BRONX COMMUNITY COLLEGE
of The City University of New York

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The City University of New York reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of the University and its constituent colleges without advance notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of The City University of New York. The University regrets any inconvenience this may cause.
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 55-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.
ACCREDITATION

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

The Electronic Engineering Technology curriculum is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (111 Market Place, Suite 1050, Baltimore, MD, 21202-4012).

The Nursing Curriculum is accredited by the National League for Nursing Accrediting Commission Inc. ([NLNAC] 61 Broadway, New York, NY 10006, 212-363-5555).

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 or courses, and administration of educational policies.

The Office of Affirmative Action ensures that the College complies with equal employment opportunity laws and policies. Ms. Sahana Gupta is the Affirmative Action Officer. The office is located in Language Hall, Room 27, and the telephone number is (718) 289-5104.

A student whose complaint is related to a disabling condition may contact the Coordinator of Disabled Student Program and Services in Loew Hall, Room 211. The telephone number is (718) 289-5877.

Information on filing other student complaints is available in the Office of the Vice President for Student Development, Loew Hall, Room 201.

DEGREE PROGRAMS OFFERED

An 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 65 to 96. 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 (6012)
- Automotive Technology (5306)
- Computer Information Systems (5103)
- Education Associate (5503)
- Electronic Engineering Technology (5310)
- Environmental Technology (5499)
- Marketing, Management, Sales (5004)
- Media Technology (5008)
- Medical Laboratory Technology (5205)
- Nuclear Medicine Technology (5207)
- Nursing (5208-10)
- Ornamental Horticulture (5402)
- Paralegal Studies (5099)
- Radiologic Technology (5207)
- Secretarial Science-Medical (5214)
- Secretarial Studies (5005)
- Telecommunications Technology (5310)
- Telecommunications Technology Verizon (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, Chemistry and Physics) (5649)
- Mathematics (5617)
- Therapeutic Recreation (5599)

CERTIFICATE PROGRAMS

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

SUMMER SESSION

Announcements and a bulletin of courses offered in day and evening classes in the Summer Session are issued in the spring by the College.
Community Services and Facilities

Bronx Community College is situated on a beautiful 55-acre campus high above the Harlem River. The buildings originally housed the New York University School of Engineering and include several landmark structures celebrating their centennial anniversary this year.

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. To rent this space, contact the Office of Administration and Finance at (718) 289-5127.

The Hall of Fame Playhouse in the Roscoe C. Brown Jr. Student Center, with a capacity of 350, is used as a theatre for dramatic productions, musicals, and concerts. To rent this space, contact the Office of Student Activities at (718) 289-5196.

Schwendler Auditorium in Meister Hall, which seats 186, is also used for concerts and community activities. To rent this space, contact the Office of Administration and Finance at (718) 289-5127.

Bookstore

The bookstore in the Roscoe C. Brown Jr. 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.

Cafeteria

A cafeteria, located in the Roscoe C. Brown Jr. 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.

The faculty/staff cafeteria and lounge located in Language Hall is open for lunch from 11:15 a.m. to 2:30 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 3 to 5 years old can develop physically, socially and intellectually at their own pace and to their individual capabilities.

The Center, located at 2205 Sedgwick Avenue, is open from 7:30 a.m. to 5:30 p.m., Monday through Thursday and 7:30 a.m. to 4 p.m. on Friday. Enrollment is on a first come, first serve basis.

The Center's After School Program, for children ages 5 to 12 years, meets in Havemeyer, Room 104, Monday through Thursday, from 3 to 9:15 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) 298-6882.

College Relations Office

The College Relations 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. All official Bronx Community College publications for external or internal distribution should be submitted to the College Relations Office for graphic design and editorial review. College Relations also monitors the College website on the Internet.

Media inquiries should be directed to the Director of Public Affairs at (718) 289-5151. Information can also be obtained by calling (718) 289-5145.

Evening and Weekend 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 are scheduled on weekends 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: 3 to 9 p.m.
- Saturday: 8:30 a.m. to 1 p.m.
- Sunday: 9 a.m. to 1 p.m. - selected dates

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 (718) 269-5268.
Health Services
The services offered include physical assessments with counseling and referrals as needed, minor injuries and over-the-counter medication for minor health problems. Free immunization for measles, mumps, rubella, hepatitis and flu. HIV screening with pre- and post-counseling is offered once a week through Project ACCESS.
A partnership with Morris Heights Health Care Center allows all registered students access to the medical services provided at their facilities including primary care, specialty services, laboratory, x-rays, family planning and counseling for a $5 co-payment. Call for an appointment at (718) 483-1234.

Information Technology Department
The staff of the Academic Computing Center, the Administrative Computing Center and Technical Services have been merged and are now all part of the Information Technology group. A User Support Services - Help Desk has been added to assist faculty and staff.

The Academic Computing Center consists of 14 diverse facilities in 10 different locations. The main multi-purpose center is in Sage Hall with 13 satellites located in Colston Hall, Gould Tech, and Meister Hall. Four of the satellites are equipped with the ComWeb Instruction Delivery System. Each building has a number of Novell File Servers. The College is moving to an intranet configuration with Internet access. More than 300 Windows 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, Digial, and Gateway Pentium systems are available for students, faculty and staff use under the guidance of trained support staff.

The Administrative Computing Center is designed to provide services to the entire College community. With 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 WIN/NT, Novell and Unix platforms. Administrators have access to the Student Information Management System (SIMS) that provides quick and efficient access to student information.

Public Safety
The Department of Public Safety consists of sworn Peace Officers who patrol all campus and off-campus locations on a 24-hour, seven-days-a-week schedule. The Public Safety office is located on the fifth floor of Loew Hall. The Department maintains a 24-hour emergency operator and responds to all emergencies on campus. The College's emergency number is (718) 289-5911. Everyone is encouraged to report all crimes and suspicious conditions to the Public Safety Department. All crimes are reported to the New York City Police Department and records are maintained on campus as well. Additionally, the Public Safety Department issues a yearly crime report, which can be obtained from the College's web site at www.bcc.cuny.edu. Copies may also be obtained at the Department of Public Safety and the Office of Admissions, Human Resources and Continuing Education.
INTRODUCING
BRONX
COMMUNITY
COLLEGE

■ LIBRARY AND LEARNING
RESOURCES
Office: Meister Hall, Lower Level
Acting Chairperson:
Assistant Professor Mark Padnos
Professor: J. Skurudens
Assistant Professors: S. Fazal, D. Koenigstein
Lecturers: J. Adekola, L. Lawton

The Library and Learning Resources Center at Bronx Community College is constituted as an instructional department. It is a materials 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 several dozen computer terminals located in both the library (Meister Hall) and the Learning Resources Center (Sage Hall), the Library provides electronic access to the CUNY+ databases (CUNY's OPAC, newspapers indexes from 1989-1999, Magazine and Journal Index, Art Index, Biography Index, Book Review Digest, Education Index, Essay and General Literature Index, Library Literature, Applied Science and Technology, and Cumulative Book Index). Additionally, CUNY subscribes to 32 crucial electronic databases (including Lexis-Nexis Academic Universe and EbscoHost) which provide full-text access to countless American and foreign periodicals. These databases as well as the Internet are available in the library's computer terminals; CD-ROM databases are in the Learning Resource Center's collection. 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 Gerald S. Lieblitch Learning Resources Center provides a variety of educational technology to enhance learning-cartridge films, slides, film strips, book recordings, videocassettes, as well as CD-ROMS. The Center also has a Dell PC specifically for the use of disabled students.

The Library and Learning Resources staff assist faculty and staff, offer reference assistance to the individual reader, and prepare bibliographies for specific subject areas. Additionally, the Library faculty offers formal classroom instruction in library research, stressing electronic information access.

■ AUXILIARY ENTERPRISES

Auxiliary Enterprises is a not-for-profit 501(c)(3) corporation which contracts with vendors to operate the cafeteria and campus 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 oversees the operation of the corporation.

■ BRONX COMMUNITY
COLLEGE FOUNDATION
Executive Director: Dr. M. Starita Boyce

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 activities for the Landmark Hall of Fame for Great Americans.

Board of Directors
Virginia Wright, Chairperson, Partner, GilWright Group
Deborah MacFarlane, Vice Chairperson, President, Per Scholas, Inc.
Paul Bianco, Treasurer, Director of Economic Development, Port Authority of NY/NJ
Sobeida Cruz, Secretary, Community Relations Manager, New York State Power Authority
Celia Cadiz, Business Consultant, Insurance Broker, Celia Cadiz Business Consulting Group
John Collazzi, Publisher, Bronx Times Reporter
Stefany Dobken-Bergson, Director of Corporate Affairs, Manhattan Beer Distributors
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Lorraine Hockart, Attorney, Hockart & Pressman
Jose Ithier, President, Bronx Overall Economic Development Corporation
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Norman Lichtman, President, Odyssey Foods of New York (Burger King)
Milagros (Millie) Lora, Vice President New York National Bank
Walter Marin, President, The Marin Group
Shirley Rodriguez-Remeneski, Senior Vice President, Economic Revitalization, Empire State Development Corporation
Howard Stein, Chairman, Rite Check Financial Services
Carolyn G. Williams, President, Bronx Community College
Mary E. Coleman, Vice President of Administration and Finance, Bronx Community College
George L. Sanchez, Vice President of Institutional Development, Bronx Community College
Carin Savage, Associate Dean of Institutional Development, Bronx Community College
M. Starita Boyce, Executive Director of BCC Foundation/Director of Development, Bronx Community College
THE HALL OF FAME FOR GREAT AMERICANS

Director: Mr. Ralph Rourke

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

The Office of Enrollment Management encompasses services for applicants to Bronx Community College. The Office oversees Recruitment and Admission, Registrar, and Financial Aid.

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

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

ADMISSION OFFICE
Director of Admission and Recruitment:
Alba N. Cancetty
Loew Hall Room 224
Phone: (718) 289-5888

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 Admission is unable to obtain transcripts on behalf of the applicant.

BASIC ADMISSION REQUIREMENTS

All applicants must have official high school transcripts of grades or equivalency diploma scores sent to the College’s Admission 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. (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 2000 must have at least 16 units of high school work in academic courses which include:

- a minimum of 2 units of laboratory science;
- 3 units of mathematics;
- 4 units of English;
- 4 other units in social sciences;
- 1 unit in fine arts;
- 2 units in foreign language.

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

No applicants will be denied admission due to the lack of CPI units.

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.

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.

**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 and one fee are 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  
  P.O. Box 350136  
  Brooklyn, New York 11235-0001

1. Students who are currently attending high school and who seek admission as matriculated students to the lower freshman class of Bronx Community College of The City University of New York. A student must have completed at least six semesters (11th year) of high school to apply. High school graduation is required for enrollment.

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 with international education backgrounds 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 BCC Admissions Office, Loew Hall, Room 224 or at the Office of Admission Services, 1114 Sixth Avenue, New York, NY 10036.

Applicants who wish nondegree status (nonmatriculated students) should apply directly to the college. The college will advise and supply an application to applicants.

Note: An applicant does not have the discretion to choose freshman or transfer application status. An applicant who has had any higher education postsecondary experience must file as a transfer applicant.
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 (total score of 225 or more) and General Educational Development Test Scores (total score of 40 or more in each category), and
2. official copies of any high school or college records they may have accrued.

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. After the deadline until the first day of classes, applications may be submitted directly to the BCC Admissions Office, Loew Hall, Room 224.

Notification Dates

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

Pre-Admission Counseling

The Office of Admission 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 ares campus tours. For information, call (718) 289-5464 or 289-5888.

Freshman Skills Assessment Tests

The City University Freshman Skills Assessment Program consists of tests in three areas: reading, writing, and mathematics. In each of these areas, the University has set standards defining readiness to do college work. Students cannot enter senior colleges or begin college level work unless they have passed all three tests or have met the exemption criteria.

The student test exemption criteria are as follows:
1. Holders of a bachelor's degree beginning a second degree program are exempted from the skills testing requirements of the program. However, these students may be required by the College to take the tests upon entry in order to help the College determine their placement in math or language skills courses.
2. Entering students are exempted from taking the CUNY Reading and the CUNY Writing Assessment Tests if they achieve a score of 480 or above on the Verbal section of the SAT (20 or above on the ACT). Likewise, students who achieve a score of 480 or above on the Mathematics section of the SAT (20 or above on the ACT) are exempted from taking the first two parts (arithmetic and elementary algebra) of the CUNY Mathematics Assessment Test. However, the College reserves the right to test entering students with all five parts of the CUNY Mathematics Test for placement into appropriate levels of mathematics and mathematics-related courses.
3. Students are exempted from taking the CUNY Reading and the CUNY Writing Assessment Tests if they achieve a score of 75 or higher on the English Regents Exam. Likewise, they are exempted from taking the CUNY Mathematics Assessment Test (Parts 1 and 2) if they achieve a score of 75 or higher on the new Mathematics A Regents Exam or the Sequential II or III Exam. However, the College reserves the right to test entering students with all five parts of the CUNY Mathematics Test for placement into appropriate levels of mathematics and mathematics-related courses.

Skills assessment tests are administered at Bronx Community College and CUNY's sixteen other colleges. Students are notified by the University Application Processing Center about dates and times of testing. Students who at first fail to meet the CUNY standards and must repeat any of the tests after appropriate study will be notified of college-wide retesting dates. Additional information/materials are available at the College Testing Office in Colston Hall, Room 711 (or at 718-289-5760).

BCC Placement Tests

In addition to the Skills Assessment Examinations, some applicants must take separate departmental placement tests in speech, keyboarding 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 post-secondary 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 UAPC, Box 359023, Bay Station, Brooklyn, NY 11235-9023. Even if attendance at such a college was for a short period of time and no grades are recorded, an official college transcript is required.

A student is allowed a maximum of 30 credits advanced standing (transfer credits) 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 C- is received. A student is permitted to repeat only once any course he or she has failed. See Nursing curriculum, page 87.

INTERNATIONAL STUDENTS ADMISSON

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
1114 Sixth Avenue
New York, New York 10036

The Educational Background Summary Form (page 4 of The Freshman or Transfer Application) should show a complete chronological survey of the applicant's educational experience in all schools attended, whether in the U.S.A. or elsewhere. It is to the applicant's advantage to complete the summary form accurately and completely.

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

Application Fee

Each application form must be accompanied by a U.S. bank check or money order in the exact amount of $40 for freshmen and $50 for transfer students, payable to University Applications Processing Center. This fee is not refundable.

Deadline

A deadline date for fall and spring admission will be determined each semester by the Office of Admission Services. An international applicant should apply six to ten months before the semester in which he/she would like to start.

Tuition and Fees

Qualified applicants from other countries 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 Admission Office in order to acquire an F-1 Student Visa.

Test Requirements

Applicants from non-English-speaking countries must have taken the Test of English as a Foreign Language (TOEFL) and scored at least 500.

Health Requirements

All applicants accepted for matriculation will be required to submit a health statement from a physician on a form provided by the College. For more information, contact the College's Health Services Office in Loew Hall.

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

Notification of Admission

Applicants will be notified of their admission by the College and the University Application Processing Center. They may be required to furnish additional documents, especially with regard to financial and housing arrangements, before their admission becomes final.

Bronx Community College and The City University of New York do not discriminate on the basis of age, sex, race, creed, national origin, physical or mental disability, sexual orientation, marital status, alienage or citizenship status, or veteran's status.

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 need to cover the cost of tuition and fees must be completed in advance of registration. All grants and loans must be available to be used during registration.

Where tuition charges are reduced by place of residence, legal proof of such is required to establish eligibility. All students who are not residents of New York City but who are residents of New York State are required to file a Certificate of Residence form with the Bursar's Office three weeks prior to registration. Certificates of Residence are valid for one year from the date of issue and must be renewed each year. The blank forms may be obtained from the Admission 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.

* Subject to change.
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.

Tuition Deferral
Bronx Community College does not defer payment of a tuition balance. The College offers participation in the AMS Deferred Payment Plan. It is the only deferred payment plan at BCC. The AMS plan allows the student to pay the balance of tuition interest-free in three to four payments, beginning as early as December for the spring semester and June for the fall semester. Students must enroll in the plan individually before the beginning of the semester. There is a $25 charge for participation in the plan.

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 $58 per semester**
(12 or more credits/hours)
Part-time students $33 per semester**
(fewer than 12 credits/hours)

* Subject to change. ** 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 (maximum fee of $25 per semester for three or more examinations) 5
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) 10
7. Duplicate ID card fee 5
8. Duplicate Registration Receipt 1
9. Duplicate Bursar's Receipt 5
10. Application for Readmission 10

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

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

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* 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, 12, 13, 15; BUS 11; ENG 01, 02, 10, 11, 12, 14, 15, 16, 19 and 54; ESL 11; LAN 15; MTH 12, 03, 04, 05, 06, 13, 31, and 32; MUS 21, 40, and 50; PHY 31 and 32; RDL 01, 02, and 05.

†† See page 28 for definition of Nondegree student. 
††† There is no maximum fee for students in this category.
**EXPENSES**

**Dependent Students (living with parents):** 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>Expense Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and supplies***</td>
<td>$335</td>
</tr>
<tr>
<td>Transportation</td>
<td>289</td>
</tr>
<tr>
<td>Lunch</td>
<td>510</td>
</tr>
<tr>
<td>Personal</td>
<td>849</td>
</tr>
<tr>
<td>Room and board at home</td>
<td>750</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,733</strong></td>
</tr>
</tbody>
</table>

**Self-Supporting Students (living away from parents):** 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>Expense Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and supplies</td>
<td>$335</td>
</tr>
<tr>
<td>Transportation</td>
<td>289</td>
</tr>
<tr>
<td>Food (including lunch)</td>
<td>1,130</td>
</tr>
<tr>
<td>Personal</td>
<td>1,652</td>
</tr>
<tr>
<td>Housing (rent/utilities)</td>
<td>2,089</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,495</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.

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**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 or who wish to drop a course should apply in person directly to the Registrar’s Office before classes begin and through the first three (3) weeks of class.

**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%

**Return of Title IV Funds**

Beginning July 1, 2000, the following will be the refund policy:

The current policy on refunds is rewritten to apply only to the return of Title IV student aid funds. Under current law, the federal refund policy applies to all student aid, including institutional aid. The Act stipulates that the amount of federal funds to be returned is calculated based on the percentage of the term a student has completed. If a student has completed 60 percent of the term, no federal funds need be returned. When students fail to notify an institution that they have withdrawn, and the institution has no documentation of the date of withdrawal, they must return Title IV funds for 50 percent of the term.

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*** If a student’s curriculum requires books and supplies that cost in excess of this standard maximum such costs must be documented.
## SCHEDULE OF TUITION REFUNDS

<table>
<thead>
<tr>
<th>Withdrawal from class before the scheduled date of the session</th>
<th>Other Than Summer Session</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<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>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal during second week after scheduled opening date of the session</td>
<td>75%</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal during third week after scheduled opening date of the session</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal after completion of third week after scheduled opening date of session</td>
<td>25%</td>
<td>None</td>
</tr>
<tr>
<td>None</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 $80,000 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.*

Applications are generated by the FAFSA (Free Application for Federal Student Aid). 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.

Part-time TAP: Bronx Community College is currently participating in the New York State Higher Education Services Corporation (NYSHESC) three-year part-time TAP pilot program. Further information is available at the Financial Aid Office located in Colston Hall, Room 504.

Selection of Recipients and Allocation of Awards: TAP is an entitlement program. To be eligible for financial assistance under TAP, the student must be a New York State resident and a U.S. citizen or eligible non-citizen; be enrolled full-time and matriculated; make satisfactory academic progress toward completion of the program; and be economically eligible according to current criteria.

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

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

Award Schedule: The amount of the TAP award is scaled according to level of study, tuition charge, and net taxable income. The income measure is the family's or the independent student's net taxable income from the preceding tax year plus certain nontaxable income, and, for dependent students, support from divorced or separated parents. This income is further adjusted to reflect other family members enrolled full time in post-secondary study.

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

ACADEMIC PROGRESS CHART FOR UNDERGRADUATES RECEIVING TAP

Chart

<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 accumulated degree credits</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>–</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 during current semester</td>
<td>6</td>
<td>6</td>
<td>9</td>
<td>9</td>
<td>12</td>
<td>12</td>
</tr>
</tbody>
</table>

Explanation of Chart

<table>
<thead>
<tr>
<th>AT THE END OF THE:</th>
<th>A student should have</th>
<th>AT THE END OF THE:</th>
<th>A student should have</th>
</tr>
</thead>
</table>
| 1st TAP Payment (First semester for which a TAP payment is made) | • a total of 3 degree credits passed  
• received a passing grade in 6 of the full-time credits registered for (including remedials) | 4th TAP Payment (Fourth semester for which a TAP payment is made) | • a total of 31 degree credits passed  
• a degree G.P.A. of 2.00 or better  
• received a passing grade in 9 of the full-time credits registered for (including remedials) |
| 2nd TAP Payment (Second semester for which a TAP payment is made) | • a total of 6 degree credits passed  
• a degree G.P.A. of 1.00 or better  
• received a passing grade in 6 of the full-time credits registered for (including remedials) | 5th TAP Payment (Fifth semester for which a TAP payment is made) | • a total of 45 degree credits passed  
• a degree G.P.A. of 2.00 or better  
• received a passing grade in 12 of the full-time credits registered for (including remedials) |
| 3rd TAP Payment (Third semester for which a TAP payment is made) | • total of 18 degree credits passed  
• a degree G.P.A. of 1.20 or better  
• received a passing grade in 9 of the full-time credits registered for (including remedials) | 6th TAP Payment (Sixth semester for which a TAP payment is made) | • a total of 60 degree credits passed  
• a degree G.P.A. of 2.00 or better  
• received a passing grade in 12 of the full-time credits registered for (including remedials) |

NOTE: While a student must be enrolled full time to be minimally eligible for TAP consideration, (s)he must complete the number of credits noted by the semester in the chart.

* Transfer students must register for at least six (6) degree credits to receive TAP.
* * Students who have two years of TAP or the equivalent must have a 2.00 G.P.A. or higher to remain eligible for TAP.
** * Each TAP payment is equivalent to six (6) TAP points; students are only allowed 36 points (6 payments) at a two-year institution.
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 with the potential to become excellent college students. The program provides counseling, financial aid, tutoring services and supplemental instruction.

Application Procedures: Application is by means of several questions on the CUNY Freshman Application Form. The Form may be returned to: University Application Processing Center, City University of New York, Box 136, Bay Station, Brooklyn, New York 11235.

Selection of Recipients and Allocation of Awards:
1. a resident of New York City;
2. academically disadvantaged according to guidelines approved by the Board of Trustees of the University;
3. economically disadvantaged according to guidelines approved by the Board of Regents and the Director of the Budget; and
4. an applicant for admission as a freshman 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 FAFSA 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 part-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 FAFSA Application.

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 FAFSA application. Generally, at CUNY these loans are made available to students who have earned 24 or more degree credits to help minimize debt burden during the early part of the academic experience.

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 eligible non-citizen
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 at 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 are not graduated, withdrawn from school, or have fallen below six credits. After any one of these three things 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 8.25 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)

This financial aid program allows students to earn money by working on or off campus.

Application Procedure: A student enrolled at Bronx Community College can apply for an award under this program by completing a FAFSA application.

Selection of Recipients and Allocation of Awards: The applicant must be enrolled at least half-time. In the event that more students are eligible for FWS than there are funds available, preference is given to students who have great financial need and 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 216 is available to answer questions concerning VA benefits.
**FEDERAL SATISFACTORY ACADEMIC PROGRESS**

In order to make satisfactory academic progress toward an associate degree, for the purposes of Title IV Federal Student Assistance (Pell, S.E.O.G., FWS, Perkins, and direct loans), an undergraduate student must achieve both certain academic standing levels in GPA and in credit accumulation. For the purpose of calculating sufficient academic standing in GPA, a student must:

- achieve academic standing consistent with the College’s minimum index to maintain matriculant status (see Index Classification Chart, page 33) and
- after two years of enrollment at the College, have at least a C average or its equivalent.

In addition, for the purpose of calculating sufficient credit accumulation, the student must have accumulated credits toward the degree according to the following standards:

1. attempted credits are not more than 150 percent of the credits normally required for completion of the degree.

   For example, if the associate degree program in which the student is enrolled requires 60 credits, then the student is allowed up to 90 credits in the Title IV Federal Student Assistance programs.

2. attempted credits are equal to or greater than two-thirds of the cumulative credits attempted at the institution.

   For example, if the student has attempted 30 credits and has earned 20 or more, he/she meets this standard. On the other hand, if the student has attempted 30 credits and has accumulated fewer than 20, he/she does not meet this standard.

If the standard in item 2 is not met, eligibility may be retained by meeting the following conditional standard:

3. In an associate degree program, if the earned credits are greater than or equal to seven-eighths of the credits attempted minus 21.

   For example, if the credits attempted are 87, the formula would be \((87 \times .875) - 21 = 55.125\). Therefore, for this student to retain eligibility with 87 attempted credits, he/she would have to have earned at least 56 credits.

Students will be measured against the satisfactory progress standard at the end of the Spring semester to determine eligibility for the receipt of Title IV Student Financial Assistance for the upcoming year.

**Appeals/Probation:** Undergraduate students who fall below the conditional appeal standard (\(#3\)) may appeal for the receipt of Title IV Student Financial Assistance through the Registrar. There is no limit on the number of times that a student may appeal.

**Transfer Students:** At the inception of the transfer student's first semester at the College, his/her satisfactory academic progress status shall be determined by using the number of credits awarded as transfer credits by Bronx Community College as both the credits attempted and the credits earned.

**Readmitted Students:** Upon readmission, after at least a one-year period of non-enrollment, the student will receive assistance for the terms in the academic year of readmission (students readmitting in Fall will receive assistance for Fall and Spring; students readmitting in Spring will receive assistance for the Spring). Future eligibility will be evaluated after the Spring semester against the appropriate standard for the degree program in which the student is enrolled. If a student is readmitted after less than one year of non-enrollment, the academic record will be evaluated for satisfactory progress under these standards as the record stood at the end of the last term of attendance.
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 FAFSA application.

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

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 Vice President of Student Development.

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:

- TAP and CD awards for stipends, books and fees require that a student be enrolled for a minimum of 12 credits;
- Pell requires a student to be enrolled for at least 1 credit;
- SEOG, Perkins, APTS, 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.

CUNY Student Identification Card

BCC uses the student social security number as the student's identification number. This number is recorded on the Bursar's Receipt and encrypted on the CUNY card.

Each student receives a CUNY ID card with his or her picture. 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.

Official transcripts bear the seal of the College and the signature of the registrar. These transcripts will be sent at the student's request directly to other institutions or agencies. An official transcript cannot be issued to a student. Unofficial transcripts do not bear the College seal or signature. These are student copies for personal use.

Transcripts are not sent automatically at any time, whether for transfer, employment, or any other reason; each must be specifically requested.
**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 Schedule of Classes is available before the announced registration period.

An “early registration” period for the following semester (for currently enrolled students only) takes place after midterm of the current semester.

Students must meet with their academic advisors in order to register. Students are advised to register 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 33.)

**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 audit-student must register for the audit class in the same manner and at the same time prescribed for regular classes, and is required to pay fees as if registering for credit in the course. Once registration is completed as an auditor, no credit for that course 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 equated credits up to the number listed for that semester on the curriculum in the Curriculum Patterns, pages 65-96. To graduate in four semesters, a minimum of 15 credits is to be taken and passed 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 is not admitted into a degree-granting program. A nondegree student may apply for matriculated status.

**Enrolled Student:** A student who has paid tuition and fees or has an AMS (Extended Payment Plan provided by Academic Management Services) and is attending classes is considered enrolled. The College will debar from classes any student who has never attended during the first three weeks or did not attend for weeks four and five. The student will be given a grade of “WU” with academic penalty for the course. See “Absence from class” page 36.

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, etc.).
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 Drop Classes Only period (usually through the third week of classes).

After the third week of classes, a student will be assigned a grade of "W" or "WF." 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.

WITHDRAWAL FROM COLLEGE
A student who plans to withdraw from the College should notify a counselor immediately by arranging a personal interview. Students withdrawing from the College during the first three weeks of class must do so in person. After that, students who are unable to withdraw in person may do so by mail, by writing to the Coordinator of Counseling, Loew Hall, Room 432. The date of withdrawal will be the date on which the letter is received by the College. The letter should include:

- the reason for withdrawal;
- a listing of the courses and sections;
- name of each instructor.

To avoid academic penalty, students should be certain to receive and keep written acknowledgment of their withdrawal.

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

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

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

Disability 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.

PROGRAM ALLOWANCES AND COURSE LOADS
Programs Exceeding Limits
A matriculated student may apply to the Vice President of Academic Affairs for permission to exceed the maximum permissible student load of 18 hours after consulting with his or her adviser. Note fees for over 18 credits on page 17.

