. Amowitz
Approximately 12 adjuncts per semester
Courses offered: Art (ART), Music (MUS)

BIOLOGY AND MEDICAL LABORATORY TECHNOLOGY
Office: Meister Hall, Room 415
Chairperson: Professor John W. Davis
Associate Professors: F. Haase, J. Hayde, K. Pavletich, A. Sobieraj
Lecturer: L. Rice
Approximately 20 adjuncts per semester
Courses offered: Biology (BIO), Botany (BOT), Floristry (FLO), Gardening (GAR), Horticulture (HRT), Interior Landscaping (INL), Landscape Design (LND)

Medical Laboratory Technology
Advisory Committee
Claudia Ashby, M.T., A.S.C.P., Director of Quality Control, National Health Laboratories
Jeanette D. Batiz, A.A.S., Laboratory Associate, Hematology Department, North Central Bronx Hospital
Michael Chenouda, Ph.D., Coordinator, MT Program, York College
Young J. Choi-Kim, M.D., Director of Pathology, Bronx-Lebanon Hospital Center
John W. Davis, Ph.D., Department Chairperson, Professor of Biology, Bronx Community College
Calvin Hatcher, M.S., Administrator of Ancillary Services, Columbia Presbyterian Medical Center
Trevor McLean, M.S., Associate Chief Microbiologist, Lincoln Medical Center
Kathleen Pavletich, Ph.D., M.T., A.S.C.P., Associate Professor, Bronx Community College
Neville 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 Sacone, 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, R. Canals, B. Ettinger, I. Ghafoor, J. Gorham, R. Quinn, J. Suarez,
Associate Professors: D. LaBlanc, M. Rogan, H. Weiman
Assistant Professors: H. Clampman, K. Park-Kim, D. Read, M. Walwyn, V. Watnick
Lecturers: E. Brown, H. Irby, Jr., M. Kassab, C. Perkins
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
Dr. Joel D. Levy, Management Information Systems, Cravath, Swaine & Moore
Nancy Lucadamo, State of New York, Unified Court System
Ms. Belkis Marrero, John F. Kennedy High School
Dr. Bridget N. O'Connor, Dept. of Administration, Leadership, and Technology, New York University
June Reitmeier, Vanguard Temporaries Inc.

Paralegal Advisory Committee
Zachary Berman,* Entrepreneur
Hon. Lawrence Bernstein, Justice, N.Y.S. Supreme Court
Prof. Raymond Canals, Director of Paralegal Studies, Professor of Business, Bronx Community College
Hon. Peter F. Crispino, Chief Admin. Law Judge, S.S.A.
Robert E. Diaz, Esq., Former CUNY Vice Chancellor, Legal Affairs
Michael Durso, President, MJD Enterprises International
Hon. Fernando Ferrer, Bronx Borough President
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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 Correctional 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 James Fahey
Professors: E. Passer, M. Pulver, H. Stein
Assistant Professors: S. Alazio, T. Brennan, P. Meleties, R. Miller
Approximately 20 adjuncts per semester
Courses offered: Chemistry (CHM)

COMMUNICATION ARTS AND SCIENCES
Office: Colston Hall, Room 701
Acting Chairperson: Associate Professor Debra A. Gonsher
Professor: J. Graham
Associate Professors: B. Carney, L. Powell
Assistant Professors: J. Allen, R. Butt, I. Mirsky, C. Rodriguez-Padilla, J. Wisotsky
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: M. Gillespie, S. O’Neill, J. Remerson, H. Richardson, H. Shenkman
Associate Professor: D. Blot
Assistant Professor: G. Cukras
Approximately 50 adjuncts per semester
Courses offered: Education (EDU), English as a Second Language (ESL), Learning to Learn (LTL), Reading (RDL)

Education Associate Advisory Committee
Dr. James Bruni, Dean, Division of Education, Lehman College
Prof. Joseph Jiggetts, Professor, Special Education, The City College
Joseph Petrella, Retired Superintendent, NYC Public Schools
Ms. Eleanor Riley, Supervisor, Early Childhood Education, C.S.D. 10, Bronx
Boria Ramos, Teacher, P.S. 191, Manhattan
Carol Russo, Principal, P.S. 31, Bronx

ENGLISH
Office: Colston Hall, Room 601
Chairperson: Professor Bernard Wittieb
Professors: M. Cummins, R. Donovan, L. Ferfgangson, N. Grill, N. J. Hall, M. Nickerson, N. Sandrow
Associate Professors: P. Read, J. Spielberger
Lecturer: W. Washington
Approximately 50 adjuncts per semester
Courses offered: English (ENG)

HEALTH, PHYSICAL EDUCATION AND WELLNESS
Office: Alumni Gym, Room 300
Chairperson: Professor Michele Stern
Assistant Professors: A. Kelenen, S. Moss, H. Skinner
Approximately 10 adjuncts per semester
Courses offered: Health (HLT), Physical Education (PEA), Recreation (REC)

HISTORY
Office: Colston Hall, Room 301
Chairperson: Professor James D. Ryan
Professors: V. Bonelli, G. Diallo
Associate Professors: D. Gordon, J. Gutwirth
Assistant Professors: N. S. Davis, A. Finkelstein, S. Giovacchini, 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 Glier
Associate Professors: K. Fogarty, S. Friedlander, M. Glass, R. Kossak, M. Messaoudere
Assistant Professors: A. Bellino, A. Kheyfits, A. Mcnerny, R. Miller, M. Shumowitz, B. Stein, A. Weaver, 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
Associate Professor: P. Lalili
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 SCIENCES
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, I. Mueller, H. Papas-Kavalis
Lecturers: V. Bernard, B. Colaimon, M. Watford
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)

Nursing Advisory Committee
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Clarence Modeste, Clinical Supervisor, Department of Radiology, Columbia Presbyterian Medical Center
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Lana Trivella, Staff Radiographer, Columbia Presbyterian Medical Center
PHYSICS AND TECHNOLOGY
Office: Gould Tech, Room 118
Chairperson: Professor Nasser Abdellatif
Professors: J. Malinsky, J. Moghadassi
Associate Professors: S. Deonarine, J. Liebman
Assistant Professor: R. Leonard
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
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Francisco Gonzalez, Supervisor, Design Engineering Department, AT&T Bell Laboratories
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Dr. Donald Schilling, President, SCS Telecom Inc.
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Ira Novich, M.D., Chief, Nuclear Medicine
New Rochelle Hospital Medical Center
Jack Prince, Ph.D., Professor Emeritus, Bronx Community College
Khalid Saleem, 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, D. Manguinte, R. Mendez, B. Somerville, P. Starling
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 a 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 (5103)
- Radiologic Technology (5207)
- Secretarial Science-Medical (5214)
- Secretarial Studies (5005)
- Telecommunications Technology (5310)
- Telecommunications Technology (Bell Atlantic) (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 (5011)
- Engineering Science (5609)
- 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)
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 Intro. to Mathematical Thought
- MTH 21 or MTH 23 Probability and Statistics
- PEA or Physical Education activity course
- HLT 91 Critical Issues in Health
- SCI* Any laboratory science

Total 20-21

Required Areas of Study
- ART 11 or Intro. to Art or
- ART 12
- CMS 60 Intro. to Western & Non-Western Cultures
- MKT 43 or Advertising & Sales Promotion or Humanities elective

Free electives...

Total 14-15

Specialization Requirements
- ART 15
- ART 21
- ART 22
- ART 31
- ART 32
- ART 55
- ART 71
- ART 81
- ART 82
- ART 83
- ART 84
- ART 86

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.
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 test technician, diagnostician, equipment sales and service, independent business administrator, dealership service manager, service writer, engine machinist and rebuilder, 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

<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>MTH 13</td>
<td>Fundamentals of General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>HIS 10</td>
<td>History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>CHM 17</td>
<td>Physical Education activity course</td>
<td>1</td>
</tr>
<tr>
<td>PEA</td>
<td>Trigonometry &amp; College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ART 10</td>
<td>Art Survey or Music Survey</td>
<td>1</td>
</tr>
<tr>
<td>PHY 21</td>
<td>Physical Education activity course</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>
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Total 17

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</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 &amp; Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>ACS 24</td>
<td>Electrical System</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 30

Specialization Requirements

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

Students interested in a biology-related career in medicine, dentistry, veterinary medicine, biotechnology, or as a physician assistant should see the department chairperson, Dr. John W. Davis.

**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

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 11</td>
<td>Fundamentals of Written Composition 3</td>
</tr>
<tr>
<td>CMS 11</td>
<td>Fund. of Interpersonal Communication 3</td>
</tr>
<tr>
<td>HIS 10</td>
<td>History of the Modern World 3</td>
</tr>
<tr>
<td>MTH 12*</td>
<td>Intro. to Mathematical Thought 3</td>
</tr>
<tr>
<td>SCI*</td>
<td>BIO 18, AST or CHM 4</td>
</tr>
<tr>
<td>Total</td>
<td>16</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 |
| ENG 16 | Written Composition and Poetry 3 |
| Restricted electives* | 4 |
| Total | 7 |

**Specialization Requirements**

| ACC 11 | Fundamental Accounting I 4 |
| ACC 12 | Fundamental Accounting II 4 |
| ACC 13 | Intermediate Accounting 4 |
| ACC 15 | Accounting Information Systems 3 |
| BUS 11 | Business Mathematics 3 |
| BUS 51 | Business Organization & Management 3 |
| DAT 10 | Computer Fundamentals & Applications 3 |
| DAT 36 or | Microcomputer Spreadsheet Applications or |
| DAT 38 | Microcomputer Database Applications 2 |
| KEY 10 | Keyboarding for Computers 1 |
| LAW 41 | Business Law 3 |
| MKT 11 | Marketing 3 |
| CWE 33† | Cooperative Work Experience 4 |
| Total | 37 |

*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 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.
MARKETING, MANAGEMENT, SALES (A.A.S. Degree)

Curriculum 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

<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 12 Intro. to Mathematical Thought</td>
<td>3</td>
</tr>
<tr>
<td>BIO 18, AST or CHM</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Required Areas of Study</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 12 or Fundamentals of Written Composition II or</td>
<td></td>
</tr>
<tr>
<td>ENG 14 or Written Composition and Prose Fiction or</td>
<td></td>
</tr>
<tr>
<td>ENG 15 or Written Composition and Drama or</td>
<td></td>
</tr>
<tr>
<td>ENG 16 Written Composition and Poetry</td>
<td>3</td>
</tr>
<tr>
<td>Restricted electives *</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7</strong></td>
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<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC 11 Fundamental Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 11 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 41 Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 51 Business Organization &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>CMS 12 Voice &amp; Diction: Business &amp; Prof. Speech</td>
<td>2</td>
</tr>
<tr>
<td>DAT 10 Computer Fundamentals &amp; Applications</td>
<td>3</td>
</tr>
<tr>
<td>LAW 41 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MKT 11 Marketing</td>
<td></td>
</tr>
<tr>
<td>MKT 18 Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKT 32 Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKT 43 Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>CWE 33† Cooperative Work Experience</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>37</strong></td>
</tr>
</tbody>
</table>

Small Business Management Option

| BUS 21 Small Business Management                                                   | 3       |
| FIN 31 Principles of Finance                                                       | 3       |
| MKT 41 Management of Retail Operations                                             | 3       |
| MKT 43 Principles of Advertising                                                   | 3       |
| **Total**                                                                        | **12**  |

Management of Retail Enterprise Option

| FIN 31 Principles of Finance                                                       | 3       |
| MKT 32 Principles of Selling                                                       | 3       |
| MKT 33 Retail Buying Techniques                                                    | 3       |
| MKT 41 Management of Retail Operation                                              | 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.** This option provides basic courses for transfer to a senior college. Administrative and executive positions require a firm foundation in the business subjects included in this 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 this area of specialization.
**Business Administration 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 29 or MTH 30** Pre-Calculus Mathematics for Business Students or Pre-Calculus Mathematics or Analytic Geometry and Calculus I ......................... 4
- **SCI, BIO 11, CHM 10, CHM 11, PHY 11 or AST 11 or 12** ......................... 4

Total 17

### Required Areas of Study
- **ECON 11 or ECO 12** Microeconomics or Macroeconomics ........................ 3
- **ENG 12 or ENG 14 or ENG 15 or ENG 16**
  - Fundamentals of Written Composition II or Written Composition and Prose Fiction or Written Composition and Drama or Written Composition and Poetry ........................................ 3
- **Restricted electives** .................................................................................. 7

Total 13

### Specialization Requirements
- **ACC 11** Fundamental Accounting I .......................................................... 4
- **BUS 41** Business Statistics ....................................................................... 3
- **BUS 51** Business Organization & Management ......................................... 3
- **CMS 12** Voice and Diction: Business & Prof. Speech .................................... 2
- **DAT 30** Intro. to Systems ......................................................................... 3
- **LAW 41** Business Law, ............................................................................ 3
- **Electives Restricted to Business courses** .................................................. 12

Total 30

### Accounting Option
- **ACC 12** Fundamental Accounting II ...................................................... 4
- **ACC 13** Intermediate Accounting ............................................................. 4
- **ACC 15** Accounting Information Systems ................................................. 3
- **KEY 10** Keyboarding for Computers ....................................................... 1

Total 12

### Management Option
- **BUS 21** Small Business Management ..................................................... 3
- **FIN 31** Principles of Finance .................................................................... 3
- **MKT 11** Marketing .................................................................................... 3
- **MKT 41** Management of Retail Operations ............................................... 3

Total 12

### Marketing, Management, Sales Option
- **MKT 11** Marketing .................................................................................... 3
- **MKT 18** Consumer Behavior .................................................................... 3
- **MKT 41** Management of Retail Operations ............................................... 3
- **MKT 43** Advertising & Sales Promotion ..................................................... 3

Total 12

### Programming and Systems Option
- **DAT 40** COBOL Programming ................................................................ 3
- **DAT 41** Assembly Programming Language ............................................... 3
- **DAT 43** Advanced COBOL Programming .................................................. 3
- **DAT 44** High Level Programming Language for Business ....................... 3

Total 12

*Select from Art, 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 86.

### CHEMISTRY

Students interested in Chemistry in preparation for a career in pharmacy should see the department chairperson, Dr. James Fahey.
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 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 administrate 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</td>
<td>Survey of Mathematics I or MTH 23 or MTH 26</td>
<td>3</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>
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</tbody>
</table>

Total 17

Required Areas of Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 11 or MUS 11</td>
<td>Introduction to Art or 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>6</td>
</tr>
<tr>
<td>English</td>
<td>(any three credit English course)</td>
<td>3</td>
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</table>

Total 32

Specialization Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEA 12 or PEA 82</td>
<td>Elementary Hatha Yoga or Introduction to Tai Chi Chuan</td>
<td>1</td>
</tr>
<tr>
<td>HLT 92 or HLT 93 or HLT 96</td>
<td>Drugs, Society &amp; Human Behavior or Human Sexuality or 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 Health Resources</td>
<td>3</td>
</tr>
<tr>
<td>CPR 10</td>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
</tr>
</tbody>
</table>

Total 11

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

#Prerequisite: Placement Exam or completion of required remedial courses. Note: OCD 01 is required.

