Kingsborough
THE CITY UNIVERSITY OF NEW YORK
community college
kingsborough
IMPORTANT NOTE

This Catalog presents information concerning 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 Faculty of Kingsborough Community College.
# Table of Contents

ACADEMIC CALENDAR 6–9  
DIRECTORY 10  
STATE UNIVERSITY OF NEW YORK 11  
THE CITY UNIVERSITY OF NEW YORK 11  
KINGSBOROUGH COMMUNITY COLLEGE 12  

ADMISSIONS 13  
  University-Wide Office of Admission Services 14  
  Requirements for Admission 14  
  Health 14  
  Matriculation 15  
  Advanced Standing 15  
  Residence 15  
  Non-Matriculation 15  
  Special Programs 15  
  Foreign Students 15  
  Senior Citizens 16  
  Deadline Dates 16  
  Summary 16  
  Inquiries 17  

TUITION AND FEES 18  
Per Semester 20  
Per Contact Hour 20  
Adult Education 20  
General Fees 20  
Special Fees 20  

Penalty Fees 21  
Locker Fees 21  
Expenses 21  
Refund of Fees 21  
Tuition-Free Credits 22  

FINANCIAL AID PROGRAMS 23  
Scholarships and Grants 24  
Loans 24  
Work-Study 25  
General Information 25  

STUDENT LIFE PROGRAMS 26  
Orientation and Academic Planning 27  
Counseling Services 27  
Transfer Counseling 27  
Referral Services 28  
Testing 28  
Outreach 28  
  remedial English counseling coordination 28  
  human communication workshop 28  
  direct involvement program 28  
  textbook reserve library 28  
  family planning and health referral center 28  
  veterans counseling 29  
  Co-Curricula Activities 29
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIFTS AND BEQUESTS</td>
<td>204</td>
</tr>
<tr>
<td>MAINTENANCE OF PUBLIC ORDER</td>
<td>205</td>
</tr>
<tr>
<td>Rules</td>
<td>205</td>
</tr>
<tr>
<td>Penalties</td>
<td>206</td>
</tr>
<tr>
<td>Definitions</td>
<td>207</td>
</tr>
<tr>
<td>SUNY BOARD OF TRUSTEES</td>
<td>208</td>
</tr>
<tr>
<td>THE BOARD OF HIGHER EDUCATION</td>
<td>208</td>
</tr>
<tr>
<td>CUNY COUNCIL OF PRESIDENTS</td>
<td>209</td>
</tr>
<tr>
<td>CUNY OFFICERS</td>
<td>210</td>
</tr>
<tr>
<td>KCC ADMINISTRATION</td>
<td>211</td>
</tr>
<tr>
<td>DEPARTMENT AND PROGRAM ADMINISTRATION</td>
<td>212</td>
</tr>
<tr>
<td>DEPARTMENT OF STUDENT SERVICES</td>
<td>213</td>
</tr>
<tr>
<td>DEPARTMENT OF LIBRARY</td>
<td>214</td>
</tr>
<tr>
<td>MEDIA CENTER</td>
<td>214</td>
</tr>
<tr>
<td>COLLEGE PHYSICIAN AND NURSES</td>
<td>214</td>
</tr>
<tr>
<td>REGISTRAR'S OFFICE</td>
<td>214</td>
</tr>
<tr>
<td>BUSINESS OFFICE</td>
<td>214</td>
</tr>
<tr>
<td>HIGHER EDUCATION OFFICERS</td>
<td>215</td>
</tr>
<tr>
<td>PROFESSIONAL ASSISTANTS</td>
<td>218</td>
</tr>
<tr>
<td>ADMINISTRATIVE SUPPORTING PERSONNEL</td>
<td>219</td>
</tr>
<tr>
<td>BUILDINGS AND GROUNDS</td>
<td>228</td>
</tr>
<tr>
<td>TRAVEL DIRECTIONS TO COLLEGE</td>
<td>229</td>
</tr>
<tr>
<td>MAP</td>
<td>End of Catalog</td>
</tr>
</tbody>
</table>
**Academic Calendar 1973-1974**

### FALL 1973

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 3, Monday</td>
<td>Labor Day</td>
</tr>
<tr>
<td>September 4, Tuesday</td>
<td>Faculty Meetings</td>
</tr>
<tr>
<td>September 5, Wednesday</td>
<td>Day and Evening Registration</td>
</tr>
<tr>
<td>September 6, Thursday</td>
<td>&quot;&quot;</td>
</tr>
<tr>
<td>September 7, Friday</td>
<td>Day Registration Only</td>
</tr>
<tr>
<td>September 10, Monday</td>
<td>Day and Evening Registration</td>
</tr>
<tr>
<td>September 11, Tuesday</td>
<td>&quot;&quot;</td>
</tr>
<tr>
<td>September 12, Wednesday</td>
<td>Day Registration Only</td>
</tr>
<tr>
<td>September 13, Thursday</td>
<td>Late Registration and Program Changes (Day)</td>
</tr>
<tr>
<td>September 14, Friday</td>
<td>Program Changes (Day)</td>
</tr>
<tr>
<td>September 17, Monday</td>
<td>Classes Begin; Program Changes (Day and Evening)</td>
</tr>
<tr>
<td>September 26, Wednesday</td>
<td>No Classes After 3 p.m.</td>
</tr>
<tr>
<td>September 27, Thursday</td>
<td>Rosh Hashanah — No Classes</td>
</tr>
<tr>
<td>September 28, Friday</td>
<td>&quot;&quot;</td>
</tr>
<tr>
<td>October 1, Monday</td>
<td>Period Opens for the Following:</td>
</tr>
<tr>
<td></td>
<td>1. Filing Degree Applications for January 1974</td>
</tr>
<tr>
<td></td>
<td>2. Filing Applications for Advanced Standing</td>
</tr>
<tr>
<td></td>
<td>3. Filing Applications for Change of Curriculum</td>
</tr>
<tr>
<td></td>
<td>4. EVENING STUDENTS — Filing Applications for</td>
</tr>
<tr>
<td></td>
<td>Matriculation</td>
</tr>
<tr>
<td></td>
<td>5. EVENING STUDENTS — Filing Applications for</td>
</tr>
<tr>
<td></td>
<td>Transfer to Day Session</td>
</tr>
<tr>
<td></td>
<td>6. Last Day for Filing Petition for Final Make-up</td>
</tr>
<tr>
<td></td>
<td>Examination for Preceding Spring and/or Summer</td>
</tr>
<tr>
<td></td>
<td>Semesters</td>
</tr>
<tr>
<td>Date</td>
<td>Events</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>October 5, Friday</td>
<td>No Classes After 3 p.m.</td>
</tr>
<tr>
<td>October 8, Monday</td>
<td>Columbus Day — No Classes</td>
</tr>
<tr>
<td>October 22, Monday</td>
<td>Veterans Day — No Classes</td>
</tr>
<tr>
<td>October 24, Wednesday</td>
<td>Day and Evening Classes Follow Monday Schedule</td>
</tr>
<tr>
<td>November 1, Thursday</td>
<td>Last Day for January 1974 Graduates to File</td>
</tr>
<tr>
<td></td>
<td>CUNY Transfer Application</td>
</tr>
<tr>
<td>November 6, Tuesday</td>
<td>Last Day for Filing:</td>
</tr>
<tr>
<td>November 9, Friday</td>
<td>1. Degree Applications for January 1974</td>
</tr>
<tr>
<td></td>
<td>2. Applications for Advanced Standing</td>
</tr>
<tr>
<td>November 12 to 15, Monday to Thursday</td>
<td>3. Applications for Change of Curriculum</td>
</tr>
<tr>
<td>November 15, Thursday</td>
<td>Election Day — No Classes</td>
</tr>
<tr>
<td>November 22 and 23, Thursday and Friday</td>
<td>Mid-Semester Point — Last Day to Withdraw</td>
</tr>
<tr>
<td>November 26, Monday</td>
<td>Without Academic Penalty</td>
</tr>
<tr>
<td>December 6, Thursday</td>
<td>Make-up Final Examinations to be Administered for</td>
</tr>
<tr>
<td></td>
<td>Preceding Spring and/or Summer Semesters</td>
</tr>
<tr>
<td>December 24 to January 1, Monday to Tuesday</td>
<td>Last Day to Apply for Transfer to CUNY Senior Colleges</td>
</tr>
<tr>
<td>January 2, Wednesday</td>
<td>Thanksgiving Recess — No Classes</td>
</tr>
<tr>
<td>January 11, Friday</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>January 14 to 22, Monday to Tuesday</td>
<td>Last Day for Evening Students to File Applications for</td>
</tr>
<tr>
<td>January 15, Tuesday</td>
<td>Matriculation and Transfer to Day Session</td>
</tr>
<tr>
<td></td>
<td>Christmas Recess</td>
</tr>
<tr>
<td></td>
<td>Classes Resume</td>
</tr>
<tr>
<td></td>
<td>Last Day of Day Session Classes Before Final Examinations</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
</tr>
<tr>
<td></td>
<td>Human Rights Day</td>
</tr>
</tbody>
</table>
SPRING 1974
January 29, Tuesday
January 30, Wednesday
January 31, Thursday
February 1, Friday
February 4, Monday
February 5, Tuesday
February 6, Wednesday
February 7, Thursday
February 8, Friday
February 11, Monday
February 12, Tuesday
February 18, Monday
February 26, Tuesday
February 28, Thursday
March 1, Friday
March 1, Friday
Day and Evening Registration
" " " "
" " " "
Day Registration Only
Day and Evening Registration
Day Registration Only
Late Registration and Program Changes (Day)
Classes Begin; Late Registration and Program Changes
Program Changes (Day)
Program Changes (Day and Evening)
Lincoln's Birthday — No Classes
Washington's Birthday — No Classes
Period Opens for the Following:
1. Filing Degree Applications for June 1974
2. Filing Applications for Advanced Standing
3. Filing Applications for Change of Curriculum
4. EVENING STUDENTS — Filing Applications for Matriculation
5. EVENING STUDENTS — Filing Applications for Transfer to Day Session
Last Day for Filing Petition for Final Make-Up
Examinations for Fall 1973
Last Day for June 1974 Graduates to File
CUNY Transfer Applications
Last Day for Filing:
1. Degree Applications for June 1974
2. Applications for Advanced Standing
3. Applications for Change of Curriculum
### Directory

For information, call 769-9200 (unless otherwise indicated) or write the following officers of the College:

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Information</td>
<td>Dean of Faculty</td>
</tr>
<tr>
<td>Admissions</td>
<td>Director</td>
</tr>
<tr>
<td>769-7670</td>
<td></td>
</tr>
<tr>
<td>Bilingual Studies</td>
<td>Director</td>
</tr>
<tr>
<td>891-0700</td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>Director</td>
</tr>
<tr>
<td>College Discovery</td>
<td>Concert Bureau</td>
</tr>
<tr>
<td>Evening Studies and Continuing Education</td>
<td>Assistant Dean of Faculty</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Director</td>
</tr>
<tr>
<td>Health Services</td>
<td>Manhattan Beach</td>
</tr>
<tr>
<td></td>
<td>West End</td>
</tr>
<tr>
<td></td>
<td>769-4000</td>
</tr>
<tr>
<td>Library</td>
<td>Chairman</td>
</tr>
<tr>
<td>Publications and Public Information</td>
<td>Director</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Employment</td>
<td>Placement and</td>
</tr>
<tr>
<td></td>
<td>Career Counselor</td>
</tr>
<tr>
<td>Student Newspaper</td>
<td>Student Newspaper</td>
</tr>
<tr>
<td></td>
<td>Advisor</td>
</tr>
<tr>
<td>Student Services</td>
<td>Student Services</td>
</tr>
<tr>
<td></td>
<td>Dean of Students</td>
</tr>
<tr>
<td>Summer Session</td>
<td>Summer Session</td>
</tr>
<tr>
<td></td>
<td>Assistant Dean of Faculty</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Transcripts</td>
</tr>
<tr>
<td>Tutorial Services</td>
<td>Tutorial Services</td>
</tr>
<tr>
<td></td>
<td>Coordinator</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>Veterans Affairs</td>
</tr>
<tr>
<td></td>
<td>Director</td>
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<tr>
<td>West End Center</td>
<td>West End Center</td>
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<tr>
<td></td>
<td>769-4000</td>
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<tr>
<td>Telephone</td>
<td>Telephone</td>
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<td></td>
<td>Telephone</td>
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<tr>
<td></td>
<td>Manhattan Beach (212) 769-9200</td>
</tr>
<tr>
<td></td>
<td>West End Center (212) 769-4000</td>
</tr>
</tbody>
</table>

KINGSBOROUGH COMMUNITY COLLEGE
MANHATTAN BEACH, BROOKLYN, N.Y. 11235
March 14, Thursday
March 15, Friday
March 25 to 28, Monday to Thursday
March 28, Thursday
April 8 to 12, Monday to Friday
April 15, Monday
April 25, Thursday
May 17, Friday
May 24, Friday
May 27, Monday
May 29, Wednesday
May 29 to June 5, Wednesday to Wednesday
May 30 to June 5, Thursday to Wednesday
June 11, Tuesday

Day Classes Follow Tuesday Schedule
Last Day to Apply for Transfer to CUNY Senior Colleges
Make-Up Final Examinations to be Administered for Fall 1973 Semester
Mid-Semester Point — Last Day to Withdraw Without Academic Penalty
Spring Recess (Includes Passover and Good Friday)
Classes Resume
Last Day for Evening Students to File Application for Matriculation and Transfer to Day Session
Day Classes Follow Monday Schedule
Last Day of Day Classes
Memorial Day
Last Day of Evening Classes: Evening Classes Will Follow Monday Schedule
Day Final Examinations
Evening Final Examinations
Commencement
State University of New York

The State University of New York, established by the State Legislature in 1948, encompasses all state-supported institutions of higher education with the exception of the senior colleges of The City University of New York.

Community colleges of The City University of New York are administered by the Board of Higher Education under the program of the State University of New York. The community college formula requires that the State provide approximately one-third of the colleges' operating costs, and New York City, as the local sponsor, contribute at least an additional third with no more than one-third of the remaining costs raised by student tuition charges.

Capital costs are shared equally by the State and City.

The City University of New York

The City University of New York dates from 1847 with the establishment of the Free Academy — now City College. In 1961, seven municipal colleges operated by the Board of Higher Education became The City University of New York through state legislation.

The City University is comprised of ten senior colleges, eight community colleges, the Graduate School and University Center, and an affiliated medical school.

The Board of Higher Education is the Board of Trustees for the University.

New York City, the State of New York, student and other fees and gifts finance the operation of the City University. Residents of New York City who are matriculated baccalaureate and associate degree students are eligible for free tuition. Tuition fees are paid by all other students.
Kingsborough Community College

Kingsborough Community College 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 is accredited by the Middle States Association of Colleges and Secondary Schools.

Kingsborough is a two-year college offering programs in the liberal arts and sciences leading to the degree of Associate in Arts (A.A.); programs in business, the health sciences and technologies leading to the degree of Associate in Applied Science (A.A.S.); and programs in mathematics and the sciences leading to the degree of Associate in Science (A.S.).

The College provides a day session during the regular academic year and during the summer. Programs of Evening Studies and Continuing Education offering both credit and non-credit courses are provided during the regular academic year.
University: admissions
UNIVERSITY-WIDE OFFICE OF ADMISSION SERVICES
The City University Office of Admission Services provides an Information Center staffed with professional counselors who are available to answer questions about undergraduate programs and admission procedures at the community and senior colleges. Students who are now in high school, as well as recent high school graduates and adults who wish to attend college, may telephone 790-4581 for answers to their questions or to schedule an interview with a counselor at the office located at 875 Avenue of the Americas, at 31st Street, on the seventh floor.

REQUIREMENTS FOR ADMISSION
The Board of Higher Education of The City University of New York has adopted a policy of open admissions for all of the undergraduate units under its jurisdiction. A prospective student who holds a high school diploma and has graduated after June 1970 is eligible for admission to City University. (A certificate does not fulfill this requirement.) As space and finances permit, New York City high school graduates (prior to 1970) will be accommodated. If an applicant holds a New York State Equivalency diploma, a United States Armed Forces Institute diploma, or has passed the General Education Development Examination with appropriate scores, he is also eligible for admission to the City University. A photostat of the scores must be submitted with the application.

HEALTH
All matriculated students must submit a medical record, including a report of a chest X-ray or Tuberculin Skin Test (taken within 12 months). You may request your high school to forward your school medical record to the College or have your physician complete a health statement on a form provided by the college Health Service Office.

All non-matriculated students who register for Physical Education must also submit a medical record.

Students enrolled in the Nursing program require specific immunizations and tests which must be completed prior to attending hospital affiliations. Required forms may be secured in the Health Service Office — T-7118. If the Tuberculin Skin Test is positive, the chest X-ray for Nursing students must be taken at the Department of Health within six months of admission to Kingsborough Community College.

The College reserves the right to reject an applicant because of an existing health condition, if the college medical officer deems it necessary in the best interest of the student and the College.

Every student (or, if he is under 21 years of age, his parent or legal guardian) is required to sign an authorization for release of his medical records under conditions established by the College.

A student will not be permitted to register unless a medical record is on file and all requirements are completed.
MATRICULATION
Applicants who have never attended a college and who wish matriculated status are to apply to the University Application Processing Center, Box 148, Vanderveer Station, Brooklyn, N.Y. 11210. Applications may be obtained at any high school or through the Processing Center. At Kingsborough Community College, matriculants may attend either the day or evening session. (See deadline dates on page 16).

ADVANCED STANDING
Students with previous college experience who have achieved a minimal C average apply directly to Kingsborough Community College for matriculated status. (See deadline dates on page 16). A maximum of 30 credits may be accepted for transfer purposes. Acceptance of such course work is based on these factors:

1. Each course has been completed with a satisfactory grade
2. The content of each course must be related to similar course work at Kingsborough
3. A statement of honorable dismissal must be submitted from each institution attended

Advanced standing may be granted for credit earned through examination. Kingsborough accepts satisfactory results earned on the Advanced Placement Examinations administered by Educational Testing Service in Princeton, N.J.

RESIDENCE
All candidates for admission on a tuition-free basis, that is, matriculated status, must be bona fide residents of New York City. Students living outside of New York City or outside of New York State who are accepted as matriculants must pay a specified tuition charge.

NON-MATRICULATION
Applicants for non-degree status (non-matriculated students) also apply directly to the Office of Admissions at Kingsborough. Non-matriculants are accepted only for the evening session and they are charged tuition based on the number of contact hours for each semester in attendance. (See deadline dates on page 16).

SPECIAL PROGRAMS
Students who meet certain requirements, particularly with regard to family income, may be eligible for admission to the special programs offered by City University. At the community college level, College Discovery is one such program. A college applicant, applying for the first time, who believes he qualifies for this program, should request the special application form from the Processing Center. A computerized lottery system is used to select the candidates; those not chosen for the special programs will automatically be considered for admission under the regular admissions procedures.

FOREIGN STUDENTS
Applicants who possess foreign educational credentials and who hold temporary visas may obtain the
correct application form from the Office of Admission Services, 875 Avenue of the Americas, New York, N.Y. 10001. Prospective students who are permanent residents of the United States and have completed part or all of their secondary schooling outside the United States, but have not attended a college or university, should request a regular application blank from the University Processing Center. It should be noted that Kingsborough does not issue immigration forms to part-time students (those carrying less than 12 credits) or to non-matriculants.

SENIOR CITIZENS
Kingsborough Community College admits New York City residents 65 years of age or older under a policy of the Board of Higher Education. Although no tuition is charged to City residents, there is a $10 application fee. In addition, evening students are required to pay a general fee of $20, and day students a general fee of $46. Some documentation of age is required. Counseling of prospective students is available through the Department of Student Services. Students will be accepted on a matriculated or non-matriculated basis, depending upon previous educational experience. Students wishing to apply as matriculated students are requested to check the appropriate filing dates on page 16.

DEADLINE DATES FOR ADMISSION
January 15 For students applying through the University Application Processing Center for September admission as matriculants
March 15 For students applying directly to Kingsborough for September admission as matriculants with advanced standing
August 15 For students applying directly to Kingsborough for September admission as non-matriculants
October 15 For students applying through the Processing Center for February admission as matriculants
November 1 For students applying directly to Kingsborough for February admission as matriculants with advanced standing
January 15 For students applying directly to Kingsborough for February admission as non-matriculants

Note:
If you have earned an index at your previous college which would qualify you as a matriculant, you should adhere strictly to the deadline date for filing your application. After the deadline, even with an appropriate index, you would be accepted only as an evening, non-matriculated, tuition-paying student.

SUMMARY OF ADMISSION INFORMATION
A. Matriculated Status
   1. No previous college
   2. Previous college but no credit or penalty grades received
3. Hospital schools of nursing, secretarial science schools, technical institutes not granting college degrees, LPN training schools

If A applies to you, secure a form from the University Application Processing Center of The City University of New York, Box 148, Vanderveer Station, Brooklyn, N.Y. 11210, or from a local high school.

B. Matriculated Status
   1. Previous college with minimum 2.0 index on a 4.0 scale (9 credits or more)
   2. Previous college with minimum 2.5 index on a 4.0 scale (under 9 credits)

C. Non-Matriculated Status
   1. Previous college with below 2.0 index (9 or more credits)
   2. Previous college with penalty grades
   3. No previous college, but much too late in applying to the Processing Center for consideration for the upcoming semester
   4. No interest in earning an associate degree at the time of application

If B or C applies to you, secure a direct application form from the Office of Admissions, Kingsborough Community College, 2001 Oriental Blvd., Brooklyn, N.Y. 11235.

INQUIRIES
Inquiries regarding admission should be sent to the Director of Admissions, Kingsborough Community College, 2001 Oriental Blvd., Brooklyn, N.Y. 11235.
TUITION AND FEES

All tuition and fee charges listed in the college catalog and in any registration material issued by the College are subject to change by action of the Board of Higher Education without prior notice. In the event of any increase in the fees or tuition charges, payments already made to the College will be treated as a partial payment and notification will be given of the additional amount due and the time and method for payment.

Any student who has not paid the total fees and tuition by the time indicated will not be considered as registered and will not be admitted to classes.

Matriculated students at Kingsborough Community College are not required to pay tuition fees if they are qualified residents of the City of New York. Other students are required to pay tuition fees according to residency and program, in accordance with the following schedule:

**Tuition Per Semester**

<table>
<thead>
<tr>
<th></th>
<th>Full-time fully-matriculated day students</th>
<th>Legal residents of New York City</th>
<th>Legal residents of New York State, outside New York City</th>
<th>All others</th>
<th>Matriculants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>None*</td>
<td>None</td>
<td>$275**</td>
<td>$600</td>
<td>None (evening)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>None (summer)</td>
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</tbody>
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**Per Contact Hour**

<table>
<thead>
<tr>
<th></th>
<th>Legal residents of New York State, outside of New York City</th>
<th>All others</th>
<th>Non-Matriculants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$20**</td>
<td>$40</td>
<td>Legal residents of New York City</td>
</tr>
<tr>
<td></td>
<td>$15</td>
<td></td>
<td>Legal residents of New York State, outside of New York City</td>
</tr>
<tr>
<td></td>
<td>$40</td>
<td></td>
<td>All others</td>
</tr>
</tbody>
</table>

*Students may take up to four credits above the number normally specified for the programs they are pursuing without paying additional tuition. A fee of $15 per contact hour will be charged for credits in excess of four above the prescribed number.

**Applicants who reside in New York State, outside of New York City, are required, immediately prior to or at the time of registration, to submit an official Certificate of Residency obtained from their County of Residence.

**Adult Education Courses**

**Tuition as specified for each course**

**General Fees (NON-REFUNDABLE)**

<table>
<thead>
<tr>
<th></th>
<th>Day matriculants</th>
<th>Evening and summer students and non-matriculants or summer session</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$46 per semester</td>
<td>$20 per semester</td>
</tr>
</tbody>
</table>

**Special Fees**

<table>
<thead>
<tr>
<th></th>
<th>Application (NON-REFUNDABLE)</th>
<th>Transcript (each)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$10</td>
<td>$2</td>
</tr>
</tbody>
</table>

(This fee is waived for transcripts sent to other units of the City University or State University.)
Special examination (each) $5
(A maximum fee of $15 is charged for three or more special examinations in any one semester.)

Penalty Fees
Late registration $5
Change of program, defined as $5
1. addition of a course or courses, or
2. dropping a course or courses, or
3. dropping and adding a course or courses, or
4. changing from one section to another of the same course. (This fee is waived when: a) the College cancels or withdraws a course; b) hours of a course have been changed by the College; or c) a tuition-paying student receives less than a 100% refund of tuition fees as a result of withdrawal from a course.)

Locker Fees (per semester) $.25

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.

EXPENSES
Expenses such as clothes, carfare, lunches and entertainment vary from student to student, but a recent survey showed that the average male student at the College spends about $1,250 a year, and the average female student spends about $1,150 a year for overall personal expenses.

REFUND OF FEES
The date on which a change of program or withdrawal form is filed with the College, not the last date of attendance in class, is considered the official date of the student's withdrawal from a course or from the College. No portion of the general fee, special fee, penalty fees, or miscellaneous fees is refundable, except in cases where the student's registration is cancelled or where courses have been withdrawn by the College. Refunds of tuition are made according to the following schedule:

<table>
<thead>
<tr>
<th>Fall and Spring Semesters</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Non-Military</td>
<td></td>
</tr>
<tr>
<td>Withdrawal before scheduled opening date of session 100% 100%</td>
<td></td>
</tr>
<tr>
<td>Withdrawal within one week after opening date 75% 50%</td>
<td></td>
</tr>
<tr>
<td>Withdrawal during second week after opening date 50% 25%</td>
<td></td>
</tr>
<tr>
<td>Withdrawal during third week after opening date 25% none</td>
<td></td>
</tr>
<tr>
<td>Withdrawal after completion of third week none none</td>
<td></td>
</tr>
</tbody>
</table>
Adult Education Courses

Withdrawal before opening date of class
Withdrawal before third meeting of class
Withdrawal thereafter

90%
50%
none

II. Military

Refunds of fees will be made under certain conditions to students entering military service. The conditions are as follows:

a. Entry into military service must be documented with induction papers or military orders.

b. No refund will be made to a student who has been assigned a grade, regardless of whether the grade is passing or failing. A grade will be assigned if the student has attended 13 weeks or more of a day or evening session, or five weeks or more of a summer session.

c. If the student has not attended for a sufficient time to qualify for a grade and continues in attendance to within two weeks of induction, refund of tuition and other fees (except the application fee) will be made as follows:

Withdrawal before fifth calendar week after opening date of session (third calendar week for summer session) 100%
Withdrawal thereafter 50%

TUITION-FREE CREDITS

I. A student may take, tuition-free, the number of credits required for his degree plus an additional four credits. For the A.A. degree this means 64 plus four credits.

II. "Credits taken" are defined as including the credit value of:

a. courses passed
b. courses with grade of Incomplete
c. courses which were completed at and transferred from another institution or session which are creditable toward his current degree objective
d. courses taken while in non-matriculated status and creditable toward his current degree objective, even though such courses were paid for
e. credits with a penalty grade due to absences or unofficial withdrawal

III. Credits not included in tuition-free allowable:

a. credits with an F grade
b. credits which the student paid for which are not creditable towards the student’s current degree objective
financial aid
FINANCIAL ASSISTANCE
Financial assistance is available to students at Kingsborough Community College through programs administered by the College itself, or by other agencies. The purpose of these programs is to assure that no qualified student is denied the opportunity for higher education because of a need for supplementary financial assistance. Applicants must be citizens or permanent residents of the United States.

Applicants for admission, as well as students already enrolled in the College, are invited to meet with a counselor in order to determine their eligibility for assistance and what form that assistance is to take.

Among the financial aid programs currently available are the following:

I. Scholarships and Grants
   a. New York State Regents Scholarships—$250 to $350 a year, depending on family income. Awards are based on the results of competitive examination.
   b. Agency Scholarships—Various religious, fraternal and community agencies, business and industrial firms provide scholarship assistance for which Kingsborough students may be eligible.
   c. Educational Opportunity Grants—Under the Higher Education Act of 1965, Federal funds are allocated for grants to financially needy and educationally deserving students. Amounts range from $200 to $1,000 depending on need, the family’s ability to contribute to the educational expenses of the student, and the availability of funds. This grant cannot exceed one-half of the total financial aid “package” prepared for the student.
   d. Nursing Scholarship Program—Under the Health Manpower Act of 1968, allocation of Federal funds are limited to full-time students in the Nursing program who have exceptional financial need and who need such assistance to pursue the course of study. The maximum Nursing scholarship which a student may receive for any 12-month period may not exceed $1,500 or the amount needed, whichever is lesser.

II. Loans
   a. National Direct Student Loans—These loans, provided under the National Defense Education Act, are available to eligible students in amounts up to $1,000 per year. No interest payment is required during the student’s attendance at college. Repayment starts nine months after graduation or termination, and may be extended over a ten-year period, depending on the amount borrowed, at an annual interest rate of 3%. Up to 50% of the indebtedness may be cancelled for students who enter the teaching profession for a period of five years. Students who teach for seven years in areas designated as disadvantaged may have the entire loan cancelled.
   b. New York Higher Education Assistance Corporation—Loans are available through this agency for stu-
Students who are enrolled in degree programs and are carrying at least six credits per semester. The funds may be borrowed from any local bank participating in the program. No interest is charged while the student is attending college. The student begins to repay the loan nine months after he terminates his education, at an annual interest rate of 7%. Maximum amounts available range from $750 per semester for first year part-time students to $1,500 a year for first and second-year full-time students.

c. Nursing Student Loan Fund—These loans are available to eligible students enrolled full-time in the Nursing program. The maximum amount available to an individual borrower in an academic year may not exceed $1,500 or the amount of the student’s need, whichever is lesser. Repayment of the loan commences nine months after graduation or termination of studies. The annual interest charged is 3%. Students who are later employed as full-time professional nurses in certain hospitals designated by the Federal government may have part of their loan indebtedness cancelled.

d. Kingsborough Community College Emergency Loan Fund—This fund is maintained to enable students to borrow for a period of two weeks small amounts to meet emergencies, such as the cost of books, college supplies, and personal needs.

e. Commercial Loan Programs—Many banks, insurance companies, and finance corporations lend funds for educational purposes. These loans are made in many cases without regard to financial need. While interest rates may be relatively higher, such loans may be helpful to those who are not in serious financial need.

III. Work-Study Program

The College Work-Study Program provides jobs for students who need to earn money while attending college. Students may work an average of 15 hours per week during the time when they are attending classes and up to 40 hours per week during vacation periods. Students are paid from $1.85 to $2.25 per hour. Students are employed on-campus or in approved off-campus positions. To qualify for the Work-Study Program, the applicant must be accepted for enrollment as a full-time student.

IV. General Information

If you wish to apply for financial aid, it is recommended that you do so at the time you file your admissions acceptance form. You may obtain an application from your high school or Kingsborough’s Office of Financial Aid.

In order to be considered for financial aid, applications must be completed and returned to the Office of Financial Aid no later than February 15 for the fall term, or December 15 for the spring term.
student life programs
DEPARTMENT OF STUDENT SERVICES
The Department of Student Services at Kingsborough Community College is organized to help students achieve self-understanding and direction so that they may develop more fully their educational, social and personal potentials for responsible citizenship and self-fulfillment. These goals are those of the College itself; namely, to provide the finest intellectual training in a framework which highlights the fullest individual and social growth of each student.

Through its counselors and other personnel, the Department becomes a means by which the student may achieve both personal and career goals as they are identified during the student's college career and beyond.

To enable students to achieve both personal and career goals, the Department offers a variety of services, including individual and group counseling to facilitate students' adjustment to the college community.

ORIENTATION AND ACADEMIC PLANNING
In order to ease the transition from high school to college, the Department of Student Services sponsors an Orientation Program for all incoming freshmen. During the course of this program, conducted each semester prior to registration, students are introduced to each other, to student government leaders, to members of the instructional and counseling staffs and to the curricular, co-curricular and extra-curricular offerings of the College. Close liaison and articulation are maintained with Offices of Admissions, high schools and community groups.

Following the general orientation session, the incoming freshmen are divided into smaller groups, based on curriculum choice. They are carefully advised about the academic requirements of their curriculum and assisted by counselors, faculty advisors and student aides in the choice of courses for the first semester. Evaluation of progress and academic advisement continues throughout the freshman year at required student-counselor conferences.

COUNSELING SERVICES
Incoming freshmen and all students entering the College with advanced standing, i.e., transfer students, are assigned to a specific counselor. Counselors are available to confer with students throughout the semester but there are three required conferences during the first year: (1) an Orientation conference in the freshman year for purposes of personal and academic goal orientations; (2) an Evaluation conference upon entering the second semester of studies, and (3) a conference upon completion of the freshman year.

TRANSFER COUNSELING
A student who is in need of transfer information is advised to explore on his own a number of sources cited in another section of the catalog, viz., "College Tran-
fers" (page 36). If, after doing so, he or she feels the need for some assistance in choosing another college, the student may wish to discuss the alternatives with his assigned counselor.

In addition, opportunities are provided for the student to draw first-hand information and advice regarding the offerings, admission policies, etc., of various colleges. A continuing flow of representatives from both public and private colleges visit the Manhattan Beach campus at announced times and places throughout the academic year.

**REFERRAL SERVICES**

Counselors in the Department of Student Services selectively utilize the resources of specialists to serve the needs of Kingsborough Community College students. Referrals may be made to experts on or off-campus depending on an assessment of resources which will best serve those students.

**TESTING**

To assist Kingsborough Community College students in their choice of careers and occupations and in acquiring the education that will best qualify them for entrance into their prospective fields, the Department of Student Services offers testing of vocational interests and of basic reading and mathematical skills.

In the event that more extensive testing is required, referral is made by counselors to appropriate community resources.