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

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

1. The types of student records and the information contained therein which are maintained by the college.
2. The name and position of the official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have access.
3. The policies of the college for reviewing and expunging those records.
4. The procedures for granting students access rights to their student records.
5. The procedures for challenging the content of their student records.
6. The cost, if any, which will be charged to students for reproducing copies of their records.
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 faculty and staff development. In addition, the following are also under the Office of Academic Affairs: Coordinated Freshman Programs, Collaborative Programs, the Evening and Weekend Office, the Library and Learning Center, and the Weekend College.

The Vice President of Academic Affairs has the authority to waive certain fees and curriculum requirements when warranted.

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 and the student is on probation</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>1.78</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>64-73/2</td>
<td>2.00</td>
<td>1.95</td>
</tr>
<tr>
<td>74 or greater</td>
<td></td>
<td>2.00</td>
</tr>
</tbody>
</table>
PROBATION

Students who fail to achieve required standards will be placed on probation. Students may appeal probation by going to the Office of Student Development (Loew Hall, Room 202).

Special assistance, including tutoring and attending a required probation workshop, is provided for students on probation.

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

ACADEMIC SUSPENSION

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

Students may not be readmitted until they have been separated from the College for at least one year or equivalent calendar time. Readmission after one year shall be upon approved application to the Registrar. Students who have been suspended twice must apply for readmission to the Committee on Academic Standing. The status of students whose appeal for readmission from a second suspension is denied by the Committee on Academic Standing is permanent academic suspension.

Due to the lack of sufficient time for appeals and other considerations, suspensions may not be executed at the conclusion of the fall term. However, the non-executed suspension counts as time toward academic suspension; that is, a student warned about probation may be academically suspended at the conclusion of the spring term.

READMISSION

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

GRADES

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

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

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

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

Mid-Term Grades

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

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

The following grades may be assigned by instructors:

<table>
<thead>
<tr>
<th>Grade Equivalent</th>
<th>Achievement</th>
<th>Value</th>
<th>Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>-100</td>
<td>Superior</td>
<td>4</td>
</tr>
<tr>
<td>A</td>
<td>93-96.9</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.9</td>
<td>Very Good</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.9</td>
<td>Very Good</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86.9</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.9</td>
<td>Above Average</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.9</td>
<td>Above Average</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-75.9</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72.9</td>
<td>Below Average *</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67-69.9</td>
<td>Below Average</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>63-66.9</td>
<td>Below Average</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>60-62.9</td>
<td>Below Average *</td>
<td>0.7</td>
</tr>
<tr>
<td>F**</td>
<td>0-59.9</td>
<td>Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>R†</td>
<td>Repeat</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>NC††</td>
<td>No Credit</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>

* Students should be aware that although these grades are considered passing, they have the effect of lowering the GPA below the level necessary for graduation. Consistent performance at this grade level will result in probation and subsequently suspension from the College.

** 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.

† Issued only in remediation courses (equated credit skills improvement courses) to designate significant achievement on the part of the student. Students receiving the grade of "R" are required to repeat the course. The grade of "R" may not be assigned more than once in a single course.

‖ Used by the English Department only for ENG 02 component, but fail the ENG 11 components.
Administrative Grades

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

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

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+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, or FAB Equivalent to F if unresolved. (Refer to Regulations below.)</td>
</tr>
<tr>
<td>INC</td>
<td>Work in course incomplete, but student otherwise passing in course. May not be assigned to student absent from final examination. May resolve to A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or FIN Equivalent to F if unresolved. (Refer to Regulations below.)</td>
</tr>
</tbody>
</table>

Z Administrative grade assigned temporarily when an instructor has been delayed in submitting the final grade. (Missing grade.)

1. Registration in subsequent level courses—A student with the grade of ABS or INC in any course may not register for the subsequent level course in a sequence without written permission to do so from the Chairperson of the Department in which the course is given.

2. Make-up and special examinations—A student who misses (for a legitimate reason) a regularly scheduled final examination must apply to the Registrar for re-examination. See Special Fees, page 17.

3. The deadline for a student to resolve a temporary grade (INC or ABS) by completing course work shall be the end of the 10th week of the semester immediately following the one in which the grade was given.

4. If a student cannot comply with the 10th week deadline for submission of required course work, he/she may file for an extension of the temporary grade only with the approval of the instructor and/or the department chair. The instructor and/or the department chair will then specify the period of time by which the course work must be completed (no later than the 10th week of the semester following the one in which the extension was granted).

5. These grades will automatically convert from INC to FIN and from ABS to FAB at the end of the 10th week of the semester immediately following the one in which the grade was given unless the student has completed the course work or has been granted an extension.
COMMITTEE ON ACADEMIC STANDING (CAS)

The Committee on Academic Standing formulates policy on all matters pertaining to the quality of scholarship and standards of academic achievement 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 Academic 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 Registrar 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" which is a failing grade.

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.

GRADUATION REQUIREMENTS

To be considered for graduation at Bronx Community College, students must meet four requirements. They must have:

1. completed all the required courses in the curriculum;
2. an overall academic index of at least C (2.00);
3. completed the minimum degree credits required;
4. passed the CUNY Proficiency Examination.

The CUNY Proficiency Exam replaces the CUNY Reading Assessment Test and the CUNY Writing Assessment Test (Freshman Skills Assessment Program) as a graduation requirement.

The CUNY Proficiency Exam (CPE)

The CUNY Proficiency Exam (CPE), developed in response to a 1997 Board of Trustees’ resolution, is required of all first-time freshman, who enrolled in CUNY in fall 1999 or later, and plan to complete an associate degree program or begin junior-level work at a four-year CUNY college. The CPE tests students’ abilities to understand and think critically about ideas and information and to write clearly, logically, and correctly at a level associated with success in upper division courses. Students must take the CPE for the first time between the 45th and 60th credit. In addition, students may take the CPE for the first time during the semester in which students register for their 45th credit. In both instances, students must be in good academic standing—students with GPAs below 2.0 may not sit for the exam. Students, with a Bachelor’s degree or higher, from an accredited program, are exempt from the CPE. In the event students have any questions about the CPE, please feel free to call the Testing Office at (718) 220-5600 for further clarification and/or subsequent updates. In turn, students are cordially invited/encouraged to visit the CPE web site at www.cuny.edu/cpe.

Absence Limitation Chart

<table>
<thead>
<tr>
<th>Number of Class Hours per Week</th>
<th>Warning Notice Sent After Hours of Absence</th>
<th>Debarment After Hours of Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 session of absence*</td>
<td>1 hour</td>
<td>3 sessions of absence*</td>
</tr>
<tr>
<td>1 hour</td>
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<td>3 hours</td>
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<td>7 hours</td>
<td>16 hours</td>
</tr>
<tr>
<td>8 hours</td>
<td>8 hours</td>
<td>18 hours</td>
</tr>
</tbody>
</table>

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

Students file as a "Candidate for Degree" two semesters prior to the expected graduation date by filing in the Registrar's Office, Colston Hall, Room 513.

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

A student may earn only one Associate in Arts (A.A.) degree. However, a student may earn multiple Associate in Science (A.S.) degrees, or multiple Associate in Applied Sciences (A.A.S.) degrees, or an A.A. degree and multiple A.S. degrees in areas in which the degrees are distinct and different. Course requirements for the second degree are those curriculum requirements in effect when application for the second degree is approved. For more information, consult the Codification of Academic 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.

The average five-year graduation rate is 20 percent. Other rates are available in the Office of the Registrar.
**HONORS**

The Honors Program at Bronx Community College fosters academic excellence. It challenges students with rigorous assignments and creates opportunities for education beyond an A.A. or A.S. degree. The Honors Program is open to all students who meet the following criteria: a GPA of at least 3.2; prerequisites either not required or completed; and at least nine college credits earned. Students may also enter the program when recommended by a faculty member.

Qualified students are eligible to take honors courses in a variety of subjects in the liberal arts and sciences. Honors classes are generally limited in size and offer greater opportunities for individual attention and interaction with faculty. Students receive special recognition on their transcripts for those honors courses in which they attain a grade of B or higher.

Every honors student is assigned a faculty mentor who will be available for academic advisement and help in planning long-term academic goals.

**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)
- 48-58 college-level credits (X line)
- 60-70 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**

Advisor: Prof. Howard Clampman

Alpha Beta Gamma is the International Business Society recognizing scholarship among community college students. To be eligible for membership with the BCC chapter, students must be enrolled as a Business major, complete 15 credit hours with at least 12 credit hours taken in courses leading to a business degree, and attain a 3.0 GPA both in business courses and overall.

**Phi Theta Kappa**

Advisor: Mr. Michael Roggow

Phi Theta Kappa is the International Honors organization of two-year colleges. Membership is offered to students who have earned at least 24 credit hours at the College and have achieved a cumulative GPA of at least 3.5. Phi Theta Kappa offers a variety of leadership opportunities for student involvement, participates in community service activities and holds an induction ceremony each year during the spring.

**Tau Alpha Pi**

Advisor: Dr. Nasser Abdellatif

Tau Alpha Pi is the National Honor Society recognizing students enrolled in science and technology programs at two-year colleges. To be eligible for membership, students must have earned at least 24 credit hours with a cumulative GPA of at least 3.5. The organization holds an induction ceremony each year during the spring semester.

**Presidental 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**

Students who wish to enter senior colleges of The City University of New York must have passed the reading, writing and mathematics freshmen skills tests. For more information, please see the section of the College Catalog on Skills Assessment Examinations.

Additionally, effective Fall 1999, all new first-time freshmen admitted to a degree program are required to pass
the University Proficiency Examination to transfer into a senior college and advance from the lower division to the upper division of a senior college. Also, effective Fall 2000, all transfer students entering degree programs are required to pass the University Proficiency Examination. For more information, please see the section of the College Catalog on Graduation Requirements.

CUNY Articulation Policy*

The Board of Trustees of The City University of New York adopted the following articulation policy on June 24, 1985, and amended it through administration guidelines, May 28, 1996:

- The Board policy statement of February 26, 1973, [shall] be fully implemented as a basic policy component of the Board of Trustees. This policy states that "All City University Community College Associate in Arts and Associate in Science degree recipients shall be accepted as matriculated students at a senior college of The City University and that these students be given priority for transfer over non-university students seeking transfer and that upon such transfer they be granted a minimum of 60 credits toward a baccalaureate degree and be required to complete only the difference in credits between 60 and the total credits required."

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

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

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

- Based on a fair and reasonable evaluation of a student's transcript at least nine credits 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.

The CUNY Board of Trustees adopted the following resolutions concerning articulation and transfer on November 22, 1999:

- [The Board] affirms its commitment to all established University transfer policies and further directs that, effective Fall 2000, students who have earned a City University Associate in Arts (A.A.) or an Associate in Science (A.S.) Degree will be deemed to have automatically fulfilled the lower division liberal arts and sciences distribution requirements for a baccalaureate degree; however, students may be asked to complete a course in a discipline required by a college's baccalaureate distribution requirements that was not part of the student's Associate Degree program.

- That effective Fall 2000, when students transfer after completing a City University Associate in Applied Sciences (A.A.S.) Degree, or prior to the completion of an A.A., A.S., or Baccalaureate Degree, the liberal arts and sciences courses they have completed will be deemed to have fulfilled discipline-specific distribution requirements for all baccalaureate programs on a discipline by discipline basis, with the exception that upper division coursework will not be recognized unless appropriate prerequisites have been satisfied.

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.

Electronic Engineering 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 credits 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.
Student Services

STUDENT DEVELOPMENT DEPARTMENT

Vice President for Student Development:
Brenda A. Scranton

Associate Professors: M. Garrido, J. Misick

Assistant Professors: M. Adeyanju,
R. Barnette, P. Gilbert

Lecturers: C. Bellabe, K. Davis, R. Encarnacion,
M. Hermina, F.K. Nyarko, N. Reynoso,
V. Rodriguez, M. Russell

The Student Development Department is concerned with student life on all levels and strives to support the personal, educational and career development of each student.

The Student Development Department includes the Career Development Office, Career Services, Child Development Center, College Discovery, College Opportunity to Prepare for Employment (COPE), Disabled Student Program and Services, General Counseling, Health Services, Psychological Services, Student Activities, Student Support Services (PASS) Center, Transfer Center and the Office of Enrollment Management which addresses student issues in Admission, Financial Aid, Recruitment and Registration.

Student Development also provides assistance in specialized areas of Freshman Orientation; Curriculum Advisement; Cooperative Work Experience; Veterans' Affairs; and Academic Empowerment Seminars.
COUNSELING SERVICES  
Director: Mr. Nelson Reynoso  
Loew Hall 432

General Counseling and Curriculum Advisement

The counselors in the General Counseling Office provide academic, career, and personal counseling on both an individual and group basis. The Counseling Office is committed to providing multi-cultural counseling in order to understand differences and cultural issues encountered by students.

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 128.)

OCD 11

A one-credit course which offers a comprehensive examination of the career decision-making process. (See page 129.)

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.

Career Development Office

Director: Ms. Melba Olmeda-Amaro  
Loew Hall 319

The Career Development Office offers enrolled students and recent graduates services that enhance their career planning and increase their potential to find meaningful employment.

Students are offered assistance with:

Job Preparation: Students receive guidance in developing their resumes, interviewing, and job search skills. The Office offers ongoing career awareness and employment preparation workshops.

Mock Interviews: Available to students who are interested in practicing and evaluating their interviewing skills.

Career Resources Library: Students utilize the library's resources to privately review career development and employment journals as well as view videotapes to improve their interviewing skills through audio visual resources.

Discover: Students utilize this program to research occupations, senior colleges, and scholarship information. The DISCOVER Program is available in the Computer Lab, Loew Hall 320.

Internships: Students enrolled in the CWE 31 (Cooperative Work Experience) course are offered internship placement assistance.

Employment Services: Employment and internship opportunities with private, federal, state, and city organizations are updated on a daily basis. Students meet with employers on campus as part of our On-Campus Recruitment Program.

Job Fairs: The Office coordinates an annual job fair for prospective and recent graduates. Other job fairs are coordinated for students throughout the academic year.

All students requesting referrals to employers for internships, employment opportunities, and job fairs are required to have a copy of their most recent resume on file and have their resume on a computer disk.

Academic Empowerment Seminars

We have found that students who succeed in college are those who have clearly defined goals and who choose appropriate courses based on a realistic assessment of their background and skills. The seminars have been created to assist the "at risk" student with enhancement of study and knowledge about the campus resources.

Furthermore, students will be informed about the financial aid regulations as they relate to academic standing policies.

Psychological Services

Director: Dr. Marjorie Garrido  
Loew Hall 215

Social Worker: Ms. Paula Gilbert  
Loew Hall 210

The Psychological Services Team offers a range of services to assist students with their adjustment to college. The team offers short-term, individual and group counseling to help students work through personal and emotional concerns that may negatively affect their academic performance. Crisis intervention, counseling for substance abuse, referrals to appropriate social services agencies, as well as to pertinent offices within the College are also provided. Services are free and confidential. Students can seek services on their own or be referred by faculty or staff.

Counseling Computer Laboratory

Coordinator: Mr. Shamsul A. Samadi  
Loew Hall 320

The Counseling Computer Laboratory is located in Loew Hall 320. Fifty state-of-the-art microcomputers are available for student and faculty/staff use under the
guidance of trained support staff. It has a variety of
censored software for BCC students that are related to
career, transfer and academic counseling. Students can use Success interactive program to access GPA, probation and suspension, financial aid, and other general information about the College. Students can use MS Office to write their resumes and other documents.
Discover program can be used for career counseling and self-assessment. Students can also use our computers to search for jobs using the Department of Labor database and various Internet job banks. Laser printers are available for fine printing of the documents. Computer workshops are regularly offered to students, faculty, and staff during fall and spring semesters.

College Opportunity Program to Prepare for Employment (C.O.P.E.)
Director: Ms. Barbara Martin
Loew Hall 106-A

C.O.P.E. Program (College Opportunity to Prepare for Employment) is funded by the Human Resources Administration (HRA), and is a collaborative effort with ICC and CUNY. The C.O.P.E. Program is unique because it provides services to BCC students who are currently receiving public assistance. The mission of C.O.P.E. is to provide students with a comprehensive supportive system (job placement, academic advisement, childcare referrals, personal counseling and HRA advocacy) and to meet HRA requirements.

Disabled Student Program and Services
The Office of Disabled Student Program and Services provides assistance to any student who has a learning disability, medical, physical, hearing, visual, emotional or psychiatric condition that may have an effect on his/her academic success. Specialized services are arranged for students to achieve optimal educational opportunities. Services can be made for special CUNY skills testing, registration, extended time on exams, tutorial services, readers for examinations, interpreters and referrals to social agencies and social programs at other CUNY colleges. A variety of assistive technologies are also available to students on campus including adaptive workstations, voice recognition technology and video tutorials.

Health Services*

College Nurse: Ms. Dorothy Muller
Loew Hall 101

The services offered include physical assessments with counseling and referrals as needed, minor injuries and over-the-counter medication for minor health problems. Free immunization for measles, mumps, rubella, hepatitis and flu. HIV screening with pre and post counseling is offered once a week through Project ACCESS. A partnership with Morris Heights Health Care Center allows all registered students access to the medical services provided at their facilities including primary care, specialty services, laboratory, x-rays, family planning and counseling for a $5 co-payment. Call for an appointment at (718) 483-1234.

BRONX COMMUNITY COLLEGE ASSOCIATION INC.
The Bronx Community College Association, Inc., is a chartered corporation composed of a Board of Directors and chaired by the College President or a designee. Student representatives, faculty and administrators are charged with the responsibilities of approving budgets and appropriating student activity 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.

Student Assistance Center
Director: Ms. Cheryl Byrd
Loew Hall 200

The major function of the Student Assistance Center is to help students in danger of being academically dismissed, at-risk students, and students who have already been placed on probation. It also functions as an informational drop-in center for all students and visitors of the College.
The Center is staffed by Peer Advisors who provide advisement, guidance, and accurate and current information. They serve as a source of support, encouragement and motivation.
The Student Assistance Center provides full services from 9 a.m. to 7 p.m., Monday and Thursday; 9 a.m. to 5 p.m., Tuesday and Wednesday; and 9 a.m. to 1 p.m. on Friday.

COLLEGE DISCOVERY PROGRAM

Director: Mr. Augusto Quinones
Loew Hall 400

The College Discovery Program is an Honor's Program for students with the potential to achieve great college success but who have underachieved at the high school level. The College Discovery Program, supported by State and City funds, was initiated at Bronx Community College in 1984 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

*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.
are not eligible to enter the College Discovery Program, except transfers from the City University SEEK program or from E.O.P or H.E.O.P programs.

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. Students are encouraged to participate in all college activities. Graduates may continue their education at sister programs in CUNY, SUNY or most private colleges in New York State.

**PERSONAL AND ACADEMIC SUPPORT SERVICES (PASS) CENTER**

**Director:** Ms. Myrna Pagan-Ubides
Sage Hall 210

The PASS Center offers personal and academic support to eligible Bronx Community College students who want to develop a strong academic background for a successful transfer to a senior college. The Center provides a full spectrum of academic and personal support services that include tutoring in many levels of academic subjects and supplemental instruction in reading, writing, mathematics and English as a Second Language (ESL). The Center also offers academic and informational workshops, campus trips to senior colleges, and cultural/educational activities.

The PASS Center is recommended for first-year freshmen who place in remedial and developmental courses, and ESL students. Students with documented disabilities, U.S. Veterans, and first generation students (i.e. raised by parents without a college degree) are encouraged to apply. As an extension of federal assistance, the PASS Center enrolls students who qualify for financial aid or meet the federal guidelines for low income.

Applications to enroll in the PASS Center’s support services program can be obtained by visiting Sage Hall, second floor.

For more information, visit the PASS Center’s website at www.bcc.cuny.edu/passcenter or call (718) 289-5365.

**OMBUDSPERSON**

**College Ombudsperson:** Dr. Vincent Bonelli
Colston Hall 304

After consulting the normal channels without receiving an adequate response to a valid complaint, a student may wish to speak to the College Ombudsperson. The Ombudsperson gives assistance in resolving student problems.

**SPEECH LAB**

**Speech Pathologist:** Prof. David Schulster
Colston Hall 738

The Department of Communication Arts and Sciences has a Speech Laboratory which will help students to achieve oral intelligibility, strengthen aural comprehension, improve speech production patterns for business and professional use, and improve communication competence for vocational, recreational and relational use. The Speech Lab is designed to provide self-directed and self-monitored instruction, with the assistance of peer tutors, in the oral production of English. Students typically work on their production of consonants, word pronunciation, use of tenses and intonation. The Speech Lab is open Monday to Friday, with evening hours available.

**STUDENT ACTIVITIES**

**Director:** Mr. Kirk Daley
Roscoe C. Brown Jr. 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 designed to support and encourage students in search of positive learning experiences. These programs enhance development of individual potentials through broadening student perspectives via exposure to new experiences and roles. The programs provide enrichment through the cooperation and guidance of interested faculty advisers.

The Office of Student Activities is the central clearinghouse 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.

- African Club
- Alpha Beta Gamma (Honor Society)
- Bronco Cheerleaders
- Business Club
- Campus Advance
- Career Club
- College Discovery
- COPE Club
- Dance Workshop
- Film Club
- French Club
- History Club
- Human Services Club
- Literary Arts Center
- Mathematics and Computer Science Club
- Multicultural Student Association
- Music Club
- Muslim Student Association
- Paralegal Society
- Parent Club
- Phi Theta Kappa (Honor Society)
Psychology Club
Radiologic Technology Club
Seekers Club
S.H.A.R.E. Club
Speech, Drama and Debate Team
Tau Alpha Pi (Honor Society)
Theatre Workshop
Wiccan Pagan Student Association
Women's Symposium

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

Student Publications & Media
The Communicator (newspaper)
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 in 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.

Roscoe C. Brown Jr. Student Center
The Roscoe C. Brown Jr. 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, quiet browsing room, meeting rooms and the BCC bookstore. For information regarding use of the facilities for programs, meetings or conferences, contact the Student Center Office, at 718-299-5195.

TRANSFER CENTER
Director: Mr. Michael J. Roggow
Loew Hall 414
The Transfer Center offers comprehensive services to students interested in transferring to senior colleges. Professional and peer counseling are available. The center houses a transfer library holding applications, brochures and catalogs from colleges nationally. Computers and computer software are available for students to access college information via the internet; other multimedia resources are available for transfer exploration. Students may complete and submit college applications to the center to be processed and mailed to receiving institutions.

The Center also hosts a "Transfer Day" program each semester, attracting 50-60 college admission representatives from CUNY, SUNY and other public and private colleges. College representatives also make frequent visits to the Center for student informational interviews and presentations.

Students are encouraged to visit the Transfer Center as early as possible during their academic careers. Appointments are recommended and are scheduled with the office receptionist. The Center is open 9 a.m. to 5 p.m. daily, with evening hours available during the academic year.

VETERANS' AFFAIRS
Coordinator: Mr. Bernard Gantt
Loew Hall 216
The Office of Veterans' Affairs provides services for veteran students currently enrolled at Bronx Community College. This office processes all veterans' certification applications for educational benefits. This Office also provide information on financial aid and assistance with academic advisement, registration and validation. The Veterans' Affairs Office helps process withdrawals due to active duty recalls.

ATHLETICS
Director of Athletics: Dr. Donna Genova
Alumni Gym 300B
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 team 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 Athletic 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 and Recreation:
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 maintaining or maintaining a satisfactory level of physical fitness.

Basketball, volleyball, power lifting, football, swimming, tennis and table tennis are a few activities among many that are scheduled on an intramural basis. The program is open to all students with an acceptable medical report on file in the Health Service Office.

CAMPUS BEHAVIOR CODE

To ensure the continuance and enhancement of the positive image and reputation of all members of the College community, in the interest for 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:

1. 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.
2. Any student who does not show his or her ID Card upon a legitimate request will be considered a trespasser.
3. 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 Vice President for Student Development.
4. Any form of cheating is prohibited.

Any student charged with, accused of, or alleged to have violated the Code of Behavior or any law or regulation established by the College, and by the City, State or Federal Government shall be subject to disciplinary procedures as outlined in Articles 15.3 to 15.6 of the Board of Trustees Bylaws and to sanctions as listed in the Board of Trustees Bylaws and Article 129A of the Education Law.

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

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 right 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.

Academic freedom and the sanctuary of the university 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 facilities;"

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

Rules

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he 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 college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.

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

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

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

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

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

8. No individual shall have in his 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 sanctions: 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 charged with engaging in any manner 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 notice of suspension for a definite period of time.

Expulsion—Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

Complaint to Civil Authorities.

Ejection.

Adopted by the Board of Higher Education June 23, 1969, Calendar No. 3(b).
I. Introduction
Faculty members at Bronx Community College believe that developing students’ abilities to think through issues and problems by themselves is central to the educational process. Since academic integrity is vital to BCC as an institution of learning, faculty members will make every effort to uphold this “Policy on Academic Integrity” (hereinafter the “Policy”). Faculty will act in accordance with this Policy and all other University policies and applicable bylaws.

II. Definitions
The two most common violations of academic integrity are cheating and plagiarism.

A. Cheating
Cheating is defined as (a) taking or giving help on a test; (b) using unauthorized books, papers, notes or unauthorized pre-prepared materials during an examination; (c) passing off another person’s work as one’s own in the case of projects, papers, portfolios, lab reports; or (d) falsifying reports that clinical procedures were completed, and fabricating data such as vital signs, lab reports, etc. Examples of cheating include, but are not limited to, the following:
1. Copying an examination or assignment that will be submitted as an individual’s own work;
2. Procuring and distributing answers to examinations in advance;
3. Using answers on examinations that have been obtained in advance;
4. Unauthorized collaboration on work submitted as one’s own;
5. Having another person take an examination or write a paper that will be submitted as one’s own;
6. Submitting work which has been previously or is currently being used in another course without the knowledge or consent of the instructor.

B. Plagiarism
Plagiarism is a form of academic dishonesty which occurs when individuals attempt to present as their own ideas or statements that have come from another source. Examples of plagiarism include, but are not limited to, the following:
1. Failing to acknowledge (give a citation for) the ideas of another person, whether or not such ideas are paraphrased;
2. Attempting to rewrite borrowed material by simply dropping a word here and there, substituting a few words for others, or moving around words or sentences;
3. Failing to place quotation marks around borrowed material in the approved style; it is no defense to claim that one has “forgotten” to do so; and/or
4. Presenting as one’s own work a paper or computer program prepared by another person, whether by another student, friend, or family member, or by a business that sells such papers or programs to students.

III. Faculty Responsibilities
A. Allegations of cheating may be referred to the Vice President for Student Development (“VPSD”) to be handled under the Student Disciplinary Procedures in Article 15 of the Bylaws of The City University of New York, as amended by the Board of Trustees on February 24, 1992, (“bylaws”).
B. Allegations of plagiarism may be referred to the Vice President of Academic Affairs (“VPAA”) to determine whether the matter involves an academic question or a disciplinary matter. If the VPAA determines that the matter is academic, the College’s regular procedures in terms of grading and appeals, as contained in the Committee on Academic Standing’s Codification dated May 16, 1998 (“CAS Codification”), shall be followed. If the VPAA determines that the matter is disciplinary, then it shall be handled as a disciplinary violation in accordance with Article 15 of the bylaws.

The VPAA and VPSD will keep a record of any reported incident completely separate from the student’s other College records. Only the VPAA shall have access to records concerning academic violations, but she/he may supply them to the VPSD or the Student Disciplinary Committee when and if it is appropriate to do so. Records concerning a student’s academic integrity shall be destroyed six years after an individual student’s graduation or other separation from the College. If the VPAA sees a pattern of reports about a particular student, the VPSD will be consulted and the faculty member informed so that the seriousness of the problem is addressed by further grade penalties, disciplinary action, appropriate counseling or other measures consistent with the CAS Codification in cases of academic violations and by reference to Article 15 of the bylaws in cases of disciplinary violations. (See also Students Rights below.)

C. Allegations of cheating or plagiarism, if proven, may result in disciplinary action pursuant to Article 15 of the bylaws, with penalty ranging from failure in the course to dismissal from the College.

IV. Student Responsibilities
A. All students’ work shall be the result of their own efforts unless teamwork or other collaborative efforts are being clearly encouraged by the instructor.
B. Students are required to appropriately identify direct quotations and paraphrased opinions, ideas, and data when they are incorporated into the writing of papers, examinations, class projects, etc.
C. Students shall follow the directions of the course proctor regarding permissible materials in the classroom at the time of examinations.
D. No student shall give or receive any assistance or communicate in any way with another student while an examination is in progress.
E. No student shall attempt to obtain or disseminate the content of any examination prior to its distribution by the proctor.
F. No student shall submit the same work to more than one instructor without prior approval of the course instructor.
G. All students are expected to help insure academic integrity. Students should inform the professor if they suspect cheating or plagiarism. Student assistance in this matter is confidential.
V. Students Rights and Appeals

In cases in which a matter is treated as an academic violation, the College's regular procedures in terms of grading and appeals, as contained in the CAS Codification, should be followed.