The 8 credits must be in the same language. See language requirements, page 76.

#Students planning to transfer to Lehman College are advised to take BIO 23 and 24 instead of BIO 11 and CHM 17.
**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 senior college.

### Computer Science 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*: A two-semester Physics sequence ......................................................... 8

**Total 21**

#### Required Areas of Study**

- ENG 12 or ENG 14 or ENG 15 or ENG 16
- ART 11 or MUS 11
- History or Social Science — Select from Economics, History, Philosophy, Political Science, Psychology, Anthropology, Geography, or Sociology

**Total 21**

#### Specialization Requirements

- MTH 32: Calculus & Analytic Geometry II ..................................................... 5
- MTH 33: Calculus & Analytic Geometry III .................................................. 5
- CSI 10 or CSI 40 or PHY 61
- INTRO to Computer Programming I or Computer Methods & Programming for Applied Scientific Purposes .................................................. 3
- DAT 41
- CSI 20

**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 76.
**EDUCATION ASSOCIATE**

(A.A.S. Degree)

Coordinator: Dr. M. Gillespie

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 differently abled, or bilingual education.

The degree prepares students for a paraprofessional position in public schools, day care centers and agencies that service the differently abled.

All courses are competency-based and have a fieldwork 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 fieldwork 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.

**Education Associate Curriculum**

(The first two years of the Early Childhood or Elementary Education Sequence)

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 21</td>
<td>Survey of Mathematics or MTH 23 Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>HLT 91</td>
<td>Critical Issues in Health</td>
<td>2</td>
</tr>
<tr>
<td>SCI</td>
<td>111-1 Laboratory Science course</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total** 18

**Required Areas of Study**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 11</td>
<td>Introduction to Art or MUS 11 Introduction to Music</td>
<td>3</td>
</tr>
<tr>
<td>HIS or</td>
<td>Any History course or GEO 10 Introduction to Human Geography</td>
<td>3</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>English elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Communication or Modern Languages elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 18-19

**Specialization Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 10</td>
<td>Child Study</td>
<td>3</td>
</tr>
<tr>
<td>EDU 12</td>
<td>Contemporary Urban Education or Human Relations in Urban Schools</td>
<td>3</td>
</tr>
<tr>
<td>EDU 20</td>
<td>Field Work Seminar</td>
<td>3</td>
</tr>
<tr>
<td>Electives*</td>
<td>Education courses.</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total** 15

**Free Electives**

To complete 60 credit requirement

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 16</td>
<td>Teaching Reading in the Primary Grades N-3</td>
<td>3</td>
</tr>
<tr>
<td>EDU 17</td>
<td>Teaching Reading in the Middle Grades (4-6)</td>
<td>3</td>
</tr>
<tr>
<td>EDU 18</td>
<td>Methods and Materials for Teaching Language Arts in Bilingual Program</td>
<td>3</td>
</tr>
<tr>
<td>EDU 24</td>
<td>Child Care Seminar</td>
<td>3</td>
</tr>
<tr>
<td>EDU 25</td>
<td>Child Care Seminar II</td>
<td>3</td>
</tr>
<tr>
<td>EDU 30</td>
<td>Nature and Needs of the Handicapped</td>
<td>3</td>
</tr>
<tr>
<td>EDU 31</td>
<td>Introduction to Learning Problems</td>
<td>3</td>
</tr>
<tr>
<td>EDU 50</td>
<td>Survey of Creative Experiences for the Early Childhood and Elementary Years</td>
<td>3</td>
</tr>
</tbody>
</table>

* Select from the following:
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
- **CMS 11** Fund. of Interpersonal Communication ........ 3
- **HIS 10** History of the Modern World .................. 3
- **MTH 13** Trigonometry & College Algebra ............ 3
- **PEA** Physical Education activity course ...................... 1

**Total 13**

#### Required Areas of Study
- **ENG 23** Scientific & Technical Writing ................ 2
- **MTH 14** College Algebra & Intro. to Calculus .......... 3
- **MTH 15** Calculus ...................................... 3
- **PHY 21** Physics for Engineering Tech. I ................ 4
- **PHY 22** Physics for Engineering Tech. II ............ 4

**Total 17**

#### Specialization Requirements
- **ELC 11** DC Circuit Analysis .......................... 4
- **ELC 15** Computer Applications in Electronics ....... 2
- **ELC 18** Computer Programming for Engrg. Tech .... 2
- **ELC 21** AC Circuit Analysis ......................... 4
- **ELC 25** Electronics I ................................. 4
- **ELC 35** Electronics II ................................ 4
- **ELC 81** Electronic Communications .................... 4
- **ELC 94** Laser & Fiber Optic Communications ....... 4
- **ELC 96** Digital Systems & Logic Design .............. 4
- **ELC 97** Microprocessor System Design ................. 4

**Total 36**
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 CMS 20**: Fund. of Interpersonal Communication or 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 MUS 10**: Art Survey or 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 .................................................. 5
- **MTH 33**: Analytic Geometry & Calculus .................................................... 5
- **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 61**: Computer Methods & Programs ................................................... 3
- **Restricted science elective*** ........................................................................... 5-9

**Total 38-42**

### 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 ....................... 5
- **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, as 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 as mental health aides, group residence workers, neighborhood outreach workers, social case work assistants, geriatric counselors, assistant probation officers, and other similar positions. Employment opportunities exist in such areas as day care, nursery school education, 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
- EMS 11 Fund. of Interpersonal Communication ..................................... 3
- HIS 10 History of the Modern World ....................................................... 3
- MTH 21 or Survey of Mathematics I ......................................................... 3
- MTH 23 Probability & Statistics ................................................................. 3
- MTH 30 Pre-Calculus Mathematics ........................................................... 3
- PEA Physical Education ................................................................................ 1
- SCI* Science .................................................................................................. 3

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 Urban Politics ......................... 3
- SOC 33 or Marriage & the Family or 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 Abnormal Psychology or
- PSY 35 Dynamics of Human Motivation or
- PSY 36 Workshop in Interpretation of Human Motivations or
- PSY 71 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 BIO 18.

** 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.
HUMAN SERVICES CERTIFICATE IN CHILD WELFARE

Program: Coordinator: Prof. H. Harris

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
<td>Fundamentals of Written Composition I</td>
</tr>
<tr>
<td>HLT 91</td>
<td>Critical Issues in Health</td>
</tr>
<tr>
<td>HLT 98</td>
<td>Seminar in Community Health Resources</td>
</tr>
<tr>
<td>HSC 10</td>
<td>Introduction to Human Services for Child Care Workers</td>
</tr>
<tr>
<td>HSC 11</td>
<td>Introduction to Case Management</td>
</tr>
<tr>
<td>HSC 93</td>
<td>Issues in Human Services for Child Care Workers I</td>
</tr>
<tr>
<td>HSC 94</td>
<td>Issues in Human Services or Child Care Workers II</td>
</tr>
<tr>
<td>PSY 11</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>PSY 41</td>
<td>Psychology of Infancy and Childhood</td>
</tr>
<tr>
<td>PSY 42</td>
<td>Psychology of Adolescence</td>
</tr>
<tr>
<td>PSY 51</td>
<td>Principles of Group Dynamics</td>
</tr>
<tr>
<td>SOC 11</td>
<td>Introduction to Sociology</td>
</tr>
</tbody>
</table>

Total 30
The Liberal Arts and Sciences curriculum prepares a student to be a productive and creative human being. This kind of education can open doors to the professions and to rewarding and responsible careers. Future physicians, teachers, scientists, lawyers, and businessmen, for example, develop themselves as sensitive individuals, in addition to completing their 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

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

**Required Areas of Study**
- ART 11: Introduction to Art
- MUS 11: Introduction to Music
- HIS 20: Modern Language
- Communication-CMS 12 or CMS 20
- Social Sciences—Choose from Anthropology, Economics, Geography, Philosophy, Political Science, Psychology and Sociology (select from different disciplines)
- Restricted elective—select from English, History or Social Science

**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**

**A.A. Degree Options**

The following Liberal Arts Options include variations from the categories of: Social Sciences, Restricted Electives and Free Electives. Students should consult the curriculum coordinator to arrange a program.

### 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:

1. One course in Language of designated area ............................................. 3
2. One course in Politics of designated area ............................................... 3
3. One course in History of designated area ................................................. 3
4. One course in Economics 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.
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.

### 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.

### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Theory Hrs</th>
<th>Clin Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNUM 101</td>
<td>Practical Nursing Arts</td>
<td>100</td>
<td>20</td>
</tr>
<tr>
<td>ANA 102</td>
<td>Anatomy and Physiology</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>GD 103</td>
<td>Growth &amp; Development</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>PNUM 104</td>
<td>Supporting Nursing Skills</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>PNUM 105</td>
<td>Mental Health Concepts</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>PNUM 106</td>
<td>Nutrition</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>340</td>
<td>20</td>
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</table>

### Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Theory Hrs</th>
<th>Clin Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNUM 201</td>
<td>Rehabilitative Nursing</td>
<td>30</td>
<td>42</td>
</tr>
<tr>
<td>PNUM 202</td>
<td>Medical/Surgical Nursing</td>
<td>75</td>
<td>144</td>
</tr>
<tr>
<td>MIC 203</td>
<td>Microbiology</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>PNUM 204</td>
<td>Supporting Nursing Skills</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>PNUM 205</td>
<td>Pharmacology</td>
<td>30</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>195</td>
<td>186</td>
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</table>

### Third Semester

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Theory Hrs</th>
<th>Clin Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNUM 301</td>
<td>Pediatric Nursing</td>
<td>30</td>
<td>24</td>
</tr>
<tr>
<td>PNUM 302</td>
<td>Psychiatric Nursing</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>PNUM 303</td>
<td>Maternity and Child Care</td>
<td>30</td>
<td>48</td>
</tr>
<tr>
<td>PNUM 304</td>
<td>Supporting Nursing Skills</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>PNUM 305</td>
<td>Vocational Adjustment</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>150</td>
<td>72</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
(A.S. Degree)
Curriculum Coordinator: Prof. G. Glier

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

<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 31</td>
<td>Calculus &amp; Analytic Geometry I</td>
<td>4</td>
</tr>
<tr>
<td>SCI*</td>
<td>Select a two-semester sequence from PHY 31 &amp; 32, CHM 11 &amp; 12 or BIO 11 &amp; 12</td>
<td>8</td>
</tr>
</tbody>
</table>

Total 21

Required Areas of Study*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 11 or MUS 11</td>
<td>Introduction to Art or Music.</td>
<td>3</td>
</tr>
<tr>
<td>ENG</td>
<td>Select one course from ENG 12, 14, 15, or 16.</td>
<td>3</td>
</tr>
<tr>
<td>Modern Language*</td>
<td></td>
<td>0-8</td>
</tr>
<tr>
<td>HIS or SOC SCI—Select from Economics, History, Philosophy, Political Science, Psychology, Anthropology, Geography or Sociology</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total 9-17

Specialization Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 32</td>
<td>Analytic Geometry &amp; Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MTH 33</td>
<td>Analytic Geometry &amp; Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MTH 42</td>
<td>Linear Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 7-8

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

Total 21-22

*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 76.

Choose from MTH 34, MTH 44, MTH 46, MTH 48 or CSI 20. Students who plan to transfer to The City College or Hunter College should choose CSI 20 and MTH 34.
Medical Laboratory Technology (A.A.S. Degree)*
Curriculum Coordinator: Dr. K. Pavletich

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 03, 06 or 13.

Medical Laboratory Technology Curriculum
66 Credits required for A.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 13  Trigonometry & College Algebra  3
- BIO 23  Human Anatomy & Physiology I  4

Total 16

Required Areas of Study
- ART 10 or MUS 10  Art Survey or Music Survey  1
- BIO 24  Human Anatomy & Physiology II  4
- CHM 17, 18  Fundamentals of General Chemistry I & II  8
- MTH 14  College Algebra & Introduction to Calculus  3
- PSY 11 or SOC 11  Psychology or Sociology  3

Total 19

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

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 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

**63 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>OCD 01</td>
<td>Orientation and Career Development</td>
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</tr>
<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>2</td>
</tr>
</tbody>
</table>

**Total 17**

#### Required Areas of Study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<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>
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</tr>
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</table>

**Total 13**

#### 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>3</td>
</tr>
<tr>
<td>PHY 24</td>
<td>Principles of General Physics</td>
<td>4</td>
</tr>
<tr>
<td>RAD 71</td>
<td>Radiation Physics</td>
<td>1</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 Medicine Procedures</td>
<td>2</td>
</tr>
<tr>
<td>NMT 86**</td>
<td>Didactic Nuclear Medicine</td>
<td>1</td>
</tr>
<tr>
<td>NMT 87**</td>
<td>Clinical Nuclear Medicine</td>
<td>4</td>
</tr>
<tr>
<td>NMT 88**</td>
<td>Senior NMT Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total 33**

*Parts or all of these courses are taught at the Albert Einstein College of Medicine or Montefiore Medical Center. NMT 82-88 are taught sequentially, although listed concurrently. Students may not register for any NMT course without permission of the Program Director. If the number of students exceeds the space available, places will be allocated based on cumulative GPA and tenure as student at BCC.*

**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 employment obligations during the standard Monday-Friday work week. Students who are receiving Pell grants continue to be eligible throughout the duration of their clinical training.
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 (047) 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 approved 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 and Mount Sinai Medical Center, St. Barnabas Hospital, Montefiore Medical Center, Our Lady of Mercy Medical Center, Jacobi Medical Center, North Central Bronx Hospital, Westchester Medical Center, St. Barnabas Hospital, Our Lady of Mercy Medical Center, Jacobi Medical Center, North Central Bronx Hospital, Westchester-Montefiore 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 some 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 (BCLS) — 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</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 Communication</td>
<td>3</td>
</tr>
<tr>
<td>PEA</td>
<td>Physical Education (one activity course)</td>
<td>1</td>
</tr>
<tr>
<td>PSY 11**</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PHM 10*</td>
<td>Pharmacology Computations</td>
<td>2</td>
</tr>
<tr>
<td>BIO 23**</td>
<td>Human Anatomy &amp; Physiology</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>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 10 or</td>
<td>Art Survey or</td>
<td>1</td>
</tr>
<tr>
<td>MUS 10</td>
<td>Music Survey</td>
<td>1</td>
</tr>
<tr>
<td>CHM 17</td>
<td>Fundamentals of General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>SOC 11</td>
<td>Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 8**

## Specialization Requirements

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

**Total 38**

## Electives††

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

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**Notes:**

- Remediation in English, Reading, Mathematics and Chemistry, if required. Priority into NUR 41 will be given to students who have achieved a scaled score of 17 or more on the CUNY Reading Assessment Test (12th grade level). Students must have a minimum score of 14 for Arithmetic and 14 for Algebra as a prerequisite for PHM 10.
- **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.

