Kingsborough Community College

OF THE

CITY UNIVERSITY OF NEW YORK

CATALOG 1964 - 1966

at Manhattan Beach
Oriental Boulevard
Brooklyn, New York 11235

in Mid-Brooklyn
317 Clermont Avenue
Brooklyn, New York 11205
Kingsborough Community College, which admitted its first class in September, 1964, is a unit of the City University of New York, administered by the Board of Higher Education under the program of the State University of New York, and accredited by the Middle States Association of Colleges and Secondary Schools.

It is a two-year college offering instruction in two locations. The Liberal Arts and Science program, which leads to the degree of Associate in Arts (A.A.), provides the student with a sound general education and prepares him for further study toward the baccalaureate degree at a senior college. This program is offered at both the Manhattan Beach and Mid-Brooklyn locations of the College.

Kingsborough provides also, at its Manhattan Beach campus, two-year career programs leading to the degree of Associate in Applied Science (A.A.S.). Fields of specialization in the A.A.S. program include: Accounting, Business Administration, Nursing, and Secretarial Science. Three options -- Executive, Legal, and School Secretary -- are offered in the Secretarial Science field. Programs in Banking, Insurance, and Real Estate are planned for addition in February, 1966, and in Retail Business Management and other business fields in the Fall of 1966 and in 1967. A course of study in Computer Programming is under consideration with a view to its possible addition also in Fall, 1966.

The College program includes two Summer Sessions and Evening Studies and Continuing Education.

For further details, write or call the following officers of the College:

Admissions -- Mr. Robert Freifeld, Registrar
Business Curricula -- Dr. Eunice L. Miller, Acting Chairman of the Division of Behavioral and Social Sciences
Evening Session -- Dr. Leroy Lewis, Director, Evening Studies and Continuing Education
Nursing -- Dr. Sophia Yaczola, Administrator of the Program in Nursing
Registration -- Mr. Robert Freifeld, Registrar
Student Counseling & Financial Aid -- Professor John P. Petrelli, Acting Dean of Students
Summer Sessions -- Dr. Melvin Goldstein, Director of the Summer Sessions
Mid-Brooklyn Location -- Dr. Melvin Goldstein, Dean of Kingsborough Community College in Mid-Brooklyn
General Information -- Mr. Samuel Rovner, Coordinator of Public Information
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collegiate Calendar 1964-66</td>
<td>4</td>
</tr>
<tr>
<td>Calendar of the Admissions Program</td>
<td>6</td>
</tr>
<tr>
<td>The Board of Higher Education</td>
<td>7</td>
</tr>
<tr>
<td>The City University of New York</td>
<td>8</td>
</tr>
<tr>
<td>The State University of New York</td>
<td>10</td>
</tr>
<tr>
<td>Officers of Administration</td>
<td>12</td>
</tr>
<tr>
<td>Officers of Instruction</td>
<td>13</td>
</tr>
<tr>
<td>General Information</td>
<td></td>
</tr>
<tr>
<td>History of Kingsborough Community College</td>
<td>23</td>
</tr>
<tr>
<td>The Faculty</td>
<td>25</td>
</tr>
<tr>
<td>Accreditation</td>
<td>25</td>
</tr>
<tr>
<td>Aims and Objectives</td>
<td>26</td>
</tr>
<tr>
<td>Campus Facilities</td>
<td>28</td>
</tr>
<tr>
<td>Evening Studies and Continuing Education</td>
<td>29</td>
</tr>
<tr>
<td>The Summer Sessions</td>
<td>30</td>
</tr>
<tr>
<td>The College Libraries</td>
<td>30</td>
</tr>
<tr>
<td>Teacher Education</td>
<td>30</td>
</tr>
<tr>
<td>Student Life</td>
<td>31</td>
</tr>
<tr>
<td>Fees</td>
<td>34</td>
</tr>
<tr>
<td>Financial Aids</td>
<td>36</td>
</tr>
<tr>
<td>Admission</td>
<td>38</td>
</tr>
<tr>
<td>Scholarship Requirements</td>
<td>43</td>
</tr>
<tr>
<td>Academic Organization</td>
<td>46</td>
</tr>
<tr>
<td>Degree Programs</td>
<td>47</td>
</tr>
<tr>
<td>Courses of Study</td>
<td>47</td>
</tr>
<tr>
<td>Requirements for Graduation</td>
<td>49</td>
</tr>
<tr>
<td>Curricula</td>
<td>51</td>
</tr>
<tr>
<td>Course Offerings</td>
<td>58</td>
</tr>
<tr>
<td>Glossary of Terms</td>
<td>73</td>
</tr>
</tbody>
</table>
Collegiate Calendar, 1964-66

FALL SEMESTER, 1964-65

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<td>Nov. 26 &amp; 27</td>
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<td>Dec. 23 - Jan. 1</td>
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SPRING SEMESTER, 1965

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SUMMER SESSION, 1965

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FALL SEMESTER, 1965-66

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**SPRING SEMESTER, 1966**

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<td>Monday</td>
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<td>May 27 - June 3</td>
<td>Friday - Friday</td>
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<td>June 6 - 12</td>
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**FIRST SUMMER SESSION, 1966**

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**SECOND SUMMER SESSION, 1966**

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<td>July 26</td>
<td>Tuesday</td>
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<tr>
<td>Aug. 10 &amp; 11</td>
<td>Wednesday &amp; Thursday</td>
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<tr>
<td>Aug. 30</td>
<td>Tuesday</td>
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<tr>
<td>Aug. 31 &amp; Sept. 1</td>
<td>Wednesday &amp; Thursday</td>
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* No classes on Friday, except July 8.
Calendar of the Admissions Program

FOR ADMISSION IN THE SPRING OF 1965
October 20, 1964  -- Last day for filing complete credentials of students in attendance in high school who are seeking admission to degree programs.
November 13, 1964  -- Last day for filing complete credentials of students no longer in high school (including applicants who have attended other colleges) who are seeking admission to degree programs.

FOR ADMISSION IN THE SUMMER OF 1965
May 14, 1965  -- Last day for filing applications to register on permits from other colleges of the City University.

FOR ADMISSION IN THE FALL OF 1965
January 15, 1965  -- Last day for filing complete credentials of students in attendance in high school who are seeking admission to degree programs.
April 16, 1965  -- Last day for filing complete credentials of students no longer in high school (including applicants who have attended other colleges) who are seeking admission to degree programs.

FOR ADMISSION IN THE SPRING OF 1966
October 15, 1965  -- Last day for filing complete credentials of students in attendance in high school who are seeking admission to degree programs.
November 12, 1965  -- Last day for filing complete credentials of students no longer in high school (including applicants who have attended other colleges) who are seeking admission to degree programs.

FOR ADMISSION IN THE SUMMER OF 1966
May 13, 1966  -- Last day for filing applications to register on permits from other colleges of the City University.

FOR ADMISSION IN THE FALL OF 1966
January 14, 1966  -- Last day for filing complete credentials of students in attendance in high school who are seeking admission to degree programs.
April 15, 1966  -- Last day for filing complete credentials of students no longer in high school (including applicants who have attended other colleges) who are seeking admission to degree programs.
Board of Higher Education
of the
CITY OF NEW YORK
(as of Oct. 15, 1965)

GUSTAVE G. ROSENBERG, LL.B., L.H.D., Chairman
RUTH S. SHOUP, A.B., Secretary

RENATO J. AZZARI, M.D., F.A.C.S. 1970
LLOYD H. BAILEY, B.A., M.A., Ph.D. 1967
GEORGE D. BROWN, A.B., M.S. 1967
JOHN E. CONBOY, M.D. 1969
GLADYS M. DORMAN, B.A., M.A., LL.B. 1969
ABRAHAM FEINBERG, LL.B., LL.M., LL.D. 1973
MARY S. INGRAHAM, A.B., L.H.D. 1973
BENJAMIN F. MCLAURIN 1974
JACK I. POSES, B.C.S. 1974
LUIS QUERO-CHIESA 1966
GUSTAVE G. ROSENBERG, LL.B., L.H.D. 1968
ARTHUR ROSENCRANS, B.S. 1967
HENRY E. SCHULTZ, LL.B., D.H. 1971
RUTH S. SHOUP, A.B. 1971
ELLA S. STREATOR, A.B. 1970
DAVID SULLIVAN 1968
CHARLES H. TUTTLE, A.B., LL.B., LL.D. 1966
ARLEIGH B. WILLIAMSON, B.A., M.A. 1972

LLOYD K. GARRISON, A.B., LL.B., LL.D., President of the Board of Education of the City of New York (ex-officio)

PEARL MAX, A.B., Administrator
ARTHUR H. KAHN, B.S.S., LL.B., Counsel
ARTHUR A. SCHILLER, B. of Arch., M. of Arch., Director, Architectural & Engineering Unit

KINGSBOROUGH COMMUNITY COLLEGE COMMITTEE
of the
BOARD OF HIGHER EDUCATION

GLADYS M. DORMAN, Chairman
ARLEIGH B. WILLIAMSON, Vice Chairman
GUSTAVE G. ROSENBERG (ex-officio)

MARY S. INGRAHAM
EDWARD D. RE
ARTHUR ROSENCRANS
RUTH S. SHOUP (ex-officio)
THE CITY UNIVERSITY OF NEW YORK
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ALBERT H. BOWKER, B.S., Ph.D., Chancellor, The City University
Chairman


JOHN. J. MENG, A.B., M.A., Ph.D.,
LL.D., L.H.D.

HARRY D. GIDEONSE, M.A.,
L.H.D., L.L.D.

JOSEPH P. McMURRAY, LL.D.,
Litt.D., L.H.D.

LEONARD E. REISMAN, B.S.S.,
President, College of Police Science
LL.B.

WALTER W. WILLIG, M.C.E., P.E.

MORRIS MEISTER, M.A.,
Ph.D., Sc.D.

DUMONT F. KENNY, Ph.D.

JACOB I. HARTSTEIN, B.A., M.S.,
M.A., Ph.D., L.H.D.

MURRAY H. BLOCK, M.A., Ed.D.

MILTON G. BASSIN, B.M.E., M.M.E.

UNIVERSITY DEANS

ELBERT K. FRETWELL, Jr., Dean for Academic Development
A.B., M.A., Ph.D.

HARRY L. LEVY, A.B., A.M., Ph.D.

BERNARD MINTZ, B.S., M.A. Acting Dean of Business Affairs

MINA S. REES, A.B., A.M., Ph.D., Sc.D. Dean of Graduate Studies

HARRY N. RIVLIN, B.S.S., M.A., Ph.D. Dean of Teacher Education

President, The City College

President, Hunter College

President, Brooklyn College

President, Queens College

President, College of Police Science

President, Staten Island
Community College

President, Bronx Community College

President, Queensborough
Community College

President, Kingsborough
Community College

President, Borough of Manhattan
Community College

Dean in Charge, New York City
Community College of Applied
Arts and Sciences

Dean of Studies

Acting Dean of Business Affairs

Dean of Graduate Studies

Dean of Teacher Education
The City University of New York

The City University of New York dates from 1847 when the first of the municipal colleges was established by a referendum to the people of New York City. By a majority of six-to-one they voted for the Free Academy, later to be known as the College of the City of New York and since 1926 as The City College. For 100 years the City of New York was the sole support of this college and of the three other municipal colleges opened during their first century. The unique tradition of free tuition to undergraduates was established from the beginning.

In 1961, the municipal system of colleges, by that year numbering seven, was given university status and legally titled The City University of New York. This action was authorized by the Board of Higher Education of the City of New York, and the Legislature and the Governor of the State of New York. As the establishment of the first college met the necessity of the young people then for higher education, so the City University meets the present need for advanced training to be made available to greater numbers.

Following the founding of City College in 1847, Hunter College (then called Normal College) was opened in 1870. In 1930, Brooklyn College was established, and in 1937, Queens College was opened. A four-year College of Police Science opened in the fall of 1965.

Since 1955, five community colleges have been established in New York City by the Board of Higher Education under the plan of the State University: Staten Island Community College in 1955, Bronx Community College in 1957, Queensborough Community College in 1958, Kingsborough Community College in 1963, Borough of Manhattan Community College in 1963. The latter two opened in September, 1964. In April, 1964, the New York City Community College of Applied Arts and Sciences, established in 1946, came under the jurisdiction of the Board of Higher Education. Each of the six community colleges offers two-year programs in the technologies and in the liberal arts.

The City University is financed by the City of New York, the State of New York, fees, and gifts. Some funds for research and special projects are provided by the Federal government. Total expenditures, including capital costs, in 1963-64 were about $86,000,000. Of that amount, educational and general expenditures for operating purposes totalled about $76,000,000. Free tuition is provided for baccalaureate and associate degree students who are qualified residents of the City, and for teacher education students through the fifth year who are residents of the State. Tuition fees are paid by all other students.

Since 1962, the City and the State have provided budget support to initiate and carry forward doctoral programs in the City University. In the fall of 1965 fourteen such programs are offered in Biology, Business, Chemistry, Economics, Engineering, English and Comparative Literature, History, Mathematics, Physics, Political Science, Portuguese Language and Luso-Brazilian Literature, Psychology, Sociology, and Speech. Further doctor’s degree programs and additional master’s degree programs will be offered by the City University as the support obtained permits and the need is demonstrated.
STATE UNIVERSITY OF NEW YORK

BOARD OF TRUSTEES
(as of Oct. 15, 1965)

CLIFTON W. PHALEN, B.S., LL.D., Chairman
JAMES J. WARREN, L.H.D., Vice Chairman
WARREN W. CLUTE, Jr.
JOSEPH E. DAVIS, L.H.D.
CHARLES R. DIEBOLD, LL.B.
MRS. BETTY HAWLEY DONNELLY
MANLY FLEISCHMANN, A.B., LL.B.
SAMUEL HAUSMAN
GEORGE L. HINMAN, A.B., LL.B., L.H.D., LL.D.
MORRIS IUSHEWITZ
MRS. MARGARET T. QUACKENBUSH, A.B.
JOHN A. ROOSEVELT, A.B.
OREN ROOT, A.B., LL.B., LL.D.
ROGER J. SINNOTT, B.S.
DON J. WICKHAM, B.S.
MARTHA J. DOWNEY, B.S., M.A. Secretary of the University

New York City
Albany
Watkins Glen
White Plains
Buffalo
Middletown
Buffalo
New York City
Binghamton
New York City
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The State University of New York was established by the State Legislature in 1948. It includes 60 colleges and centers. At present 58 of these are conducting classes: four University Centers, two Medical Centers, ten Colleges of Arts and Science, eight Specialized Colleges, six two-year Agricultural and Technical Colleges and 28 locally-sponsored, two-year Community Colleges.