In cases in which the matter is referred to the Vice President for Student Development to be treated as a disciplinary violation, Article 15 of the bylaws fully describes the students' rights and the procedures to be followed.

I. STUDENT DISCIPLINARY PROCEDURES (Section 15.3)

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 Vice President for Student Development 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 regis­
tered 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 hear­
ing.

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 chair­
person shall inform the student of the charges, the hear­
ing 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 com­
mitee. 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 chair­
person shall rule on any motions questioning the impartial­
ity of any committee member or the adequacy of the
notice of the charge(s). Subsequent thereto, the chair­
person may only rule on the sufficiency of the evidence
and may exclude irrelevant, immaterial or unduly repeti­
tive 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 incep­
tion 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 hear­
ing 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 dete­
rmine the penalty to be imposed.
8. At the end of the fact-finding phase of the hearing, the stu­
dent may introduce additional records, such as charac­
ter 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 discip­
linary record shall be submitted to the committee in a
sealed envelope and shall be 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 dispositive purposes, i.e., to
determine an appropriate penalty if the charges are sus­
tained.
9. The committee shall deliberate in closed session. The com­
mitee’s decision shall be based solely on the testi­
mony 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 pre­
sent the college’s case.

Appeals (Section 15.4)

An appeal from the decision of the faculty-student disci­
plinary 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 deci­
sion 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 fif­
ten 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 dis­
charged 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 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

3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between faculty/staff member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

C. Examples of Sexual Harassment

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

- requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades, or recommendations);

- submitting unfair or inaccurate job or academic evalua-
tions or grades, or denying training, promotion, or access to any other employment or academic opportunity, because sexual advances have been rejected.

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

- sexual comments, teasing, or jokes;
- sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse;
- graphic or sexually suggestive comments about an individual’s attire or body;
- inquiries or discussions about sexual activities;
- pressure to accept social invitations, to meet privately, to date, or to have sexual relations;
- sexually suggestive letters or other written materials;
- sexual touching, brushing up against another in a sexual manner, 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 for whom he or she has a professional responsibility. These dangers can include: that a student or employee may feel coerced into an unwanted relationship because he or she fears that refusal to enter into the relationship will adversely affect his or her education or employment; that conflicts of interest may arise when a faculty member, supervisor, or other member of the University community is required to evaluate the work or make personnel or academic decisions with respect to an individual with whom he or she is having a romantic relationship; that students or employees may perceive that a fellow student or co-worker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

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

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

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 responsibility for overseeing compliance with this policy at his or her respective unit of the University. In addition, each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility shall be required to report any complaint of sexual harassment to any individual or individuals to be designated in the procedures. All members of the University community are required to cooperate in any investigation of a sexual harassment complaint.

H. Enforcement

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

Effective October 1, 1995.

I. Contact Persons

In case of a complaint, please contact Professor Raymond Canals, Coordinator, Sexual Harassment Investigation Panel, Business and Information Systems Department, Meister Hall 317-A, (718) 289-5363.

For more information and workshops, please contact Professor Nancy Gear, Coordinator, Sexual Harassment Education Committee, English Department, Colston Hall 611, (718) 289-5740.

You may also contact Ms. Sahana Gupta, Executive Assistant to the President/Affirmative Action Officer, President’s Office, Language Hall 27, (718) 289-5151.
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 variety of opportunities to pursue independent interests and individualized learning. In addition, students can work side by side with some of the leading research scientists in the country, or participate in small specialized learning communities to help them succeed.

**ALLIANCE FOR MINORITY PARTICIPATION IN SCIENCE, ENGINEERING AND MATHEMATICS (AMP)**

*Coordinator: Dr. Maria Psarelli*

AMP is a federally funded minority research and training program sponsored by a grant from the National Science Foundation in collaboration with CUNY. Its goal is to encourage the participation of minority students in scientific, engineering and mathematical disciplines (SEM). AMP at BCC provides instructional and tutorial support for introductory SEM courses. It also provides funding for supervised research by undergraduate students.

**COLLEGIATE SCIENCE TECHNOLOGY ENTRANCE PROGRAM (CSTEP)**

*Project Directors: Dr. Nasser Abdellatif, Dr. Antonios Seas*

The purpose of CSTEP is to increase the number of historically underrepresented and disadvantage college students who enroll in and complete undergraduate and graduate programs that lead to professional licensure or to careers in mathematics, science, technology and health related fields. During the academic year CSTEP provides academic enrichment through workshops, tutoring, research in science and mathematics, field trips and other activities. CSTEP is funded by the New York State Department of Education.

**COORDINATED FRESHMAN PROGRAM**

*Coordinator: Dr. Jason Finkelson*

This program includes the Freshman Initiative, University Summer Immersion and Intersession Workshops.

The Freshman Initiative Program is designed for entering freshmen who require at least two of the following courses: English 01, English 02, Reading 01, Reading 02, Math 01. Students take only one of these subjects at a time for approximately five weeks. By the end of the semester, all participants have taken two to three developmental courses and at least one credit-bearing course. 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 Workshops, offered in June and January, provide the opportunity to complete an ESL or other developmental course which the student did not pass during the regular semester. Students are enrolled in one subject at a time in small classes, with an intensive academic format supported by tutoring.

**COLLEGE OPPORTUNITY TO PREPARE FOR EMPLOYMENT (C.O.P.E.)**

*Director: Ms. Barbara Martin*

C.O.P.E., 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.
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. With guidance from a CUNY faculty member who agrees to serve as a mentor, students who are admitted to the program develop an individualized area of specialization, and also complete the program’s liberal arts core and other degree requirements. Students may be able to earn up to 30 credits for non-classroom work, and half of these may be awarded for prior experiential learning. Although students in the program are matriculated at one CUNY college, they are free to take courses at any of the other CUNY colleges. To be eligible, students must have a clear academic goal, and they 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 of New York. 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 365 Fifth Avenue, Suite 6412, New York, NY 10016 or call (212) 817-8220. Also, see www.cunyba.cuny.edu.

**CUNY Bridge to College Program**

**Director:** Mr. Ray Hubener

The CUNY Bridge to College Program provides an opportunity for students to spend an intensive period of time improving their reading, writing, and math skills before enrolling in college courses. The program is designed for entering freshmen who need additional work on their basic skills. Participation in the program is voluntary. Participants may study on a full or part-time basis in fall, spring or summer sessions for the equivalent of up to one academic year.

**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 $345; for those receiving public assistance, the fee is $375. For shorter summer sessions, fees are scaled accordingly.

**CUNY Study Abroad Programs**

**Coordinator:** Dr. David Gordon

The CUNY Study Abroad Programs allow students to study a wide variety of subjects, including languages, culture, music, international cinema, nursing and social services at universities in many countries in Europe, Africa, South America and Asia. Opportunities include study abroad for a semester, a year, or for four to six weeks during the summer. Students may also study for four weeks during January intersession. All credits earned will be applied towards CUNY degrees. Scholarships of up to $1000 are available through the Study and Travel Opportunities for CUNY Students Program (STOCS). For further information and applications, contact Dr. David Gordon, Colston Hall, Room 307, or call (718) 289-5658.

**ESL Sequence**

**Coordinators:** Prof. Nancy Gear and Prof. Sharon Utakis

The ESL program is a three-semester sequence. 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. Students are placed at one of three levels based on their writing skills. The courses are as follows:

- ESL 01 Basic 8 hours
- ESL 02 Intermediate 6 hours
- ESL 03 Advanced 6 hours

**Honors Program**

**Coordinators:** Dr. Leslie Hurley and Dr. Kathleen Williams

The Honors Program at Bronx Community College fosters academic excellence. It challenges students with rigorous assignments and creates opportunities for education beyond an A.A. or A.S. degree.

The Honors Program is open to all students who meet the following criteria: a GPA of at least 3.2; prerequisites either not required or completed; and at least nine college credits earned. Students may also enter the program when recommended by a faculty member.

Qualified students are eligible to take honors courses in a variety of subjects in the liberal arts and sciences. Honors classes are generally limited in size and offer greater opportunities for individual attention and interaction with faculty. Students receive special recog-
tion on their transcripts for those honors courses in which they attain a grade of B or higher.

Every honors student is assigned a faculty mentor who will be available for academic advisement and help in planning long-term academic goals.

■ INDEPENDENT STUDIES

Coordinator: Dean Alice P. Fuller

Independent Studies may be taken by students who wish to design a project of their own, either in their own discipline or on an interdisciplinary basis. An independent study 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 117.)

■ MINORITY BIOMEDICAL RESEARCH SUPPORT (MBRS)

Program: Director, Dr. John W. Davis

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 one 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 students who want to pursue a biomedical career.

■ THE PARIS/CUNY EXCHANGE PROGRAM

Coordinator: Dr. Marsha Cummins

The Paris/CUNY Exchange Program offers CUNY students the opportunity to study at the University of Paris for one or two semesters. Participating students 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.

■ 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 8 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.

■ SHARE

Director: Dr. Atlaw Beiligne

BCC students and faculty organize and manage a community-based food cooperative affiliated with SHARE (Self Help and Resource Exchange).

■ WEEKEND OFFERINGS AT BCC

Coordinator: Dr. Jason Finkelstein

Bronx Community College offers students the opportunity to take courses on the weekends. Courses are available on Saturdays, with some academic offerings on Sundays. BCC also has a Fast Track Program which allows students to complete a course over four weekends on Saturdays and Sundays. Faculty who teach on the weekends are selected because of their experience and interest in teaching adult learners. Campus services including the Library and the Learning Resource Center are open Saturdays during the semester.
ART AND MUSIC
Office: Bliss Hall, Room 303
Chairperson: Professor Ruth Bass
Associate Professors: T. Cipullo, F. Sharpe
Assistant Professors: L. Amowitz, C. Belshe, M. Viola, B. Yarmolinsky
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
Professors: H. Balter, M. Fein, F. Ford, H. Fuld, F. Haase, V. Kissel
Associate Professors: K. Pavletich, A. Sobiera
Assistant Professors: M. Gannon, C. Malti
Lecturers: B. Hallihan, L. Rice, L. Somenarain
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
Mark Adelman, Lab Manager, Beth Abraham Health Services
Meenakshi Agrawal, Dr.Ph.H., Department of Bio/Medical Research, Our Lady of Mercy Medical Center
Claudia Ashby, M.T., A.S.C.P., Safety/Q.A. Officer, National Health Laboratories, Inc.
Jeanette D. Batiz, A.A.S., College Laboratory Technician, Bronx Community College
Michael Chenouda, Ph.D., Coordinator, MT Program, York College
John W. Davis, Ph.D., Department Chairperson, Professor of Biology and Medical Laboratory Technology, Bronx Community College
Betsy Hallihan, M.S., Lecturer, Bronx Community College
Allen Jablonski, Administrative Director of Laboratories, Jacobi Medical Center
Laura Lindsay, Student Training Coordinator, Jacobi Medical Center
Kathleen Pavletich, Ph.D., M.T., A.S.C.P., Associate Professor, Bronx Community College
Lourdes Rosario, A.A.S., College Laboratory Technician, Bronx Community College
Latchman Somenarain, M.A., Lecturer, Bronx Community College
Neville Trowers, M.S., Laboratory Manager, Jacobi Medical Center

Clinical Associates
Mark H. Adelman, B.S., Lab Manager, Beth Abraham Hospital
Stephen Apselroth, Ph.D., Immunohematology Supervisor, Jacobi Medical Center
Larry Freundlich, Microbiology Supervisor, Jacobi Medical Center
Hope Hutton, B.A., M.P.H., Supervisor of Hematology, Lincoln Hospital
Lillian Lee, Microbiology Lab Manager, New York-Presbyterian Medical Center
Desiree Meighan, Chemistry Supervisor, Jacobi Medical Center
Abraham N. Neufeld, B.S., Technologist, Beth Abraham Hospital
Leona Nixon, Hematology Supervisor, North Central Bronx Hospital
Stella White, Hematology Supervisor, Jacobi Medical Center
BUSINESS AND INFORMATION SYSTEMS

Office: Meister Hall, Room G-20
Chairperson: Professor Rosemary Quinn
Professors: H. Andima, R. Canals, B. Ettinger, I. Ghafoor, J. Gorham, J. Morales, M. Rogan, J. Suarez,
Associate Professors: H. Clampman, D. LaBlanc, K. Park-Kim, H. Weinman
Assistant Professors: F. Moore, D. Read, M. Walwyn
Lecturers: E. Brown, M. Gagion, H. Irby, Jr., M. Kassab, C. Perkins

Approximately 50 adjuncts per semester
Courses offered: Accounting (ACC), Business Information Systems (BIS), Business (BUS), Business Communications (COM), Data Processing (DAT), Finance (FIN), Health Care Management (HCM), Keyboarding (KEY), Law (LAW), Marketing Management and Sales (MKT), Secretarial Studies (SEC), Taxation (TAX), Word Processing and Desktop Publishing (WPR)

Business and Information Systems Advisory Committee
Mr. Joel Levy, The Siegel Company
Ms. Beikis Marrero, John F. Kennedy High School
Dr. Bridget N. O'Connor, Dept. of Administration, Leadership, and Technology, New York University
Ms. June Reitmeier, Vanguard Temporaries Inc.
Mr. Roland G. Stephan, CPA

Paralegal Advisory Committee
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
Charles S. Flemming, * Former Ambassador, St. Lucia/United Nations
Mildred Hermina, * Counselor, Student Development, Bronx Community College
James Higgins, * Former Coordinator, C.A.S.E.S.
Hon. Lee Holzman, Judge, Bronx County Surrogate Court
Hon. Robert Johnson, Esq., Bronx District Attorney
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 Supreme 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: Associate Professor Panayiotis C. Meleties
Professors: J. Fahey, E. Passer, M. Pulver, H. Stein
Associate Professors: S. Alozie, T. Brennan
Assistant Professors: K. Ismail, N. Phillip
Approximately 20 adjuncts per semester
Courses offered: Chemistry (CHM), Environmental Technology (ENV)

COMMUNICATION ARTS AND SCIENCES

Office: Colston Hall, Room 701
Chairperson: Professor Debra A. Gonsher
Associate Professors: B. Carney, I. Mirsky, L. Powell
Assistant Professors: R. Butt, D. Schulster, S. Watson Turner, J. Wisotsky
Lecturers: A. Perucci, M. Schryer
Approximately 20 adjuncts per semester
Courses offered: Communication (CMS and CMT)

EDUCATION AND READING

Office: Colston Hall, Room 401
Chairperson: Professor Howard Irby
Professors: S. O'Neill, H. Shenkman
Associate Professor: G. Cukras
Assistant Professors: S. Powers, J. Wilson
Lecturers: D. D'Alessio, A. Laverpool, S. Osborne, J. Shaddai, J. Todaro
Approximately 59 adjuncts per semester
Courses offered: Education (EDU), Learning to Learn (LTL), Reading (RDL)

Education Associate Advisory Committee
Dr. James Brun, 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
Gloria Ramos, Teacher, P.S. 191, Manhattan
Carol Russo, Principal, P.S. 31, Bronx
ENGLISH
Office: Colston Hall, Room 601
Chairperson: Associate Prof. F. L. De Naples
Professors: M. Cummins, R. Donovan,
L. Ferguson, N. J. Hall, M. Nickerson
Associate Professors: D. Blot, P. Read,
J. Spielberger
Assistant Professors: J. DeMetro, M. Denbo,
M. Hammitt-McDonald, L. Hurley, C. Liston,
M. Pita, G. Regney, C. Sassi-Lehner,
T. Sedore, S. Utakis, T. Wodajo
Lecturers: D. Chapman, N. Gear, A. Rowan,
W. Washington
Approximately 50 adjuncts per semester
Courses offered: English (ENG) and English as a
Second Language (ESL)

HEALTH, PHYSICAL EDUCATION
AND WELLNESS
Office: Alumni Gym, Room 300
Chairperson: Professor Michele Stern
Professors: D. Genova, S. Schwartz, M. Wenzel
Assistant Professors: C. Alston, A. Kelemen,
S. Moss, H. Skinner
Lecturer: J. Heller
Approximately 10 adjuncts per semester
Courses offered: Health (HLT), Physical Education
(PEA), Recreation (REC), Cardiopulmonary
Resuscitation (CPR)

HISTORY
Office: Colston Hall, Room 301
Chairperson: Professor James D. Ryan
Professors: V. Bonelli, G. Diallo, J. Gutwirth
Associate Professors: N. S. Davis,
A. Finkelstein, D. Gordon, K. Williams
Assistant Professors: S. Giovecchini,
H. Wach
Approximately 14 adjuncts per semester
Courses offered: Geography (GEO), History (HIS),
Philosophy (PHL)

MATHEMATICS AND COMPUTER
SCIENCE
Office: Gould Tech, Room 315
Chairperson: Assistant Professor Germana Glier
Professors: L. Alpert, M. Bates, G. Bhalla,
S. Forman, S. Friedlander, H. Frisz, B. Kabak,
R. Kossak, J. O'Sullivan
Associate Professors: K. Fogarty, M. Glass,
A. McIsaac, M. Messioudene
Assistant Professors: A. Belligne, A. Budhram,
A. Kheyfits, C. O'Sullivan, I. Petrovic,
M. Piarrelli, H. Tehrani, A. Weaver, D. Wylie, P. Yom
Approximately 55 adjuncts per semester
Courses offered: Computer Science (CSI),
Mathematics (MTH)

MODERN LANGUAGES
Office: Colston Hall, Room 201
Chairperson: Professor José M. López-Marrón
Assistant Professor: L. Gorycki
Lecturers: D. Flores, A. Resto, A. Zaidi
Approximately 12 adjuncts per semester
Courses offered: French (FRN), Italian (ITL), Language
(LAN), Spanish (SPN)

NURSING AND ALLIED HEALTH
SCIENCES
Office: Gould Tech, Room 413
Chairperson: Associate Professor Lois Augustus
Professor: D. Morris
Associate Professors: C. Carew-Joyner,
S. Clarke, V. Foster, D. Goetz, V. Mishkin, M. Smith
Assistant Professors: V. Bernard, B. Coalmon,
I. Mueller, H. Papas-Kavalis, M. Watford
Lecturer: L. Cardinale
Approximately 15 adjuncts per semester
Courses offered: Clinical Education (CLE), Nursing
(NUR), Nutrition (NTR), Pharmacology (PHM), Physical
Assessment of the Adult (PAS), Radiologic Technology
(RAD)

LICENSED PRACTICAL NURSING
CERTIFICATE PROGRAM
Office: Gould Tech, Room 408
Director: Ms. Ellen Hoist
Assistant Director: Ms. Alnisa Shabazz
Approximately 8 adjuncts per semester
Nursing Advisory Committee
Lois Augustus, M.A., R.N., Chairperson of BCC
Department of Nursing and Allied Health Sciences
Virgena Bernard, B.A., M.A., Ed.M., R.N.,
Assistant Professor, BCC Department of Nursing
and Allied Health
Joan Cortelli, M.S.N., R.N.C., R.N., Director of
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Chairperson, BCC Department of Biology and
Medical Laboratory Technology
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Services, Bronx Veterans Administration Hospital
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Alice P. Fuller, Ed.D., R.N., Associate Dean of
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Carolyn Goetze, M.A., R.N., Senior Vice President of
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Ellen Hoist, M.S.N., R.N., Director of Licensed Practical
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Lincoln Medical and Mental Health Center
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Nursing, Staff Development, St. Barnabas Hospital
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Director, Division of Nursing, New York University
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Nursing and Allied Health Sciences
Ngosi Nkongo, Ph.D., R.N., Chairperson, Division of
Nursing, Lehman College
Brenda A. Scranton, M.A., Vice President for Student
Development, Bronx Community College

Licensed Practical Nursing
Certificate Program Advisory Board
Ellen Hoist, M.S.N., R.N., Director of Licensed Practical
Nursing Certificate Program, Department of Nursing
and Allied Health Sciences
Lois Augustus, M.A., R.N., Chairperson, BCC
Department of Nursing and Allied Health Sciences
Lucinda Berry, * L.P.N.
Charlene Bethel, B.S.N., R.N., Clinical Supervisor
Montefiore Home Care
Doris Colon, M.S.W., Coordinator of Social Services,
Goddard Riverside Community Center/Phelps House
Roslyn Fisher, B.S.N., R.N., Chief Clinical Officer,
Nursing Sisters Home Care
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Clinical Operations and Development, Catholic
Health Care System; Chair, LPN Advisory Board
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Nursing, North Central Bronx Hospital
Juliet Grant, B.S.N., R.N., Wound Care Specialist
Joan Johnston, Ed.D., R.N., Professor,
Department of Nursing, Lehman College
Vanda Johnston, D.P.M., Upper Manhattan Footcare
Gayla Marsh, * L.P.N.
Hyacinth Martin, M.S.N., R.N., Associate Professor,
Department of Nursing, Borough of Manhattan
Community College
Alnisa Shabazz, M.S.N., R.N., Assistant Director of
Licensed Practical Nursing Certificate Program,
Department of Nursing and Allied Health Sciences

Radiologic Technology Advisory Committee
Virginia Mishkin, M.S., RT (R) (M), (QM), Associate Professor,
Committee Chairperson, BCC Radiologic
Technology, Program Director
Lois Augustus, M.A., R.N., Chairperson,
BCC Department of Nursing and Allied Health
Sciences
Frank Bucarno, Clinical Supervisor,
Department of Radiology, New York Presbyterian
Medical Center
Leonard Cardiale, M.S., RT (R) (CT), Lecturer,
Clinical Coordinator, BCC Radiologic Technology
Sharon Clarke, M.A., RT (R) (M) Associate Professor,
BCC Radiologic Technology Program
Alice P. Fuller, R.N., Ed.D., BCC
Associate Dean of Academic Affairs
Donna Goetz, M.S., R.T. (R) (M), Associate Professor,
BCC Radiologic Technology
Anthony Myerson, Radiology Manager,
New York United Hospital Medical Center
Jay Myerson, Assistant Director,
Montefiore Medical Center
Edward Trivella, B.A., RT (R) Staff Radiographer,
Montefiore Medical Center, BCC Clinical Instructor

*BCC Alumna
PHYSICS AND TECHNOLOGY
Office: Gould Tech, Room 118
Chairperson: Professor Nasser Abdellatif
Professors: J. Malinsky, J. Moghadassi
Associate Professor: S. Deonarine
Assistant Professors: A. Akinmoladun, A. Lal, L. Montenegro, S. Saddawi, A. Seas
Instructor: J. Newman
Lecturer: C. Ferreira-Lillo
Approximately 38 adjuncts per semester
Courses offered: Astronomy (AST), Automotive Technology (ACS), Electrical Technology (ELC), Mechanical Technology (MEC), Nuclear Medicine Technology (NMT), Physics (PHY), Telecommunications (TEC)

SOCIAL SCIENCES
Office: Colston Hall, Room 312
Chairperson: Professor Kathleen S. Berger
Professor: P. Morrill
Associate Professors: C. Daley, R. Strieby
Assistant Professors: J. Eugene, M. Gray, D. Mangiante, R. Mendez, B. Somerville, L. Ticke
Lecturers: L. Battista, J. Freeman, G. Rodriguez
Approximately 33 adjuncts per semester
Courses offered: Anthropology (ANT), Economics (ECO), Human Services (HSC), Political Science (POL), Psychology (PSY), 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. With the exception of some accredited program, a minimum number of 60 credits is required to complete a degree. In addition, Orientation and Career Development (OCD 01) is required of all entering freshmen.

“O” level courses (RDL 01 or ENG 02, for example) taken at BCC to remove deficiencies in preparatory work, and courses recommended as a result of placement examinations that 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.

Students should file a Candidate for Degree Card two semesters prior to the expected graduation date in the Registrar’s Office, Colston Hall, Room 513. 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 presentation 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)
- Computer Information Systems (5103)
- Education Associate (5503)
- Electronic Engineering Technology (5310)
- Environmental Technology (5499)
- Marketing, Management, Sales (5004)
- Media Technology (5008)
- Medical Laboratory Technology (5205)
- Nuclear Medicine Technology (5207)
- Nursing (5208-10)
- Ornamental Horticulture (5402)
- Paralegal Studies (5099)
- Radiologic Technology (5207)
- Secretarial Science-Medical (5214)
- Secretarial Studies (5005)
- Telecommunications Technology (5310)
- Telecommunications Technology Verizon (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, Chemistry, and Physics (5649)
- Mathematics (5617)
- Therapeutic Recreation (5599)

CERTIFICATE PROGRAMS

- Automotive Mechanics (5306)
- Licensed Practical Nursing (5209.20)
- Paralegal Studies (5099)
ADVERTISING ART AND
COMPUTER GRAPHICS
(A.A.S. Degree)

Curriculum Coordinator: Dr. Ruth 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 ........ 6
- CMS 11 Fund. of Interpersonal Communication .................. 3
- HIS 10 or History of the Modern World or
  HIS 11 Intro. to the Modern World .......................... 3
- MTH 12 or Intro. to Mathematical Thought or
  MTH 21* or Survey of Mathematics I or
  MTH 22* Probability and Statistics ................... 3
- PEA or Physical Education activity course or
  HLT 91 Critical Issues in Health .................. 1-2
- SCI** Any laboratory science .................................. 4

Total 20-21

Required Areas of Study
- ART 11 or Intro. to Art or
  ART 12 Intro. to Western & Non-Western Cultures .......... 3
- Humanities Electives† ........................................... 4-3
- CMS 60 or Intro. to Mass Communication or
  MKT 43 or Advertising & Sales Promotion or
  Humanities Electives† ......................................... 3
- ART 88 or Multimedia Design or
  ART 91 or Portfolio Seminar or
  CWE 31 or Cooperative Work Experience or
  Free elective (Transfer only) ................................ 1-2

Total 10-11

Specialization Requirements
- ART 15 Design and Color .................................. 2
- ART 21 Drawing ............................................. 2
- ART 22 Painting .............................................. 2
- ART 32 Printmaking ........................................... 2
- MTH 55 Modern Art ........................................... 3
- MTH 56 Graphic Design History ..................................... 2
- MTH 71 Typography/Intro. to Computer Design .................. 2
- ART 79 Computer Design ....................................... 2
- ART 80 Illustration ............................................. 2
- ART 81 Graphic Design Principles .................................. 2
- ART 82 Computer Imaging ....................................... 2
- ART 83 Computer Illustration ..................................... 2
- ART 84 Graphic Design for the World Wide Web .................. 2

Total 29

* 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. Henry 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 est technician, diagnostician, equipment sales and service, independent business administrator, dealership service manager, service writer, engine machinist and rebuild, 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 MECHANICS
(Certificate Program)
Program Coordinator: Dr. Henry Frisz

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

**Automotive Mechanics Curriculum**

**30 Credits required for Certificate**

<table>
<thead>
<tr>
<th>Core Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACS 11 Engines ........................................... 6</td>
</tr>
<tr>
<td>ACS 12 Brakes ............................................ 3</td>
</tr>
<tr>
<td>ACS 13 Fuel Systems ..................................... 3</td>
</tr>
<tr>
<td>ACS 14 Manual Transmission .......................... 3</td>
</tr>
<tr>
<td>ACS 21 Front Ends ....................................... 3</td>
</tr>
<tr>
<td>Total 18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACS 21 Automatic Transmission ........................................... 4</td>
</tr>
<tr>
<td>ACS 22 Heating &amp; Air Conditioning ......................................... 4</td>
</tr>
<tr>
<td>Total 12</td>
</tr>
</tbody>
</table>

**Total 30**

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

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

<table>
<thead>
<tr>
<th>Core Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11 Fundamentals of Written Composition I .................... 3</td>
</tr>
<tr>
<td>CMS 11 Fund. of Interpersonal Communication ....................... 3</td>
</tr>
<tr>
<td>HIS 10 or History of the Modern World or .......................... 3</td>
</tr>
<tr>
<td>HIS 11 Intro. to the Modern World ................................... 3</td>
</tr>
<tr>
<td>MTH 13 Trigonometry &amp; College Algebra ................................ 3</td>
</tr>
<tr>
<td>PEA Physical Education activity course ............................. 1</td>
</tr>
<tr>
<td>CHM 17 Fundamentals of General Chemistry .......................... 4</td>
</tr>
<tr>
<td>Total 17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Areas of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 10 or Art Survey or</td>
</tr>
<tr>
<td>MUS 10 Music Survey ........ 1</td>
</tr>
<tr>
<td>PHY 21 Physics for Engineering Technology ....................... 4</td>
</tr>
<tr>
<td>MEC 11 Basic Engineering Graphics ................................. 2</td>
</tr>
<tr>
<td>Humanities electives* ............................................. 6</td>
</tr>
<tr>
<td>Total 13</td>
</tr>
</tbody>
</table>

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

Students interested in a biology-related career in medicine, dentistry, veterinary medicine, or biotechnology, or a career as a physician assistant, or a biology teacher, should see the Department Chairperson, Dr. John W. Davis. For information on the Biology option in the Liberal Arts and Sciences (A.S.) Degree, see page 81.