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### Nursing Fast Track

Qualified Licensed Practical Nurses (LPN) enrolled in the A.A.S. program in Nursing who
- meet all other requirements for admission to the clinical phase of the program,
- pass the National League for Nursing (NLN) Profile examinations, and
- submit proof of one year's work in an acute care medical/surgical environment within three years prior to filing the application,

shall be admitted to the "Fast Track" and receive course credit for:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM 10</td>
<td>Pharmacology Computations</td>
<td>2</td>
</tr>
<tr>
<td>NUR 41</td>
<td>Nursing Theory &amp; the Nursing Process</td>
<td>2</td>
</tr>
<tr>
<td>NUR 42</td>
<td>Nursing Process &amp; Fundamental Skills</td>
<td>4</td>
</tr>
<tr>
<td>NUR 44</td>
<td>Biopsychosocial Adaptation</td>
<td>4</td>
</tr>
<tr>
<td>NUR 45</td>
<td>Biopsychosocial Adaptation in Maternity Cycle</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total 16**

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**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 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.
ORNAMENTAL HORTICULTURE (A.A.S. Degree)

Curriculum Coordinator: Dr. H. Bailer

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 interior landscapes in public buildings and corporate headquarters; or they may work as florists, arranging plants and flowers for special occasions.

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

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

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

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

BCC Core Requirements

- ENG 11 Fundamentals of Written Composition I .......................... 3
- CMN 11 Fund of Interpersonal Communication .......................... 3
- HIS 10 History of the Modern World .................................. 3
- PEA Physical Education (one activity course) ....................... 1
- BIO 11 General Biology I .................................................. 4

Total 14

Required Areas of Study

- ART 10 or MUS 10 Art Survey or Music Survey ............................... 1
- BIO 12 General Biology II ................................................. 4
- CHM 17 Fundamentals of General Chemistry I ............................. 4
- BUS 61 Business Organization & Management .......................... 3
- SOC 11 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

Commercial Floristry Specialization ............................... Total 12

- FLO 11 Basic Centerpieces .................................................. 1
- FLO 12 Holiday Arrangements ............................................. 1
- FLO 13 Funeral Arrangements ............................................. 1
- FLO 14 Practical House Plants ............................................ 1
- FLO 15 Wedding Flowers ................................................... 1
- FLO 21 Ikebana for American Homes ..................................... 1
- FLO 22 Period Styles for Flower Arranging .............................. 1
- FLO 61 Commercial Floristry Field Exp. I ................................ 2
- FLO 62 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 ................................ Total 16

- BOT 61 Woody Plant Identification: Fall Trees & Shrubs .......... 1
- BOT 63 Woody Plant Identification: Spring Trees & Shrubs ....... 1
- GAR 41 Plant Propagation I .................................................. 1
- GAR 51 Turf & Grounds Maintenance ................................... 1
- GAR 81 Plants for Landscaping .......................................... 1
- HRT 13 Turf & Grounds Management I ................................ 2
- HRT 14 Turf & Grounds Management II ............................... 2
- HRT 15 Arboriculture I ..................................................... 2
- HRT 16 Perennials & Flower Borders I ................................. 2
- HRT 17 Greenhouse Operations I ......................................... 2
- HRT** Commercial Greenhouse Management .......................... 1
- LND 11 Landscape Design Theory ....................................... 1
- LND 12 Graphics ............................................................... 1

Total 16

Interior Landscaping Specialization ................................ Total 16

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

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 (LAW 98) 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 for service to people and institutions that are concerned with the criminal system, family law, the poor, the mentally and physically handicapped and the elderly.

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

**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
- SCI  3
- MTH 12  Introduction to Mathematical Thought  3

**Total 18**

### Required Areas of Study
- POL 11 or  American National Government or  3
- SOC 35  Introduction to Social Work  3
- SOC 38  Social Advocacy  3

**Total 6**

### Specialization Requirements
- DAT 10  Computer Fundamentals & Applications  3
- LAW 17  Introduction to Paralegalism  3
- LAW 19  Intro. to Law Office Management & Computers  3
- LAW 41  Business Law  3
- LAW 47  Civil Procedure  3
- LAW 95  Legal Research & Writing  3
- LAW 96  Advanced Legal Research & Writing  3
- LAW 98  Paralegal Seminar & Internship  2

**Total 23**

### Restricted Electives
- ACC 11 * or  Fundamental Accounting II or  3
- BUS 11 * or  Business Mathematics or  3
- TAX 11 * or  Introduction to Taxation  3
- LAW 92 **  Business Organizations  3
- LAW 65 **  Criminal Law and Procedures  3
- LAW 72 **  Real Property  3
- LAW 77 **  Immigration Law  3
- LAW 82 **  Insurance and Torts  3
- LAW 82 **  Estates, Trusts & Wills  3
- LAW 91 **†  Landlord Tenant Advocacy  3

**Total 12-13**

### Free Electives
To complete the 60 credit requirement ........................................ 1-0

* * Choose one out of three 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
- LAW 82  Family Law  3
- LAW 65  Criminal Law and Procedures  3
- LAW 99  Legal Advocacy  3

**Total 12**

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**PARALEGAL CERTIFICATE PROGRAM**

Program Director: Prof. R. Canals

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. Students entering with 60 credits should have completed courses in the following areas: English, Communication, Social Science, History, Music or Art, Science and Mathematics.

**30-31 Credits required for Certification**
- DAT 10  Computer Fundamentals and Applications  3
- LAW 17  Introduction to Paralegal Studies  3
- LAW 19  Introduction to Law Office Management & Computers  3
- LAW 41  Business Law  3
- LAW 47  Civil Procedure  3
- LAW 65  Legal Research & Writing  3
- LAW 96  Advanced Legal Research & Writing  3
- LAW 62 *  Business Organizations  3
- LAW 62 *  Family Law  3
- LAW 65 *  Criminal Law and Procedures  3
- LAW 72 *  Real Property  3
- LAW 77 *  Immigration Law  3
- LAW 82 *  Insurance and Torts  3
- LAW 91 *  Landlord/Tenant Advocacy  3
- LAW 92 *  Estates, Trusts & Wills  3
- ACC 11 **  Fundamental Accounting  4
- BUS 11 **  Business Mathematics  3
- TAX 11 **  Introduction to Taxation  3

**Total 30-31**

*Choose 2 of these 8 law courses.
**Choose 1 of these 3 law courses.

**Note:** Students who may later transfer to a four-year college should consult an advisor for possible replacement courses.
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-rounded 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
- ENG 11 Fundamentals of Written Composition I ............... 3
- CMS 11 Fund. of Interpersonal Communication ............... 3
- HIS 10 History of the Modern World ..................... 3
- MTH 12* Intro. to Mathematical Thought .................. 3
- SCI* BIO 18, AST or CHM .................................. 4

Total 16

Required Areas of Study
- ENG 12 or Fundamentals of Written Composition II ........ 3
- ENG 14 or Written Composition and Prose Fiction or .... 4
- ENG 15 or Written Composition and Drama or ......... 4
- ENG 16 Written Composition and Poetry ................... 3
- Free electives ** ........................................... 4

Total 7

Specialization Requirements
- ACC 11 Fundamental Accounting I .......................... 4
- ACC 12 Fundamental Accounting II ......................... 4
- BUS 51 Business Organization & Management ............ 3
- DAT 30 Introduction to Systems ................................ 3
- DAT 33 or Microcomputer Applications or .......... 2
- DAT 34 Macintosh Facilities .................................. 2
- DAT 35 BASIC Language Programming ..................... 3
- DAT 36 Microcomputer Spreadsheet Applications .......... 2
- DAT 38 Microcomputer Database Applications ............. 2
- DAT 40 COBOL Programming ................................ 3
- DAT 43 Advanced COBOL Programming ....................... 3
- DAT 41 or Assembly Programming Language or ......... 3
- DAT 44 High Level Programming .............................. 3
- KEY 10 Language for Business .............................. 3
- CWE 33† Keyboarding for Computers ....................... 1
- CWE 33† Cooperative Work Experience ..................... 4

Total 37

* Students who may later transfer to a four-year college should take a laboratory 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, 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 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.
RADILOGIC 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 licensed and registered 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.

Admission requirements for the Radiologic Technology curriculum include:

- completion of basic skills in Writing and Mathematics by passing the CUNY skills tests or by taking remedial courses as required and a score of 17 or more on the CUNY Reading Assessment Test;
- 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;
- Overall G.P.A. of 2.5;
- Admission to the Radiologic Technology curriculum is based on the approved priority list which is on file in the Department of Nursing and Allied Health Sciences.

Radiologic Technology (RAD, CLE) courses are open only to Radiologic Technology majors.

Students receive their clinical education at Montefiore 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</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>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>
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</table>

Total 21

Required Areas of Study

<table>
<thead>
<tr>
<th>Specialization Requirements†</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 24 Principles of Physics</td>
<td>4</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 by December 15 of their first year.

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. This must be purchased before the end of the first semester of each year.

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, office procedures, microcomputer systems and applications including a variety of software programs, multimedia and Web Page development, and composition of business correspondence.

Secretarial Studies Curriculum
65 Credits required for A.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 12 Intro. to Mathematical Thought ...................... 3
- SCI * Science ................................................................ 3-4
- PEA Physical Education activity course .................... 1

Total 16-17

Required Areas of Study
- ART 10 or Music Survey ........................................... 1
- MUS 10 Art Survey or Music Survey ......................... 1
- PSY 11 or Psychology or Sociology or ....................... 1
- SOC 11 or Sociology or Psychology or ....................... 1
- CMS 20 Public Speaking & Critical Listening ............... 3

Total 6

Specialization Requirements
- KEY 11 Keyboarding I ............................................. 2
- KEY 12 Keyboarding II ............................................ 2
- KEY 13 Keyboarding III .......................................... 2
- WPR 11 Machine Transcription I .............................. 3
- WPR 12 Machine Transcription II ............................. 3
- WPR 20 or Introduction to Office Automation Concepts or Multimedia Theory & Applications for Business 3
- WPR 21 Information Processing Applications & Administration ........................................ 3
- WPR 22 Information Processing Office Simulation ........................................ 3
- WPR 23 Supervision & Administration of Office Automation ........................................ 3
- WPR 24 Introduction to Desktop Publishing ........................................ 3
- COM 31 Business Communications ........................................ 3
- SEC 41 Office Procedures .......................................... 2
- ORI 43t Senior Orientation ....................................... 0
- BUS 11 or Business Mathematics or Intro to the Internet & Web Development 3
- BUS 10 or Introduction to Business or Intro to the Internet & Web Development 3
- ACC 11 Fundamental Accounting I .............................. 3

Total 38-39

Free Electives
To complete the 60 credit requirement ........................................ 2-0

* 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 physicians' 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

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11</td>
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</tr>
<tr>
<td>HIS 10</td>
<td>3</td>
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<tr>
<td>BIO 18*</td>
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<tr>
<td>MTH 12**</td>
<td>3</td>
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<tr>
<td>PEA</td>
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**Total 17**

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<tr>
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<tr>
<td>HLT 91</td>
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<tr>
<td>PSY 11</td>
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**Total 8**

<table>
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<tr>
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<td>KEY 12</td>
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<td>2</td>
</tr>
<tr>
<td>WPR 11</td>
<td>2</td>
</tr>
<tr>
<td>WPR 21</td>
<td>2</td>
</tr>
<tr>
<td>Machine Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>Information Processing Applications &amp; Administration</td>
<td>3</td>
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<tr>
<td>WPR 22</td>
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<tr>
<td>BIO 22</td>
<td>2</td>
</tr>
<tr>
<td>BIO 46</td>
<td>2</td>
</tr>
<tr>
<td>BIO 47</td>
<td>2</td>
</tr>
<tr>
<td>SEC 35</td>
<td>2</td>
</tr>
<tr>
<td>COM 31</td>
<td>2</td>
</tr>
<tr>
<td>ORI 45†</td>
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<td>BUS 11</td>
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<td>BUS 10</td>
<td>3</td>
</tr>
<tr>
<td>LAW 45</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 provides training in the expanding field of telecommunications. For students interested in technology, the program will provide state-of-the-art training for fulfilling telecommunications careers. In addition, the program aims to retrain telecommunications workers with technological advances in the field. The program also provides a smooth transition to baccalaureate programs of four-year schools, specifically the bachelor's degree program in Telecommunications at CUNY New York City Technical College.

Graduates can expect to be hired by various companies ranging from small businesses to telecommunications giants such as AT&T, Bell Atlantic, MCI and cable television companies.

**Telecommunications Technology Curriculum**

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

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 11 Fundamentals of Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11 Fundamentals 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 13 Trigonometry and College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PEA Physical Education activity course</td>
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<table>
<thead>
<tr>
<th>Required Areas of Study</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 23 Scientific &amp; Technical Writing</td>
<td>2</td>
</tr>
<tr>
<td>MTH 14 College Algebra and Intro. to Calculus</td>
<td>3</td>
</tr>
<tr>
<td>MTH 15 Calculus</td>
<td>3</td>
</tr>
<tr>
<td>PHY 21 Physics for Engineering Technology I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 22 Physics for Engineering Technology II</td>
<td>4</td>
</tr>
<tr>
<td>MUS 10 or Music Survey or</td>
<td>1</td>
</tr>
<tr>
<td>ART 10 Art Survey or</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELC 13 Computer Applications for Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>ELC 25 Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>ELC 31 Electrical Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ELC 35 Electronics II</td>
<td>4</td>
</tr>
<tr>
<td>ELC 96 Digital Systems &amp; Logic Design</td>
<td>4</td>
</tr>
<tr>
<td>TEC 11 Voice Communications</td>
<td>4</td>
</tr>
<tr>
<td>TEC 21 Telecommunications II— Data Communications</td>
<td>4</td>
</tr>
<tr>
<td>TEC 31 Telecommunications III— LANS</td>
<td>4</td>
</tr>
<tr>
<td>TEC 41 Telecommunications IV— Advanced Topics</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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**Telecommunications Technology (Bell Atlantic) Curriculum**

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

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
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</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>CMS 11 Fund. of Interpersonal Communication or HIS 10</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Required Areas of Study</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MTH 10 Technical Mathematics I</td>
<td>4</td>
</tr>
<tr>
<td>MTH 11 Technical Mathematics II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 21 Physics for Engineering Technology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
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<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ELC 13 Computer Applications for Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>ELC 25 Electronics I</td>
<td>4</td>
</tr>
<tr>
<td>ELC 31 Electrical Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ELC 35 Electronics II</td>
<td>4</td>
</tr>
<tr>
<td>ELC 96 Digital Systems &amp; Logic Design</td>
<td>4</td>
</tr>
<tr>
<td>ELC 97 Microprocessor System Design</td>
<td>4</td>
</tr>
<tr>
<td>TEC 11 Telecommunications I— Voice Communications</td>
<td>4</td>
</tr>
<tr>
<td>TEC 21 Telecommunications II— Data Communications</td>
<td>4</td>
</tr>
<tr>
<td>TEC 31 Telecommunications III— LANS</td>
<td>4</td>
</tr>
<tr>
<td>TEC 41 Telecommunications IV— Advanced Topics</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>
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 video production, field production, camera operation, lighting, 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**