Two additional Colleges of Arts and Science, in Westchester and Nassau Counties, were established by the University's Trustees in the Spring of 1965. These colleges are in the earliest planning stages and by present plans are scheduled to accept their first classes in September of 1970.

The University offers programs in Agriculture, American Folk Culture, Business Administration, Ceramics, Dentistry, Engineering, Forestry, Home Economics, Industrial and Labor Relations, Law, Liberal Arts and Sciences, Library Science, Maritime Service, Medicine, Nursing, Pharmacy, Professional Museum Work, Public Administration, Social Work, Teacher Education, and Veterinary Medicine.

Its two-year programs also include Nursing and Liberal Arts study and a wide variety of technical courses in such areas as Agriculture, Business and the Industrial and Medical Technologies.

Graduate study at the doctoral level is offered by the University at 12 of its colleges, including the University Centers and the Graduate School of Public Affairs. While graduate work can be pursued at 24 of the colleges, the programs at the majority of these colleges are now limited to the master's level. The University, however, is continuing to broaden and expand overall opportunities for advanced degree study.

Governed by a Board of Trustees appointed by the Governor, State University of New York comprises all State-supported institutions of higher education, with the exception of the four-year colleges of City University of New York. Each college and center of State University is locally administered. Although separated geographically, all are united in the purpose to improve and extend opportunities for youth to continue their education beyond high school.

The State University motto is: "Let Each Become All He Is Capable of Being."
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(as of October, 1965)

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Melvin Goldstein, B.A., M.A., Ph.D. Dean of Kingsborough Community College at Mid-Brooklyn and Director of the Summer Sessions
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Eunice L. Miller, A.B., M.A., Ph.D. Acting Chairman, Division of Behavioral and Social Sciences
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Leonard Dunlap  Cleaner
Rosemarie Errico  Matron
Nicholas Marra  Senior Building Man
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Evelyn Robinson  Matron
William Vaughn  Cleaner
HISTORY OF THE COLLEGE

In June of 1962, the Board of Higher Education of the City of New York, at the request of community leaders and organizations, adopted a resolution calling for a study of the need for a new community college in Brooklyn. A committee of the Board was appointed in November of the same year, under the chairmanship of Gladys M. Dorman. Members of the committee were Mary S. Ingraham, Edward D. Re, Arthur Rosencrans, and, as consultant, Arleigh B. Williamson, who had been active in the establishment of other community colleges under the Board of Higher Education.

The committee's report, submitted in March, 1963, recommended that the Board sponsor and establish Kingsborough Community College in Brooklyn. The Board approved the proposal in principle on March 18, 1963. Approval in principle was voted also by the Board of Estimate of the City of New York in June, and by the Trustees of the State University of New York in September.

A staunch supporter of the fledgling institution throughout its formative period was Dr. Gustave G. Rosenberg, chairman of the Board of Higher Education.

Plans for establishment of the College were accelerated with the appointment of Dr. Jacob I. Hartstein, a distinguished educator, administrator, and community leader, as president. When he took office on March 1, 1964, Dr. Hartstein was faced with the massive and manifold task of recruiting faculty, developing curricula, selecting temporary physical sites, assembling a student body, and meeting the numerous other problems attendant upon the opening of a new college.

The "impossible" was accomplished. Kingsborough Community College opened its doors on September 23, 1964 to a freshman class of 468 students, in two locations -- former Public School 98 at Sheepshead Bay, and, in Mid-Brooklyn, in the Masonic Temple at Clermont and Lafayette Avenues.

Kingsborough thus became the first community college in the city with two locations. Both locations of the College are easily accessible to all residential areas of Brooklyn, as well as to the other boroughs of New York City and to nearby counties.

The entering class came from more than 40 high schools. While they were from Brooklyn predominantly, some of the students came from other boroughs of the city and from elsewhere in New York State.
On October 6, 1964, Mayor Robert F. Wagner announced that the Federal government had made available the former Air Force reservation at Manhattan Beach as the site for a permanent campus of Kingsborough Community College, to replace the facility at Sheepshead Bay.

The Manhattan Beach area, which comprises 60 acres, includes numerous buildings formerly used by the Air Force as classrooms and barracks, as well as a gymnasium and auditorium, and a heating plant.

Before World War II, Manhattan Beach was a private waterfront recreation area that served as a playground for many thousands of persons. During the war and for some time afterward it was occupied by the U. S. Maritime Service, which trained some 35,000 deck, engineering, and steward personnel annually. The base was taken over by the Air Force in 1954, to serve for the next four years as an overseas processing center. In 1958, the Air Force turned the facilities over to the Office of Civil Defense, for operation as its Eastern Training Center.

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The tract was formally deeded to the Board of Higher Education in April, 1965. Rehabilitation work was started immediately on two of the former Air Force barracks and classroom buildings on the site, in preparation for welcoming to the new campus in September, 1965, a daytime student body of 1,061, three times as large as that of a year earlier. Kingsborough in Mid-Brooklyn, as well, enrolled a considerably larger class for 1965-66 -- 442 -- for a total fall-term daytime enrollment of 1,503. Another 410 registered in the newly-inaugurated program of Evening Studies and Continuing Education in September, 1965.

Plans have been drawn up for renovation of additional existing buildings at Manhattan Beach, to be made ready for the opening of the fall term in 1966. One will be an auditorium-gymnasium complex, the others will provide additional classroom, laboratory, student activity, and office space.

In the meantime, on recommendation by President Hartstein, extensive research was started which would lead ultimately to the shaping of a Master Plan for the development of permanent campus, building, and equipment facilities for the College. Areas of inquiry in the research program include: analysis of the economic, social, occupational and educational conditions and trends in Brooklyn, and the implications these conditions and trends hold for future enrollments, educational and cultural programs, and services of Kingsborough Community College to Brooklyn and the surrounding areas.

The College's first summer sessions were held in 1965.

In the same year, President Hartstein and President Harry D. Gideonse of Brooklyn College set in motion a program of close cooperation between the two colleges, to facilitate the transfer of Brooklyn
College's two-year degree programs to Kingsborough, in accordance with the Master Plan of the Board of Higher Education.

A new Business program with options in Banking, Insurance, and Real Estate will be instituted in February, 1966. Also contemplated for the near future are courses of study in Computer Programming, Retail Business Management, and Industrial Management and Labor Relations.

To date, the history of Kingsborough Community College is a chronicle of an unusually high level of achievement in a very short period of time. Permanent construction on the Manhattan Beach campus is scheduled to start by 1967. It is expected that by 1970, the fall-term enrollment of full-time day-session students at Manhattan Beach will be approximately 3,000 and by the fall of 1974, 5,000. The full-time enrollment at Mid-Brooklyn has been projected only through the fall of 1966, at which time it is expected to be 600. Further projections for Mid-Brooklyn will be made on the basis of studies now in progress.

THE FACULTY

The members of the Faculty of Kingsborough Community College represent a diversity in educational and teaching background. Approximately half of them hold doctorates or are near completion of their work for the doctor's degree. Appointments to the faculty are made only after thoroughgoing screening of applicants, the major requirements being scholarly attainment, instructional competence, and recognition in the educational field.

While the emphasis is placed on professional achievement as Kingsborough moves toward its goal of institutional greatness, it seeks also in its faculty a thorough recognition not only of the student's intellectual needs, but also of his need for guidance, inspiration, human understanding, and social growth.

The College strives, in short, to build a faculty well-rounded collectively and individually; a faculty that sees as its primary responsibility to develop in each student his maximum potential for self-fulfillment and contribution to society.

ACCREDITATION

Kingsborough Community College is accredited by the Middle States Association of Colleges and Secondary Schools as a unit of the City University of New York. Its various academic programs have been approved by the University of the State of New York, the State Education Department; and the State University of New York. The College is a member of the American Association of Junior Colleges, American
AIMS AND OBJECTIVES

Kingsborough Community College is a part of the great community college movement, which is bringing within the financial and geographic reach of thousands of Americans -- youth and adults -- educational opportunities that would otherwise have been denied them. This movement is not only the most significant aspect of the Twentieth Century revolution in higher education, but also the most significant single development since the launching of the land grant colleges under the Morrill Act a century ago.

As a community college, Kingsborough is duly aware of its primary responsibility to the communities of which it is a part. Accordingly, it strives to help meet the community's need for higher education facilities; the needs of business and industry, the financial institutions, and labor and management; community and other types of cultural needs; the need for in-service, continuing, and adult education; and the need to recruit, train, and educate the culturally, socially, or educationally disadvantaged, and so help make equality of opportunity an operational fact of life.

As an integral part of the City University of New York and as a constituent unit of the State University of New York, Kingsborough Community College is fully aware of the distinguished tradition of learning and the dedication to excellence of which it is a part.

In this spirit, every student of Kingsborough is required to pursue simultaneously both a well-rounded core program of studies designed to provide a sound general education of quality and a carefully designed program of pre-professional study or occupational education.

Kingsborough Community College is determined to pursue the integration of liberal education and semi-professional or technical education, of knowledge and its application, of theory and practice, not only within the same institution but also within the same human being -- indeed, within every student who comes within the College's influence. Courses, curricula, programs, and faculty organization are designed to combine the theoretical and the applied, the cultural and the functional.

The College is resolved to undertake only those programs and activities that it can do well and for which unmet needs, in particular, are clearly demonstrated. It views its role also primarily as complementary and initiatory, rather than as competitive and imitative. The decisions to provide the programs now offered followed appropriate, albeit limited, studies. Similar studies are now under way in conjunction with new programs that are under consideration, and even more
extensive studies are planned on an on-going basis for the future, both to evaluate and to reevaluate what is in progress and to ferret out the facts and trends bearing on the course of future developments. The College is interested in identifying in their early stages both the needs of the communities it is designed to serve and in particular the emerging trends and needs of the future, and to contribute effectively in the areas of its competence to the meeting of those needs.

The criteria for admission are the same for all candidates for degrees, whatever their ultimate goals may be. Students pursuing the various curricula offered take the same courses in the liberal arts and sciences and mingle in the same sections of all such courses.

The College's primary commitment is to give all its students, irrespective of the programs they pursue or the sessions they attend (day, evening, or summer), a quality education. The specific goals and objectives of Kingsborough Community College for its students -- to be sought through the formal curriculum and classroom instruction, by way of student-faculty relations and advisory and counseling facilities and arrangements, and the extra- and co-curricular programs -- are:

1. Mastery of the essential tools of critical, analytical thought, and effective self-expression.

2. Development of an abiding interest in study and continuous learning.

3. Knowledge and understanding, in breadth and depth, of American civilization, its heritage and ideals.

4. Knowledge and understanding of the contemporary world -- its geography, economics, political forms and ideologies, cultural differences and similarities.

5. A grasp and understanding of science -- its principles and methods, and their implications for the world in which we live.

6. An acquaintance with the arts and an appreciation of esthetics necessary to the fuller understanding and enjoyment of life.

7. Development of an understanding of one's self, and of a sense of social service and responsibility.

8. Achievement of mature personal behavior, and moral and ethical values and ideals.

9. Development of a sound vocational plan directed toward the choice of a life occupation commensurate with the student's potential.
10. Acquisition of theoretical background and skills essential to successful employment or continued professional preparation.

11. Cultivation of continued spiritual growth.

12. The deepening of insights, broadening of outlook, heightening of motivation, and elevation and refinement of levels of aspiration for themselves and for others, for our country and for the larger world beyond.

Toward these ends, Kingsborough Community College will seek to acquire the best in resources, human and physical, and concentrate its energies on the levels and in the areas of its particular competence.

CAMPUS FACILITIES

Kingsborough Community College has two locations in Brooklyn, one at Manhattan Beach, the other in Mid-Brooklyn.

The Manhattan Beach campus comprises a 60-acre site at the eastern end of what was once an island and is now a peninsula. It is surrounded on three sides by the waters of Sheepshead Bay and the Atlantic Ocean.

Currently at Manhattan Beach the major facilities are two large classroom buildings, which house also the library, administrative and faculty offices, laboratories, a cafeteria, student activity areas, student counseling facilities, a bookstore, and a medical service area. The structures, formerly used by the Federal government as classrooms for service men, were remodeled for college use. Additional buildings are to be renovated during 1966 and 1967 to provide space for physical education, music, an auditorium area, and added facilities for classrooms, laboratories, and student activities. Pending rehabilitation of an auditorium-gymnasium complex, the College is using the facilities of the Manhattan Beach Jewish Center for physical education classes.

Kingsborough Community College in Mid-Brooklyn occupies the Masonic Temple at 317 Clermont Avenue. This building will serve as the College's main Mid-Brooklyn location until at least the summer of 1967. Three large classrooms, an auditorium, several smaller classrooms, a library stack area, a library reading room, a counselor's office, student dining areas, faculty offices, and the office of the Dean of KCC in Mid-Brooklyn are provided in this building. For the present the facilities of the Central YMCA are being used for physical education classes. Chemistry students at Mid-Brooklyn use the chemistry laboratory at Manhattan Beach, with transportation provided without charge by the College. Mid-Brooklyn students in other science courses use the laboratory facilities of Long Island University.
**EVENING STUDIES**

A program of Evening Studies and Continuing Education was inaugurated by Kingsborough Community College in September, 1965, as the College entered its second year of operation. Designed to provide part-time college-level study for those in the community who can profit by it, the courses are intended especially to serve the needs of the following:

1. Students enrolled as matriculants who are not able to attend the regular day session.

2. Prospective degree candidates who are not eligible for admission to the day session as full matriculants. Such students may be accepted as non-matriculants in the evening session and can attain matriculant status by satisfying the requirements therefor, and thus become candidates for the Associate in Arts (A.A.) or Associate in Applied Science (A.A.S.) degree.

3. Adults from the business community who desire credit courses for furtherance of their career growth.

4. Adults who desire courses for cultural and self-improvement purposes.

A matriculated student in the evening session may immediately pursue the regular degree program of his choice, taking a maximum of 9 credits per semester, or may follow a course of study leading to transfer to a senior college after one, two, or three years.

Courses currently being offered in the evening session include subjects in the fields of Liberal Arts and Sciences, and Business, that are fundamental both to degree programs and to programs of professional or personal self-improvement.