■ BUSINESS

The curricula offered in Business and Information Systems include Accounting; Computer Information Systems; and Marketing, Management, Sales; and lead to an Associate in Applied Sciences (A.A.S.) degree. Business Administration, with options in Accounting; Management; Marketing; Management; Sales; and Computer Programming, leads to an Associate in Science (A.S.) degree which prepares students to transfer to a senior college.

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

■ ACCOUNTING

(A.A.S. Degree)

Curriculum Coordinator: Prof. Howard A. Clampman

Accountants are indispensable in modern business organizations. Their basic responsibilities include the recording and summarizing of financial transactions. Accountants 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 continue their education 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 gain valuable business experience in a supervised setting.

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

Accounting Currriculum

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</td>
<td>Fundamentals of Written Composition I</td>
</tr>
<tr>
<td>ENG 12</td>
<td>Fundamental Accounting I</td>
</tr>
<tr>
<td>ENG 13</td>
<td>Intermediate Accounting</td>
</tr>
<tr>
<td>ENG 14</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>ENG 15</td>
<td>Accounting Information Systems</td>
</tr>
<tr>
<td>ENG 16</td>
<td>Business Law</td>
</tr>
<tr>
<td>BUS 11</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUS 31</td>
<td>Cooperative Work Experience</td>
</tr>
<tr>
<td>MTH 12</td>
<td>Intro. to Mathematical Thought</td>
</tr>
<tr>
<td>SCI*</td>
<td>BIO 18, AST or CHM</td>
</tr>
<tr>
<td>Restricted electives **</td>
<td>5</td>
</tr>
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<td>Total Core</td>
<td>16</td>
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</table>

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC 11</td>
<td>Fundamental Accounting I</td>
</tr>
<tr>
<td>ACC 12</td>
<td>Fundamental Accounting II</td>
</tr>
<tr>
<td>ACC 13</td>
<td>Intermediate Accounting</td>
</tr>
<tr>
<td>ACC 15</td>
<td>Accounting Information Systems</td>
</tr>
<tr>
<td>BUS 11</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>DAT 10</td>
<td>Microcomputer Applications</td>
</tr>
<tr>
<td>DAT 12</td>
<td>Microcomputer Database Applications</td>
</tr>
<tr>
<td>KEY 10</td>
<td>Keyboarding for Computers</td>
</tr>
<tr>
<td>LAW 1</td>
<td>Business Law</td>
</tr>
<tr>
<td>MKT 1</td>
<td>Marketing</td>
</tr>
<tr>
<td>CWE 31</td>
<td>Cooperative Work Experience</td>
</tr>
<tr>
<td>CWE Internship</td>
<td>2</td>
</tr>
<tr>
<td>Total Specialization</td>
<td>36</td>
</tr>
</tbody>
</table>

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

** Select from Anthropology, 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 31 | a two (2) credit course. A student should enroll in CWE one year before graduating or when starting the third semester. See the CWE advisor in Loew Hall, Career Services, during the second semester. |

Students who are employed full time are not required to complete CWE. A waiver may be obtained from the Department Chairperson by submitting documentation of current full-time employment. After a written waiver of CWE is obtained, the student must substitute the required CWE credits with any course(s) offered by the Business and Information Systems Department. College Work-Study assignments within CUNY may not be used as substitutes for the CWE internship.
## COMPUTER INFORMATION

**SYSTEMS (A.A.S. Degree)**

*Curriculum Coordinator: Prof. Imran Ghafoor*

The field of computer information systems is rich in career opportunities with excellent starting salaries for qualified personnel. Corporations, government agencies, financial institutions, marketing and retail organizations, and small firms require the services of computer applications specialists, computer programmers, and information technology technicians. The Computer Information Systems Curriculum, based upon your interests, prepares you for various entry-level positions including junior computer programmer, computer operator, computer support specialist, application user specialist, data-entry operator, web page designer and desktop publishing specialist.

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

A Cooperative Work Experience course allows students to gain valuable business experience in a supervised setting.

Students interested in the Business Administration Computer Programming Option (A.S. Degree) in the Business and Information Systems Department should see page 69.

Students interested in Computer Science (A.S. Degree) in the Mathematics and Computer Science Department should see page 74.

### Computer Information Systems 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</td>
<td>3</td>
</tr>
<tr>
<td>GMS 11 Fund of Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10 or HIS 11 Intro. to the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>MTH 12 Intro. to Mathematical Thought</td>
<td>3</td>
</tr>
<tr>
<td>SCI **</td>
<td>BIO 18 or CHM</td>
</tr>
<tr>
<td>Total</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Areas of Study</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12 or ENG 14 Written Composition or Prose Fiction</td>
<td>3</td>
</tr>
<tr>
<td>ENG 15 or ENG 16 Written Composition and Drama or Written Composition and Poetry</td>
<td>3</td>
</tr>
<tr>
<td>Restricted electives #</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>8</td>
</tr>
</tbody>
</table>

# Specialization Requirements

- ACC 11 Fundamental Accounting ........................................ 4
- BIS 13 Introduction to the Internet and Web Development ........................................ 3
- BUS 10 Introduction to Business ........................................ 3
- BUS 11 Business Mathematics ........................................ 3
- DAT 30 Introduction to Computer Fundamentals and Programming ........................................ 3
- DAT 33 Microcomputer Applications ........................................ 2
- DAT 35 BASIC Language Programming ........................................ 3
- KEY 10 Keyboarding for Computers ........................................ 1
- CWE 31 Cooperative Work Experience ........................................ 2
- Total 24

<table>
<thead>
<tr>
<th>Options</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microcomputer Applications Option</td>
<td>12</td>
</tr>
<tr>
<td>DAT 36 Microcomputer Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>DAT 38 Microcomputer Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>WPR 24 Introduction to Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>WPR 31 Microcomputer Word Processing Applications</td>
<td>3</td>
</tr>
</tbody>
</table>
| Total 12

<table>
<thead>
<tr>
<th>Computer Programming Option</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAT 40 COBOL Programming</td>
<td>3</td>
</tr>
<tr>
<td>DAT 41 Assembly Language Programming</td>
<td>3</td>
</tr>
<tr>
<td>DAT 43 Advanced COBOL Programming</td>
<td>3</td>
</tr>
<tr>
<td>DAT 44 High Level Programming Language for Business</td>
<td>3</td>
</tr>
</tbody>
</table>
| Total 12

<table>
<thead>
<tr>
<th>Information Technology Option</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 12 Information Technology and Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>BIS 14 Information Technology in Business</td>
<td>3</td>
</tr>
<tr>
<td>BIS 23 Advanced Web Page Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>WPR 31 Microcomputer Word Processing Applications</td>
<td>3</td>
</tr>
</tbody>
</table>
| Total 12

---

*Students who intend to transfer to a four-year college should take MTH 23, 30 or 31 instead of MTH 12. Check for required prerequisites for these math curses.

* Students who may later transfer to a four-year college should take a science course with a laboratory component from among BIO 11, BI 21, CHM 10, CHM 11, PHY 11, AST 11 or AST 12.

Non-transfer students may also take a science course with a laboratory component.

# Students are required to take 5 credits of restricted electives. Students may choose any combination of courses from Art and Music, Communication, History, Social Sciences (Anthropology, Economics, Philosophy, Political Science, Psychology, and Sociology), Modern Languages, and Health, Physical Education, and Wellness (only 1 course in Health Education or 2 courses in Physical Education).

---

(CWE 31 is a two (2) credit course. A student should enroll in CWE one year before graduating or when starting the third semester. See the CWE advisor in Low Memorial Library, Career Services, during the second semester.

Students who are employed full time are not required to complete CWE. A waiver must be obtained from the Department Chairperson by submitting documentation of current full-time employment. After a written waiver of CWE is obtained, the student must substitute the required CWE credits with any course(s) offered by the Business and Information Systems Department. College Work-Study assignments within CUNY may not be used as substitutes for the CWE internship.)
MARKETING, MANAGEMENT, SALES (A.A.S. Degree)
Curriculum Coordinator: Dr. Jacinto Suarez

Marketing facilitates the movement of goods and services from producers to consumers. In today's marketing-driven society, organizations need college graduates with knowledge of marketing functions, including advertising, personal selling, wholesaling, and retailing, and marketing research. A Cooperative Work Experience course allows students to gain valuable experience in a supervised setting. Graduates are equipped to assume entry-level positions and to pursue self-employment opportunities.

Students may follow the Marketing, Management, Sales Curriculum or select one of the following specialized options.

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

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

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

Core Requirements
- ENG 11 Fundamentals of Written Composition I
- CMS 11 Fund of Interpersonal Communication
- HIS 10 or HIS 11 History of the Modern World
- MTH 12* Intro to Mathematical Thought
- SCI* BIO 18, AST or CHM

Required Areas of Study
- ENG 12 or ENG 13 Fundamentals of Written Composition II or Introduction to Prose Fiction
- ENG 14 or ENG 15 Written Composition and Drama
- ENG 16 Written Composition and Poetry
- Restricted electives**

Total 16

Specialization Requirements
- ACC 11 Fundamental Accounting I
- BUS 11 Business Mathematics
- BUS 41§ Business Statistics
- BUS 10 Introduction to Business
- CMS 12 Voice & Diction: Business & Prof. Speech
- DAT 10 Computer Fundamentals & Applications
- KEY 10 Keyboarding for Computers
- LAW 41 Business Law
- MKT 11 Marketing
- MKT 18§ Principles of Selling
- MKT 32§ Principles of Advertising
- CWE 31† Cooperative Work Experience

Total 8

Total 24

Small Business Management Option§
- BUS 21 Small Business Management
- FIN 31 Principles of Finance
- MKT 41 Management of Retail Operations
- MKT 43 Principles of Advertising

Total 12

Management of Retail Enterprise Option†
- FIN 31 Principles of Finance
- MKT 32 Principles of Selling
- MKT 33 Retail Buying Techniques
- MKT 41 Management of Retail Operations

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 Anthropology, 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 31 is a two (2) credit course. A student should enroll in CWE one year before graduating or when starting the third semester. See the CWE advisor in Loew Hall, Career Services, during the second semester.

Students who are employed full time are not required to complete CWE. A waiver must be obtained from the Department Chairperson by submitting documentation of current full-time employment. After a written waiver of CWE is obtained, the student must substitute the required CWE credits with any course(s) offered by the Business and Information Systems Department. College Work-Study assignments within CUNY may not be used as substitutes for the CWE internship.

§Students in the Small Business Management Option must omit MKT 18, MKT 32, and BUS 41 from the Specialization Requirements.

†Students in the Management of Retail Enterprise Option must omit MKT 18, MKT 43, and BUS 41 from the Specialization Requirements.
BUSINESS ADMINISTRATION
(A.S. Degree)
Curriculum Coordinator: Dr. Rosemary A. Quinn

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; Computer Programming; Management; Marketing, Management, Sales options.

Accounting Option. This option prepares students with fundamental courses in business and accounting. The option also provides the background for transfer to a senior college and completion of the baccalaureate degree. Students who wish to pursue a career in finance should select 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.

Computer Programming Option. This option provides a range of computer programming courses designed to provide the necessary foundation for employment and/or transfer to a senior college.

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 those students interested in a career in Marketing Management and for those who intend to transfer to a senior college.

Students interested in Computer Science (A.S. Degree) in the Mathematics and Computer Science Department should see page 74.

Students interested in Computer Information Systems (A.A.S. Degree) in the Business and Information Systems Department should see page 69.
# Business Administration Curriculum

## 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 or HIS 11** History of the Modern World or Intro. to the Modern World ....... 3
- **MTH 29** Pre-Calculus Mathematics for Business Students or MTH 30 or MTH 31  
  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
- **ECO 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 Drama or Written Composition and Poetry ..................... 3
- **Restricted electives** .................................................................................................... 7

Total 17

### 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 10** Computer Fundamentals and Applications .............................................. 2
- **DAT 30** or Introduction to Computer Fundamentals and Programming ................ 3
- **LAW 41** Business Law ............................................................................................. 3
- **Option** Select one .................................................................................................... 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

### Computer Programming 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

### 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

*Select from Anthropology, 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).  
** DAT 10 is for students enrolled in the Accounting, Management, and Marketing options.

** DAT 30 is for students enrolled in the Computer Programming Option only.

## CHEMISTRY

The Department of Chemistry offers a program leading to the A.A.S. degree in Environmental Technology. See page 77. Liberal Arts students in the A.S. program may select an option in Chemistry. See page 81.

Students interested in a career in chemistry, biochemistry, chemical engineering, pharmacy, or any other medicine related field, should see the Department Chairperson, Dr. P. Meleties, or another department faculty member.
COMMUNITY/SCHOOL HEALTH EDUCATION (A.S. Degree)

Curriculum Coordinator: Ms. Janet Heller

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.

The Dietetics and Nutrition Option provides basic courses for transfer to a senior college. In addition, it is broad enough to allow students to pursue a major in their respective health disciplines.

Community/School Health Education Curriculum

60 Credits required for A.S. Degree

Core Requirements

- ENG 11 Fundamentals of Written Composition II ........... 3
- CMS 11 Fund. of Interpersonal Communication .......... 3
- HIS 10 Intro. to the Modern World or HIS 11 History of the Modern World .......... 3
- MTH 21 or Survey of Mathematics I or MTH 23 Probability and Statistics or MTH 26 Mathematics in the Modern World .......... 3
- BIO 11 General Biology ........................................... 4
- PEA* Physical Education ........................................ 1

Total 17

Required Areas of Study

- ART 11 or Introduction to Art or MUS 11 Introduction to Music .......... 3
- HLT 91 Critical Issues in Health or CHM 14 Introduction to General Chemistry .. 4
- PSY 11 Psychology ................................................... 3
- PSY 41 Psychology of Infancy & Childhood .......... 3
- SOC 11 Sociology ..................................................... 3
- CMS 22 Small Group Discussion .......... 3
- Modern Language† ..................................................... 8
- English (any three credit English course) .......... 3

Total 32

Specialization Requirements

- PEA 12 or Elementary Hatha Yoga or PEA 82
- HLT 92 or Drugs, Society & Human Behavior or HLT 93 Human Sexuality or HLT 96 Health Education for Parenting .......... 3
- HLT 94 Human Nutrition .. 3
- HLT 97 Field Work in Community Health Resources .......... 3
- CPR 10 Cardiopulmonary Resuscitation .......... 1

Total 11

Dietetics and Nutrition Option†

- DAT 10 Computer Fundamentals and Applications .......... 3
- HCM 11 US Health Care Delivery System .......... 3
- HLT 99 Health of the Nation .......... 2
- PEA 51 Stress Management .......... 2

Total 10

* Select any physical education course except PEA 12 or 82.
** Prerequisite: Placement Exam or completion of required remedial courses.
† The 3 credits must be in the same language. See language requirements, page 81.
‡ Students planning to transfer to Lehman, Hunter or York College are advised to take BIO 23 and 24 instead of BIO 11 and CHM 12.
† These courses replace PEA 12 or 82, HLT 92, 93 or 96, SOC 11 and PSY 41.

NOTE: OCD 01 is required.
### COMPUTER SCIENCE (A.S. Degree)

Curriculum Coordinator: Prof. Gemana 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.

Students interested in the Business Administration Computer Programming Option (A.S. Degree) in the Business and Information Systems Department should see page 72.

Students interested in Computer Information Systems (A.A.S. Degree) in the Business and Information Systems Department should see page 69.

#### Computer Science Curriculum

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

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11 Fundamentals of Written Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CMS 11 Fund. of Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10 or History of the Modern World or HIS 11 Intro. to the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>MTH 31 Calculus &amp; Analytic Geometry I</td>
<td>4</td>
</tr>
<tr>
<td>SCI* A two-semester Physics sequence</td>
<td>8</td>
</tr>
</tbody>
</table>

**Total 21**

<table>
<thead>
<tr>
<th>Required Areas of Study**</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>3</td>
</tr>
<tr>
<td>ART 11 or Introduction to Art or MUS 11 Introduction to Music</td>
<td>3</td>
</tr>
<tr>
<td>History or Social Science — Select from Anthropology, Economics, Geography, History, Philosophy, Political Science, Psychology, or Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 9**

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 32 Calculus &amp; Analytic Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>MTH 33 Calculus &amp; Analytic Geometry III</td>
<td>5</td>
</tr>
<tr>
<td>CSI 10 or Intro. to Computer Programming I or PHY 61 Computer Methods &amp; Programming for Applied Scientific Purposes</td>
<td>3</td>
</tr>
<tr>
<td>CSI 40 Intro. to Computer Programming II</td>
<td>3</td>
</tr>
<tr>
<td>DAT 41 Assembly Language Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSI 20 Discrete Mathematical Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 22**

<table>
<thead>
<tr>
<th>Free Electives†</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>To complete the 60 credit requirement</td>
<td>8</td>
</tr>
</tbody>
</table>

---

*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 81.
EDUCATION ASSOCIATE
(A.A.S. Degree)
Coordinator: Ms. Diane D'Alessio

The Department of Education offers two degree programs for students choosing a career in the field of education: the AAS. Degree and the A.A. Degree.

The A.A.S. Degree is designed for students seeking employment upon the completion of the two-year degree. This program offers a wide range of education courses and internship experiences in New York City Public Schools. If the student decides to transfer to a four-year institution, additional liberal arts credits may be required. Upon employment as a paraprofessional, the New York City Board of Education will pay for six credits per semester for college courses.

The A.A. Degree program is designed for students who seek automatic transfer to a senior college in CUNY upon graduation to pursue a Bachelor's Degree and teacher certification. There is no teaching internship in this program. Students interested in preparing to be teachers should pursue the Liberal Arts and Sciences, Associate in Arts - Education option. For further information see page 80 in this catalog.

---

Education Associate 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 or
  HIS 11 Intro. to the Modern World .........3
- MTH 21 or Survey of Mathematics or
  MTH 23* Probability and Statistics .......3
- HLT 91 Critical Issues in Health ..................2
- SCI AST 11, BIO 11, CHM 11, or PHY 11
  (laboratory science course) .................4

Total 18

Required Areas of Study
- ART 11 or Introduction to Art or
- MUS 11 Introduction to Music .................3
- HIS or Any History course or
- GEO 10 Introduction to Human Geography ....3
- PSY 11 Psychology ..................................3
- PSY 41 Psychology of Infancy & Childhood ....3
- English elective ....................................3
- Communication or Modern Languages elective ....3-4

Total 18-19

Specialization Requirements
- EDU 10 Child Study ..................................3
- EDU 12 or Contemporary Urban Education or
  EDU 26 Human Relations in Urban Schools ....3
- EDU 40 Field Work Seminar .......................3
- Electives** Education courses ..................6

Total 15

Free Electives
To complete 60 credit requirement .................8-9

* Lehman College prefers MTH 23; The City College prefers MTH 21.

** Select from the following:
- EDU 16 Teaching Reading in the Primary
  Grades N-3 ...................................3
- EDU 17 Teaching Reading in the Middle
  Grades (4-6) ................................3
- EDU 18 Methods and Materials for Teaching
  Language Arts in Bilingual Program ..........3
- EDU 24 Child Care Seminar .....................3
- EDU 25 Child Care Seminar II .................3
- EDU 30 Nature and Needs of the Handicapped ....3
- EDU 31 Introduction to Learning Problems ....3
- EDU 50 Survey of Creative Experiences
  for the Early Childhood and
  Elementary Years .........3
Electronic engineering 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 (111 Market Place, Suite 1030, Baltimore, MD 21202).
**ENGINEERING SCIENCE (A.S. Degree)**

Curriculum Coordinator: Dr. S. Deonarine

The Engineering Science curriculum is designed for students with a special interest in engineering and provides a thorough preparation in mathematics and physical science.

**Engineering Science Curriculum**

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

### Core Requirements

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

**Total 13**

### Required Areas of Study

- ART 10 or Art Survey or MUS 10 Music Survey .......................... 1
- History or Social Science elective .......................... 3

**Total 4**

### Specialization Requirements

(Must be taken in required sequence)

- MTH 31 Analytic Geometry & Calculus I .......................... 4
- MTH 32 Analytic Geometry & Calculus II .......................... 5
- MTH 33 Analytic Geometry & Calculus III .......................... 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 III .......................... 4
- PHY 61 or Computer Methods & Programs or CSI 10 Introduction to Computer Programming .......................... 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
- PHY 35 Thermodynamics .......................... 3

---

**ENVIRONMENTAL TECHNOLOGY (A.A.S. Degree)**

Curriculum Coordinators: Dr. H. Reid Strieby, Dr. James A. Fahey

This competency-based curriculum provides state-of-the-art training for careers in environmental technology. Environmental Technology utilizes the principles of science, engineering, communications and economics to protect and enhance safety, health and natural resources.

All credits from this program may be transferred to York College and Medgar Evers College for a bachelor's degree in Environmental Health.

Students interested in transferring to the Environmental Engineering program at The City College should see Dr. Strieby or Dr. Fahey.

**Environmental Technology Curriculum**

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

### Core Requirements

- CHM 17 Fund of General Chemistry I .......................... 4
- 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 or History of the Modern World or HIS 11 Intro. to the Modern World .......................... 3

**Total 16**

### Required Areas of Study

- BIO 11 General Biology I .......................... 4
- BIO 12 General Biology II .......................... 4
- CHM 18 Fund. of General Chemistry II (organic) .......................... 4
- DAT 33 Microcomputer Applications .......................... 2
- MTH 13 Trigonometry & College Algebra .......................... 3
- MTH 23 Probability & Statistics .......................... 3
- PHY 11 College Physics I .......................... 4

**Total 24**

### Specialization Requirements

- ENV 11 Intro. to Environmental Health .......................... 4
- ENV 12 Environmental & Occupational Regulations .......................... 3
- ENV 21 Field Study in Environmental Technology .......................... 3
- ENV 22 Environmental Methods of Analysis .......................... 4
- ENV 23 Environmental Toxicology .......................... 3
- ENV 24 Environmental Internship .......................... 3

**Total 20**

*Note: Students must achieve a grade point average of 2.5 or better in the first four courses before they are considered for admission to the program. Students intending to transfer to a four-year program in environmental science must maintain a minimum index of 2.0; take CHM 11 and CHM 22 in lieu of CHM 17 and CHM 18; and MTH 30 and MTH 31 in lieu of MTH 13 and MTH 23.*
HUMAN SERVICES
(A.A. Degree)

Curriculum Coordinator: Prof. Barbara Somerville

The Human Services curriculum, accredited by the Council for Standards in Human Services Education, has a dual mission. It prepares students for entry-level career positions in a variety of human services occupations, and it provides the first two years of a course of study leading to a baccalaureate degree. The Bronx Community College A.A. degree in Human Services articulates with the New York City Technical College B.S. 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, 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
- CMS 11 Fund. of Interpersonal Communication 3
- HIS 10 or History of the Modern World or 3
- HIS 11 Intro. to the Modern World 3
- MTH 21 or Survey of Mathematics I or 3
- MTH 11 Probability & Statistics or 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 3
- MUS 11 Introduction to Music 3
- ENG 12 or Fundamentals of Written Composition II or 3
- ENG 14 or Written Composition and Prose Fiction or 3
- ENG 15 or Written Composition and Drama or 3
- ENG 16 Written Composition and Poetry 3
- HSC 10 Introduction to Human Services 3
- SOC 11 Sociology 3
- PSY 11 Psychology 3
- Modern Language** 8

Total 15-23

Specialization Requirements

- POL 21† or State and Local Government or 3
- POL 51 Urban Politics 3
- SOC 33 or Marriage & the Family or 3
- SOC 34 Social Deviance 3
- SOC 35 Introduction to Social Work 3
- HLT 97 Field Work in Community Health Resources 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 3
- PSY 42 or Psychology of Adolescence & Adulthood or 3
- PSY 43 Psychological Development During Maturity & Aging 3
- PSY 51 Principles of Group Dynamics 3
- PSY 51′ or Abnormal Psychology or 3
- PSY 55 or Dynamics of Human Motivation or 3
- PSY 56 or Workshop in Interpretation of Human Motivations or 3
- PSY 71 Clinical Techniques of Assessment: The Interview 3

Total 27

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, Environmental Technology 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 should consult with the Department of Modern Languages.

- At the discretion of the Department of Health, Physical Education and Wellness, HLT 91 may be waived as a prerequisite to HLT 97 for students in the Human Services A.A. Degree Program.

† 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. Students may not take HSC 91 and HSC 92 at the same time.
The Liberal Arts and Sciences curriculum prepares a student to be an accomplished and productive human being. A liberal arts degree opens doors to the professions and to rewarding and responsible careers. Future physicians, teachers, scientists, lawyers, and businessmen, for example, develop themselves as well-rounded 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 that 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
- Education
- History
- International Studies
- Media Studies
- Political Science
- Psychology

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

### 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>ENG 12</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 or HIS 11</td>
<td>History of the Modern World or Intro. to the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>MTH 21, 22, 23, or 26</td>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PEA or HLT 91</td>
<td>Physical Education or Critical Issues in Health</td>
<td>1-2</td>
</tr>
<tr>
<td>SCI</td>
<td>Choose two laboratory science courses from Astronomy, Biology, Chemistry or Physics</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total 24-25**

### Required Areas of Study

<table>
<thead>
<tr>
<th>Area</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>ART 11 Introduction to Art</td>
<td>3</td>
</tr>
<tr>
<td>Music</td>
<td>MUS 11 Introduction to Music</td>
<td>3</td>
</tr>
<tr>
<td>American Nation, Political and Social Development of a People</td>
<td>HIS 20</td>
<td>3</td>
</tr>
<tr>
<td>Modern Language</td>
<td>Modern Language</td>
<td>8</td>
</tr>
<tr>
<td>English</td>
<td>English</td>
<td>3</td>
</tr>
<tr>
<td>Communication</td>
<td>CMS 12 or CMS 20</td>
<td>2-3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Choose from Anthropology, Economics, Geography, Philosophy, Political Science, Psychology and Sociology (select from different disciplines)</td>
<td>6</td>
</tr>
<tr>
<td>Restricted elective</td>
<td>Select from English, History or Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 31-32**

### Free Electives

To complete the 60 credit requirement.

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

**Students may substitute MTH 30 or 31 if they reduce elective credits.**

**Choose from foreign language at the appropriate level.**
Liberal Arts and Sciences Curriculum

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.

African, Latino & Native American Studies Option
Coordinator: Dr. Geraldyn P. Diallo

[Boxed list of courses]

Education Option
Coordinator: Ms. Diane D’Alessio

[Boxed list of courses]

History Option
Coordinator: Dr. James D. Ryan

[Boxed list of courses]

International Studies Option
Coordinator: Mr. James Freeman

[Boxed list of courses]

Media Studies Option
Coordinator: Dr. Debra A. Gonsher

[Boxed list of courses]

Political Science Option
Coordinator: Mr. James Freeman

[Boxed list of courses]

Psychology Option
Coordinator: Dr. Rafael Mendez

[Boxed list of courses]

Required Areas of Study

Specialization Requirements

*Although HIS 20 is not required, it is recommended as one of the three in History or Social Sciences.
**LIBERAL ARTS AND SCIENCES**  
**(A.S. Degree)**

A student interested in the Associate in Science A.S. degree in Liberal Arts and Sciences has to choose one of three options: Biology, Chemistry, or Physics. Each option prepares students for transfer to a complementary four-year degree program. Students in the Biology or Chemistry options transfer to four-year science programs (biochemistry, biology, chemistry, environmental science, etc.), teacher education programs, pharmacy schools, engineering programs (biomedical, chemical, environmental), or physician assistant or physical therapy programs. Students in the Physics option usually transfer to colleges offering bachelor's degrees in engineering (electrical, civil, etc.) or in the physical sciences. Enrichment programs are offered to encourage students to continue their education beyond the bachelor's degree to graduate or other professional schools.