**OUTREACH**

The philosophy of Outreach reflects a community mental health orientation in that the program strives to anticipate preventive and remedial services which might be of assistance to the faculty and students. One of the goals of the program is to give members of the campus community a quality of experience that offers an alternative to their present life style. Outreach includes: REMEDIAL ENGLISH-COUNSELING COORDINATION which permits regular consultation between the instructor and the counselor, group discussion and more immediate follow-up of student concerns; a HUMAN COMMUNICATION WORKSHOP that provides group and individual interaction in the areas of drug counseling and peer relationships; the DIRECT INVOLVEMENT PROGRAM which offers outlets for creative expression by both individuals and groups within the Kingsborough community. Workshops in film, video, crafts, multi-media and environment are available to anyone at the College. Visiting professionals assist workshop groups; copies of each textbook used in courses offered at Kingsborough may be borrowed from the TEXTBOOK RESERVE LIBRARY; a FAMILY PLANNING AND HEALTH REFERRAL CENTER is available to assist students who have questions and/or problems in the area of family planning. Extensive referral resources include venereal disease testing facilities and information on contraception, abortion, etc.; up-to-date information is maintained with consultation by a
professional staff member of the Department of Student Services for those Kingsborough students who are interested in receiving VETERANS COUNSELING.

CO-CURRICULAR ACTIVITIES
The co-curricular activities at Kingsborough Community College are an integral part of its educational program. They are intended to enrich students' total college experience by providing them with the opportunity to come into contact with individuals of diverse backgrounds and interests and by providing varied cultural and social activities. These activities also provide the opportunity for students to develop talents, leadership abilities, a sense of responsibility and to give service to the College and to the community.

The activities are organized and administered by students assisted by faculty advisors. The activities are academic, educational, social and cultural. Included are team sports and athletics, dramatics, special interest groups, social groups, a radio station, school newspaper and a student yearbook.

Opportunities for students and faculty to work together are also offered so that both groups may exercise decision-making roles in the areas of college governance, discipline, etc. Such opportunities are available on the College Council, the Kingsborough Community College Association and the Faculty-Student Committee on Student Discipline.

There are six student government councils, each group representing a different curriculum area, e.g., business; evening studies; humanities; mathematics; public and health services, and social science.

Kingsborough's program includes the campus day care center at which children of Kingsborough students are professionally cared for while their parents attend classes nearby. The facility is funded by the Kingsborough Community College Association and is under the direction of and administered by Kingsborough students-parents.

CAREER COUNSELING AND PLACEMENT
Vocational Counseling and occupational information are made available to all Kingsborough Community College alumni and students by the Office of Career Counseling and Placement staff and the information resources of an occupational library.

The Office also acts as a central clearinghouse for part-time, full-time and summer-time employment opportunities off campus. Job openings are posted as soon as they are received.

During the spring semester, Kingsborough alumni and students may schedule interviews with representatives from various corporations who visit the College's Manhattan Beach campus to discuss career opportunities in their organizations.

ATHLETICS
The Intramural Program at Kingsborough Community
College affords each student an opportunity to participate in sports activities of a competitive instructional nature with students of similar ability and interest.

Activities vary in content from individual to team sports to co-educational activities which include: archery; basketball; folk dance; modern dance; fencing; touch football; gymnastics; handball; judo/karate; sailing; skiing; softball; tennis; and volleyball.

The Intercollegiate Program is a direct outgrowth of the Intramural Program and includes varsity teams in baseball, basketball, bowling, cheerleading, cross-country events, soccer, tennis, track, and wrestling. For women, the program includes varsity teams in basketball, bowling, cheerleading, tennis, and volleyball.

The program is governed by the rules of the National Junior College Athletic Association and participates in Region XV of the NJCAA. Kingsborough is also a member of the Metropolitan Community College Athletic Conference which includes the schools within The City University of New York, and the National Association of Intercollegiate Athletics for Women.

HEALTH SERVICES
The Health Service Program begins with a thorough review of the medical examination report and the medical history submitted for each entering student. When these records indicate that the student needs medical attention, the college nurse refers the student to his own physician and recommends suitable course program adjustment.

The Health Service Office provides services which are essentially preventive and advisory. A registered nurse is in charge to administer first aid and emergency treatment to students and faculty.

Any illness or accident incurred during school hours or enroute to the College should be reported immediately to the Health Service Office.

All entering students are required to submit a Health-Medical form.
general academic information
Library

The Kingsborough Library is a major learning resources facility providing a rich variety of materials and services to support the curriculum, meet information needs, assist in study and research, and stimulate cultural development. Its high-quality collection includes more than 45,000 carefully selected books, subscriptions to over 400 magazines and journals, close to 4,000 bound periodicals, more than 3,000 pamphlets, government documents, and career briefs, and special collections of maps, microfilms, and college catalogs. Professional librarians provide reference service and individual teaching assistance at all times for the full utilization of all library resources.

Media Center

The Media Center is a multi-faceted educational resource which offers a variety of non-print materials and media services. Some of the materials available are motion pictures, audio and video tapes, slides, filmstrips, phonograph records and dictation discs. Along with the appropriate hardware, these media enrich and enliven learning through the proper application of instructional technology. The Media Center maintains a complete television facility and audio studio for taping lessons and programs for playback and remedial use. In addition, the Center offers such services as graphic arts and photographic productions. A professional media librarian provides reference service throughout the academic year. A new Learning Lab provides audio and video playback facilities for faculty and students on a “walk-in” basis.

Evening Studies

The Evening Studies Program is an important element in the educational framework of Kingsborough Community College. Its purpose is to provide college-level study for those in the community who wish to avail themselves of it and meet the College’s requirements. Students may follow programs on a part-time or full-time basis. Courses are designed to serve the needs of the following:
1. Students enrolled as matriculants who are unable or do not wish to attend the day session
2. Prospective degree candidates who are not eligible for admission to the day session as matriculants. Such
are enrolled in other colleges and universities provided they obtain official permission from the institution they regularly attend and have completed the prerequisites for the courses they wish to take.

Special attention should be given to: the important deadline dates; the securing of a residency permit by New York State students who are not residents of New York City which will enable them to qualify for reduced course tuition fees; the need for all visiting students to secure permits of approval from their colleges enabling them to register in Kingsborough's Summer Session.

Changes in Status

All non-matriculated students at Kingsborough Community College must meet the following common criteria in order to change their status from non-matriculated to matriculated as of the Spring 1973 Semester:

I. A minimum of:
   (a) 9-11 credits with a 3.0 (B) index or
   (b) 12 or more credits with a 2.0 (C) index

II. All credits offered for matriculation which are to be counted in the cumulative index must be completed at Kingsborough.

III. The student must complete a minimum of three specified courses. The choice will depend upon the curriculum he wishes to matriculate into.

IV. Of the three specified courses, a student must complete English 12 or an equivalent.

The following courses are required for matriculation into the curriculums indicated:

Curricula

A.A. Liberal Arts
A.A.S. Business Administration
A.S. Mathematics
   Accounting
   Data Processing
   Recreation Leadership
   Retail Business Management
   Secretarial Science
   Civil and Public Administration
A. English 12 (or equivalent)
B. Mathematics or Science (consult with an advisor for specific course choice)
a. Nursing, Child Care, Community Mental Health Assistant and Early Childhood Education are curricula which are only offered in the day session. Evening students who wish to pursue these curricula must first matriculate into a curriculum which is offered in the evening session. When they are prepared to transfer to the day session, they must file an application for Change of Curriculum and an application to transfer from evening to day session. Students are advised to consult with the Registrar's Office to determine the requirements for a Change of Curriculum.

b. Students who elect to continue a foreign language previously studied must take the Foreign Language Placement Examination. The student is encouraged to consult with an advisor when selecting courses from categories B and C so that his choices will meet the curriculum requirements of his prospective major.

Applications for matriculation must be filed with the Registrar's Office during the semester that the student will fulfill these requirements. Filing dates can be found in the Academic Calendar on pages 6 to 9.

Maintenance of Matriculation

Effective September 1, 1972, day session matriculated students must enroll in a program of study consisting of at least 12 contact hours per week to maintain matriculation after the first semester at Kingsborough. After registering for the prescribed minimum contact hour program, students may drop a maximum of three contact hours, but may do so only after conferral with their counselor. Any student whose program is reduced to less than nine contact hours will lose his matriculated status at the end of the semester.

In addition, students who do not maintain satisfactory indexes as outlined in the sliding probation scale policy will be subject to loss of matriculation.

Effective September 1, 1972, evening matriculated students must complete a minimum of three credits in each academic year in order to maintain matriculated status at the College.

In addition, students who do not maintain satisfactory indexes as outlined in the sliding probation scale policy will be subject to loss of matriculation.

Students who are candidates for graduation and require less than the prescribed minimum are exempt from this policy. This policy does not apply to summer session enrollment.

CHANGES IN CURRICULUM

Students should contact the Office of the Registrar for the most recent policy on changes in curriculum.

WITHDRAWAL FROM A COURSE

The regulations regarding withdrawal from a course are:

Students who officially withdraw from courses by the end of the eighth week of classes will be assigned
a grade of "W" (Withdrawal Without Penalty) regardless of whether they are passing or failing at the time of withdrawal.

Students who officially withdraw after the eighth week of classes will be assigned a grade of either:

(a) "W" (Withdrawal Without Penalty) if they are passing at the time of withdrawal

(b) "WF" (Withdrawal With Penalty) if they are failing at the time of withdrawal

The determination of grades is made by the instructor. Students should consult the College's Academic Calendar for withdrawal deadlines.

WITHDRAWAL FROM THE COLLEGE

Students who find it necessary to withdraw from Kingsborough Community College are required to report to the Office of the Registrar to obtain the proper clearance form.

COLLEGE TRANSFERS

Information and Materials: There are a number of written sources of information to which a student may turn to learn about transfer procedures and policies. These include the Kingsborough Community College Student Information Handbook; memos and brochures of procedural instructions regarding applying to branches of The City University of New York (CUNY) or the State University of New York (SUNY); national directories of colleges; and catalogs from city, state, and private colleges.

The memos and brochures pertaining to CUNY and SUNY are distributed through the various counseling offices on campus. So, too, are the SUNY application materials. A number of other transfer forms may be obtained from the Registrar's Office.

Reference materials such as catalogs and directories are to be found in the Kingsborough Community College library, the Department of Student Services' library, and in the counseling offices.

CUNY Transfer Policy: Students graduating with a degree in a transfer program are guaranteed admission to a City University senior college. Furthermore, since the fall of 1969, students who have earned an Associate in Arts (A.A.) or Associate in Science (A.S.) degree are guaranteed that:

1. a minimum of 64 credits will be transferable to the admitting upper division college of CUNY
2. the community college student will not have to earn more than the 128 credits usually required for the baccalaureate degree unless he changes his major field of study or is found lacking in prerequisites for his major field
3. the City University senior colleges will not require transfer students to make up high school deficiencies

Students who would like to transfer to another CUNY college without a degree may do so provided they meet certain admission requirements. It is suggested that they check such requirements with their counselors.
SCHOLARSHIP REQUIREMENTS
Kingsborough Community College assumes that every student entering the College is committed to taking full advantage of the opportunities it provides for a quality education.

In setting forth the guidelines for those seeking the degrees of Associate in Arts (A.A.), Associate in Applied Science (A.A.S.), and Associate in Science (A.S.), the College is concerned with helping to mark the road toward a college experience that will be a firm foundation for a future career.

Special requests and petitions relating to academic standing should be addressed to the chairman of the Committee on Admissions and Academic Standing.

ATTENDANCE
Every student is required to attend all classes and laboratories in which he is enrolled. If a student's absences exceed 10% of the course meetings, the instructor may file an excessive absence report with the Department of Student Services. It will investigate all such absences and report to the instructor who will make the final disposition as to whether or not a student is to be withdrawn from class.

FINAL EXAMINATIONS
The dates for final examinations are given in the College's Academic Calendar. Students are responsible for familiarizing themselves with examination schedules.

Students may submit postcards to their instructors at the time of final examinations to receive early notification of grades. The College mails grade reports or transcripts to students at the conclusion of each semester.

MAKE-UP FINAL EXAMINATIONS
Students who for legitimate reasons fail to appear for final examinations may apply to take make-up examinations. Generally, the privilege of taking a make-up examination is restricted to those students who maintain passing grades up to the final examination period.

Students must complete a Petition for Final Make-up Examination form for each make-up examination they wish to take. They must secure the instructor's signature. Completed Petition for Final Make-up Examination forms must be received in the Registrar's Office no later than September 30 for the preceding spring and/or summer semester, and February 28 for the preceding fall semester.

Students whose applications for make-up examinations are approved will pay a fee of $5 per examination, or a maximum of $15 if three or more examinations are to be administered.

general academic information
REQUIREMENTS FOR GOOD STANDING

Sliding Probation Scale for Matriculated Students

Based on Cumulative Index

<table>
<thead>
<tr>
<th>Number of Credits Attempted (Counted in Index)</th>
<th>Cumulative Index For Warning Letter</th>
<th>Cumulative Index Required For Reinstatement of Evening Kingsborough Students as Matriculated Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 20</td>
<td>below 1.90</td>
<td>—</td>
</tr>
<tr>
<td>20 but less than 37</td>
<td>—</td>
<td>below 1.50</td>
</tr>
<tr>
<td>37 but less than 49</td>
<td>—</td>
<td>below 1.75</td>
</tr>
<tr>
<td>49 credits and above</td>
<td>—</td>
<td>below 1.90</td>
</tr>
<tr>
<td></td>
<td>—</td>
<td>below 2.00</td>
</tr>
</tbody>
</table>

A cumulative Index of 2.00 is required for graduation.

HONORS

Students who complete 15 credits in a semester and earn an index of B (3.0) are eligible for the Dean’s List for the semester in which their 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 the record.

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

MID-TERM REPORTS

At mid-term, reports are provided by instructors. These grades are not entered on the permanent record.

GRADING

Grades are the measure of how well 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.

general academic information
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</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>
<tr>
<td>W</td>
<td>Withdrawal (Without Penalty)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal (With Penalty)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>(No Credit)</td>
<td>Courses taken during a student's first semester and not completed with a passing grade.</td>
<td></td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete (Changed to an &quot;F&quot; if not removed within six months)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Grade Point Index is obtained by multiplying the grade points by the number of credits for the course, then totaling the grade points and dividing by total credits. For Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade (and Point Value)</th>
<th>Credits</th>
<th>Grade Point (Points X Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>A (4)</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>French</td>
<td>D (1)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Music</td>
<td>C (2)</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Physics</td>
<td>B (3)</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>History</td>
<td>F (0)</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

Total: 16 * 3 = 48

Grade Point Index (34 divided by 16) = 2.125, or just above C.

CHANGE OF GRADE

Effective September 1, 1972, a student may request the review of a final grade given in a particular semester no later than the end of the semester following in which the grade was given by the instructor.

College Discovery Program

The College Discovery Program is designed to assist economically and academically disadvantaged students with good potential to succeed in college. Under the sponsorship of The City University of New York, College Discovery students receive financial assistance, specialized counseling, tutorial and remedial services. Students are accepted into the program through the University's Application Processing Center.

The success of the program at Kingsborough Community College has been notable. A recent survey showed that as many as 94.4% of Kingsborough's College Discovery graduates have gone on to pursue degrees at senior colleges. In addition, three of the six 1972 Ford Foundation Scholarship winners at Kingsborough were College Discovery students.

The expected enrollment in the program for fall 1973 is approximately 400 students.
Institute of Bilingual Studies
The Institute of Bilingual Studies began in the spring 1970 semester under a New York State Higher Education Opportunity grant. The Institute is designed to provide college-level instruction to Puerto Rican high school graduates who have a limited knowledge of English. Students take college courses in Spanish for credit while learning to speak, read and write English. The objectives of the program include:

a. providing opportunities for post-secondary education to Puerto Rican and other Spanish-speaking New Yorkers
b. offering instruction which will further the educational goals of the student and increase his ability to function within the framework of American society
c. meeting both objectives with an awareness of the distinctiveness and value of the student’s language and culture, and their importance in maintaining a viable identity within the Puerto Rican community in New York

The Institute of Bilingual Studies is the oldest continuous bilingual program in operation at the City University.

The Institute of Tutorial Services
Tutoring is available to day and evening session students in a small group setting at Kingsborough Community College. Students may apply for tutoring in all academic and business areas in the Institute’s office on the Manhattan Beach campus.

Cuny Baccalaureate Degree Program
An innovative bachelor’s degree program has been instituted by The City University of New York. Students enrolled in degree programs at any City University unit—community or senior college—are eligible to apply to CUNY’s Baccalaureate Degree Program upon completion of a minimum of 15 credits at their home schools.

CUNY Baccalaureate students once admitted into the program follow an individualized sequence of courses determined by their interests and competencies as well as the availability of such courses at any of the colleges of the City University. The plans of study are drawn up by the students in consultation with three faculty members who constitute their panel committee.

The CUNY Baccalaureate requires successful completion of the equivalent of 120 credits—90 credits, minimum, in courses, and 30 credits either in courses or appropriate travel, research, individual study or work experience. Thus the degree is tailored to personalize and individualize instruction for each student in the curriculum.

For further information regarding the CUNY Baccalaureate Degree Program, contact Dr. Julio E. Hernandez-Miyares at Kingsborough Community College’s Manhattan Beach campus.
Program of Study Abroad
The City University of New York's Program of Study Abroad stresses academic development. While the emphasis is on year-long programs, there are also summer sessions. Selected year-round as well as summer projects are open to students having completed at least one academic year. All are open to students completing their second year of academic work. The student must take his work in the language of the country in which he is studying.

Study centers are located at universities where students in the program can experience a sense of community in the host country. They enroll in the same courses as the native student and take the same year-end examinations.

Currently, the Program of Study Abroad has full-year or summer centers in France, Spain, Germany, Italy, Israel, England, Ireland, Puerto Rico, Greece, and the Soviet Union.

Financial aid through university-administrated scholarships is limited to year-long study programs. Applications for such programs must be completed during February and for summer programs during March. Please inquire at the office of the Kingsborough representative on the CUNY Study Abroad Advisory Committee.

The Kingsborough Institute for Public Service (KIPS)
The Kingsborough Institute for Public Service, established in 1970, offers an opportunity for input by students, faculty and community. It assists in the development of selected credit courses which require off-campus service as well as formal on-campus training. The Institute develops occasional workshops on topics of major campus interest, and provides a channel for relating campus and community on shared problems. It periodically edits a Kingsborough Community Resources Handbook. The goal of KIPS is education and service for college and community.
The master plan
THE MASTER PLAN
Final plans for complete physical development of the Manhattan Beach campus were approved by the Board of Higher Education in January 1968. The plan has been cited as a forward-looking solution to the problem of college growth and urban pressure. It features a continuous, inter-connected series of buildings which will distinguish it from the usual collection of separate buildings seen on most campuses.

According to the current schedule for construction, completion of Phase I of the permanent campus may be expected by fall of 1975. It will add a library and learning resources center; science, technology and visual arts building; a "college cluster"—classroom building housing four groups of 750 students each, cafeteria, lounge, study, counseling and faculty offices; theatre-auditorium; student-faculty center, physical education facilities including two gymnasiums, an indoor pool; offices for administration, general services and power plant.

Phase II will add a lecture hall center, a computer center, and special facilities for nursing, business and secretarial departments and is expected to be completed within a year or two after Phase I.

The new academic complex will be located on the southern half of the Manhattan Beach site. During construction, the College will continue to be housed in the existing renovated and temporary structures located at the north end of the campus where athletic fields and physical education facilities are scheduled for the final phases of campus development in the late 1970's.

The total campus is planned in four phases, allowing flexibility needed to adjust to changing conditions. It is anticipated that the building program will be completed in 1980.

WEST END CENTER
Kingsborough Community College's West End Center occupies, on lease, four stories at 60 West End Avenue where classes in the liberal arts and physical education are conducted.
graduation requirements
Students Initially Matriculated
Fall 1973 Semester

Students initially matriculated for the Associate in Arts (A.A.) degree must successfully complete a minimum of 64 credits, divided into three basic categories: (1) Required courses (2) Group requirements, and (3) Free electives.

Required courses are those which all students must take. Group requirements provide for limited choice within five general areas whereas free electives leave to the student the entire range of course offerings from which to choose.

A table which breaks down specific course designations in each of the three categories mentioned above will be found on page 52 of this catalog.

You will note that the required courses are in English, Health Education and Physical Education. Whether eight or ten credits of English are required will depend upon the results of the incoming placement test you will be asked to take prior to the start of the semester. You will also note that corrective speech may be required if appropriate just as remedial mathematics may be in specific instances.

In order to introduce you to the various branches of learning you will be asked to take certain courses from the following five categories: Performing and Visual Arts, Language and Literature, Social Science, Behavioral Science, and Mathematics and Science. In the table found later in this catalog each category is further subdivided and explained. You will be allowed to select two areas from the subdivisions listed in each group. What you choose will depend upon your background, interests, area of specialization, and future career goals.

These basic courses will serve as a foundation for your future academic studies and will be supplemented by the free electives (11-17 credits) which may be chosen from the groups already mentioned or from any other courses which we offer at the College.

Students initially matriculated for the Associate in Science (A.S.) degree or the Associate in Applied Science (A.A.S.) degree must successfully complete the number of credits specifically required for that degree. These credits are divided into four basic categories: (1) Required courses (2) Group requirements (3) Departmental or curriculum requirements, and (4) Free electives.

The departmental or curriculum requirements are those courses which students must complete successfully in their chosen area of specialization, such as: Nursing, Recreation, Chemistry, or Biology.

A detailed statement of all A.S. and A.A.S. degree requirements for students initially matriculated as of the fall 1973 semester will be found in the Degree Programs section of the catalog.
Students Initially Matriculated
Fall 1971-Spring 1973

SELECTIVE FREE CHOICE

The Faculty of Kingsborough Community College offers the degree of Associate in Arts (A.A.) without specification of area of concentration, as well as the degrees of Associate in Applied Science (A.A.S.) and Associate in Science (A.S.). Associate degree requirements for incoming (September 1971) students must include ENG 12 (4 credits). A student who scored below acceptable levels on the entrance reading examination is required to take ENG 13 (2 credits) concurrent with ENG 12. All students, except those who receive an A or B in ENG 12 must also take ENG 21 (3 credits).

Students are required to take Health Education 11 and two credits of Physical Education. Those in the A.A. program must take a minimum of 31 credits from Group A as specified below, whereas students in both the A.A.S. and A.S. programs must take a minimum of 12 credits from the same group.

Group A: Art, Economics, English, Foreign Languages, History, Music, Education, Philosophy, Political Science, Psychology, Sociology, Speech and Theatre Arts, and such other subjects as may be added by action of the Faculty.

Choices in Group A must include at least three different subject areas. Students in the A.A. program must complete a minimum of 11 credits from Group B as specified below, whereas those in the A.A.S. and A.S. programs must complete 4 to 16 credits, respectively, from Group B:

Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science, and such other subjects as may be added by action of the Faculty.

Students in the A.A. program may choose the remaining credits from any area of study offered by the College. The remaining credits for students in the two other programs (A.A.S. or A.S.) consist of courses in their area of concentration as specified by the department of jurisdiction as well as elective courses.

The Faculty of Kingsborough Community College grants the Associate in Arts (A.A.) degree with specification of area of concentration to any incoming freshman, as of September 1971, who satisfies both the requirements for the regular A.A. degree and the distribution of requirements for this area of concentration.

Students Initially Matriculated
Prior to Fall 1971

Following are degree requirements in various programs
for degree-seeking students admitted to Kingsborough
Community College PRIOR TO SEPTEMBER 1971.
These students may refer to the 1970-1971 catalog for
information pertaining to their curricula.

ASSOCIATE IN ARTS (A.A)
Total Credits: 64
Courses:
Art: 3 credits
English: 12 credits
Foreign language: All entering freshmen must take
the MLA Placement Examination if they wish to
continue the foreign language they studied in high
school. Students who wish to begin a new lan­
guage need not take the placement examination.
Placement recommendations will be given to stu­
dents by the Department of Foreign Languages.
The minimum foreign language study by all
Kingsborough students is through course 4. Stu­
dents interested in developing speaking skills be­
yond the elementary and intermediate levels
should enroll in course 22 in the foreign language
sequence.
Health Education 11: 2 credits

Mathematics: 3 credits, depending on high school
preparation and educational objective
Music: 2 credits
Physical Education: 2 credits
Science: 8 credits
History: 12 credits
Additional courses to make a total of 48 credits in
the Liberal Arts and Sciences, 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.)
Total Credits: between 64 and 69, depending on the
area of concentration.
Courses:
Art: 3 credits
Foreign Language: All entering freshmen must take
the MLA Placement Examination if they wish to
continue the foreign language they studied in high
school. Students who wish to begin a new lan­
guage need not take the placement examination.
Placement recommendations will be given to stu­
dents by the Department of Foreign Languages.
The minimum foreign language study for all
Kingsborough students is through course 4. Stu­

graduation requirements
Students interested in developing speaking skills beyond the elementary and intermediate levels should enroll in course 22 in the foreign language sequence.

Health Education 11: 2 credits
Mathematics: 3 credits (Mathematics is not required for the Nursing, Child Care, Mental Health, and Recreation Supervision programs)
Music: 2 credits
Physical Education: 2 credits
Science: 4 credits, except that students in the transfer program in Business Administration are required to complete 8 credits in Science, in the same manner as candidates for the A.A. degree.
History: 6 credits
Speech: 3 credits

Courses in the field of specialization, as required for the program being followed, and free electives to make a total of the number of credits required for the specific Associate in Applied Science (A.A.S.) degree sought.

ASSOCIATE IN SCIENCE (A.S.)

Programs leading to the A.S. degree are designed for students who plan to transfer to a senior college and to major in Mathematics or Science. Kingsborough Community College offers A.S. programs in Biology, Chemistry, Computer Science, Mathematics, Physics, and Pre-Physical Therapy.

Following are degree requirements for all six programs for degree-seeking students admitted to Kingsborough Community College prior to September 1971.

Total Credits: 68
Courses:
Art: 3 credits
English: 6 credits
Foreign Language*: All entering freshmen must take the MLA Placement Examination if they wish to continue the foreign language they studied in high school. Students who wish to begin a new language need not take the placement examination. Placement recommendations will be given to students by the Department of Foreign Languages.
Health Education: 2 credits
Laboratory Science: 8 credits
Mathematics: 8 credits
Music: 2 credits
Physical Education: 2 credits
History: 6 credits
Speech: 3 credits

Additional Mathematics and/or Science electives to meet the credit requirements in the field of specialization, and additional free electives to meet the credit requirements for the Associate in Science (A.S.) degree.

*Foreign Language is not required in the Computer Science and Pre-Physical Therapy programs.
degree programs
DEGREE PROGRAMS
Kingsborough Community College offers the Associate in Arts (A.A.), Associate in Applied Science (A.A.S.), and the Associate in Science (A.S.) programs at the Manhattan Beach campus. A liberal arts program is available at the West End Center.

Students in all programs follow courses of study designed to provide a sound general education and a carefully developed 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 Sciences and History; and Health and Physical Education.

Candidates for the Associate in Science (A.S.) degree follow programs which closely parallel the A.A. program, but with greater concentration in the Mathematics or Science areas in which they plan to major.

Candidates for the Associate in Applied Science (A.A.S.) degree follow programs in which there is concentration in the applied field. The professional fields in which programs are offered currently include Accounting, Banking, Child Care-Early Childhood Education, Data Processing, Mental Health, Nursing, Recreation Supervision, Retail Business Management, and Secretarial Science, which offers four options: Executive, Legal, Medical, and School Secretary. The transfer program in Business Administration also leads to the A.A.S. degree. The A.A.S. degree in Accounting is articulated and transferable to the senior colleges.

Additional programs leading to the A.A.S. degree are under consideration.

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 met by a two-year program which will qualify them to enter into responsible and productive careers upon receiving their degrees.

Graduates of the Nursing program are eligible to take the New York State licensing examination.

It is important that the student plan his studies each semester with careful attention to the requirements of the degree program in which he is enrolled, and of the senior college to which he may be planning to transfer.
A.A. Liberal Arts
Total credits: 64

Requirements for matriculants as of September 1973

Required Courses
- English: 8-10 credits
- Health Education: 2
- Physical Education: 2
- Corrective Speech where appropriate: 0-3
- MATH 05 proficiency: 0-1

Group Requirements

I. Performing and Visual Arts (2 areas) 6 credits
   - This group excludes Art and Music Studio courses,
   - Theatre Production and Technique courses.
   - Art
   - Music
   - Speech
   - Theatre Arts

II. Language and Literature (2 areas) 6 credits
   - Foreign Language
   - Literature
   - Philosophy

III. Social Science
   - Economics
   - History
   - Political Science

IV. Behavioral Science (2 areas) 6 credits
   - Anthropology
   - Psychology
   - Sociology

V. Mathematics and Science (2 areas) 11 credits
   - Biological Science
   - Mathematics and Computer Science
   - Physics
   - Chemistry
   - Earth Science
# A.A. Liberal Arts

**Total credits: 64**

## Requirements for matriculants prior to fall 1971

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12</td>
<td>4</td>
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<tr>
<td>ENG (any 3 courses)</td>
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<td>31-32 or</td>
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<td>31-33</td>
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<td>HIST (any)</td>
<td></td>
</tr>
<tr>
<td>or POL SCI</td>
<td>6</td>
</tr>
<tr>
<td>MUSIC</td>
<td>2</td>
</tr>
<tr>
<td>ART</td>
<td>2-3</td>
</tr>
<tr>
<td>HE 11</td>
<td>2</td>
</tr>
<tr>
<td>PE</td>
<td>2-4</td>
</tr>
<tr>
<td>(4 courses)</td>
<td></td>
</tr>
<tr>
<td>LAB SCI (2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>MATH</td>
<td>3-4</td>
</tr>
<tr>
<td>Foreign Language (through level 4)</td>
<td>10-14</td>
</tr>
</tbody>
</table>

## Requirements for matriculants from fall 1971 to spring 1973

### General Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12</td>
<td>4-6</td>
</tr>
<tr>
<td>HE 11</td>
<td>2</td>
</tr>
<tr>
<td>PE (any)</td>
<td>2</td>
</tr>
<tr>
<td>Group A</td>
<td>31</td>
</tr>
<tr>
<td>Group B</td>
<td>11</td>
</tr>
</tbody>
</table>

### Department Requirements

**NONE**

Group A and Group B and free electives are selected on the basis of individual interests.

Note: Refer to page 46 for Groups A and B.
A.A.S. Accounting
Total credits: 68

Requirements for matriculants as of September 1973

**Required Courses**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English</td>
<td>8-10</td>
</tr>
<tr>
<td>Health Education 11</td>
<td>2</td>
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<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Corrective Speech where appropriate</td>
<td>0-3</td>
</tr>
<tr>
<td>MATH 05 proficiency</td>
<td>0-1</td>
</tr>
</tbody>
</table>

**Group Requirements**

I to IV (3 Groups) 12 credits

| Note: ECO 12 and 14 satisfy part of the group requirements. |

I. Performing and Visual Arts
   This group excludes Art and Music Studio courses, Theatre Production and Technique courses.
   - Art
   - Music
   - Speech
   - Theatre Arts

II. Language and Literature
   - Foreign Language
   - Literature
   - Philosophy

<table>
<thead>
<tr>
<th>Department Requirements</th>
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</thead>
<tbody>
<tr>
<td>ACCT 11-12</td>
</tr>
<tr>
<td>21-22</td>
</tr>
<tr>
<td>31-32</td>
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<td>ACCT 41</td>
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<tr>
<td>BA 11, 12</td>
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<tr>
<td>BA 60</td>
</tr>
<tr>
<td>ECO 12, 14</td>
</tr>
<tr>
<td>ECO 12, 14</td>
</tr>
</tbody>
</table>

III. Social Science
    - Economics
    - History
    - Political Science

IV. Behavioral Science
    - Anthropology
    - Psychology
    - Sociology

V. Mathematics and Science
    - Biological Science
    - Mathematics and Computer Science
    - Physical Science

degree programs
## A.A.S. Accounting
Total credits: 68

### Requirements for matriculants prior to fall 1971

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 12</td>
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<tr>
<td>ENG (any)</td>
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<tr>
<td>HIST 11-12 or 31-32 or 31-33</td>
<td>6</td>
</tr>
<tr>
<td>MUSIC</td>
<td>2</td>
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<tr>
<td>ART</td>
<td>2-3</td>
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<td>SPE</td>
<td>2-3</td>
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<td>HE 11</td>
<td>2</td>
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<tr>
<td>PE (4 courses)</td>
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<td>SCI 31-32 or a LAB SCI for transfer students</td>
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<tr>
<td>MATH</td>
<td>3-4</td>
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<td>ACCT 11-12</td>
<td>8</td>
</tr>
<tr>
<td>21-22</td>
<td>6</td>
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<td>31-32</td>
<td>6</td>
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<td>ECO 12</td>
<td>3</td>
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<tr>
<td>BA 11, 12</td>
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### Requirements for matriculants from fall 1971 to spring 1973

**General Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 12</td>
<td>4-6</td>
</tr>
<tr>
<td>HE 11</td>
<td>2</td>
</tr>
<tr>
<td>PE (any)</td>
<td>2</td>
</tr>
<tr>
<td>Group A</td>
<td>12</td>
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<tr>
<td>Group B</td>
<td>4</td>
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**Department Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 11-12</td>
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<td>21-22</td>
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<td>31, 32</td>
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<tr>
<td>ECO 12</td>
<td>3</td>
</tr>
<tr>
<td>ECO 14</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: Refer to page 46 for Groups A and B.
## A.A.S. Business Administration

Total credits: **64**

### Requirements for matriculants as of September 1973

#### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English</td>
<td>8-10</td>
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<tr>
<td>Health Education 11</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Corrective Speech where appropriate</td>
<td>0-3</td>
</tr>
<tr>
<td>MATH 05 proficiency</td>
<td>0-1</td>
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#### Department Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>BA 60</td>
<td>3</td>
</tr>
<tr>
<td>ECO 12, 14</td>
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#### Group Requirements

<table>
<thead>
<tr>
<th>Group</th>
<th>Notes</th>
<th>Credits</th>
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<tbody>
<tr>
<td>I</td>
<td></td>
<td>8-10</td>
</tr>
<tr>
<td>II</td>
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<td>0-3</td>
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<tr>
<td>IV</td>
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</table>

**Note:** ECO 12 and 14 satisfy part of group requirements.

#### I. Performing and Visual Arts
- This group excludes Art and Music studio courses, Theatre Production and Technique courses.
  - Art
  - Music
  - Speech
  - Theatre Arts

#### II. Language and Literature
- Foreign Language
- Literature
- Philosophy

#### III. Social Science
- Economics
- History
- Political Science

#### IV. Behavioral Science
- Anthropology
- Psychology
- Sociology

#### V. Mathematics and Science
- Biological Science
- Mathematics and Computer Science
- Physical Science
A.A.S. Business Administration
Total credits: 64

Requirements for matriculants prior to fall 1971

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12</td>
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</tr>
<tr>
<td>ENG (any)</td>
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<tr>
<td>HIST 11-12</td>
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<td>31-32 or</td>
<td>6</td>
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<td>Foreign Language</td>
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<tr>
<td>BA 11, 12</td>
<td>6</td>
</tr>
<tr>
<td>BA 14</td>
<td>3</td>
</tr>
</tbody>
</table>

Requirements for matriculants from fall 1971 to spring 1973

General Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 12</td>
<td>4-6</td>
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<tr>
<td>HE 11</td>
<td>2</td>
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<tr>
<td>PE (any)</td>
<td>2</td>
</tr>
<tr>
<td>Group A</td>
<td>12</td>
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<td>Group B</td>
<td>4</td>
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Department Requirements

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 11-12</td>
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<td>BA 12</td>
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</tr>
<tr>
<td>BA 14</td>
<td>3</td>
</tr>
<tr>
<td>ECO 12</td>
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</tbody>
</table>

Note: Refer to page 46 for Groups A and B.
A.A.S. Child Care
Total credits: 68

Requirements for matriculants as of September 1973

Required Courses
- English: 8-10 credits
- Health Education 11: 2 credits
- Physical Education: 2 credits
- Corrective Speech where appropriate: 0-3 credits
- MATH 05 proficiency: 0-1 credits

Group Requirements
- I to IV (3 Groups): 12 credits

Note: PSYCH and SOCIO courses taken satisfy part of group requirements.