<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>ENG 12</td>
<td>Fundamentals of Written Composition II</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>MTH 13*</td>
<td>Trigonometry &amp; College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PEA or HLT 91</td>
<td>Physical Education activity course or Critical Issues in Health</td>
<td>1-2</td>
</tr>
<tr>
<td>ART 10</td>
<td>Art Survey</td>
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</tr>
<tr>
<td>MUS 10</td>
<td>Music Survey</td>
<td>1</td>
</tr>
<tr>
<td>ENG 15</td>
<td>Voice &amp; Diction: Business &amp; Prof. Speech</td>
<td>2</td>
</tr>
<tr>
<td>CMS 12</td>
<td>Intro. to Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>CMS 60</td>
<td>Physics of Sound &amp; Light</td>
<td>3</td>
</tr>
<tr>
<td>PHY 40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART 71</td>
<td>Photography I</td>
<td>2</td>
</tr>
<tr>
<td>CMT 10</td>
<td>Introduction to Audiovisual Technology</td>
<td>3</td>
</tr>
<tr>
<td>CMT 12</td>
<td>Studio Television Production</td>
<td>3</td>
</tr>
<tr>
<td>CMT 13</td>
<td>Audiovisual Equipment Operation</td>
<td>3</td>
</tr>
<tr>
<td>CMT 14</td>
<td>Digital Video Effects</td>
<td>3</td>
</tr>
<tr>
<td>CMT 23</td>
<td>Field Television Production</td>
<td>3</td>
</tr>
<tr>
<td>CMT 31</td>
<td>Audio Recording &amp; Duplication</td>
<td>3</td>
</tr>
<tr>
<td>CMT 33</td>
<td>Television Editing &amp; Post Production &amp; Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CMT 51</td>
<td>Media Internship/Projects Laboratory</td>
<td>3</td>
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**Total 16-17**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 10</td>
<td>Art Survey</td>
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<tr>
<td>MUS 10</td>
<td>Music Survey</td>
<td>1</td>
</tr>
<tr>
<td>ENG 15</td>
<td>Voice &amp; Diction: Business &amp; Prof. Speech</td>
<td>2</td>
</tr>
<tr>
<td>CMS 12</td>
<td>Intro. to Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>CMS 60</td>
<td>Physics of Sound &amp; Light</td>
<td>3</td>
</tr>
<tr>
<td>PHY 40</td>
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<tr>
<td>ART 71</td>
<td>Photography I</td>
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<tr>
<td>CMT 10</td>
<td>Introduction to Audiovisual Technology</td>
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<td>Field Television Production</td>
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<td>Television Editing &amp; Post Production &amp; Techniques</td>
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**Total 13**

**Specialization Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MTH 30</td>
<td></td>
<td>4-5</td>
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</table>

*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. Co-requisites may be taken simultaneously or before a given course.

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

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

- 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)
- HLT 91
- 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)
- PHL 11
- POL 11
- PSY 11
- SOC 11
ACCOUNTING
Department of Business

ACC 11 5 rec 4 cr
Fundamental Accounting I
Corequisite: 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 portraits. Use of different mediums and techniques. Students draw from professional models.
<table>
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<th>COURSE</th>
<th>DESCRIPTION</th>
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| ART 22 | Drawing and Painting II  
Studio course with emphasis on painting in oil and acrylics and life drawing. Fundamentals of form, color, texture, and composition as applied to still life, landscape, and portraits. Assignments are adapted to each student's ability. Development of student's personal style. | 4 rec 2 cr |
| ART 31 | Graphics I  
Practical studio course in relief printing, monoprint and mixed media basic printmaking techniques with emphasis on proper use of equipment such as cutting tools, brayers and printing inks. Introduction to the plan and cylinder presses as well as hand proofing. Museum and gallery visits and library resources familiarize students with printmaking development. Computer techniques and portfolio presentation, and mounting and matting methods are explained. | 4 rec 2 cr |
| ART 32 | Graphics II  
Studio course in graphic art techniques of intaglio, relief and planographic printing, and experimentation with mixed media. Process of print development through working with artist's proofs and printing editions. Production of prints through hand printing and printing on the electric printing press. Applications on the computer explored. | 4 rec 2 cr |
| ART 41 | Ceramics I  
Fundamental techniques of pottery and ceramics. Emphasis on standards of design and development of craftsmanship. Art museum visits. | 4 rec 2 cr |
| ART 42 | Ceramics II  
Building, decorating, glazing techniques. Emphasis on three-dimensional design and craftsmanship. | 4 rec 2 cr |
| ART 52 | Oriental Art*  
3 rec 3 cr |
| ART 55 | Modern Art  
Important movements in modern art, including Impressionism, Post Impressionism, Expressionism, Cubism, Dada, Surrealism, Abstract Expressionism, Pop Art, Minimal Art, Conceptual Art and modern architecture. Lectures, films and visits to museums, art galleries, architectural monuments. Corequisite: ENG 02 or RDL 02 if required. | 3 rec 3 cr |
| ART 71 | Photography I  
Basic photographic techniques as a creative medium: emphasis on composition and lighting; developing, printing and enlarging. Students provide their own cameras and materials. | 4 rec 2 cr |
| ART 72 | Photography II  
Continuation of ART 71. More creative experimentation through studio and field assignments. Photographic exhibitions. | 4 rec 2 cr |
| ART 81 | Media Graphics  
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 graphics. Projects lead to a portfolio for students entering the graphics field. | 4 rec 2 cr |
| ART 82 | Illustration  
Problems of making illustrations and the direct relationship between technique, concept and execution. Practical aesthetic problems involved in illustrating work done in class can be used in a portfolio. Students will prepare comps and finished art work ready for reproduction. Assignments teach the student to solve problems of interpretation for children's books, fiction and non-fiction, newspapers and magazines. Students are helped to develop their own styles. Exploration of these concepts on the computer. | 4 rec 2 cr |
| ART 83 | Basic Graphic Design For Advertising  
Practical studio course in advertising design. Basic principles of layout and typography organization as applied to promotional materials, publication advertisements and art work used in TV ads. Students learn and execute art work from concept through comps and finishes. Experimentation with combination of graphic design and film. Advertising agency and studio procedures, rendering lettering. Contemporary visual techniques including computer graphics, color separations and production techniques, preparation of portfolio. | 4 rec 2 cr |
| ART 84 | Computer Graphics  
Work in immediate mode and program mode computer graphics. Course develops proficiency with the computer as a professional tool. Students gain practical experience in visual presentation and imaging techniques through the computer as a medium for creativity and efficiency. A variety of graphics software is used to solve problems in two-dimensional computer graphics including representing points, lines and regions, representing color, encoding pictures, incorporating single pictures into animation sequences, and representing transformation from one picture to another. Practical experience in setting light palettes, storage on a diskette, use of the graphics tablet, creating shape-table arrays, creating fonts and business graphics. | 4 rec 2 cr |
| ART 86 | Commercial Illustration  
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. | 4 lab 2 cr |

*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

<table>
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<tr>
<th>Course Code</th>
<th>Lecture Credit</th>
<th>Laboratory Credit</th>
<th>Clinical Credit</th>
<th>Description</th>
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</table>
| BIO 11      | 2              | 4                 | 4              | 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 02, ENG 02, ESL 11 if required. |
| BIO 12      | 2              | 4                 | 4              | 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              | 4                 | 4              | 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              | 4                 |                | 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 02, ENG 02, ESL 11 if required. |
| BIO 22      | 2              | 2                 |                | Medical Terminology  
Acquaintance with medical concepts, medical terms and scientific principles; various ailments and diseases; tests used in their analyses; treatments and therapeutic techniques for alleviation and cure. Required for Medical Secretarial Assistants.  
Prerequisite: RDL 02, ENG 02, ESL 11 if required. |
| BIO 23      | 3              | 3                 | 4              | 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 02, ENG 02, ESL 11 if required. |
| BIO 24      | 3              | 3                 | 4              | Human Anatomy and Physiology II  
An integrated lab-lecture method for the study of the structure and function of the human organism. Includes cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems.  
Prerequisite: BIO 23 Required for health career students. |
| BIO 28      | 3              | 3                 | 4              | 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 CHM 18. Required for Nursing students. |
| BIO 41      | 2              | 4                 | 4              | Histological Techniques  
Study and preparation of vertebrate tissues and organs for microscopic study, with emphasis on clinical histological techniques.  
Prerequisites: M.L.T.—CHM 17, 18 and BIO 24. |
| BIO 43      | 2              | 4                 | 4              | Microbiology  
Introduction to basic microbiological concepts, including microbial structure, physiology, metabolism, genetics, growth and ecology; and applied microbiology.  
Prerequisites: BIO 24 or BIO 12. |
| BIO 44      | 2              | 4                 | 4              | 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              | 3                 | 2              | 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              | 3                 | 2              | 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              | 2                 | 3              | 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.  
Prerequisites: ENG 02/RDL 02, ESL 11. Required for paralegal students; elective in other curricula. |
| BIO 81      | 1              | 2                 | 2              | Introduction to Medical Laboratory Technology & Urinalysis  
Basics of clinical laboratory science. Urinalysis—physical, chemical and microscopic examination.  
Prerequisites: BIO 23 or BIO 11, CHM 17. |
COURSE DESCRIPTIONS

BIO 82 2 lect 4 lab 4 cr  
Clinical Hematology & Coagulation  
Principles and practice of clinical laboratory techniques in hematology and coagulation: complete blood count, normal and abnormal smears, basic routine blood procedures, sickle cell, sedimentation rate and coagulation studies. Emphasis on both manual and automated techniques, principles and diagnostic implications.  
Prerequisites: CHM 17, CHM 18, BIO 34, BIO 81.

BIO 83 2 lect 4 lab 4 cr  
Clinical Chemistry  
Prerequisites: CHM 18, BIO 34.

BIO 84 1 lab 4 lab 3 cr  
Clinical Instrumentation  
Principles of instruments used in clinical laboratories: spectrophotometers, computers, chemical analyzers, electrophoresis and densitometry. Operation and maintenance of clinical chemistry analyzers: continuous flow, discrete, centrifugal force operation and clinical significance of fluorometry and electrophoresis.  
Prerequisites: CHM 18, BIO 34.

BIO 85 1 lect 2 lab 2 cr  
Serology  
Technical and theoretical knowledge for performing serological tests involving antigen-antibody reactions. Techniques for detection of infectious diseases.  
Prerequisites: BIO 24, CHM 18.

BIO 86 2 lect 4 lab 4 cr  
Immunohematology  
Introduction to blood banking techniques and principles. Immunological reactions involving blood antigen/antibodies and components. Basic concepts of heredity and immunity.  
Prerequisite: BIO 82.

BIO 90 4 cr  
Clinical Practicum  
Six-month, full-time clinical laboratory training in a hospital laboratory. Placement for training is limited and cannot be guaranteed.  
Prerequisite: Completion of all other requirements and departmental approval.

BIO 91 2 lect 1 rec 3 cr  
Biomedical Research I: Simulated Research/Symposium  
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.  
Prerequisite: Admission to the REAP Program.

BIO 92 300 hrs lab 3 cr  
Biomedical Research II: Participatory Research  
Students have the opportunity to be part of a research team by working with leading scientific researchers in well-known research laboratories.  
Prerequisite: BIO 91 and admission to the REAP Program.

BOTANY  
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 Balter.

Exemption for MLT Courses  
* Students who have acquired knowledge and skills in clinical work experience or through specialized training in the armed forces are eligible for exemption exams. After completing such exemption exams, students will be granted credit with grade and index value for the appropriate courses. For further information, the student should consult the department chairman prior to registration.
BUS 12  
Multimedia Theory and Applications for Business  
Provides a theoretical understanding of multimedia technologies and fundamentals of multimedia software design and development. Students produce multimedia packages in business applications and their areas of specialization.  
Corequisite: ENG 02 or RDL 02 if required; KEY 10 or equivalent skill level with permission of Business Department.

BUS 13  
Introduction to the Internet and Web Development  
Introduction to using the Internet and World Wide Web (WWW) for business and general use. Emphasis on Internet tools which include E-mail, Chat rooms, Listservs, newsgroups, and Gopher as applied to business. Students optimize use of the Internet by learning how to identify and access information resources on the WWW through browsing, navigating, searching, and retrieving business-related information. Design and development of business-related Web pages.  
Prerequisite: ENG 01 or RDL 02 if required; KEY 10 or equivalent skill level with permission of Business Department.

BUS 10  
Introduction to Business  
Introductory survey course to acquaint students with business as a field of study. Analysis of the role of business in society with emphasis on how the business system operates. Functional areas of accounting, marketing, finance, business law, management and information systems.  
Corequisite: RDL 02 or ENG 02 if required.

BUS 11  
Business Mathematics  
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  
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  
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 08; corequisite: ENG 02 or RDL 02 if required.

BUS 51  
Business Organization and Management  
Advantages, limitations and financing of basic forms of business organization. Management problems of organization, policy formation, communication and efficiency with particular reference to personnel and their supervision; budget and automation.  
Corequisite: ENG 02 or ROL 02 if required.

CHM 02  
Introduction to Chemistry*  
Introduction to types of matter, elements, compound, formulas, equations, use of arithmetic for chemical problem solving, nomenclature, atomic structure and chemical bonding. Basic laboratory skills.  
Corequisites: MTH 03 or 05 and ROL 02 or permission of department.

CHM 10  
Contemporary Chemistry  
Exploration of problems arising from the expanding human population and increasing industrial technology and how chemistry relates to and can aid in understanding the problems and attempting solutions. Laboratory includes introduction to properties of chemicals and use of techniques for present pollution detection and monitoring. 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**  
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  
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.
<table>
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<tr>
<th>Course</th>
<th>Credits</th>
<th>Lect</th>
<th>Lab</th>
<th>Description</th>
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</table>
| CHM 13   | 3       | 3    |     | **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   | 1       | 2    | 3   | **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.
Prerequisite: CHM 02 or passing of placement examination, MTH 03 or MTH 05 and RDL 02. |
| CHM 18   | 1       | 2    | 3   | **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, carbonyls, acids, esters, fats, lipids, amino acids, and proteins, carbohydrates.
Prerequisite: CHM 17. |
| CHM 22   | 1       | 2    | 6   | **General Chemistry II with Qualitative Analysis**
Emphasis on solutions, equilibria, acids and bases, ionization equilibria, solubility product, complexions, oxidation-reduction and survey of metallic and non-metallic elements, organic and nuclear chemistry. Laboratory: qualitative analysis of solutions; salts and alloys.
Prerequisite: CHM 11. |
| CHM 31   | 1       | 3    | 4   | **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.
Prerequisite: CHM 12, 16 or CHM 22. |
| CHM 32   | 1       | 3    | 4   | **Organic Chemistry II**
Continuation of CHM 31.
Prerequisite: CHM 31. |
| CHM 33   | 2       | 6    | 4   | **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. |
COMMUNICATION
Department of Communication Arts and Sciences

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

CMS 09 1 rec 0 cr
Speech Clinic
Clinical program of speech therapy for organic and functional disorders such as severe voice, lisp, stuttering and related articulatory difficulties. Students are assigned on the basis of Speech Placement Screening, diagnostic interview, or referral by department faculty. Required course for students where evaluation indicates need.