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

<table>
<thead>
<tr>
<th>Core Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
<td>3</td>
</tr>
<tr>
<td>ENG 12</td>
<td>3</td>
</tr>
<tr>
<td>CM1 11</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10 or</td>
<td>3</td>
</tr>
<tr>
<td>HIS 11</td>
<td>3</td>
</tr>
<tr>
<td>PEA or</td>
<td>3</td>
</tr>
<tr>
<td>HLT 91</td>
<td>1-2</td>
</tr>
</tbody>
</table>

**Required Areas of Study**

| CHM 11            | 4       |
| CHM 22            | 5       |
| MTH 31*           | 4       |
| MTH 32            | 5       |
| ART 11 or         | 3       |
| MUS 11 or         | 3       |
| Social Sciences*  |         |
| Modern Language†  | 0-8     |

**Total 21-29**

<table>
<thead>
<tr>
<th>Specialization Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 31</td>
<td>5</td>
</tr>
<tr>
<td>CHM 32</td>
<td>5</td>
</tr>
<tr>
<td>CHM 33</td>
<td>4</td>
</tr>
<tr>
<td>BIO 11 or</td>
<td>4</td>
</tr>
<tr>
<td>PHY 11</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total 16**

**Free Electives**

To complete the 60 credit requirement. **0-8**

**Specialization Requirements for Biology Option**

Curriculum Coordinator: Dr. John W. Davis

| BIO 11            | 4       |
| BIO 12            | 4       |
| CHM 31            | 5       |
| CHM 32            | 5       |

**Total 18**

---

**MODERN LANGUAGE REQUIREMENTS**

Basic language sequences are:

**11, 12, 13:** Four skills approach—speaking, understanding, reading, writing.

**18, 19:** Nurses, medical personnel (18 for non-Spanish speaking students only).

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.

Students who plan to transfer to a four-year college should determine the language requirements.

---

* High school pre-calculus or MTH 30 required for MTH 31.

* See your advisor to determine the appropriate course from an approved list of Humanities or Social Sciences.

* See your department advisor for the appropriate sequence of specialization courses.

† Modern Language is a requirement for students planning to transfer to a CUNY four-year college and major in biology, chemistry, or physics. Students planning to transfer should see the language requirements. Students transferring to a college of pharmacy should complete BIO 11 and 12.
THE CURRICULA AND PROGRAMS

LICENSED PRACTICAL NURSING CERTIFICATE PROGRAM

Director: Mrs. Ellen Hoist

The Licensed Practical Nursing Program, a program within the Department of Nursing and Allied Health Sciences, 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 scores within the 50th percentile in science, math and verbal ability on the NLN Pre-Entrance Exam for PN Programs.

The program tuition of $6,600 is paid in three installments. Currently, students in this program are ineligible for financial aid.

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory Hrs</th>
<th>Clin Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNR 101</td>
<td>100</td>
<td>20</td>
</tr>
<tr>
<td>ANA 102</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>GD 103</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>PNR 104</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>PNR 105</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>PNR 106</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>340</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory Hrs</th>
<th>Clin Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNR 201</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>PNR 202</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>MIC 203</td>
<td>30</td>
<td></td>
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<tr>
<td>PNR 204</td>
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<td></td>
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<tr>
<td>PNR 205</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>210</strong></td>
<td><strong>186</strong></td>
</tr>
</tbody>
</table>

### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory Hrs</th>
<th>Clin Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNR 301</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>PNR 302</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>MIC 203</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>PNR 304</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>PNR 305</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>150</strong></td>
<td><strong>96</strong></td>
</tr>
</tbody>
</table>

**Note:** At appropriate times, the National League for Nurses (NLN) and Assessment Technologies Incorporated (ATI) practice examinations for practical nursing students are administered. It is a requirement of all students before moving to the next semester.

The College has been recognized by the N.Y. State Education Department to offer instruction that will lead to New York Nurse Aide Certification. Students are eligible to take the Nurse Aide Competency Examination after successful completion of the first semester.

Clinical nursing students must maintain a passing grade of 73 in all nursing and supportive nursing courses.
MATHEMATICS
(A.S. Degree)

Curriculum Coordinator: Prof. Germana 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 earned through the study of mathematics. This program is to provide essential skills and background in mathematics, science and the humanities and to enable students to transfer to a senior college.

Mathematics Curriculum
60 Credits required for A.S. Degree

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

Total 21

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

Total 9-17

Specialization Requirements
- MTH 32 Analytic Geometry & Calculus II .............. 5
- MTH 33 Analytic Geometry & Calculus III .............. 5
- MTH 42 Linear Algebra ................................ 4
- Restricted electives† .............. 7-9

Total 21-22

Free Electives
To complete the required 60 credits, students may take up to 9 credits in any department or discipline ........... 0-9

* 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 81.
† 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.
MEDIA TECHNOLOGY
(A.A.S. Degree)
Curriculum Coordinator: Prof. Jeffrey Wisotsky

One of the fastest growing fields today is Media Technology (MT). 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 MT 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.

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

<table>
<thead>
<tr>
<th>Core Requirements</th>
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</thead>
<tbody>
<tr>
<td>ENG 11</td>
</tr>
<tr>
<td>ENG 12</td>
</tr>
<tr>
<td>CMS 11</td>
</tr>
<tr>
<td>HIS 10 or HIS 11</td>
</tr>
<tr>
<td>MTH 12</td>
</tr>
<tr>
<td>PEA or HLT 91</td>
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Total 16-17

<table>
<thead>
<tr>
<th>Required Areas of Study</th>
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<tbody>
<tr>
<td>ART 10</td>
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<td>MUS 10</td>
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<td>CMS 12</td>
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<td>PHY 40</td>
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Total 13

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<tr>
<td>ART 71</td>
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<td>CMT 10</td>
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<td>CMT 14</td>
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<td>CMT 33</td>
</tr>
<tr>
<td>CMT 35</td>
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<tr>
<td>CMT 51</td>
</tr>
</tbody>
</table>

Total 26

Free Electives

To complete the required 60 credit requirement...

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

Also see the Media Studies Option under Liberal Arts and Sciences on page 80.
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 clinical chemistry, hematology, immunology 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 core courses, certain liberal arts and science requirements, and specialized courses in medical laboratory technology, the student has an opportunity to train in state-of-the-art laboratories.

After completing the program, some students seek employment upon graduation, while others transfer to a four-year college to pursue a baccalaureate degree in biology, chemistry or medical technology (MT). Graduates who transfer and successfully complete 90 credits will be eligible for MT certification by New York State.

Note: 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 11, ENG 11, CHM 17.

### Medical Laboratory Technology Curriculum

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

**Core Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 11</td>
<td>3</td>
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<tr>
<td>CMS 11</td>
<td>3</td>
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<tr>
<td>HIS 10 or HIS 11</td>
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<td>MTH 13</td>
<td>3</td>
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<tr>
<td>BIO 23</td>
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**Required Areas of Study**

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<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
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<td>BIO 12</td>
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<td>CHM 17 &amp; 18</td>
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<tr>
<td>PSY 11 or SOC 11</td>
<td>3</td>
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**Specialization Requirements**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BIO 43</td>
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<td>BIO 44</td>
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<td>BIO 52</td>
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<td>BIO 82</td>
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<td>BIO 83</td>
<td>4</td>
</tr>
<tr>
<td>BIO 84</td>
<td>3</td>
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<tr>
<td>BIO 90</td>
<td>4</td>
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<tr>
<td></td>
<td><strong>Total 31</strong></td>
</tr>
</tbody>
</table>

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**THE CURRICULA AND PROGRAMS**
NUCLEAR MEDICINE TECHNOLOGY (A.A.S. Degree)

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

Educational Director: Dr. Jack Prince

This rewarding 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 under the gamma camera, and in the calculation of the isotope doses to the patients.

In recent years, improved diagnostics of many important diseases have been achieved by methods used in Nuclear Medicine. These include 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.

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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>
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</thead>
<tbody>
<tr>
<td>OCD 01</td>
<td>Orientation and Career Development</td>
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<tr>
<td>ENG 11</td>
<td>Fundamentals of Written Composition I</td>
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<tr>
<td>MTH 30</td>
<td>Pre-Calculus Mathematics</td>
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<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>
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<tr>
<td>HIS 10 or</td>
<td>History of the Modern World or</td>
<td>3</td>
</tr>
<tr>
<td>HIS 11</td>
<td>Intro. to the Modern World</td>
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Required Areas of Study

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

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>BIO 22</td>
<td>Medical Terminology</td>
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<tr>
<td>LAW 45</td>
<td>Medical Law</td>
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</tr>
<tr>
<td>PHY 24</td>
<td>Principles of General Physics</td>
<td>4</td>
</tr>
<tr>
<td>NMT 71*</td>
<td>Nuclear Physics Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>NMT 78*</td>
<td>EKG-Interpretation &amp; Techniques</td>
<td>2</td>
</tr>
<tr>
<td>NMT 79*</td>
<td>Phlebotomy</td>
<td>2</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>
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<tr>
<td>NMT 87*</td>
<td>Clinical Nuclear Medicine</td>
<td>4</td>
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<tr>
<td>NMT 88*</td>
<td>Senior NMT Seminar</td>
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<tr>
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</table>

*Parts or all of these courses are taught at The Albert Einstein College of Medicine or Montefiore Medical Center. NMT 78-88 are taught sequentially, although listed concurrently. These instructional hours generally extend from January through August, just prior to the start of clinical training. Students may not register for any NMT course without permission of the Program Director.

Note: Students should note that clinical hours are served in the affiliated hospitals following the completion of the didactic instruction. Working hours run from 8 a.m. to 5 p.m., September through February. Students will not be able to maintain any other 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;

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

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-Fremont 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 $335.

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

* PAX-RN—$30 fee payable to the college. Contact the Nursing Department.
# Nursing Curriculum

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

### Core Requirements
- **ENG 11** Fundamentals of Written Composition I.............. 3
- **CM 11** Fund. of Interpersonal Communication.................. 3
- **PSY 11** Psychology........................................... 3
- **PHM 10** Pharmacology Computations........................... 2
- **BIO 23** Human Anatomy & Physiology I.......................... 4

**Total 15**

### Required Areas of Study
- **ART 10 or** Art Survey or Music Survey............................. 1
- **CHM 17** Fundamentals of General Chemistry I................... 4
- **SOC 11** Sociology.............................................. 3
- **PEA** Physical Education (one activity course).................... 1

**Total 9**

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

**Total 38**

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

---

### 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 "RN Fast Track" and receive course credit for:

- **PHM 10** Pharmacology Computations........................... 2
- **NUR 41** Nursing Process & Fundamental Skills..................... 2
- **NUR 42** Nursing Process & Fundamental Skills..................... 4
- **NUR 44** Biopsychosocial Adaptation I........................... 4
- **NUR 45** Biopsychosocial Adaptation in the Maternity Cycle.................. 4

**Total 16**

### RN Pathway Option for BCC LPN Graduates Only*

Graduates who meet all other requirements for entry into the clinical phase of the RN program and who have
- achieved an 80 percent average in the BCC LPN Program,
- passed the NCLEX-PN Exam with License granted,
- a satisfactory interview, and
- recommendation of LPN faculty,

shall be admitted to the RN Pathway and receive 20 credits which include courses listed above plus 4 credits from free electives.

With the above exceptions, core requirements, required areas of study and specialization requirements are as stated in the description of the Nursing Curriculum for A.A.S. degree.

*All LPN's (Licensed Practical Nurses) entering the RN Fast Track and the RN Pathway are required to take NUR 10 which is part of the pre-clinical course sequence.

- **NUR 10** Transition in Nursing.................................. 1

**Note:** All Nursing (NUR) courses required for graduation must be successfully completed within a five-year time span. The minimum acceptable grade in Nursing (NUR) courses is C. Grades of C–, D+, D, D-, F and W must be repeated within the guidelines of the department, if the student wishes to receive a degree in Nursing.

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.

---

### Health Requirements

All nursing students must meet special health requirements to practice in clinical agencies.
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 Ornamental Horticulture 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
- **CMS 11**: Fund of Interpersonal Communication ..................................................... 3
- **HIS 10 or HIS 11**: History of the Modern World or Intro. to the Modern World ...... 3
- **PEA**: General Biology I (one activity course) ...................................................... 1

**Total 14**

**Required Areas of Study**

- **ART 10 or ART 50**: Art Survey or Music Survey .................................................. 1
- **MUS 10**: General Biology II .................................................................................. 4
- **CHM 17**: Fundamentals of General Chemistry ....................................................... 4
- **BUS 11**: Business Mathematics ......................................................................... 3
- **BUS 51**: Business Organization & Management .................................................. 3
- **PSY 11 or SOC 11**: Psychology or Sociology ....................................................... 3

**Total 16**

**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 or GAR 12**: Horticultural Techniques I or II ...................................... 1
- **GAR 13**: Pruning .................................................................................................. 1
- **GAR 20**: Soil Science ............................................................................................ 1
- **GAR 21**: Soil Testing ............................................................................................ 1
- **GAR 22**: Fertilizers ............................................................................................... 1
- **GAR 31**: Preparation for Pesticide Applicator Certification .................................. 2
- **GAR 32**: Diseases of Ornamental Plants ............................................................... 1

**Total 12**

### Commercial Floristry Specialization

- **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 22**: Period Styles for Flower Arranging ..................................................... 1
- **FLO 61**: Commercial Floristry Field Exp. I .......................................................... 3
- **FLO 62**: Commercial Floristry Field Exp. II ......................................................... 3
- **FLO 63**: Commercial Floristry Field Exp. III ....................................................... 3
- **GAR 44**: Commercial Greenhouse Management ............................................... 1

**Total 16**

### General Horticulture Specialization

- **BOT 61**: Woody Plant Identification: 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 52**: Plants for Landscaping ........................................................................... 1
- **HRT 13**: Turf & Grounds Management I ............................................................... 2
- **HRT 14**: Arboriculture I ..................................................................................... 2
- **HRT 15**: Perennials & Flower Borders I ............................................................... 2
- **HRT 16**: Greenhouse Operations I .................................................................... 2
- **HRT 17**: Horticulture Field Exp. Electives .......................................................... 1
- **HRT 18**: Landscape Design Theory .................................................................. 1

**Total 16**

### Interior Landscaping Specialization

- **FLO 14**: Practical House Plants ......................................................................... 1
- **GAR 44**: Commercial Greenhouse Management ............................................... 1
- **IN1 11**: Intro to Interior Landscaping .................................................................. 1
- **INL 21**: Commercial Plantscape Design ............................................................. 1
- **INL 22**: Decorating with Plants Indoors .............................................................. 1
- **INL 31**: Interior Plantscape Maintenance ............................................................. 1
- **INL 32**: Plant Purchasing .................................................................................. 1
- **INL 33**: Installation of Interior Plantings ............................................................. 1
- **INL 34**: Bidding & Plant Specifications .............................................................. 1
- **INL 61**: Interior Landscaping Field Exp. I ............................................................... 3
- **INL 62**: Interior Landscaping Field Exp. II ............................................................ 3
- **INL 63**: Interior Landscaping Field Exp. III .......................................................... 3
- **LND 12**: Graphics .............................................................................................. 1

**Total 16**

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

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

† This specialization may not be offered every semester.

**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. Raymond 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.

The paralegal program gives the student a broad range of employment opportunities.

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 program has a large liberal arts component which enables students to continue their education after completion of the A.A.S. Paralegal 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.
<table>
<thead>
<tr>
<th>Paralegal Studies Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 Credits required for A.A.S. Degree</td>
</tr>
</tbody>
</table>

### 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 or HIS 11** History of the Modern World or Intro. to the Modern World ........ 3
- **SCI** BIO 50 or CHM 13 or AST 11 ............................................................... 3
- **MTH 12** Introduction to Mathematical Thought ........................................... 3

**Total 18**

### Required Areas of Study
- **POL 11 or SOC 35** Introduction to Social Work ........................................... 3
- **SOC 39** Social Advocacy .................................................................

**Total 6**

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

**Total 23**

### Restricted Electives
- **ACC 11** or **BUS 21** Business Mathematics or Introduction to Taxation ............ 3
- **LAW 52** or **LAW 77** Business Organizations .......................................... 3
- **LAW 62** or **LAW 72** Real Property ................................................ 3
- **LAW 65** or **LAW 77** Criminal Law and Procedures ................................... 3
- **LAW 69** or **LAW 82** Estates, Trusts & Wills ......................................... 3
- **LAW 91** or **LAW 92** Landlord Tenant Advocacy .................................... 3

**Total 12-13**

### Free Electives

*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 62** Family Law ................................................................. 3
- **LAW 65** Criminal Law and Procedures ........................................... 3
- **LAW 89** Legal Advocacy ............................................................... 3

**Total 12**

### PARALEGAL CERTIFICATE PROGRAM

**Program Director:** Prof. Raymond 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 95** Legal Research & Writing ................................................ 3
- **LAW 96** Advanced Legal Research & Writing ........................................ 3
- **LAW 52** Business Organizations ................................................... 3
- **LAW 62** Family Law ................................................................. 3
- **LAW 65** Criminal Law and Procedures ........................................... 3
- **LAW 72** Real Property ................................................................. 3
- **LAW 77** Immigration Law ............................................................... 3
- **LAW 82** Insurance and Torts ......................................................... 3
- **LAW 91** Landlord/Tenant Advocacy ............................................... 3
- **LAW 92** Estates, Trusts & Wills .................................................... 3
- **ACC 11** Fundamental Accounting I ................................................ 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.

### PHYSICS

Students interested in the physics option of the Liberal Arts A.S. degree program should see page 81 in this catalog.
RADIOLOGIC TECHNOLOGY
(A.A.S Degree)

Director: Prof. Virginia 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 in the Department of Nursing and Allied Health Sciences at Bronx Community College prepares students as entry-level qualified 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 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 Medical Center, New York Presbyterian Medical Center, Our Lady of Mercy Medical Center, and New York United Hospital Medical Center. All facilities are 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.

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Radiologic Technology Curriculum

65 Credits required for A.A.S. Degree

Core Requirements

- ENG 11 Fundamentals of Written Composition .................. 3
- CMS 11 Fund. of Interpersonal Communication .................. 3
- HIS 10 or 11 History of the Modern World or Intro. to the Modern World .................. 3
- PEA Physical Education activity coursework .................. 1
- BIO 23 Human Anatomy & Physiology I .................. 4
- BIO 24 Human Anatomy & Physiology II .................. 4
- MTH 13** Trigonometry & College Algebra .................. 3

Required Areas of Study

Psychology .............................................. 3

Specialization Requirements†

- RAD 11 Intro. to Radiologic Technology .................. 3.5
- RAD 12 Radiographic Exposure I .................. 2.5
- RAD 13 Radiographic Procedures I .................. 3
- RAD 14 Radiographic Processing .................. 1
- RAD 15 Topographic Anatomy I .................. 2
- RAD 16 Patient Care & Pharmacology .................. 2.5
- CLE 11* Clinical Education I .................. 1
- RAD 22 Radiographic Exposure II .................. 2.5
- RAD 23 Radiographic Procedures II .................. 3
- RAD 24 Radiation Protection .................. 2
- RAD 25 Topographic Anatomy II .................. 1
- CLE 21 Clinical Education II .................. 1
- RAD 31 Clinical Education III .................. 1.5
- RAD 32 Imaging Modalities .................. 2
- RAD 33 Radiographic Procedures III .................. 2
- RAD 34 Radiographic Pathology .................. 2
- CLE 41 Clinical Education IV .................. 3
- RAD 42 Fundamentals of Radiation Biology .................. 2
- RAD 43 Quality Assurance .................. 1
- RAD 71 Radiation Physics .................. 2
- CLE 51 Clinical Education V .................. 1
- CLE 61 Clinical Education VI .................. 1.5

Total 41

* BIO 23 must be completed prior to entry.
** MTH 13 must be completed prior to entry. MTH 31 must 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 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**  
(A.A.S. Degree)

Curriculum Coordinator: Prof. Doreen LaBlanc

Numerous employment opportunities 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 computer facilities are available for students to enhance their skills. Students learn machine transcription, office procedures, computer systems and applications including a variety of software programs, Internet, E-mail, multimedia, Web Page development, and composition of business correspondence.

**Secretarial Studies 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 or HIS 11**: History of the Modern World or Intro. to the Modern World .......... 3
- **MTH 12**: Intro. to Mathematical Thought ......................................................... 3
- **SCI**: Science .......................................................................................... 3-4
- **PEA**: Physical Education (one activity course) ................................................ 1

**Total 16-17**

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

**Total 4**

**Specialization Requirements**
- **WPR 21**: Information Processing Applications .................................................. 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 43**†: Senior Orientation ............................................................................. 0
- **BUS 10 or ACC 11**: Business Mathematics or Fundamental Accounting I ........... 3-4
- **BUS 11 or BIS 13**: Introduction to Business or Intro to the Internet & Web Development ............... 3

**Total 38-39**

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

* 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
(A.A.S. Degree)
Curriculum Coordinator: Prof. Doreen LaBlanc

This curriculum is designed for students who would like to become Medical Secretarial Assistants. They may work in physicians’ offices, hospitals, laboratories, and other health-related facilities. Students in the program are trained to transcribe recorded dictation of medical correspondence and case histories; complete computerized 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

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

Total 17

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

Total 8

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

Total 35

* Students considering transfer to a senior college should take a science course with a laboratory component.

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

† May be waived for evening students with approval of Curriculum Coordinator.
TELECOMMUNICATIONS TECHNOLOGY
(A.A.S. Degree)

Curriculum Coordinator: Dr. Nasser Abdellatif

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 programs 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

Core Requirements
- ENG 11 Fundamentals of Written Composition I .......... 3
- CMS 11 Fund. of Interpersonal Communication ........... 3
- HIS 10 or History of the Modern World or .......... 3
- HIS 11 Intro. to the Modern World .................. 3
- MTH 13 Trigonometry and College Algebra .......... 3
- PEA Physical Education (one activity course) ......... 1
Total 13

Required Areas of Study
- ENG 23 Scientific & Technical Writing ............... 2
- MTH 14 College Algebra and Intro. to Calculus ........ 3
- MTH 15 Calculus ..................................... 3
- PHY 21 Physics for Engineering Technology I ......... 4
- PHY 22 Physics for Engineering Technology II ....... 4
- MUS 10 or Music Survey or ......................... 3
- ART 10 Art Survey or ................................ 1
Total 17

Specialization Requirements
- ELC 13 Computer Applications for Telecommunications .......... 3
- ELC 25 Electronics I .................................. 4
- ELC 31 Electrical Circuits .................................. 4
- ELC 35 Electronics II .................................... 4
- ELC 98 Digital Systems & Logic Design .................. 4
- TEC 11 Telecommunications I - Voice Communications .... 4
- TEC 21 Telecommunications II - Data Communications ........ 4
- TEC 31 Telecommunications III - LANS .................... 4
- TEC 41 Telecommunications IV - Advanced Topics ......... 4
Total 35

TELECOMMUNICATIONS TECHNOLOGY (Verizon)
(A.A.S. Degree)

Curriculum Coordinator: Dr. Nasser Abdellatif

This curriculum has been specifically designed to meet the requirements of the Verizon Corporation, the Communications Workers of America and the International Brotherhood of Electrical Workers. Only Verizon employees represented by CWA or IBEW are eligible. This curriculum is part of a statewide program called Next Step and is scheduled and sequenced to be completed over a four-year period while attending class one day per week.

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

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

Telecommunications Technology
(Verizon) 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 23 Social and Intelectual History of Modern World ....... 3
Total 9

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

Specialization Requirements
- ELC 13 Computer Applications for Telecommunications ........ 3
- ELC 25 Electronics I .................................. 4
- ELC 31 Electrical Circuits .................................. 4
- ELC 35 Electronics II .................................... 4
- ELC 98 Digital Systems & Logic Design .................. 4
- ELC 97 Microprocessor System Design .................... 4
- TEC 11 Telecommunications I - Voice Communications .... 4
- TEC 21 Telecommunications II - Data Communications ........ 4
- TEC 31 Telecommunications III - LANS ................. 4
- TEC 41 Telecommunications IV - Advanced Topics ...... 4
Total 39
**THERAPEUTIC RECREATION**  
(A.A.S. Degree)  
Curriculum Coordinator: Dr. Charles Alston

Therapeutic Recreation Specialists are employed in health and human services settings such as hospitals, nursing homes, adult day care facilities, youth agencies, drug treatment centers and homeless shelters. They work with people who have a variety of disabilities and health conditions to improve their leisure time skills and their quality of life.

The program in Therapeutic Recreation consists of four semesters of Liberal Arts education and courses directly related to recreation.

Upon completion of the curriculum at Bronx Community College students will automatically be accepted into Lehman College's Recreation Education Program. At Lehman students can continue in the specialization of Therapeutic Recreation or Administration. Upon graduation from Lehman College students in Therapeutic Recreation are eligible to take the National Certification Examination for Certified Therapeutic Recreation Specialist (CTRS) administered by the National Council for Therapeutic Recreation Certification.

Students in the administration specialization are employed in public parks and recreation agencies, not-for-profit organizations such as P.A.L. and the YMCA, health and fitness centers, camps and sports associations. Upon graduation from Lehman College, students can sit for the national certifying examination for Certified Leisure Professional (CLP) administered by the National Recreation and Park Association.

**Therapeutic Recreation Curriculum**  
60 Credits Required for A.S. Degree  
Bronx Community College

### 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>MTH 23</td>
<td>Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>HIS 10 or HIS 11</td>
<td>History of the Modern World or</td>
<td>3</td>
</tr>
<tr>
<td>BIO 23/24</td>
<td>Human Anatomy &amp; Physiology I &amp; II</td>
<td>8</td>
</tr>
</tbody>
</table>

**Total 20**

### Required Areas of Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12 or ENG 14</td>
<td>Written Composition and Prose Fiction or</td>
<td>3</td>
</tr>
<tr>
<td>ENG 15 or ENG 16</td>
<td>Written Composition and Drama or</td>
<td>3</td>
</tr>
<tr>
<td>ART 11 or MUS 11</td>
<td>Introduction to Art or Music</td>
<td>3</td>
</tr>
<tr>
<td>PSY 11 or PSY 12</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HCM 11</td>
<td>The US Health Care Delivery System</td>
<td>3</td>
</tr>
<tr>
<td>HLT 91</td>
<td>Critical Issues in Health</td>
<td>3</td>
</tr>
<tr>
<td>HLT 99</td>
<td>Health of the Nation</td>
<td>3</td>
</tr>
<tr>
<td>PEA</td>
<td>Select any Course</td>
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<tr>
<td>Restricted Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Modern Language</td>
<td></td>
<td>0-8</td>
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</table>

**Total 20-28**

### Specialization Requirement

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>REC 93</td>
<td>Introduction to Therapeutic Recreation</td>
<td>3</td>
</tr>
<tr>
<td>REC 94</td>
<td>Recreation: Historical and Philosophical Perspective</td>
<td>3</td>
</tr>
<tr>
<td>REC 95</td>
<td>Program Planning and Leadership in Recreation</td>
<td>3</td>
</tr>
<tr>
<td>PEA 51</td>
<td>Stress Reduction and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>CPR 10</td>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total 12**

*Permission of Department of Health, Physical Education and Wellness.

**Students who have completed the Modern Language requirement may select courses from Liberal Arts and Science to complete the 60 credit requirement.**
Course Descriptions

EXPLANATION OF CREDIT

The allocation of credits to courses is based on New York State Department of Education regulations in higher education. Generally, the formula is that one semester-hour of credit is awarded in a course meeting for 15 weeks for each hour of class or lecture for which considerable out-of-class preparation is required; or for a unit of two or three "laboratory," "gym," or "clinic" hours.

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

Prerequisites must be completed with a passing grade before the subsequent course may be taken. Corequisites may be taken simultaneously or before 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, corequisites, 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 for Electrical Technology students only)
- ELC 15 (corequisite MTH 05; recommended for Electrical Technology students only)
- GEO 10
- HIS 11
- HLT 91 and Physical Education courses
- KEY 11
- MEC 11 (by placement)
- CMS 10 (entry into course dependent upon speech screening)
- CMS 12 (not open to students simultaneously registered for any ESL courses)

Art studio courses
Music performance courses
Language courses (Level 12 or above, by placement)

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

- ART 10 MUS 10
- ART 11 MUS 11
- ART 12 MUS 12
- CMS 11 PEA (activity courses)
- DAT 30 PHL 11
- ECO 11 POL 11
- ECO 12 PSY 11
- HIS 10 or 11 SOC 11
ACCOUNTING

Business and Information Systems Department

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 preparation of 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. A computerized 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 Oceanic; their relationship to the art of the Western world. (May be taken to fulfill ART 11 requirement.)

ART 15  4 rec  2 cr
Design and Color
Studio course introducing the principals of two-dimensional design and color. Experiments in line, value, texture, space, and illusions of volume and their applications to creative and dynamic composition.