I. Performing and Visual Arts
   This group excludes Art and Music Studio courses, Theatre Production and Technique courses.
   - Art
   - Music
   - Speech
   - Theatre Arts

II. Language and Literature
    - Foreign Language
    - Literature
    - Philosophy

Department Requirements
- PSYCH 11, 32: 6 credits
- SOCIO 31, 35, 36: 6 credits
- MH 11, 91, 92: 3 credits
- ECE 21, 22, 23: 3 credits
- ECE 91, 92, 93: 6 credits
- ECE 4: 3 credits

III. Social Science
   - Economics
   - History
   - Political Science

IV. Behavioral Science
    - Anthropology
    - Psychology
    - Sociology

V. Mathematics and Science
    - Biological Science
    - Mathematics and Computer Science
    - Physical Science

degree programs
# A.A.S. Child Care

**Total credits: 68**

## Requirements for matriculants prior to fall 1971

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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<td>HE 11</td>
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<td>PE (4 courses)</td>
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<tr>
<td>PSYCH 11</td>
<td>3</td>
</tr>
<tr>
<td>SOCIO 31, 33</td>
<td>6</td>
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<tr>
<td>MH 11</td>
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<td>22, 23</td>
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<td>91, 92</td>
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<td>93</td>
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</table>

(ECE formerly MH. Consult program coordinator for former course equivalencies.)

## Requirements for matriculants from fall 1971 to spring 1973

### General Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
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<tr>
<td>HE 11</td>
<td>2</td>
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<tr>
<td>PE (any)</td>
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<tr>
<td>Group A</td>
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<td>Group B</td>
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### Department Requirements

<table>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSYCH 11, 32</td>
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<tr>
<td>34, 35</td>
<td>6</td>
</tr>
<tr>
<td>SOCIO 31, 33</td>
<td>6</td>
</tr>
<tr>
<td>35, 36</td>
<td>6</td>
</tr>
<tr>
<td>MH 11</td>
<td>3</td>
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<td>ECEa 21</td>
<td>3</td>
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<td>22, 23</td>
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<tr>
<td>91, 92</td>
<td>6</td>
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<td>93</td>
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</table>

Note: Refer to page 46 for Groups A and B.

* ECE formerly MH
A.A.S. Civil and Public Administration
Total credits: 64

Requirements for matriculants as of September 1973

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>8-10</td>
</tr>
<tr>
<td>Health Education 11</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Corrective Speech where appropriate</td>
<td>0-3</td>
</tr>
<tr>
<td>MATH 05 proficiency</td>
<td>0-1</td>
</tr>
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</table>

**Group Requirements**

<table>
<thead>
<tr>
<th>Group</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I to IV (3 Groups)</td>
<td>12</td>
</tr>
</tbody>
</table>

Note: ART 41, 42 satisfy part of group requirements.

**Department Requirements**

<table>
<thead>
<tr>
<th>Department</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA 11, 12</td>
<td>31, 32</td>
<td>7</td>
</tr>
<tr>
<td>91</td>
<td>92</td>
<td>3</td>
</tr>
<tr>
<td>93, 94*</td>
<td>ART 41, 42</td>
<td>4</td>
</tr>
</tbody>
</table>

**I. Performing and Visual Arts**

This group excludes Art and Music Studio courses, Theatre Production and Technique courses.

- Art
- Music
- Speech
- Theatre Arts

**II. Language and Literature**

- Foreign Language
- Literature
- Philosophy

**III. Social Science**

- Economics
- History
- Political Science

**IV. Behavioral Science**

- Anthropology
- Psychology
- Sociology

**V. Mathematics and Science**

- Biological Science
- Mathematics and Computer Science
- Physical Science

* Two semesters of independent study in PA (2-3 credits each) may be substituted for PA 93, 94.
### A.A.S. Civil and Public Administration

**Requirements for matriculants prior to fall 1971**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 12</td>
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</tr>
<tr>
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<td>31–32 or</td>
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<tr>
<td>31–33</td>
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<tr>
<td>ECO 12</td>
<td>3</td>
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<tr>
<td>POL SCI 51–52</td>
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<td>ART 41–42</td>
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<td>HE 11</td>
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<td>PE (4 courses)</td>
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<tr>
<td>SCI 31–32</td>
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<tr>
<td>MATH</td>
<td>3-4</td>
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<tr>
<td>PSYCH 11</td>
<td>3</td>
</tr>
<tr>
<td>PA 11–12</td>
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</tr>
<tr>
<td>91–92</td>
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<tr>
<td>93–94</td>
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</table>

**Total credits: 68**

**Requirements for matriculants from fall 1971 to spring 1973**

<table>
<thead>
<tr>
<th>General Requirements</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 12</td>
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<td>PE (any)</td>
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<td>Group A</td>
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<tr>
<td>Group B</td>
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<table>
<thead>
<tr>
<th>Department Requirements</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PA 11, 12</td>
<td>6</td>
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<tr>
<td>31, 32</td>
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<td>91</td>
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<td>92</td>
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<tr>
<td>93, 94</td>
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</tr>
<tr>
<td>ART 41, 42</td>
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</tr>
</tbody>
</table>

**Total credits: 64**

*Note: Refer to page 46 for Groups A and B.*

*Two semesters of independent study in PA (2–3 credits each) may be substituted for PA 93, 94.*
A.A.S. Data Processing
Total credits: 64

Requirements for matriculants as of September 1973

Required Courses
- English: 8-10 credits
- Health Education 11: 2
- Physical Education: 2
- Corrective Speech where appropriate: 0-3
- MATH 05 proficiency: 0-1

Group Requirements
1 to IV (3 Groups): 12 credits

Group I
Performing and Visual Arts
- This group excludes Art and Music Studio courses,
- Theatre Production and Technique courses.
- Art
- Music
- Speech
- Theatre Arts

Group II
Language and Literature
- Foreign Language
- Literature
- Philosophy

Department Requirements
- DP 11*: 4 credits
- 12
- 31
- 32
- MATH 12, 13 or 14: 3-4
- ACCT 11-12: 8
- BA 11: 3

Group III
Social Science
- Economics
- History
- Political Science

Group IV
Behavioral Science
- Anthropology
- Psychology
- Sociology

Group V
Mathematics and Science
- Biological Science
- Mathematics and Computer Science
- Physical Science

* Elementary algebra, or MATH 01, or MATH 05 is a prerequisite for DP 11.
A.A.S. Data Processing

Requirements for matriculants prior to fall 1971

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>ENG (any)</td>
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<tr>
<td>HIST 11-12</td>
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<td>31-32</td>
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<td>31-33</td>
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<td>MUSIC</td>
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<td>ART</td>
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<td>SPE</td>
<td>2-3</td>
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<td>HE 11</td>
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</tr>
<tr>
<td>PE (4 courses)</td>
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<tr>
<td>SCI 31-32 or a LAB SCI for transfer credit</td>
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<tr>
<td>MATH</td>
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<td>ACCT 11-12 or (11-13 non-transferable)</td>
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<td>ECO 12</td>
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<td>BA 11, 12</td>
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<tr>
<td>DP 11, 12</td>
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<tr>
<td>31, 32</td>
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</tbody>
</table>

( Elementary algebra is a prerequisite for DP 11.)

Total credits: 68

Requirements for matriculants from fall 1971 to spring 1973

<table>
<thead>
<tr>
<th>General Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12</td>
</tr>
<tr>
<td>HE 11</td>
</tr>
<tr>
<td>PE (any)</td>
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<tr>
<td>Group A</td>
</tr>
<tr>
<td>Group B</td>
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</table>

<table>
<thead>
<tr>
<th>Department Requirements</th>
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<tbody>
<tr>
<td>DP 11*</td>
</tr>
<tr>
<td>DP 12</td>
</tr>
<tr>
<td>DP 31</td>
</tr>
<tr>
<td>DP 32</td>
</tr>
<tr>
<td>MATH 12 or 14</td>
</tr>
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<td>ACCT 11-12</td>
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</tbody>
</table>

Total credits: 64

Note: Refer to page 46 for Groups A and B.

* Elementary algebra or MATH 11 is a prerequisite for DP 11.
### A.A.S. Mental Health

Total credits: 68

Requirements for matriculants as of September 1973

#### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>8-10</td>
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<tr>
<td>Health Education 11</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Corrective Speech where appropriate</td>
<td>0-3</td>
</tr>
<tr>
<td>MATH 05 proficiency</td>
<td>0-1</td>
</tr>
</tbody>
</table>

#### Group Requirements

1 to IV (3 Groups) 12 credits

Note: PSYCH and SOCIO courses satisfy part of group requirements.

#### Department Requirements

<table>
<thead>
<tr>
<th>Department</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH</td>
<td>11, 32, 36</td>
<td>3</td>
</tr>
<tr>
<td>SOCIO</td>
<td>31, 33, 35, 36</td>
<td>6</td>
</tr>
<tr>
<td>MH</td>
<td>11, 31, 34, 35, 36</td>
<td>6</td>
</tr>
</tbody>
</table>

III. Social Science

- Economics
- History
- Political Science

IV. Behavioral Science

- Anthropology
- Psychology
- Sociology

V. Mathematics and Science

- Biological Science
- Mathematics and Computer Science
- Physical Science
A.A.S. Mental Health
Total credits: 68

Requirements for matriculants prior to fall 1971

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 12</td>
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</tr>
<tr>
<td>ENG (any)</td>
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</tr>
<tr>
<td>HE 11</td>
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</tr>
<tr>
<td>PE (4 courses)</td>
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<td>PSYCH 11, 12</td>
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<tr>
<td>SOCIO 31, 33</td>
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<td>MH 11, 31</td>
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<td>PSYCH 36 may be substituted for MH 32</td>
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Requirements for matriculants from fall 1971 to spring 1973

**General Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 12</td>
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<td>HE 11</td>
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</tr>
<tr>
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<tr>
<td>Group A</td>
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**Department Requirements**

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<td>MH 11</td>
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</tr>
<tr>
<td></td>
<td>6</td>
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</tbody>
</table>

Note: Refer to page 46 for Groups A and B.
A.A.S. Nursing

Total credits: 67

Requirements for matriculants as of September 1973

**Required Courses**

- English: 8-10 credits
- Physical Education: 2 credits
- Corrective Speech where appropriate: 0-3 credits
- MATH 05 proficiency: 0-1 credit
- NURS 10 may be substituted for MATH 05 proficiency.

**Group Requirements**

I to IV: 9-12 credits

**Note:** BIO 11-12; PSYCH 11, 32; and SOCIO 31 satisfy group requirements.

I. Performing and Visual Arts
   - This group excludes Art and Music Studio courses, Theatre Production and Technique courses.
   - Art
   - Music
   - Speech
   - Theatre Arts

II. Language and Literature
   - Foreign Language
   - Literature
   - Philosophy

III. Social Science
   - Economics
   - History
   - Political Science

IV. Behavioral Science
   - Anthropology
   - Psychology
   - Sociology

V. Mathematics and Science
   - Biological Science
   - Mathematics and Computer Science
   - Physical Science

Department Requirements

- BIO 11-12
- BIO 51
- NURS 18
- PSYCH 11, 32
- SOCIO 31

Total credits: 87
A.A.S. Nursing*  
Total credits: 67

Requirements for matriculants prior to fall 1971

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 12</td>
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</tr>
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<td>ENG (any)</td>
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</tr>
<tr>
<td>PE (4 courses)</td>
<td>2-4</td>
</tr>
<tr>
<td>HIST 11-12 or 31-32</td>
<td>6</td>
</tr>
<tr>
<td>BIO 11-12 or 51</td>
<td>8</td>
</tr>
<tr>
<td>NURS 11-12 or 31-32</td>
<td>12</td>
</tr>
<tr>
<td>PSYCH 11, 32</td>
<td>6</td>
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<td>SOCIO 31</td>
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<td>MUSIC or ART or SPE (HE 11 not required)</td>
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</tr>
<tr>
<td><strong>Total credits:</strong></td>
<td><strong>67</strong></td>
</tr>
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</table>

* Note new sequence

Requirements for matriculants from fall 1971 to spring 1973

**General Requirements**

- ENG 12 4-6 credits
- PE (any) 2
- Group A 12
- Group B 4

**Department Requirements**

- BIO 11-12 8 credits
- BIO 51 4
- NURS 11 6
- 12 6
- 31 9
- 32 10
- PSYCH 11, 32 6
- SOCIO 31 3

Note: Refer to page 46 for Groups A and B.

Effective fall 1973

- BIO 11-12 8 credits
- BIO 51 4
- NURS 18 7
- 19 4
- 20 4
- 21 9
- 22 5
- 23 5
- PSYCH 11, 32 6
- SOCIO 31 3
A.A.S. Recreation Leadership
Total credits: 64

Requirements for matriculants as of September 1973

**Required Courses**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English</td>
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<td>Health Education 11</td>
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</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Corrective Speech where appropriate</td>
<td>0-3</td>
</tr>
<tr>
<td>MATH 05 proficiency</td>
<td>0-1</td>
</tr>
</tbody>
</table>

**Group Requirements**

I to IV (3 Groups) 12 credits

Note: PSYCH 11, SOCIO 31, AND SCI 33 satisfy part of group requirements.

**Department Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>REC 11, 12</td>
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<tr>
<td>13, 14</td>
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<td>16, 31</td>
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<tr>
<td>32, 33</td>
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<td>SCI 33 (non-transfer students may still complete SCI 31-32 sequence)</td>
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</table>

**III. Social Science**

- Economics
- History
- Political Science

**IV. Behavioral Science**

- Anthropology
- Psychology
- Sociology

**V. Mathematics and Science**

- Biological Science
- Mathematics and Computer Science
- Physical Science
A.A.S. Recreation Leadership

Requirements for matriculants prior to fall 1971

<table>
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<tr>
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<td>REC 11-12</td>
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Total credits: 67

Requirements for matriculants from fall 1971 to spring 1973

**General Requirements**

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**Department Requirements**

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<td>HE 35</td>
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<td>PSYCH 11</td>
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<td>SOCIO 31</td>
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<td>SCI 33</td>
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</table>

(non-transfer students may still complete SCI 31-32 sequence)

Total credits: 64

Note: Refer to page 46 for Groups A and B.
A.A.S. Retail Business Management

Total credits: 68

Requirements for matriculants as of September 1973

**Required Courses**
- English: 8-10 credits
- Health Education 11: 2 credits
- Physical Education: 2 credits
- Corrective Speech where appropriate: 0-3 credits
- MATH 05 proficiency: 0-1 credit

**Group Requirements**
- I to IV (3 Groups): 12 credits

**Department Requirements**
- ACCT 11: 4 credits
  - 12 or 13 (non-transferable)
- BA 11, 12, 14: 9 credits
- RBM 31, 33: 6 credits
  - 34, 35: 6 credits
  - 51: 3 credits
  - 92: 3 credits
- ECO 12, 14: 6 credits

**I. Performing and Visual Arts**
- This group excludes Art and Music Studio courses, Theatre Production and Technique courses.
- Art
- Music
- Speech
- Theatre Arts

**II. Language and Literature**
- Foreign Language
- Literature
- Philosophy

**III. Social Science**
- Economics
- History
- Political Science

**IV. Behavioral Science**
- Anthropology
- Psychology
- Sociology

**V. Mathematics and Science**
- Biological Science
- Mathematics and Computer Science
- Physical Science

Note: ECO 12 and 14 satisfy part of group requirements.
## A.A.S. Retail Business Management

Total credits: 68

### Requirements for matriculants prior to fall 1971

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### Requirements for matriculants from fall 1971 to spring 1973

#### General Requirements

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#### Department Requirements

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<td>34, 35</td>
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<tr>
<td>ECO 12</td>
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</table>

Note: Refer to page 46 for Groups A and B.

\* ACCT 13 is not transferable.
A.A.S. Secretarial Science — Executive
Total credits: 64

Requirements for matriculants as of September 1973

Required Courses
- English
- Health Education 11
- Physical Education
- Corrective Speech where appropriate
- MATH 05 proficiency

Group Requirements
1 to IV (3 Groups)
- Performing and Visual Arts
  This group excludes Art and Music Studio courses, Theatre Production and Technique courses.
  - Art
  - Music
  - Speech
  - Theatre Arts
- Language and Literature
  - Foreign Language
  - Literature
  - Philosophy

Department Requirements
- BA 33
- SEC SCI 12
- Economics
- History
- Political Science
- Anthropology
- Psychology
- Sociology
- Mathematics and Science
  - Biological Science
  - Mathematics and Computer Science
  - Physical Science

degree programs

72
A.A.S. Secretarial Science — Executive

Requirements for matriculants prior to fall 1971

**Common Requirements**

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<td>31-32 or</td>
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<td>MUSIC and ART</td>
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</table>

Total credits: 68

**Secretarial Science majors:** SEC SCI 11 and 13 or 15 are required for students entering without one year of typing and shorthand.

SEC SCI 12 and 16 or 18 may be waived for students with equivalent background.

Requirements for matriculants from fall 1971 to spring 1973

**General Requirements**

<table>
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<tr>
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**Department Requirements**

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<td>31, 32</td>
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<td>33, 34</td>
<td>4</td>
</tr>
<tr>
<td>92a</td>
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</table>

Total credits: 64

**Secretarial Science majors:** The following courses are strongly recommended as elective choices: ACCT 11-12 (or 13), BA 11 and 12 and ECO 12.

SEC SCI 11 and 13 or 15 are required for students entering without one year of typing and shorthand.

SEC SCI 12 and 16 or 18 may be waived for students with equivalent background.

Note: Refer to page 46 for Groups A and B.
### A.A.S. Secretarial Science — Legal

**Total credits:** 64

**Requirements for matriculants as of September 1973**

#### Required Courses

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<td>Corrective Speech where appropriate</td>
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<tr>
<td>MATH 05 proficiency</td>
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#### Group Requirements

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<tr>
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<td>This group excludes Art and Music Studio courses,</td>
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<td>Theatre Production and Technique courses.</td>
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<td>Music</td>
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<td></td>
<td>Speech</td>
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<td></td>
<td>Theatre Arts</td>
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<td>Foreign Language</td>
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<tr>
<td></td>
<td>Literature</td>
</tr>
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<td>Philosophy</td>
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<td>III</td>
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<td>Mathematics and Computer Science</td>
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<td>Physical Science</td>
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**degree programs**

- BA 33
- SEC SCI 12
- Economics
- History
- Political Science
- Anthropology
- Psychology
- Sociology
- Mathematics and Computer Science
- Physical Science
A.A.S. Secretarial Science — Legal

Requirements for matriculants prior to fall 1971

**Common Requirements**

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<td>MUSIC and ART</td>
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<td><strong>Total credits:</strong></td>
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Secretarial Science majors: SEC SCI 11 and 13 or 15 are required for students entering without one year of typing and shorthand. SEC SCI 12 and 16 or 18 may be waived for students with equivalent background.

Requirements for matriculants from fall 1971 to spring 1973

**General Requirements**

<table>
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Secretarial Science majors: The following courses are strongly recommended as elective choices: ACCT 11-12 (or 13), BA 11 and 12 and ECO 12.

SEC SCI 11 and 13 or 15 are required for students entering without one year of typing and shorthand.

SEC SCI 12 and 16 or 18 may be waived for students with equivalent background.

Note: Refer to page 46 for Groups A and B.
A.A.S. Secretarial Science — Medical

Total credits: 64

Requirements for matriculants as of September 1973

**Required Courses**
- English: 8-10 credits
- Health Education 11: 2
- Physical Education: 2
- Corrective Speech where appropriate: 0-3
- MATH 05 proficiency: 0-1

**Group Requirements**

I to IV (3 Groups): 12 credits

Note: Any 2-4 credit science courses satisfy part of group requirements.

I. Performing and Visual Arts
   - This group excludes Art and Music Studio courses, Theatre Production and Technique courses.
   - Art
   - Music
   - Speech
   - Theatre Arts

II. Language and Literature
   - Foreign Language
   - Literature
   - Philosophy

**Department Requirements**

- BIO (any 4 credit lab course): 4 credits
- BA 33: 3
- SEC SCI 12: 2
- 16 or 18: 2
- 31, 33: 4
- 67, 68: 4
- 69, 70: 5
- 92d: 3

III. Social Science
   - Economics
   - History
   - Political Science

IV. Behavioral Science
   - Anthropology
   - Psychology
   - Sociology

V. Mathematics and Science
   - Biological Science
   - Mathematics and Computer Science
   - Physical Science

---
degree programs
A.A.S. Secretarial Science — Medical

Requirements for matriculants prior to fall 1971

Common Requirements

<table>
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<td>BIO 11-12</td>
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<tr>
<td>BA 33 (strongly recommended)</td>
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</table>

Total credits: 68

Secretarial Science majors: SEC SCI 11 and 13 or 15 are required for students entering without one year of typing and shorthand.

SEC SCI 12 and 16 or 18 may be waived for students with equivalent background.

Requirements for matriculants from fall 1971 to spring 1973

General Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 12</td>
<td>4-6</td>
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<tr>
<td>HE 11</td>
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<td>PE (any)</td>
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<tr>
<td>Group A</td>
<td>12</td>
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<tr>
<td>Group B</td>
<td>4</td>
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Department Requirements

<table>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO 11-12</td>
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<tr>
<td>BA 33</td>
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<tr>
<td>16 or 18</td>
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<td>31, 33</td>
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<td>92a</td>
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</table>

Total credits: 64

Secretarial Science majors: The following courses are strongly recommended as elective choices: ACCT 11-12 (or 13), BA 11 and 12 and ECO 12.

SEC SCI 11 and 13 or 15 are required for students entering without one year of typing and shorthand.

SEC SCI 12 and 16 or 18 may be waived for students with equivalent background.

Note: Refer to page 46 for Groups A and B.
### A.A.S. Secretarial Science — School

**Total credits:** 64

**Requirements for matriculants as of September 1973**

#### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>English</td>
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<td>Health Education 11</td>
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<td>Physical Education</td>
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<td>Corrective Speech where appropriate</td>
<td>0-3</td>
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<tr>
<td>MATH 05 proficiency</td>
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#### Group Requirements

<table>
<thead>
<tr>
<th>Group</th>
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<tbody>
<tr>
<td>I to IV (3 Groups)</td>
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<tr>
<td>I. Performing and Visual Arts</td>
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<tr>
<td>This group excludes Art and Music Studio courses, Theatre Production and Technique courses.</td>
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<tr>
<td>Art</td>
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</tr>
<tr>
<td>Music</td>
<td></td>
</tr>
<tr>
<td>Speech</td>
<td></td>
</tr>
<tr>
<td>Theatre Arts</td>
<td></td>
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<tr>
<td>II. Language and Literature</td>
<td></td>
</tr>
<tr>
<td>Foreign Language</td>
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<tr>
<td>Literature</td>
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<td>Philosophy</td>
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#### Department Requirements

<table>
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<th>Department</th>
<th>Requirements</th>
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<tr>
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<td>55</td>
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<td></td>
<td>92c</td>
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<tr>
<td>III. Social Science</td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td>2</td>
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<tr>
<td>History</td>
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<tr>
<td>Political Science</td>
<td>4</td>
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<tr>
<td>IV. Behavioral Science</td>
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<tr>
<td>Anthropology</td>
<td>2</td>
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<tr>
<td>Psychology</td>
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<td>Sociology</td>
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<tr>
<td>V. Mathematics and Science</td>
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<tr>
<td>Biological Science</td>
<td>4 credits</td>
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<td>Mathematics and Computer Science</td>
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<tr>
<td>Physical Science</td>
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</table>
A.A.S. Secretarial Science — School

Requirements for matriculants prior to fall 1971

Common Requirements

<table>
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<th>Course</th>
<th>Credits</th>
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<tr>
<td>ENG 12</td>
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<tr>
<td>ENG (any)</td>
<td>3</td>
</tr>
<tr>
<td>HIST 11-12, 31-32 or 31-33</td>
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<tr>
<td>HE 11</td>
<td>2</td>
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<tr>
<td>PE (4 courses)</td>
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<tr>
<td>MUSIC and ART</td>
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<tr>
<td>SPE 21</td>
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<tr>
<td>ACCT 11-12 (or 13 for non-transfer)</td>
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<tr>
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<tr>
<td>ECO 12</td>
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<tr>
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<tr>
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<td>SEC SCI 32, 34</td>
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<td>53, 54, 55</td>
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<tr>
<td>BA 33</td>
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<td>SCI 31-32</td>
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</table>

Total credits: 68

Secretarial Science majors: SEC SCI 11 and 13 or 15 are required for students entering without one year of typing and shorthand.

SEC SCI 12 and 16 or 18 may be waived for students with equivalent background.

Requirements for matriculants from fall 1971 to spring 1973

General Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 12</td>
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<tr>
<td>HE 11</td>
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<tr>
<td>Group A</td>
<td>12</td>
</tr>
<tr>
<td>Group B</td>
<td>4</td>
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Department Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
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<tr>
<td>SEC SCI 12</td>
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<tr>
<td>16 or 18</td>
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<td>31, 32</td>
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<td>33, 34</td>
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<td>92c</td>
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</tbody>
</table>

Total credits: 64

Secretarial Science majors: The following courses are strongly recommended as elective choices: ACCT 11-12 (or 13), BA 11 and 12 and ECO 12.

SEC SCI 11 and 13 or 15 are required for students entering without one year of typing and shorthand.

SEC SCI 12 and 16 or 18 may be waived with equivalent background.

Note: Refer to page 46 for Groups A and B.
# A.S. Biology

Total credits: 64

Requirements for matriculants as of September 1973

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>English</td>
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<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Corrective Speech where appropriate</td>
<td>0-3</td>
</tr>
</tbody>
</table>

**Group Requirements**

Note: BIO, CHEM, and MATH satisfy Group V requirements.

I. Performing and Visual Arts  
   Includes Art, Music, Speech, Theatre Arts  
   3 credits

II. Language and Literature  
   Foreign Language, Literature, Philosophy  
   3 credits

**Department Requirements**

<table>
<thead>
<tr>
<th>Department</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO 13-14</td>
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<tr>
<td>BIO (any)</td>
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<tr>
<td>CHEM 11-12</td>
<td>8</td>
</tr>
<tr>
<td>MATH 14</td>
<td>4</td>
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</tbody>
</table>

III. Social Science  
   Economics, History, Political Science  
   3 credits

IV. Behavioral Science  
   Anthropology, Psychology, Sociology  
   3 credits

V. Mathematics and Science  
   Biological Science, Mathematics and Computer Science, Physical Science  
   24 credits
A.S. Biology

Requirements for matriculants prior to fall 1971

<table>
<thead>
<tr>
<th>Common Requirements</th>
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<tr>
<td>ENG 12</td>
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<td>ENG (any)</td>
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<tr>
<td>HIST 11-12 or 31-32</td>
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</tr>
<tr>
<td>HIST 31-33</td>
<td>2-4</td>
</tr>
<tr>
<td>HE 11</td>
<td>2</td>
</tr>
<tr>
<td>PE (4 courses)</td>
<td>2-3</td>
</tr>
<tr>
<td>Foreign Language (except COMP SCI)</td>
<td>0-14</td>
</tr>
<tr>
<td>SPE 21 (except COMP SCI)</td>
<td>2-3</td>
</tr>
<tr>
<td>ART or MUSIC</td>
<td>2-3</td>
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<tr>
<td>BIO 13-14</td>
<td>8</td>
</tr>
<tr>
<td>CHEM 11-12</td>
<td>8</td>
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<tr>
<td>MATH 15-16</td>
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</table>

Total credits: 68

Requirements for matriculants from fall 1971 to spring 1973

<table>
<thead>
<tr>
<th>General Requirements</th>
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<td>Group A</td>
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<td>Group B</td>
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<thead>
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<th>Department Requirements</th>
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<tr>
<td>BIO 13-14</td>
<td>8</td>
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<tr>
<td>CHEM 11-12</td>
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<tr>
<td>MATH 14</td>
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</table>

Total credits: 64

Note: Refer to page 46 for Groups A and B.
A.S. Chemistry
Total credits: 64

Requirements for matriculants as of September 1973

Required Courses

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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English</td>
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<tr>
<td>HE 11</td>
<td>2</td>
</tr>
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<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Corrective Speech where appropriate</td>
<td>0-3</td>
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Department Requirements

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHEM 11-12</td>
<td>8</td>
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<tr>
<td>PHYS 13-14</td>
<td>10</td>
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<tr>
<td>MATH 15-16 or 17-18</td>
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</tbody>
</table>

Group Requirements

Note: CHEM, PHYS, and MATH satisfy Group V requirements.

I. Performing and Visual Arts     3 credits
   This group excludes Art and Music Studio courses, Theatre Production and Technique courses.
   Art
   Music
   Speech
   Theatre Arts

II. Language and Literature      3 credits
   Foreign Language
   Literature
   Philosophy

III. Social Science              3 credits
    Economics
    History
    Political Science

IV. Behavioral Science           3 credits
    Anthropology
    Psychology
    Sociology

V. Mathematics and Science       24 credits
    Biological Science
    Mathematics and Computer Science
    Physical Science
## A.S. Chemistry

Total credits: **68**

### Requirements for matriculants prior to fall 1971

**Common Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12</td>
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<tr>
<td>ENG (any)</td>
<td>3</td>
</tr>
<tr>
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<td>HIST 31-32 or 31-33</td>
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<tr>
<td>HE 11</td>
<td>2</td>
</tr>
<tr>
<td>PE (4 courses)</td>
<td>2-4</td>
</tr>
<tr>
<td>Foreign Language (except COMP SCI)</td>
<td>0-14</td>
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<tr>
<td>SPE 21 (except COMP SCI)</td>
<td>2-3</td>
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<tr>
<td>ART and MUSIC</td>
<td>4-5</td>
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<td>CHEM 11-12</td>
<td>8</td>
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<td>CHEM 31-32</td>
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<tr>
<td>PHYS 13-14</td>
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<tr>
<td>MATH 15-16 or 17-18</td>
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### Requirements for matriculants from fall 1971 to spring 1973

**General Requirements**

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<td>Group B</td>
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**Department Requirements**

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<th>Credits</th>
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<tbody>
<tr>
<td>CHEM 11-12</td>
<td>8</td>
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<tr>
<td>PHYS 13-14</td>
<td>10</td>
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<tr>
<td>MATH 15-16 or 17-18</td>
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Note: Refer to page 46 for Groups A and B.
A.S. Computer Science
Total credits: 68

Requirements for matriculants as of September 1973

**Required Courses**

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<tr>
<th>Course</th>
<th>Credits</th>
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<td>English</td>
<td>8-10</td>
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<tr>
<td>Health Education 11</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Corrective Speech where appropriate</td>
<td>0-3</td>
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</tbody>
</table>

**Group Requirements**

Note: COMP SCI, MATH, and LAB SCI satisfy Group V requirements.

I. Performing and Visual Arts 3 credits

- This group excludes Art and Music Studio courses,
- Theatre Production and Technique courses.
- Art
- Music
- Speech
- Theatre Arts

II. Language and Literature 3 credits

- Foreign Language
- Literature
- Philosophy

**Department Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COMP SCI 13-14</td>
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<td>MATH 15-16</td>
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<td>LAB SCI 55, 56, 21</td>
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<td></td>
<td>8-10</td>
</tr>
</tbody>
</table>

III. Social Science 3 credits

- Economics
- History
- Political Science

IV. Behavioral Science 3 credits

- Anthropology
- Psychology
- Sociology

V. Mathematics and Science 24 credits

- Biological Science
- Mathematics and Computer Science
- Physical Science

degree programs
A.S. Fine Arts  
Total credits: 64

Required for matriculants as of September 1973

**General Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English</td>
<td>8-10</td>
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<tr>
<td>Corrective Speech where appropriate</td>
<td>3</td>
</tr>
<tr>
<td>MATH 05 proficiency</td>
<td>0-1</td>
</tr>
</tbody>
</table>

**Group Requirements**

**Group I**

Students must take six additional credits from Groups II, III, or IV.

1. **Performing and Visual Arts**
   - Art: 3 credits
   - Music: 2 credits
   - Speech: 3 credits
   - Theatre Arts: 3 credits
   - This grouping excludes Art and Music Studio courses, Theatre Production Technique courses.