CMS 10 3 rec 3 cr
Phonetics
Study of contemporary American English through phonetic analysis; practice in broad and narrow transcription, using the International Phonetic Alphabet, and exercises designed to develop auditory and kinesthetic sensitivity to phonetic distinctions.

CMS 12 2 rec 2 cr
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 auditor, 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 3 rec 3 cr
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 3 rec 3 cr
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 26 3 rec 3 cr
Oral Interpretation of Literature

CMS 60 3 rec 3 cr
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 3 rec 3 cr
Introduction to Film
Film appreciation - a survey of films from the beginning to the present; one movie a week viewed.

CMS 62 3 rec 3 cr
Beginning Film Production
Techniques of movie production; opportunity for students to make films.
Prerequisite: CMS 61.

CMS 68 3 rec 3 cr
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, ENG 02; corequisite: CMS 11 or permission of the instructor.

CMS 75 3 rec 3 cr
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.
**CMT 33**  
Television Editing and Post-Production Techniques  
Provides theoretical and practical experience in video editing and post-production. Emphasis on special post-production techniques for assembling program shots or sequences in a post-production editing facility.  
Prerequisite: CMT 12.

**CMT 51**  
Media Internship/Projects Lab  
Student may choose to serve an internship or produce an entire media project. The internship places a student in media facilities of a corporation, educational institution, hospital, government agency, private production house or any other setting providing meaningful, supervised on-the-job training in media production and operation. Students will be periodically evaluated by job supervisor and Television Technology faculty.  
Upon completion of internship, the student is required to write a summary and critical analysis of the experience.  
Note: Employers usually expect a commitment of 15 or more hours a week. Projects Lab: Students utilize knowledge and skills accumulated in the prerequisites to produce a meaningful, complete media project in one or a combination of principal media formats studied in the curriculum, including scripting, storyboarding and standard production processes. Completed project should be suitable for display in a job portfolio. All production materials are paid by the students.  
Prerequisites: minimum of 45 curriculum credits, including ART 71, CMT 33.

*Not offered on a regular basis. Course descriptions available upon request.*
COMPUTER SCIENCE
Department of Mathematics and Computer Science

CSI 10
Introduction to Computer Programming I
2 lect 2 lab 3 cr
Introduction to computer systems and computer logic; techniques of structured programming; data representation; basic algorithm design and implementation in a modern structured language (e.g., C++); computer solutions to problems taken from engineering, science, physics, mathematics, business and other applications.
Corequisite: MTH 31 or 14 and ENG 02 and RDL 02 if required.

CSI 20
Discrete Mathematical Systems
3 rec 3 cr
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
Introduction to Computer Programming II
2 lect 2 lab 3 cr
Continuation of CSI 10. Data structures; records and pointers; analysis of algorithms, program style; documentation of programs; debugging; development of major projects.
Prerequisites: CSI 10 or permission of the department, and ENG 02 and RDL 02 if required.

COOPERATIVE EDUCATION
Department of Student Development

CWE 31
Cooperative Work Experience I
1 rec 2 cr
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 Studies) with an overall G.P.A. of 2.00 or permission of the program coordinator.

CWE 32
Cooperative Work Experience II
0 rec 2 cr
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
Cooperative Work Experience III
1 rec 4 cr
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.
COURSES

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.
Corequisites: RDL 02 or ENG 02 if required; 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.
Corequisites: RDL 02 or ENG 02 if required; 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, database management and graphics components.
Corequisite: RDL 01 or 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.
Corequisite: ENG 01 or 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  1 lect  2 lab  2 cr
Microcomputer Database Applications
Covers 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 macro instructions. 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 subroutines, concepts of magnetic tape processing, sequential files using DASD sequential file processing, DASD indexed sequential file processing, COBOL subroutines, program overlays and segmentation. Use of Report Writer feature.
Prerequisite: DAT 40.

DAT 44  2 rec  2 lab  3 cr
High Level Programming Language for Business
Provides a foundation for the application of a high level programming language such as C++ in a business context. Students learn how to code and decode programs using fundamental tools of a high level programming language. Hands on experience to run and debug programs using different business applications. Designed for programming and systems majors only.
Prerequisite: DAT 40 or DAT 35.

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 system utility programs are developed.
Prerequisite: DAT 35.

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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 12.)
Prerequisite: 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 the 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.)
Prerequisite: 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*

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

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; phonetic 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; phonetic 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: RD 02, ENG 11, EDU 16 or EDU 17. Corequisite: Literacy at the 13 level, e.g., SPN 13, FAN 13, TLT 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.
Prerequisite: 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.
Prerequisite: EDU 10.

EDU 40  
Field Work Seminar  
Individu 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; Required upon advisement.
Prerequisite: Completion of all other required courses in the Education Specialization sequence.

EDU 46  
Student Mentoring  
A field-based high school drop-out prevention course. Students enrolled are mentors 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.
Prerequisites: Grade Point Average of 2.5 or higher; ENG 01, ENG 02, RDL 01, RDL 02, if required; permission of department.

EDU 50  
Survey of Creative Experiences for the Early Childhood and Elementary Years  
Use 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, theatre; and knowledge of useful references.
Prerequisite: EDU 10.

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**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, Thévenin's, Norton's maximum power theorems, capacitance and inductance. Use of basic test instruments.
Corequisite: MTH 06.

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.

* Offered Fall Semester only.
** Offered Spring Semester only.
ELC 15 1 lect 2 lab 2 cr
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.
Corequisite: MTH 05.

ELC 18 1 lect 2 lab 2 cr
Computer Programming for Engineering Technology
Corequisite: MTH 06.

ELC 21 3 rec 3 lab 4 cr
AC Circuit Analysis
Sinusoidal waveform, phasor quantities, impedance, Kirchhoff's laws, network theorems, power, frequency response of RC and RL circuits, and resonance. Laboratory hours complement class work.
Prerequisite: ELC 11; corequisite: MTH 13 and RDL 02 or ENG 02 if required.

ELC 25 3 rec 3 lab 4 cr
Electronics I
Trains students in the physical principles underlying current carriers in semiconductor materials; static and dynamic characteristics of diodes and transistors; biasing methods and concepts of amplification; analysis of basic BJT and FET circuits; frequency response of one and two stage amplifiers; troubleshooting; analysis by computer simulation.
Prerequisite: ELC 11; corequisites: ELC 21, MTH 13.

ELC 31 3 rec 3 lab 4 cr
Electrical Circuits
Trains students in the application of Ohm's law, Kirchoff's laws, Thévenin's and Norton's theorems, and superposition to the analysis of DC and AC passive circuits including R-L-C circuits, impedances, phase angles, resonance, and transformers.

ELC 35 3 rec 3 lab 4 cr
Electronics II
Designed to train students in the analysis and application of advanced electronic circuits. Topics include differential amplifiers, stage gain in decibels, input and output impedances linear IC operational amplifiers, frequency response and BODE plots, active filters, D/A and A/D circuits, oscillators and high frequency amplifiers, troubleshooting of test circuits and analysis by computer simulation.
Prerequisites: ELC 21, ELC 25; corequisite: MTH 14.

ELC 37 3 rec 3 lab 4 cr
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.
Prerequisite: ELC 25; corequisites: MTH 14, ELC 35.

ELC 81 3 rec 3 lab 4 cr
Electronic Communications
Generation and processing of signals, including modulation, frequency conversation; bandwidth, oscillators, and noise. Amplitude, frequency, phase modulators, demodulators, phase-locked loops transmission, digital communications, and phase-shift keying. Laboratory hours complement class work.
Prerequisite: ELC 35; corequisites: ELC 18, PHY 22, MTH 15.

ELC 92 3 rec 3 lab 4 cr
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, differentiator, integrators, multivibrators, and pulse generators. Laboratory hours complement class work and include projects.
Prerequisite: ELC 25; corequisite: ELC 35.

ELC 94 3 rec 3 lab 4 cr
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.
Prerequisites: PHY 22, ELC 35, ELC 81.
Corequisite: ELC 81.

ELC 96 3 lect/rec 3 lab 4 cr
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.
Prerequisite: ELC 25.

ELC 97 3 lect/rec 3 lab 4 cr
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, ELC 96; corequisite: ELC 81.
ENGLISH
Department of English

All courses offered by the English Department include composition. In courses providing a fourth conf/rec hour, the fourth hour will be utilized by the instructor for instructional purposes.
The CUNY Writing Skills Assessment Test is required before registering for an English course.

ENG 01
Writing Laboratory I
Review and practice of basic principles of grammar and usage, with emphasis upon sentence structure and various mechanical aspects of writing. Concentrates on correction of severe writing problems; sentence fragments, sentence misconstruction, lack of subject-verb agreement, faulty use of pronouns, misspellings and inaccuracy in punctuation. For students with a combined score of 4 or less on CUNY Writing Skills Assessment Test.

ENG 02
Writing Laboratory II
Extensive writing practice with emphasis upon paragraph development and unity. Students learn to develop paragraphs through argument, narration, particulars and details, comparison-contrast, process, cause and effect, etc. Helps the student to write effective paragraphs in preparation for ENG 11.

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

ENG 12 3 rec 1 conf/rec 3 cr
Fundamentals of Written Composition II
Continued study and application of the principles of organization and rhetoric; expository writing based on non-fiction readings; development of critical thinking. Research paper required.
Prerequisite: ENG 11. It is highly recommended that Liberal Arts students take ENG 12 before any other English elective.

ENG 14 3 rec 1 conf/rec 3 cr
Written Composition and Prose Fiction
Continued emphasis on the writing of clear, effective expository prose based on readings in short stories and novels. Research paper required.
Prerequisite: ENG 11.

ENG 15 3 rec 1 conf/rec 3 cr
Written Composition and Drama
Continued emphasis on the writing of clear, effective expository prose based on readings in world drama. Research paper required.
Prerequisite: ENG 11.

ENG 16 3 rec 1 conf/rec 3 cr
Written Composition and Poetry
Continued emphasis on the writing of clear, effective expository prose based on readings in poetry. Research paper required.
Prerequisite: ENG 11.

ENG 23 2 rec 2 cr
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 3 rec 3 cr
The Black Writer in American Literature*

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

ENG 56 2 rec 2 cr
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 3 rec 3 cr
Shakespeare
Introduction to plays of Shakespeare. Representative tragedies, comedies, and histories are read and analyzed. Poetic and dramatic techniques and the Elizabethan theatre are studied. Critical or research paper required.
Prerequisite: ENG 11 (12) plus 14 and/or 15.

ENG 65 3 cr
Honors Elective: Independent Research
To involve the intellectually aware, creative student in the study in depth of some phase of English studies through independent research. Each student will work closely with the instructor and be guided in research techniques, organizing bibliographic information in the specific area, and preparing drafts of the honors paper.
Prerequisite: B or higher average in several previous English courses offered in the English Department and the chairperson.

ENG 72 3 rec 3 cr
The Bible as Literature
Study of the prime Bible 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 8 rec 0 cr
English as a Second Language — Basic
For students whose native language is not English. Intensive program for beginning level students for development of English language skills. Builds oral and written control of basic grammatical structures, and listening and reading comprehension.

ESL 02 6 rec 0 cr
English as a Second Language — Intermediate
For students whose native language is not English. Builds oral control of grammatical structures, listening comprehension, and the ability to write grammatically acceptable, well-constructed paragraphs and short essays.
Prerequisite: ESL 01 or placement on the 02 level.

ESL 11 6 rec 3 cr
English as a Second Language
For students whose native language is not English. Builds control of advanced grammatical structures and develops ability to write various forms of expository compositions.
Prerequisite: ESL 02 or placement on the 11 level.

FRENCH
Department of Modern Languages

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

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

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

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

FINANCE
Department of Business

FIN 31 3 rec 3 cr
Principles of Finance
American financial system; public and private financial institutions; financial problems of industrial and commercial firms. Procedures of business, foreign trade, and consumer financing; governmental policies and their effects on economic activities.
Corequisite: ENG 02 or RDL 02 if required.

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

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 Batter.

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 Batter.

GEOGRAPHY
Department of History

GEO 10 3 rec 3 cr
Introduction to Human Geography
Introduces key geographical concepts, both cultural and physical. Considers how such geographic factors as location, landforms, climate, soil, and natural resources have shaped cultures and civilizations, and the role played by people in gradually altering their environments. Audiovisual materials such as maps, photographs, slides, and films are used extensively.
Corequisite: RDL 01 or ENG 01 if required.

GEO 20 3 rec 3 cr
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.
Corequisites: ENG 02 or RDL 02, if required.
HEALTH
Department of Health, Physical Education and Wellness

HLT 91  2 rec  2 cr
Critical Issues in Health
Intended to develop and encourage critical judgment in vital areas of health: mental health, dependencies, human sexuality and nutrition.
Corequisite: ENG 01 or RDL 01 if required.

HLT 92  3 rec  3 cr
Drugs, Society and Human Behavior
Various aspects of drug use and abuse are explored — pharmacological, historical, legal and psychosocial. Emphasis on the roles of the individual and society in dealing with current issues.
Prerequisite: HLT 91.

HLT 93  3 rec  3 cr
Human Sexuality
Consideration of physical, sociological, and psychological aspects of human sexuality with emphasis on development of critical judgment in addressing ethical issues.
Prerequisite: HLT 91.

HLT 94  3 rec  3 cr
Human Nutrition
Introduction to essentials of nutrition education and the relationship of food to the student’s personal goals and life experiences. Students as consumers find their choices and responsibilities emphasized by classroom experiments, self-examination and experiential learning. Weight control, changing food requirements in the life cycle, special diets, food labeling, additives, food economics in relationship to health are included.
Prerequisite: HLT 91 and/or permission of instructor.

HLT 96  3 rec  3 cr
Health Education for Parenting
Provides health care information as it relates to child development. Provides parents and others who work with children with resources and coping skills needed to raise a healthy child and to nurture the family unit.
Prerequisite: HLT 91.

HLT 97  1 sem  5 hrs  field work  3 cr
Field Work in Community Health Resources
Provides students with firsthand knowledge of the community, its health problems and the forces impacting on them. Offers an opportunity to become involved in identifying and addressing problems.
Prerequisite: HLT 91 and/or permission of instructor.

HLT 98  1 rec  2 hrs  field work  3 cr
Community Health Resources for Child Care Workers
Seminar in community health resources for child care workers. Students use their job placement as field work experience and keep weekly logs.

HEALTH CARE MANAGEMENT
Department of Business

HCM 11  3 rec  3 cr
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  3 rec  3 cr
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.
HISTORY

Department of History

HIS 10 3 rec 3 cr
History of the Modern World
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: HIS 10 is the prerequisite for all other history courses.

HIS 13 3 rec 3 cr
History of the Ancient World
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 3 rec 3 cr
Medieval History
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 3 rec 3 cr
The American Nation: The Political & Social Development of a People
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 3 rec 3 cr
Social and Intellectual History of Modern America
Fundamental concepts of the American experience that permeate our lives today, including puritanism, class consciousness, prejudice, violence, feminism, pragmatism.
Prerequisite: HIS 10.