ART 21  4 rec  2 cr
Drawing
Studio course to develop basic skills and concepts in drawing. Emphasis on drawing anatomy and portraits. Use of different mediums and techniques. Students draw from professional models.
<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ART 22</strong> Painting</td>
<td>4 rec 2 cr</td>
</tr>
<tr>
<td>Studio course to develop basic skills and concepts in painting in oil and acrylics. Fundamentals of form, color, texture, and composition as applied to still life, landscape, portraits, figure studies, and abstraction. Development of student's personal style.</td>
<td></td>
</tr>
</tbody>
</table>

| **ART 32** Printmaking | 4 rec 2 cr |
| Practical studio course in silkscreen printing and intaglio/relief printing. Basic printmaking techniques are covered with an emphasis on proper use and care of equipment. Primary focus is on the use of photo-sensitive methods. Students will be introduced to graphic arts printing techniques concepts including transparency of ink, separations, registration and editioning. Through museum and gallery visits, as well as library resources, students are made familiar with the developments in printmaking of both the past and present. Portfolio presentation is explained including proper mounting and matting methods and the care of fine arts graphics. |

| **ART 41** Ceramics I | 4 rec 2 cr |

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

| **ART 52** Oriental Art | 3 rec 3 cr |
| **ART 55** Modern Art | 3 rec 3 cr |
| Important movements in Modern Art, including Impressionism, Post-Impressionism, 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. |

| **ART 56** Graphic Design History | 2 lect 2 cr |
| Study of 19th and 20th century commercial and advertising design exploring concurrent connections to developments in Modern Art. Course work will include exams, written reports, as well as museum visits. |

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

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

| **ART 79** Typography/Introduction to Computer Design | 4 studio 2 cr |
| Hands-on typography survey covering history of type, from the stone age to the electronic age. Course work will focus on creative exercises that will reinforce the understanding of type; its style, structure, measurement and its design applications. Students will be introduced to page layout software (currently Quark XPress). They will learn the basic functions of this widely used program as applied to typography studies, as well as through hands-on assignments. |

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

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

| **ART 83** Graphic Design Principles | 4 rec 2 cr |
| The application of 2D design and typography skills applied to problem-solving in visual communications scenarios. From symbol-making, logo design, print ads and posters, and signage systems, students will produce hand and computer generated professional quality work. Emphasis will be placed on the creative process. Studio skills as well as presentation skills will be explored. |

| **ART 84** Computer Imaging | 4 rec 2 cr |
| A course concerned with Digital Imaging for Print, the World Wide Web and Multimedia. Students will experiment with scanned and self-generated images using industry-standard (currently Photoshop) imaging software. Integration with other applications will be a goal. The software programs' prodigious versatility will be applied to the merging and transformation of photographic images in creative and unexpected ways. Professional level skills in this area, vital to a graphic design professional will be emphasized. |

| **ART 86** Computer Illustration | 4 lab 2 cr |
| Computer-based instruction exploring advanced topics in illustration using current industry-standard drawing programs. Emphasis on conceptualization through finish and technical excellence. Finished class assignments will provide portfolio samples. |

| **Prerequisite**: ART 81 or by departmental permission |
| **Prerequisites**: ART 55 or by departmental permission |
| **Prerequisites**: ART 55 or by departmental permission |
| **Prerequisite** : ART 81 or by departmental permission |
ART 87 4 studio 2 cr
Graphic Design for the World Wide Web
Building upon skills acquired in previous computer graphics courses, this hands-on computer laboratory workshop focuses upon advanced software and design proficiency. Students will learn professional Web Design and Web Multimedia software. Projects will include various graphics for the web as well as the creation of an interactive website.
Prerequisites: ART 79, ART 81, ART 84 or by departmental permission.

ART 88 4 studio 2 cr
Multimedia Design
Course will introduce current industry-standard multimedia software and aesthetic design. Course will expand upon prior design and software knowledge as applied to motion graphics. Students will be able to create personal multimedia portfolio presentations on CD-ROM, as well as business presentations and multimedia interfaces.
Prerequisites: ART 79, ART 81, ART 84 or by departmental permission.

ART 91 4 studio 2 cr
Portfolio Seminar
A project based seminar wherein the development of professional portfolios, print and/or multimedia is the goal, along with job-seeking skills.
Prerequisites: ART 79, ART 81, ART 84 or by departmental permission.

*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.

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 02 if required.

AUTOMOTIVE TECHNOLOGY
Department of Physics and Technology

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

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

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

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

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

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

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

ACS 24 2 rec 2 lab 3 cr
Electrical Systems
Operation, service and repair of automotive electrical starting, lighting, generating and ignition systems.
BIOLOGY
Department of Biology and Medical Laboratory Technology

BIO 11 
2 lect 4 lab 4 cr
General Biology I
Chemical basis of life; cellular structure, function and reproduction; photosynthesis and cell respiration; human anatomy and physiology; plant structure and function.
Prerequisite: RDH 02, ENG 02, ESL 03 if required.

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

BIO 15 
2 lect 4 lab 4 cr
Zoology
The diversity of the animal kingdom with emphasis on ecology, behavior, phylogeny, with medical and economic implications for humanity.
Prerequisite: BIO 11.

BIO 18 
4 lect 4 cr
Human Biology
A physiological study of the skeletal, muscular, integumentary, digestive, nervous, circulatory, excretory, respiratory, endocrine and reproductive systems of the human body; special senses.
Prerequisite: RDH 02, ENG 02, ESL 11 if required.

BIO 21 
3 lab 3 rec 4 cr
The Human Body
Anatomy and physiology of the integumentary, digestive, nervous, circulatory, excretory, respiratory, endocrine and reproductive systems of the human body; special senses.
Prerequisite: RDH 02, ENG 02, ESL 11 if required.

BIO 22 
2 lect 2 cr
Medical Terminology
Acquaintance with medical concepts, medical terms and scientific principles; various ailments and diseases; tests used in their analyses; treatments and therapeutic techniques for alleviation and cure. Required for Medical Secretarial Assistants.
Prerequisite: RDH 02, ENG 02, ESL 11 if required.

BIO 23 
3 lect 3 lab 4 cr
Human Anatomy and Physiology I
An integrated lab-lecture method for the study of the structure and function of the human organism. Includes basic chemistry, cellular anatomy and physiology, tissues, integumentary, skeletal, muscular, nervous and endocrine systems.
Prerequisite: RDH 02, ENG 02, ESL 11 if required. Required for health career students.

BIO 24 
3 lect 3 lab 4 cr
Human Anatomy and Physiology II
An integrated lab-lecture method for the study of the structure and function of the human organism. Includes cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems.
Prerequisite: BIO 23. Required for health career students.

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

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

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

BIO 46 
1 lect 3 lab 2 cr
Clinical Techniques for Medical Personnel I
Use and care of such instruments as the microscope, sphygmomanometer, basal metabolism, electrocardiograph; sterilizer, centrifuge and balance; urinalysis—physical, chemical and microscopic tests.
Prerequisites: BIO 18 or BIO 21, BIO 22.

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

BIO 50 
2 lect 2 lab 3 cr
Biology, Bioethics and Law
Basic concepts on structure and function of the human body in conjunction with legal definitions and decisions; and ethical interpretations concerning biological/medical technology. Course includes material on contraception and sterilization, abortion, genetics, DNA manipulations, artificial insemination, in vitro fertilization, surrogate motherhood, death and dying, human experimentation, organ transplantation.
Prerequisites: ENG 02/RDL 02, ESL 11. Required for paralegal students; elective in other curricula.

BIO 52 
3 lect 3 lab 4 cr
Immunology
Principles of humoral and cellular immunity. Immunological techniques for identification of infectious diseases and immune disorders; introduction to immunohematology (blood cell antigens) and tissue typing.
Prerequisites: BIO 12 and CHM 18, or department approval.

BIO 61 
3 lect 3 lab 4 cr
Introduction to Medical Laboratory Technology & Urinalysis
Basics of clinical laboratory science, focusing on human physiology and diagnostic testing.
Prerequisites: BIO 23 or BIO 11, CHM 17.
**BIO 82**  
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:** BIO 84, BIO 81, CHM 18.

**BIO 83**  
Clinical Chemistry*  
**Prerequisites:** BIO 84, CHM 18.

**BIO 84**  
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:** BIO 84, CHM 18.

**BIO 85**  
Serology*  
Technical and theoretical knowledge for performing serological tests involving antigen-antibody reactions. Techniques for detection of infectious diseases.  
**Prerequisites:** BIO 84, CHM 18.

**BIO 86**  
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**  
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**  
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**  
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 Bailer.

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**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.*
BUSINESS

Business and Information Systems Department

BIS 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.
Corequisites: ENG 02 or RDL 02 if required: KEY 10 or equivalent skill level with permission of the department.

BIS 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, Listserv, 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.
Prerequisites: ENG 01 or RDL 02 if required; KEY 10 or equivalent skill level with permission of the department.

BIS 14 Information Technology in Business
2 rec 2 lab 3 cr
This course focuses on obtaining a fundamental knowledge of the capabilities of information technologies and the role of information systems in business environments. Topics to be covered include business data communications, business information systems in organizations, and features of application software such as database management.
Prerequisite: ENG 11, KEY 10 or equivalent skill level with departmental permission, and DAT 30.

BIS 23 Advanced Web Page Design and Development
2 rec 2 lab 3 cr
This course introduces advanced concepts of the World Wide Web to increase interactivity and enhance the appearance and impact of a Web page. Topics to be covered include graphics, creative layouts, image maps, framed Web pages, and JavaScript.
Prerequisites: ENG 11, KEY 10 or equivalent skill level with departmental permission, and BIS 13.

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

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

BUS 21 Small Business Management
3 lect 3 cr
Basic principles of entrepreneurship, starting a business, financing, and issuing stock, personal selling, utilization of capital and business management are major topics.
Prerequisites: BUS 10, MKT 11.

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

BUS 51 Business Organization and Management
3 rec 3 cr
Advantages, limitations and financing of basic forms of business organization. Management problems of organization, policy formation, communication and efficiency with particular reference to personnel and their supervision, budget, and automation.
Corequisite: ENG 02 or RDL 02 if required.

CHEMISTRY

Department of Chemistry and Chemical Technology

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

CHM 03 1 rec 2 lab 2 cr
Chemistry In Everyday Life
An elementary course for Liberal Arts and other non-science students which shows the significant role that chemistry plays in our everyday lives. Topics include, in addition to applications of basic principles, pollution and the environment, proteins, chemicals of food, poisons, toxins, drugs, chemicals and the mind. Laboratory provides laboratory experience and illustrates relevant ideas in the lecture. It fulfills the laboratory science requirement for business, education associate and liberal arts students.
Corequisites: ENG 02 or RDL 02 if required.

* 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.
CHM 11  1 rec  2 lect  3 lab  4 cr
General College Chemistry I*  **
Fundamental principles and theories of chemistry, aspects of
atomic structure and bonding, chemical calculations, states
of matter, solutions. Laboratory: chemical techniques and
principles.
Prerequisite: Placement exam or CHM 02, MTH 03 or 05.

CHM 12  1 rec  2 lect  3 lab  4 cr
General College Chemistry II
Solutions, kinetics, equilibria, electrochemistry, properties
of non-metallic and metallic elements, nuclear chemistry, organ­
ic 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.

CHM 13  3 rec  3 cr
Chemistry in Daily Living
An elementary chemistry course for students in a curriculum
which requires only a 3-hour science course. The course
shows the significant role that chemistry plays in our everyday
lives. In addition to applications of basic principles, topics
include pollution and the environment, proteins, chemicals of
food, poisons, toxins drugs, chemicals and the mind.
Corequisite: ENG 02 or RDL 02 if required.

CHM 17  1 rec  2 lect  3 lab  4 cr
Fundamentals of General Chemistry I
Introductory course in general chemistry, atomic theory, for­
mules and equations, electron configurations, periodic table,
chemical bonding, molecular structure, calculations, gas, liq­
uid and solid states, solutions. Laboratory exercises illustrate
principles of course and laboratory techniques.
Prerequisites: CHM 02 or passing of placement examination, MTH 03 or
MTH 05 and RDL 02.

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

CHM 22  1 rec  2 lect  6 lab  5 cr
General Chemistry II with Qualitative Analysis
Emphasis on solutions, equilibria, acids and bases, ionization
equilibría, solubility product, complexes, oxidation-reduction
and survey of metallic and non-metallic elements, organic
and nuclear chemistry. Laboratory: qualitative analysis of
solutions; salts and alloys.
Prerequisite: CHM 11.

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

CHM 32  1 rec  3 lect  4 lab  5 cr
Organic Chemistry II
Organic Spectroscopy (IR, NMR, UV, etc.), electronic theory
applied on conjugated and aromatic systems, physical and
chemical properties of the main classes of organic molecules;
aromatics, alcohols, aldehydes and ketones, acids, amines,
amides, peptides, carbohydrates.
Prerequisite: CHM 31.

CHM 33  2 lect  6 lab  4 cr
Quantitative Analysis
Theory and laboratory methods of quantitative chemical
analysis with laboratory determinations employing gravimet­ic and titrimetric (volumetric) methods, including acid-base,
precipitation and oxidation-reduction reactions; use of chelat­
ing agents and analytical instruments.
Prerequisite: CHM 22.
COMMUNICATION
Department of Communication Arts and Sciences

CMS 01
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
Speech Clinic
Clinical program of speech therapy for organic and functional disorders such as lisp, stuttering and related articulatory difficulties. Students are assigned on the basis of Speech Placement Screening, diagnostic interview, or referral by department faculty. Required course for students where evaluation indicates need.

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

CMS 11
Fundamentals of Interpersonal Communication
Dynamics of communication through examination of theory and discussion. Designed to provide understanding of communicative processes; opportunities for each student to experiment with personal communicative activity.
Prerequisites: ENG 01 and RDL 01 if required; corequisite: ENG 02 or ENG 10 or RDL 02 if required.

CMS 12
Voice and Diction: Business and Professional Speech
Study of voice and articulatory factors in effective speech communication, with special attention to individual needs through speech diagnosis, development of auditory, discrimination, and exercises geared to individual and group needs. Designed for the student who needs more effective speech communication for business and professional environments.
Corequisite: ENG 01.

CMS 20
Public Speaking and Critical Listening
Principles and practice of contemporary forms of public speech communication: informative, persuasive, inspirational, and entertaining; principles and practice of critical listening; analysis and evaluation of public communication.
Prerequisites: ENG 01 and RDL 01 if required; corequisite: ENG 02 or ENG 10 or RDL 02 if required.

CMS 22
Small Group Discussion
Principles and practice of small group discussion; investigation and analysis of problems in group situations.
Prerequisites: ENG 01 and RDL 01 if required; corequisite: ENG 02 or ENG 10 or RDL 02 if required.

CMS 26
Oral Interpretation of Literature

CMS 60
Introduction to Mass Communication
Survey of mass communication media, including radio, television, film, and print (press); the development, characteristics and uses of the media and their effects on the individual and the environment.
Prerequisite: CMS 11.

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

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

CMS 68
Television Performing
Provides training in performance and communication skills utilized in television production: announcing, interviewing, reporting. Practice in reading from a script, voice and diction, extemporaneous delivery, questioning, using teleprompters, microphone techniques, camera presence, movement and makeup.
Prerequisite: RDL 02, ENG 02; corequisite: CMS 11 or permission of the instructor.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 75</td>
<td>3 rec 3 cr</td>
<td>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 a one-act play outside class assignments. Corequisites: ENG 02 or RDL 02 if required.</td>
</tr>
<tr>
<td>CMS 76</td>
<td>3 rec 3 cr</td>
<td>Acting II:</td>
</tr>
<tr>
<td>CMS 81</td>
<td>6 hrs field work/wk 3 cr</td>
<td>Seminar and Independent Study in Dramatic Arts with Field Projects: Elective for students who wish to work independently in some area of dramatic art. Independent work on an acceptable creative project with faculty supervision. Prequisite: Permission of instructor.</td>
</tr>
<tr>
<td>CMT 10</td>
<td>3 rec 3 cr</td>
<td>Introduction to Television Technology: Provides students with a context and framework for the field of television technology. Technical aspects of media, especially television, are explored as they relate to the technician's role of equipment operator and production assistant. Corequisites: RDL 02, ENG 02, if required.</td>
</tr>
<tr>
<td>CMT 12</td>
<td>3 rec 3 cr</td>
<td>Small Studio Color Television: Theory and practice of typical studio color television systems, including camera operation, switching and other control systems, lighting, tape formats and recorders, and basic editing. Emphasis on production techniques (staging and setting, etc.) commonly used in institutional video and cable operations. Prequisite: CMT 10.</td>
</tr>
<tr>
<td>CMT 14</td>
<td>2 rec 2 lab 3 cr</td>
<td>Digital Video Effects and Presentational Graphics: Familiarizes students with 2D and 3D digital video effects and the process of creating complex moving digitized images and animations as they relate to the video medium. In-depth training in current software and operation of presentational graphics systems used in corporate communications. Prequisite: CMT 10.</td>
</tr>
<tr>
<td>CMT 23</td>
<td>2 rec 2 lab 3 cr</td>
<td>Field Television Production: Basic principles of operation of field television equipment such as field cameras, portable videocassette recorders, component systems, audio systems, portable lights, battery systems. Practice in field production techniques and the relationship of field production to post production. Prequisite: CMT 12.</td>
</tr>
<tr>
<td>CMT 31</td>
<td>3 rec 3 cr</td>
<td>Audio Recording and Duplication: Theoretical and practical &quot;hands-on&quot; experience in all phases of audio recording and tape duplication as they apply to the production of audiovisual materials and the operation of audiovisual equipment. Prequisite: CMT 10.</td>
</tr>
<tr>
<td>CMT 33</td>
<td>2 rec 2 lab 3 cr</td>
<td>Television Linear Editing: Provides theoretical and practical experience in video editing and post-production. Emphasis on special production techniques for assembling program shots or sequences in a post production editing facility. Corequisite: CMT 12.</td>
</tr>
<tr>
<td>CMT 35</td>
<td>2 rec 2 lab 3 cr</td>
<td>Television Non-Linear Editing: Provides theoretical and practical experience in non-linear editing techniques including digitizing, editing, trimming and audio mixing. Prequisite: CMT 33.</td>
</tr>
<tr>
<td>CMT 51</td>
<td>Min of 140 hrs/sem 3 cr</td>
<td>Media Internship/Projects Lab: Student may choose to serve an internship or produce an entire media project. The internship places a student in a media facility 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 the job supervisor and Media Technology faculty. Upon completion of the internship, the student is required to write a summary and critical analysis of the experience. Note: Employers usually expect a commitment of 15 hours a week. Projects Lab: Students utilize knowledge and skills accumulated in the prerequisites to produce 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 student. Prequisites: minimum of 45 curriculum credits, including ART 1 or CMT 33.</td>
</tr>
</tbody>
</table>

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

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

CSI 20
3 rec 3 cr
Discrete Mathematical Systems
Topics selected from logic, sets, induction, Boolean algebra, number systems, combinatorial analysis, game theory, number theory, vectors and matrices, special topics in algebra.
Prerequisite: MTH 31 and ENG 02 and RDL 02 if required.

CSI 40
2 lect 2 lab 3 cr
Introduction to Computer Programming II
Continuation of CSI 10. Data structures; records and pointers; analysis of algorithms, program style; documentation of programs; debugging; development of major projects.
Prerequisites: CSI 10 or permission of the department, and ENG 02 and RDL 02 if required.

COOPERATIVE EDUCATION
Department of Student Development

CWE 31
1 rec 2 cr
Cooperative Work Experience I
Under the supervision of the Career Development Director, students are placed in internships designed to provide them with supervised work experience in their respective majors. Students must have approval from their respective academic departments to enroll in the CWE course. Students enrolled in the CWE course must also complete 210 internship hours as part of their grades for the CWE course. All interns are expected to fulfill the requirements of their CWE instructors and approved work experience supervisors.
Prerequisite: Fully matriculated students who have completed 30 degree credits (45 credits for Paralegal Students) with an overall G.P.A. of 2.00 or permission from their respective academic department.
### COURSE DESCRIPTIONS

#### DATA PROCESSING

**Business and Information Systems Department**

**DAT 10**  
*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 database management.  
***Corequisites:*** RDL 02 or ENG 02 if required; MTH 03 or MTH 05.

**DAT 30**  
*Introduction to Computer Fundamentals and Programming*  
Introduction to data processing equipment and operation; basic elements of electronic data processing, input, processing, storage, and output; flow-charting, numbering systems and business programming applications. Introduction to BASIC language programming in both a lecture and laboratory setting.  
***Corequisites:*** RDL 02 or ENG 02 if required; MTH 03 or MTH 05.

**DAT 33**  
*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 35**  
*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**  
*Microcomputer Spreadsheet Applications*  
The lab portion involves "hands on" training to design and implement financial and other applications. Includes development of personalized menus, use of MACRO capabilities, functions, and graphics. The lecture portion involves the business use of spreadsheets. Illustrations of business uses as well as case work will be addressed.  
***Prerequisite:*** DAT 30 or DAT 33; ***corequisite:*** ACC 11 or departmental permission.

**DAT 38**  
*Microcomputer Database Applications*  
The lab portion involves converting file design, simple and complex data entry, like sorting and indexing, editing and modifying databases, and report generation. The lecture portion involves the business of databases. Illustrations of business uses as well as case work will be addressed.  
***Prerequisite:*** DAT 30 or DAT 33 or departmental permission.
DAT 40  
**COBOL Programming**

Introduction to COBOL programming utilizing the IBM/360. Problems are assigned and students are required to flow-chart, code, debug, test, and document their solutions. Applications in accounting, inventory control, retailing, and other record-keeping operations.

**Prerequisites:** DAT 30 or permission of department.

**DAT 41**  
**Assembly Language Programming**

Techniques of writing computer programs in Basic Assembly Language, a symbolic language. This includes data representation, operation codes, and addressing modes. Data files and use of macro instructions. Students are assigned several programs to demonstrate their programming ability.

**Prerequisites:** DAT 40 or PHY 61 or CSI 10 or permission of department.

**DAT 43**  
**Advanced COBOL Programming**

Designed to present concepts of magnetic tape and direct access processing, and programming methods used for these devices. ANSI COBOL and programming techniques taught will be usable on almost all computers. Topics cover data definitions, data usage in mixed modes, data conversion, decimal point alignment, sign control and subscripting, concepts of magnetic tape processing, sequential file processing, 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**  
**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 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**  
**Operating Systems**

Course develops an understanding of environment in which computers 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.

## ECONOMICS
Department of Social Sciences

**ECO 11**  
**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.)

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

**ECO 12**  
**Macroeconomics**

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

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

**ECO 15**  
**History of Economic Thought**

**ECO 31**  
**Economics of Labor**

**ECO 71**  
**Economics of Developing Areas**

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

## EDUCATION
Department of Education and Reading

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

**EDU 10**  
**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 references. Required for all Education majors.

**Prerequisites:** RDL 02 and ENG 02.  
**Prerequisite or Corequisite:** PSY 41.

**EDU 12**  
**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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 15</td>
<td>3 rec 3 cr</td>
<td>Reading and Other Language Arts for the Early Childhood and Elementary Years&lt;br&gt;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. <strong>Prerequisite:</strong> EDU 10.</td>
</tr>
<tr>
<td>EDU 16</td>
<td>3 rec 3 cr</td>
<td>Teaching Reading in the Primary Grades (N-3)&lt;br&gt;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; phonics and structural analysis skills; reading achievement tests; reading interests of children; and knowledge of useful references. Required depending on curriculum pattern and advisement. <strong>Prerequisite:</strong> EDU 10.</td>
</tr>
<tr>
<td>EDU 17</td>
<td>3 rec 3 cr</td>
<td>Teaching Reading in the Middle Grades (4-6)&lt;br&gt;Students acquire teaching abilities in relation to word recognition; comprehension skills; reading readiness skills; various approaches to teaching reading; phonetic and morphemic elements; phonics and structural analysis skills; reading achievement tests; reading interests of children; and knowledge of useful references. Required depending on curriculum pattern and advisement. <strong>Prerequisite:</strong> EDU 10.</td>
</tr>
<tr>
<td>EDU 18</td>
<td>3 rec 3 cr</td>
<td>Methods and Materials for Teaching Language Arts in a Bilingual Program&lt;br&gt;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 observe and analyze skills to second language learning situations. <strong>Prerequisites:</strong> RDL 02, ENG 11, EDU 16 or EDU 17. <strong>Corequisite:</strong> Literacy at the 13 level, e.g., SPN 13, FRN 13, ITL 13 or permission from department.</td>
</tr>
<tr>
<td>EDU 24</td>
<td>3 rec 3 cr</td>
<td>Child Care Seminar I**&lt;br&gt;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. <strong>Prerequisite:</strong> EDU 10.</td>
</tr>
<tr>
<td>EDU 25</td>
<td>3 rec 3 cr</td>
<td>Child Care Seminar II**&lt;br&gt;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. <strong>Prerequisite:</strong> EDU 24.</td>
</tr>
<tr>
<td>EDU 26</td>
<td>3 rec 3 cr</td>
<td>Human Relations in Urban Schools&lt;br&gt;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. <strong>Prerequisites:</strong> EDU 10.</td>
</tr>
</tbody>
</table>

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*Offered Fall Semester only.
**Offered Spring Semester only.
EDU 30 Nature and Needs of the Handicapped*  
Legal definitions of categories of the handicapped; representative programs and approaches to 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 30

EDU 40 Field Work Seminar  
Individual and small-group teaching experiences under professional supervision in an accredited school or agency. Periodic meetings with BCC faculty supervisor. Students must demonstrate competencies pertaining to general knowledge expected of those who completed the Education sequence; planning, execution, and evaluation of own teaching behavior and skill; meeting individual needs of children; 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 protege outside of class.  
Prerequisites: Grade Point Average of 2.5 or higher; ENG 01, ENG 02. RDL 01. RDL 02, if required; permission of department.

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

ELECTRICAL TECHNOLOGY

Department of Physics and Technology

ELC 11 DC Circuit Analysis  
Resistance: Ohm's Law, Kirchhoff's laws, networks with DC current and voltage sources, branch-current analysis, mesh and nodal analysis, superposition. Thévenin's, Norton's maximum power theorems, capacitance and inductance. Use of basic test instruments.  
Prerequisite: 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.  
Prerequisite: MTH 10.

ELC 15 Computer Applications in Technology  
Introductory course in basic computer orientation and implementation of hardware and software applications in technology. Students will use various software packages to create documents, spreadsheets, graphs, databases and presentations. Students will utilize this knowledge to solve problems and transfer information via electronic media. Lectures, interactive learning and demonstrations will be employed. Laboratory exercises will be required.  
Prerequisite: MTH 05.

ELC 18 Computer Programming for Engineering Technology  
Introduction to computer programming using a visual programming language. The student is introduced to the concepts of application development, user interface design, program development methodology, structured programming, and object-oriented programming. Projects relevant to electrical and electronic circuits are developed to emphasize areas of problem-solving methods, modeling, data analysis and graphing, and interfacing.  
Prerequisite: ELC 15; corequisite: MTH 06.

ELC 21 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 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; corequisite: ELC 21, MTH 13.
**ELC 31 Electrical Circuits**
3 rec 3 lab 4 cr
Electrical Circuits
Trains students in the application of Ohm’s law, Kirchhoff’s laws, Thévenin’s and Norton’s theorem, and superposition to the analysis of DC and AC passive circuits including R-L-C circuits, impedances, phase angles, resonance, and transformers.

Prerequisites: MTH 10, ELC 13.

**ELC 35 Electronics II**
3 rec 3 lab 4 cr
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, corequisites: MTH 14.

**ELC 81 Electronic Communications**
3 rec 3 lab 4 cr
Generation and processing of signals, including modulation, frequency conversion; bandwidth, oscillators, and noise. Amplitude, frequency, phase modulators, demodulators, phase-locked loops transmission, digital communications, and phase-shift keying. Laboratory hours complement class work.

Prerequisites: ELC 36, corequisites: ELC 18, PHY 22, MTH 15.

**ELC 94 Laser and Fiber Optic Communications**
3 rec 3 lab 4 cr
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 36, ELC 81.
Corequisites: ELC 81.

**ELC 96 Digital Electronics**
3 lect/rec 3 lab 4 cr
Prepares students in digital electronics with topics related to number systems and codes, logic functions, and Boolean algebra. IC building blocks are used in applications ranging from logic gates to flip-flops, counters, registers and arithmetic circuits. Algebraic reduction and mapping are used to minimize Boolean expressions and combinational logic circuits. Computer simulations of digital circuits will be used to verify actual hardware setups.

Prerequisites: ELC 25.

**ELC 97 Microprocessor System Design**
3 lect/rec 3 lab 4 cr
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.
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: A combined score of 7 on the CUNY/ACT Writing Skills Assessment Test and a passing score on the CUNY/ACT Reading Skills Assessment Test.
ENG 11 is a prerequisite for all subsequent English courses.

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 (and ENG 12 where required) and ENG 14 and/or 15.

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

ENG 72 3 rec 3 cr
The Bible as Literature
Study of the prime Biblical narratives as well as chief poetic and wisdom sections of both Old and New Testaments, including the Apocrypha. Biblical texts to be read in English. Students write short themes on both texts and their scholarly critiques on these texts.
Prerequisite: ENG 11.

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

ENGLISH AS A SECOND LANGUAGE

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 if required, or placement on the ESL 02 level.