2. **Language and Literature**
   - Foreign Language: 2 credits
   - Literature: 3 credits
   - Philosophy: 3 credits

**Departmental Requirements**

All Art majors would take in their first term:

- ART 33, 57, and either 59, 61 or 65 depending on their area of concentration.

**Suggested sequences in Fine Art concentrations:**

- ART 34, 35, 36, 58, 60, 51 or 65, 81: 26 credits
- ART 35, 36, 37 or 61 or 59, 55, 56, 51, 81: 25 credits
- ART 35, 36, 37, 38, 58, 62, 65, 81: 26 credits
- ART 34, 35, 36, 38, 39, and 12 credits from Art History electives (37, 40, studio courses, Music History, Comparative Literature.): 27 credits

**III. Social Science**

- 3 credits

  - Economics
  - History
  - Political Science

**IV. Behavioral Science**

- 3 credits

  - Anthropology
  - Psychology
  - Sociology

**V. Mathematics and Science**

- 6 credits

  - Biological Science
  - Mathematics and Computer Science
  - Physical Science

**VI. Additional credits from II to V**

- 6 credits
## A.S. Mathematics

**Total credits: 68**

### Requirements for matriculants as of September 1973

#### Required Courses

<table>
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<tr>
<th>Course</th>
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<td>Physical Education</td>
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</tr>
<tr>
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<td>0-3</td>
</tr>
</tbody>
</table>

#### Group Requirements

**Note:** MATH and LAB SCI satisfy Group V requirements.

1. **Performing and Visual Arts**
   - 3 credits
   - This group excludes Art and Music Studio courses, Theatre Production and Technique courses.
   - Art
   - Music
   - Speech
   - Theatre Arts

2. **Language and Literature**
   - 3 credits
   - Foreign Language
   - Literature
   - Philosophy

### Department Requirements

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<th>Course</th>
<th>Credits</th>
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<td>MATH or COMP PRO (any)</td>
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</tr>
<tr>
<td>LAB SCI</td>
<td>8-10</td>
</tr>
</tbody>
</table>

1. **Social Science**
   - 3 credits
   - Economics
   - History
   - Political Science

2. **Behavioral Science**
   - 3 credits
   - Anthropology
   - Psychology
   - Sociology

3. **Mathematics and Science**
   - 24 credits
   - Biological Science
   - Mathematics and Computer Science
   - Physical Science

---

*degree programs*
# A.S. Mathematics

Total credits: 68

## Requirements for matriculants prior to fall 1971

**Common Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12</td>
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<tr>
<td>ENG (any)</td>
<td>3</td>
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<tr>
<td>HIST 11-12, 31-32 or 31-33</td>
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<tr>
<td>HE 11</td>
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<tr>
<td>PE (4 courses)</td>
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<tr>
<td>Foreign Language (except COMP SCI)</td>
<td>0-14</td>
</tr>
<tr>
<td>SPE 21 (except COMP SCI)</td>
<td>2-3</td>
</tr>
<tr>
<td>ART or MUSIC</td>
<td>2-3</td>
</tr>
<tr>
<td>MATH 17-18 or 15, 16, 21</td>
<td>8-12</td>
</tr>
<tr>
<td>MATH 55, 56</td>
<td>6</td>
</tr>
<tr>
<td>COMP PRO 51</td>
<td>4</td>
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<tr>
<td>MATH or COMP PRO (any)</td>
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<tr>
<td>PHYS 13-14</td>
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## Requirements for matriculants from fall 1971 to spring 1973

**General Requirements**

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<th>Course</th>
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<tr>
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<td>Group B</td>
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**Department Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH 15-16</td>
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<tr>
<td>MATH 56</td>
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<tr>
<td>COMP PRO 51</td>
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<td>LAB SCI</td>
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Note: Refer to page 46 for Groups A and B.
## A.S. Music

**Total credits:** 64

### Requirements for Matriculants as of September 1973

#### General Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English</td>
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<tr>
<td>Health Education 11</td>
<td>2</td>
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<tr>
<td>Physical Education</td>
<td>2</td>
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<tr>
<td>Corrective Speech where appropriate</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics proficiency in elementary algebra</td>
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#### Department Requirements

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Music</td>
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<tr>
<td>Economics</td>
<td>3</td>
</tr>
<tr>
<td>Political Science</td>
<td>3</td>
</tr>
<tr>
<td>Anthropology</td>
<td>3</td>
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<tr>
<td>Biological Science</td>
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<tr>
<td>Mathematics and Computer Science</td>
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#### Group Requirements

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>I</td>
<td>Performing and Visual Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Art</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Music</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Speech</td>
<td></td>
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<td></td>
<td>Theatre Arts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This grouping excludes Art and Music Studio courses, Theatre Production Technique courses.</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Language and Literature</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Foreign Language</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Literature</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Philosophy</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>Social Science</td>
<td>3</td>
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<tr>
<td></td>
<td>Economics</td>
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</tr>
<tr>
<td></td>
<td>Political Science</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>Behavioral Science</td>
<td>3</td>
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<tr>
<td></td>
<td>Anthropology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sociology</td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>Mathematics and Science</td>
<td>6</td>
</tr>
<tr>
<td></td>
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<td>Mathematics and Computer Science</td>
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<tr>
<td></td>
<td>Physical Science</td>
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</tbody>
</table>
A.S. Physics
Total credits: 64

Requirements for matriculants as of September 1973

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>English</td>
<td>8-10</td>
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<tr>
<td>Health Education</td>
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<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Corrective Speech where appropriate</td>
<td>0-3</td>
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</tbody>
</table>

Department Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 13-14</td>
<td>10</td>
</tr>
<tr>
<td>CHEM 11, 12</td>
<td>8</td>
</tr>
<tr>
<td>MATH 15-16 or</td>
<td>8</td>
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<tr>
<td>17-18</td>
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<tr>
<td>PHYS (any)</td>
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</tbody>
</table>

Group Requirements

Note: CHEM, MATH, and PHYS satisfy Group V requirements.

I. Performing and Visual Arts          3 credits
   This group excludes Art and Music Studio courses,
   Theatre Production and Technique courses.
   Art                                     
   Music                                  
   Speech                                 
   Theatre Arts                           

II. Language and Literature            3 credits
   Foreign Language                      
   Literature                            
   Philosophy                            

III. Social Science                    3 credits
    Economics                             
    History                               
    Political Science                     

IV. Behavioral Science                 3 credits
    Anthropology                          
    Psychology                            
    Sociology                             

V. Mathematics and Science             24 credits
    Biological Science                    
    Mathematics and Computer Science     
    Physical Science                      

degree programs
A.S. Physics
Total credits: 68

Requirements for matriculants prior to fall 1971

Common Requirements

ENG 12 3-4 credits
ENG (any) 3
HIST 11-12, 31-32 or 31-33 6
HE 11 2
PE (4 courses) 2-4
Foreign Language (except COMP SCI) 0-14
SPE 21 (except COMP SCI) 2-3
ART and MUSIC 4-5
PHYS 13-14 10
PHYS (any) 6-8
CHEM 11-12 8
MATH 17-18 or 15, 16, 21 8-12
MATH 55, 56 6

Requirements for matriculants from fall 1971 to spring 1973

General Requirements

ENG 12 4-6 credits
HE 11 2
PE (any) 2
Group A 12
Group B 16

Department Requirements

PHYS 13-14 10 credits
CHEM 11-12 8
MATH 15-16 or 17-18 8
PHYS (any) 8

Note: Refer to page 46 for Groups A and B.
# A.S. Pre-Physical Therapy

Total credits: 64

## Requirements for Matriculants as of September 1973

### Required Courses

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English</td>
<td>8-10</td>
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<tr>
<td>Health Education 11</td>
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<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Corrective Speech where appropriate</td>
<td>0-3</td>
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</tbody>
</table>

### Group Requirements

**Note:** BIO, CHEM, MATH and PHYSICS satisfy Group V requirements.

<table>
<thead>
<tr>
<th>Group</th>
<th>Requirement</th>
<th>Credits</th>
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<tr>
<td>I.</td>
<td>Performing and Visual Arts</td>
<td>3</td>
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<tr>
<td></td>
<td>This group excludes Art and Music Studio courses, Theatre Production and Technique courses.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Art</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Music</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Speech</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Theatre Arts</td>
<td></td>
</tr>
<tr>
<td>II.</td>
<td>Language and Literature</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Foreign Language</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Literature</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Philosophy</td>
<td></td>
</tr>
<tr>
<td>III.</td>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Economics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>History</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Political Science</td>
<td></td>
</tr>
<tr>
<td>IV.</td>
<td>Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Anthropology</td>
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<tr>
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<tr>
<td></td>
<td>Sociology</td>
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<td>V.</td>
<td>Mathematics and Science</td>
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<td></td>
<td>Biological Science</td>
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</tr>
<tr>
<td></td>
<td>Mathematics and Computer Science</td>
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</tr>
<tr>
<td></td>
<td>Physical Science</td>
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</tbody>
</table>

---

degree programs

---

8 credits

---

8 credits

---

8 credits

---

10 credits
A.S. Pre-Physical Therapy
Total credits: 64

Requirements for matriculants prior to fall 1971

**Pre-Physical Therapy**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
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<td>HE 11</td>
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</tr>
<tr>
<td>PE (any 4 courses)</td>
<td>2-4</td>
</tr>
<tr>
<td>BIO 11-12</td>
<td>8</td>
</tr>
<tr>
<td>CHEM 11-12</td>
<td>8</td>
</tr>
<tr>
<td>MATH 15-16</td>
<td>8</td>
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<tr>
<td>PSYCH 11, 32</td>
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<tr>
<td>HIST or POL SCI (any)</td>
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</table>

Requirements for matriculants from fall 1971 to spring 1973

**General Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 12</td>
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<tr>
<td>HE 11</td>
<td>2</td>
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<tr>
<td>PE (any)</td>
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<tr>
<td>Group A</td>
<td>16</td>
</tr>
<tr>
<td>Group B</td>
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**Department Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO 11, 12</td>
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<td>CHEM 11-12</td>
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<tr>
<td>MATH 15-16</td>
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<tr>
<td>PHYS 11-12</td>
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</table>

Note: Refer to page 46 for Groups A and B.
A.S. Theatre Arts
Total credits: 68

Requirements for matriculants as of September 1973

General Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>8-10</td>
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<td>Health Education 11</td>
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</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Corrective Speech where appropriate</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics proficiency in elementary algebra</td>
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Department Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>THE 50 Introduction to Theatre Arts</td>
<td>19</td>
</tr>
<tr>
<td>THE 51 Play Analysis</td>
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</tr>
<tr>
<td>THE 52 Acting I</td>
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<td>THE 55 Stagecraft</td>
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<td>THE 56 Lighting and Design</td>
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<td>THE 59 Play Production</td>
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<td>Electives</td>
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See Departmental Advisor.

Group Requirements

Group I

Students must take six additional credits from Groups II, III, or IV.

I. Performing and Visual Arts

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Art</td>
<td>3</td>
</tr>
<tr>
<td>Music</td>
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<tr>
<td>Speech</td>
<td></td>
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<tr>
<td>Theatre Arts</td>
<td></td>
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<tr>
<td>This grouping excludes Art and Music Studio courses, Theatre Production Technique courses</td>
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II. Language and Literature

<table>
<thead>
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<tbody>
<tr>
<td>Foreign Language</td>
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<td>Literature</td>
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<tr>
<td>Philosophy</td>
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degree programs

III. Social Science

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Economics</td>
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<tr>
<td>History</td>
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<td>Political Science</td>
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IV. Behavioral Science

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Anthropology</td>
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<td>Psychology</td>
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<td>Sociology</td>
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V. Mathematics and Science

<table>
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<th>Course</th>
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<tr>
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VI. Electives from Groups II, III, or IV

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>THE 57</td>
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</table>

94
course offerings
Orientation

OR 11 EFFECTIVE STUDY
Fall or Spring 1 Credit
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

DEPARTMENT OF ART

Chairman
Frederic M. Thursz, Professor; B.A., M.F.A.

Assistant Professors
Jack Bolen; B.F.A., M.F.A.
Bruce Gagnier; B.A., M.A.
Anthony Martin
Anna Weber; Laurea

Lecturer
Abram Schlemowitz, Beaux Arts Institute, National Academy of Design, Design Laboratory

Art

ART 31 THE VISUAL EXPERIENCE
Fall and Spring 3 Credits
An introduction to the plastic arts, past and present, as they express personal and societal attitudes about man's nature, environment, and the nature of art itself.

3 hours per week

ART 33 SURVEY OF ART HISTORY I
Fall 3 Credits
A thorough historical view of Western art history from prehistory through the Renaissance. The course is designed to survey the evolution of style and form in the major arts in chronological sequence.
Required of art majors.
Open to all students as an elective.

3 hours per week
ART 34 SURVEY OF ART HISTORY II
Spring 3 Credits
A continuation of ART 33 to the present.
Required of art majors.
Open to all students as an elective.
Prerequisite: ART 33 3 hours per week

ART 35 MODERN ART I
Fall 3 Credits
A study of the pioneers of Modern Art—Picasso, Mondrian, Kandinsky, Brancusi, Matisse, Miro. Museum assignments in New York City and personal research on the notable movements in the first decades of the 20th century are required.
Required of art majors.
Open to all students as an elective.
3 hours per week

ART 36 MODERN ART II
Spring 3 Credits
This course explores the succeeding movements to Cubism and the innovation of the early 20th century, Surrealism; abstract art to abstract expressionism and the latest developments in contemporary art.
Required of art majors.
Prerequisite: ART 35 3 hours per week

ART 37 AFRICAN AND PRIMITIVE ART
Fall and Spring 3 Credits
The structural and stylistic forms of African art are studied, as is the art of other notable primitive cultures, with the emphasis on the cultural basis for those forms.
Recommended to art majors.
Open to all students as an elective.
3 hours per week

ART 38 RENAISSANCE ART I
Fall 3 Credits
The course consists of a history of the development of art from the Gothic to the Humanism movements, and the Renaissance is integrated with an analysis of the new conception of nature, history and man in Italy.
3 hours per week

ART 39 RENAISSANCE ART II (ART OF THE NORTHERN RENAISSANCE)
Spring 3 Credits
A history of the developments of art after the "Padri" of the Renaissance. How the movement of Humanism penetrating in the North established a new sense of cultural community and changed the artist into an intellectual seeker after truth.
Prerequisite: ART 38 3 hours per week
ART 40  CHINESE ART  
Fall and Spring  3 Credits  
A discussion of the original development, tradition and significant contributors to Chinese painting in its long and uninterrupted history; analysis, fundamental, philosophical and artistic influence; explication of the means essential to production of painting in this tradition.  
3 hours per week

ART 41  ARTS IN THE CITY I  
Fall  2 Credits  
Problems in the urban environment confronted in aesthetic terms; an interdisciplinary approach to the plastic and visual arts developing from the demands of New York City existence.  
Required of those students in the Civil and Public Service Program.  
Open to all students as an elective.  
2 hours per week

ART 42  ARTS IN THE CITY II  
Spring  2 Credits  
A continuation of Art 41.  
Required of those students in the Civil and Public Service Program.  
Open to all students as an elective.  
Prerequisite: ART 41  2 hours per week

ART 51  PHOTOGRAPHY I  
Fall and Spring  3 Credits  
Introduction to the rudimentary ideas and techniques of photography: the camera; the film; the development process; the possibilities of the photographic print.  
(Not open to students who have completed ART 81 PHOTOGRAPHY.)  
4 hours per week

ART 55  INTERMEDIA I (VISUAL ARTS)  
Fall and Spring  2 Credits  
A potpourri of media approaches to the visual arts is used to examine the principles of design. Course stresses such innovative techniques as electronics, sight and sound.  
Required of art majors.  
Open to all students as an elective.  
4 hours per week

ART 56  INTERMEDIA II (VISUAL ARTS)  
Fall and Spring  2 Credits  
A study of the experimental and innovative use of the media, tools and materials in advanced design problems.  
4 hours per week
ART 57 DRAWING I
Fall and Spring 2 Credits
It is the aim of this course to introduce students to the basic concepts of drawing. In order to cultivate the ability to see, create form, and enjoy visual experiences, students draw from still life and live models.
Required of art majors.
Open to all students as an elective.

ART 58 DRAWING II
Fall and Spring 3 Credits
A continued exploration of the drawing media. Students explore traditional and experimental techniques in drawing by using the figure model.
Required of all art majors.
Open to all students as an elective.
Prerequisite: ART 57 4 hours per week

ART 59 PAINTING I
Fall and Spring 3 Credits
A studio course in oil and acrylic painting. It serves as an aesthetic foundation for solutions to expressive problems of representational and abstract form, color and space.
Required of art majors.
Open to all students as an elective.

ART 60 PAINTING II
Fall and Spring 3 Credits
A continuation of Art 59, with advanced work in painting.
Prerequisite: ART 59 6 hours per week

ART 61 SCULPTURE I
Fall and Spring 3 Credits
Study and work in a studio setting, with the emphasis on the techniques and aesthetics of modern sculptural concepts.
Required of art majors.
Open to all students as an elective.

ART 62 SCULPTURE II
Fall and Spring 3 Credits
For more advanced students in the field of creative sculpture. New techniques include welding and casting.
Open to all students as an elective.
Prerequisite: ART 61 6 hours per week
3 recitation, 3 laboratory

ART 63 CERAMICS I (BEGINNING CERAMICS)
Fall and Spring 3 Credits
Course designed to introduce students to problems in ceramic design, materials and techniques. Emphasis is
on use of the potters wheel, high-fire ware production, glazing and firing.

4 hours per week

ART 64  CERAMICS II (INTERMEDIATE CERAMICS)
Fall and Spring  3 Credits
Intermediate problems in ceramic design. Emphasis is on use of the potters wheel, high-fire ware production, glazing and firing.

4 hours per week

ART 65  MIXED MEDIA—MULTI-MEDIA
OPEN STUDIO
Fall and Spring  3 Credits
This course enables students to make use of combination of drawing, painting, sculptural techniques as well as new materials and light, sound and phonetic processes.

4 hours per week

ART 69  DRAFTING
Fall  2 Credits
A variety of materials and techniques are studied to enable students to pursue their interests in mechanical drawing, graphic and layout design, blueprints, scientific and orthographic projection.
Open to all students as an elective.

4 hours per week

ART 81  INDEPENDENT STUDY
Fall and Spring  1-3 Credits
Independent study in the field of Art includes such areas as Intermedia, Print-making, Art History, Visual Communications.
Each course of study, including hours, credits, and required work, is developed individually between the student and the faculty member and must be approved by the department.

1-3 hours per week

course offerings
DEPARTMENT OF
BEHAVIORAL SCIENCES
AND HUMAN SERVICES

Chairman
Philip Stander, Associate Professor; B.A., M.S., Ed.D.

Professors
John Barlow; A.B., Ph.D.
Martin E. Danzig; B.A., M.A., Ph.D.
Irene Kiernan; B.A., M.A., Ph.D.
Lester Singer; B.S., M.S., Ph.D.

Associate Professors
Louis Altschul; A.B., Ph.D.
Benjamin Pacheco; B.A., M.S.W.
Laurence Simon; B.A., Ph.D.

Assistant Professors
Leslie Arberman; B.A., M.S.
Myron Brender; A.B., Ph.D.
Alan Cavanaugh; A.B., M.A.
Geraldine Chapey; B.S., M.A.
Judith Danoff; B.A., M.S.
Martin Feldman; B.A., M.A., Ph.D.
Joyce Garber; B.A., Ph.D.
Muriel Greenhill; A.B., J.D.
Charles Hoffman; B.S., Ph.D.
Lester Kaplan; B.A., M.S.W.
Paul Schmolling; B.A., Ph.D.
Marvin Shapiro; B.A., M.B.A., Ph.D.
Merrill Youkeles; B.A., M.S.W.

Instructor
Elinor Barr; B.A., M.S.
Edwin Cooperman; B.A., M.A.
Lourdes Manguard De Mendev; B.A., M.A., M.Ed.
Vimla Vadham; B.A., M.A.
Harvey Wolrich; B.A., J.D., M.A.

Lecturer
Aline DeVore; B.A., M.A.
Chester Koons; B.A., M.A.
Angelita Morales; B.A., M.S.W., J.D., M.P.A.
Leticia Romero; B.A.S.S., M.S.W.

Adjunct Assistant Professors
Lotte Feinberg; B.A., M.Ed.
H. Patrick Montague; M.A., Ph.D.
David Twersky; B.A., M.A., Ed.D.

Adjunct Lecturers
Clifford Fisch; B.A., M.Sc.Ed.
Dale Patrias; B.S., M.Ed., M.A.

course offerings
EDUCATION

EDU 32  HUMAN GROWTH DEVELOPMENT  
(Listed also as PSYCH 32)  
Fall and Spring  3 Credits  
This course focuses on human development from infancy through childhood, adolescence and adulthood. It makes reference to intellectual growth, personal and social adjustment, the relationship between physical and mental development, and typical problems in various states of the life-cycle.  
Prerequisite: PSYCH 11  3 hours per week

EDU 33  EDUCATION IN MODERN SOCIETY  
Fall and Spring  3 Credits  
A study of educational processes in relation to contemporary society. Covers cultural forces and institutions helping to shape education along with resulting issues and problems. The school as an institution of education, its guiding theories and basic practices are coupled with the role of the teacher in order to make comparisons to education in other countries.  
3 hours per week

EDU 34  SEMINAR AND PRACTICUM IN EDUCATION AND THE BEHAVIORAL SCIENCES  
Fall and Spring  4 Credits  
To be taken by students in Educational Associate Program only.  
The role of the paraprofessional in education is examined. Selected aspects of educational foundations, sociology and child psychology provide a base from which the paraprofessional's relationships to students, peers, teachers and supervisors are studied.  
Prerequisites: EDU 33, PSYCH 11  12 hours per week  10 hours field work

EDU 35  SEMINAR AND PRACTICUM IN EDUCATION AND COMMUNICATION SKILLS  
Fall and Spring  4 Credits  
To be taken by students in Educational Associate Program only.  
Students explore the nature of task-oriented and pupil-oriented activities in relation to communication skills,
helping pupils to improve and develop special communication skills, both written and spoken.

Prerequisites: EDU 34, 2 semesters of English

12 hours per week
10 hours field work

EDU 36 SEMINAR AND PRACTICUM IN EDUCATION AND ART FORMS
Fall and Spring 4 Credits
To be taken by students in Educational Associate Program only.
Assists students in developing understanding of the functions of art activities for the young child. The goal is to enable them to encourage creative thinking in the child by relating art forms to the youngster's world.
Prerequisites: EDU 35, MUSIC 31, ART 31

12 hours per week
10 hours field work

EDU 37 HISTORICAL DEVELOPMENT OF EDUCATION IN THE UNITED STATES
Fall and Spring 3 Credits
The history, growth and development of education in the United States is traced from colonial times to the present. Emphasis is on the manner in which the school as an institution responded to the changing social, political and economic currents of the times. Its role as a major factor in the development of an American character is stressed.

3 hours per week

EDU 38 SEMINAR AND PRACTICUM IN BILINGUAL STUDIES—THE PUERTO RICAN IN HIS URBAN SETTING
Fall and Spring 4 Credits
An understanding of Puerto Rican culture as it relates to the educational institutions in an urban setting. Areas of study include: family unit; problems of adjustment to a school-setting; bilingual education; cultural studies in the public school curriculum; school decentralization and the community.
Students enrolled in this course are placed in a Puerto Rican educational agency to familiarize themselves with agency services.

5 hours per week

EDU 39 SEMINAR AND PRACTICUM IN BILINGUAL STUDIES—THE BILINGUAL SCHOOL IN THE URBAN SETTING
Fall and Spring 4 Credits
The course's seminar component is designed to help students learn about bilingual education. Instructional materials, their selection and adaptation in bilingual schools are studied.
Under faculty supervision, students in the course’s practicum component are assigned to elementary school to assist in teaching and counseling, and working with parents.

**EDU 40 ORIENTATION FOR STUDENTS WITH SPECIAL BACKGROUNDS**

Fall and Spring  
1 Credit

Course’s aim is to familiarize students with American institutions and society, especially as they exist in New York City. To be studied are the college community, inter-ethnic relations, services such as consumer information, recreational activities, and the cultural life of New York City. Guest speakers.

**EDU 81 INDEPENDENT STUDY**

Fall and Spring  
3 Credits

Research, work outside the College, or participation in individual and/or group projects.

Each course of study, including hours, credits, and required work, is developed individually between students and faculty and must be reported to the department prior to the start of the project.

**COMMUNITY MENTAL HEALTH PROGRAM WITH A CONCENTRATION IN CHILD CARE—EARLY CHILDHOOD EDUCATION**

Students in both programs must start with MH 11.

Due to the special nature of the Mental Health and Early Childhood Education programs, students will be evaluated at the conclusion of each semester to determine whether or not it is advisable for them to continue in the program.

**MH 11 INTRODUCTION TO HUMAN SERVICES**

Fall and Spring  
3 Credits

The wide array of Human Services as provided by a large selection of agencies is reviewed. Students visit and evaluate selected agencies serving many fields in-
cluding mental health, social services, child care and education programs. Open to all students.

3 hours per week

Child Care/Early Childhood Education

ECE 21 CURRICULUM IN EDUCATION
Fall and Spring 3 Credits

A survey of the objectives of the programs in Education, the selection, guidance and evaluation of learning experiences with specific emphasis on methods and materials in language arts and story telling.

Prerequisite: MH 11 for ECE majors only

3 hours per week

ECE 22 ART WORKSHOP FOR STUDENTS IN EDUCATION
Fall and Spring 2 Credits

Exploration of a variety of art media to explore principles, methods, planning and classroom organization necessary to achieve the curriculum and behavioral objectives of the programs in Education.

Prerequisite: ECE 21

2 hours per week

ECE 23 MUSIC AND MOVEMENT WORKSHOP FOR STUDENTS IN EDUCATION
Fall and Spring 2 Credits

Explores the musical literature, methods and techniques for utilizing music and dance to help achieve curriculum and behavioral objectives of the programs in education.

Prerequisite for ECE majors: ECE 22 2 hours per week
Prerequisite for non-majors: ECE 21

ECE 81 INDEPENDENT STUDY
Spring 3 Credits

An overview of exceptionalities in early childhood development requiring modification of normal educational practices and facilities, including mental retardation and giftedness; visual, auditory, speech and orthopedic handicaps; neurological dysfunction; and behavioral disorders. The causative factors and diagnostic, therapeutic and educational procedures relevant to each category. The role of the Assistant Teacher in Special Education.

Prerequisites: ECE 21 and ECE 91 3 hours per week
Corequisites: PSYCH 32 and ECE 92

Permission of program coordinator or instructor

FIELD COURSES

ECE 91 SUPERVISED INSTRUCTIONAL EXPERIENCE IN EARLY CHILDHOOD EDUCATION I
Fall and Spring 3 Credits

Students are assigned to work in a specific education center such as Day Care Centers, Nursery Schools,
Kindergarten, schools for exceptional children and residential institutions. The course concentrates on objective observations of child behavior and participation with children in order to help students develop skills in understanding children's behavior and learning needs.

Offered to ECE majors only
Prerequisite: MH 116 hours per week
Corequisite: ECE 21

ECE 92 SUPERVISED INSTRUCTIONAL EXPERIENCE IN EARLY CHILDHOOD EDUCATION II
Fall and Spring 3 Credits
Students assume an assigned measure of responsibility and work directly with children of the selected agency. Careful planning for the formulation and the development of suitable children's programs guide students toward a professional role.

Open to ECE majors only
Prerequisite: ECE 916 hours per week
Corequisite: ECE 22

ECE 93 SUPERVISED INSTRUCTIONAL EXPERIENCE IN EARLY CHILDHOOD EDUCATION III 3 Credits
Students are assigned increasing responsibility in a program within the limits of the agency structure including leadership of group activity.

Open to ECE majors only
Prerequisite: ECE 926 hours per week
Corequisite: ECE 23

Mental Health

MH 31 PRINCIPLES OF INTERVIEWING AND GROUP LEADERSHIP
Fall and Spring 3 Credits
The basic principles of gathering information through the use of interviewing techniques will be examined. The nature of group formation, function and leadership, and how they relate to one another will be analyzed. Emphasis will be placed upon providing service to the mentally ill. Role playing and classroom practice sessions will be structured as part of the course.

Prerequisite: MH 113 hours per week
Corequisite: MH 96 (for MH majors only)

MH 34 ACTIVITIES THERAPY
Fall and Spring 3 Credits
Theories and principles in the use of activities as a therapeutic tool will be examined. The learning of selected basic skills and their use will be emphasized.
They will be demonstrated, discussed and practiced in the classroom.  

**Prerequisite:** MH 11  

**MH 35 AGING AND MENTAL HEALTH**  
Fall and Spring  
3 Credits  

Issues and problems pertaining to aging and the aged will be explored. An analysis of the aging process and roles of the older adult in our society will be examined. Emphasis will be placed on learning methods of prevention and treatment of mental illness of older people.  

**Prerequisite:** MH 11 (for MH majors only)  

**MH 36 THEORIES AND PRINCIPLES OF PSYCHOTHERAPY**  
Fall and Spring  
3 Credits  

A survey of the array of treatment modalities for the emotionally disturbed. Theory, methods and historical background of individual and group therapies are reviewed. Special treatment approaches for out-patient and transitional facilities are discussed as well as the treatment of behavior problems in the school setting. This includes a review of conditioning therapies, recent innovations in group therapy and self-help groups.  

**Prerequisites:** MH 11 and PSYCH 36  

**MH 81 INDEPENDENT STUDY**  
Fall and Spring  
3 Credits  

Research, work outside of the College, or participation in individual and/or group projects. Each course of study, including hours, credits, and required work, is developed between students and faculty and must be reported to the department prior to the start of the project.  

**FIELD COURSES**  

**MH 96 SUPERVISED INSTRUCTIONAL EXPERIENCE IN MENTAL HEALTH I**  
Fall and Spring  
3 Credits  

Students are assigned to work in a Mental Health Agency under the supervision of faculty where the focus is on preventive and therapeutic measures.  

**Open to MH majors only.**  

**Prerequisite:** MH 11  

**Corequisite:** MH 31  

**MH 97 SUPERVISED INSTRUCTIONAL EXPERIENCE IN MENTAL HEALTH II**  
Fall and Spring  
3 Credits  

Students are assigned to work with patients afflicted with a variety of social disorders. The students' respon-
sibilities for patients are carried out under the supervision of faculty.
Open to MH majors only.
Prerequisites: MH 11 and MH 96 6 hours per week

Psychology

PSYCH 11 GENERAL PSYCHOLOGY
Fall and Spring 3 Credits
This general course introduces students to the nature of psychology, its fields and divisions, including individual differences, learning, motivation, perception, and personality.

3 hours per week

PSYCH 14 ADVANCED GENERAL PSYCHOLOGY: EXPERIMENTAL ANALYSIS OF BEHAVIOR
Fall and Spring 3 Credits
This laboratory course deals with the experimental analysis of human and animal behavior. Practical applications and ethical implications of the scientific study of man are also explored.

Prerequisite: PSYCH 11 3 hours per week

PSYCH 15 ADVANCED GENERAL PSYCHOLOGY: PSYCHOLOGY OF PERSONAL ADJUSTMENT
Fall and Spring 3 Credits
The course is designed to focus on the application of psychological principles to problems of personal and social adjustment.

Prerequisite: PSYCH 11 3 hours per week

PSYCH 32 HUMAN GROWTH AND DEVELOPMENT (listed also as EDU 32)
Fall and Spring 3 Credits
This course focuses on human development from infancy through childhood, adolescence, and adulthood. It makes reference to intellectual growth, personal and social adjustment, the relationship between physical and mental development, and typical problems in various stages of the life-cycle.

Prerequisite: PSYCH 11 3 hours per week

PSYCH 33 SOCIAL PSYCHOLOGY
Fall and Spring 3 Credits
The basic concepts and selected research findings in social psychology are examined in this course. Emphasis is placed on the process of communication, group interaction, leadership, interpersonal perception, attitude and opinion formation.

Prerequisite: PSYCH 11 3 hours per week
The problems and issues with which personality theories must deal are surveyed. Various theories are examined in order to demonstrate the variety of ways in which to deal with basic problems of personality.

Prerequisite: PSYCH 11

3 hours per week

Current scientific theory and research relating to formal learning environments is considered in areas such as processes of human learning; concept-formation; language development; problem-solving and other cognitive abilities; characteristics of learning environments; learners and teachers affecting acquisition and retention; new approaches to motivating and directing learning; new approaches to organizing and transmitting information and knowledge.

Prerequisite: PSYCH 11

3 hours per week

The course examines the concepts of normality and abnormality, and reviews significant theoretical contributions to personality disorganization. It includes a review of historical factors and current trends in the field of Mental Health. The causes of behavioral disorders are discussed in terms of the impact of social, cultural, genetic and other factors. The course concludes with a survey of treatment methods.

Prerequisite: PSYCH 11

3 hours per week

This course draws upon psychological and sociological principles relevant to the work environment of an organization. It examines such concepts as motivation, leadership attitudes, testing and test discrimination, morale and organization climate, mental health and growth in the world of work, and the problems surrounding selection decisions. Students can expect to have experience with some aspect of applied research during the course of the term.

Prerequisite: PSYCH 11

3 hours per week

Research, work outside of the College, or participation in individual and/or group projects.

Each course of study, including hours, credits, and required work, is developed between students and faculty and must be reported to the department prior to the start of the project.