HIS 28 3 rec 3 cr
Women: The Historical Perspective
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 3 rec 3 cr
Modern Latin American History
Historical development of the Latin American area through the 19th and 20th centuries.
Prerequisite: HIS 10.

HIS 35 3 rec 3 cr
History of Africa
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 3 rec 3 cr
African-American History
The African experience; development and abolition of slavery in America, reconstruction after Civil War; migration out of the South; manifold consequences of urban relocation; Black education, church and arts; writing of Black Americans including Frederick Douglass and Franklin Frazier.
Prerequisite: HIS 10.

HIS 39 3 rec 3 cr
History of Puerto Rico and the Caribbean
Political, economic, social and cultural history of Puerto Rico, Cuba, Dominican Republic and Haiti from Spanish discovery to present. Emphasis on Puerto Rican contributions to culture and society of the Caribbean area and the United States.
Prerequisite: HIS 10.

HORTICULTURE

Department of Biology and Medical Laboratory Technology

Enrollment in Horticulture 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.
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 effective delivery of service by improving the 'fit' between client capacity and demands of the environment. Includes focus 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
Supervised field work at a community social health agency to provide practical human service skill development in the diagnosis, treatment and evaluation of individual, family, group and institutional problems. Weekly seminars to assure that skills and values are being appropriately integrated.
Prerequisite for HSC 91: PSY 11, SOC 11, SOC 35 or HSC 10 and permission of department, for HSC 92: HSC 91 and permission of department.

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
Weekly seminar that integrates the field work experience of students doing field work in state-approved child care social/health agencies with the academic study of Child and Adolescent Developmental problems. This seminar assures that skills and values are being appropriately integrated.
Prerequisites: HSC 10, PSY 11, SOC 11 and permission of department.

INDEPENDENT STUDIES*
Office of Academic Affairs

IND 11, 12, 13; 21, 22, 23; 31, 32 1-3 cr
Independent Study in a Specific Discipline
For students who wish to pursue a problem of special interest. Students will devise projects that transcend traditional departmental offerings. Activities to be pursued and outside involvements, if any, are arranged in cooperation with the coordinator. Reports or other evaluative instruments required. For elective credit only. Maximum of 5 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 department chairperson.

INT 11, 12, 13; 21, 22, 23; 32, 33 1-3 cr
Interdisciplinary Independent Study
Designed for students who wish to participate in an interdisciplinary project of their own planning. Supervised projects and studies combine subject areas. Students arrange their own activities or agency involvements with course coordinator. Students are allowed maximum of 6 credits in either independent or Interdisciplinary Study or a combination of both. (30 hours of work - 1 credit). For elective credits only.
Prerequisite: ENG 11, the successful completion of 30 college credits with cumulative index of 2.0, and permission of the department chairperson.

* Course number for IND and INT: first number indicates number of times a student has enrolled in the course; second number indicates credit weight. Example: number 15 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; transla-
tion 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 keyboard-
ing 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 produc-
tion, 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 stan-
dards. 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 permis-
sion of the department. Offered at the New York Botanical
Garden. See curriculum advisor, Dr. Howard Balter.

LANGUAGE
Department of Modern Languages

LAN 15 4 rec 3 cr
Comparative Grammar for
Native Spanish Speakers
An introductory program for beginning ESL students cover-
ing 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.
<table>
<thead>
<tr>
<th><strong>LAW</strong></th>
<th><strong>Course</strong></th>
<th><strong>3 rec 3 cr</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>16</strong></td>
<td>Survey of the Law and Paralegal Studies</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td><strong>17</strong></td>
<td>Introduction to Paralegal Studies</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td><strong>19</strong></td>
<td>Introduction to Law Office Management and Computers</td>
<td></td>
<td>Survey of principal areas of law office management, docket control, calendar monitoring, bookkeeping/accounting systems, functions of the law library and computers in the law office. Students gain understanding of computers, operating systems and programming in the modern law office; overview of other computer applicators for lawyers and paralegals; computer law, hardware and software tailored for law office applications.</td>
</tr>
<tr>
<td><strong>41</strong></td>
<td>Business Law</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td><strong>45</strong></td>
<td>Medical Law</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td><strong>47</strong></td>
<td>Civil Procedure</td>
<td></td>
<td>Common, statutory and constitutional law; the judicial system; proceedings, civil and criminal, from initiation to enforcement and judgment.</td>
</tr>
<tr>
<td><strong>52</strong></td>
<td>Business Organizations</td>
<td></td>
<td>Introduction to law relating to business organizations: agency; sole proprietorships, partnerships; corporations; government regulation; drafting and research practice; functions of the lawyer and paralegal assistant.</td>
</tr>
<tr>
<td><strong>62</strong></td>
<td>Family Law</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td><strong>65</strong></td>
<td>Criminal Law and Procedures</td>
<td></td>
<td>Provides understanding of basic distinctions between criminal and civil law; familiarization with criminal justice system; major stages of a criminal case.</td>
</tr>
<tr>
<td><strong>72</strong></td>
<td>Real Property</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td><strong>77</strong></td>
<td>Immigration Law</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td><strong>82</strong></td>
<td>Insurance and Torts</td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
### Learning to Learn

**Department of Education, Reading and ESL**

**LTL 10 3 rec 3 cr**

**Learning to Learn**

Practica 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 interpretive and constructive analysis 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 3 rec 3 cr**

**Marketing**

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:** ENG 02 or RDL 02 if required.

**MKT 18 3 rec 3 cr**

**Consumer Behavior**

Introduction to basic characteristics of consumers that affect choices in the marketplace; techniques of marketing agencies and advertisers to optimize sales and profits. Study of consumer behavioral patterns of independent and group travelers related to travel operators.

**Corequisite:** ENG 02 or RDL 02 if required.

**MKT 32 3 rec 3 cr**

**Principles of Selling**

General concepts of personal salesmanship. Emphasis on communication and planning skills required for sales success. Various types of selling ranging from retail to industrial. Problem solving, time management, territory management, and how to deal with legal and ethical issues. Buyers' motives, seller and buyer relationships, sales presentations, negotiations, handling buyers' objections, and closing the sales.

**Corequisite:** ENG 02 or RDL 02 if required.

**MKT 33 3 rec 3 cr**

**Retail Buying Techniques**

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.

**Corequisite:** ENG 02 or RDL 02 if required.

### Legal Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 89</td>
<td>3 rec 3 cr</td>
<td>Legal Advocacy</td>
</tr>
<tr>
<td>LAW 91</td>
<td>3 rec 3 cr</td>
<td>Landlord/Tenant Advocacy</td>
</tr>
<tr>
<td>LAW 92</td>
<td>3 rec 3 cr</td>
<td>Estates, Trusts and Wills</td>
</tr>
<tr>
<td>LAW 95</td>
<td>3 rec 3 cr</td>
<td>Legal Research and Writing</td>
</tr>
<tr>
<td>LAW 96</td>
<td>3 rec 3 cr</td>
<td>Advanced Legal Research and Writing</td>
</tr>
<tr>
<td>LAW 98</td>
<td>2 rec 2 cr</td>
<td>Paralegal Seminar and Internship</td>
</tr>
</tbody>
</table>

**Legal Advocacy**

Administrative law and advocacy, agency advocacy, preparation and conduct of administrative hearings, due process rights, and basics of evidence. Procedural rights in public benefit entitlement programs and the rights of the physically and mentally handicapped and the elderly; also procedural rights in housing programs and overview of landlord and tenant law; administrative advocacy and trial advocacy.

**Prerequisites:** LAW 17 and LAW 47; completion of at least 40 credits toward a degree.

**Landlord/Tenant Advocacy**

This hands-on course deals with concepts and techniques used in Housing Court. Students learn strategies for representing tenants against the New York City Housing Authority, rent stabilization and rent control laws and the Jiggetts Preliminary Relief System. Conduct research in housing and welfare law; develop direct and cross-examination skills.

**Prerequisites:** LAW 17 and LAW 47; completion of 30 credits, a C+ average and permission from director of the program.

**Estates, Trusts and Wills**

Requirements, formalities, drafting and execution of wills and trusts, probating wills, intestacy law, administration of wills and estates, preparation of federal estate and inheritance tax returns; transfer tax proceedings under the law of New York State; estate planning.

**Prerequisites:** RDL 02 or ENG 02 if required.

**Legal Research and Writing**

How to research legal questions and to present results to supervising attorney. Role of legal research in the process of legal advocacy; historical development and present organization of the Anglo-American legal system, organization and procedures of the New York courts; various tools of legal research and how to use them; skill in researching and answering legal questions in an active law office; skill in organizing and writing legal memoranda.

**Prerequisites:** ENG 11, LAW 17, LAW 47.

**Advanced Legal Research and Writing**

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.

**Prerequisites:** ENG 11, LAW 95, LAW 17, LAW 47.

**Paralegal Seminar and Internship**

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 crystalize and clarify career goals.

**Prerequisites:** LAW 17, LAW 47, and completion of at least 40 credits toward a degree.
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.
Corequisite: ENG 02 or RDL 02 if required.

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.
Corequisite: ENG 02 or RDL 02 if required.

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.
Corequisite: ENG 02 or RDL 02 if required.

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

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.

MTH 03
Selected Topics in Elementary Algebra
Topics selected from elementary algebra, geometry, operations with polynomials, graphing, verbal problems, linear equations.
For students who are in programs requiring MTH 06.
Prerequisite: MTH 01 or equivalent, or score above 11 on the first 20 questions but below 10 on the second 20 questions of the CUNY Mathematics Assessment Test.
Corequisite: RDL 01 if required.

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.

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.

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.
# 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>Curriculum</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS CAREER</td>
<td>MTH 01, 03, 12</td>
<td>MTH 12</td>
<td>MTH 13</td>
<td></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 13</td>
<td></td>
</tr>
<tr>
<td>PROGRAMMING &amp; SYSTEMS</td>
<td>MTH 01, 03, 12†</td>
<td>MTH 12†</td>
<td>MTH 13</td>
<td></td>
</tr>
<tr>
<td>ELECTRICAL TECHNOLOGY</td>
<td>MTH 05, 06, 13, 14, 15</td>
<td>MTH 06, 13, 14, 15</td>
<td>MTH 13, 14, 15</td>
<td></td>
</tr>
<tr>
<td>MED. LAB. TECHNOLOGY</td>
<td>MTH 05, 06, 13, 14</td>
<td>MTH 06, 13, 14, 15</td>
<td>MTH 13, 14, 15</td>
<td></td>
</tr>
<tr>
<td>TELEVISION TECHNOLOGY</td>
<td>MTH 05, 06, 30#</td>
<td>MTH 06, 30#</td>
<td>MTH 13#</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 13, 31, 32</td>
<td></td>
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<tr>
<td>ENGINEERING SCIENCE</td>
<td>MTH 05, 06, 30, 31, 32, 33, 34, 35</td>
<td>MTH 06, 30, 31, 32, 33, 34, 35</td>
<td>MTH 13, 31, 32</td>
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<tr>
<td>PHYSICS</td>
<td>MTH 05, 06, 30, 31, 32, 33, 42</td>
<td>MTH 06, 30, 31, 32, 33, 42§</td>
<td>MTH 13, 31, 32</td>
<td></td>
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<tr>
<td>MATHEMATICS</td>
<td>MTH 05, 06, 30, 31, 32, 33, 42</td>
<td>MTH 06, 30, 31, 32, 33, 42§</td>
<td>MTH 13, 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 13, 31, 32</td>
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<tr>
<td>HUMAN SERVICES</td>
<td></td>
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<tr>
<td>COMMUNITY/SCHOOL HEALTH</td>
<td>MTH 01, 03, 04, 21</td>
<td>MTH 04, 21</td>
<td>MTH 13, 31, 32</td>
<td></td>
</tr>
<tr>
<td>EDUCATION ASSOCIATE</td>
<td>MTH 01, 03, 04, 21</td>
<td>MTH 04, 21</td>
<td>MTH 13</td>
<td></td>
</tr>
<tr>
<td>SECRETARIAL STUDIES</td>
<td>MTH 01, 03, 12†</td>
<td>MTH 12†</td>
<td>MTH 13</td>
<td></td>
</tr>
<tr>
<td>PARALEGAL STUDIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADVERTISING ART</td>
<td>MTH 01, 03, 12†</td>
<td>MTH 12†</td>
<td>MTH 13</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>MTH 05, 06, 10, 11</td>
<td>MTH 06, 10, 11</td>
<td>MTH 11</td>
<td></td>
</tr>
<tr>
<td>TELECOMMUNICATIONS</td>
<td>MTH 05, 06, 10, 11</td>
<td>MTH 06, 10, 11</td>
<td>MTH 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 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, 48 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 trigonometry 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.

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.

MTH 13
Trigonometry and College Algebra
Topics selected from vectors, trigonometry, variation, logarithms, complex numbers and DeMoivre's theorem, theory of equations, and system of equations.
Prerequisite: MTH 06 or equivalent and ENG 02 and RDL 02 if required.

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.

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.

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.

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.
MTH 23  
Probability and Statistics  
3 rec 3 cr  
Topics selected from permutations, combinations, probability, sets, finite sample spaces, probabilities as areas, basic statistical concepts, the normal distribution, central limit theorem.  
Prerequisite: MTH 04 or equivalent and ENG 02 and RDL 02 if required.

MTH 26  
Mathematics in the Modern World  
2 rec 2 lab 3 cr  
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.  
Prerequisite: MTH 04 or equivalent and ENG 02 and RDL 02 if required.

MTH 29  
Pre-Calculus for Business Students  
4 rec 4 cr  
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.)  
Prerequisite: MTH 06 or equivalent and ENG 02 and RDL 02 if required.

MTH 30  
Pre-Calculus Mathematics  
4 rec 4 cr  
Topics include inequalities, function concept, special functions, exponential and logarithmic function, rational and irrational functions, binomial theorem, trigonometric functions, mathematical induction.  
Prerequisite: MTH 06 or trigonometry and ENG 02 and RDL 02 if required.

MTH 31  
Analytic Geometry and Calculus I  
6 rec 4 cr  
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.  
Prerequisite: MTH 30 or equivalent and ENG 02 and RDL 02 if required.

MTH 32  
Analytic Geometry and Calculus II  
6 rec 5 cr  
Differential and integration of transcendental functions, hyperbolic functions, applications of the definite integral, parametric equations, mean value theorems, polar coordinates, plane analytic geometry.  
Prerequisite: MTH 31 or equivalent and ENG 02 and RDL 02 if required.

MTH 33  
Analytic Geometry and Calculus III  
5 rec 5 cr  
Vectors, applications of vectors to analytic geometry and calculus, partial differentiation, multiple integrals, volumes and surface area, infinite series, applications.  
Prerequisite: MTH 32 or equivalent and ENG 02 and RDL 02 if required.

MTH 34  
Differential Equations and Selected Topics in Advanced Calculus  
4 rec 4 cr  
Methods of solving ordinary differential equations; selected topics from among the following: hyperbolic functions, power series, Fourier series, gamma functions, Bessel functions, problems of motion, electric circuits, damped and forced vibrations, Laplace transform.  
Prerequisite: MTH 33 or equivalent and ENG 02 and RDL 02 if required.