New credit courses are to be added in the subject areas now covered as well as in other subject areas.

Plans are being made also for the introduction of a variety of non-credit courses in the near future, and for special educational and cultural programs and activities of interest to the community. Included among these will be seminars in which outstanding representatives from the fields of business, labor, government, and elsewhere will participate as lecturers and discussion leaders.

The instructional staff in the program of Evening Studies and Continuing Education is composed in the main of members of the full-time faculty of Kingsborough Community College. Augmenting this staff is a group of qualified professionals with extensive training and experience, and demonstrated competence in their fields.

All evening session classes are held at the Manhattan Beach campus of the College.
THE SUMMER SESSIONS

Kingsborough Community College inaugurated a program of Summer Session courses in 1965, immediately following completion of its first academic year. The program is being expanded in 1966 to provide two Summer Sessions of six weeks each.

The Summer Session curriculum is designed primarily to meet the needs of students who were admitted in the previous second semester and who need to make up credits to achieve sophomore status. It serves also non-matriculated students and students who have completed their freshman year and wish to earn additional credits in order to make room for supplementary courses or to lighten program loads during the regular school year.

THE COLLEGE LIBRARIES

The libraries at both Manhattan Beach and Mid-Brooklyn have extensive book and periodical collections which support the curricular offerings given at each location. Augmenting these collections are pamphlets, documents, and microforms. Each library subscribes to more than 125 periodicals. Professional librarians provide reference service and instruction in the use of materials. Audio-visual aids are available for both individual use by students and classroom use by instructors. The library facilities at Manhattan Beach have a capacity of 25,000 volumes.

TEACHER EDUCATION

Through a program of close cooperation between Brooklyn College and Kingsborough Community College, developed by their respective presidents, Dr. Harry D. Gideonse and Dr. Jacob J. Hartstein, the opportunity has been made available to Kingsborough students to prepare to major in the field of Education.

The Department of Education of Brooklyn College provides counseling service to Kingsborough students interested in teaching careers and offers on the campus of Kingsborough Community College at Manhattan Beach to qualified second-year students the first course in its teacher-education sequence. The course is conducted by a Brooklyn College faculty member and carries full college and certification credit for students subsequently admitted to Brooklyn College.

The link between the two colleges is an outgrowth of the effort by the Division of Teacher Education of the City University of New York to extend and coordinate teacher preparation among its component colleges. It enlarges the source of teacher recruitment within the city's colleges and broadens the socio-economic base of the population from which teachers are derived.
The student life program at Kingsborough Community College is organized to help students achieve self-understanding and direction so that they may develop their best educational, social, and personal potentials for responsible citizenship and an effective life. The goals of the student life program are those of the College itself, namely, to provide the finest intellectual training in a framework which highlights the fullest individual and social development of each student.

The Division of Student Services, under policies determined by the Board of Higher Education, the President, and the Faculty, offers a variety of programs including individual and group counseling services to facilitate the adjustment of the student in the College and in the community. These programs and counseling services span the student's entire relationship with the College from admission to graduation.

**ORIENTATION**

Freshman orientation, designed to introduce the student to the new college environment, is provided in several phases and through a variety of procedures.

In the first phase, all students assemble at a convocation at which the Faculty and officers of administration are introduced to them. The second phase involves attendance at group orientation and counseling meetings where students are assisted in registration procedures and program planning. The final phase is a one-hour-a-week orientation course, required of each entering student. The course seeks to help the student achieve a better understanding of himself and his new responsibilities.

Prior to registration, each student is required to take a series of tests which are used for guidance purposes.

**COUNSELING SERVICES**

Individual interviews, including interpretation and analysis of guidance tests, are used to assist students in understanding their own vocational and educational aptitudes and interests and in learning more about careers and vocations. Students are also invited to discuss with counselors questions pertaining to program planning, personal problems, employment, financial aid, remedial assistance, health, and any other problems of concern to them.

When advisable, consultation with other College and community agencies is recommended to those students in need of specialized professional services.
In addition to the counseling program of the Division of Student Services, the College has established a Faculty Adviser system which provides an expanded range of counseling services, as well as a personal mentor for each student. The role of the Faculty Adviser is primarily in the area of curricular counseling and assistance in program planning, where he can effectively employ his knowledge of educational objectives, programs, and opportunities. All members of the Faculty participate in the program.

STUDENT ACTIVITIES

Kingsborough Community College, as part of the education of its students, is concerned with providing opportunities for their growth in character, social skill, and leadership, and for their healthy and happy living as students. Both informal recreation and special programs are supervised by the Coordinator of Student Activities with the cooperation of student committees under the jurisdiction of the Office of the Dean of Students.

These activities include student government, departmental clubs, athletics, religious groups, student publications, social groups and others. In an effort to stimulate co-curricular activities and to encourage wide participation, the College makes available to students and staff two blocks of hours, on Tuesday and Thursday from 11:30 to 1:30 o'clock, during which no classes are scheduled. The teaching staff shares in student activities, as faculty advisers of clubs, directors of musical and theatrical productions, and in other capacities.

HEALTH SERVICES

The Health Office provides services which are essentially preventive and advisory. A registered nurse is in charge to administer first aid and to care for minor illnesses. Any illness or accident incurred during school hours or enroute to the College should be reported immediately to the Health Office.

All entering students are required to submit a Health-Medical form which includes a record of a medical examination by the family physician. Re-examination by the College physician is required for students requesting exemption from physical education requirements for medical reasons.

PLACEMENT PROGRAM

Counselors in the placement program interview undergraduates and graduates who are interested in part-time employment. Guidance in job-seeking techniques, information as to openings, career day conferences, and referral to employers are included in this program. The collection of current occupational and career information, and instruction in its use, is a significant part of the work of the placement program.
STUDENT HANDBOOK

A handbook is published as a reference book for incoming freshmen and as a guide to student life and organizations at Kingsborough Community College. It supplements information found in the catalog regarding extra-curricular activities and contains information which will be needed throughout the student’s stay at the College.

Information in the handbook conforms with the procedures followed by the Student Councils at both locations. The student is urged to read this publication carefully, not only upon his admission to college, but from time to time as he progresses through his program of studies.

Each student is expected to be thoroughly familiar with the information and regulations appearing in the Handbook.

SPORTS

Club participation, recreational activities, and intramural tournaments are conducted by the Faculty of Physical Education. The intramural philosophy is based upon the concept that students should have freedom of choice, equality of opportunity, and responsibility for planning and administering the program. As the facilities and staff increase, the College will be represented in intercollegiate athletic competition according to student interest. The College’s first intercollegiate sports activity will be a basketball schedule with neighboring colleges during the 1965-66 season.
TUITION

Educational costs for matriculated students in community colleges of the State University of New York are calculated at an average of $900 per semester per student, with the State, the local community, and the student each bearing one-third. In the case of units of the City University of New York, however, of which Kingsborough Community College is one, the City provides the student’s share of the cost as well as that of the local community for qualified residents of the City. The tuition fees at Kingsborough, according to residency, are as follows:

<table>
<thead>
<tr>
<th>Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully matriculated residents of New York City</td>
</tr>
<tr>
<td>No Fee</td>
</tr>
<tr>
<td>New York State residents who do not live in New</td>
</tr>
<tr>
<td>York City and who have filed a Certificate of</td>
</tr>
<tr>
<td>Residence with the Office of the Registrar prior</td>
</tr>
<tr>
<td>to registration</td>
</tr>
<tr>
<td>$150</td>
</tr>
<tr>
<td>Other New York State residents and non-residents</td>
</tr>
<tr>
<td>of the State.</td>
</tr>
<tr>
<td>$300</td>
</tr>
<tr>
<td>All non-matriculated students</td>
</tr>
<tr>
<td>$15 per Contact Hour*</td>
</tr>
<tr>
<td>Evening Studies and Continuing Education courses</td>
</tr>
<tr>
<td>$15 per Contact Hour</td>
</tr>
<tr>
<td>Summer Session courses -- matriculants</td>
</tr>
<tr>
<td>$10 per Contact Hour</td>
</tr>
<tr>
<td>Summer Session courses -- non-matriculants</td>
</tr>
<tr>
<td>$15 per Contact Hour</td>
</tr>
</tbody>
</table>

If a student withdraws from a course or from the College, refunds of tuition payments will be made in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Withdrawal before end of:</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>First week of class</td>
<td>80%</td>
</tr>
<tr>
<td>Second week of classes</td>
<td>60%</td>
</tr>
</tbody>
</table>

* The number of hours a class meets per week; for example, if a class meets for three one-hour sessions per week, or their equivalent, the fee is $45 per semester.
Refund

Third week of classes  40%
Fourth week of classes  20%

No refund is allowed if withdrawal takes place after the fourth week of classes.

All fees are due and payable at the time of registration. Payment should be made by check or money order only, payable to: Kingsborough Community College.

**OTHER FEES**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Admission (Payable once, by all students applying for admission to the College)*</td>
<td>$4.00</td>
</tr>
<tr>
<td>General Fee (per semester)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Late Registration</td>
<td>5.00</td>
</tr>
<tr>
<td>Change of Program</td>
<td>5.00</td>
</tr>
<tr>
<td>Special Examinations, for each</td>
<td>5.00</td>
</tr>
<tr>
<td>Maximum charge</td>
<td>15.00</td>
</tr>
</tbody>
</table>

**Laboratory Fees**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials</td>
<td>5.00</td>
</tr>
<tr>
<td>Breakage insurance</td>
<td>1.00</td>
</tr>
<tr>
<td>Language laboratory (per course in which used)</td>
<td>1.00</td>
</tr>
<tr>
<td>Transcript of Record (Students receive the first transcript without charge. Transcripts to other units of the City University are also provided without charge.)</td>
<td>1.00</td>
</tr>
<tr>
<td>Graduation</td>
<td>15.00</td>
</tr>
</tbody>
</table>

* Every student applying for matriculation to any unit of the City University of New York applies through the University Application Processing Center. Forms are available at local high schools. The required fee must accompany the application. A bank check or money order, payable to the City University of New York, is the only acceptable instrument; personal checks are not acceptable.
Many forms of financial assistance are available to students of Kingsborough Community College, through programs administered by the College itself or by other agencies. The purpose of these programs is to assure that no student, otherwise qualified, is deprived of the opportunity for higher education because of financial need. Among the financial assistance programs available are the following:

I. SCHOLARSHIPS

a. Regents Scholarships - $250 to $350 a year depending upon family income.

b. Basic Nursing Scholarships - $200 to $500 a year depending on need and tuition paid.

c. Susan E. Wagner Memorial Fund Scholarships, named in honor of the late wife of Mayor Robert F. Wagner - depending on need and scholastic achievement.

d. Agency Scholarships - various religious, fraternal and community agencies operate scholarship programs for which students attending Kingsborough Community College may be eligible.

II. LOANS

a. New York State Higher Education Assistance Corporation (NYHEAC) -- no interest charges while the student is in attendance at college, 3% after graduation or termination of study. Maximum amounts range from $187.50 per semester for first year part-time students (at least six credits per semester) to $1,000.00 for second year full-time students.

b. National Defense Education Act -- a maximum of $1,000.00 per academic year, with interest payments of 3% per year starting one year after graduation or termination of study.

c. Nursing Student Loan Program -- a maximum of $500.00 Federal loan aid per semester for Nursing students meeting the following qualifications: full-time matriculated status; U.S. citizenship or permanent residency in the U.S.; normal progress toward graduation; completion of at least one semester. Loans are repayable over a 10-year period at 3%, starting one year after graduation. In addition, 10% of the
loan is cancelled, up to a maximum of 50%, for each year of nursing in a public or non-profit institution after graduation.

d. Kingsborough Community College Loan Fund - The College maintains a fund to enable students to borrow amounts up to $50 to meet emergencies such as costs of books and college supplies, and personal needs.

III. WORK-STUDY OPPORTUNITIES

a. Economic Opportunity Act -- permits students to work up to 15 hours per week when attending classes, up to 40 hours per week during other periods, at approximately $1.50 per hour.

b. Vocational Education Act -- designed for students pursuing a career curriculum; up to 15 hours per week is permitted when classes are in session, at an average rate of $1.50 an hour, up to a maximum of $45.00 in any one month or $350.00 in any academic year.

c. Part-time employment -- The Division of Student Services maintains a placement service which assigns a limited number of students to employment on-campus as student aides and assists other students in finding off-campus part-time employment compatible with the student's program, interests, and abilities.

Requests for application forms or for additional information regarding financial aids or part-time employment should be made at the Division of Student Services.
This bulletin presents information regarding admission requirements as of the date of publication. It does not preclude the possibility of subsequent changes resulting from action by the Board of Higher Education, the City University of New York, the State University of New York, or the Administration of the College. Any such changes will be included in the Bulletin for 1966-1968.

ADMISSION PROCEDURES

The admissions program of the College is administered by the Registrar. All applications and inquiries regarding admission should be directed to the Registrar's Office.

Applications are evaluated according to the quality of the student's high school record and his scores on the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board.*

An applicant who has attended other institutions subsequent to graduation from high school must have copies provided of his records at such institutions, whether presented for credit or not and including records of incomplete work, in addition to his high school records. All records are to be sent to Kingsborough Community College by the respective institutions attended, and are not returnable to the student.

Applicants who are accepted receive notice by mail to appear for orientation meetings, at which time detailed information regarding registration procedure is provided.

Applications may be submitted in accordance with the indicated dates in the Calendar of the Admissions Program (see page 6).

REQUIREMENTS FOR MATRICULATION

Applicants for admission to the freshman class as fully matriculated candidates for Associate degrees must meet the following requirements:

1. Graduation from an accredited four-year high school or possession of a New York State High School Equivalency Diploma.

* Students are admitted to the career programs in Business on the basis of the high school average in designated subjects. Remaining spaces are filled on the basis of composite scores derived from the high school average and SAT results. However, all students applying for career programs in Business are urged to take the SAT, for guidance purposes.
2. Evidence of ability to do satisfactory college-level work, as demonstrated by the high school record and SAT scores.* Applicants for September admission must take the SAT the preceding December or January; for February admission, the preceding May. Applications for the Scholastic Aptitude Test may be obtained from the student's high school guidance office or from the College Entrance Examination Board, Box 592, Princeton, N. J.

Upon acceptance, all students are required to take a series of tests for guidance purposes, which are administered at Kingsborough Community College.