Prerequisite: PSYCH 11

1-3 hours per week
Public Administration

PA 11 STRUCTURE AND OPERATION OF GOVERNMENT AGENCIES
Fall 4 Credits
Analysis of the context and internal character of public agencies, their resources, organization and operation. Introduction to basic principles and concepts of Public Administration and their application to public agencies. The various relationships involving administrative structure, patterns of organization and executive direction as they affect the design, functions and viability of organization in contemporary, urban democratic society.
Corequisite: PA 91 4 hours per week

PA 12 DEVELOPMENT AND IMPLEMENTATION OF PUBLIC PROGRAMS
Spring 3 Credits
Empirical study of how public programs are developed and implemented to meet stated objectives. Selected programs currently in operation are examined and traced from inception to full-scale operation and local sponsorship.
Prerequisites: PA 11 and 91 3 hours per week
Corequisite: PA 92

PA 31 GOVERNMENT COMMUNICATIONS
Fall 3 Credits
Communications systems, practices and policy issues in modern government operations. Methods and techniques utilized for agency communications are examined. Focus will be on relationships among government agencies, quasi-public community-based agencies and the public at large.
Prerequisites: PA 11 and 12 3 hours per week

PA 32 PLANNING AND MANAGEMENT PROBLEMS OF PUBLIC AGENCIES—CASE ANALYSIS
Spring 4 Credits
Research and analysis on actual agency situations involving complicated planning and management problems. Student participation in development of proposals with optimal responsiveness to urban public needs.
Prerequisites: PA 11, 12, 31, 91, 92 4 hours per week

PA 81 SEMINAR AND INDEPENDENT STUDY ON ISSUES AND PROBLEMS IN PERSONNEL AND MANPOWER IN THE PUBLIC SECTOR
Fall or Spring 4 Credits
Seminar and independent study in the field of Public Administration. Students will examine personnel and manpower policies and issues in the public sector and
will complete an individual project on a key issue on problems in that field.

2 hours per week plus independent work-related activities

PA 91 FIELD EXPERIENCE SEMINAR—INTRODUCTION TO WORK IN A PUBLIC AGENCY
Fall 4 Credits
Exploration of work and learning opportunities and experiences in public and quasi-public agencies by students working in field experience placements. Examination of job placement procedures, supervisory relationships, intra-agency communications. Analysis of student’s own role in relation to his agency’s mission and the work of his unit.

Corequisite: PA 11
2 hours per week plus 14 hours of field experience

PA 92 SEMINAR ON PROBLEMS AND ISSUES IN PROGRAM ADMINISTRATION
Spring 4 Credits
For Evening students only. Detailed delineation and analysis of the problems inherent in the conception and administration of public and quasi-public programs.

Comparative evaluation of traditional and innovative ways of viewing urban problems and programmatic solutions to them; and examination in depth of the ways in which these processes can be utilized in relation to on-going issues and problems of public and quasi-public agencies.

Prerequisite: PA 11 2 hours per week plus term paper based on work-related experience
Corequisite: PA 12

PA 93 FIELD EXPERIENCE SEMINAR ON URBAN AGENCY PROBLEMS AND ISSUES IN PROGRAM ADMINISTRATION
Spring 4 Credits
For full-time Day students. Detailed delineation and analysis of the problems inherent in the conception and administration of public and quasi-public programs. Comparative evaluation of traditional and innovative ways of viewing urban problems and programmatic solutions to them; and examination of program issues and relationships which arise from the characteristics and concerns of urban society.

Prerequisites: PA 11, 91 2 hours per week
Corequisite: PA 12 2 days a week field experience in a Public Agency
PA 94 SEMINAR IN THE DESIGN OF URBAN PROGRAMS TO SATISFY METROPOLITAN COMMUNITY NEEDS
Fall
3 Credits
Seminar study in the field of Public Administration. Students will complete an individual project involving urban program design and evaluation.
Prerequisites: PA 11, 12, 3 hours per week PA 92 or 93

PA 95 RESEARCH AND EVALUATION METHODS IN URBAN AGENCY
Spring
3 Credits
Seminar on research techniques in the field of Public Administration. Students will complete a research paper which examines key issues in the history, development or administration of a public or quasi-public urban program, and gain experience in research methods and their use.
Prerequisites: PA 11, 12, 3 hours per week PA 92 or 93, 94

Sociology

SOCIO 31 PRINCIPLES OF SOCIOLOGY
Fall and Spring
3 Credits
Students are introduced to the basic insights provided by the science of sociology. The techniques commonly used in studying the structures and functions of group behavior are examined. Particular attention is devoted to social institutions with which the student is acquainted, such as the family and to social change and cultural diversity.
3 hours per week

SOCIO 32 URBAN SOCIOLOGY
Spring
3 Credits
The development of the modern city as the fundamental expression of 20th century civilization. Consideration is given to the problems and trends characterizing present-day urban society.
Prerequisite: SOCIO 31 3 hours per week

SOCIO 33 SOCIAL PROBLEMS AND AGENCY RESOURCES
Fall and Spring
3 Credits
An array of current social problems stemming out of the pressures of our industrialized society. Careful attention is given to the possible solutions and choices for remedial action. Emphasis is on the wide range of community agencies and the unique resources that are available for the practitioner.
Prerequisite: SOCIO 31 3 hours per week
The sociology of the family is reviewed, with special emphasis on the emotional and psychological support that it provides to the individual person. Other areas include: definitions; pattern variations; developmental theories; specialized functions and effect on personality.

**Prerequisite:** SOCIO 31

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A study of selected minority groups in American society. Among the topics included are: the nature of minority groups; the social meaning of "minority"; the character of relational processes involving minority groups, such as accommodation, annihilation, assimilation, competition, conflict, exploitation; social and cultural change; past and present trends and developments.

**Prerequisites:** SOCIO 31 and Upper Freshman standing

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The aim of the course is to approach a variety of aspects of the human condition such as evolution, the diversity of primitive societies, and compare the relationships of anthropological concepts with our knowledge of our own civilization and its history.

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This course will attempt to provide an integrated exposition and analysis of the dominant social, political and economic aspects of the Israeli society. It is designed to give students an understanding of the dynamics of the component elements of the society, and an insight into the ideas and goals of its people.

**Prerequisite:** SOCIO 31 or SOCIO 37

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Research, work outside of the College, or participation in individual and/or group projects.

Each course of study, including hours, credits, and required work, is developed between students and faculty and must be reported to the department prior to the start of the project.
DEPARTMENT OF BIOLOGICAL SCIENCES

Chairman
Leonard S. Abrams, Professor; B.S., M.A., Ph.D.

Professor
John Joy; B.A., M.S., Ph.D.
Vincent R. Liguori; B.S., M.S., Ph.D.

Associate Professors
I. Ronald Hecht; B.S., M.S.
Joseph N. Muzio; B.A., M.A., Ed.D.

Assistant Professors
Isaiah A. Benathen; B.S., M.S., Ph.D.
Carol Biermann; B.A., M.A.
Roslyn Fishman; B.A., M.S.
James C. Goetz; B.S., M.Sc.
Miriam Kittrell; B.S., M.S.
Peter A. Lanzetta; A.B., Ph.D.
Theodore C. Markus; B.S., M.S.
Peter Pilchman; B.A., Ph.D.
Gary B. Sarinsky; A.A., B.A., M.A.
Dorothy Schweitzer; B.A., M.A.
Peter J. Squicciarini; B.A., M.A., Ph.D.
W. Charles West; A.B., M.S., Ph.D.

Lecturer
Arthur N. Zeitlin; B.S.

Biology

BIO 10 PREPARATORY BIOLOGY COURSE
Fall and Spring 2 Credits
This course is designed for the student without previous or sufficient biology course experience who plans to enter a career program in the allied health sciences. This one semester course presents fundamental concepts in biology and related chemical and physical processes, and teaches the student various basic skills. It will be closely related to Reading Center activities. Enrollment is limited to those students who, on the basis of science background or pre-testing, are recommended for the course. This course does not count towards fulfillment of the science requirement for any degree.

3 hours per week

BIO 11-12 GENERAL BIOLOGY FOR ALLIED HEALTH SERVICES
Fall and Spring 8 Credits
4 Each Semester
Recommended for students pursuing careers in health fields such as health and physical education, pre-physical therapy, pre-physical education, and nursing.
The course deals with the normal anatomical and physiological interrelationships of the various systems in the human organism. Its emphasis is on the dynamic aspects—how the organism integrates external and internal information so that it biologically responds to constantly changing conditions.

**BIO 13, 14 GENERAL BIOLOGY**  
Fall and Spring  
8 Credits  
4 Each Semester  
This is a one-year course in general biology intended for science majors who plan to pursue a career in the biological sciences.

The course presents a modern treatment of classical and current biological concepts from a contemporary viewpoint. Its emphasis is on the forces at work in the world in which the student lives.

*BIO 13 is a prerequisite for BIO 14.*

Corequisite: CHEM 11  
6 hours per week  
2 lecture/1 recitation, 3 laboratory

**BIO 21-22 COMPARATIVE ANATOMY AND EMBRYOLOGY**  
Fall and Spring  
8 Credits

An integrated study of fundamental processes such as fertilization, growth, differentiation and development underlying the early embryology and adult structures of the vertebrates. Selected organ systems from the frog, chick, pig, Necturus, dogfish, and cat will be used to illustrate principles.

*Prerequisite: BIO 14*  
6 hours per week  
3 lecture/recitation, 3 laboratory

**BIO 51 MICROBIOLOGY**  
Fall  
4 Credits

The principles and practices of microbiology, including the history of microbiology; pure culture techniques; micro-organisms and their environments; Physical and chemical factors affecting growth, immunology, epidemiology; and the relationship between man and the microbiological world. Suggested for students in the allied health sciences only.

*Prerequisite: BIO 12 or 14*  
6 hours per week  
3 lecture/recitation, 3 laboratory

**BIO 52 MARINE BIOLOGY**  
Spring  
4 Credits

A study of the interrelationships between various environmental factors (physical, chemical, and biological) and the distribution and physiology of selected marine organisms. Special attention is given to ecological techniques and taxonomic methods. Field trips supplement laboratory work.

*Prerequisites: BIO 14 and CHEM 11*  
6 hours per week  
2 recitation, 4 laboratory

course offerings
BIO 53 TERRESTRIAL BIOLOGY  
Fall  3 Credits  
Representative terrestrial invertebrates and vertebrates in relation to their respective habitats are studied. Emphasis is on development of the concept of the ecological niche. Field trips serve to demonstrate ecological techniques. Laboratory procedures include morphological as well as taxonomic studies.  
Prerequisites: BIO 14 and CHEM 11  5 hours per week  
2 recitation, 3 laboratory

BIO 54 BIOLOGY OF GREEN PLANTS  
Fall and Spring  4 Credits  
A study of basic botanical concepts of green plants with particular emphasis on structure, growth and physiology. Laboratory experiences will emphasize the growth and study of live specimens, including greenhouse and field projects.  
Prerequisite: BIO 14 or one semester of college biology with permission of instructor  
6 hours per week  
2 lecture/1 recitation, 3 laboratory

BIO 92 FIELD EXPERIENCE IN HUMAN ECOLOGY  
Fall and Spring  3 Credits  
This interdisciplinary course is designed to acquaint students with the fundamentals of ecology so that they are better able to cope with the ecological problems confronting man. An essential component of the course is the participation of students in projects geared to correct certain existing ecological conditions. The course is open to all students, regardless of degree objective. Guest lecturers.  
4 hours per week

Science

SCI 32 HISTORY AND PHILOSOPHY OF SCIENCE II  
Fall and Spring  2 Credits  
For students in career programs. A discussion of the sciences from the historical and philosophical point of view; how the problems of modern society are interrelated to the history and philosophy of the various sciences.  
2 hours per week

SCI 33 INTRODUCTION TO MODERN CONCEPTS OF BIOLOGY  
Fall and Spring  4 Credits  
For non-science majors. Emphasizes the modern theory of evolution and its application to current problems
in ecology and conservation. Major concepts in biology will be considered. The necessary background in cell biology, mitosis, meiosis, embryology, and genetics is provided through coordinated lecture and laboratory sessions.

5 hours per week
3 lecture/recitation, 2 laboratory

Sci 43 Field Biology
Fall and Spring 4 Credits
An introduction to the study of living organisms in relation to their environment for the non-science major.
Prerequisite: A science course or permission of department

5 hours per week
2 lecture/1 recitation/2 laboratory and field trips

Department of Business

Chairman
Melvin L. Levine, Professor; B.B.A., M.B.A., J.D., C.P.A.

Professors
Isabelle Krey; B.A., M.A.
Alfred R. Mascolo; B.S., M.A.
Eunice R. Miller; A.B., M.A., Ph.D.
Louis Schuster; B.S., M.B.A., Ph.D.
Walter Weintraub; B.S., M.B.A.
Michael Zibrin, Jr.; A.A., A.B., M.B.A.

Associate Professors
Catherine Barry; B.B.A., M.S.
Alfred E. Berkowitz; B.S., M.S.
Morton Hirsch; B.B.A., M.B.A.
Irving Platto; B.A., M.B.A., C.P.A.
David B. Silver; B.A., J.D.
Edward Wiener; B.B.A., C.P.A., M.A.

Assistant Professors
Richard Adelson; B.S., M.A.
Joseph Berliner; B.S., J.D., C.P.A.
Allen Candee; B.S., M.A.
David Henry; B.S., M.A.
Joseph Karasyk; B.B.A., M.B.A., C.P.A.
Consolacion A. Magdangal; B.S.C., M.A., M.B.A.
Gershen Marinbach; B.S.S., C.P.A., M.S.
Sol P. Merkin; J.D., B.A., M.B.A.
Frances Consolo Mostel; B.B.A., M.S., R.R.T.
Joseph Neiman; B.A., M.B.A.
Naomi Platt; B.S., M.S.
David Singer; B.A., M.Sc.
Richard Vagge; B.B.A., M.B.A., C.P.A.
Gerald Van de Vorst; B.A., J.D., M.C.L.
Instructors
Alan Golden; B.S., M.B.A.
Gloria McDonnell; B.B.A., M.A.

Lecturers
Bobby L. Baldwin; B.S., M.S.
Alfred Bornemann; B.A., M.A., Ph.D.
David Lang; B.S.
Norman Lehrman; B.S., M.B.A., J.D., J.S.D., Ph.D.

Adjunct Associate Professor
Abraham H. Litke; B.S., J.D.

Adjunct Assistant Professors
Seymour Kane; B.B.A., C.P.A., M.B.A., J.D.
Michael Zane; B.B.A.

Adjunct Lecturers
Herbert J. Diamond; B.S., M.A., M.A.

Accounting

ACCT 11-12  FUNDAMENTALS OF ACCOUNTING I-II
Fall and Spring  8 Credits for Year

The first half of a year's course introduces the accounting cycle and the fundamental concepts and techniques of accounting for business transactions. Areas of concentration include: business records; journals and ledgers; theory of debit and credit; analysis of business transactions; adjusting and closing entries; the worksheet; preparation of financial statements; payroll preparation; taxation; and the computer and accounting.

The second semester covers partnership, corporation and manufacturing financial transactions (including accounting for long-term debt); financial statement analysis and introduction to cost accounting with em-
phasis on the use of accounting data and analysis for managerial decision-making.

**ACCT 13 CONCEPTS OF ACCOUNTING**
Fall and Spring 3 Credits

The course is designed for non-accounting majors whose A.A.S. degree is terminal. It can be taken in lieu of ACCT 12.

As an introduction to accounting as an information system, the semester's work covers preparation and use of financial statements for managerial and investment decisions; other areas studied include current Federal, New York State and New York City income taxes for individual taxpayers, and payroll procedures.

*Prerequisite: ACCT 11 4 hours per week*

**ACCT 21 INTERMEDIATE ACCOUNTING I**
Fall and Spring 3 Credits

The worksheet is reviewed as a fundamental tool of the accountant. Underlying accounting principles, concepts and conventions are applied to the corporate organization.

Areas of concentration include: inventory valuation; analysis of working capital; source and application of working capital funds; installment sales; consignments; and other relevant material. Emphasis is placed on the pronouncements of the American Institute of Certified Public Accountants' (AICPAs') Accounting Principles Board (APB) and its successor the new Financial Accounting Standards Board (FASB), and the impact of these pronouncements on business management decision-making and financial statement reporting.

*Prerequisite: ACCT 12 3 hours per week*

**ACCT 22 INTERMEDIATE ACCOUNTING II**
Fall and Spring 3 Credits

Areas of concentration include tangible, intangible, fixed and other noncurrent assets; branch and home office accounting.

Discussions and illustrations of the impact of recent developments in accounting on financial statements and business management are continued. An intensive study of Accounting Principles Board and Financial Accounting Standards Board pronouncements is made as an integral part of the course.

*Prerequisite: ACCT 21 3 hours per week*

**ACCT 31 COST ACCOUNTING I**
Fall and Spring 3 Credits

A detailed study of the techniques and methods of cost accounting. Areas of concentration include cost concepts and analysis of costs; material control; accounting for labor; the nature and application of manufacturing overhead (including factory overhead variance analysis); job order cost systems; process cost systems; and direct costing.

*Prerequisite: ACCT 12 3 hours per week*
ACCT 32  COST ACCOUNTING II
Fall and Spring  3 Credits
The use of cost accounting principles and practices in managerial planning and control with an emphasis on the decision-making role of business management. Product pricing and production efficiency are studied with the aim of maximizing profits. Also studied are; standard cost systems, including analysis of variances using the 2 variance, 3 variance and 4 variance methods; joint products and by-products costs; profit-volume analysis; capital budgeting; and break-even analysis.
Prerequisite: ACCT 31

ACCT 41  FEDERAL TAXATION
Fall and Spring  4 Credits
A study of the current Federal income tax laws and regulations including: 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 actual governmental forms is required.

ACCT 42  NEW YORK TAXES
Fall and Spring  3 Credits
A study of the prevailing New York State and New York City income and business tax laws and regulations.

ACCT 51  FINANCIAL ANALYSIS
Fall and Spring  3 Credits
An introduction to practical problems in financial statement analysis. Course content includes: a study of the detailed classified balance sheet; significance and value of ratios, trends, proportions and other tools of analysis; the internal and external uses of these tools for managerial decision-making, investment and credit granting purposes. Additional topics covered include: analysis of working capital; statement of changes in working capital (source and application of funds); receivables; inventories; trial balances; consolidated financial statements; budgets and projections.
Prerequisite: ACCT 41

ACCT 81  INDEPENDENT STUDY
Fall and Spring  1-3 Credits
Independent study in the field of Accounting includes such areas as Business Administration, Economics, Retailing, Secretarial Science, and Public and Civil Service. Each course of study, including hours, credits, and required work, is developed individually, or with a group, between the student and the faculty member and must be approved by the department.
Banking

BKG 14  MONEY AND BANKING
(listed also as ECO 14)
Fall and Spring  3 Credits
A study of the nature and functions of money, monetary systems and monetary standards. Includes a detailed analysis of the organization, policies, and operation of our public and private financial institutions; commercial banking, investment banking, central banking, and other financial intermediaries. The relationships of money and banking to economic activity is also considered.

Prerequisite: ECO 12  3 hours per week

BKG 32  PRINCIPLES OF INVESTMENT
(listed also as ECO 34)  3 Credits
A detailed analysis of the various types of investment securities and the practices of security markets. Emphasis is given to tests of safety, income market-ability, diversification, and management of stocks and bonds.

3 hours per week

BKG 34  COMMERCIAL BANKING POLICY AND OPERATION  3 Credits
The course emphasizes a detailed study of the commercial banking system. Policies, practices, and problems of the different departments in a commercial bank are intensively studied. Banking legislations and regulations and their impact on commercial banks will also be considered.

Prerequisite: BKG 14  3 hours per week

BKG 36  CORPORATION FINANCE  3 Credits
The course deals with a study of the principles and practices of corporation financing, corporate capitalization, sources and uses of funds, selection, financing, and management of corporate assets. Corporate dividend policy is also analyzed. Actual case problems of local corporations are assigned for analysis.

Prerequisite: BKG 32  3 hours per week

BKG 38  PUBLIC FINANCE  3 Credits
A course on the classification and growth of expenditures and revenues of the federal, state and local governments. Additional topics include, analysis of public debt, American tax system, budget-making and fiscal policies.

Prerequisites: ECO 12 and BKG 14  3 hours per week

BKG 40  ANALYZING FINANCIAL STATEMENTS  3 Credits
An introduction to practical problems in financial statement analysis. A fine breakdown of financial statements includes such pertinent areas as details of the balance sheet, significance and value of ratios, trends, propor-
tions, and internal and external comparisons. Analyzes working capital, receivables, and inventories, trial balances, consolidated statements, budgets, and projections.

Prerequisite: ACCT 12 3 hours per week

BKG 81 INDEPENDENT STUDY
Fall and Spring 1-3 Credits
Independent study in the field of Banking includes such areas as Accounting, Business Administration, Economics, Retailing, Secretarial Science, and Public and Civil Service. Each course of study, including hours, credits, and required work, is developed individually, or with a group, between the student and the faculty member and must be approved by the department.

1-3 hours per week

BKG 92 FIELD EXPERIENCE IN BANKING
3 Credits
Eight hours a week of supervised field experience in banking. An hour each week is devoted to classroom lectures and discussion of experience in the field related to banking theory.

Prerequisites: BKG 14 and BKG 34

Business Administration

BA 11 BUSINESS MANAGEMENT AND ORGANIZATION
Fall and Spring 3 Credits
The course studies business firms in terms of their environment and functional requirements. It analyzes planning problems and the structure of decision-making for policy and action, and also reviews the strategy and behavior of organizations, division of labor, flow of authority, delegation and communication. The focus is on enterprise types, management functions, operations, and the leadership role in an integrated framework of principles and concepts.

3 hours per week

BA 12 BUSINESS LAW I
Fall and Spring 3 Credits
Analysis of the American legal system; problems and consideration of 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.

3 hours per week

BA 13 BUSINESS LAW II
Fall and Spring 3 Credits
The course considers the legal principles of agency,
partnership and corporations. It offers an analysis of the legal problems arising out of the corporate and non-corporate forms of organization, as well as consideration of the rights, duties and obligations of employment and other special contractual and business relationships.

**Prerequisite:** BA 12  
3 hours per week

**BA 14 PRINCIPLES OF MARKETING**  
**Fall or Spring**  
3 Credits

The course deals with principles and practices of the distribution process. Areas of study include: product pricing; promotion; channels of distribution; market research; governmental regulation. It is designed to enable consideration of marketing strategy from a customer point of view.

**Prerequisite:** BA 11  
3 hours per week

**BA 31 PERSONNEL ADMINISTRATION**  
**Fall and Spring**  
3 Credits

Examination of methods and procedures used by business management in the selection, development, maintenance, and utilization of an efficient work force. Areas of study include: 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 COMMUNICATIONS**  
**Fall or Spring**  
3 Credits

Detailed attention is given to the principles of writing effective business communications, including letters, reports, memoranda, and directives. Emphasis is on organization, language, human relations, and the application of business psychology in writing.

3 hours per week

**BA 52 ADVERTISING: THEORY AND PRACTICE**  
**Fall and Spring**  
3 Credits

A basic course in the methods of advertising and its role in business. It introduces students to the areas of media, copy, research, layout, production, direct mail, and campaign strategy are introduced.

**Prerequisite:** BA 14  
3 hours per week

**BA 60 INTRODUCTION TO COMPUTER CONCEPTS**  
**Fall and Spring**  
3 Credits

This course is designed to develop an understanding and appreciation of commercial data processing. Through use of major programming languages, practical experience is gained in many areas including accounting, general business, economics, the humanities and science.

**Prerequisite:** MATH 01  
4 hours per week
BA 81 INDEPENDENT STUDY
Fall and Spring 1-3 Credits
Independent study in the field of Business includes such areas as Accounting, Business Administration, Economics, Retailing, Secretarial Science, and Public and Civil Service.
Each course of study, including hours, credits, and required work, is developed individually, or with a group, between the student and the faculty member and must be approved by the department.
1-3 hours per week

Economics

ECO 12 FUNDAMENTALS OF ECONOMICS
Fall and Spring 3 Credits
A study of the nature and methods of economics; the economizing problem; American capitalism; national goals; and the basic principles of money and banking. Includes a detailed analysis of supply and demand, the mechanics of prices in different market structures, national income and employment theory, monetary and fiscal policy. Problems of economic growth and stability are also considered.
3 hours per week

ECO 14 MONEY AND BANKING
(Listed also as BKG 14)
Fall and Spring 3 Credits
A study of the nature and functions of money, monetary systems and monetary standards. Includes a detailed analysis of the organization, policies, and operation of our public and private financial institutions; commercial banking, investment banking, central banking, and other financial intermediaries. The relationships of money and banking to economic activity is also considered.
Prerequisite: ECO 12 3 hours per week

ECO 22 ECONOMICS OF INDUSTRIAL AND LABOR RELATIONS
Fall and Spring 3 Credits
A study of the economic problems and institutional developments associated with labor, the labor market and management. The course will focus on (1) the institutional framework of labor: the development, practices and policies of American trade unions with particular emphasis on collective bargaining; (2) labor management and the government: an examination of labor laws and legislation as they govern the rights, privileges and responsibilities of the parties under the law; (3) the economics of labor: an analysis of labor markets as influenced by institutional factors and market forces; the supply of labor to the economy, industry
and firm; the demand for labor with emphasis on wage theory and practices; trade union wage policies; unemployment, the economics of discrimination and problems of economic security.

Prerequisites: ECO 12 and BA 11

3 hours per week

ECO 24 CONSUMER ECONOMICS
Fall and Spring
2 Credits
An examination of the process of consumer choice. The topics to be studied will include marginal utility, budget restraint, supply and demand, consumer patterns of buying behavior, money, advertising and consumer protection.

2 hours per week

ECO 34 PRINCIPLES OF INVESTMENT
(Listed also as BKG 32)
Fall and Spring
3 Credits
A detailed analysis of the various types of investment securities and the practices of security markets. Emphasis is given to tests of safety, income market-ability, diversification, and management of stocks and bonds. Applicable problems are assigned.

3 hours per week

Industrial and Labor Relations

ILR 12 INDUSTRIAL RELATIONS AND LABOR PROBLEMS
Spring
3 Credits
A historical, political, economic, and legal inquiry into the factors affecting labor-management relations. Explores pivotal issues of collective bargaining and current policy decisions and their relationship to labor problems.

Prerequisite: BA 11

3 hours per week

ILR 31 JOB EVALUATION, WAGE AND SALARY ADMINISTRATION
Fall
3 Credits
Various methods of evaluating jobs, job descriptions, wage surveys, wage structures, wage and salary determination, and incentives are treated in this course.

Prerequisite: ILR 12

3 hours per week

ILR 33 COLLECTIVE BARGAINING
Fall
3 Credits
The course deals with the preparation, negotiation and administration of union labor contracts.

Prerequisite: ILR 12

3 hours per week
ILR 34 LABOR LAW
Spring 3 Credits
Introduction to the judicial, legislative and administrative laws affecting labor relations. Significant historical data and current legislative and judicial trends are examined.
Prerequisite: ILR 33

ILR 36 TRAINING IN INDUSTRY
Spring 3 Credits
Examination of problems of designing, organizing, installing, implementing and administering training programs. Tested methods of training employees and supervisory personnel are studied, with emphasis on methodology and visual aids. Student demonstrations and case problems are utilized.
Prerequisite: ILR 12 or BA 31

ILR 51 JOB ANALYSIS
Fall 3 Credits
A fundamental course in the theory and practice of job study. Areas covered are the role and uses of job analysis, techniques, methods and procedures in conducting job studies, and ensuing job specifications. Each student undertakes a job analysis project.

ILR 81 INDEPENDENT STUDY
Fall and Spring 1-3 Credits
Independent study in the field of Industrial Labor Relations is developed individually between the student and the faculty member and must be approved by the department.

ILR 92 FIELD EXPERIENCE IN INDUSTRIAL AND LABOR RELATIONS
Spring 3 Credits
Eight hours a week of supervised field experience in industrial and labor relations. An hour each week is devoted to classroom lecture and discussion of experiences in the field related to industrial and labor relations theory.

Insurance

INS 31 PRINCIPLES AND PRACTICE OF INSURANCE I
Fall 4 Credits
An analysis of contracts for fire, automobile, casualty fidelity and surety, and burglary insurance. The course surveys insurance laws, including risks insured against,
exclusions and endorsements. Types of carriers, claims adjustments, ratings and allied subjects.

INS 32 PRINCIPLES AND PRACTICE OF INSURANCE II
Spring 4 Credits
The course includes the following kinds of insurance contracts: inland and ocean marine; public liability and negligence; workers' compensation; accident and health; and other miscellaneous lines of coverage. An analysis of agents' and brokers' duties and responsibilities.
Prerequisite: INS 31 4 hours per week

INS 33 INSURANCE LAW
Fall 2 Credits
Emphasis on the relationship of law to insurance, including the practical application of investigation and adjustment of insurance claims.
Corequisite: INS 31 2 hours per week

INS 34 PRINCIPLES OF LIFE INSURANCE
Spring 2 Credits
A survey of the various forms of life insurance policies and life insurance contracts, selection of risks, mortality tables, rate-making and annuities.
Prerequisite: INS 31 2 hours per week

INS 81 INDEPENDENT STUDY
Fall and Spring 1-3 Credits
Independent study in the field of insurance is developed individually between the student and the faculty member and must be approved by the department.
1-3 hours per week

INS 92 FIELD EXPERIENCE IN INSURANCE
Spring 3 Credits
Eight hours a week of supervised field experience in insurance. An hour each week is devoted to classroom lecture and discussion of experiences in the field related to insurance theory.
Prerequisites: INS 31 and 33
Corequisites: INS 32 and 34 9 hours per week

Real Estate

RE 31 PRINCIPLES AND PRACTICE OF REAL ESTATE I
Fall 3 Credits
A survey of interests in realty, real estate principles and related business law, real estate contracts, bonds and mortgages, deeds, liens and easements, and leases.
3 hours per week
RE 32 PRINCIPLES AND PRACTICE OF REAL ESTATE II
Spring 3 Credits
A continuation of RE 31, including agency, taxes and assessments, closing, forms of voluntary and involuntary alienation, license law, management, real estate valuation and appraisal, rent regulation, subdivisions and developments, operation of a broker's office.
Prerequisite: RE 31 3 hours per week

RE 33 URBAN LAND ECONOMICS
Fall 3 Credits
Economic analysis of urban land economy, land utilization, real estate income zoning regulations, and city planning. Study of problems related to public control over land enterprises.
Corequisite: RE 31 3 hours per week

RE 34 REAL ESTATE MANAGEMENT AND APPRAISAL
Spring 3 Credits
Analysis of the practices involved in managing and operating real estate, including owner and agency management, landlord-tenant relations, government regulations, and techniques and practices involved in appraising real property both developed and undeveloped.
Prerequisite: RE 31 3 hours per week

RE 81 INDIVIDUAL STUDY
Fall and Spring 1-3 Credits
Individual study in the field of Real Estate is developed individually between the student and the faculty member and must be approved by the department.
1-3 hours per week

RE 92 FIELD EXPERIENCE IN REAL ESTATE
Spring 3 Credits
Eight hours a week of supervised field experience in real estate. An hour each week is devoted to classroom lecture and discussion of experience in the field related to real estate theory.
Prerequisites: RE 31 and 33
Corequisites: RE 32 and 34 9 hours per week

Retail Business Management

RBM 31 ELEMENTS OF RETAIL BUSINESS MANAGEMENT
Fall 3 Credits
This course introduces the student to management techniques essential to planning, organization, control and operation of retail establishments. Examines the fundamentals underlying modern merchandising practices, and recent developments in trading area
analysis, shopping center, consumer relations, warehousing, transportation, stock control, and data processing. Retail cases studied and field trips.

3 hours per week

RBM 33 SALESMA NSHIP
Spring 3 Credits
Principles of selling based on the modern marketing concept, i.e., consumer needs and desires together with company objectives; contributions of the behavioral sciences to the study of consumer behavior and buying patterns; organization and control of the sales force—wholesale, industrial, and retail.

3 hours per week

RBM 34 FASHION BUYING AND MERCHANDISING
Spring 3 Credits
Dynamics of the world of fashion include such topics as: selection and merchandising of fashion products; market evaluation; forecasting fashion trends; consumer buying habits; stock planning; buying committees; resident buying offices; domestic and foreign markets. Field trips.

3 hours per week

RBM 35 MERCHANDISE INFORMATION ANALYSIS
Fall 3 Credits
Fashion fabrics and non-textile merchandise information including their identification, characteristics, merits and limitations, and care. Detailed study of natural and man-made fibers. Types of yarns, construction, finishes and coloring of fabrics, and end use. A survey of leather, rubber, plastic, paint, papers, furs, jewelry, cosmetics, soaps and synthetic detergents, and other non-textile products.

4 hours per week
2 lecture, 2 laboratory

RBM 36 MERCHANDISE DISPLAY
Spring 2 Credits
Basic principles of display. Laboratory practice in merchandise designing and building interior, window, and point-of-purchase displays. Field trips and guest demonstrations.

4 hours per week
1 lecture, 3 laboratory

RBM 38 APPAREL CONSTRUCTION AND DESIGN
Spring 3 Credits
The construction, design, and selection of children's, men's, and women's apparel. Principles of good taste in combining fabric, trimming, and structure. Limita-
tions on fashion design that are inherent in price ranges, size ranges, occasion-use, and customer preference. Laboratory demonstrations of common style variations, and the limitations and possibilities in different types of styling. Laboratory experience in draping muslin on the three-dimensional form.

5 hours per week
1 lecture, 4 laboratory

RBM 51 DATA PROCESSING FOR RETAILERS
Fall
3 Credits
Electronic data processing as an aid to retail management includes the recording of data at point-of-sale, back-office data recording, inventory control, automatic ordering of staples, perpetual open-to-buy, fashion forecasting, merchandising by classification, sales trends, improvement in turnover, seasonal planning, improvement in stock sales ratio, shipping and warehousing, accounts receivable and payable, and payroll.

3 hours per week

RBM 81 INDEPENDENT STUDY
Fall and Spring
1-3 Credits
Independent study in the field of Retail Business Management includes such areas as Accounting, Business Administration, Economics, Retailing, Secretarial Science, and Public and Civil Service. Each course of study, including hours, credits, and required work, is developed individually, or with a group, between the student and the faculty member and must be approved by the department.

1-3 hours per week

RBM 92 FIELD EXPERIENCE—RETAIL BUSINESS MANAGEMENT
Spring
3 Credits
Eight hours per week of supervised field experience in retail management, plus one hour of seminar discussion.

9 hours per week

Supermarket Management and Food Marketing:
A Concentration Of Retail Business Management
(see Department representatives for degree requirements)

FM 11 INTRODUCTION TO FOOD MARKETING
3 Credits
This course reflects an overview of the marketing process with special application to the food industry. Students learn that marketing services and utilities add values to food products as they proceed along
the channels of distribution from farm and ranch to processors to middlemen to consumers. Added values, their costs and anticipated profits, and supply and demand factors become an integral part of the pricing mechanism.