MTH 35  
Selected Topics in Advanced Calculus and Linear Algebra  
4 rec 4 cr  
Matrices, introduction to linear algebra and vector analysis, integral theorems of Gauss, Green and Stokes; applications.  
Prerequisite: MTH 33 or equivalent and ENG 02 and RDL 02 if required.

MTH 42  
Linear Algebra  
4 rec 4 cr  
Vector spaces, basis and dimension, matrices, linear transformations, determinants, solution of systems of linear equations, eigenvalues and eigenvectors.  
Prerequisite: MTH 32 or equivalent and ENG 02 and RDL 02 if required.

MTH 44  
Vector Analysis  
4 rec 4 cr  
Differential geometry of curves, line integrals, surface integrals, change of variables, Green's theorem, Stokes' theorem, Gauss's theorem.  
Prerequisite: MTH 33 or equivalent and ENG 02 and RDL 02 if required.

MTH 46  
Abstract Algebra  
4 rec 4 cr  
Properties of integers, permutations, groups, alternating groups, groups of symmetries, quotient groups, sets, mappings, isomorphisms, homomorphisms, rings, fields, polynomials.  
Prerequisite: MTH 42 or equivalent and ENG 02 and RDL 02 if required.

MTH 48  
Advanced Calculus  
4 rec 4 cr  
Advanced treatment of the real number system, properties of continuous functions, derivatives and differentials, rigorous work with limits, the definite integral, uniform continuity, uniform convergence, infinite sequences, functions defined by series.  
Prerequisite: MTH 33 or equivalent and ENG 02 and RDL 02 if required.
### MECHANICAL TECHNOLOGY

**Department of Physics and Technology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEC 11</td>
<td>1 lect 4 lab 2 cr</td>
</tr>
<tr>
<td>Basic Engineering Graphics</td>
<td></td>
</tr>
<tr>
<td>Fundamental engineering drawing and industrial drafting room practice. Lettering, orthographic projection, auxiliary views, sections and conventions, pictorials, threads and fasteners, tolerances, detail drawing, dimensioning and electrical drawings; introduction to computer-aided graphics.</td>
<td></td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> MTH 05.</td>
<td></td>
</tr>
<tr>
<td>MEC 12</td>
<td>1 lect 3 lab 2 cr</td>
</tr>
<tr>
<td>Applied Engineering Graphics</td>
<td></td>
</tr>
<tr>
<td>Introduction to engineering drawing practices in specific fields. Such selected specialties as gears, cams, piping, welding structural and architectural drawing;</td>
<td></td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> MEC 11; <strong>corequisite:</strong> ENG 02 or RDL 02 if required.</td>
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</tbody>
</table>

### MUSIC

**Department of Art and Music**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MUS 10</td>
<td>2 rec 1 cr</td>
</tr>
<tr>
<td>Music Survey</td>
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</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Not open to students taking MUS 11 or MUS 12; <strong>corequisite:</strong> ENG 02 or RDL 02 if required.</td>
<td></td>
</tr>
<tr>
<td>MUS 11</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>Introduction to Music</td>
<td></td>
</tr>
<tr>
<td>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 &quot;forms.&quot; History of development of musical styles and forms. Audio laboratory listening assignments. Attendance at live concerts required.</td>
<td></td>
</tr>
<tr>
<td><strong>Corequisite:</strong> ENG 02 or RDL 02 if required.</td>
<td></td>
</tr>
<tr>
<td>MUS 12</td>
<td>3 rec 3 cr</td>
</tr>
<tr>
<td>Introduction to Music: A Multi-Cultural Survey of World Music</td>
<td></td>
</tr>
<tr>
<td>In-depth study and analysis of music (style, form, and tradition) and its relation to world cultures. Emphasis on ethnic and artistic characteristics. Audio laboratory listening assignments. Attendance at live concerts required.</td>
<td></td>
</tr>
<tr>
<td><strong>Corequisite:</strong> ENG 02 or RDL 02 if required.</td>
<td></td>
</tr>
<tr>
<td>MUS 14</td>
<td>2 rec 2 lab 3 cr</td>
</tr>
<tr>
<td>Creative Computer Music</td>
<td></td>
</tr>
<tr>
<td>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 and ability to set up an MIDI workstation.</td>
<td></td>
</tr>
</tbody>
</table>

**MUS 18**

**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**

**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**

**Instrumental Class**

**Instruction in the Recorder**

Basic instruction in playing a musical instrument, the recorder, for both solo and group use. No previous musical training necessary.

**MUS 40**

**Fundamentals of Music**

Basic reading skills including treble and bass clefs, key signatures, major and minor scales, some elementary sight-reading techniques, rhythms, simple harmony.

**MUS 50**

**Basic Musician ship**

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**

**Piano Class for Beginners**

Introduction to basic piano techniques, harmonization and transposition of simple accompanying techniques for folk songs, easy piano literature from all stylistic eras. Practice facilities available.

**MUS 71**

**Secondary Piano I**

**MUS 72**

**Secondary Piano II**

Class instruction to attain an elementary facility at the piano. *Taken by all Music majors except pianists.* Registration only with permission of department.

**Prerequisite:** for **MUS 71:** MUS 40 or placement examination; for **MUS 72:** MUS 71.
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 roentogen, 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 1 cr
Didactic Nuclear Medicine
Rationale for applications of radio pharmaceuticals for in vivo and in vitro procedures; discussion of individual organ systems, RIA principles and procedures; review of relevant medical law and patient care.
Prerequisite: NMT 85.

NMT 87 1,100 clin/lab 4 cr
Clinical Nuclear Medicine
Static and dynamic radionuclide procedures on patients; tomographic procedures; interpretation of radionuclide scans and gamma-camera images; nuclear medicine instrumentation; alternative imaging processes.
Prerequisite: NMT 86; corequisite: NMT 88.

NMT 88 1 lect 1 cr
Senior NMT Seminar
Students meet with Medical Director's liaison and Clinical Director to discuss research topics in Nuclear Medicine. Term papers and oral reports based on assigned reading material and concepts analyzed during the didactic and laboratory segments of the NMT program.
Prerequisite: NMT 86; corequisite: NMT 87.
Admission to Nursing (NUR) courses is based on the approved priority list which is on file in the Nursing Department and Student Development.

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.
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 28; corequisite: NUR 45.

NUR 47 2 lect 6 clin 4 cr
Nursing Process: Biopsychosocial Adaptation to Childhood†
Focus is on the unique needs and adaptive mechanisms required to promote the growth and development of infants and children within the family structure. Includes the ineffective responses that are prevalent during specific developmental phases.
Prerequisites: NUR 45, NUR 46; corequisite: NUR 49.

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.

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.)
Prerequisite: 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 compu­
tation 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 courses are open only to students with full matriculation in the Nursing (046) curriculum.
† The minimum acceptable grade in Nursing (NUR) courses is C. Grades of D, D+, F, and W must be repeated if the student wishes to receive a degree in Nursing.

The courses must be repeated according to the following conditions:
1. The course must be repeated before the next higher level course is taken.
2. A nursing student may only attempt a given Nursing course twice.

Note: Attempt is defined as having registered in the course for at least 3 weeks, appeared on the roster, and received any grade, academic or administrative.
3. A nursing student may only repeat two different Nursing courses.
4. Nursing students who are unsuccessful in 3 different Nursing (NUR) courses may not continue in the program.
5. All Nursing courses required for graduation must be taken within a five-year time span.
**ORIENTATION**
Department of Student Development

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

**OCD 11**
Career Development
A comprehensive examination of the career decision-making process involving relevant information about self and the world of work. Exploration of values, skills, abilities, and interests, and their relationship to the job market. Development of career knowledge and awareness including training requirements, life style, and employment opportunities. Self-marketing and job hunting skills.

Prerequisite: ENG 01, RDL 01, OCD 01, completion of 30 credits (remedial courses included) or permission of instructor.

Department of Business

**ORI 43**
Secretarial Senior Orientation
For students in secretarial curricula. Seminar on career planning; survey of employment opportunities; resume preparation and techniques of job seeking.

**PHILOSOPHY**
Department of Social Science

**PHL 11**
Introduction to Philosophy
Fundamental questions of human experience, and basic problems of philosophy; survey of major philosophers, classical and modern.

Corequisite: ENG 02 or RDL 02 it required.

**PHL 31**
Philosophy, Science and Human Values*

**PHL 90**
Introduction to Religion*

**PHL 91**
Philosophy of Religion*

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

**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)
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
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
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
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
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
Basic water safety skills and knowledge to make an individual reasonably safe while in, on, or about the water. Registration limited to non-swimmers.

**PEA 22**
Intermediate Swimming Level
Basic elements of good swimming; includes swimming techniques with emphasis upon mastering form and endurance in the front crawl, back crawl, elementary backstroke and deep water survival skills.

Prerequisite: PEA 21 or the ability to swim at least 25 yards using a crawl 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 non-surf 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 Instructors 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, offense and defense.

PEA 33 4 rec 7 1/2 wks 1 cr
Beginning Tennis
Fall semester first 7 1/2 weeks; spring semester last 7 1/2 weeks. Students will be notified of starting date. For beginning players. Skills include the forehand, backhand and serve plus elementary singles and doubles strategy. All equipment furnished by College. Meets two times a week, 2 rec. per session for 7 1/2 weeks.
PEA 41
Techniques of Modern Dance I
2 rec 1 cr
Basic skills of modern dance; development of physical strength, flexibility, endurance, and freedom of movement. Explorations and improvisations leading to basic choreographic skills and appreciation of dance as a means of self-expression and communication.

PEA 46
African, Caribbean and Black Dance Forms
1 lect 2 rec 2 cr

PEA 51
Stress Reduction and Wellness
1 lect 2 lab 2 cr
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 stress management skills, develop cardiovascular fitness and create opportunities to express continuing commitment to personal and environmental health.

Corequisite: ENG 01 or RDL 01 if required.

PEA 71, 72, 73
1 cr hours arranged
Varsity Athletics
Students may enroll in one or more of the following intercollegiate athletic courses and receive up to three credits for work in such courses. Admission to each course, which is based on tryouts and permission of the instructor, may be used to fulfill PEA requirements. Students opting to receive credit are required to participate in games, scrimmages, conditioning programs, practices, ongoing individual and team analysis, post-season tournament play, written assignments, team and individual statistics and a final examination. Students who wish to participate without course credit may do so.
Baseball (Men)
Basketball (Men & Women)
Indoor Track & Field (Co-ed)
Outdoor Track & Field (Co-ed)
Soccer (Men)
Softball (Women)
Tennis (Men & Women)
Volleyball (Women)
Wrestling (Men)

PEA 81
Techniques of Self-Defense
2 rec 1 cr
Introduction to the skills and techniques of martial arts; judo, karate, jiu-jitsu and aikido for the purpose of understanding their value for self-defense.

PEA 82
Introduction to Tai Chi Chuan
2 rec 1 cr
Basic movements and beginner level forms of the Yang School of Tai Chi Chuan, ancient Chinese exercise system consisting of slow, rhythmic movements engaged in for health, meditation and self-defense by men and women of all ages. The movements are non-strenuous, easy to do and are intended to bring greater harmony to mind and body.

REC 95
Program Planning and Leadership in Recreation
3 rec 3 cr

* 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
4 rec 0 cr
Fundamental laws and principles of classical physics; vectors, Newton's Laws, conservation principles, laws of thermodynamics. (Required for Engineering Science and Physics majors who have not had high school physics.)
Prerequisite: MTH 06 or equivalent; corequisite: RDL 02 if required.

PHY 11
College Physics I
2 lect 1 rec 2 lab 4 cr
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.

PHY 12
College Physics II
2 lect 1 rec 2 lab 4 cr
Elements of electric circuits, electromagnetic theory, light, selected topics in atomic and nuclear physics.
Prerequisite: PHY 11.

PHY 21
Physics for Engineering Technology I
2 lect 1 rec 2 lab 4 cr
Statics, kinematics, dynamics, work and energy, circular motion, and simple harmonic motion with special applications to problems in technology.
Prerequisite: Intermediate Algebra or MTH 06; corequisite: ENG 02 or RDL 02 if required.

PHY 22
Physics for Engineering Technology II
2 lect 1 rec 2 lab 4 cr
Fluid dynamics, thermodynamics, electricity and magnetism, optics, superconductors.
Prerequisite: PHY 21.
Descriptions

PHY 24 Principles of General Physics
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.
Prequisite: MTH 06 or equivalent.

PHY 31 Physics I
Statics and dynamics of particles and rigid bodies; force and motion; energy and momentum; rotational motion, elasticity and simple harmonic motion. First semester of a three-semester sequence for students in Engineering or Computer Science (PHY 31, 32, and 33). Also recommended for Science or Mathematics majors in a Liberal Arts and Sciences transfer program.
Prerequisites: High School physics or PHY 01; corequisites: MTH 31 and ENG 02 and RDL 02 if required.

PHY 32 Physics II
Hydrostatics and hydrodynamics; properties of gases; thermodynamics and kinetic theory of matter; wave motion; sound; electrostatics.
Prequisite: PHY 31; corequisite: MTH 32.

PHY 33 Physics III
Electromagnetic theory; direct and alternating currents; electromagnetic waves; geometrical and physical optics; modern physics.
Prequisite: PHY 32; corequisite: MTH 33.

PHY 40 Physics of Light and Sound
A qualitative treatment of wave phenomena and associated properties of light and sound; reflection, refraction, image formation, optics of the eye, interference and diffraction sound, sympathetic vibrations, acoustical properties, laser applications, music. (Required for students in Television Technology.)
Prequisite: MTH 02.

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

PHY 61 Computer Methods and Programming for Applied Scientific Purposes
Algorithms; introduction to computer systems and computer logic; programming languages (e.g., FORTRAN); data representation; computer solutions to problems in Engineering Science, Physics, and Mathematics, using numerical methods to include numerical integration, numerical differentiation, method of least squares; random number generation and probability. (Required for students in Engineering or Computer Science.)
Prequisites: 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
Survey of structure and activities of the national government: bases of present political system, pressure groups, political parties, elections, Congress, the President, the Supreme Court, and the protection and deprivation of individual rights.
Corequisite: ENG 02 or RDL 02 if required.