RESIDENCE

Matriculants who are qualified residents of New York City attend the College tuition-free. Students living elsewhere in New York State or outside the State may matriculate, but are required to pay tuition fees in accordance with regulations of the State University of New York. A complete schedule of fees appears on page 34.

HEALTH

A health statement from the student's personal physician, on a standard form provided by the College, must be filed by each applicant accepted. The College reserves the right to reject an applicant because of an existing health condition, should the College Medical Officer deem such action necessary or advisable in the best interest of the student and the College.

Each student (or, if he is under 21 years old, his parent or legal guardian) is required to sign an authorization for release of his medical records to properly qualified personnel or agencies of the College.

ADMISSION TO DEGREE PROGRAMS

Applicants are listed preferentially according to a composite score derived by a formula combining SAT scores with high school averages.* They are accepted, in order of merit, in accordance with the number of places available. The high school average is based on grades for at least 16 units in creditable academic courses: English, foreign languages, mathematics and science, and social science. Modified courses are not acceptable.

One entrance unit is allowed for satisfactory completion of one year's work, four or five periods a week, in a course requiring preparation. If there is little or no outside preparation involved, one-half unit is allowed.

* See footnote, page 36
Foreign language work is credited in units only, for each year of each language. A semester's work in a foreign language carries no admission credit. One year of Spanish and one year of French represent one unit in each and may not be offered as "two years of a foreign language." Similarly, where three units of a foreign language is a requirement, it must be three years of one language.

Science courses are credited by units representing one year's work in each science; general biology, general science, physics, chemistry, physiography (earth science), advanced biology, botany, zoology.

Mathematics credits are granted as follows: elementary algebra (9th Year mathematics), one unit; plane geometry (10th Year mathematics), one unit; intermediate algebra (11th Year mathematics), one-half unit for a one-semester course, or one unit for a one-year course. No credit is allowed for completion of only one semester of a one-year course.

Entrance credits may also be granted on the basis of College Entrance Examination Board achievement tests, New York State Regents examinations, or examinations given at KCC in specific subjects.

Following are the entrance requirements for specific degree programs:

**Associate in Arts (A.A.)**

<table>
<thead>
<tr>
<th></th>
<th>Prior to September, 1966</th>
<th>Effective September, 1966</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prescribed Units</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>American History</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>2-1/2</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>11-1/2</td>
<td>12</td>
</tr>
</tbody>
</table>

Regular academic subjects in:

- English
- Social Studies
- Mathematics

*Foreign Language

Any other subjects credited in a recognized high school

- 0-3
- 4-1/2

Elective Units

- 1-1/2 to 4-1/2
- 1-4

- 0-3
- 4

*This may be either further study in the language offered to satisfy the prescribed unit requirement, or a year or more of another language.
Associate in Applied Science (A.A.S.)

<table>
<thead>
<tr>
<th>Prescribed Units</th>
<th>Elective Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Academic</td>
</tr>
<tr>
<td>4</td>
<td>0 - 7</td>
</tr>
<tr>
<td>American History</td>
<td>Commercial</td>
</tr>
<tr>
<td>1</td>
<td>0 - 7</td>
</tr>
<tr>
<td>Mathematics (including Elementary Algebra)</td>
<td>*7</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>*Science</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
</tr>
<tr>
<td>*9</td>
<td></td>
</tr>
</tbody>
</table>

ADMISSION WITH CONDITIONS

An applicant presenting 15 units for admission, with a minimum of 10 in the prescribed units category for the Associate in Arts (A.A.) degree, or 7 prescribed units for the Associate in Applied Science (A.A.S.) degree, may be admitted, but must complete all entrance requirements satisfactorily within one year of admission. Courses which are taken to satisfy entrance requirements do not earn college credit. Failure to remove entrance conditions within the time stipulated may result either in loss of status as a matriculant or dismissal from the College, as conditions may warrant.

ADMISSION TO NON-MATRICULATED STATUS

Students may be admitted as non-matriculants, provided they are not regularly enrolled high school students, by presenting:

1. Transcripts of high school and college records from all institutions previously attended.

2. Evidence of adequate preparation for the specific courses involved.

Non-matriculants are admitted to the Evening Studies and Continuing Education sessions only (see page 29).

A maximum of 30 credits, usually with grades of C or better, evaluated in terms of credit applicable to course offerings at Kingsborough Community College, are considered for transfer credit through regular admission procedures, on presentation of:

1. Statements of honorable dismissal from institutions previously attended.

2. Official transcripts of college records sent by institutions previously attended.

*Two units of Science (preferably biology and chemistry) are prescribed for enrollment in the A.A.S. degree program in Nursing; the prescribed unit total for admission to this program, therefore, is 10 and the elective unit total 6.
READMISSION

Students previously in attendance at Kingsborough who seek readmission should apply to the Registrar in April for registration in the Fall semester, or in November for registration in the Spring semester. Acceptance is based on a reevaluation of the student's performance and aims, and available places. A personal interview may be required.

TRANSFER TO A SENIOR COLLEGE

Students in the Associate in Arts (A.A.) program, after one year of an approved, well-balanced course of study, may be accepted as candidates for the bachelor's degree in a senior college of the City University upon completion of one of the following requirements:

1. 14 to 29 credits (excluding Physical Education) with an index of 3.0 (B average) or higher.

2. 30 to 59 credits (excluding Physical Education) with an index of 2.75 (B-minus average) or higher.

3. 60 to 64 credits (completion of Associate degree requirements) with an index of 2.5 (C-plus average) or higher; or with an index of 2.0 (C average) with probationary status.

Matriculants in the Associate in Applied Science (A.A.S.) program, after one year of an approved course of study, may be accepted with advanced standing as candidates for the Bachelor of Business Administration (B.B.A.) degree at the Bernard M. Baruch School of The City College upon completion of one of the following requirements:

1. 14 to 29 credits with an index of 3.0 or higher, including one course in Mathematics, Foreign Language, or Science.

2. 30 to 59 credits with an index of 2.75 or higher, including two courses in Mathematics, Foreign Language, or Science.

3. 60 credits with an index of 2.0, including completion of the Mathematics and Language requirements for the B.B.A. degree.

4. 64 credits or more, including completion of all requirements for the A.A.S. degree.
Kingsborough Community College assumes that every student entering the College is committed to taking full advantage of the opportunities it provides for a first-rate education.

In setting forth the guidelines for those seeking the degrees of Associate in Arts (A.A.) and Associate in Applied Science (A.A.S.), the College is concerned not so much with penalties for failure as with helping to mark the road toward a college experience that will be a foundation for a future career.

The most important signpost on the road is this: Every student has the responsibility to familiarize himself thoroughly with the requirements for graduation; with the rules relating to grades, good academic standing, and academic honors and distinctions; with the rules governing attendance; and with all regulations affecting academic progress as announced in the catalog and other official publications.

Special requests and petitions relating to academic standing should be addressed to the Office of the Dean of Faculty.

ATTENDANCE

Every student is required to attend all classes and laboratories for which he is scheduled. Instructors file with the Registrar official reports of student attendance. There are no excused absences, as such. Any student who misses a class or laboratory session for reasons beyond his control, such as illness, must file a statement of the reasons for such absence, as soon as possible after the absence occurs, in the Office of the Dean of Faculty (or in the Office of the Dean of Kingsborough Community College in Mid-Brooklyn, in the case of students in attendance in that location).

Students whose total absences and latenesses (brief latenesses count as half absences) exceed the number of hours a course is scheduled to meet per week, are considered to have incurred excessive absence. Students whose total absences and latenesses equal twice the number of hours a course is scheduled to meet per week may be dropped from the course or from the College.

REQUIREMENTS FOR GOOD STANDING

Students who maintain an over-all average of C are considered to be in good academic standing. The average of C (expressed as 2.0 in terms of the scholastic index, or grade point average) must be maintained cumulatively (that is, on the basis of all grades since matriculation) and is also required for the most recent complete semester.
The records of students are reviewed at the end of each semester. As a result of such review students not in good standing may be (a) placed on probation; (b) given a reduced program or other curriculum change, with or without probation; or (c) suspended or dropped from the College.

**HONORS**

Students who earn an average of B (3.0) are eligible for the Dean’s List for the semester in which this superior record is achieved. The list is announced regularly. Attainment of the Dean’s list becomes a part of the student’s permanent record and appears on all transcripts of record.

Eligibility for the Dean’s List is open to regularly matriculated students carrying programs of not less than 15 hours.

**MID-TERM REPORTS**

At mid-term, notices are sent to students who are doing poorly. The grades used for these reports are D (lowest passing grade) and F (failure).

**GRADING**

A grade represents an instructor’s evaluation of the quality of work done by a student in an entire course, on certain parts of a course such as laboratory work or recitations, or on specific projects such as term papers and examinations.

The most important thing is not the grade but the work the grade represents. Nevertheless, grades are the measure of how well or how badly a student is doing at any given time. They deserve careful attention, either as evidence of good progress or as reminders of the need for counseling, for increased effort, or both.

**STANDARD GRADES**

The student receives an official grade at the end of a semester for each course, which becomes a part of the permanent record. The standard grades are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Equivalent</th>
<th>Level of Achievement</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
<td>Fair or average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
<td>Below average but passing</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>Failure</td>
<td>0</td>
</tr>
</tbody>
</table>
SPECIAL GRADES

Certain symbols are used in the student's record to indicate situations which cannot be appropriately reflected by the five letter grades identified in the preceding table. These symbols are:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>Unauthorized withdrawal by the student</td>
</tr>
<tr>
<td>H</td>
<td>Dropped for excessive absences</td>
</tr>
<tr>
<td>J</td>
<td>Withdrawal with permission; no grade or penalty</td>
</tr>
<tr>
<td>K</td>
<td>Satisfactory completion of non-credit course (removes entrance condition)</td>
</tr>
<tr>
<td>L</td>
<td>No credit, excessive absences</td>
</tr>
<tr>
<td>P</td>
<td>Passed (not counted in computing the scholastic index)</td>
</tr>
<tr>
<td>Abs</td>
<td>Absent from final examination (entitled to make-up)</td>
</tr>
<tr>
<td>Abs (F)</td>
<td>Absent from final examination (not entitled to make-up)</td>
</tr>
<tr>
<td>X</td>
<td>Course being taken currently</td>
</tr>
</tbody>
</table>

WITHDRAWAL

Students who for any reason wish to withdraw from the College or to drop a course prior to the conclusion of a semester, must initiate the withdrawal process by formal application filed in the Office of the Dean of Students. Application for withdrawal must be submitted immediately after the last day the student has attended class, if it has not already been submitted. Failure to observe the formal procedure for withdrawal may result in a failing grade.

CHANGES IN STATUS OR CURRICULUM

A non-matriculated student who has removed all entrance conditions may gain matriculated status by satisfying one of the following requirements:

1. Nine credits with an average of 3.0.
2. Twelve credits with an average of 2.5.
3. Eighteen credits with an average of 2.0.

NOTE: Credits offered by any applicant for a change in status from non-matriculant to matriculant must include a minimum of one course in English and one course in Foreign Language, Mathematics, Science, or Social Science.

Students desiring to change from one curriculum to another (e.g., from Business to Liberal Arts) must have completed a minimum of 12 credits appropriate to the new curriculum and an average of 2.5 on the complete record.

All requests for changes in status or curriculum must be submitted to the Division of Student Services for counseling evaluation and recommendation.
The College requires every student to pursue simultaneously a prescribed program of general education and professional preparation, irrespective of the degree for which he may be a candidate. To fulfill its commitment to provide a quality education for all, the College offers a core of subjects which all students follow as the foundation on which their educational programs are built. Beyond these core studies, offerings are provided in various career and pre-professional concentrations, along with a well-balanced list of elective courses.

Courses and curricula, thus, are designed to integrate knowledge and its applications; to combine the theoretical and the useful, the cultural and the functional. In like manner the faculty is organized not in the traditional and relatively isolated departments but in a limited number of comprehensive Divisions which bring together both teachers and courses in a harmonious pattern of related fields of study.

The entire academic organization is structured to facilitate cooperation among the various disciplines, and to promote effectively the aims and purposes of the College. Following, in condensed form, is basic information relating to the Divisions; a complete listing of course descriptions begins on page 58.

**Division I. Language, Literature, and the Arts**
*Subjects:* Art, English, Foreign Languages, Music, Speech.

**Division II. Mathematics and the Sciences**
*Subjects:* Biology, Chemistry, Mathematics, Physics, Science.

**Division III. Behavioral and Social Sciences**
*Subjects:* Accounting, Business Administration, Economics, Education, History, Political Science, Psychology, Secretarial Science, Social Science.

**Division IV. Health Science, and Health and Physical Education**
*Subjects:* Health Education, Nursing, Physical Education.

**Division V. Library**

**Division VI. Student Services**
Kingsborough Community College offers the Associate in Arts (A.A.) degree program at both the Mid-Brooklyn and Manhattan Beach locations. The Associate in Applied Science (A.A.S.) programs are offered at Manhattan Beach. Students in all programs follow courses of study designed to provide a sound general education and a carefully designed program of occupational or pre-professional education.

Candidates for the Associate in Arts (A.A.) degree concentrate their study in the fields of Language, Literature, and the Arts; Mathematics and the Sciences; the Behavioral and Social Sciences; and Health and Physical Education. They may elect courses in the applied fields (such as Business) to the extent that their schedules permit and their career objectives make advisable.

Candidates for the Associate in Applied Science (A.A.S.) degree follow programs in which, in addition to the core of general education requirements, there is concentration in an applied field. The professional fields in which the degree is offered include Accounting, Business Administration, Nursing, and Secretarial Science. The Secretarial Science program offers three options: Executive Secretary, Legal Secretary, and School Secretary. A new program with options in Banking, Insurance, and Real Estate will be initiated in February, 1966. Courses of study in Retail Business Management, Computer Programming, and Industrial Management and Labor Relations are under consideration for possible inclusion among the programs.

The Business programs are well adapted both for those who look toward continuation of their professional studies at senior colleges and for those whose needs will be met by a two-year career program which will qualify them for entering directly into responsible and productive careers immediately upon receiving the degree.

It is important that the student plan his studies each semester with careful attention to progress toward completing the degree program in which he is enrolled.