The students are introduced to the marketing functions performed by farmers, ranchers, processors and middlemen. The students become aware that the entire food industry is geared to servicing the needs of the consumer.

3 hours per week

FM 12 ELEMENTS TO FOOD RETAILING

3 Credits

This course embodies the elements of retailing which helped the supermarket achieve its present dominance of the retail food industry. The supermarket concept applied to all product categories and to all types of food stores, including the convenience store, the discount store and the superette. This course teaches how to obtain buying advantages, how to balance pricing to achieve a desired margin, how to increase sales volume and turnover, how to stock and to display the goods, how to re-order. These techniques will be further applied to product categories and departments in the course, “Supermarket Operation,” for which this course is a prerequisite.

3 hours per week

FM 13 SUPERMARKET OPERATION

3 Credits

This course teaches the operation of a supermarket by major departments: meat, dairy, baked goods, frozen foods, produce, grocery, non-foods and the front end. The supermarket concepts presented in the prerequisite course, “Elements of Food Retailing,” are now applied to individual departments and product classes. The future department manager acquired the “Know-How” needed to operate each department profitably.

3 hours per week

FM 14 SUPERMARKET MANAGEMENT

3 Credits

A persistent challenge confronting the supermarket operator today is his ever narrowing profit margins. In this course, future store managers analyze financial and operations reports. They answer questions: “Why is this report needed”; “What does the report include”; “How is the ration computed”; “How do I interpret and use the data”? They analyze the data and recommend corrective action. They analyze short- and long-term plans and use them as a management tool. They also solve related case problems. The satisfactory completion of this course is usually required for promotion to store and field managerial positions.

3 hours per week
Secretarial Science

SEC SCI 11 ELEMENTARY TYPEWRITING
Fall and Spring  2 Credits
Development of the basic skills necessary for the operation and care of the 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, with approval, enroll in SEC SCI 12.)

4 hours per week

SEC SCI 12 INTERMEDIATE TYPEWRITING
Fall and Spring  2 Credits
The course stresses the continued development of typing speed and control. Application to production typing of business forms, including letters, tabulated materials, business reports and manuscripts. Emphasis on business standards. (Students who have satisfactorily completed the equivalent of this course may, with approval, be exempted.)

Prerequisite: SEC SCI 11 or equivalent

4 hours per week

SEC SCI 13 ELEMENTARY STENOGRAPHY
Fall or Spring  2 Credits
Presentation of the Pitman theory, practice in reading and writing contextual materials, pre-transcription.

Open to those who have studied in high school for less than one year.

4 hours per week

SEC SCI 15 ELEMENTARY STENOGRAPHY
PITMAN
Fall or Spring  2 Credits
Gregg shorthand, practice in reading and writing contextual materials, pre-transcription. Open to those who have studied in high school for less than one year.

4 hours per week

SEC SCI 16 INTERMEDIATE STENOGRAPHY
PITMAN
Fall and Spring  2 Credits
The course stresses the continued stenographic skills. Its emphasis is on taking dictation at sustained speeds, and reading shorthand fluently. (Students who have satisfactorily completed the equivalent of this course may, with approval, be exempted.) Continued pre-transcription training.

Prerequisite: SEC SCI 13 or equivalent

4 hours per week

SEC SCI 18 INTERMEDIATE STENOGRAPHY
GREGG
Fall and Spring  2 Credits
The course stresses the continued development of stenographic skills. Its emphasis is on taking dictation at sustained speeds and reading shorthand fluently.
(Students who have satisfactorily completed the equivalent of this course may, with approval, be exempted.) Continued pre-transcription training.

**Prerequisite:** SEC SCI 15 or equivalent

4 hours per week

**SEC SCI 31 ADVANCED STENOGRAPHY**

Fall and Spring 2 Credits

Intensification of shorthand skills, with development of the ability to take shorthand at rates of 100 to 120 words per minute for sustained periods. Introduction and development of transcription techniques to meet office standards.

**Prerequisites:** SEC SCI 16 and 18 or equivalent

4 hours per week

**SEC SCI 32 ADVANCED STENOGRAPHY AND TRANSCRIPTION**

Fall and Spring 3 Credits

Speed dictation at rates of 120 to 140 words per minute. Concomitant development of dictation and transcription skills to meet office production standards.

**Prerequisites:** SEC SCI 31 and 33 6 hours per week

**SEC SCI 33 PRODUCTION TYPEWRITING**

Fall and Spring 2 Credits

Mastery of typewriting skills; high speed techniques. Course work includes integrated office typewriting projects involving business communications, directives, business reports, statistical typing, composition on the typewriter and legal typing (for secretarial majors only or with approval).

**Prerequisite:** SEC SCI 12 or equivalent

4 hours per week

**SEC SCI 34 SECRETARIAL PRACTICE**

Fall and Spring 2 Credits

A broadly-based, comprehensive course simulating on-the-job secretarial duties concerning correspondence responsibilities, use of transmittal service, records management, receptionist and telephone techniques, travel procedures, financial and legal duties, procedures for preparing business reports. Attention to fostering good human relations in the office and to developing attitudes and traits of the successful executive secretary is stressed. (For secretarial majors.)

**Prerequisites:** SEC SCI 31 and 33 3 hours per week

**SEC SCI 51 ELEMENTARY LEGAL STENOGRAPHY AND PROCEDURES**

Fall and Spring 2 Credits

The course fosters the development of a comprehensive legal shorthand vocabulary through dictation and transcription of legal materials and development of skill in taking dictation and in transcribing bonds, legal forms, and communications, including letters, con-
tracts, proxies, wills, bonds, releases, and legal documents involving the settlement of estates, land and real estate sales, leases, mortgages, and partnership and incorporation procedures. (Open to those who have chosen the Legal Secretarial option.)

**Prerequisites:** SEC SCI 12 and 16 or 18 or equivalent

4 hours per week

**SEC SCI 52 ADVANCED LEGAL STENOGRAPHY AND PROCEDURES**

Fall and Spring 3 Credits

Rapid dictation of litigation materials and continued legal vocabulary development. Accurate transcription according to legal office standards. The structure of the courts and their relationship to one another, typical civil and criminal proceedings for initiation to enforcement and judgment; the various documents used in litigation and the responsibilities of the legal secretary.

**Prerequisite:** SEC SCI 51

6 hours per week

**SEC SCI 55 SCHOOL RECORDS AND ACCOUNTS**

Fall and Spring 2 Credits

Students are introduced to the activities and responsibilities of the school secretary, including the preparation of a variety of reports usually completed in the school office; filing; records of school personnel, textbooks, and supplies; and school accounts. Open to those who have chosen the School Secretarial option.

2 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 school systems, including particularly that of New York. Open to those who have chosen the School Secretarial option.

2 hours per week

**SEC SCI 67 BEGINNING MEDICAL SECRETARIAL PRACTICE**

Fall and Spring 2 Credits

Introduction to the semi-technical medical-activity responsibilities of medical secretary. Analysis of medical care plans and their respective forms. Development of skill in the use of office machines and medical filing techniques and procedures. (Open to Medical Secretarial majors.)

**Prerequisites:** SEC SCI 12 and 16 or 18

3 hours per week

**SEC SCI 68 ADVANCED MEDICAL SECRETARIAL PRACTICE**

Fall and Spring 2 Credits

The course covers the duties and responsibilities of a medical secretary. Included are telephone techniques, meeting patients, preparation of case histories, medi-
cal records management, ethics, business aspects of a medical practice, financial records, insurance forms, organization and administration of a medical office. It also stresses the development of skills in the use of calculating machines, dictating and transcribing machines, and duplicating devices.

Prerequisite: SEC SCI 67 3 hours per week

SEC SCI 69 BEGINNING MEDICAL DICTATION AND TERMINOLOGY
Fall and Spring 2 Credits
A comprehensive study of medical terminology, including outlines, spelling, pronunciation and definitions in the area of cardiology, thoracic medicine, dermatology, eye, ear, nose, throat, urology, endocrinology, mental health, gynecology and obstetrics, and pediatrics. The course stresses the development of medical dictation and transcription ability. (Open to Medical Secretarial majors.)

Prerequisites: SEC SCI 12 and 16 or 18 4 hours per week

SEC SCI 70 ADVANCED MEDICAL DICTATION AND TRANSCRIPTION
Fall and Spring 3 Credits
The course stresses the continued development of medical shorthand vocabulary in the areas of Gastroenterology, Chemotherapy, Orthopedics, Neurology, and medical abbreviations. High speed drills in dictation and transcription. Development of skill in taking dictation from 120-140 words per minute. Accurate transcription of case histories, letters, hospital records, medical journal articles, and medical reports.

Prerequisite: SEC SCI 69 6 hours per week

SEC SCI 81 INDEPENDENT STUDY
Fall and Spring 1-3 Credits
Independent study in the field of Secretarial Science includes such areas as Accounting, Business Administration, Economics, Retailing, and Public and Civil Service. Each course of study, including hours, credits, and required work, is developed individually, or with a group, between the student and the faculty member and must be approved by the department.

1-3 hours per week

SEC SCI 92a FIELD EXPERIENCE—EXECUTIVE SECRETARIAL
Fall and Spring 3 Credits
Eight hours per week of supervised work experience in business concerns in the community. One hour a week of classroom discussion of on-the-job experience.

Prerequisites: SEC SCI 31 and 33 9 hours per week

137
SEC SCI 92b FIELD EXPERIENCE—LEGAL SECRETARIAL
Fall and Spring 3 Credits
Eight hours per week of supervised work experience in law firms in the community. One hour a week of classroom discussion of on-the-job experience.
Prerequisites: SEC SCI 31, 33, and 51

SEC SCI 92c FIELD EXPERIENCE—SCHOOL SECRETARY
Fall and Spring 3 Credits
Eight hours per week of supervised work experience in schools in the community. One hour a week of classroom discussion of on-the-job experience.
Prerequisites: SEC SCI 31, 33, 35 9 hours per week

SEC SCI 92d FIELD EXPERIENCE—MEDICAL SECRETARY
Fall and Spring 3 Credits
Eight hours a week as supervised work experience in medical environments of the community. One hour a week of classroom discussion of on-the-job experiences.
Prerequisites: SEC SCI 31-33, 69-70 9 hours per week

DEPARTMENT OF ENGLISH

Chairman
Howard Nimchinsky, Associate Professor; B.A., Ph.D.

Professors
Alfred Borrello; B.A., M.A., Ph.D.
Henry Chupack; B.A., Ph.D.
Despoina Ikaris; B.A., M.A., Ph.D.
John O.H. Stigall; B.A., B.A., LLB., M.A., M.A., M.A., Ph.D., Ph.D.
Jack Wolkenfeld; B.A., M.A., Ph.D.

Associate Professors
James Allen; B.A., Ph.D.
Samuel Ceccarelli; B.A., B.A., M.A., Laurea
Louise Jaffe; B.A., M.A., Ph.D.
David Keller; B.A., M.F.A.
John Price; A.B., M.A., Ph.D., Ph.L., S.T.L.
Lewis Schwartz; B.A., M.A., Ph.D.
Stephen Weidenborner; A.B., Ph.D.
Zev Zahavy; B.A., M.H.L., Ph.D.
Assistant Professors
Isador Aptebach, B.A., M.A.
Jean W. Bodman; B.A., M.A.
Jocelyn Camp; B.A., M.A., Ph.D.
Domenick Caruso; B.A., M.A.
Rosalind Depas; B.A., M.A., Ph.D.
Norah Ettlinger; B.A., M.A.
Jeptha Evans; B.A., M.F.A.
Morton Fuhr; A.B., A.M., Ed.D.
Oliver Harper; B.A., M.A., D.D.S., M.P.H.
Milton Levy; B.A., M.A.
John Manbeck; A.B., M.A.
Inez Martinez; B.S., M.A.
Edna Newmeyer; B.A., M.A., Ph.D.
Curtis Olsen; B.A., M.A., Ph.D.
Eva Richter; A.M.
Edith Riggs; B.A., M.A., Ph.D.
Belle Rothberg; B.A., M.A.
Denis Sivack; B.A., M.A.
Eleanor Spitzer; B.A., M.A.
Jack Taub; B.A., M.A.
Robert R. Viscount; A.B., M.A.

Instructors
Marcia Babbitt; B.A., M.A.

Lecturers
Melvyn Baron; B.A., M.A.
William Lowe; B.A.
Ronald Walcott; B.A.
Clara Weller; B.A., M.A.

Adjunct Assistant Professor
John Corbett; B.S., M.A., J.D.

Adjunct Lecturers
James Blake; B.A., M.A.
Joel Rosenkranz; B.A., M.A.
Stephen R. Shaw; B.A.

Course Offerings
English

ENG 12 FRESHMAN ENGLISH 4 Credits
Study and practice in reading and writing skills needed in college, including research. Frequent writing assignments and reading of prose and verse. All students are required to take ENG 12 during their first full-time semester at the College. No other English courses may be taken before a student has passed ENG 12. Students may be exempted with credit from ENG 12 or ENG 13 (but not both) by examination.

4 hours per week

ENG 13 ANALYTICAL READING 2 Credits
A course designed to help students develop basic skills in reading through exercises in comprehension, vocabulary and structure. Students will be assigned to ENG 13 on the basis of their scores on the English Placement Test, and they must take it jointly with ENG 12.

2 hours per week

ENG 14 ENGLISH FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH 2 Credits
This course is open only to students in the Bilingual Program. The essentials of grammar and composition are covered. Continued practice in conversation and the use of English on an abstract level. Readings in modern English of both fiction and nonfiction.

12 hours per week

An intensive course in English for native speakers of Spanish. Provides progressive and systematic training in English language skills.

ENG 15 ENGLISH FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH 2 Credits
This course is open only to students in the Bilingual Program. The emphasis in this course is on a more abstract use of English. Intensive conversation and the development of reading comprehension skills are stressed.

12 hours per week

ENG 16 ENGLISH FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH 2 Credits
This course is open only to students in the Bilingual Program. The essentials of grammar and composition are covered. Continued practice in conversation and the use of English on an abstract level. Readings in modern English of both fiction and nonfiction.

12 hours per week
ENG 17  ENGLISH FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH

2 Credits
This course is open only to students in the Bilingual Program.
For those students who need further work in advanced English language training prior to entering regular college classes.

12 hours per week

ENG 18  ENGLISH LITERATURE FOR BILINGUAL STUDENTS I

3 Credits
Intensive work in English literature to help develop reading and writing skills.

6 hours per week

ENG 19  ENGLISH LITERATURE FOR BILINGUAL STUDENTS II

3 Credits
The course aims at increasing fluency in English through an examination of the literature of the culture in which it functions. With the exception of the required field trips, the course parallels ENG 22. A weekly laboratory consists of taped readings of literature, and discussions.

3 hours per week

ENG 22  VARIETIES OF EXPRESSION

4 Credits
Continued work in English composition. Intensive study of the various types of writing that students will encounter in college and in their lives. Frequent writing assignments. Students may be exempted with credit from ENG 12 to ENG 22 (but not both) by examination.
Prerequisite: ENG 12

4 hours per week

ENG 23  METHODS OF EXPRESSION

4 Credits
Equivalent to ENG 22, but required of students who have taken ENG 13 along with ENG 12. This course is to be taken in place of ENG 22. Students may be exempted with credit from ENG 23 by examination.
Prerequisite: ENG 12

4 hours per week

ENG 30  INTRODUCTION TO LITERATURE

3 Credits
Designed for students desiring a general introduction to the field. An examination of literary genres in their cultural context, literary terms, and major movements in literature.
Prerequisite: ENG 12

3 hours per week
ENG 31 WORLD LITERATURE I 3 Credits
Readings in classic Western literature, including the Bible, Homer, the Greek dramatists, Thucydides, Plato, Aristotle and Virgil. Appropriate writing assignments.
Prerequisite: ENG 12 3 hours per week

ENG 32 WORLD LITERATURE II 3 Credits
Readings in European and non-Western literature from Dante to the 19th century. The focus is on classics related to the enrichment of modern cultural patterns. Appropriate writing assignments.
Prerequisite: ENG 12 3 hours per week

ENG 35 MODERN CONTINENTAL LITERATURE 3 Credits
A study of significant European literary works from the 19th century to the present. Course deals with such figures as Ibsen, Chekhov, Kafka, Hesse, Gide, and Camus. Appropriate writing assignments.
Prerequisite: ENG 12 3 hours per week

ENG 41 THE NOVEL 3 Credits
An introduction to the novel, including analysis of its components and themes, and study of its historical development. Appropriate writing assignments.
Prerequisite: ENG 12 3 hours per week

ENG 42 POETRY 3 Credits
An introduction to the different styles, forms and themes of poetry, with attention to their purpose and effect. Appropriate writing assignments.
Prerequisite: ENG 12 3 hours per week

ENG 43 DRAMA 3 Credits
An analysis of dramatic structure and a study of plays representing major dramatic styles. Appropriate writing assignments.
Prerequisite: ENG 12 3 hours per week

ENG 44 THE TRAGIC VISION 3 Credits
Study of tragic literature from ancient times until the present day, in an attempt to understand the patterns and changing concepts in various literary genres. Appropriate writing assignments.
Prerequisite: ENG 12 3 hours per week

ENG 45 THE COMIC SPIRIT 3 Credits
An investigation of comedy in prose and verse, its meaning, uses, and techniques. Appropriate writing assignments.
Prerequisite: ENG 12 3 hours per week
ENG 46 SATIRE
3 Credits
A study of verse and prose satire in the ancient and modern worlds, using a critical, historical, and creative approach. Appropriate writing assignments.
Prerequisite: ENG 12
3 hours per week

ENG 47 CLASSICISM AND ROMANTICISM
3 Credits
A study of the two most significant creative modes in Western literature, emphasizing their development, history, and influence. Appropriate writing assignments.
Prerequisite: ENG 12
3 hours per week

ENG 50 JOURNALISM
3 Credits
A study of the fundamental techniques of journalism, with the emphasis on the practical development of journalistic style. It deals with the basic components of news coverage: patterns of reporting; news writing in the press and broadcast media; language usage; accuracy and libel; contempt; interviewing; copy markings; and headline writing.
Prerequisite: ENG 12
3 hours per week

ENG 53 SHAKESPEARE
3 Credits
A survey of Shakespeare's work, emphasizing his plays, but including some consideration of his non-dramatic verse. Appropriate writing assignments.
Prerequisite: ENG 12
3 hours per week

ENG 55 ADVANCED WRITING
3 Credits
Further instruction and practice in the art of expository prose.
Prerequisite: ENG 12
3 hours per week

ENG 56 CREATIVE WRITING: FICTION
3 Credits
Instruction and practice in the forms and types of fiction. Analysis of peer writing on a workshop basis with a view toward assisting students developing mastery of the form of fiction best suited for them.
Prerequisite: ENG 12
3 hours per week

ENG 57 CREATIVE WRITING: POETRY
3 Credits
Instruction and practice in writing traditional and new forms of poetry.
Prerequisite: ENG 12
3 hours per week

ENG 61 SEMINAR: THE HISTORY OF LITERARY THEMES
3 Credits
An intensive study of how significant ideas and themes are transmitted in literature. Each semester one major
theme is chosen for examination. Appropriate writing assignments.

**Prerequisite:** ENG 12  
**3 hours per week**

**ENG 62 SEMINAR: APPROACHES TO INTERPRETATION AND CRITICISM**  
3 Credits

A study of significant critical views and examination of the philosophical basis of literary criticism.

Attendance in this seminar is limited and requires the permission of the department chairman or his representative.

**Prerequisite:** ENG 12  
**3 hours per week**

**ENG 65 LITERATURE AND FILM**  
3 Credits

A study of novels, plays, and screenplays and the films made from them. Emphasis is on the different aesthetic problems facing the writer and the filmmaker. Appropriate writing assignments.

**Prerequisite:** ENG 12  
**3 hours per week**

**ENG 71 SURVEY OF ENGLISH LITERATURE I**  
3 Credits

Readings in selected major works of English literature from Chaucer to Swift. Appropriate writing assignments.

**Prerequisite:** ENG 12  
**3 hours per week**

**ENG 72 SURVEY OF ENGLISH LITERATURE II**  
3 Credits

A study of significant works from Swift to World War I. Appropriate writing assignments.

**Prerequisite:** ENG 12  
**3 hours per week**

**ENG 73 SURVEY OF AMERICAN LITERATURE I**  
3 Credits

Readings in selected major works of American literature from colonial writers to Whitman. Appropriate writing assignments.

**Prerequisite:** ENG 12  
**3 hours per week**

**ENG 74 SURVEY OF AMERICAN LITERATURE II**  
3 Credits

Readings in selected major works of American literature from Mark Twain to World War I. Appropriate writing assignments.

**Prerequisite:** ENG 12  
**3 hours per week**

**ENG 75 MODERN BRITISH AND AMERICAN LITERATURE**  
3 Credits

A study of English and American poetry, fiction, and drama from World War I to the present. Includes Yeats, T. S. Eliot, Lawrence, Faulkner, Ellison. Appropriate writing assignments.

**Prerequisite:** ENG 12  
**3 hours per week**
ENG 77  BLACK LITERATURE I  

3 Credits  
Analysis of black literature in the United States and study of its history and development to 1950. Appropriate writing assignments.  
Prerequisite: ENG 12  
3 hours per week  

ENG 78  BLACK LITERATURE II  

3 Credits  
Analysis of black literature in the United States and study of its development from 1950 to the present. Appropriate writing assignments.  
Prerequisite: ENG 12  
3 hours per week  

DEPARTMENT OF FOREIGN LANGUAGES  
Chairman  
Julio E. Hernandez-Miyares, Associate Professor;  
B.A., LL.D., M.A., Ph.D.  
Professors  
Richard M. Graf; B.A., M.A., Ed.D.  
Ronald Schwartz; B.A., M.A., Ph.D.  
Associate Professors  
Irving Gersh; B.A., B.H.L., M.H.L., M.A., Ph.D.  
Evello Penton; D.P., D.E., M.A.  
Miguel Soto; B.A., M.A., Ph.D.  

ENG 81  INDEPENDENT STUDY  

1-3 Credits  
Independent study in the field of English, includes such areas as literature, linguistics, and writing. Each course of study, including hours, credits, and required work, is developed individually between the student and the faculty member and must be approved by the department.  
1-3 hours per week  

Assistant Professors  
Elio Alba; B.A., LL.D., M.A.  
Ellen Fine; B.A., M.A.  
Jeanette Goodman; B.A., M.A.  
Joyce Miller; B.A., M.A.  
Margaret Rockwitz; B.S., M.S.  
Instructor  
Paul Hecht; B.A., M.A.  

Adjunct Lecturers  
Joseph Dumbra; B.A., M.A  
Bernard Marinbach; B.A., M.A.
### French

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Offered</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR 1</td>
<td><strong>ELEMENTARY FRENCH I</strong></td>
<td>4</td>
<td>Fall and Spring</td>
<td>Designed for students with no previous training in the language. Students may also be assigned to the course following placement examination. Emphasis is on correct pronunciation through intensive oral practice and extensive use of the language laboratory, the acquisition of basic vocabulary and elements of grammar for conversation, comprehension, reading and writing.</td>
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<td>4 hours per week</td>
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<tr>
<td>FR 2</td>
<td><strong>ELEMENTARY FRENCH II</strong></td>
<td>4</td>
<td>Fall and Spring</td>
<td>Continuation of FR I. Further development of the language skills: aural comprehension; speaking; reading and writing.</td>
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<td>4 hours per week</td>
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<tr>
<td>FR 3</td>
<td><strong>INTERMEDIATE FRENCH I</strong></td>
<td>3</td>
<td>Fall and Spring</td>
<td>Progressive development of language skills based on the foundations established in Elementary French. Grammar review supplemented by readings in modern French literature.</td>
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<td>3 hours per week</td>
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<tr>
<td>FR 4</td>
<td><strong>INTERMEDIATE FRENCH II</strong></td>
<td>3</td>
<td>Fall and Spring</td>
<td>Continuation of French 3. Grammar, composition and reading of modern French authors.</td>
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<td>Prerequisite: FR 3 or Language Placement Examination 3 hours per week</td>
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<tr>
<td>FR 17</td>
<td><strong>INTENSIVE REVIEW OF FRENCH GRAMMAR</strong></td>
<td>3</td>
<td>Fall and Spring</td>
<td>Designed for students who have had three or more years of high school French but have not studied the language for a substantial period of time.</td>
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<td>Prerequisite: Language Placement Examination 4 hours per week</td>
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<tr>
<td>FR 18</td>
<td><strong>READINGS IN MODERN FRENCH</strong></td>
<td>3</td>
<td>Fall and Spring</td>
<td>The emphasis in this course is on rapid reading, composition and oral discussion. Readings include contemporary short stories, essays, poetry, newspaper and magazine articles and reviews.</td>
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<td>Prerequisite: FR 4 or equivalent 3 hours per week</td>
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<tr>
<td>FR 22</td>
<td><strong>CONVERSATIONAL FRENCH</strong></td>
<td>2</td>
<td>Fall and Spring</td>
<td>Open to all students. Course stresses basic vocabularies and conversational patterns to develop fluency in speaking.</td>
</tr>
</tbody>
</table>
FR 30 FRENCH MASTERPIECES IN TRANSLATION I  
Fall and Spring  3 Credits  
Designed for non-French speaking students, the course stresses the important novels, poetry and plays of 19th century French literature. The works of Balzac, Stendhal, Flaubert, as well as the Romantic and Symbolist poets are read and discussed in English.  
3 hours per week  

FR 31 FRENCH MASTERPIECES IN TRANSLATION II  
Fall and Spring  3 Credits  
Designed for non-French speaking students, the course stresses major novelists, essayists, dramatists and poets of the 20th century. Writers include Gide, Proust, Malraux, Celine, Cocteau, Appollinaire, Ionesco, Sartre, Camus, Robbe-Grillet, and Beckett.  
3 hours per week  

FR 51 SURVEY OF FRENCH LITERATURE  
Fall and Spring  3 Credits  
A survey of French literature from selected writings of representative authors. Instruction is entirely in French.  
Prerequisite: FR 4 or permission of chairman  
3 hours per week  

FR 53 FRENCH LITERATURE OF THE 20TH CENTURY  
Fall and Spring  3 Credits  
Surveys significant forms of 20th century literature with particular focus on the major poets, playwrights, and novelists. The course is conducted entirely in French on an advanced level, employing explanations of the text, composition and discussion.  
Prerequisite: FR 4 or equivalent  
3 hours per week  

FR 54 FRENCH LITERATURE OF THE 19TH CENTURY  
Fall and Spring  3 Credits  
Works of selected authors such as Stendhal, Balzac, Flaubert, Baudelaire, and Hugo. Emphasis is on developing improved written expression and critical appreciation.  
Prerequisite: FR 4 or equivalent  
3 hours per week  

FR 55 HISTORY AND CIVILIZATION OF FRANCE  
Fall and Spring  3 Credits  
Chronological study of major trends and developments in French history to the present. Examination of political, literary and artistic movements highlighting important individuals, ideas and periods. Selected readings of texts representative of each period. Laboratory practice is optional.  
Prerequisite: FR 4 or equivalent  
3 hours per week
FR 56 ADVANCED FRENCH GRAMMAR AND COMPOSITION
Fall and Spring 3 Credits
For students who wish further work at an advanced level through analysis of grammar, reading and composition. Emphasis is on developing written linguistic ability.
Prerequisite: FR 4 or equivalent 3 hours per week

FR 57 FRENCH PHONETICS AND CONVERSATION
Fall and Spring 3 Credits
A systematic study of the sound system, patterns of intonation and an organized development of vocabulary and idiomatic expression. The course aims to improve students' abilities to pronounce and understand the spoken language, and use it with fluency.
Prerequisite: FR 4 or equivalent 3 hours per week

FR 58 SEMINAR
Fall and Spring 3 Credits
With the consent of the instructor, students may choose to analyze a problem in the areas of French language or literature and prepare a term paper before taking a final examination to receive course credit.
Prerequisites: FR 51 and permission of chairman 3 hours per week

FR 61, 62, 63, 64 WORKSHOPS
Fall and Spring 1 Credit
Designed for students who need extra help based on the recommendation of the Instructor or the result of the Language Placement Examination. Workshops are keyed to the sequence of elementary and intermediate courses. 2 hours per week

FR 81 INDEPENDENT STUDY
Fall and Spring 1-3 Credits
A course designed to give advanced students of French intensive work in the French language, literature, linguistics, culture and civilization. To be accomplished by individual studies and research both in and out of the College and by group projects within the overall framework of the mentioned areas. Students must obtain written permission from the instructor who will guide the study.
1-3 hours per week

German

GER 1 ELEMENTARY GERMAN I
Fall and Spring 4 Credits
Designed for students with no previous training in the language or who, as a result of placement examination, are assigned to the course. Emphasis on correct pronunciation through intensive oral practice and extensive use of the language laboratory, on the acquisition
of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.  

4 hours per week

GER 2 ELEMENTARY GERMAN II  
Fall and Spring  4 Credits  
Continuation of GER 1. For students who completed elementary German 1 or who, as a result of placement examination, are assigned to the course. Further development of the language skills: aural comprehension, speaking, reading and writing.

Prerequisite: GER 1 or Language Placement Examination  

4 hours per week

GER 3 INTERMEDIATE GERMAN I  
Fall and Spring  3 Credits  
Progressive development of language skills based upon the foundations established in Elementary German. Grammar review supplemented by readings in modern German literature.

Prerequisite: GER 2 or Language Placement Examination  

3 hours per week

GER 4 INTERMEDIATE GERMAN II  
Fall and Spring  3 Credits  
Continuation of GER 3. Grammar, composition and reading of modern German authors.

Prerequisite: GER 3 or Language Placement Examination  

3 hours per week

GER 22 CONVERSATIONAL GERMAN  
Fall and Spring  2 Credits  
Open to all students. Course stresses basic vocabularies and conversational patterns to develop fluency in speaking.  

2 hours per week

GER 51 SURVEY OF GERMAN LITERATURE  
Fall and Spring  3 Credits  
A survey of German literature from selected writings of representative authors. Analysis of literary values and movements.

Prerequisite: GER 4 or equivalent  

3 hours per week

GER 61, 62, 63, 64 WORKSHOPS  
Fall and Spring  1 Credit  
Designed for students who need extra help based on the recommendation of the instructor or the results of the Language Placement Examination. Workshops are keyed to the sequence of elementary and intermediate courses.

2 hours per week

GER 81 INDEPENDENT STUDY  
Fall and Spring  1-3 Credits  
Independent study in German is designed for advanced students and includes intensive work in the language, literature, culture and civilization. Study, re-
search and projects are developed individually between the student and a faculty member and must be approved by the department.

1-3 hours per week

**Hebrew**

**HEB 1  ELEMENTARY HEBREW I**  
**Fall and Spring**  
4 Credits  
Designed for students with no previous training in the language or who, as a result of placement examination, are assigned to the course. Emphasis on correct pronunciation through intensive oral practice and extensive use of the language laboratory, on the acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.

4 hours per week

**HEB 2  ELEMENTARY HEBREW II**  
**Fall and Spring**  
4 Credits  
Continuation of HEB 1. For students who completed HEB 1 or who, as a result of placement examination, are assigned to the course. Further development of the language skills: aural comprehension, speaking, reading and writing.

Prerequisite: HEB 1 or Language Placement Examination  
4 hours per week

**HEB 3  INTERMEDIATE HEBREW I**  
**Fall and Spring**  
3 Credits  
Progressive development of language skills based upon the foundations established in HEB 2. Grammar review supplemented by readings in modern Hebrew literature.

Prerequisite: HEB 2 or Language Placement Examination  
3 hours per week

**HEB 4  INTERMEDIATE HEBREW II**  
**Fall and Spring**  
3 Credits  
Continuation of HEB 3. Grammar, composition and reading of modern Hebrew authors.

Prerequisite: HEB 3 or Language Placement Examination  
3 hours per week

**HEB 30  HEBREW LITERATURE IN TRANSLATION I**  
**Fall and Spring**  
3 Credits  
Reading and analysis of Hebrew classics in cultural and historical context. Designed for non-Hebrew speaking students. All reading and discussion in English.

3 hours per week

**HEB 31  HEBREW LITERATURE IN TRANSLATION II**  
**Fall and Spring**  
3 Credits  
An account of the emergence of Hebrew letters in the modern world. Emphasis is on the main personalities who created this literature and their major contribu-
HEB 51  SURVEY OF MODERN LITERATURE
Fall and Spring  3 Credits
Survey of modern Hebrew literature from selected writings of representative authors. Analysis of Hebraic values reflected in this literature.
Prerequisite: HEB 4 or equivalent  3 hours per week

HEB 53  HEBREW LITERARY MASTERPIECES
Fall and Spring  3 Credits
Comprehensive study of the works of two great authors of Hebrew fiction in historical and cultural context.
Prerequisite: HEB 4 or equivalent  3 hours per week

HEB 54  READINGS IN HEBRAIC THOUGHT
Fall and Spring  3 Credits
Intensive study of the Hebrew writings of a medieval and modern Jewish thinker. Emphasis is on both linguistic and ideological aspects of these writings.
Prerequisite: HEB 4 or equivalent  3 hours per week

HEB 56  THE HEBREW BIBLE
Fall and Spring  3 Credits
Selections from the prose and poetry of the Old Testa-
ment in Hebrew. Emphasis is on language, cultural and unique Hebraic values contained in these selections.
Prerequisite: HEB 4 or equivalent  3 hours per week

HEB 61, 62, 63, 64  WORKSHOPS
Fall and Spring  1 Credit
Designed for students who need extra help based on the recommendation of the instructor or the result of the Language Placement Examination. Workshops are keyed to the regular sequence of elementary and intermediate courses.