ESL 03 6 rec 0 cr
English as a Second Language—Advanced
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 if required, or placement on the ESL 03 level.
**ENVIRONMENTAL TECHNOLOGY**
Department of Chemistry and Chemical Technology

**ENV 11**  
2 lect 1 rec 3 lab 4 cr  
**Introduction to Environmental Health**  
This course provides a basic understanding of widespread health problems that are linked to environmental and occupational health hazards. Students become familiar with the identity and sources of air and water pollutants, the routes of entry of these pollutants into the body and the harmful effects of these pollutants. Laboratory exercises familiarize students with methods of air, soil and water analysis. Field trips provide first-hand knowledge of public health, occupational health and safety issues.  
Prerequisites: RDL 02, ENG 02, ESL 03 if required.

**ENV 12**  
3 lect 3 cr  
**Environmental and Occupational Regulations**  
Focuses on local, state, regional, federal, and international laws and regulations pertaining to environmental and occupational health and safety. Issues of compliance, violation and penalties are discussed and reviewed.  
Prerequisites: ENV 11.

**ENV 21**  
1 lect 8 field study 3 cr  
**Field Study in the Environment**  
The course teaches students how to become field technicians which enables them to conduct site evaluations, on-site sampling and site remediation in compliance with EPA regulations. Students are also trained in health and safety procedures for hazardous waste operations.  
Prerequisites: ENV 11, ENV 12.

**ENV 22**  
2 lect 4 lab 4 cr  
**Environmental Methods of Analysis**  
This course includes lectures, demonstrations, hands-on laboratory experiments with the equipment and instruments commonly used for air, soil and water analysis to determine levels of pollution.  
Prerequisites: CHM 18, ENV 11.

**ENV 23**  
3 lect 3 cr  
**Environmental and Occupational Toxicology**  
Introduction to principles of toxicology with emphasis on environmental and occupational health. Provides necessary background to understand the health effect of toxic waste and environmental pollutants.  
Prerequisites: BIO 12, CHM 18, ENV 11.

**ENV 24**  
3 lect 12 internship 3 cr  
**Environmental Internship**  
Weekly seminar that integrates the fieldwork experience of students doing a supervised internship at various public and private environmental agencies, industrial companies and water treatment/waste management plants.  
Prerequisites: ENV 11, ENV 12, ENV 21 and permission of Environmental Technology Program Administration.

**FINANCE**
Business and Information Systems Department

**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.  
Prerequisites: 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 Balter.

**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 description available upon request.

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

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

**GEO 10**
Introduction to Human Geography
3 rec 3 cr
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 roles 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**
The Americas: Cultures in Comparison and Contrast
3 rec 3 cr
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**
Critical Issues in Health
2 rec 2 cr
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**
Drugs, Society and Human Behavior
3 rec 3 cr
Various aspects of drug use and abuse are explored—pharmaceutical, historical, legal and psychosocial. Emphasis on the roles of the individual and society in dealing with current issues.
*Prerequisite: HLT 91.*

**HLT 93**
Human Sexuality
3 rec 3 cr
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**
Human Nutrition
3 rec 3 cr
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**
Health Education for Parenting
3 rec 3 cr
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**
Field Work in Community Health Resources
1 sem 5 hrs field work 3 cr
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**
Community Health Resources for Child Care Workers
1 rec 2 hrs field work 3 cr
Seminar in community health resources for child care workers. Students use their job placement as field work experience and keep weekly logs.

**HLT 99**
Health of the Nation
2 rec 2 cr
Provides an examination of the health status of different populations in the United States. Concepts of epidemiology, health promotion and disease prevention are discussed. The characteristics of special populations are addressed as are some of the major threats to the health, safety and welfare of individuals.
*Corequisite: ENG 01 or RDL 01.*

**HEALTH CARE MANAGEMENT**
Business and Information Systems Department

**HCM 11**
The U.S. Health Care Delivery System
3 rec 3 cr
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 12**
Hospital Organization and Management
3 rec 3 cr
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**
History of the Modern World
3 rec 3 cr
Exploration of outstanding political, intellectual, philosophical, social and economic trends, movements and events from mid-18th century to present. Analysis of forces that have shaped the modern world.
*Corequisite: RDL 02 or ENG 02 if required.*

**HIS 11**
Introduction to the Modern World
4 rec 3 cr
This course is identical in academic content and in assessment criteria to HIS 10, History of the Modern World, but adds a fourth compensatory hour to allow the instructor to work closely with students to assist them in developing a conceptual framework, effective note-taking techniques and written self-expression. Additional exercises and assignments will be used to consolidate knowledge and
learning skills. This course will be opened only to students in ENG 01 and RDL 01. Class size will be limited to 30.

Corequisite: ENG 01 or RDL 01.

Either HIS 10 or 11 - identical courses in different formats - is a prerequisite for all history courses.

HIS 13 History of the Ancient World 3 rec 3 cr
Four major River Valley civilizations—Egypt, Mesopotamia, India, China; examination of the florescence and decline of Greek and Roman civilizations. Focus on significant achievements of each people, assessing their impact on contemporary cultures as well as their legacy to ours. Readings from religious texts, poetry, drama and philosophy.

Prerequisite: HIS 10 or 11.

HIS 14 Medieval History 3 rec 3 cr
Effects of major ideas, social and economic changes, political concepts and their impacts upon the society of the West during the Middle Ages. Emphasis on interaction of these aspects within the cultural context of medieval Europe.

Prerequisite: HIS 10 or 11.

HIS 15 Intellectual and Social History of Modern Europe 3 rec 3 cr
Effects of major ideas in Western society from the 19th century in their political and cultural context. The revolutionary dynamic in democracy, romanticism and conservatism, changing situation of religion, role of women in modern society, socialism in 19th and communism in 20th centuries, interaction between philosophy and politics extending from idealism to existentialism, class conflict and social stability, racism and egalitarianism, science and irrationalism.

Prerequisite: HIS 10 or 11.

HIS 20 The American Nation: The Political & Social Development of a People 3 rec 3 cr
Selected topics in American History raising issues related to values, ethics and morality. Ranging from the colonial period to the contemporary era, the course examines major concerns of the American people throughout their history and illustrates how ethical concerns persist throughout American History.

Prerequisite: HIS 10 or 11.

HIS 23 Social and Intellectual History of Modern America 3 rec 3 cr
Fundamental concepts of the American experience that permeate our lives today, including puritanism, class consciousness, prejudice, violence, feminism, pragmatism.

Prerequisite: HIS 10 or 11.

HIS 24 The History of American Foreign Relations 3 rec 3 cr
Major developments in the foreign relations of the U.S., from the American Revolution to Vietnam, and their domestic and international effects. Emphasis on the policies of this century, evolution of the republic into a world power and the consequences of tensions and crises. Origins and progress of efforts at international cooperation and peace.

Prerequisite: HIS 10 or 11.

HIS 25 The Third World and the West: History of Modern Imperialism and Colonialism 3 rec 3 cr
Survey of the world scene since 1870, especially in the building of colonial empires in Africa, Asia and Latin America; the rivalries among the imperialist powers; the relationships of imperialism to World Wars I and II; the decline of colonialism; the rise of Soviet and Communist Chinese imperialism.

Prerequisite: HIS 10 or 11.

HIS 27 Modern History of the Far East 3 rec 3 cr
China, Japan and Korea in the modern period; political and cultural institutions; structure of oriental societies; advances of the West and the effect of imperialism; industrialism, agrarian reforms; Communism; problems of the post-World War II period.

Prerequisite: HIS 10 or 11.

HIS 28 Women: The Historical Perspective 3 rec 3 cr
The changing status of, and attitudes towards women from antiquity to 21st 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 or 11.

HIS 31 Modern Latin American History 3 rec 3 cr
Historical development of the Latin American area through the 19th and 21st centuries.

Prerequisite: HIS 10 or 11.

HIS 35 History of Africa 3 rec 3 cr
Multidiscipline approach to the history of Africa: ancient and medieval African societies, era of slavery, geographic discovery, missionary contact, imperialism and emergence of modern nationalism; the era of independence.

Prerequisite: HIS 10 or 11.

HIS 37 African-American History 3 rec 3 cr
The African experience; development and abolition of slavery in America, reconstruction after Civil War; migration out of the South; manifold consequences of urban relocation; Black education, church and arts; writing of Black Americans including Frederick Douglass and Franklin Frazier.

Prerequisite: HIS 10 or 11.

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

Prerequisite: HIS 10 or 11.

HIS 51 History of the City of New York 3 rec 3 cr
Political, economic and social history of New York City from its Dutch origins to the present; consideration of the City's crucial role in creating modern urban America.

Prerequisite: HIS 10 or 11.
**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.
Prerequisites: ENG 02 or RGL 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 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. 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, 33 1-3 cr
Independent Study in a Specific Discipline
For students who wish to pursue a problem of special interest. Students will devise projects that transcend traditional departmental offerings. Activities to be pursued and outside involvements, if any, are arranged in cooperation with the coordinator. Reports or other evaluative instruments required. For elective credit only. Maximum of 6 credits may be earned in Independent or Interdisciplinary Study or combination of both.
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.
Prerequisites: 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 "13" means the student has enrolled for the first time and is earning three credits.

**Interior Landscaping**
Department of Biology and Medical Laboratory Technology

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

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

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

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

KEYBOARDING
Business and Information Systems Department

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

KEY 11  5 rec  2 cr
Keyboarding I
Development of basic skills in the use of the typewriter. Letters, tabulations and reports are produced. Average speed of 35 words a minute.

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

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

LANDSCAPE DESIGN
Department of Biology and Medical Laboratory Technology

Enrollment in Landscape Design is limited to students in the Ornamental Horticulture curriculum or with special permission of the department. Offered at the New York Botanical Garden. See curriculum advisor, Dr. Howard 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 covering basic similarities and differences between Spanish and English. The course strengthens student's knowledge of Spanish as an aid in learning English.
Prerequisite: Registration only by department or placement.
<table>
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<tr>
<th>Course Code</th>
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| LAW 16      | 1 rec 1 cr | Survey of the Law and Paralegal Studies
Comprehensive survey of the law and all courses in the Paralegal Studies curriculum. Topics cover the legal profession, its ethical problems; the role of paralegal; and career goals and employment opportunities for paralegals. |
| LAW 17      | 3 rec 3 cr | Introduction to Paralegal Studies
Introduces students to the legal system as it operates in the State of New York, the legal process, and certain basic areas of the law (torts, contracts, property). Roles of the lawyer and paralegal within the legal system especially as they relate to the unauthorized practice of law, fiduciary relationships, and ethical considerations. Students become familiar with specific paralegal skills. They practice and perfect such skills as interviewing techniques, factual investigation and formal and informal advocacy. |
| LAW 19      | 3 rec 3 cr | Introduction to Law Office Management and Computers
Survey of principal areas of law office management, docket control, calendar monitoring, bookkeeping/accounting systems, functions of the law library and computers in the law office. Students gain understanding of computers, operating systems and programming in the modern law office; overview of other computer applicators for lawyers and paralegals; computer law, hardware and software tailored for law office applications. |
| LAW 41      | 3 rec 3 cr | Business Law
Survey of the legal and economic environment of business, and interrelationship and impact of ethical, social and political influences on individuals and organizations in the study of agency, anti-trust, bankruptcy, constitutional, consumer, contract, criminal, and labor laws, and the federal and state court systems. |
| LAW 45      | 3 rec 3 cr | Medical Law
Law as it affects work of medical secretarial assistants and paralegals including medical practice acts, legal relationship of physician and patient, professional liability, types of medical practice; preparation of reports for workers' compensation, court litigation. |
| LAW 47      | 3 rec 3 cr | Civil Procedure
Common, statutory and constitutional law; the judicial system; proceedings, civil and criminal, from initiation to enforcement and judgment. |
| LAW 52      | 3 rec 3 cr | Business Organizations
Introduction to law relating to business organizations: agency, sole proprietorships, partnerships; corporations; government regulations; drafting and research practice; functions of the lawyer and paralegal assistant. |
| LAW 62      | 3 rec 3 cr | Family Law
Focus on legal aspects of marriage, custody and visitation, economic and social aspects of divorce, separation, annulment, antenuptial agreements, contractual relations among members of the family, family court procedures, criminal jurisdiction over minors; drafting and research practice; functions of the lawyer and paralegal assistant. Aspects of criminal, statutory and constitutional law as it affects the juvenile offender. |
| LAW 65      | 3 rec 3 cr | Criminal Law and Procedures
Provides understanding of basic distinctions between criminal and civil law; familiarization with criminal justice system; major stages of a criminal case. |
| LAW 72      | 3 rec 3 cr | Real Property
Law of real property and real estate transactions. Analysis of sales, obligations of the real estate broker, surveys, recordings, closings and title searches, mortgages, assignments, consolidation agreements, and mortgage foreclosures. Law of landlord and tenant are extensively reviewed. |
| LAW 77      | 3 rec 3 cr | Immigration Law
Hands-on course dealing with concepts and techniques of immigration law. Procedures for preparation of immigrant and non-immigrant visa applications; skills necessary to assist immigrants who seek asylum, citizenship, naturalization or employment, or who face exclusion or deportation proceedings. Emphasis on the practice of immigration law from perspective of a paralegal. |
| LAW 82      | 3 rec 3 cr | Insurance and Torts
Survey of the law of insurance and the law of torts, especially as they relate to each other: nature and types of insurance, indemnity and subrogation; the insurance contract; defenses against payment to the insured; government regulations; tort liability; intentional torts; negligent torts, litigation; drafting and research practice; functions of the lawyer and paralegal assistant. |
LAW 99 3 rec 3 cr
Legal Advocacy
Administrative law and advocacy; agency advocacy, preparation and conduct of administrative hearings, due process rights, and basics of evidence. Procedural rights in public benefit entitlement programs and the rights of the physically and mentally handicapped and the elderly, also procedural rights in housing programs and overview of landlord and tenant law; administrative advocacy and trial advocacy
Corequisites: ENG 02 or RDL 02 if required.

LAW 91 3 rec 3 cr
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 the director of the program

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

LAW 95 3 rec 3 cr
Legal Research and Writing
How to research legal questions and to present results to supervising attorney. Role of legal research in the process of legal advocacy; historical development and present organization of the Anglo-American legal system, organization and procedures of the New York courts; various tools of legal research and how to use them; skill in researching and answering legal questions in an active law office; skill in organizing and writing legal memoranda.
Prerequisites: ENG 11, LAW 17, LAW 47

LAW 96 3 rec 3 cr
Advanced Legal Research and Writing
Drafting of pleadings and business agreements; law office memoranda; memoranda of law in support of motions; pretrial and memorandum 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

LAW 98 2 rec 2 cr
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 crystallize and clarify career goals.
Prerequisites: LAW 17, LAW 47 and completion of at least 40 credits toward a degree.

LEARNING TO LEARN
Department of Education and Reading
LTL 10 3 rec 3 cr
Learning to Learn
Presents learning strategies for students enrolled in college-level courses who have completed required developmental reading course. Examines organization of information from the various content courses taken concurrently. Teaches interpretation and construction of charts, graphs, tables, maps; task management; incorporation of life skills into the learning environment. Uses analytical approach to development of test questions relevant to the various content areas.
Prerequisites: RDL 02 if required; corequisite: content area course recommended for probationary students or as an elective.

MARKETING, MANAGEMENT, SALES
Business and Information Systems Department
MKT 11 3 rec 3 cr
Marketing
Principles of marketing goods and methods of distribution from producer or manufacturer to consumer. Types, functions, practices of wholesalers and retailers; efficient marketing techniques.
Corequisites: 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.
Corequisites: 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.
Corequisites: 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.
Corequisites: ENG 02 or RDL 02 if required.
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.

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

MTH 03  Selected Topics in Elementary Algebra  
Topics selected from elementary algebra, geometry, operations with polynomials, graphing, verbal problems, linear equations.  
Prerequisite: MTH 01 or equivalent, or score above 11 on the first 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 01 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.  
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

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<tr>
<td><strong>Business</strong> (A.A.S. Degree)</td>
<td>MTH 01, 03, 12†</td>
<td>MTH 12†</td>
<td>MTH 12†</td>
<td>MTH 13 or MTH 30#</td>
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<td>Business Admin. Transfer Nuclear Medicine Tech.</td>
<td>MTH 05, 06, 30#</td>
<td>MTH 06, 30#</td>
<td>MTH 06, 30#</td>
<td>MTH 30#</td>
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<tr>
<td><strong>Computer Science</strong> †</td>
<td>MTH 05, 06, 30, 31, 32, 33, CSI 20</td>
<td>MTH 06, 30, 31, 32, 33, CSI 20</td>
<td>MTH 06, 30, 31, 32, 33, CSI 20</td>
<td>MTH 30, 31, 32, 33, CSI 20</td>
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<td><strong>Computer Information Systems</strong></td>
<td>MTH 01, 03, 12†</td>
<td>MTH 12†</td>
<td>MTH 06, 30</td>
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<td>Education Associate</td>
<td>MTH 01, 03, 04, 21</td>
<td>MTH 04, 21</td>
<td>MTH 21</td>
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<td><strong>Electronic Engineering Technology Telecommunications Tech.</strong></td>
<td>MTH 05, 06, 13, 14, 15</td>
<td>MTH 06, 13, 14, 15</td>
<td>MTH 06, 13, 14, 15</td>
<td>MTH 13, 14, 15</td>
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<tr>
<td><strong>Engineering Science</strong></td>
<td>MTH 05, 06, 30, 31, 32, 33, 34, 35</td>
<td>MTH 06, 30, 31, 32, 33, 34, 35</td>
<td>MTH 06, 30, 31, 32, 33, 34, 35</td>
<td>MTH 30, 31, 32, 33, 34, 35</td>
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<tr>
<td><strong>Liberal Arts &amp; Sciences (A.S. Degree)</strong> Biology, Chemistry, Physics</td>
<td>MTH 05, 06, 30, 31, 32, 33, 34, 35</td>
<td>MTH 06, 30, 31, 32, 33, 34, 35</td>
<td>MTH 06, 30, 31, 32, 33, 34, 35</td>
<td>MTH 30, 31, 32, 33, 34, 35</td>
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<tr>
<td><strong>Community/School Health Human Services (A.A. Degree)</strong> Liberal Arts &amp; Sciences (A.A. Degree)</td>
<td>MTH 01, 03, 04, 21 or 22 or 23* or 26 or 30‖</td>
<td>MTH 04; 21 or 22 or 23* or 26 or 30‖</td>
<td>MTH 21 or 22 or 23* or 26 or 30‖</td>
<td>MTH 21 or 22 or 23* or 26 or 30‖</td>
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<td><strong>Mathematics</strong></td>
<td>MTH 05, 06, 30, 31, 32, 33, 42§</td>
<td>MTH 06, 30, 31, 32, 33, 42§</td>
<td>MTH 06, 30, 31, 32, 33, 42§</td>
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<td><strong>Medical Lab. Technology</strong></td>
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<td>MTH 06, 13, 14</td>
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<td>MTH 13, 14</td>
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<td><strong>Advertising Art Media Technology Paralegal Studies Secretarial Studies</strong></td>
<td>MTH 01, 03, 12††</td>
<td>MTH 12††</td>
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<td><strong>Automotive Technology Environmental Technology Radiologic Technology</strong></td>
<td>MTH 05, 06, 13</td>
<td>MTH 06, 13</td>
<td>MTH 13</td>
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*Recommended for Social Science students.
††Students transferring to The City College are recommended to take MTH 34, 35.
†Students enrolled in a transfer degree are recommended to take MTH 05, 06, 30 sequence.
‡‡Students transferring should take MTH 01, 03, 04, 21.
*Students planning to transfer to Baruch College should take MTH 29.
SEQ: MTH 33 is required only for Physics option.
§Students must choose two 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. 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.

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**MTH 10**  
**Technical Mathematics I**  
(For Telecommunications Technology Verizon 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 Verizon 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 logarithmic functions, exponents and radicals, exponential and logarithmic 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 or equivalent and ENG 01 and RDL 02 if required.

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**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 logarithmic functions, methods of integration, power series and Fourier Series.

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

MTH 21, 22, 23 and 26 are non-sequential courses primarily for Liberal Arts students enrolled in non-science transfer programs. MTH 21, 22 and 26 are recommended for Liberal Arts students and as electives for students in other curricula. MTH 23 is recommended for students in such social sciences as economics, political science, psychology and sociology.

**MTH 21**  
**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.

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ENG 02 and RDL 02, if required, are prerequisites for all MTH courses numbered 13 and higher. MTH 13, 14, 15 are recommended for students in career technology curricula such as Automotive Technology, Electronic Engineering Technology, Medical Laboratory Technology and Telecommunications Technology curricula.
### 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 equivalent 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
Differentiation 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

MEC 11 1 rec 4 lab 2 cr
Basic Engineering Graphics
Fundamental engineering drawing and industrial drafting room practice. Lettering, orthographic projection, auxiliary views, sections and conventions, pictorials, threads and fasteners, tolerances, detail drawing, dimensioning and electrical drawings; introduction to computer-aided graphics.
Prerequisite: MTH 05.

MUSIC
Department of Art and Music

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

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

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

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

MUS 18 2 rec 2 cr
History of Jazz
Survey of development of jazz music from time of slavery to the present. Audio laboratory listening assignments. Attendance at live concerts required.
Prerequisite: RDL 02 if required.

MUS 21, 22, 23, 24 3 rec 1 cr each
Choral Performance
The study and presentation of standard and contemporary choral literature for mixed voices. Choral training and performances at concerts, college ceremonies and functions. No audition required; open to all members of the college community.

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

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

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

MUS 65 2 rec 1 cr
Beginning Guitar Class
Introduction to basic guitar techniques, harmonization and transposition of folk songs.

MUS 66 2 rec 1 cr
Guitar Class II*
Prerequisite: MUS 65.

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

MUS 71 2 rec 1 cr
Secondary Piano I
MUS 72 2 rec 1 cr
Secondary Piano II
Class instruction to attain an elementary facility at the piano.
Prerequisite: for MUS 71: MUS 70 for MUS 72: MUS 71.

*Not offered on a regular basis. Course descriptions available upon request.
The following courses will be given at the Albert Einstein College of Medicine or at the hospitals affiliated with it.

**NMT 71**
**Nuclear Physics Laboratory**
Chronological development of nuclear physics in the 20th century as represented by the experimental work on black-body radiation, photoelectric effect, matter waves, Compton scattering and pair-production. Comparison of radiation measuring devices including G.M and scintillation survey meters, gamma cameras, well counters and dosimeters. Quality control and radiation safety.
*Prerequisites:* PHY 24 and permission of the NMT Program Director; *corequisites:* NMT 81-84.

**NMT 78**
**EKG - Interpretation and Techniques**
Introduction to EKG. Topics include: electrical physiology of the heart, electrocardiographic tracing, leads (3 vs. 12), and analog and digital EKG. Some clinical hours may extend beyond the semester.
*Prerequisites:* BIO 24 and permission of the NMT Program Director.

**NMT 79**
**Phlebotomy**
Introduction to phlebotomy. Topics include: phlebotomy principles, anatomy and physiology of the circulatory system, safety, equipment and techniques. Students completing this course qualify for the certification exam in phlebotomy.
*Prerequisites:* BIO 24 and permission of the NMT Program Director.

**NMT 81**
**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**
**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; *corequisites:* NMT 71.

**NMT 83**
**Radiation Physics and Dosimetry**
Elements of nuclear physics, the conservation laws; alpha, beta, and gamma decay; the neutrino; elements of health physics; the roentgen, REM, REP, and RAD; maximum safe human exposure to radiation; regulations governing exposure.
*Corequisites:* NMT 71.

**NMT 84**
**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:* NMT 71.

**NMT 85**
**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**
**Didactic Nuclear Medicine**
Rationals 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**
**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**
**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.
*Prerequisites:* NMT 86; *corequisite:* NMT 87.

**NMT 89**
**Introduction to Cardiac Ultrasound**
Topics include physics of ultrasound, ultrasound instrumentation, emergency medical procedures, Doppler and trans-esophageal echocardiology. Clinical rotation is at Montefiore Medical Center where each student participates in approximately 150 procedures. Students completing this course will receive a certificate from Montefiore Medical Center.
*Prerequisite:* BIO 24, permission of NMT Program Director.
Admission to Nursing (NUR) courses is based on the approved priority list which is on file in the Nursing Department and Student Development.

NUR 10 Transition in Nursing
1 lect 1 cr
Designed for Licensed Practical Nurses entering the RN Fast Track and the RN Pathway. The focus is on the expectations for course work in the program, pharmacology calculation review, changes in role from LPN to RN.
Prerequisite: Pre-Clinical Nursing Sequence.

NTR 11 Nutrition in Physical and Emotional Disorders
3 rec 3 cr
Basic course in therapeutic nutrition that focuses upon major health problems in western society and influence of diet on their causes and cures. Traditional and controversial nutritional approaches are presented. Nursing care in selected situations emphasized. (Offered in the Fall Semester only.)
Prerequisite: NUR 41 and 42 or by permission of instructor. Also open to RN's and LPN's.

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

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

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

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 26.

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 26; 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 48.

NUR 48 2 lect 6 clin 4 cr

Leadership and Management†

This senior level course provides students 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 computation of dosages required of nursing personnel. Computer Center modules are an integral adjunct to the course.

Prerequisite: A minimum score of 14 in arithmetic and in algebra on the CUNY Mathematics Assessment Test or permission of the department; also available to R.N., LP.N., 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 and contraindications; nursing implications including patient teaching are stressed.

Prerequisites: Students need to complete all remediation for admission to professional nursing; recommended that students complete NUR 42, also available to R.N., LP.N., and health workers authorized to administer medications.

* NUR courses are open only to students with full matriculation in the Nursing (NUR) curriculum.
† The minimum acceptable grade in Nursing (NUR) courses is C. Grades of C, 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 retake a given Nursing course twice.
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 1 rec 0 cr
Orientation and Career Development
Course enables student to develop basic college survival skills in areas of academic life, setting career goals, time management, analysis of classroom behavior, assessment of instructor demands and utilization of library and other college resources. Emphasis on students' understanding of academic environment and its demands on their developing coping and achievement behavior. Required in all curricula.

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

Ori 43 1 rec 0 cr
Secretarial Senior Orientation
For students in secretarial curricula. Seminar on career planning; survey of employment opportunities; resume preparation and techniques of job seeking.

PHILOSOPHY
Department of History

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

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

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

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

PEA 15 2 lab 1 cr
Walking, Jogging and Weight Training
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 2 rec 1 cr
Beginning Swimming Level
Basic water safety skills and knowledge to make an individual reasonably safe while in, on, or about the water. Registration limited to non-swimmers.

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

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

PEA 25 1 lect 2 rec 2 cr
Water Safety Instructor
Course prepares the student to teach American Red Cross Water Safety courses. Successful completion of this course qualifies student for an American Red Cross Water Safety Instructor certificate. Students should expect to spend $30 to cover the cost of certification.
Prerequisite: Student must be at least 17 years of age and have the ability to perform the American Red Cross swimmer level skills and the elementary backstroke, breaststroke, sidestroke, crawl stroke and back crawl.

PEA 27 2 rec 1 cr
Basic Skin Diving and Scuba Diving

PEA 28 2 rec 1 cr
Water Aerobics
Water exercise geared to improvement of posture, muscle tone and general coordination while increasing strength, flexibility and endurance. Students enjoy the benefits of invigorating exercise without stress in a relaxing pool environment. Open to swimmers and non-swimmers.

PEA 29 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 30 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 31 2 cr
Techniques of Jazz Dance I
Basic skills of modern dance; development of physical strength, flexibility, endurance, and freedom of movement. Explorations and improvisations leading to basic choreographic skills and appreciation of dance as a means of self-expression and communication.
PEA 46 1 lect 2 rec 2 cr
African, Caribbean and Black Dance Forms†

PEA 47 2 lab 1 cr
Beginning Salsa
In this course students will master the beginning Salsa dance steps so that they may feel comfortable in social dance situations. Dance technique will include handholding positions, rhythmical accuracy, leading and following techniques, the basic step and variations, steps, turning, and dipping. Students will also learn about the history of Salsa dancing and music, and its current worldwide influence.

PEA 51 1 lect 2 lab 2 cr
Stress Management
Students develop personal programs for dealing with stress physically, mentally, nutritionally and environmentally. Students will increase awareness of the impact of lifestyle on health status and will have experiences which will improve nutritional awareness and practice, develop skills to manage stress, develop cardiovascular fitness and create opportunities to express continuing commitment to personal and environmental health.
Corerequisite: 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 2 rec 1 cr
Techniques of Self-Defense
Introduction to the skills and techniques of martial arts: judo, karate, jiujitsu and aikido for the purpose of understanding their value for self-defense.