POL 21 State and Local Government
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 *

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

POL 61 Solving Social Problems Through the Political Process *

POL 71 Politics of Developing Areas *

POL 72 International Politics *

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

**Department of Social Sciences**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PSY 11</strong></td>
<td><strong>Psychology</strong></td>
<td>3 rec 3 cr</td>
<td>Scientific method in the understanding of human behavior. Introductory study of growth and development, motivation, emotions and mental health, learning, intelligence and personality evaluation. <strong>Corequisite:</strong> ENG 02 or RDL 02 if required.</td>
</tr>
<tr>
<td><strong>PSY 22</strong></td>
<td><strong>Social Psychology</strong></td>
<td>3 rec 3 cr</td>
<td>Introduction to social psychology, focusing upon the nature of aggression and violent behavior; role of social influence in determination of deviant and conformist behavior, attitude change and decision making, affiliation, primary and group relationships, social norms and interrelationship of personality and culture. <strong>Prerequisite:</strong> PSY 11.</td>
</tr>
<tr>
<td><strong>PSY 31</strong></td>
<td><strong>Abnormal Psychology</strong></td>
<td>3 rec 3 cr</td>
<td>Major forms of psychological disorders, such as neuroses, psychoses, psychosomatic disturbances and character disorders; their origin, development and treatment. <strong>Prerequisite:</strong> PSY 11.</td>
</tr>
<tr>
<td><strong>PSY 35</strong></td>
<td><strong>Dynamics of Human Motivation</strong></td>
<td>3 rec 3 cr</td>
<td>Introduction to complex human motivation; emphasis on interaction of conscious and unconscious motives, inner conflict, and adaptive and maladaptive coping techniques. Applications to relevant contemporary problems, such as child rearing, psychotherapy, education and drug addiction. <strong>Prerequisite:</strong> PSY 11.</td>
</tr>
<tr>
<td><strong>PSY 36</strong></td>
<td><strong>Workshop in Interpretation of Human Motivations</strong></td>
<td>3 rec 3 cr</td>
<td>Explores the underlying reasons for human behavior as they emerge in actual and/or simulated life situations. Introduction to methods for detecting conflicts, unconscious thought 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. <strong>Prerequisite:</strong> PSY 11.</td>
</tr>
<tr>
<td><strong>PSY 41</strong></td>
<td><strong>Psychology of Infancy and Childhood</strong></td>
<td>3 rec 3 cr</td>
<td>Major factors in psychological development from infancy through childhood; influence of the family. Biological, cultural, and socio-economic factors in producing normal and abnormal intellectual and emotional growth. <strong>Prerequisite:</strong> PSY 11.</td>
</tr>
<tr>
<td><strong>PSY 42</strong></td>
<td><strong>Psychology of Adolescence and Adulthood</strong></td>
<td>3 rec 3 cr</td>
<td>Study of development from adolescence to adulthood with regard to implications for self-realization, love, marriage, vocation, parenthood, retirement and aging. Changing attitudes and values about sex, drugs, aging and politics are explored in regard to different stages of adult development. <strong>Prerequisite:</strong> PSY 11.</td>
</tr>
<tr>
<td><strong>PSY 43</strong></td>
<td><strong>Psychological Development During Maturity and Aging</strong></td>
<td>3 rec 3 cr</td>
<td>Normal and abnormal psychological development during adulthood and old age. Emphasis on dynamics of the life cycle; theories of the mature personality; forces affecting continuing growth of the adult personality and intellect; biological, social and cultural determinants of aging, and influence of normal and abnormal aging processes on perception, psychomotor skills, learning, intelligence, and personality. <strong>Prerequisite:</strong> PSY 11.</td>
</tr>
<tr>
<td><strong>PSY 44</strong></td>
<td><strong>Psychology of Women</strong></td>
<td>3 rec 3 cr</td>
<td>Development, personality characteristics, and needs of women; similarities to and differences from men. Psychological aspects of uniquely feminine experiences. Issues are examined from a theoretical as well as an empirical perspective. <strong>Prerequisite:</strong> PSY 11.</td>
</tr>
<tr>
<td><strong>PSY 45</strong></td>
<td><strong>Religion and the Psychology of Women</strong></td>
<td>3 rec 3 cr</td>
<td><em>Text not readable</em></td>
</tr>
<tr>
<td><strong>PSY 51</strong></td>
<td><strong>Principles of Group Dynamics</strong></td>
<td>3 rec 3 cr</td>
<td>Introduction to theory of group behavior, including analysis of the psychological structure of groups, cohesive and disruptive forces, conflict and adjustment in group relationships and relationship of groups to society. <strong>Prerequisite:</strong> PSY 11.</td>
</tr>
<tr>
<td><strong>PSY 71</strong></td>
<td><strong>Clinical Techniques of Assessment: The Interview</strong></td>
<td>3 rec 3 cr</td>
<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. <strong>Prerequisite:</strong> PSY 11.</td>
</tr>
<tr>
<td><strong>PSY 81</strong></td>
<td><strong>Field Work and Seminar in Psychology I</strong></td>
<td>3 rec 6 hrs field work 3 cr</td>
<td>Supervised field work or independent research. Required seminar integrates practical experience with course work. <strong>Prerequisite:</strong> 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>
</tr>
</tbody>
</table>

*Not offered on a regular basis. Course descriptions available upon request.*
RADIOLOGIC TECHNOLOGY
Department of Nursing and Allied Health

All Radiologic Technology (CLE and RAD) courses are open only to Radiologic Technology majors. CLE courses are given at BCC and Montefiore and Columbia Presbyterian Medical Centers.

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

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

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

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

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

RAD 11
Introduction to Radiologic Technology
2 lect 3 lab 3.5 cr
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
Radiographic Exposure I
1 lect 3 lab 2.5 cr
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  
Radiographic Procedures I  
Covers detailed information on various standard positions of structures and organs of the body; practical instruction and application in laboratory and clinical environment. Film Evaluation included.  
Corequisites: CLE 11, RAD 11, 15.

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

RAD 15  
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  
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  
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  
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  
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  
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  
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.

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

RAD 34  
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.
**COURSE DESCRIPTIONS**

**RAD 42**  
Fundamentals of Radiation Biology  
2 lect 2 cr  
Comprehensive study of the radiation effects on cells including direct and indirect action of ionizing radiation; damage induced by free radicals in DNA; interpretation of survival data; radiation genetics; radiation effects on embryos; delayed effects; radiation safety and health physics.  
Corequisite: RAD 71.

**RAD 43**  
Quality Assurance  
3 lab 1 cr  
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. Mammography QA will be discussed.  
Prerequisites: RAD 22, 32; corequisite: RAD 71.

**RAD 71**  
Radiation Physics  
2 lab 1 cr  
Elements of atomic and nuclear physics, interaction of radiation with matter; radioactivity, half-life; elements of health physics.  
Prerequisite: MTH 13.

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*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.*

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**READING**

Department of Education, Reading and ESL

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

**RDL 02**  
Reading and Study Skills  
5 rec 0 cr  
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  
3 rec 0 cr  
An introductory program designed to help beginning ESL students expand their reading knowledge of English through extensive and intensive reading practice. Development of techniques to facilitate comprehension of words, sentences, and paragraphs for increased reading speed and improved comprehension.  
Prerequisite: Registration only by Department placement.

**RDL 11**  
College Reading and Study Skills  
2 rec 2 cr  
Advanced course to increase proficiency in reading and study strategies. Student and instructor jointly develop an individual program based on the student's expressed interests and diagnosed needs. The program might focus on any combination of the following: rate of reading; test-taking techniques; reading in the content areas; textbook reading and study techniques critical and interpretive reading. 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  
3 rec 3 cr  
Advanced reading and study skills to obtain, utilize, and retain information from texts in the sciences and technologies. Application of scientific and technical vocabulary, critical and interpretive comprehension, and study and test-taking skills will be related to students' curriculum needs and interest.  
Prerequisite: RDL 02 if required.

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**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

SHO 11 5 rec 3 cr
Shorthand I (Gregg)
Principles of shorthand theory and development of skill to take dictation of simple materials at a speed of 60 words per minute.
Corequisite: KEY 11.

SHO 12 4 rec 3 cr
Shorthand II (Gregg)
Diction, including a systematic review of theory and expansion of vocabulary. Sustained dictation of business materials at a speed of 80 words per minute. Pre transcription training. 
Prerequisites: SHO 11, KEY 11; Corequisite: KEY 12.

SHO 31 4 rec 3 cr
Legal Shorthand I (Gregg or Pitman)
Diction and transcription of non-litigation materials with attention to development of legal shorthand vocabulary. Speed of 100 words per minute.
Prerequisites: SHO 12 or placement examination, KEY 12; Corequisite: SHO 11 or KEY 11.

SHO 32 6 rec 4 cr
Legal Shorthand II (Gregg or Pitman)
High-speed diction 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.

SOCILOGY
Department of Social Sciences

SOC 11 3 rec 3 cr
Sociology
Introduction to the scientific study of human life as group life. Culture and personality; courtship, marriage and family; religious behavior; education and communication; theories of social stratification and social change.
Corequisite: ENG 02 or RDL 02 if required.

SOC 31 3 rec 3 cr
Race and Ethnic Relations
Characteristics of American ethnic minorities and religious groups, including theories explaining prejudice and discrimination. Intergroup relations, with particular reference to the New York metropolitan area, and techniques for relieving problems in human relations.
Prerequisite: SOC 11.

SOC 32 3 rec 3 cr
Sociology of the City*

SOC 33 3 rec 3 cr
Marriage and the Family
Introduction to the study of the family as a social institution. Evolution of 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.

SOC 34 3 rec 3 cr
Social Deviance
Explores what is regarded as deviant within a society, with emphasis on criminality and mental illness. Deviance from the perspective of the deviant, e.g., the process by which the initial deviance becomes a career or master status. Deviance from the perspective of society, its social structure, norms and sanctions relevant to deviance, and functions or dysfunctions served by those committing acts of deviance.
Prerequisite: SOC 11.

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

SOC 36 3 rec 3 cr
Sociology of Women*

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

SOC 38 3 rec 3 cr
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.

SOC 92 3 rec 3 cr
Religion and Society*
* Not offered on a regular basis. Course descriptions available upon request.
**SPANISH**
Department of Modern Languages

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

**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 14**  
*Practical Writing Skills for Spanish-Speaking Students*  
Readings in Spanish on current events or model personalities used as a foundation for the development of reading, writing and critical thinking skills. Students learn techniques to identify the thesis of a written work, to distinguish the thesis from sustaining facts, and to write a summary. Students also apply the learning skills and structures to other genres of writing, such as the creation of a curriculum vitae, reviewing theatrical works, doing expository writing, and business letters.  
*Prerequisite:* LAN 15 in the ESL Sequence.

**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 and field of medical specialization.  
*Prerequisite:* SPN 18 or placement test.

**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*  
*Prerequisite:* SPN 13 or 17 or placement test.

**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.
Prerequisites: RDL 02 or ENG 02 if required, and SPN 13 or placement.

SPN 30  4 rec  4 cr
Puerto Rican Literature and Culture I
Survey of Puerto Rican history, culture and literature until 1880. Reading, discussion, oral and written reports based on representative Puerto Rican authors. Course conducted in Spanish.
Prerequisite: SPN 13 or 17 or placement test.

SPN 31  4 rec  4 cr
Puerto Rican Literature and Culture II
Continuation of SPN 30. Survey of Puerto Rican history, culture and literature from 1880 to the present. Reading, discussion, oral and written reports based on representative Puerto Rican authors. Course is conducted in Spanish.
Prerequisite: SPN 13 or 17 or placement test.

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

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 96; 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 the 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 required.
Prerequisite: TEC 21; Corequisite: TEC 31.
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 11, 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.
Corequisite: KEY 13 or permission of department.

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.
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CONTINUING EDUCATION AND COMMUNITY SERVICES

Acting Dean of Continuing Education, Grants and Development: Dr. George Sanchez
Associate Director: Ms. Carin Savage

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)—Adult Center for Comprehensive Education and Support Services provides facilitation and coordination of programs to ease access for students. Includes occupational training under VATEA; group career counseling, vocational assessment, education and training referral, child care referral, and case management.

Adult Education Courses (Ms. Olga Martinez, Acting Director)—short-term, non-credit courses that provide academic and vocational upgrading, and recreational and leisure activities training. Non-credit certificate programs are offered in the following areas: Medical Billing, Medical Office Assistant, Chiropractic Office Assistant, Phlebotomy and EKG Technician, Office Skills, Computer Applications, Bookkeeping and Building Maintenance and Repair.

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 Strieby, 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)—offers 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.
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 (Mr. Modi Essoka, 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.

Community Education and Development Center (Mr. Modi Essoka)–comprehensive employment service center that provides assessment, education, job preparation and placement for unemployed New York City youth and adults. GED and ESL classes are also offered. The Center is located at 563 East Tremont Avenue.

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.

Drinking Driver Program (Mr. Ralph Kresse, Director)–a driver education review program for New York State residents who have been convicted for driving while intoxicated, 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.

Educational Opportunity Center (EOC) (Mr. Wendell Joyner, Executive 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: Community Preventive Health Project (Ms. Christopher Norwood, Director)–trains South Bronx residents in prevention and self-care for chronic diseases, especially AIDS and asthma.

MOSAIC (Ms. Casandra Levine, 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 information and education.

Older Adults Luncheon Club (Ms. Maria Rivera, 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 H.I.R.E. (Ms. Glenda Self, Director)–job training and placement services in building maintenance trades.

Project S.O.S. (Ms. Eileen Resnick, Director)–home care, advocacy services and counseling for home-bound older adults. Case management and citizenship services for Southeast Asian refugees.

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 BCC, LaGuardia Community College and the Career Options Institute.

VESID ACCESS (Ms. Jean Napper, Director)–job development and placement for individuals with disabilities.
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 Bronx Tech Prep (Dr. Reid Strieby, Director and Prof. Joanettia Grier, 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. Nasser Abdellatif, Director)—for high school sophomores and juniors, primarily minority and economically disadvantaged students who are interested in careers in science, technology or health fields. Provides academic upgrading, after-school and summer jobs, mentors and guidance services to facilitate entry into college or full-time employment.

External Degree RN Program (Prof. Verda Foster, Advisor)—furnishes information pertaining to College Regents Degree Nursing Program.

Family College (Ms. Georganne Osborne, 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 Kelemen, Coordinator)—Every spring, the college sponsors free health information, referrals and exams.

Labor Education Action Program (Dr. James D. Ryan, Coordinator)—offers Civil Service Employees Association (CSEA) members credit and non-credit courses.

Liberty Partnership (Mr. Lesleigh Hogg, Director)—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.

Public Service Training Program (Dr. James D. Ryan, Coordinator)—offers professional, scientific and technical PS&T state employees credit courses.

SHARE (Dr. Atlaw Belligne, 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.
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 Sciences — 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 — Haverney 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 — Attschul 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 — MacCracker 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
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Academic Calendar 1998-99*

FALL 1998 SEMESTER

August 17-September 3 — Registration
August 31 — First day of classes
September 7 — Labor Day, college closed
September 20 — No classes after 4 p.m.
September 21-22 — No classes
September 29-30 — No classes
October 12 — Columbus Day, college closed
November 26-29 — Thanksgiving Recess, college closed
December 16 — Last day of classes
December 17-23 — Final examinations

SPRING 1999 SEMESTER

January 13-February 4 — Registration (except Fridays)
January 18 — Human Rights Day, college closed
January 28 — First day of classes
February 12 — Lincoln's Birthday, college closed
February 15 — President's Day, college closed
March 31-April 11 — Spring Recess
May 3-14 — Early Registration
May 19 — Last day of classes
May 21-28 — Final examinations
May 31 — Memorial Day, college closed
June 4 — Commencement

*Subject to change

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