HEB 81  INDEPENDENT STUDY
Fall and Spring  1-3 Credits
A course designed to give advanced students of Hebrew intensive work in the Hebrew language, literature, linguistics, culture and civilization. To be accomplished by individual studies and research both in and out of the College and by group projects within the overall framework of the mentioned areas. Students must obtain written permission from the instructor who will guide the study.
Italian

ITAL 1 ELEMENTARY ITALIAN I
Fall and Spring 4 Credits
Designed for students with no previous training in the language or who, as a result of placement examination, are assigned to the course. Emphasis on correct pronunciation through intensive oral practice and extensive use of the language laboratory, on the acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.

ITAL 2 ELEMENTARY ITALIAN II
Fall and Spring 4 Credits
Continuation of ITAL 1. For students who completed ITAL 1 or who, as a result of placement examination, are assigned to the course. Further development of the language skills: aural comprehension, speaking, reading and writing.
Prerequisite: ITAL 1 or Language Placement Examination

ITAL 3 INTERMEDIATE ITALIAN I
Fall and Spring 3 Credits
Progressive development of language skills based on the foundations established in ITAL 2. Grammar review supplemented by readings in modern Italian literature.
Prerequisite: ITAL 2 or Language Placement Examination

ITAL 4 INTERMEDIATE ITALIAN II
Fall and Spring 3 Credits
Continuation of ITAL 3. Grammar, composition and reading of modern Italian authors.
Prerequisite: ITAL 3 or Language Placement Examination

ITAL 17 INTENSIVE REVIEW OF ITALIAN GRAMMAR, READING AND COMPOSITION
Fall and Spring 3 Credits
Designed for students who have had three or more years of high school Italian but have not studied the language for a substantial period of time.
Prerequisite: Language Placement Examination

ITAL 18 READINGS IN MODERN ITALIAN
Fall and Spring 3 Credits
Selected readings from contemporary short stories, novels, magazines and newspaper articles, cinema and theater reviews with emphasis on rapid reading and discussion in Italian.
Prerequisite: ITAL 4 or equivalent
ITAL 22 ITALIAN CONVERSATION
Fall and Spring 2 Credits
Course stresses basic vocabularies and conversational patterns to develop fluency in speaking. May be taken as a coelective with ITAL 2.
Prerequisite: ITAL 1 or permission of chairman 2 hours per week

ITAL 51 SURVEY OF ITALIAN LITERATURE
Fall and Spring 3 Credits
A survey of Italian literature from selected writings of representative authors. Instruction entirely in Italian.
Prerequisite: ITAL 4 or equivalent 3 hours per week

ITAL 52 ITALIAN LITERATURE OF THE RENAISSANCE
Fall and Spring 3 Credits
Principal Italian authors of the Renaissance and their relation to the intellectual currents of the time. Contribution of the Italian Renaissance to Western civilization in the fields of literature, art, politics, science and education.
Prerequisite: ITAL 4 or equivalent 3 hours per week

ITAL 53 LIFE AND WORKS OF DANTE ALIGHIERI
Fall and Spring 3 Credits
Selected readings in Dante's "Divina Commedia" in relation to the religion and philosophy of Dante's time. The course is conducted entirely in Italian.
Prerequisite: ITAL 4 or equivalent 3 hours per week

ITAL 61, 62, 63, 64 WORKSHOPS
Fall and Spring 1 Credit
Designed for students who need extra help based upon the recommendation of the instructor or the result of the Language Placement Examination. Workshops are keyed to the sequence of elementary and intermediate courses.
2 hours per week

ITAL 81 INDEPENDENT STUDY
Fall and Spring 1-3 Credits
A course designed to give advanced students of Italian intensive work in the Italian language, literature, linguistics, culture and civilization. To be accomplished by individual studies and research both in and out of the College and by group projects within the overall framework of the mentioned areas. Students must obtain written permission from the instructor who will guide the study.
1-3 hours per week

Spanish
SPAN 1 ELEMENTARY SPANISH I
Fall and Spring 4 Credits
Designed for students with no previous training in the language or who, as a result of placement examination, are assigned to the course. Emphasis on correct pro-
nunciation through intensive oral practice and extensive use of the language laboratory, on the acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.

4 hours per week

SPAN 2 ELEMENTARY SPANISH II
Fall and Spring 4 Credits
Continuation of SPAN 1. For students who completed SPAN 1 or who, as a result of placement examination, are assigned to the course. Further development of the language skills: aural comprehension, speaking, reading and writing.

Prerequisite: SPAN 1 or Language Placement Examination

SPAN 3 INTERMEDIATE SPANISH I
Fall and Spring 3 Credits
Progressive development of language skills based on the foundations established in SPAN 2. Grammar review supplemented by readings in modern Spanish literature.

Prerequisite: SPAN 2 or Language Placement Examination

SPAN 4 INTERMEDIATE SPANISH II
Fall and Spring 3 Credits

Prerequisite: SPAN 3 or Language Placement Examination

SPAN 16 SPANISH PHONETICS
Fall and Spring 3 Credits
A systematic study of the sound system, patterns of intonation, as well as organized development of vocabulary and idiomatic expressions. The course aims to improve students’ pronunciation and ability to understand the spoken language, and to use it with fluency.

Prerequisites: SPAN 4 or native conversational ability and permission of chairman

SPAN 17 INTENSIVE REVIEW OF SPANISH GRAMMAR, READING AND COMPOSITION
Fall and Spring 3 Credits
Open to all students who have had three or more years of high school Spanish. Intensive study of grammar, reading and writing skills.

Prerequisite: Language Placement Examination

SPAN 18 PROPER MODELS OF SPANISH GRAMMAR AND CONVERSATION FOR NATIVE SPEAKERS
Fall and Spring 3 Credits
Designed for Spanish-speaking students. Stress is on improvement of reading and writing skills.
Prerequisites: Native conversational ability and permission of chairman

SPAN 22 ELEMENTARY SPANISH CONVERSATION
Fall and Spring 2 Credits
A course stressing basic conversational skills. The student may elect this course as a coelective with SPAN 2.
Prerequisite: SPAN 1 or permission of chairman

SPAN 23 CONVERSATIONAL SPANISH FOR THE COMMUNITY
Fall and Spring 1 Credit
Open to all students and community residents who have contact with New York's Spanish community. The course aims to improve basic principles of conversation to facilitate communication.

SPAN 24 CONVERSATIONAL SPANISH FOR TRAVEL
Fall and Spring 1 Credit
Open to all students. This course stresses basic vocabularies and conversational patterns to help American tourists abroad and enrich their knowledge of the language, peoples and cultures of Spanish-speaking countries.

SPAN 30 READINGS IN PENINSULAR SPANISH LITERATURE IN TRANSLATION
Fall and Spring 3 Credits
A study of the important novels, plays and poets of Spain from the Archpriest of Hita to Garcia Lorca. Course to be taught in English. Open to all students.

SPAN 31 READINGS IN SPANISH AMERICAN LITERATURE IN TRANSLATION
Fall and Spring 3 Credits
For students who wish to explore the high points of Spanish American literature. Course to be taught in English. Open to all students.

SPAN 32 READINGS IN PUERTO RICAN HISTORY AND LITERATURE
Fall and Spring 3 Credits
For all students who would like to gain insight into Puerto Rican literature and culture. Students may register in English or Spanish sections, depending on their proficiency in Spanish.
Prerequisite: Permission of chairman

SPAN 33 INTERMEDIATE SPANISH CONVERSATION
Fall and Spring 2 Credits
A course designed to give students intensive practice
In spoken Spanish. It is intended for those students who wish to use the Spanish Language to communicate with Spanish speaking people in every day situations. This course may be selected as a coelective with SPAN 3.

Prerequisite: SPAN 2 or permission of chairman

2 hours per week

SPAN 34 SPANISH AMERICA: ITS CULTURE, ART AND MUSIC
Fall and Spring 3 Credits
A presentation of the outstanding facets of Spanish American culture, examining all important historic, political, literary and artistic movements, and highlighting important individuals, ideas and periods. Grammar, literature and composition are emphasized through the readings of selected representative authors and works of each period. Course to be taught in Spanish.

Prerequisite: Permission of chairman 3 hours per week

SPAN 44 ADVANCED SPANISH CONVERSATION
Fall and Spring 2 Credits
A course designed for students who wish to speak fluently and correctly in current idiom. Stress is placed on student practice in class, prepared and impromptu group discussions. Emphasis is placed on growth in oral expression and vocabulary building. This course may be selected as a coelective with SPAN 4.

Prerequisite: SPAN 3 or permission of chairman 2 hours per week

SPAN 51 SURVEY OF SPANISH LITERATURE
Fall and Spring 3 Credits
An advanced course for students successfully completing SPAN 4 or the equivalent. Selected writings of representative authors, with instruction entirely in Spanish. Analysis of literary values.

Prerequisite: SPAN 4 3 hours per week

SPAN 52 READINGS IN SPANISH LITERATURE
Fall and Spring 3 Credits
The literature of the period from the Generation of 1898 to 1925 including the works of Garcia Lorca, Unamuno, Jiménez, and Ganivet, with emphasis on specific full-length works.

Prerequisite: SPAN 4 or permission of chairman 3 hours per week
SPAN 53 SPANISH AMERICAN LITERATURE
Fall and Spring 3 Credits
A survey of the significant literary production of Spanish 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 or permission of chairman
3 hours per week

SPAN 54 ADVANCED SPANISH GRAMMAR, COMPOSITION AND CONVERSATION
Fall and Spring 3 Credits
The course concentrates upon the development of skill and facility in composition and conversation.
Prerequisite: SPAN 4 or permission of chairman
3 hours per week

SPAN 55 HISTORY AND CIVILIZATION OF SPAIN
Fall and Spring 3 Credits
A chronological study of major trends and developments to the present. Examination of political, literary, and artistic movements highlighting important individuals, ideas, and periods. Selected readings of texts representative of each period.
Prerequisite: SPAN 4 or permission of chairman
3 hours per week

SPAN 56 SEMINAR
Fall and Spring 3 Credits
With the consent of the instructor students may choose to analyze a problem in the areas of Spanish language and literature. The course is primarily intended for majors in Spanish.
Prerequisites: SPAN 51 and permission of chairman
3 hours per week

SPAN 61, 62, 63, 64 WORKSHOPS
Fall and Spring 1 Credit
Designed for students who need extra help based upon the recommendation of the instructor or the result of the Language Placement Examination. Workshops are keyed to the sequence of intermediate courses.
2 hours per week

SPAN 81 INDEPENDENT STUDY
Fall and Spring 1-3 Credits
A course designed to give advanced students of Spanish intensive work in the Spanish language, literature, linguistics, culture and civilization. To be accomplished by individual studies and research both in and out of the College and by group projects within the overall framework of the mentioned areas. Students must obtain written permission from the instructor who will guide the study.
1-3 hours per week
DEPARTMENT OF HEALTH, PHYSICAL EDUCATION AND RECREATION

Chairman
Ronald H. Gerwin, Associate Professor; B.S., M.Ed.

Professors
Ralph Edwards; B.S., M.S., Ed.D.
Lester Rhoads; B.S., M.A., Ed.D.
Anthony F. Russo; B.A., M.A.

Associate Professors
Angelica Petrides; B.A., M.A.
Samuel Scherek; B.S., M.S.

Assistant Professors
Vivian Clark; B.S., M.A., M.Ed., Ed.D.
Carol Flomerfelt; B.S., M.A.
Sheldon Friedland; A.A., B.S., M.S.
Barbara Ginsberg; B.S., M.S.
Arlene Glassman; B.S., M.S.
Helen Gerardi; B.A., M.S.
Stanley Gross; B.S., M.S.
Richard A. Kaye; B.S., M.S.
Edward Nober; B.S., M.A.
Wayne Oberparleiter; B.S., M.A.
Guzey Onor; B.A., B.A., M.A.
Judith Perez; B.A., M.S.
Louis Shor; B.S., M.S.

Instructors
Neal Aronin; B.S., M.S.
Lee Ciardiello; B.S., M.A.
Rachelle Goldsmith; B.S., M.A.
Patricia Hazelwood; B.S., M.S.
Gary Halperin; B.S., M.A.
Sherry Harris; B.A., M.S.
William Lopez; B.S., M.S.
Paul Metz; B.S., M.S.
Nikola Zlatar; B.S., M.A.
Christopher Zook; B.S., M.S.

Adjunct Lecturers
Anne Jordheim; R.N., B.S., M.A.
Sidney Levine; B.S., M.S., M.S.
Joseph Pancila; B.S., M.S.
Samuel Simon; B.S., M.S.W., D.D.
Health Education

All students are required to take HE 11 with the exception of Nursing students.

HE 11 FOUNDATIONS OF HEALTH
Fall or Spring 2 Credits
A critical examination of the health problems facing the present college-age adult. Students are encouraged to evaluate their individual physical and emotional health status as monitored by their behavior. Emphasis is placed on physical and mental health, sex and human reproduction, drugs and alcohol, and environmental health.

2 hours per week

HE 31 ENVIRONMENTAL PUBLIC HEALTH
Fall or Spring 3 Credits
Public health operations in an urban society are reviewed. The areas covered include epidemiology, radiation hazards, waste disposal, protection and treatment of water supplies, pesticide control, air pollution, consumer protection, food sanitation, protection of swimming facilities, safety and accident protection.

3 hours per week

HE 32 PRINCIPLES OF PUBLIC HEALTH
Fall or Spring 3 Credits
An overview of public health services. Their organization and the nature of public health programs are studied, as are patterns of medical care, health career opportunities, introduction to the methods of public health education, communication techniques in working with the public, and public health laws.

3 hours per week

HE 35 EDUCATION FOR SAFE LIVING
Fall or Spring 2 Credits
Principles for safe living are dealt with in terms of theory and practice of first-aid procedures. Qualified students receive American Red Cross Certification. This course fulfills the safety and first aid requirement for all those contemplating a teaching career.

2 hours per week

HE 52 SEXUALITY IN THE INDIVIDUAL; MARRIAGE AND THE FAMILY
Fall or Spring 3 Credits
This course fosters the positive development and expression of sexuality based upon factual information related to sex, anatomy and physiology. Students learn to identify and understand their roles in dating, courtship, marriage and parenthood.

Prerequisite: HE 11

3 hours per week
HE 81 INDEPENDENT STUDY  
Fall and Spring  1-3 Credits  
Independent study in the field of Health Education. Each course of study, including hours, credits, and required work, is developed individually, or with a group, between the student and the faculty member and must be approved by the department.  
1-3 hours per week

Physical Education  

REQUIREMENTS:  
a. All students are required to select two courses in Physical Education.  
b. Students may elect additional courses in Physical Education.  
c. Students interested in majoring in Health and Physical Education should consult with the Department Chairman.  

LIMITATIONS/WAIVERS:  
Waiver considerations for extenuating circumstances require the written approval of the Chairman of the Department of Health, Physical Education and Recreation. Students medically restricted by the college physician are assigned to PEC 33 to satisfy their physical education requirement. Conference with and written permission by the Department Coordinator is necessary as is documentation by personal physician. The Office of Health Services must be consulted. Students over 35 years of age may request an interview with the Department Chairman to discuss a special program to fulfill their requirements.

COURSE INFORMATION:  
a. All courses in Physical Education are designed to include the fundamental development of specifically related rules and history; skills and techniques; and strategy and game experience. Fitness and lifetime carry-over values are inherent within course content.  
b. No credit shall be given for repeating a course previously passed.  
c. Students should not ordinarily carry more than one Physical Education course per semester.

CO-EDUCATIONAL ACTIVITIES  
PEC 20 PRINCIPLES OF CLASSIC BALLET  
Fall or Spring  1 Credit  
2 hours per week  
PEC 21 BASIC SWIMMING  
Summer  1 Credit  
2 hours per week

course offerings
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
<th>Credit</th>
<th>Fee</th>
<th>Hours per Week</th>
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<tbody>
<tr>
<td>PEC 22</td>
<td>SOCIAL, FOLK AND SQUARE DANCING</td>
<td>Fall or Spring</td>
<td>1</td>
<td></td>
<td>2</td>
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<tr>
<td>PEC 23</td>
<td>BOWLING</td>
<td>Fall or Spring</td>
<td>1</td>
<td>($12) (No Transportation)</td>
<td>2</td>
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<tr>
<td>PEC 24</td>
<td>SKIING</td>
<td>Fall or Spring</td>
<td>1</td>
<td>($16) (No Transportation)</td>
<td>2</td>
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<tr>
<td>PEC 25</td>
<td>SAILING</td>
<td>Fall or Spring</td>
<td>1</td>
<td>($12) (No Transportation)</td>
<td>2</td>
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<tr>
<td>PEC 26</td>
<td>GOLF AND BADMINTON</td>
<td>Fall or Spring</td>
<td>1</td>
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<td>2</td>
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<tr>
<td>PEC 27</td>
<td>BEGINNING KARATE AND SELF-DEFENSE</td>
<td>Fall or Spring</td>
<td>1</td>
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<td>2</td>
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<tr>
<td>PEC 28</td>
<td>INTERMEDIATE KARATE AND SELF-DEFENSE</td>
<td>Fall or Spring</td>
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<td>2</td>
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<td>PEC 29</td>
<td>INTRODUCTION TO HATHA YOGA</td>
<td>Fall or Spring</td>
<td>1</td>
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<td>2</td>
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<tr>
<td>PEC 31</td>
<td>SENIOR LIFE-SAVING</td>
<td>Summer</td>
<td>1</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>PEC 32</td>
<td>ICE SKATING</td>
<td>Fall or Spring</td>
<td>1</td>
<td>($14) (No Transportation)</td>
<td>2</td>
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<tr>
<td>PEC 33</td>
<td>MODIFIED PHYSICAL EDUCATION</td>
<td>Fall or Spring</td>
<td>1</td>
<td>(Health Service Approval)</td>
<td>2</td>
</tr>
</tbody>
</table>

The activities in this course are modified specifically to meet the needs of students who, due to medical limitations, cannot participate in any of the required Physical Education courses.
PEC 81  INDIVIDUAL STUDY  
Fall or Spring  1-3 Credits  
Independent study in the field of Physical Education. Each course of study including hours, credits, and required work is developed individually or with a group between the student and the faculty member and must be approved by the department.  
1-3 hours per week  

MEN’S ACTIVITIES  

PEM 1  FUNDAMENTALS OF FITNESS AND CONDITIONING  
Fall or Spring  1 Credit  
2 hours per week  

PEM 2  BASEBALL  
Spring  1 Credit  
2 hours per week  

PEM 3  TOUCH FOOTBALL  
Fall  1 Credit  
2 hours per week  
(Not open to students who have completed PEM 3 TOUCH FOOTBALL AND VOLLEYBALL)  

PEM 5  BASKETBALL TECHNIQUES  
Fall or Spring  1 Credit  
2 hours per week  

PEM 6  SOFTBALL AND VOLLEYBALL  
Spring  1 Credit  
2 hours per week  

PEM 7  SOCCER TECHNIQUES  
Fall  1 Credit  
2 hours per week  

PEM 11  BEGINNING TENNIS  
Fall or Spring  1 Credit  
2 hours per week  
Prerequisite: PEM 11  

PEM 12  INTERMEDIATE TENNIS  
Fall or Spring  1 Credit  
2 hours per week  

PEM 15  ARCHERY AND FENCING  
Fall or Spring  1 Credit  
2 hours per week  

PEM 17  WRESTLING AND TRACK AND FIELD  
Fall or Spring  1 Credit  
2 hours per week  

PEM 19  BEGINNING GYMNASTICS  
Fall or Spring  1 Credit  
2 hours per week  

course offerings
WOMEN'S ACTIVITIES

PEW 1 FIGURE CONTROL AND BODY CONDITIONING
Fall or Spring 1 Credit
2 hours per week

PEW 2 BASKETBALL
Fall or Spring 1 Credit
2 hours per week

PEW 4 FIELD HOCKEY
Fall 1 Credit
(Not open to students who have completed PEW 4 FIELD HOCKEY AND VOLLEYBALL)
2 hours per week

PEW 6 SOFTBALL, TRACK AND FIELD
Spring 1 Credit
2 hours per week

PEW 7 POWER VOLLEYBALL
Fall or Spring 1 Credit
2 hours per week

PEW 10 BEGINNING GYMNASSTICS
Fall or Spring 1 Credit
2 hours per week

PEW 11 BEGINNING TENNIS
Fall or Spring 1 Credit
2 hours per week

PEW 12 INTERMEDIATE TENNIS
Fall or Spring 1 Credit
Prerequisite: PEW 11 2 hours per week

PEW 15 ARCHERY AND FENCING
Fall or Spring 1 Credit
2 hours per week

PEW 18 MODERN DANCE TECHNIQUES
Fall or Spring 1 Credit
(Open to Men) 2 hours per week

PEW 19 MODERN DANCE COMPOSITION
Fall or Spring 1 Credit
(Open to Men) Prerequisite: PEW 18 2 hours per week

Recreation Leadership

The Kingsborough Community College curriculum in Recreation Leadership is designed to develop individuals to serve in the areas of community and therapeutic recreation.
With today’s society focusing increasingly on leisure time activities together with more emphasis on the “quality of life”, an understanding and competent leadership is necessary to provide motivation, planning and organization in social, cultural, physical and crafts activities.

In addition, awareness of the problems confronting the sick, aged and handicapped has created a great need for personnel equipped to serve in the critical area of therapeutic recreation.

**REC 11  INTRODUCTION TO RECREATION**  
*Fall or Spring 3 Credits*

An introduction to the historical and philosophical foundations of recreation and leisure. A study of institutions providing recreation services, and the socio-economic factors which influence the growth and development of recreation.

3 hours per week

**REC 12  RECREATION LEADERSHIP PRINCIPLES**  
*Fall or Spring 3 Credits*

The importance of obtaining a knowledge of human dynamics, leadership abilities, and related techniques of teaching recreational skills is stressed. Recreation leadership, personnel practices and policies, and techniques of supervision are presented.

Prerequisite: REC 11  
3 hours per week

**REC 13  SOCIAL RECREATION**  
*Fall or Spring 2 Credits*

Particular emphasis in this course is placed on developmental tasks and games of low organization for children. Course covers social recreation parties, evening activities; trips, tournaments, and special events.

2 hours per week

**REC 14  OUTDOOR RECREATION**  
*Fall or Spring 2 Credits*

The course traces the trends in outdoor recreation. The place of the recreation leader in outdoor programs is also considered, as is the scope and extent of programs in conservation, camping, aquatics and nature. A weekend camping trip is required. Course fee is $16.

2 hours per week

**REC 15  SUMMER CAMP LEADERSHIP**  
*Fall or Spring 2 Credits*

The course aims to prepare the student as a future camp counselor by presenting a basic philosophy of camping, examining the objectives of camping, studying problems in the field of camping, and providing opportunities to acquire skills and leadership essential in camp life. A weekend camping trip is required. Course fee is $16.

2 hours per week
REC 16 METHODS AND MATERIALS FOR TEACHING FOLK, SQUARE AND SOCIAL DANCE
Fall or Spring 2 Credits
This course will equip students to teach and direct folk dances in various forms, to familiarize students with basic dance movements, dance positions, dance etiquette and dance terminology.
2 hours per week

REC 31 RECREATION FOR THE ILL, AGED, AND HANDICAPPED
Fall or Spring 3 Credits
Introduction to the uses of recreation in the prevention of illness and rehabilitation of persons with physical, emotional or social disorders. Programs include those for hospitals, nursing homes, and institutions for the handicapped.
Prerequisite: REC 11 and REC 12 3 hours per week

REC 32 ORGANIZATION OF A RECREATION PROGRAM
Fall or Spring 3 Credits
The underlying principles for effective recreation programming are presented. Overview of the operation of recreation facilities, including budget, public relations, records and reports, equipment and evaluation.
Prerequisites: REC 11 and REC 12 3 hours per week

REC 33 LEADERSHIP SKILLS IN ARTS AND CRAFTS
Fall or Spring 2 Credits
The course provides opportunities to learn skills and teach with various materials — clay, paper, paint, yarn, wire, soap and wood. The emphasis is on creativity and enjoyment for all ages and special groups.
2 hours per week

REC 40 SPORT AND AMERICAN SOCIETY
Fall or Spring 3 Credits
The course will lead the student to an examination of sport as a phenomenon of American society. Emphasis will be on familiarizing the student with the development of sport in America, and on acquainting the student with a sampling of popular, scholarly and experimental literature dealing with the various aspects of sport.
3 hour per week

REC 41 THE ATHLETE IN CONTEMPORARY SOCIETY
Fall or Spring 2 Credits
A critical examination of the role of the athlete in contemporary society. Emphasis will be on the psychosocial motivation for participation, player-coach relationships, and responsibilities to society.
2 hours per week
REC 91 FIELD EXPERIENCE IN RECREATION LEADERSHIP
Fall or Spring  3 Credits
Supervised field work assignments in a variety of recreation agency settings in the community. The course includes student field reports and class discussions of these experiences.
Prerequisites: REC 11 and REC 12  6 hours per week
1 hour per week seminar

DEPARTMENT OF HISTORY AND POLITICAL SCIENCE

Chairman
Bernard Klein, Professor; B.A., M.A., Ph.D.

Professors
Israel Glasser; B.A., M.P.A., Ph.D.
Sidney Helfant; B.A., M.A.
William Klubach; A.B., M.A., Ph.D.
C. Frederick Stoerker; A.A., A.B., S.T.B., Ph.D.

Associate Professors
Betty Boyd Caroli; B.A., M.A., Ph.D.
Morton Wagman; B.A., M.A., Ph.D.

Assistant Professors
Patrick Abbazia; A.B., M.A., Ph.D.
Herbert Gelbart; B.A., M.A.
Norman Hanover; A.B., M.A.

Robert Hecht; B.A., Ph.D.
Alphonse Homeha; B.A., M.A.
Mitchell Okun; B.A., M.A
Arnold Perlmutter; A.B., A.M.
Sydney Rosenberg; BA., M.A.
Joan Sedgwick; B.A., M.A.
Stuart Suss; B.A., M.A.

Instructors
Thomas Kessner; B.A., M.A.
Frances Kraljic; B.A., M.A.

course offerings
1. American History

**HIST 11 AMERICAN CIVILIZATION I**

**Fall and Spring**  
3 Credits

This course describes American life from the Age of Exploration to the Civil War. American democracy is examined against the background of the nation's history with emphasis on crucial issues and periods.

*3 hours per week*

**HIST 12 AMERICAN CIVILIZATION II**

**Fall and Spring**  
3 Credits

Continuation of HIST 11 from the Civil War to the present.

*3 hours per week*

**HIST 13 AMERICAN COLONIAL HISTORY, 1492 to 1763**

**Fall**  
3 Credits

This course traces the foundations of American Civilization from its European origins to the French and Indian War. It covers such topics as the expansion of Europe, the Indian's struggle for survival, the origins of American Negro slavery and the roots of prejudice, the Puritan impact on American culture, the structure and basis of American politics, and the growth of American nationalism.

*3 hours per week*

**HIST 15 ERA OF THE CIVIL WAR, 1828 TO 1877**

**Fall or Spring**  
3 Credits

This course traces American civilization from the Era of Good Feelings to Reconstruction. It includes such topics as the Age of Common Man, the humanitarian impulse and the reform movement, the problem of slavery and race, romanticism and nationalism in the Old South, the Civil War and the triumph of American capitalism, and the Black American in the reconstruction of the nation.

*3 hours per week*

**HIST 16 THE GILDED AGE AND THE PROGRESSIVE ERA, 1877 TO 1920**

**Fall or Spring**  
3 Credits

This course describes the transformation of America from a rural, agricultural, isolated nation to an urban in-
industrial world power. Topics include society and politics in the Gilded Age, the age of the Robber Barons, the rise of the city and the impact of immigration on American life, the search for identity in the modern world, Theodore Roosevelt and the modern Presidency, Woodrow Wilson and the triumph of Progressivism, and World War I and the rise of America to world power.

3 hours per week

HIST 59 MODERN AMERICA, 1920 TO PRESENT
Spring 3 Credits
A study of the development of the United States from 1920 to the present. The course considers the Jazz Age, the Great Depression, the New Deal, World War II, the Cold War, Vietnam, the Civil Rights Revolution, and the Protest Movements of the present.

3 hours per week

HIST 14 AMERICAN CONSTITUTIONAL HISTORY
Fall and Spring 3 Credits
Studies in the origin and development of the American Constitution, emphasizing key Supreme Court decisions, changing Constitutional interpretations, and the relation of the Constitution to the changing political, economic, and social conditions in modern America.

3 hours per week

HIST 20 THE IMMIGRANT IN AMERICAN SOCIETY
Spring 3 Credits
An examination of the history of immigration to America. The course traces the changing pattern of immigration from the 17th century to the present and describes the motives and ambitions of the immigrant, his role in American society, and his contributions to American life.

3 hours per week

HIST 21 AMERICAN SOCIAL HISTORY
Fall or Spring 3 Credits
This course traces the development of significant aspects of American society from the colonial era to the present. Topics to be included are the role and treatment of minority groups, education in America, poverty and crime. Popular culture such as sports, fads, folklore and music will be discussed.

3 hours per week

HIST 23 THE AMERICAN FRONTIER
Fall 3 Credits
This course traces the movement of the American frontier from colonial times to the 20th century. It discusses the impact of the frontier on the settler, the confrontation between the Indian and the settler, and the settler's efforts to tame the American wilderness. It also covers such topics as the cotton and cattle kingdoms,
the problem of law and order in the West, and the continuing legacy of the frontier in American society and culture.

3 hours per week

HIST 41 THE INDIAN IN AMERICAN HISTORY
Fall and Spring 3 Credits
A course in the history of the American Indian from the time of Columbus to the present. Emphasis will be placed on the relationships between the Indians of America and the European settlers. Some attention will also be paid to the problems of the Indians in contemporary American society.

3 hours per week

HIST 50 THE BLACK IN AMERICAN HISTORY
Fall and Spring 3 Credits
A study of the Black American within the context of American Civilization. His role in the growth of the nation is examined with the aim of understanding his contribution and his problems, as well as the attitudes of all Americans, black and white, on the issues of race. Primary sources, both historical and current, are utilized.

3 hours per week

HIST 54 AMERICAN 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 and expansion; slavery and the Civil War together with their accompanying problems in foreign relations; America's emergence as a world power; and the American role in World Wars I and II, Korea, and Vietnam.

3 hours per week

HIST 60 AMERICAN INTELLECTUAL HISTORY
Fall 3 Credits
This course traces the development of American thought from the colonial period to the present. It examines the ideas and values which influenced and directed American society.

3 hours per week

HIST 61 THE CITY IN AMERICAN HISTORY
Fall 3 Credits
A study of urban history in America, from the trade centers of the 17th century to the modern megalopolis. The course includes such topics as intellectual ferment in the cities, rural migration and foreign immigration, and the problems the city faces in contemporary America.

3 hours per week

HIST 68 WOMEN IN AMERICAN HISTORY
Fall and Spring 3 Credits
A study of the various roles — familial, social, legal and
political — that women have played in American history. Emphasis is placed on historically important women, as well as outstanding fictional characters, in order to depict concretely women's position in society.

3 hours per week

2. World History

HIST 31 MODERN EUROPE, 1789 TO PRESENT
Fall and Spring 3 Credits
A social, cultural, political, and economic approach to the development of European civilization from the French Revolution to the 20th century, with emphasis on the technological revolution and the predicament of modern man.

3 hours per week

HIST 32 ASIA IN MODERN TIMES
Fall and Spring 3 Credits
An examination of contemporary Asian civilizations with special emphasis on 19th and 20th century developments, including such topics as the conflicts between indigenous cultures and external forces.

3 hours per week

HIST 33 AFRICA
Fall and Spring 3 Credits
Historical developments of Africa, with emphasis on the cultural interchange, colonialism and the national-revolts, new governments and the problems of modernization, conflicts of interest of the great powers, and 20th century nationalistic rivalries.

3 hours per week

HIST 34 MILITARY HISTORY
Spring 3 Credits
Modern military history with emphasis on the strategic, cultural, ideological, and technological factors relating to warfare. Topics include war and society in old Europe, modern nationalism and conventional warfare, total war, limited war, and modern guerrilla and counterinsurgency warfare.

3 hours per week

HIST 35 UTOPIAN DREAMERS AND THE WESTERN WORLD
Fall or Spring 3 Credits
A study of utopian thinkers and thought as a significant expression of Western culture. The course considers the major works in the utopian literature and the historical backgrounds which produced them.

3 hours per week

HIST 51 THE ANCIENT WORLD
Fall 3 Credits
This course traces the origins of civilization and the emergence of the great cultures of the Near East, including the religious, social, economic, and political
ideas and institutions of Egypt, Mesopotamia, the Hebrews, Greece, and Rome, which shaped Western civilization.

**HIST 52 WESTERN CIVILIZATION FROM THE MIDDLE AGES TO THE 18TH CENTURY**
Spring 3 Credits
A course in the main themes of Western Civilization from the Middle Ages to the 18th century. It discusses such topics as the nature of medieval society, the birth of modern capitalism, the rise of individualism and humanism, the religious revolution of the 16th century, the emergence of modern science, the Age of Reason, and the expansion of Europe and its impact on the world.

**HIST 53 RUSSIAN HISTORY FROM 1860 TO PRESENT**
Fall 3 Credits
This course deals with reform and revolution in Russia and the establishment of the Soviet regime. It includes an analysis and evaluation of the U.S.S.R. under its several leaders.

**HIST 57 LATIN AMERICAN HISTORY**
Fall 3 Credits
This course traces the political, economic, social, and cultural evolution of the peoples and nations of Latin America. It studies the region's development from the wars of independence to the contemporary problems and changing patterns of life in Latin America today.

**HIST 62 MODERN NATIONALISM**
Spring 3 Credits
This course examines the growth and significance of nationalism in the 19th and 20th centuries, and its importance as a force in unification as well as disruption.

**HIST 63 IMPERIALISM**
Fall 3 Credits
An analysis of the extension of European control over non-European areas and the response of industrially-backward areas to Western ideas. Included are the rivalries among the imperialistic powers and the new concepts of imperialism in the post-World War II period.

**HIST 64 MODERN JEWISH HISTORY**
Fall and Spring 3 Credits
A history of the Jewish people from the Enlightenment to the establishment of the State of Israel. The topics
to be covered are emancipation, assimilation, anti-Semitism, economic, social and ideological developments, and Zionism.