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

REC 93 3 rec 3 cr
Introduction to Therapeutic Recreation
Overview of therapeutic recreation programs provided in clinical or community settings for the physically, mentally, socially or emotionally disabled. Examines basic concepts and models of service with field observations.
Prerequisite: ENG 01 and RDL 01 if required.
Corerequisite: ENG 02 or RDL 02 if required.

REC 94 3 rec 3 cr
Recreation: Historical and Philosophical Perspective
Reviews the historical development of recreation and leisure, and examines theories of play, recreation and leisure. Explores the functions of organized recreation in the United States today and enables individuals to develop a personal philosophy of leisure.
Prerequisite: REC 93

REC 95 3 rec 3 cr
Program Planning and Leadership in Recreation†∗
- Offered during Day Session, Spring Semester.
- Offered during Day Session and Saturdays.
Not offered on a regular basis. Course descriptions available upon request.

PHYSICS
Department of Physics and Technology

PHY 01 4 rec 0 cr
Introduction to College Physics
Fundamental laws and principles of classical physics; vectors, Newton's Laws, conservation laws, laws of thermodynamics. (Required for Engineering Science and Physics majors who have not had high school physics.)
Prerequisite: MTH 06 or equivalent; corerequisite: RDL 02 if required.

PHY 10 2 lect 1 rec 2 lab 4 cr
Concepts of Physics
An elective course that introduces major ideas about the nature of the physical world and methods used in exploring them. Topics include motion and forces; work and energy; nature of light and sound; electricity, magnetism and applications to modern technology; and nature of the atom.
Prerequisite: MTH 03; corerequisite: RDL 02 and ENG 02.

PHY 11 2 lect 1 rec 2 lab 4 cr
College Physics I
Introduction to principles and methods of physics. Topics include Newton's Laws of Motion, mechanics, heat, and sound. (Recommended for Liberal Arts and Life science majors, including biology and psychology.)
Prerequisite: Intermediate algebra or MTH 06; corerequisite: ENG 02 or RDL 02 if required.

PHY 12 2 lect 1 rec 2 lab 4 cr
College Physics II
Elements of electric circuits, electromagnetic theory, light, selected topics in atomic and nuclear physics.
Prerequisite: PHY 11.
PHY 21  2 lect  1 rec  2 lab  4 cr
Physics for Engineering Technology I
Statics, kinematics, dynamics, work and energy, circular motion, and simple harmonic motion with special applications to problems in technology.
Prerequisite: Intermediate Algebra or MTH 06; corequisite: ENG 02 or RDL 02 if required.

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

PHY 24  3 rec  3 lab  4 cr
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.
Prerequisite: MTH 06 or equivalent.

PHY 31  2 lect  2 rec  2 lab  4 cr
Physics I
Statics and dynamics of particles and rigid bodies; force and motion; energy and momentum; rotational motion, elasticity and simple harmonic motion. First semester of a three-semester sequence for students in Engineering or Computer Science (PHY 31, 32, and 33). Also recommended for Science or Mathematics majors in a Liberal Arts and Sciences transfer program.
Prerequisites: High School physics or PHY 01; corequisites: MTH 31 and ENG 02 and RDL 02 if required.

PHY 32  2 lect  2 rec  2 lab  4 cr
Physics II
Hydrostatics and hydrodynamics; properties of gases; thermodynamics and kinetic theory of matter; wave motion; sound; electrostatics.
Prerequisite: PHY 31; corequisite: MTH 32.

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

PHY 35  3 lect  3 cr
Thermodynamics
Prerequisite: CHM 11; PHY 32; corequisite: MTH 33.

PHY 40  2 rec  2 lab  3 cr
Physics of Light and Sound
A qualitative treatment of wave phenomena and associated properties of light and sound; reflection, refraction, image formation, optics of the eye, interference and diffraction sound, sympathetic vibrations, acoustical properties, laser applications, music. (Required for students in Media Technology.)
Prerequisite: MTH 03.

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

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

POLITICAL SCIENCE
Department of Social Sciences

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

POL 21  3 rec  3 cr
State and Local Government
How the American states and localities govern themselves. Relationships with the national government; governors, legislatures, 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  3 rec  3 cr
Comparative Government*

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

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

**Department of Social Sciences**

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<td>Psychology</td>
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<td>PSY 22</td>
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<td>PSY 81</td>
<td>3 rec 6 hrs field work 3 cr</td>
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RADIOLOGIC TECHNOLOGY
Department of Nursing and Allied Health Sciences

All Radiologic Technology (CLE and RAD) courses are open only to Radiologic Technology majors. CLE courses are given at Our Lady of Mercy Medical Center, Montefiore Medical Center, New York Presbyterian Medical Center, and New York United Hospital Medical Center.

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

CLE 21
Clinical Education II
Continuation of Clinical Education I. Film Evaluation included.
Prerequisite: CLE 11.

CLE 31
Clinical Education III
Continuation of Clinical Education II. Film Evaluation included.
Prerequisite: CLE 21.

CLE 41
Clinical Education IV
Continuation of Clinical Education III. Film Evaluation included.
Prerequisite: CLE 31.

CLE 51
Clinical Education V
Continuation of Clinical Education IV. Film Evaluation included.
Prerequisite: CLE 41.

CLE 61
Clinical Education VI
Continuation of Clinical Education V. Film Evaluation included.
Prerequisite: CLE 51.

RAD 11
Introduction to Radiologic Technology
Orientation course includes history of radiology; major advances; radiologic technology as a health profession specialty; history and organization of hospitals. Medical Ethics and Law: scope and nature of moral, legal and professional ethics. Professional guidelines of confidentiality; interpersonal relationships and medico-legal 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
Study of formation of the radiographic image with emphasis on production of quality radiographs. Topics include radiographic exposure factors; density, contrast, recorded detail and distortion; devices to improve radiographic quality such as grids, and pathology affecting radiographic exposure factors.
Prerequisite: MTH 06; corequisite: CLE 11.
RAD 13 2 lect 3 lab 3 cr
Radiographic Procedures I
Covers detailed information on various standard positions of structures and organs of the body; practical instruction and application in laboratory and clinical environment. Film Evaluation included.
Corequisites: CLE 11, RAD 11, 15.

RAD 14 2 lect 1 cr
Radiographic Processing
History and development of x-ray film and dark-room accessories; chemical constituents of processing solutions and their functions; theory of the photographic process; radiographic film artifacts and their causes.
Corequisite: RAD 12.

RAD 15 1 lect 2 lab 2 cr
Topographic Anatomy I
Structure and function of human anatomy in all body planes with emphasis on the topographic mode. Film Evaluation included.
Prerequisite: BIO 23; corequisite: RAD 19.

RAD 16 1 lect 3 lab 2.5 cr
Patient Care and Pharmacology
Provides students with basic concepts of patient care, including consideration of physical and psychological needs of patient and family. Routine and emergency patient care procedures as well as infection control procedures and Universal Precautions, drug interactions and pharmacology. Lab practice is integrated to enhance the development of patient care skills.
Prerequisites: BIO 23 or equivalent, MTH 06 or equivalent and ENG 11.

RAD 22 1 lect 3 lab 2.5 cr
Radiographic Exposure II
Continuation of RAD 12. Examination of technique guides, technical conversions, AEC, contrast, recorded detail distortion and effects of pathology on technique.
Prerequisite: RAD 12; corequisite: CLE 21.

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

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

RAD 25 1 lect 1 cr
Topographic Anatomy II
Continuation of RAD 15. Structures and function of human anatomy in all body planes with emphasis on the skull and spine. Film Evaluation included.
Prerequisite: RAD 19; corequisite: BIO 24.
### Department of Education and Reading

**RDL 01 Basic Reading Skills**
Individualized program in fundamental reading skills with emphasis on phonics and syllabication, word structure, and sentence and paragraph analysis on student's instructional level. Required as indicated by placement scores.

**RDL 02 Reading and Study Skills**
Individualized program designed to develop reading and study skills necessary for success in college-level work. Vocabulary development, comprehension skills, textbook techniques, and library and research techniques.

**RDL 05 Basic Reading for ESL Students**
An introductory program designed to help beginning ESL students expand their reading knowledge of English through extensive and intensive reading practice. Development of techniques to facilitate comprehension of words, sentences, and paragraphs for increased reading speed and improved comprehension.

**RDL 11 College Reading and Study Skills**
Advanced course to increase proficiency in reading and study strategies. Student and instructor jointly develop an individual program based on the student's expressed interests and diagnosed needs. The program 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 as indicated by placement scores, and/or recommended as an elective.)

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

**RRL 71 Radiation Physics**
Elements of atomic and nuclear physics, interaction of radiation with matter; radioactivity, half-life; elements of health physics.

*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 C+ 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 a 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.

### Secretarial Studies

**Business and Information Systems Department**

**COM 31 Business Communications**
Effective listening, reading, speaking, and writing in and for business, including composition of correspondence and reports at the computer. Research is necessary for a term report.

**SEC 35 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 recordkeeping. Development of skill in transcribing medical reports.

**SEC 41 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.

**SEC 45 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.

**SEC 47 Educational Problems of School Secretaries I**

**SEC 48 Educational Problems of School Secretaries II**
Public relations in modern public education; organization of New York City school system according to bylaws, manuals, directives; problems related to mental hygiene, student welfare and public guidance, health and safety; simple methods of research and educational statistics; human relations.

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*Prerequisites: ENG 11, KEY 12; corequisites: KEY 13, MTH 13.*
SOCIETY
Department of Social Sciences

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

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

SOC 32
Sociology of the City*
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 33
Marriage and the Family
Introduction to the study of the family as a social institution. Evolution of form and functions of the family and how its structure is shaped by forces in society. Significance of family as a socialization agent, courtship and the romantic love complex, women's roles and changing family structure, minority culture families in American society and consideration of the future of the family.
Prerequisite: SOC 11.

SOC 34
Social Deviance
Explores what is regarded as deviant within a society, with emphasis on criminality and mental illness. Deviance from the perspective of the deviant, e.g., the process by which 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
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 37
Class and Power in American Society
Examines social inequality as it impinges on concrete lives of people in society, with focus on American society. Deals with social stratification, social class, status, race, ethnicity, gender, prejudice and discrimination.
Prerequisite: SOC 11 or permission of department.

SOC 38
Social Advocacy
Introduction to roles and problems of advocates in the social services system; nature, need and processes of advocacy; legal administrative aspects of social services programs (social security, welfare, family court); advocating rights of special groups (handicapped, poor, youth, aged).
Prerequisite: POL 11 or SOC 11 or department permission.

SOC 92
Religion and Society*

* Not taught on a regular basis. Course descriptions available upon request.
SPN 11  
**Beginning Spanish I**  
Pronunciation; language structure; conversation and reading of simple texts; dictation. Audio laboratory practice.  
*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 12 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:* SPN 13 or placement test.

SPN 15  
**Spanish for Urban Conversation and Careers I**  
For non-Spanish-speaking students. Intensive conversation course emphasizing practical and realistic situations including business, community and civil service areas. Use of audio lab required.

SPN 16  
**Spanish for Urban Conversation and Careers II**  
Continuation of SPN 15. Conversation based on social and work situations. Use of audio lab required.  
*Prerequisite:* SPN 15 or placement test.

SPN 17  
**Advanced Spanish Conversation**  
Continuation of SPN 16. Students participate in dialogues and conversations related to contemporary problems and everyday situations to improve conversational skill. Course conducted in Spanish.  
*Prerequisite:* SPN 13 or 16 or placement test.

SPN 18  
**Elementary Spanish for Nurses and Hospital Personnel I**  
For non-Spanish-speaking students. Basic Spanish pronunciation, intonation and sentence structure; relevant medical terminology; idiomatic and coloquial 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 19 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 20 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 21 or placement test.

SPN 22  
**Latin-American Language and Culture**  
*Prerequisite:* SPN 22 or placement test.

SPN 23  
**19th-Century Spanish Literature: Romanticism and Realism**  
Read, discuss, analyze and written reports on selections from the original text of Don Quijote. Selections from Cervantes’ Novelas Ejemplares. Course conducted in Spanish.  
*Prerequisite:* SPN 23 or placement test.

SPN 24  
**Don Quijote and Other Cervantes Masterpieces**  
Read, discuss, analyze and written reports on selections from the original text of Don Quijote. Selections from Cervantes’ Novelas Ejemplares. Course conducted in Spanish.  
*Prerequisite:* SPN 24 or placement test.
SPN 25  
**Generation of 1898**  
Literary analysis of selections from the principal writers of the movement. Reading, discussion, oral and written reports. Course conducted in Spanish.  
**Prerequisite:** SPN 13 or 17 or placement test.

SPN 28  
**Interpreting and Translation Skills for Legal Personnel**  
Basic skills required for bilingual personnel serving the Hispanic community in the metropolitan area. Advanced Spanish course which emphasizes translating and interpreting for legal personnel. Students should be bilingual, fluent in both English and Spanish.  
**Prerequisites:** RDL 02 or ENG 02 if required, and SPN 13 or placement.

SPN 30  
**Puerto Rican Literature and Culture I**  
Survey of Puerto Rican history, culture and literature until 1880. Reading, discussion, oral and written reports based on representative Puerto Rican authors. Course conducted in Spanish.  
**Prerequisite:** SPN 13 or 1 7 or placement test.

SPN 31  
**Puerto Rican Literature and Culture II**  
Continuation of SPN 30. Survey of Puerto Rican history, culture and literature from 1880 to the present. Reading, discussion, oral and written reports based on representative Puerto Rican authors. Course is conducted in Spanish.  
**Prerequisite:** SPN 13 or 1 7 or placement test.

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**TAXATION**  
Business and Information Systems Department

**TAX 11**  
Introduction to Taxation  
Study of the current Federal, New York State and New York City income tax laws and regulations: concepts of taxable gross and net income, deductions and exemptions as applied to various classes of individual taxpayers. Preparation of individual income tax returns on government forms.  
**Prerequisites:** BUS 11 and ACC 11 or permission of the department.

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**TELECOMMUNICATIONS**  
Department of Physics and Technology

**TEC 11**  
**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**  
**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**  
**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**  
**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.
COURSE DESCRIPTIONS

Business and Information Systems Department

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 transcriptionist.

Prerequisite: KEY 11; corequisites: KEY 12, ENG 11.

WPR 12 5 rec 3 cr
Machine Transcription II
Development of the ability to transcribe higher level dictated material for extended time periods.

Prerequisites: KEY 12, WPR 11; 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 25 2 rec 2 lab 3 cr
Microcomputer Word Processing Applications
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.

WPR 31 3 rec 3 cr
Introduction to Records and Information Management
An overview of recordkeeping systems in computerized and noncomputerized environments. Topics include why and how information systems function, how information is stored in various media types, and utilization of a records management software program.

Prerequisites: RDL 02, MTH 01, ENG 11, KEY 12, WPR 21.

*WPR 21 may be waived with the approval of Curriculum Coordinator.
The Division of Institutional Development is comprised of three units charged with providing a comprehensive range of programs and services which enable the College to raise needed funds to support its educational programs and advance the social and economic well-being of the community. These units include the Offices of Continuing and Professional Studies, Development, and Grants and Contracts.

These units respond to the needs of diverse populations served by the College, providing access to instruction and services for academic improvement, institutional and faculty development, occupational training and career development and personal enrichment; and through the work of a foundation, secures private sector support for the College.

Programs and services are developed in collaboration with academic departments, business and labor organizations, government agencies, foundations and other educational institutions, and community groups. The Division of Institutional Development is committed to excellence in education and to services that are responsive to the needs of the college community and its neighbors.

Office of Continuing and Professional Studies (CPS)
Director: Ms. Elizabeth Oliver

CPS offers non-credit tuition courses and programs for lifelong learning and professional and community development. Courses provide opportunities for students to attain new skills to support their career development and compete in today’s technological environment of business and industry. CPS certificate programs and customized business training meet industry standards. Courses are conducted both on campus and at satellite learning centers throughout the Bronx.

Office of Development
Director: Dr. M. Sarita Boyce

The Office of Development provides leadership and support by securing alumni and private sector funds needed to strengthen existing and future college programs, and by directing the work of the Bronx Community College Foundation (BCCF), a separate not-for-profit 501(c)(3) corporation chartered to provide financially for the educational needs of the College that cannot be met through state and city aid or tuition income.
Office of Grants and Contracts

Associate Dean and Grants Officer: Ms. Carin Savage
The Office of Grants and Contracts develops and administers grant and contract funded programs from federal, state, and local governmental agencies and private foundations. These programs are designed to strengthen the College’s academic offerings, student services and learning environment and support faculty development and research. The Office of Grants and Contracts also responds to the needs of the surrounding community, collaborating with the public schools, business and labor organizations, government agencies and community groups to obtain sponsored support for a variety of educational and community outreach programs.

ACADEMIC SUPPORT PROGRAMS

Animal Care and Management Program
Director: Dr. John W. Davis
In collaboration with the Bronx Zoo, the College is establishing a 31-credit certificate program, and eventually a two-year degree program in Animal Care and Management. The program focuses on animal anatomy and physiology, diversity, behavior, and care and maintenance in captivity. A 500-hour hands-on internship at the Zoo provides valuable experience, preparing students for employment in a wide range of settings where animals are kept, including public and private zoos, animal shelters, veterinary facilities, wildlife rehabilitation centers and other animal facilities.

Carl D. Perkins Vocational and Applied Technology Education Act Program (Perkins III)
Director: Dean Carin Savage
This grant supports approved programs designed to provide students with the academic, vocational and technical knowledge needed to prepare for further education and for careers in current or emerging employment sectors. Initiatives include tutorial support, academic advisement and the modernization and upgrade of vocational programs, class presentations and computer labs. Student progress, graduation and employment are the major goals.

CSTEP
Directors: Dr. Nasser Abdellatif and Dr. Andrew Akinmoladun
The main goals of the CSTEP program are to improve the success and retention rates of historically underrepresented students in the first two years of their collegiate experience, to increase the likelihood that CSTEP students will graduate from Bronx Community College and to increase the percentage and facilitate the transition of BCC CSTEP students to senior colleges for an advanced degree. Special emphasis will be given to students with interest in the science, mathematics, engineering, and technology fields that lead to professional licensure.

Environmental Technology Program
Co-Directors: Dr. James A. Fahey, Dr. H. Reid Strieby
The National Science Foundation provides funding for the support of the program in Environmental Technology. Careers in Environmental Technology utilize the principles of science, engineering, communication and economics to protect and enhance safety, health and natural resources. Employers seeking individuals with Environmental Technology degrees include chemical agencies, departments of health, hospitals, private firms and public interest groups.
Head Start Partnership Program
*Director:* Professor Jean Shaddai

Under that initiative, Head Start workers, primarily Teacher Assistants and Family Workers, take credit-bearing courses infused with Head Start relevant material, with special support services for students who had not been in College in years, if at all. Students will complete the program with degrees in either Education or Human Services.

Professional Staff Congress—
CUNY Research Award Program

These funds encourage and support the scholarly and creative activities of the College's faculty. Fifteen faculty have received these awards, supporting research initiatives in several areas of scholarly discipline, including chemistry, creative writing, engineering, English, history, mathematics, music and musicology, performing arts, visual arts and women's studies.

Student Support Services Program (PASS) Center
*Director:* Ms. Myrna Pagan-Ubides

The PASS Center conducts a federally funded TRIO Student Support Services Program that facilitates student academic progress, persistence and transfer. In addition to providing academic support services to eligible students, the Center addresses personal problems that impact on academic performance. The goal of the PASS Center is to enable students to successfully adjust to the College environment and graduate.

Other TRIO projects at Bronx Community College include Upward Bound and Educational Opportunity Centers (EOC).

Title V Hispanic Serving Institution Development Program
*Coordinator:* Prof. Mitchell Wenzel

*Activity Directors:* Dr. Kathleen Berger,
Dr. Bernard Wittlieb

This grant facilitates systemic changes that increase student academic performance, persistence, graduation, and improve curricular and teaching methodologies and outcomes. Activities include Learning Communities, revision of syllabi, Writing Across the Curriculum, increased self-tutorial capacity, Process Education Methodologies, Critical Thinking, and the establishment of both a Center for Teaching Excellence and a Writing Center.

COLLABORATIVE PROGRAMS WITH THE PUBLIC SCHOOLS

Bronx Education Alliance
*Coordinator:* Ms. Diane D'Alessio

Since 1992, the Bronx Educational Alliance (BEA) has built effective educational collaborations among stakeholders representing public schools, public and higher education institutions, parents, and government agencies. BEA GEAR UP is on of a number of initiatives focused on providing academic enrichment for middle school students (I.S. 229X and I.S. 3030X).

College Now
*Director:* Mr. Eugene Adams
*Coordinator:* Mr. Carlos Rivera

College Now is a collaboration between the City University of New York and the New York City Board of Education. College Now assists high school students in the strengthening of their writing and math competency. Qualifying students enroll in Bronx Community College credit-bearing courses.

Family College
*Director:* Ms. Georgene Osborne

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.

GEAR UP
*Director:* Ms. Cassandra Levine

In collaboration with the I Had a Dream Foundation, Community School District #9, and the New York City Housing Authority, this project provides support, including mentoring, educational skills development, enhanced self-esteem and parental education and awareness aimed at college enrollment for a new cohort of 125 seventh graders each year.

Liberty Partnership Program
*Director:* Mr. Lesleigh Hogg

This program provides a progressive and individualized approach for a summer and academic year program providing science, mathematics and language arts instruction and internships for at-risk high school students.
National Center for Educational Alliances
Directors: Dr. Richard Donovan, Ms. Barbara Schaier-Peleg
This program promotes broad-based collaboration nationally and internationally. The Center works to expand higher education opportunities for disadvantaged students by promoting collaboration among schools, colleges and other organizations dedicated to fundamental long-term educational reform.

Science and Technology Entry Program (STEP)
Directors: Dr. Nasser Abdellatif, Dr. Andrew Akinmoladun
This program is for high school students interested in pursuing a career in the science, technology or health fields. It provides academic upgrading, after school and summer jobs, mentors and guidance services to facilitate entry into college or full-time employment upon graduation.

Teachers' Center Consortium Program
Director: Dr. James D. Ryan
This program provides credit courses for New York City Board of Education paraprofessionals.

Tech Prep
Director: Dr. Nasser Abdellatif and Ms. Jean Keizs
Tech Prep is designed to link career programs at the high school level to career programs at the community college level. Goals include increased high school graduation rates with students better prepared to begin college level work, increased career awareness, redesigning the 11th and 12th grade math, science and communications curricula into a contextualized career related format, and enhanced high school teacher effectiveness.

Upward Bound
Director: Ms. Michelle Danvers-Foust
This college preparatory program is designed to develop the skills and motivation necessary for success in college for high school students from low-income backgrounds and inadequate secondary school preparation. The program includes a six-week summer component which gives students an opportunity to live on a college campus and earn credits toward their high school diploma and college degree.

COMMUNITY EDUCATION AND OUTREACH PROGRAMS

Adult Basic Education
Director: Ms. Blanche Kellawon
Literacy, English as a Second Language and pre-GED courses are offered to the public at no charge.

Career Directions for Displaced Homemakers
Director: Ms. Blanche Kellawon
This program provides counseling, academic and vocational support services and job placement primarily for women who are heads of households and do not have the support of a spouse.

CUNY Catch
Director: Ms. Jean Napper
A consortium with LaGuardia Community College and Medgar Evers College provides transitional educational support services to newly released ex-offenders.

CUNY Free GED Program
Director: Ms. Blanche Kellawon
This is a free high school equivalency preparation program for high school dropouts, 19 years of age or older.

Educational Opportunity Center (EOC)
Executive Director: Mr. Wendell Joyner
The Bronx EOC is one of ten SUNY funded centers that provides academic instruction, vocational training, placement and support services to educationally and economically disadvantaged adults. Located in the Bathgate Industrial Park, the Bronx EOC is housed in a modern 42,000 square foot facility. A specially designed ECC child care center is available one block away to accommodate the needs of EOC students with children.
El Civics: English Literacy and Civics Education
Director: Ms. Jean Napper
In addition to English as a Second Language classes, this program prepares adults to understand and navigate governmental, educational and workplace systems and key American institutions such as banking and health care.

Health Force: Community Preventive Health Project
Director: Ms. Christopher Norwood
This program trains South Bronx residents in prevention and self-care for chronic diseases, especially AIDS and asthma.

Hispanic Serving Institutions Assisting Communities (HSIAC)
Directors: Dr. Michael Seliger, Ms. Blanche Kellawon and Dr. Joanne Juechter
The College is working with the Northern Manhattan Improvement Corporation, a housing and community advocacy organization, to deliver courses requested by a coalition of community based local organizations. Emphasis is on courses that will prepare the largely Hispanic residents through English language programs and occupational skills training in English, to help students become financially more independent. A special Caregiver Institute will also be established.

ELI (English Language Instruction Program)
Director: Ms. Jean Napper
English Language Instruction Program (ELI) provides English literacy instruction, job training and job placement assistance to 500 limited English proficiency individuals who also have limited family income. The program provides language instruction in the context of specific vocational concentrations such as office environments, home health care and building trades. With three College programs cooperating, the Adult Literacy Program, the ACCESS Center, and Project Hire, it is conducted in cooperation with several community partners including Neighbors Home Care and Cooperative Home Care Associates.

Project Hire
Director: Ms. Glenda Self
Job training and placement services in building maintenance trades are available through this program.

iNdlovu Partnership College
Directors: Dr. Richard Donovan, Ms. Barbara Schaefer-Peleg
The National Center for Educational Alliances is helping to create iNdlovu Partnership College which involves 33 organizations in KwaZulu, Natal, South Africa.

InVEST (Individual Vocational Education and Skills Training)
Director: Ms. Jean Napper
InVEST provides free courses for eligible public assistance recipients in order to improve their job related skills. The goal of InVEST is to help participants get better jobs and raise their salaries so they no longer need public assistance.

National Youth Sports Program
Director: Dr. Joyce Bloom
This summer day camp provides educational, drug and alcohol prevention and a variety of recreational activities including martial arts, swimming, basketball, and volleyball for local youth.

Poised for Success
Director: Ms. Jacqueline Ravenell
POISED For Success (Perfect Opportunity for Individual Skills and Educational Development) is an HRA funded CUNY Program providing expectant mothers and mothers with young children with educational opportunities which prepares or advances them in parenting, family and personal health, basic academic skills, computers, job search and workplace literacy. The program has two phases: POISED I (13 weeks) where the skills are emphasized and POISED II (12 weeks) when the student comes for two days to be guided in intensive job search while they are employed in an HRA assigned job in the WELFARE to Work Program (WEP).

Project SOS
Director: Ms. Eileen Resnick
This program provides home care, advocacy services and counseling for home-bound older adults. Case management and citizenship services are provided for Southeast Asian refugees.

Step Up
Director: Ms. Jean Napper
Step Up is a free program designed for bilingual dislocated women that provides non-traditional training in the automotive field coupled with customer service, vocational English as a Second Language and computer diagnostics.
Governance of the College

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- English—Colston Hall
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- Modern Languages—Colston Hall
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- After School Center—Havemeyer Lab
- Athletics—Alumni Gym
- BCC Association, Inc.—Loew Annex
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- Faculty Cafeteria—Language Hall
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- College Relations—Language Hall
- Computer Center—Colston Hall

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**Institutional Research**—Philosophy Hall
**Learning Center**—Sage Hall
**Mail Room**—Colston Hall
**Media Technology**—Meister Hall
**Mental Health Services**—Loew Hall
**Music**—Guggenheim Hall
**Nuclear Medicine Technology**—Gould Hall of Technology
**Paralegal Studies**—Meister Hall
**PASS Center**—Sage Hall
**Physical Plant Services**—New Hall
**Pool—Alumni Gymnasium**
**Public Safety**—Loew 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
**Student Activities**—Roscoe C. Brown Jr. Student Center
**Student Government Association**—Roscoe C. Brown Jr. Student Center
**Technical Services**—South Hall
**Veterans' Affairs**—Loew Hall

### DIRECTIONS TO THE COLLEGE

- IRT Jerome-Woodlawn Avenue No. 4 train to Burnside Avenue or 183rd Street
- No. 3 University Avenue bus to 181st 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 2002-2004*

SPRING 2002 SEMESTER

January 14-February 7 — Registration
January 21 — Human Rights Day, College Closed
January 29 — First Day of Classes
February 12 — Lincoln's Birthday, College Closed
February 18 — President's Day, College Closed
March 25-31 — Spring Recess
April 29 — Early Registration
May 15 — Last Day of Classes
May 18-24 — Final Examinations
May 27 — Memorial Day, College Closed
May 30 — Commencement

FALL 2002 SEMESTER

August 30 — First Day of Classes
September 2 — Labor Day, College Closed
September 6-8 — No Classes
September 16 — No Classes
October 14 — Columbus Day, College Closed
November 28 - December 1 — Thanksgiving Recess, College Closed
December 15 — Last Day of Classes
December 16-23 — Final Examinations

* Subject to change

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