COURSES OF STUDY

Arts: The courses in Art and Music seek to orient students in those elements of the history and appreciation of these arts that are deemed essential for the cultured person and to prepare the student for continued pursuit of these subjects. Extensive use is made of the numerous off-campus resources available in New York City, and in Brooklyn in particular.
English: The courses in English integrate writing and literature. Particular attention is paid to coordination of the work in English and the work in Social Science to assure the most effective development of the student's breadth of knowledge, depth of understanding, perspective, and insight. Appropriate provision is made for exceptional students.

Health and Physical Education: The prescribed course in Health Education is concerned with mental as well as physical health. The program in Physical Education concentrates on physical fitness; team sports; individual activities; dance or aquatics or an acceptable substitute activity in the first, second, third and fourth semesters respectively.

Mathematics: In the case of Associate in Arts (A.A.) candidates, the courses in Mathematics are differentiated in accordance with students' previous preparation and their educational or career objectives. The number of credits required depends on work in the subject completed earlier. Those pursuing an Associate in Applied Science (A.A.S.) program in Business are required to complete one semester's work in Mathematics appropriate to the area of specialization. Mathematics is not required of Nursing students, provided they have fulfilled entrance requirements in that subject.

Modern Foreign Languages: Courses in French and Spanish are now offered, with instruction in additional languages to be added as the College grows and expands. Students have the option of continuing the language studied in high school or beginning a new language.

Orientation: In addition to the Orientation Program (page 31), in which all students are required to participate and for which no credit is allowed, there is available to students for whom it is considered appropriate a one-semester, one-credit, course in Effective Study.

Science: A minimum of one year of Science is required of all students. Among the course offerings is a one-year sequence in integrated Science which emphasizes the physical sciences in one semester, and the natural sciences in the other. This course is not open to students taking the intensive year's course in Biology, Chemistry, or Physics, which include laboratory work. Students with advanced work of quality in the biological or physical sciences in high school may be admitted directly to advanced courses in laboratory sciences in the College.

Social Science: The first year's course in Social Science deals thoroughly and comprehensively with American Civilization. The second year's course covers the Contemporary World -- its cultures, economics, geography, and governmental forms -- and international relations. Use is made of the rich off-campus resources available in New York City to enhance the quality and meaningfulness of the courses. Students
in the Associate in Arts (A.A.) program are required to take both courses. Those in the various Associate in Applied Science (A.A.S.) programs must take one of these courses, with the other available as an elective.

Speech: The Speech program varies in accordance with the individual student's speech patterns. The program for each student is determined on the basis of a speech test.

Additional Courses and Electives: Students in the Associate in Arts (A.A.) program have the opportunity to select their additional work in the Arts and Sciences with the assistance of the Division of Student Services and faculty advisers. Selections are made in consideration of the student's total preparation and educational records and his personal professional needs, as well as his plans and special interests. Students in Associate in Applied Science (A.A.S.) programs pursue, in addition to the core subjects outlined above, subjects in their fields of specialization. Selective courses are available in both the Liberal Arts and Business areas. Each program in the Business field includes appropriate field experience in connection with which students can master the methods and techniques of jobs in real life situations, which can often be learned on the job better than in the classroom. These field experiences may also provide the opportunity to earn while learning.

REQUIREMENTS FOR GRADUATION

Kingsborough Community College, under the authority of the Board of Regents of the State of New York, grants the degree of Associate in Arts (A.A.) or Associate in Applied Science (A.A.S.) upon satisfactory completion by the student of one of the approved two-year programs of the College. In addition, the student must be recommended for graduation by the Faculty following establishment of an overall average of not less than C (equivalent to 2.0 on the Scholastic Index); must be cleared by the Fiscal Office and the Library with respect to obligations to those agencies; and must be in good standing with respect to department and citizenship.

Following are the minimum course and credit requirements for the degree programs:

**Associate in Arts (A.A.)**

Credits: 64, of which 48 must be in the Liberal Arts and Sciences and must be exclusive of credits earned in Health and Physical Education.

Courses: *Art*, 2 credits  
*English*, 12 credits
Foreign Language, 0 to 12 credits. Students who have successfully completed four years of study of a foreign language in high school, or who can demonstrate by examination equivalent competence in a language taught at Kingsborough Community College, will be exempt from further foreign language study. All others must either continue with the language studied in high school or complete two years of another language in college.

- Health Education, 2 credits
- Mathematics, 3 to 6 credits, depending on high school preparation and educational objective.
- Music, 2 credits
- Physical Education, 2 credits
- Science, 6 credits
- Social Science, 12 credits
- Speech, 0 to 2 credits, depending on the student’s individual speech patterns, as determined by a test.

Additional courses in the Liberal Arts and Sciences to make a total of 48 credits, exclusive of those earned in Health and Physical Education.

Free electives to make a total of 64 credits.

**Associate in Applied Science (A.A.S.)**

Following are the course and credit requirements for the A.A.S. degree in Business programs (consult the complete two-year curriculum in Nursing, page 54, for requirements in that field):

**Credits:** 64 to 68, depending on the program being followed.

**Courses:**

- Art, 2 credits
- English, 6 credits
- Foreign Language, 0 to 6 credits. Students who have no school language credits are required to complete 6 credits of one language in college. Those with one year of high school language will satisfy the requirements with 3 college credits. Those with two years of high school language are exempt from further foreign language study.
- Health Education, 2 credits
- Mathematics, 3 credits
- Music, 2 credits
- Physical Education, 2 credits
- Science, 6 credits
- Speech, 0 to 2 credits, depending on the student’s individual speech patterns, as determined by a test.

Courses in the field of specialization, 24 to 28 credits, depending on the program being followed.

Free electives to make a total of the number of credits required in the field of specialization.
# Curricula

## ASSOCIATE IN ARTS (A.A.) PROGRAM

### First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject</strong></td>
<td><strong>Subject</strong></td>
</tr>
<tr>
<td>English 1</td>
<td>English 2</td>
</tr>
<tr>
<td>Mathematics 1</td>
<td>Mathematics 1</td>
</tr>
<tr>
<td>Foreign Language 2</td>
<td>Foreign Language 2</td>
</tr>
<tr>
<td>Science 3</td>
<td>Science 3</td>
</tr>
<tr>
<td>Social Science 11</td>
<td>Social Science 12</td>
</tr>
<tr>
<td>Health Education 1</td>
<td>Health Education 2</td>
</tr>
<tr>
<td>Physical Education 1</td>
<td>Physical Education 2</td>
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<td></td>
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<tr>
<td><strong>Credit</strong></td>
<td><strong>Credit</strong></td>
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<tr>
<td>3</td>
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<td>3</td>
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<td>1</td>
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<tr>
<td>1/2</td>
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</tr>
<tr>
<td>16-1/2 to 18-1/2</td>
<td>16-1/2 to 18-1/2</td>
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</table>

### Second Year

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 31</td>
<td>3</td>
</tr>
<tr>
<td>Art</td>
<td>2</td>
</tr>
<tr>
<td>Social Science 31</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education 21</td>
<td>1/2</td>
</tr>
<tr>
<td>Electives 4</td>
<td>7-8</td>
</tr>
</tbody>
</table>

### Second Year continued

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 32</td>
<td>3</td>
</tr>
<tr>
<td>Music</td>
<td>2</td>
</tr>
<tr>
<td>Social Science 32</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education 22</td>
<td>1/2</td>
</tr>
<tr>
<td>Electives 4</td>
<td>7-8</td>
</tr>
</tbody>
</table>

### Notes

1. The Mathematics requirement is three credit hours minimally; the particular course or courses will depend upon the high school background and the student's career objectives.
2. Students who have previously satisfied the Language requirement may take Music or Speech.
3. A two-semester, non-laboratory course in the physical and biological sciences, carrying 6 credits for the year (Sci 11-12, Science in the Modern World) may be elected by the student whose career objectives fall outside the area of science and technology. Biology, Chemistry, or Physics (two-semester laboratory courses carrying 8 or 10 credits for the year) should be elected by the student whose career objectives focus toward the sciences and technology.
4. In planning for elective courses, candidates for the Associate in Arts degree should keep in mind that not less than 48 credits (of a total of 64) must be earned in the Liberal Arts and Sciences.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Program in Accounting

First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject</strong></td>
<td><strong>Credit</strong></td>
</tr>
<tr>
<td>English 1</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 11</td>
<td>3</td>
</tr>
<tr>
<td>Business Admin. 11</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics$^1$</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language$^2$</td>
<td>3</td>
</tr>
<tr>
<td>Health Education 1</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education 1</td>
<td>$1/2$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject</strong></td>
<td><strong>Credit</strong></td>
</tr>
<tr>
<td>Accounting 31</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 33</td>
<td>3</td>
</tr>
<tr>
<td>Art</td>
<td>2</td>
</tr>
<tr>
<td>Science 11</td>
<td>3</td>
</tr>
<tr>
<td>Social Science 11 or 31</td>
<td>3</td>
</tr>
<tr>
<td>Speech$^4$</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education 21</td>
<td>$1/2$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject</strong></td>
<td><strong>Credit</strong></td>
</tr>
<tr>
<td>English 2</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 12</td>
<td>3</td>
</tr>
<tr>
<td>Business Admin. 12</td>
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</tr>
<tr>
<td>Business Elective$^3$</td>
<td>3</td>
</tr>
<tr>
<td>Economics 12</td>
<td>3</td>
</tr>
<tr>
<td>Health Education 2</td>
<td>1</td>
</tr>
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<td>Physical Education 2</td>
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Second Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject</strong></td>
<td><strong>Credit</strong></td>
</tr>
<tr>
<td>Accounting 32</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 34</td>
<td>3</td>
</tr>
<tr>
<td>Music</td>
<td>2</td>
</tr>
<tr>
<td>Science 12</td>
<td>3</td>
</tr>
<tr>
<td>Social Science 12 or 32</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 92</td>
<td>3</td>
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<tr>
<td>Physical Education 22</td>
<td>$1/2$</td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject</strong></td>
<td><strong>Credit</strong></td>
</tr>
<tr>
<td>Physical Education 22</td>
<td>$1/2$</td>
</tr>
</tbody>
</table>

1. The Mathematics requirement is three credit hours, the particular course to be determined by the student's background and record and the advice of the faculty advisor.
2. Students who have previously satisfied the Language requirement may take either Music or Speech.
3. Principles of Marketing, or other Business subject with the approval of the Division chairman.
4. Students who have already had Speech may take an appropriate elective in the Liberal Arts and Sciences.
## ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

### Program in Business Administration

#### First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject</strong></td>
<td><strong>Subject</strong></td>
</tr>
<tr>
<td>English 1</td>
<td>English 2</td>
</tr>
<tr>
<td>Accounting 11</td>
<td>Accounting 12</td>
</tr>
<tr>
<td>Business Admin. 11</td>
<td>Business Admin. 12</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Foreign Language</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Health Education 1</td>
<td>Health Education 2</td>
</tr>
<tr>
<td>Physical Education 1</td>
<td>Physical Education 2</td>
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#### Second Year

<table>
<thead>
<tr>
<th>First Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject</strong></td>
<td><strong>Subject</strong></td>
</tr>
<tr>
<td>Science 11</td>
<td>Science 12</td>
</tr>
<tr>
<td>Social Science 11 or 31</td>
<td>Social Science 12 or 32</td>
</tr>
<tr>
<td>Business Admin. 31</td>
<td>Business Admin. 92</td>
</tr>
<tr>
<td>Business Admin. 33</td>
<td>Speech³</td>
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<tr>
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<tr>
<td>Art</td>
<td>Music</td>
</tr>
<tr>
<td>Physical Education 21</td>
<td>Physical Education 22</td>
</tr>
<tr>
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<td></td>
</tr>
</tbody>
</table>

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1. Students who have previously satisfied the Language requirement may take either Music or Speech.
2. The Mathematics requirement is three credit hours, the particular course to be determined by the student's background and record and the advice of the faculty advisor.
3. Students who have taken Speech in an earlier semester may take an appropriate elective in the Liberal Arts and Sciences.
# ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
## Program in Nursing

### First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1</td>
<td>3</td>
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<tr>
<td>Psychology 11</td>
<td>3</td>
</tr>
<tr>
<td>Biology 11</td>
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<tr>
<td>Nursing 11</td>
<td>6</td>
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<tr>
<td>Physical Education 1</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 2</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 12</td>
<td>3</td>
</tr>
<tr>
<td>Biology 12</td>
<td>4</td>
</tr>
<tr>
<td>Nursing 12</td>
<td>6</td>
</tr>
<tr>
<td>Physical Education 2</td>
<td>1/2</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>16-1/2</strong></td>
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</tbody>
</table>

### Second Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Science 11 or 31</td>
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</tr>
<tr>
<td>Sociology 31</td>
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</tr>
<tr>
<td>Biology 51</td>
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<td>Nursing 31</td>
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<tr>
<td>Physical Education 21</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
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<tbody>
<tr>
<td>Social Science 12 or 32</td>
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<tr>
<td>Elective[^1]</td>
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<td>Nursing 32</td>
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<tr>
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<tr>
<td><strong>Total</strong></td>
<td><strong>15-1/2 to 16-1/2</strong></td>
</tr>
</tbody>
</table>

## ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
## Program in Banking, Insurance, and Real Estate

(For specific information regarding the optional programs in Banking, Insurance, and Real Estate, interested persons should communicate with the Chairman of the Division of Behavioral and Social Sciences.)

[^1]: Art, Music, Speech, or other course from the area of Liberal Arts and Sciences.
# ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
## Program in Secretarial Science
### Executive Secretarial Option

#### First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
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<tbody>
<tr>
<td>Subject</td>
<td></td>
</tr>
<tr>
<td>English 1</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 11</td>
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<tr>
<td>Mathematics $^2$</td>
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<tr>
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<td>Physical Education 1</td>
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#### Second Year

<table>
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</thead>
<tbody>
<tr>
<td>Subject</td>
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<td>Science 11</td>
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<td>Art</td>
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<td>Physical Education 21</td>
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<td>Subject</td>
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<td>Secretarial Science 12$^3$</td>
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<tr>
<td>Secretarial Science 14$^3$</td>
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<tr>
<td>Elective</td>
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<td>Health Education 2</td>
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<td>Physical Education 2</td>
<td>1/2</td>
</tr>
<tr>
<td></td>
<td>17-1/2</td>
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</tbody>
</table>

1. Students who have not satisfactorily completed two years of one high school foreign language should begin to make up this deficiency this semester.
2. The Mathematics requirement is three credit hours, the particular course to be determined by the student's background and record.
3. Students who have satisfactorily completed the equivalent of these courses, may, with the approval of the Division chairman, take appropriate advanced work.
4. Students who have previously taken Speech may take an appropriate elective in the Liberal Arts and Sciences.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Program in Secretarial Science
Legal Secretarial Option

First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
<th>Second Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject</strong></td>
<td><strong>Credit</strong></td>
<td><strong>Subject</strong></td>
<td><strong>Credit</strong></td>
</tr>
<tr>
<td>English 1</td>
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<td>Secretarial Science 13 ³</td>
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<td>Health Education 1</td>
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<td>Elective</td>
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First Semester  

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<thead>
<tr>
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<tbody>
<tr>
<td>Science 11</td>
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</tr>
<tr>
<td>Social Science 11 or 31</td>
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<tr>
<td>Secretarial Science 31</td>
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<tr>
<td>Secretarial Science 33</td>
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<tr>
<td>Secretarial Science 51</td>
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<td>Business Admin. 33</td>
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<tr>
<td>Art</td>
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<td>Physical Education 21</td>
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Second Semester

<table>
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<tr>
<th><strong>Subject</strong></th>
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<tbody>
<tr>
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<td>Social Science 12 or 32</td>
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<td>Secretarial Science 52</td>
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<td>Secretarial Science 92b</td>
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<tr>
<td>Music</td>
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<tr>
<td>Physical Education 22</td>
<td>1/2</td>
</tr>
</tbody>
</table>

1. Students who have not satisfactorily completed two years of one high school language should plan to begin to make up this deficiency this semester.

2. The Mathematics requirement is three credit hours, the particular course to be determined by the student's background and record.

3. Students who have satisfactorily completed the equivalent of these courses may, with the approval of the Division chairman, take appropriate advanced work.
# ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
## Program in Secretarial Science
### School Secretarial Option

#### First Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Subject</th>
<th>Credit</th>
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<tbody>
<tr>
<td>First</td>
<td>English 1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Accounting 11</td>
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<tr>
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<td>Secretarial Science 11&lt;sup&gt;2&lt;/sup&gt;</td>
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<tr>
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<td>Secretarial Science 13&lt;sup&gt;2&lt;/sup&gt;</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics&lt;sup&gt;3&lt;/sup&gt;</td>
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<table>
<thead>
<tr>
<th>Semester</th>
<th>Subject</th>
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<tbody>
<tr>
<td>First</td>
<td>English 2</td>
<td>3</td>
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<tr>
<td></td>
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#### Second Year

<table>
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<tr>
<th>Semester</th>
<th>Subject</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>First</td>
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</tr>
<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>Secretarial Science 53</td>
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<tr>
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<td>Business Admin. 33</td>
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<td>Art</td>
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<td>Physical Education 21</td>
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<table>
<thead>
<tr>
<th>Semester</th>
<th>Subject</th>
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<tbody>
<tr>
<td>First</td>
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<td></td>
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<td>Secretarial Science 32</td>
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<tr>
<td></td>
<td>Secretarial Science 34</td>
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<tr>
<td></td>
<td>Secretarial Science 54</td>
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<td></td>
<td>Secretarial Science 92c</td>
<td>3</td>
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<tr>
<td></td>
<td>Physical Education 22</td>
<td>1/2</td>
</tr>
</tbody>
</table>

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1. Students who have not satisfactorily completed two years of one high school language should plan to begin to make up this deficiency this semester.
2. Students who have satisfactorily completed the equivalent of these courses may, with the approval of the Division chairman, take appropriate advanced work.
3. The Mathematics requirement is three credit hours, the particular courses to be determined by the student's background and record.
COURSE NUMBERING SYSTEM

Courses required of all students in the first year are numbered 1 to 10. Other first-year courses (some of which are required of students in certain programs, but not of all students) are numbered 11 to 20.

Courses required of all students in the second year are numbered 21 to 30. Other second-year courses (some of which may be required of students in certain programs) are numbered 31 to 40.

Elective courses are numbered 50 to 90. Unless otherwise specified, these courses are open only to students who have satisfactorily completed the applicable prerequisites.

Field Work and Honors courses are numbered 91 to 100.

Courses which are usually given in the first semester have odd numbers; those usually given in the second semester, even numbers. Availability of a course in any given semester can be determined from course schedules prepared by the Registrar’s Office at the beginning of each semester.

Courses carrying hyphenated numbers are one-year sequential courses. Credit will not be given for completion of only one semester of such courses.

It is the responsibility of the student to comply with regulations regarding prerequisite and corequisite courses, which are noted in the following schedule of course offerings.

Note: Certain of the courses in the following listing bear numbers which were in effect at the time of printing but which will be changed as of March 1, 1966. Such courses are marked with an asterisk and the new number appears in parentheses after the current number.

ACCOUNTING

ACCT, 11-12 FUNDAMENTALS OF ACCOUNTING FALL AND SPRING 6 CREDITS FOR YEAR
An introduction to the books of account, their purpose and use; preparation of simple financial statements; the simple worksheet; payroll preparation, and taxation. A completed set of practice books is required. In the second semester partnership and corporate financial transactions are covered. A completed partnership practice set is required.
Corequisite: 3 credits in Mathematics 4 hours per week

ACCT 31 INTERMEDIATE ACCOUNTING I FALL 3 CREDITS
Review of the work sheet as an accountant’s basic tool. Accounting concepts and conventions are applied to corporate organization and management. Special emphasis on problems relating to capital stock, retained earnings, balance sheet classifications, and inventory measurements. Each item affecting working capital is analyzed, including preparation of the statement of application of funds.
Prerequisite: Acct. 12 3 hours per week

58
ACCT 32 INTERMEDIATE ACCOUNTING II  
**SPRING 3 CREDITS**
A complete study of tangible, intangible, and fixed assets, and non-current liabilities. Comparative data and ratio are used to analyze and interpret financial statements. The impact of recent developments in accounting theory on financial statements and business management is discussed and illustrated.
Prerequisite: Acct 31
3 hours per week

ACCT 33 COST AND MANAGERIAL ACCOUNTING  
**FALL 3 CREDITS**
Detailed study of managerial cost accounting for material, labor, and overhead, applied to manufacturing and selling. Preparation of production reports and financial statements from a coordinated job cost system as a tool for managerial decision-making. A completed job order cost system is required.
Prerequisite: Acct 12
3 hours per week

ACCT 34 INCOME TAXATION  
**FALL OR SPRING 3 CREDITS**
A study of the prevailing Federal and New York State income tax laws and regulations: concepts of taxable, gross, and net income, and deductions and exemptions as applied to various classes of individual taxpayers. Preparation of individual income tax returns on government forms is required.
Prerequisite: Acct 12
3 hours per week

ACCT 35 ANALYZING FINANCIAL STATEMENTS  
**FALL 3 CREDITS**
An introduction to practical problems in statement analysis. Details of the balance sheet; significance and value of ratios, trends, proportions, and internal and external comparisons. Analysis of working capital, receivables and inventories, trial balances, consolidated statements, budgets, and projections.
Prerequisite: Acct 12
3 hours per week

ACCT 92 FIELD EXPERIENCE IN ACCOUNTING  
**SPRING 3 CREDITS**
Eight hours per week of supervised field experience in accounting records. An hour each week is devoted to classroom lecture and discussion of experience in the field related to accounting theory.
Prerequisite: Acct 33 and 34
9 hours per week

ART  
* ART 21(31) INTRODUCTION TO THE VISUAL ARTS  
**FALL OR SPRING 2 CREDITS**
A general study of esthetic problems in the visual arts. Basic orientation to painting, sculpture, and architecture, and relationships among the visual arts.
2 hours per week

ART 32 HISTORY OF ART  
**SPRING 2 CREDITS**
A history of art from ancient Egypt through the 19th Century. Salient periods and schools covered are classic Greek and Roman, Medieval, Renaissance, Baroque, Neo-Classic, and 19th Century.
3 hours per week

BANKING  
For specific information regarding the optional program in Banking interested persons should communicate with the Chairman of the Division of Behavioral and Social Sciences.

* See note on page 58.
BIOLOGY

BIO 11-12 GENERAL BIOLOGY  FALL AND SPRING  8 CREDITS FOR YEAR
The nature of living organisms in terms of structure, function, reproduction, heredity, ecological relationships, and evolution; cell theory.  6 hours per week:
3 lecture/recitation, 3 laboratory

BIO 13-14 ADVANCED GENERAL BIOLOGY  FALL AND SPRING  8 CREDITS FOR YEAR
Same subject areas as Bio 11-12, treated in greater depth. Recommended for students with a minimum of one year each of high school biology and chemistry. Prerequisite: Approval of Division chairman  6 hours per week:
3 lecture/recitation, 3 laboratory

BIO 51 MICROBIOLOGY  FALL  4 CREDITS
The study of micro-organisms: taxonomy, development, physiology, morphology, reproduction, and ecology. Control of micro-organisms: sterilization, disinfection, chemotherapy, antibiotics, and immunology. Prerequisite: Bio 12 or 14, or equivalent  6 hours per week:
3 lecture/recitation, 3 laboratory

BUSINESS ADMINISTRATION

BA 11 THE WORLD OF BUSINESS  FALL OR SPRING  3 CREDITS
A basic course on the business process-system. Focus is on the business institution, historical and contemporary; the role and function of management; business organization; responsibility of business in a pluralistic society. Emphasis is placed on analysis, planning, organization, coordination, and control for efficient operation of a business enterprise.  3 hours per week

BA 12 BUSINESS LAW  FALL OR SPRING  3 CREDITS
A survey of the American legal system; the essential principles of the law of business contracts and its relationship to typical business situations. Appropriate New York State cases and recent decisions are studied. Prerequisite: BA 11 or approval of Division chairman  3 hours per week

BA 14 PRINCIPLES OF MARKETING  FALL OR SPRING  3 CREDITS
The principles and practices, from the marketing concept, of the distribution process. Areas of study are: product; pricing; promotion; channels of distribution; market research; governmental regulation. The course is designed to enable consideration of marketing strategy from a customer point of view. Prerequisite: BA 11 or equivalent  3 hours per week

BA 31 PERSONNEL ADMINISTRATION  FALL  3 CREDITS
A study of the methods and procedures used by business management in the selection, development, maintenance, and utilization of an efficient work force. Among the areas studied are: human relations; job evaluation; wage and salary administration; sources of labor supply; interviewing and counseling; training; testing; transfers and promotions; union relations. Prerequisite: BA 11  3 hours per week
BA 33 BUSINESS COMMUNICATION  
FALL OR SPRING  
3 CREDITS  
The elements of business correspondence, including the writing of letters, reports, memoranda, sales letters, etc. Emphasis is placed on semantics, clarity, and the application of tact and business psychology to the managerial environment.  
Prerequisite: BA 11

BA 52 ADVERTISING: THEORY AND PRACTICE  
SPRING  
3 CREDITS  
A basic course in the field of advertising and its role in business. The areas of media, copy, research, layout, production, direct mail, and campaign strategy are introduced.  
Prerequisite or corequisite: BA 14

BA 92 FIELD EXPERIENCE IN BUSINESS ADMINISTRATION  
SPRING  
3 CREDITS  
Coordinated and supervised practical work experience in Business Administration. The student has the opportunity to gain insight into the various technical phases of the work and the organization in which he is employed. Students are required to complete workbooks describing major phases of the organizations to which they are assigned. Eight hours per week in the field, one hour of classroom discussion.  
Prerequisite: BA 14 and BA 31

CHEMISTRY

CHEM 11-12 GENERAL CHEMISTRY  
FALL AND SPRING  
8 CREDITS FOR YEAR  
Chemical principles in terms of states of matter, gas laws, kinetic theory, chemical combination, atomic theory, chemical equations and stoichiometry, properties of selected elements and compounds, the periodic table, bonding, atomic structure, redox equations, electrolytic theory, and equilibrium theory.  
Prerequisite: Intermediate Algebra or equivalent

CHEM 13-14 ADVANCED GENERAL CHEMISTRY  
FALL AND SPRING  
8 CREDITS FOR YEAR  
Same subject areas as Chem 11-12, treated in greater depth. Recommended for students with high school credits for at least 3 years of mathematics, 1 year of chemistry, and one year of physics.  
Prerequisite: Approval of Division chairman

CHEM 31-32 ORGANIC CHEMISTRY  
FALL AND SPRING  
10 CREDITS FOR YEAR  
Bonding resonance and reaction mechanism theory; aliphatic and aromatic organic compounds; stereochemistry and functional groups. Introduction to physical chemistry, qualitative organic analysis, and ionic reactions.  
Prerequisites: Chem 12 or 14, and *Math 12(16) or 14(18)

CHEM 52 QUANTITATIVE INORGANIC ANALYSIS  
SPRING  
4 CREDITS  
Principles and practice of inorganic analysis.  
Prerequisite: Chem 12 or 14

* See note on page 56.
ECONOMICS

ECO 12 FUNDAMENTALS OF ECONOMICS FALL OR SPRING 3 CREDITS
Principles of economics, with emphasis on the nature of economic institutions and theories and their significance in contemporary society. The application of techniques of analysis to economic problems, including such topics as value, price, and distribution. A study of competitive and monopolistic markets.
3 hours per week

ECO 32 PRINCIPLES OF FINANCE FALL OR SPRING 3 CREDITS
Problems involved in determining the organization of a business enterprise, the raising and use of funds, including promotion, financial plans and activities, expansion, merger, consolidation, reorganization, and bankruptcy.
Prerequisite: Eco 12
3 hours per week

EDUCATION

EDU 32 HUMAN GROWTH AND DEVELOPMENT SPRING 3 CREDITS
(listed also as Psych 32)
The sequential nature of development from infancy through childhood, adolescence and adulthood, in reference to intellectual growth, personal and social adjustment, and vocational and recreational interests. The relationship between physical and mental development; typical problems in various stages of the life-cycle.
Prerequisite: Psych 11
3 hours per week

EDU 33 EDUCATION IN MODERN SOCIETY FALL 3 CREDITS
The study of educational processes in relation to contemporary society. Cultural forces and institutions helping to shape education, and some resulting issues and problems. The school as an institution of education, its guiding theories and basic practices. The role of the teacher. Pertinent references to education in other countries. Conducted by a faculty member of Brooklyn College as the first course in its teacher-education sequence.
Prerequisite: Sophomore standing
3 hours per week

ENGLISH

ENG 1-2 AMERICAN AND ENGLISH LITERATURE AND WRITING FALL AND SPRING 6 CREDITS FOR YEAR
A study of significant authors and writings with particular emphasis on classics which have influenced American civilization. Thorough training in effective written expression, in conjunction with the literature studied. Preparation and criticism of weekly themes, with increasing concentration upon the development of individual style and expression as the two-semester sequence progresses.
3 hours per week

ENG 21(31) WORLD LITERATURE AND WRITING I FALL 3 CREDITS
Readings in classic Western literatures, the sources of our culture: Homer, the Greek dramatists, the Old Testament, Medieval classics. Preparation of weekly themes to improve written expression skills.
Prerequisite: Eng 2 or equivalent
3 hours per week

ENG 32 WORLD LITERATURE AND WRITING II SPRING 3 CREDITS
Selected readings from the great literature of the world (Western and non-Western) for comprehension of the major cultures. The focus is on significant classics related to the development and enrichment of American culture.
Prerequisite: Eng 2 or equivalent
3 hours per week

* See note on page 58.
ENG 51 SURVEY OF ENGLISH LITERATURE FALL 3 CREDITS
A survey of English literature, tracing significant developments, in a program of critical reading of major works. A term paper is required.
Prerequisite: Sophomore standing
3 hours per week

ENG 52 SURVEY OF AMERICAN LITERATURE SPRING 3 CREDITS
A comprehensive survey of American literature, tracing significant developments in a program of critical reading of major works. A term paper is required.
Prerequisite: Sophomore standing
3 hours per week

FRENCH

* FR 1(11) ELEMENTARY FRENCH I FALL OR SPRING 3 CREDITS
An introduction to the French language as a medium of communication: grammar, composition, conversation, and oral and written drill. Extensive laboratory practice.
3 hours per week

* FR 2(12) ELEMENTARY FRENCH II FALL OR SPRING 3 CREDITS
A continuation of Fr 11, with increased emphasis on organic use of French, supplemented by the reading of texts of graduated difficulty. Comprehension and conversational skills stressed. Extensive laboratory practice.
Prerequisite: *Fr 1(11) or equivalent
3 hours per week

* FR 3(13) INTERMEDIATE FRENCH FALL OR SPRING 3 CREDITS
Progressive development of oral and writing skills upon the foundations established in Elementary French. Intensive review supplemented by practice in writing and speaking. Study of French literature, language, and civilization based on readings from selected texts. Extensive laboratory practice.
Prerequisite: *Fr 2(12) or equivalent
3 hours per week

* FR 4(14) HISTORY AND CULTURE OF FRANCE FALL OR SPRING 3 CREDITS
An over-all view of French culture and civilization. Chronological presentation of material, indicating major trends and developments to the present. Examination of political, economic, cultural, and artistic movements. Selected readings of complete texts. Continued laboratory practice.
Prerequisite: *Fr 3(13) or equivalent
3 hours per week

FR 51 SURVEY OF FRENCH LITERATURE FALL OR SPRING 3 CREDITS
Advanced study of French literature from selected writings of representative authors and analysis of literary values. Instruction entirely in French after the first month; fine points of grammar explained. Written and oral reports are required.
Prerequisite: *Fr 3(13) or equivalent
3 hours per week

FR 53 FRENCH LITERATURE OF THE 20TH CENTURY FALL 3 CREDITS
The significant forms of twentieth century literature, with particular focus on the major poets, playwrights, and novelists. Conducted entirely in French on an advanced level, employing explication de texte, composition, and discussion.
Prerequisite: Fr 51
3 hours per week

* See note on page 58.
FR 54 FRENCH LITERATURE OF THE 19TH CENTURY  
SPRING  
3 CREDITS  
A study of selected authors: Stendhal, Balzac, Flaubert, Beaudelaire, and Hugo. 
Emphasis on developing improved written expression and critical appreciation.  
Explication de texte, composition, and discussion.  
Prerequisite:  
Fr 51  
3 hours per week  
FR 56 ADVANCED FRENCH GRAMMAR, COMPOSITION, AND CONVERSATION  
SPRING  
3 CREDITS  
Designed for students wishing further work at an advanced level in French through analysis of grammar, reading, and discussion. Emphasis on conversation and the development of oral and written linguistic ability.  
Prerequisite:  
*Fr 4(14) or equivalent  
3 hours per week  

HEALTH EDUCATION  
HE 1-2 FOUNDATIONS OF HEALTH  
FALL AND SPRING  
2 CREDITS  
FOR YEAR  
A scientific approach to physical, emotional, and social well-being. Consideration of the functions of the body, disease prevention, personal health practices, reproduction, mental health and emotional adaptations, and the contemporary health concerns of college students and adults.  
HE 52 MARRIAGE AND FAMILY LIVING  
SPRING  
2 CREDITS  
The role of the family in satisfying human need and transmitting the social heritage. Human relations in dating, courtship, mate selection, marriage, and parenthood examined in the context of contemporary American society.  
Prerequisite:  
HE 2, or approval of Division chairman  
2 hours per week  

HISTORY  
HIST 51 THE ANCIENT AND MEDIEVAL WORLD  
FALL  
3 CREDITS  
The origins of civilization and the emergence of the great cultures of the Near and Far East: the religious, social, economic, and political ideas and institutions of Mesopotamia, Egypt, Hebrews, India, China, Greece, and Rome which shaped Western civilization; the transition from ancient to Medieval civilization; the rise of Islam and the cultural, political, and economic contributions of the Middle Ages to Western society.  
Prerequisite or corequisite:  
Soc Sci 11-12 or 31-32  
3 hours per week  
HIST 52 WESTERN CIVILIZATION FROM THE RENAISSANCE TO 1870  
SPRING  
3 CREDITS  
Economic, political, and cultural foundations of modern society including the expansion of Europe; commercial rivalry and settlement of the new world; the dissolution of Christian unity and the Wars of Religion; the Scientific Revolution and enlightenment; the evolution of nationalism, democracy, and imperialism, and the Industrial Revolution; the national and liberal upheavals of the 18th and 19th centuries, and the unification of modern national states.  
Prerequisite or corequisite:  
Soc Sci 11-12 or 31-32  
3 hours per week  

* See note on page 58.
HIST 54 AMER. DIPLOMATIC HISTORY SPRING 3 CREDITS
A survey of the foreign policy of the United States from the Revolution to the present in its various phases: isolationism; the Monroe Doctrine; expansion and diplomacy of "Manifest Destiny"; the Civil War and its accompanying problems in foreign relations; America's emergence as a world power; the American role in World Wars I and II and subsequent peace conferences; America's relations with international organizations; the challenges to American supremacy.
Prerequisite or corequisite: Soc Sci 11-12 or 31-32 3 hours per week

INSURANCE
For specific information regarding the optional program in Insurance interested persons should communicate with the Chairman of the Division of Behavioral and Social Sciences.

MATHEMATICS

MATH 01 INTERMEDIATE ALGEBRA FALL NO CREDIT
Same course as 11th year Mathematics in high school. A non-credit course that must be taken by students who need it to satisfy admission requirements. 3 hours per week

* MATH 1(11) BUSINESS MATHEMATICS FALL 3 CREDITS
Problems of percentage, mark-up, discounts, interest, payroll, tax calculations, and insurance. Problem-solving by desk calculator. Not recommended for transfer credit.
Prerequisites: 2 years of high school Mathematics, including Elementary Algebra 3 hours per week

* MATH 2(12) MATHEMATICS OF FINANCE FALL OR SPRING 3 CREDITS
College algebra oriented to business: mathematics of investment, compound interest, present value, nominal and effective rates, annuities, amortization, depreciation, sinking funds, bonds and stocks, and the elements of statistics. Practice in the use of desk calculators. Designed for career programs; Math 6(14)* should be taken by students planning to continue for the bachelor's degree.
Prerequisites: Intermediate Algebra, or 11th Year Mathematics, or *Math 1(11) 3 hours per week

* MATH 6(14) FUNDAMENTAL CONCEPTS FALL OR SPRING 3 CREDITS
OF MATHEMATICS
Symbolic logic, elements of set theory, properties of groups, rings and fields, open sentences, functions and relations; introduction to analytic geometry and to probability. Recommended for prospective baccalaureate candidates.
Prerequisite: Intermediate Algebra or 11th Year Mathematics 3 hours per week

* MATH 11-12(15-16) CALCULUS I AND II FALL AND SPRING 8 CREDITS FOR YEAR
Differential and integral calculus for functions of one variable; the elements of analytic geometry; an introduction to linear differential equations of the first and second order, first degree.
Prerequisite: 11th Year Mathematics or *Math 6(14) or equivalent 4 hours per week

* MATH 13-14(17-18) CALCULUS I AND II FALL AND SPRING 8 CREDITS (Special Section) FOR YEAR
Covers same subject areas as *Math 11-12(15-16), but treated in greater depth.
Prerequisite: Approval of Division chairman 4 hours per week

* See note on page 58.
MATH 50 ELEMENTS OF STATISTICS SPRING 3 CREDITS
Introduction to probability and statistics: condensation of data, tabulation and graphing of distributions, central and dispersion tendencies, comparison techniques, correlations, and predictive techniques. Instruction and practice in the use of desk calculators.
Prerequisite: *Math 2(12) or equivalent 3 hours per week

MATH 52 FINITE MATHEMATICS FALL OR SPRING 3 CREDITS
An advanced course designed for non-science, non-mathematics majors. Includes Boolean Algebra, advanced probability, matrices, Markov chains, and applications to the social and behavioral sciences.
Prerequisite: *Math 6(14) or 12th Year Mathematics 3 hours per week

MATH 53 INTRODUCTION TO NUMERICAL ANALYSIS FALL OR SPRING 4 CREDITS
The operation of a desk calculator, iterative techniques, elements of statistical analysis, determinants and matrices, interpolation and extrapolation techniques, curve-fitting, the Gauss-Jordan Method.
Prerequisite: 11th Year Mathematics or Math 50 6 hours per week:
3 lecture/recitation, 3 laboratory

MATH 55 DIFFERENTIAL EQUATIONS FALL 3 CREDITS
Solution of ordinary linear differential equations, operational techniques, solution by series, numerical solutions, Laplace transforms, applications in engineering and the sciences.
Prerequisite: *Math 12(16) or 14(18) 3 hours per week

MATH 56 LINEAR ALGEBRA SPRING 3 CREDITS
A study of vector spaces, matrix algebra, transformations, and vector analysis.
Prerequisite: *Math 12(16) or 14(18) 3 hours per week

MATH 57 CALCULUS III FALL 4 CREDITS
The first half of a one-year sequence in Advanced Calculus from a vector and matrix standpoint, including work in limits and series.
Prerequisite: *Math 12(16) or 14(18) 4 hours per week

MATH 58 CALCULUS IV SPRING 4 CREDITS
A continuation of Math 57, including integration over n-dimensional spaces, and theorems in vector calculus.
Prerequisite: Math 57 4 hours per week

MUSIC

* MUSIC 21(31) AN INTRODUCTION TO MUSIC FALL OR SPRING 2 CREDITS
Development of perceptive awareness of music through guided listening, using as the basis common musical experience and fundamental musical ideas developed through voice and instruments. Recorded compositions illustrative of composers and styles. Outside assignments involving written reports, readings, and attendance at performances complement instruction. 2 hours per week

MUSIC 32 THEORY OF MUSIC SPRING 2 CREDITS
Theoretical bases of music through weekly lecture-laboratory sessions aiming at development of music-reading ability, aural perception, and practical skills in harmony and elementary counterpoint. Aspects of pitch and rhythmic notation

* See note on page 58.
(including intervals, scales, keys, and triads) and extensive practice in melodic, rhythmic, and harmonic dictation and sight-singing (solfège). Beginning studies in three- and four-part harmony (harmonization of melodies, unfigured and figured basses), counterpoint, harmonic and formal analysis.

Prerequisite: Permission of Instructor

3 hours per week

NURSING

NURS 11 FUNDAMENTALS OF NURSING FALL

Emphasis on those aspects of nursing care that are common and basic to all patients in the maintenance or restoration of normal body functions. Principles selected from the physical, biological, and behavioral sciences are used as unifying concepts. Application of these concepts to the nursing care fundamental to all patients is stressed.

10 hours per week:

NURS 12 NURSING OF MOTHERS AND NEWBORNS SPRING

Physical, biological, and psychosocial processes involved in the establishment and expansion of the family as a unit. Emphasis upon nursing responsibilities in normal pregnancy, preparation for labor and delivery, normal puerperium, and health of the newborn and its family.

Prerequisite: Nurs 11

12 hours per week:

NURS 31 NURSING IN PHYSICAL AND MENTAL ILLNESS I FALL

Illnesses which are major health problems to society. The meaning of illness to society, family, and individuals is considered. Nursing intervention based on the physiological and psychosocial needs of patients of all age groups is emphasized. Opportunities are provided to adapt and combine nursing skills in caring for patients. Health problem areas: infectious processes, cardiovascular dysfunctions, metabolic disorders.

Prerequisite: Nurs 12

14 hours per week:

NURS 32 NURSING IN PHYSICAL AND MENTAL ILLNESS II SPRING

Continuation of Nurs 31. Health problem areas: accidents, disorders of motility, tumors, emotional disorders.

Prerequisite: Nurs 31

18 hours per week:

ORIENTATION

OR 11 EFFECTIVE STUDY FALL OR SPRING

The basic problems and methods of study are examined: scheduling of study, conditions that impede or facilitate learning, the role of emotions and attitudes in learning difficulties. Reading and related individual problems.

1 hour per week

PHYSICAL EDUCATION

PE 1 FUNDAMENTALS OF PHYSICAL EDUCATION FALL OR SPRING

Designed to assist the student in the development and improvement of physical efficiency, body mechanics, physiologic function, and motor skills. Emphasis on agility, coordination, endurance, and strength. Administered tests and self-testing used to motivate and evaluate progress.

2 hours per week
PE 2 TEAM SPORTS
An activity course with emphasis on learning the skills and strategies of sports such as basketball, soccer, softball, and volleyball.

PE 21 INDIVIDUAL SPORT ACTIVITIES
Emphasis is on learning the skills and strategies of individual sport activities such as archery, badminton, fencing, golf, and tennis.

PE 22 DANCE AND RHYTHMS
Designed to assist the student in the development and improvement of rhythmic and dance skills. Emphasis on elementary social, square, folk, and modern dance.

PHYSICS

PHYS 11-12 GENERAL PHYSICS
A survey of classical and modern physics: motion, force, momentum, energy, heat, kinetic theory, sound, electricity and magnetism, light, atomic and nuclear physics, and discussion of crucial experiments in these fields.
Prerequisite: 11th Year Mathematics
Corequisite: *Math 12(16) or 14(18)

PHYS 13-14 ADVANCED GENERAL PHYSICS
Covers the same areas as Physics 11-12, but in greater depth.
Prerequisites: 12th Year Mathematics, and one year of high school physics

POLITICAL SCIENCE

POL SCI 51 AMERICAN GOVERNMENT
An examination of the structure of the national government and its functions. Topics studied include the three branches of government (executive, legislative, and judicial), political parties, pressure groups, and current legislation. Open only to sophomores.

POL SCI 52 COMPARATIVE GOVERNMENT
An analysis of the major types of political systems - democratic, authoritarian, transitional - and the political process in selected foreign countries, including the role of ideology, economics, elite groups, political parties, and political institutions. Comparison of western and non-western systems, with emphasis on Britain, France, the Soviet Union, Fascist Germany, Italy, and selected one-party states in Asia and Africa.
Prerequisite: Pol Sci 51

PSYCHOLOGY

PSYCH 11 GENERAL PSYCHOLOGY
An examination of the nature of psychology, its fields and divisions; the biobehavioral bases of behavior; individual differences; intelligence; the dynamics of behavior; and emotions. Sensory and motor functions; learning, remembering, and forgetting; personality; mental hygiene, and social psychology. Specific reference to the problems of human adjustment.

* See note on page 58.
PSYCH 32 HUMAN GROWTH AND DEVELOPMENT SPRING 3 CREDITS
(listed also as Edu 32)
The sequential nature of development from infancy through childhood, adolescence, and adulthood, in reference to intellectual growth, personal and social adjustment, and vocational and recreational interests. The relationship between physical and mental development; typical problems in various stages of the life-cycle. Prerequisite: Psych 11 3 hours per week

REAL ESTATE
For specific information regarding the optional program in Real Estate, interested persons should communicate with the Chairman of the Division of Behavioral and Social Sciences.

SCIENCE
SCI 11-12 SCIENCE IN THE MODERN WORLD FALL AND SPRING 6 CREDITS FOR YEAR
A survey of the physical and natural sciences primarily for students whose career objectives are not in mathematics, applied mathematics, science, or applied science. In one semester, special attention is given to the history and development of the physical sciences, in the other to the natural sciences. 3 hours per week

SECRETARIAL SCIENCE
SEC SCI 11 ELEMENTARY TYPEWRITING FALL 2 CREDITS
Development of the basic typing skills necessary for the operation and care of the manual and electric typewriter and application of these skills to the typing of simple personal and business forms. Students who have completed one year of high school typing may, upon approval, enroll in Intermediate Typewriting. 4 hours per week

SEC SCI 12 INTERMEDIATE TYPEWRITING SPRING 2 CREDITS
Continued development of typing speed and control with application to the typing of business forms, including letters, tabulated materials, and multiple carbons, proofreading. Students who have satisfactorily completed the equivalent of this course, may, with the approval of the Division chairman, be exempt. Prerequisite: Sec Sci 11 or equivalent 4 hours per week

SEC SCI 13 ELEMENTARY STENOGRAPHY FALL 3 CREDITS
Presentation of the theory of Gregg shorthand, practice in reading and writing contextual materials; pretranscription. Open to those who have studied shorthand in high school for less than one year. 4 hours per week

SEC SCI 14 INTERMEDIATE STENOGRAPHY FALL 3 CREDITS
Continuation of Elementary Stenography, with further mastery of theory and development of speed in reading and writing shorthand; emphasis on building of sustained speed and beginning of transcription. Those who have been exempted from Elementary Stenography because they have studied Pitman shorthand in high school for one year will take Pitman Stenography. Prerequisite: Sec Sci 13 or equivalent 4 hours per week
SEC SCI 31 ADVANCED STENOGRAPHY  FALL  2 CREDITS
Intensification of shorthand skills, with development of the ability to take shorthand at rates of 80 to 100 words per minute for sustained periods.
Prerequisite: Sec Sci 12 and 14, or equivalent  4 hours per week

SEC SCI 32 ADVANCED STENOGRAPHY AND TRANSCRIPTION  SPRING  4 CREDITS
Further development of shorthand ability to enable the student to take dictation at rates of 120 to 140 words per minute for sustained periods. Concomitant development of the ability to transcribe accurately and under timed conditions materials of varying lengths. For Secretarial Science majors pursuing the Executive and School Secretary options.
Prerequisite: Sec Sci 31 and 33, or equivalent  8 hours per week

SEC SCI 33 PRODUCTION TYPEWRITING  FALL  2 CREDITS
Emphasis on production standards in the typing of business letters, business and legal forms, statistical materials, and ditto masters and in the cutting of stencils. For secretarial majors only, or by consent of the Division chairman.
Prerequisite: Sec Sci 12, or equivalent  4 hours per week

SEC SCI 34 SECRETARIAL PRACTICE  SPRING  3 CREDITS
Secretarial activities relating to use of the telephone, handling of business calls, planning of meetings, filing, banking and payroll, and typing of office forms. For secretarial majors.
Prerequisite: Sec Sci 31 and 33  3 hours per week

*SEC SCI 37(51) ELEMENTARY LEGAL STENOGRAPHY AND PROCEDURES  FALL  2 CREDITS
The structure of the courts and their relationship to one another; typical civil and criminal proceedings from initiation to enforcement and judgment; the various documents used in legal work; the responsibilities of the legal secretary. Development of legal shorthand vocabulary through dictation and transcription of all types of legal materials; emphasis on meaning and derivation of legal terminology. Open to those who have chosen the Legal Secretarial option.
Prerequisite: Sec Sci 12 and 14, or equivalent  4 hours per week

SEC SCI 52 ADVANCED LEGAL STENOGRAPHY AND PROCEDURES  SPRING  4 CREDITS
Continued development of legal shorthand vocabulary through fast dictation of legal materials, with accurate transcription the aim of the course.
Prerequisite: *Sec Sci 37(51)  8 hours per week

SEC SCI 53-54 THE SCHOOL SECRETARY FALL AND SPRING  4 CREDITS FOR YEAR
Consideration of the educational principles relating to the school secretary's work with emphasis on the organization of the school systems, including particularly that of New York. Open to those who have chosen the School Secretarial option.  2 hours per week

SEC SCI 55 SCHOOL RECORDS AND ACCOUNTS  FALL  2 CREDITS
Activities and responsibilities of the school secretary, including the preparation of reports usually completed in the school office, such as on attendance, accidents, and payroll; filing; records of school personnel, textbooks, and supplies; school accounts. Open to those who have chosen the School Secretarial option.  2 hours per week

* See note on page 58.
SEC SCI 92a FIELD EXPERIENCE, EXECUTIVE SECRETARIAL  
**SPRING**  
3 CREDITS  
Eight hours per week of supervised work experience in business concerns in the community where the student puts into practice the principles learned in the classroom. One hour a week of classroom discussion of on-the-job experience.  
Prerequisite: Sec Sci 31 and 33

SEC SCI 92b FIELD EXPERIENCE, LEGAL SECRETARIAL  
**SPRING**  
3 CREDITS  
Eight hours per week of supervised work experience in law firms in the community, where the student puts into practice the principles learned in the classroom. One hour a week of classroom discussion of on-the-job experience.  
Prerequisite: Sec Sci 31, 33, *37(51), and 52

SEC SCI 92c FIELD EXPERIENCE, SCHOOL SECRETARIAL  
**SPRING**  
3 CREDITS  
Eight hours per week of supervised work experience in schools in the community, where the student puts into practice the principles learned in the classroom. One hour a week of classroom discussion of on-the-job experience.  
Prerequisite: Sec Sci 31, 33, 54, and 55

SOCIAL SCIENCE

SOC SCI 11-12 AMERICAN CIVILIZATION  
**FALL AND SPRING**  
6 CREDITS  
FOR YEAR  
The evolution of American political, economic, social, and cultural life from the age of exploration to the 20th century. American democracy is examined institutionally against the panoramic background of the nation's history, drawing upon the materials of the social sciences. The use of contemporaneous documents illustrates the study of the origins and development of American traditions.  
3 hours per week

SOC SCI 31-32 THE CONTEMPORARY WORLD  
**FALL AND SPRING**  
6 CREDITS  
FOR YEAR  
3 hours per week

SPANISH

*SPAN 1(11) ELEMENTARY SPANISH I  
**FALL OR SPRING**  
3 CREDITS  
An introduction to the language, directed toward building a solid foundation of grammar, and employing oral and written drill in dictation, composition and conversation. Orientated to the use of Spanish as a medium of communication.  
3 hours per week

*SPAN 2(12) ELEMENTARY SPANISH II  
**FALL OR SPRING**  
3 CREDITS  
A continuation of Elementary Spanish I or the equivalent. Increasing emphasis upon the organic use of Spanish, supplemented, in addition to grammar and oral and written drill, by reading of graduated Spanish texts of increasing difficulty. Comprehension and spoken usage stressed.  
Prerequisite: *Span 1(11) or equivalent  
3 hours per week

* See note on page 58
*SPAN 3(13) INTERMEDIATE SPANISH    FALL OR SPRING    3 CREDITS
Building of oral and written skills upon the foundations established in *Span 1(11) and 2(12), or the equivalents. Stress upon thorough review increasingly supplemented by reading, oral, and written Spanish. Reading of moderately difficult texts as a basis for serious study of Spanish literature, language and civilization. Prerequisite: *Span 2(12) or equivalent 3 hours per week

*SPAN 4(14) SURVEY OF SPANISH LIT.    FALL OR SPRING    3 CREDITS
An advanced course for students successfully completing *Span 3(13) or the equivalent. Study of selected writings of representative authors, with instruction after the first month entirely in Spanish. Analysis of literary values, fine points of grammar. Required readings. Prerequisite: *Span 3(13) or equivalent 3 hours per week

SPAN 52 READINGS IN SPANISH LIT.    SPRING    3 CREDITS
A study of the literature of the period 1898-1925 (the "Generation of 1898"), including particularly the works of Garcia Lorca, Unamuno, Jimenez, and Genivet, with emphasis on specific full length works. Objectives are linguistic (better understanding of written Spanish) as well as literary. Explication de texte, written composition, and oral discussion are employed. Prerequisite: *Span 4(14) or equivalent 3 hours per week

SPAN 53 LATIN AMERICAN LITERATURE    FALL    3 CREDITS
A survey of the significant literary production of Latin America from colonial beginnings to the present day, with special attention to the major authors of the 20th century. The course is conducted in Spanish. Prerequisite: *Span 4(14) or equivalent 3 hours per week

SPAN 54 ADVANCED GRAMMAR, COMPOSITION, AND CONVERSATION    SPRING    3 CREDITS
After a rapid review of principles basic to earlier work, the course concentrates attention upon the development of skill and facility in composition and conversation. Prerequisite: *Span 4(14) or equivalent 3 hours per week

SPEECH
(A speech testing and improvement program is conducted for students with voice, articulation, or rhythm defects. Prescribed corrective measures are under the guidance of the Chairman of the Division of Language, Literature, and the Arts.)

SPE 21 ORAL COMMUNICATION    FALL OR SPRING    2 CREDITS
Students are introduced to the process of oral communication through guided preparation, presentation, and evaluation of speeches and discussions; out-of-class observation; and literature in the field. Concepts and values central to the communication process (i.e., active listening, informative speaking, and speaker-listener interaction) are continually interrelated with performance skill. 3 hours per week

SPE 51 DRAMATIC EXPERIENCE    FALL OR SPRING    3 CREDITS
Emphasis on the unique demands upon the sensitivities of a theater audience with enhancement of students' emotional appreciation and critical faculties through the study of dramatic style and form. Workshop techniques, slides, and films give the student insights into the craft of the actor, director, playwright, and stage designer. Prerequisite: Spe 21 3 hours per week

* See note on page 56
GLOSSARY OF TERMS

To insure precise understanding of statements and conditions in this bulletin, explanations of words and terms are presented here:

Prerequisite: A course which must have been completed satisfactorily before admission to another, related course.

Corequisite: A course which must be taken prior to or at the same time as another, related course.

Elective: A course freely chosen from a group of options, according to the needs and interest of the student. (Such courses may be taken in order to satisfy degree requirements or, if these requirements have been met, to earn additional credits, provided the student’s schedule permits.)

Grade Point: The numerical equivalent of the alphabetical grade, used in computation of the Grade Point Average. Grade Points are: A - 4; B - 3; C - 2; D - 1; F - 0.

Grade Point Average: Obtained by multiplying the Grade Points by the number of credits for the course, then totaling the Grade Points and dividing by total credits (sometimes termed “Index” or “Scholastic Index”). For example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credits</th>
<th>Total Grade Points</th>
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<tr>
<td>English</td>
<td>A (4)</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>French</td>
<td>B (3)</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>History</td>
<td>C (2)</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Music</td>
<td>A (4)</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Physics</td>
<td>D (1)</td>
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<td>40</td>
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</table>

Grade Point Average (40 divided by 16): 2.5

Matriculant: A student who has been accepted by the College as fully qualified to earn credits toward a degree, on the basis of previous accredited instruction and/or validated test scores, accepted by the Office of the Registrar.

Non-Matriculant: A student whose course of study does not earn degree credit. (Upon transfer from non-matriculant to matriculant status, after satisfying the requirements for such status, a student may be granted credit for degree courses completed previously.)
HOW TO GET TO KCC

Both locations of Kingsborough Community College are easily accessible by car or public transportation facilities from all boroughs of New York City and from nearby counties.

The Mid-Brooklyn location — the Masonic Temple, 317 Clermont Avenue at Lafayette Avenue — may be reached as follows: By subway: IND GG train to Clinton Avenue station. By Long Island Railroad: Atlantic Avenue station.

The Manhattan Beach location, at 2001 Oriental Boulevard, may be reached as follows: By car: Coney Island Avenue south to Brighton Beach Avenue, east to the College; Belt (Shore) Parkway west to Knapp Street, south to Emmons Avenue, west to West End Avenue, south to Oriental Boulevard, east to the College. By subway and bus: BMT Brighton line to Sheepshead Bay station, then Manhattan Beach bus #1 to the College. All Brooklyn bus lines to the Brighton Beach and Sheepshead Bay areas connect with Manhattan Beach bus #1.