3 hours per week

HIST 65 MODERN RADICAL MOVEMENTS IN WESTERN CIVILIZATION
Fall 3 Credits
The course examines the ideological bases of industrialism, laissez-faire, and doctrines of reform and transformation, as well as the co-related movements in the 19th and 20th centuries. It traces the emergence of post-democratic totalitarianism in Russia, Italy, and Germany, and contemporary expressions of Socialism, Marxism-Leninism, and revisionist views of liberalism and democracy.

3 hours per week

HIST 66 REVOLUTION IN WESTERN CIVILIZATION—A COMPARATIVE VIEW
Fall and Spring 3 Credits
The aim of this course is to study the processes and personalities involved in revolution as well as their legacies to future generations. The course compares and contrasts revolutions in general, with special emphasis on the English Revolution, 1640-1660, the American Revolution, 1763-1787, the French Revolution, 1789-1799, and the Russian Revolution.

3 hours per week

HIST 67 JEWISH HISTORY FROM POST-BIBLICAL TIMES TO THE ENLIGHTENMENT
Fall and Spring 3 Credits
A study of the Babylonian exile and its impact on the development of Judaism; the Second Commonwealth and the communities outside Palestine, the growth of the Talmud and the literature surrounding it, the relationship with Christianity and Islam, and the communal structures and institutions in Europe and Africa.

3 hours per week

HIST 81 INDEPENDENT STUDY
Fall and Spring 1-3 Credits
Open to students who have demonstrated an interest in History and have a B index or better in the discipline. Each course of study, including hours, credits, and required work, is developed individually, or with a group, between the student and the faculty member and must be approved by the department.

1-3 hours per week

Philosophy

PHIL 71 HISTORY OF PHILOSOPHY: THE CLASSICAL PHILOSOPHERS
Fall 3 Credits
This course considers the beginnings of man's search
for meaning, value and purpose in classical Greece, India, and China.

PHIL 72  HISTORY OF PHILOSOPHY: THE CONTEMPORARY PHILOSOPHERS
Spring  3 Credits
This course, which is a continuation of PHIL 71, is a dialogue with modern thinkers concerned with the destiny and dignity of man and his place in the universe.

PHIL 81  INDEPENDENT STUDY
Fall and Spring 1-3 Credits
Students may engage in study in areas in which they have special interest and necessary competence. Such study may include research, work outside of the College, and participation in individual and/or group projects. Students must obtain written permission from the instructor who will guide the study or from the department.

Prerequisite: Open to students with a B index or better 1-3 hours per week

Political Science

POL SCI 51  AMERICAN GOVERNMENT
Fall and Spring 3 Credits
An examination of the structure of the national government and its functions. Topics include the three branches of government (executive, legislative and judicial), political parties, pressure groups, and current legislation.

POL SCI 52  COMPARATIVE GOVERNMENT
Spring 3 Credits
An analysis of the major types of political systems 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, Germany, Italy, and selected nations in Africa and Asia is made.

POL SCI 53  STATE AND LOCAL GOVERNMENT
Fall 3 Credits
The role of state and local government in the total American political system is described and analyzed. Special attention is given to New York State, New York City and to representative urban problems. Governmental structure is presented as the permanent yet changing framework within which urban-centered political action takes place.
POL SCI 54 THE AMERICAN PRESIDENCY
Spring 3 Credits
The major emphasis of the course is on the description and analysis of the Presidency as a post-World War II political institution. The course also includes an historical introduction tracing the development of the role of the President and that of the institution of the Presidency from the Constitution to the present. The final section deals with factors currently affecting the Presidential role and power.

3 hours per week

POL SCI 81 INDEPENDENT STUDY
Fall and Spring 1-3 Credits
Open to students who have demonstrated an interest in Political Science and have a B index in the discipline. Each course of study, including hours, credits, and required work, is developed individually, or with a group, between the student and the faculty member and must be approved by the department.

1-3 hours per week
DEPARTMENT OF
MATHEMATICS AND
COMPUTER SCIENCE

Chairman
Bernard Eisenberg, Associate Professor; B.E.E., B.S., M.S., Ph.D.

Professors
Irving Dodes; B.S., A.M., Ph.D.
Louise S. Grinstein; B.A., M.A., Ph.D.

Associate Professors
Harold Engelsohn; B.S., M.A.
Philip Greenberg; B.E.E., M.S., M.S., Ph.D.
Thelma Malle; B.S., M.A.
Charles Metz; B.B.A., M.S.
Richard Staum; A.B., A.M., Ph.D.

Assistant Professors
Daniel Davis; B.S., M.A.
Joseph Feit; B.A., M.A.
Ronald Forman, B.S., M.A.
Jehosua Friedmann; M.A., M.A., Ph.D.
Samuel Gale; B.A., M.F.A., M.S.
Moses Karman; B.S., M.A.
Rachel Lieff; B.A., B.E., M.A.

Max Mlynarski; B.S., M.A.
Stanley Rabinowitz; B.S., M.S., Ph.D.
Julius Rosenthal; B.S., M.S.
Leonard Saremsky; B.A., M.A.
Satish Shirali; A.B., A.M., Ph.D.
Marvin Yanofsky; B.A., M.A.

Instructors
James O. Chilaka, B.Sc., M.A.
Morton Friedman; B.A., M.A., M.S., Ed.D.
William Heierman; B.S., M.S.
Dagmar Kaiser; B.A., B.A., M.A., M.A.

Lecturers
Irving Horowitz; B.S.
Dianna Oratz; B.A., M.A.
Rina Yarmish; B.A., B.H.L., M.S.
Mathematics

MATH 01 ELEMENTARY ALGEBRA
Fall and Spring 1 Credit
A comprehensive treatment of the topics outlined for the Ninth Year Mathematics course by the University of the State of New York and some topics in geometry. Not open to students who have taken MATH 05 or equivalent.

MATH 02 PLANE GEOMETRY
Fall and Spring No Credit
A comprehensive treatment of the topics outlined for the Tenth Year Mathematics course by the University of the State of New York.
Prerequisite: MATH 01 or MATH 05 or elementary algebra 3 hours per week

MATH 03 ELEVENTH YEAR MATHEMATICS
Fall and Spring 1 Credit
Same course as Eleventh Year Mathematics in high school.
Prerequisite: MATH 01 or MATH 05 or elementary algebra 4 hours per week

MATH 05 INTENSIVE MATHEMATICS REVIEW
Fall and Spring 1 Credit
An intensive review of basic mathematics, as well as an introduction to basic algebraic manipulations. The emphasis is on individualized attention using programmed instructional materials under the direct supervision of the instructor. Not open to students who have completed MATH 01 or elementary algebra.

MATH 2 BASIC CONCEPTS OF STATISTICS
Fall and Spring 3 Credits
This course introduces the student to the rationale of statistical methods in an intuitive way. Students are expected to learn by doing. Most of the computation will be done by use of calculators/time-sharing terminals. Topics will include mean, median, mode, standard deviation, histograms, hypothesis testing, and confidence intervals.
Prerequisite: Competence in arithmetic as demonstrated on the Kingsborough entrance examination, or a grade of A or B either in MATH 05 or MATH 01. Not open to students who have taken MATH 03, MATH 10, or intermediate algebra 4 hours per week

MATH 3 BUSINESS AND CONSUMER MATHEMATICS
Fall and Spring 3 Credits
Topics include Credit Cards; Automobile, Life, Health and property insurance; Compound interest, Savings Plans, and Mortgages; Checkbook Records; and Taxes

course offerings
and income Tax Forms. Recommended for all non-transfer students.

**Prerequisite: An adequate knowledge of arithmetic**

3 hours per week

**MATH 4-5 ELEVENTH YEAR MATHEMATICS AND MATHEMATICS OF FINANCE**

Fall and Spring 3 Credits (total for year)

An integration of MATH 03 and MATH 6 for students in A.A.S. programs who have not taken MATH 03, intermediate algebra, or who feel that they would benefit from review. Not open to students in A.A. or A.S. programs.

**Prerequisite: MATH 01**

4 hours per week each semester

**MATH 6 MATHEMATICS OF FINANCE**

Fall and Spring 3 Credits

Topics include: Mathematics of Investment; Compound interest; Present Value; Annuities; Amortization; Sinking Funds; Bonds; Stocks; and Elements of Statistics. Recommended for non-transfer Business students.

**Prerequisite: Intermediate algebra or MATH 03**

3 hours per week

**MATH 7 PRINCIPLES OF MATHEMATICS**

Fall and Spring 4 Credits

A basic course in mathematical discovery. Student participation is emphasized in the development and investigation of such topics as: Number Sequences; Calculating Devices; Extrapolation; Mathematical Mosaics and Curves; Probability; and Topology. Recommended for both transfer and non-transfer students.

**Prerequisite: MATH 01 or MATH 05 or 9th year mathematics. Not open to students who have taken intermediate algebra or MATH 03 or MATH 10**

4 hours per week

**MATH 8 MATHEMATICS—A HISTORICAL SURVEY**

Fall and Spring 3 Credits

Topics, presented in a historical setting, include: Numerical Systems; Sets; Number Bases; Logic; and Mathematical Systems. Recommended as an alternate or sequence course to MATH 7.

**Prerequisite: MATH 01 or MATH 05 or elementary algebra. Not open to students who have taken a mathematics course numbered 10 or higher**

3 hours per week

**MATH 9 UNDERSTANDING MATHEMATICS: A PRACTICAL APPROACH**

Fall and Spring 4 Credits

This course is primarily designed for the Educational Assistant.

Students are to use mathematics laboratory equipment to gain insight into basic mathematics concepts and
principles, which are to be developed through more formal discussions.

A term project is required.

Prerequisite: MATH 01 or MATH 05  4 hours per week

MATH 10-11  ELEVENTH YEAR MATHEMATICS
AND CONCEPTS OF MODERN
MATHEMATICS
Fall and Spring  3 Credits

total for year

An integration of MATH 03 and MATH 12 for A.A. and A.S. students who do not meet the prerequisites for MATH 12. Open to A.A.S. students who meet the prerequisites. MATH 10 will not be offered after spring 1973. MATH 11 will not be offered after fall 1973.

Prerequisite: A satisfactory record in elementary algebra or MATH 01

4 hours per week each semester

MATH 12  CONCEPTS OF MODERN
MATHEMATICS I FOR LIBERAL
ARTS STUDENTS
Fall and Spring  3 Credits

A basic course for Liberal Arts and A.A.S. students designed to introduce them to the beauty and structure of mathematics and to the recent developments in the field. Topics include the Fundamental Theorem of Arithmetic, the Euclidean Algorithm, Network Theory, Tiling and Congruences. Recreational Mathematics is also introduced. Students may take MATH 12/MATH 13 during the same or different semesters in either order.

Prerequisite: Intermediate algebra, or MATH 03

or Grade of A in MATH 7  3 hours per week

MATH 13  SURVEY OF MATHEMATICS FOR
LIBERAL ARTS STUDENTS
Fall and Spring  4 Credits

This course is designed for Liberal Arts and A.A.S. students to introduce them to several branches of mathematics. Topics include probability and statistics, computer programming, logic, the real number system, and linear programming. Students may take MATH 12/MATH 13 during the same or different semesters in either order.

Prerequisite: Intermediate algebra, or MATH 03

4 hours per week

MATH 14  ANALYTIC GEOMETRY
AND
PRE-CALCULUS MATHEMATICS
Fall and Spring  4 Credits

This is a pre-calculus course stressing real numbers, fields, open sentences, functions and relations, as well as an introduction to analytic geometry and to probability. Recommended for students planning to continue with calculus and/or mathematics electives.

Prerequisite: A satisfactory record in eleventh year mathematics or MATH 03, MATH 5 or MATH 11.

Not open to students who have completed
advanced algebra or MATH 12A in high school

4 hours per week

MATH 15  CALULCUS I
Fall and Spring  4 Credits
The first part of a three-semester integrated course in the elements of Coordinate Geometry, Differential and integral Calculus, with applications. Emphasis in this part will be on Algebraic Functions of a single variable. Among the topics covered: the derivative, differentiation formulas; and application to geometry, physics and maximization.

Prerequisite: Advanced algebra, twelfth year high school mathematics or MATH 14. Not open to students who have completed at least one term of calculus in high school

4 hours per week

MATH 16  CALULCUS II
Fall and Spring  4 Credits
Continuation of MATH 15 with emphasis on transcendental functions; special methods of integration; hyperbolic functions.

Prerequisite: One term of high school calculus or MATH 15

4 hours per week

MATH 17-18  CALULCUS I-II (Honors)
To be offered upon sufficient demand

8 Credits for Year

An intensive course for students concentrating in mathematics whose previous performance in the subject has been at the level of B or higher. Topics include rate of change of function, derivatives applications, integration, applications of a definite integral, transcendental functions, determinants, linear, polar coordinates, vectors, solid geometry and partial differentiation. MATH 17-18 is equivalent to MATH 15, 16, and 21.

Prerequisites: High achievement on placement examination and an outstanding high school record in mathematics

4 hours per week

MATH 19  INTRODUCTION TO FORMAL LOGIC
Fall and Spring  3 Credits
A study of the methods and forms of reasoning in Mathematics and Science, with emphasis on deductive systems and their implications. Topics include sets, propositions, and predicates, fallacies and formal systems. This course is an alternative to MATH 12.

Prerequisite: Intermediate algebra, MATH 03 or MATH 11

3 hours per week

MATH 20  ELEMENTS OF STATISTICS
Fall and Spring  3 Credits
The course introduces students to probability and statistics. It also includes tabulation and graphing of distributions, central and dispersion tendencies, comparison techniques, correlations and predictive techniques. Instruction and practice in the use of desk calculators and the basic language. Recommended for students
planning careers in economics, education, psychology, sociology, as well as data processing and environmental technology.

Prerequisite: Intermediate algebra, MATH 03 or MATH 11 3 hours per week

MATH 21  CALCULUS III
Fall and Spring  4 Credits
Continuation of MATH 16 with emphasis on Partial Differentiation, Polar Coordinates, Multiple Integration, Solid Geometry and Vectors, and Hyperbolic Functions.
Prerequisite: MATH 16 with a grade of C or better
4 hours per week

MATH 22  CONCEPTS OF MODERN MATHEMATICS II
Fall and Spring  3 Credits
A continuation of MATH 12 in greater depth. Some independent reading under the guidance of the instructor to introduce the student to research mathematics.
Prerequisite: MATH 11 or 12 with a grade of B or better or permission of department
3 hours per week

MATH 23  HISTORY OF MATHEMATICS
Fall and Spring  4 Credits
An introduction to the history of mathematics from Babylonian and Egyptian civilization to the present time. Emphasis is placed on mathematics as a cultural force in the development of Western civilization. Recommended for prospective teachers of junior high school and secondary school mathematics.
Prerequisite: MATH 11 or higher. Not open to students who have completed MATH 8
4 hours per week

MATH 24  INTRODUCTION TO THE THEORY OF NUMBERS
Fall and Spring  3 Credits
This course covers the classical number theory, and such related topics as divisibility, congruences, quadratic residues, continued fractions, Diophantine equations, prime and perfect numbers.
Prerequisite: MATH 11 or higher 3 hours per week

MATH 52  FINITE MATHEMATICS
Fall and Spring  3 Credits
A survey of several branches of mathematics that are widely applied in modern society, including Operations Research, the Mathematics of Gambling, Game Theory, Matrices, Forecasting, and Computers. Particularly recommended for Business and Social Science students.
Prerequisite: MATH 13 or MATH 14 or advanced algebra 3 hours per week

MATH 55  DIFFERENTIAL EQUATIONS
Fall and Spring  3 Credits
This course delves into the solution of ordinary linear
differential equations, operational techniques, solution by series, numerical solutions, Laplace transforms, applications in engineering and the sciences.

**Prerequisite:** MATH 16 or 18 with a grade of C or better

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**MATH 56 LINEAR ALGEBRA**

Fall and Spring

3 Credits

A study of vector spaces, matrix algebra transformations, and vector analysis.

**Prerequisite:** MATH 15 or 17 with a grade of C or better

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**MATH 57-58 CALCULUS III-IV (Honors)**

To be offered upon sufficient demand

8 Credits for year

An advanced course in calculus from a vector calculus viewpoint. Topics include limits, sequences, and series.

**Prerequisite:** MATH 18 or 21 with a grade of B or better

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**MATH 70 BASIC MATHEMATICS**

Fall and Spring

No Credit

A review of arithmetic operations primarily oriented for business students.

3 hours per week for first 5 weeks of semester

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**MATH 81 INDEPENDENT STUDY**

Fall and Spring

1-3 Credits

Any organized study of an area of Mathematics as mutually agreed upon by an instructional staff member in the department and one or more students, and as approved by the department at any regular meeting thereof. The instructional staff member shall be responsible for recommending to the department the credit value of any such course and for listing the method of evaluation of the student's work.

1-3 hours per week

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**Computer Programming**

Three courses in COMPUTER PROGRAMMING are offered as electives for all students.

**NOTE:** Computer Programming courses may be used to meet the Group B requirements for students who matriculate after September 1971.

**COMP PRO 51 PROGRAMMING IN FORTRAN IV**

Fall or Spring

4 Credits

An introduction to programming including flow-charting using the FORTRAN IV program language. Examples are taken from business as well as mathematical applications. Students are allocated time on our IBM 360 System to run their own programs.

**Prerequisite:** Three years of high school mathematics including intermediate algebra or eleventh year mathematics

4 hours per week
**COMP PRO 52 INTRODUCTION TO COBOL PROGRAMMING**  
Fall or Spring  4 Credits

An introduction to programming using COMMON BUSINESS ORIENTED LANGUAGE. Typical business applications will be considered. Programs written by the students will be run on an IBM System/360 at the Kingsborough Computer Center.

This course is recommended as an elective for students who wish to learn how to program a computer using a language which is oriented to the solution of business problems. Students majoring in Data Processing will not receive credit for this course.

*Prerequisite: MATH 01  4 hours per week*

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**COMP SCI 13 INTRODUCTION TO STATISTICS**  
Fall  4 Credits

As an introduction to statistics, this course includes the operation of a desk calculator, approximation, probability theory, statistical analysis, solution of equations and systems of equations, curve-fitting, linear programming, and finite differences.

*Corequisite: MATH 15 or 16  4 hours per week*

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**COMP SCI 14 INTRODUCTION TO COMPUTING**  
Spring  5 Credits

The course examines the nature of a computer center, the systems approach, unit record operation, and the programming of an IBM 360 in assembler language.

*Corequisite: MATH 15 or 16  5 hours per week*

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**COMP SCI 35-36 MATHEMATICAL PROGRAMMING**  
Fall and Spring  9 Credits for year

Numerical analysis and the programming portions of this one-year course cover solution of an equation; solution of sets of linear and non-linear equations; matrix operations including inversion, finite differences; quadrature; numerical solutions of differential equations and eigenvalues. In each case, error analysis is stressed. FORTRAN IV or a similar sophisticated compiler is applied for the solution to these problems.

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course offerings
Prerequisites: COMP SCI 14 and MATH 16

First Term: 5 Credits
5 hours per week

Corequisite: MATH 55 or 56

Second Term: 4 Credits
4 hours per week

Data Processing

DP 11 INTRODUCTION TO DATA PROCESSING
Fall and Spring 4 Credits
A thorough introduction to data processing including the use of electronic desk calculators and unit record equipment such as the card punch, verifier, interpreter, reproducer, sorter, collator, calculator and accounting machine.

A detailed introduction to the concepts, structure and operation of electronic data processing systems, including such topics as: components of a computer system, input/output devices; principles of arithmetical operation, decimal, binary and hexadecimal, coding representations of information in computers, flowcharting and coding of problems; machine language and assembler language programming; a brief introduction to procedure-oriented languages such as FORTRAN, COBOL AND PL/1.

An introduction to the architecture of the IBM System/360.

Prerequisite: MATH 01 or MATH 05 or elementary algebra
4 hours per week

DP 12 ASSEMBLER LANGUAGE PROGRAMMING
Fall and Spring 5 Credits
A detailed study of assembler language programming for the IBM System/360. Typical business applications are considered. Programs written by the students are run on an IBM System/360 at the Kingsborough Computer Center.

Prerequisite: DP 11
5 hours per week

DP 13 ADVANCED ASSEMBLER LANGUAGE PROGRAMMING—IBM SYSTEM/360
Fall and Spring 4 Credits
A detailed study of advanced programming techniques and sophisticated applications. Topics include subroutine linkage; table lookup; floating point arithmetic; magnetic tape usage; direct access storage devices; physical I/O and automatic interruptions. Programs written by the students will be run on an IBM System/360 at the Kingsborough Computer Center.

4 hours per week

DP 31 COBOL PROGRAMMING
Fall and Spring 5 Credits
A detailed study of COBOL programming. Typical business applications are considered. Programs written by the students are run on an IBM System/360 at the
Kingsborough Computer Center.

Prerequisite: DP 11

DP 12 is recommended 5 hours per week

DP 32 ADVANCED PROGRAMMING
Fall and Spring 4 Credits

Tape and disk programming.
Most of the course consists of a thorough introduction to the IBM System/360 disk operating system, including such topics as: system control and system service programs; interaction of the control program and the problem program within the systems environment; program libraries; data management and IOCS; supervisor and input/output macros; sequential access method, indexed sequential file management system; direct access method; utility programs; multiprogramming considerations; system generation.

Prerequisites: DP 12 and DP 31 4 hours per week

DP 41 RPG PROGRAMMING
Fall and Spring 3 Credits

A detailed study of RPG (Report Program Generator) programming for the IBM System/360. This language will enable the student to write programs which will produce a wide variety of business reports. Programs written by the students will be run on an IBM System/360 at the Kingsborough Computer Center.

This course is recommended as an elective for Data Processing majors. It is also recommended as an elective for Business and Accounting majors who wish to learn how to produce business reports on a computer.

3 hours per week

DP 61 SYSTEMS ANALYSIS
Fall and Spring 3 Credits

This course introduces the tools and methods used by management to develop systems for computer applications.


Prerequisite: DP 12 or DP 31 3 hours per week

DP 81 INDEPENDENT STUDY
Fall and Spring 1-3 Credits

Independent study in the field of Data Processing is developed individually between the student and the faculty member and must be approved by the department.

Prerequisite: Permission of instructor 1-3 hours per week
DEPARTMENT OF MUSIC

Chairman
Bernard I. Shockett, Professor; B.Mus., M.A., Ph.D.

Associate Professors
Yvette Bader; B.A., B.Mus., M.Mus., M.A., Ed.D.
Warner S. Bass; B.Mus., M.A., M.M., M.A.
Charles G. Jacobs; B.S., M.A., Ph.D.
Simeon Loring; B.A., M.A.

Assistant Professors
Ursula Mamlok; B.M., M.M.

Music

MUSIC 30  RUDIMENTS OF THEORY
Fall and Spring  3 Credits
For students who have no previous musical training but are interested in acquiring basic skills in music reading and writing, including notation, rhythm, intervals, scales, keys and chords.

3 hours per week

MUSIC 31  INTRODUCTION TO MUSIC
Fall and Spring  3 Credits
Development of perceptive awareness of music through guided listening. Study of materials and forms of music and their use in the musical literature.

3 hours per week

MUSIC 32  THEORY OF MUSIC I
Fall and Spring  3 Credits
A study of the diatonic tonal system. Includes scales, intervals, chordal construction in various positions, chord relationships and successions, melodic construction and analysis, voice-leading techniques, metric and rhythmic organizations, harmonization of figured-bass exercises and melodies. Analysis of relevant techniques in representative traditional repertoire.
Prerequisite: Music 30 or permission of chairman
Corequisite: Music 36

3 hours per week

MUSIC 33  THEORY OF MUSIC II
Fall and Spring  3 Credits
A continuation of MUSIC 32. Includes tones of figuration (passing-tones, neighboring tones, leaps, suspension and anticipation techniques), chords of the seventh and ninth, applied (secondary) dominant techniques in traditional musical repertoire.
Prerequisite: MUSIC 32

3 hours per week

MUSIC 34  THEORY OF MUSIC III
Fall and Spring  3 Credits
A continuation of MUSIC 33. The course includes diatonic harmony, two-and-three part counter-point and
course offerings

chromaticism. Harmonization of melodies in various styles.

**Prerequisite:** MUSIC 33

**3 hours per week**

**MUSIC 35 THEORY OF MUSIC IV**

Fall and Spring  **3 Credits**

A continuation of MUSIC 34.

**Prerequisite:** MUSIC 34

**3 hours per week**

**MUSIC 36 EAR TRAINING I**

Fall and Spring  **2 Credits**

Fundamentals of notation, rhythms, key signatures, tempo and dynamics, etc. Practice in elementary sight-singing and dictation. This course is designed to enable the student to sing melodies at sight and to develop aural perception.

**Prerequisite:** MUSIC 30 or permission of chairman

**Corequisite:** MUSIC 32  **2 hours per week**

**MUSIC 37 EAR TRAINING II**

Fall and Spring  **2 Credits**


**Prerequisite:** MUSIC 36  **2 hours per week**

**MUSIC 38 EAR TRAINING III**

Fall and Spring  **2 Credits**

A continuation of MUSIC 37. Aural recognition and sight-singing applied to the principles of music theory. Analysis of melodic construction and harmonization, study of form in music, regular and irregular rhythms.

**Prerequisite:** MUSIC 37  **2 hours per week**

**MUSIC 39 EAR TRAINING IV**

Fall and Spring  **2 Credits**

A continuation of MUSIC 38.

**Prerequisite:** MUSIC 38  **2 hours per week**

**MUSIC 42 CONTEMPORARY MUSIC**

Fall and Spring  **3 Credits**

The course surveys music from the late 19th century to the present. It includes European and American composers. Attention is given to American compositions in both the traditional and vernacular idioms.

**Prerequisite:** MUSIC 31  **3 hours per week**

**MUSIC 51 MUSICAL LITERATURE I**

Fall  **3 Credits**

Analytical study of cadences and phrase structures, utilizing monophonic and homophonic examples. Formal analysis of chorales, piano miniatures and art songs in simple (binary and ternary) forms, and freer types (keyboard preludes and fantasies). Several species of variation form are examined, as are compositions in rondo form. Symphonic works are utilized. The suite is studied as a complete form.

**Prerequisite:** MUSIC 32  **3 hours per week**
MUSIC 52 MUSICAL LITERATURE II
Spring 3 Credits
Analysis of various types of canons, inventions and motets, fugue form and sonata form as applied in literature for keyboard, chamber combinations, and symphony orchestra, and the extension of rondo and fugue forms to the Baroque concerto. Simpler concertos by Corelli, Vivaldi, and Bach are studied, as well as relatively uncomplicated keyboard, chamber, and symphonic works by Haydn, Mozart, Beethoven, and Schubert. Fugues from Bach's Well-Tempered Clavier and Art of the Fugue are examined.
Prerequisite: MUSIC 51 3 hours per week

MUSIC 60, 61, 62, 63 PERFORMANCE AND PRACTICE
Fall and Spring 3 Credits
Four semesters of lessons and participation in Band, Chorus, or Orchestra.

MUSIC 81 INDEPENDENT STUDY
Fall and Spring 1-3 Credits
Independent study in the field of Music, including such areas as theory, history and performance, is developed individually between the student and the faculty member and must be approved by the department.

1-3 hours per week

MUSIC 91a CHORUS
Fall and Spring 1 Credit
3 hours per week

MUSIC 92a BAND
Fall and Spring 1 Credit
3 hours per week

MUSIC 93a ORCHESTRA
Fall and Spring 1 Credit
3 hours per week

aStudents may enroll for more than one performing group. However, credit is allowed for only one activity (1 credit per semester).
DEPARTMENT OF NURSING

Chairman
Sylvia Martin, Associate Professor; B.S., R.N., M.A.

Professors
Eunice Kessler; R.N., B.S., M.A., Ed.D.
Sophia Yaczola; R.N., B.S.N.E., A.M., Ed.D.

Associate Professors
Mildred Pitts Brennan; R.N., B.S., M.Ed.
Bernice Finger; B.S., M.A.
Barbara Gurski; R.N., B.S., M.A.
Eleanor Hosking; B.S., R.N., M.A.
Bella Kanturek; R.N., B.S., M.A.

Assistant Professors
Halice Beckett; B.S., M.A.
Catherine Carr; R.N., B.S., M.S.
Annette Fisher; R.N., B.S., M.A.
Molly Halofsky; B.S., M.A.
Gloria Hartman; R.N., B.S., M.A.
Fannie Jackson; B.S., M.S.
Rose Jackson; R.N., B.S., M.A.
Louise James; R.N., B.S., M.S.
June Kirkland; R.N., B.S., M.A.
Olivia Morse; R.N., B.S., M.S.
Leah Ross; R.N., B.S., M.A.

Theresa Rodin; R.N., B.S., M.A.
Harriet Sato; R.N., B.S., M.A.
Joyce Socolof; R.N., B.S., M.S.
Gladys Torres; B.S., M.A., M.Ed.
Delores Washington; B.S., M.Ed.

Instructors
Rosalind Barnes; R.N., B.Sc., M.A.
Patricia Corcoron; R.N., A.B.
Rina Eisenbach; R.N., B.S., M.A.
Irene Mendelsohn; R.N., B.S.

Lecturers
Annette Cockburn; B.S., M.A.
Trinette Erickson; R.N., B.S., M.A.
(Sister) Aileen Kelly; R.N., B.S., M.S., M.Ed.
Christine Melendy; R.N., B.S., M.A.
Doris Planz; R.N., B.S., M.S.
NURS 10  MATHEMATICS OF DRUGS
AND SOLUTIONS
Fall and Spring    1 Credit
This course is developed to instruct those nursing students who require it in basic mathematical skills prerequisite to understanding of preparations of solutions and dosages. It includes skills required in the interchange of metric to apothecary to English measuring systems.
Prerequisite: A cut-off point on the placement test used by the College as determined by the Mathematics and/or Nursing Departments
1 hour per week
2-hour workshop

NURS 18  FUNDAMENTALS OF NURSING
Fall and Spring    7 Credits
Introduction to knowledge, skills, and understandings basic to the process of nursing. The dependent and independent functions of the nurse technician are explored. Selected facts, principles, and concepts derived from the biological and behavioral sciences are applied to the common elements in the nursing care of man.
Corequisites: BIO 11 and PSYCH 11
13 hours per week
4 lecture, 9 laboratory

NURS 19  FAMILY-CENTERED MATERNITY NURSING
Fall and Spring    4 Credits
This course introduces the student to family-centered maternity nursing. Lecture-discussion is used in the classroom to discuss facts, principles and concepts relevant to the care of individuals and families during the reproductive years of the life cycle.
Prerequisites: NURS 18, BIO 11, PSYCH 11
Corequisite: BIO 12
Recommended: SOCIO 31
14 hours per week
5 lecture, 9 laboratory for one-half semester

NURS 20  NURSING OF THE EMOTIONALLY ILL
Fall and Spring    4 Credits
This course introduces the student to nursing of individuals with emotional illnesses. The major topics are organized to show how emotional illness affects the needs of the individual and the family. Lecture-discussions are used in the classroom to relate concepts and principles of psychodynamics to the behavior of individuals with emotional illnesses.
Prerequisites: NURS 18, BIO 11, PSYCH 11
Corequisite: BIO 12
Recommended SOCIO 31
14 hours per week
5 lecture, 9 laboratory for one-half semester
NURS 21 NURSING THE ILL ADULT
Fall and Spring 9 Credits
This course is designed to present nursing in illnesses which are major health problems to society. Major topics are organized to show how illness affects needs. The meaning of illness to society, family, and individual is explored. Nursing intervention based on physiological and psychological needs of adult patients is studied. Opportunities are provided to adapt and combine nursing skills in caring for patients with health problems in the areas of infectious processes, accidents, respiratory disorders, cardio-pulmonary disorders and disorders of nutrition and elimination.
Prerequisites: NURS 18, NURS 19, NURS 20, BIO 11, BIO 12, PSYCH 11
Corequisites: BIO 51 may be taken with NURS 21 or NURS 22 and NURS 23
17 hours per week
5 lecture, 12 laboratory

NURS 22 NURSING THE ILL ADULT
Fall and Spring 5 Credits
This course is a continuation of NURS 21. It is designed to present the concepts of illness upon which nursing intervention is based. The major topics are organized to demonstrate how illness affects the needs of the individual, his family and society. Selected major health problems of the adult discussed are those of interference with normal cellular growth and interference with motility. Emphasis will be on concepts of long term illness and rehabilitation.
Prerequisites: NURS 18, NURS 19, NURS 20, NURS 21, BIO 11, BIO 12, PSYCH 11, PSYCH 32, SOCIO 31
Corequisites: BIO 51 may be taken with NURS 21 or NURS 22-NURS 23 18 hours per week
6 lecture, 12 laboratory for one-half semester

NURS 23 NURSING OF CHILDREN
Fall and Spring 5 Credits
This course is designed to present nursing of children with illnesses that are major health problems to society. The various topics are organized to show how the needs of children from infancy through adolescence are affected by illness.
Prerequisites: NURS 18, NURS 19, NURS 20, NURS 21, BIO 11, BIO 12, PSYCH 11, PSYCH 32, SOCIO 31
Corequisites: BIO 51 may be taken with NURS 21 or NURS 22 and NURS 23, SOCIO 31
18 hours per week
6 lecture, 12 laboratory for one-half semester

NURS 31 NURSING IN PHYSICAL AND MENTAL ILLNESS I
Fall and Spring 9 Credits
The meaning of illness to society, family, and individuals is considered. Nursing intervention based on the
physiological and psychological needs of patients of all age groups is emphasized. Opportunities are provided to adapt and combine nursing skills in caring for patients.

Prerequisites: NURS 12, BIO 15, 17 or BIO 11, 12
BIO 51 may be taken with NURS 31 or 32

NURS 32  NURSING IN PHYSICAL AND MENTAL ILLNESS II
Fall and Spring  10 Credits
A continuation of NURS 31.
Prerequisites: NURS 31, BIO 51

17 hours per week
5 lecture, 12 laboratory

18 hours per week
6 lecture, 12 laboratory
DEPARTMENT OF PHYSICAL SCIENCES

Chairman
Rose K. Rose, Assistant Professor; B.A., M.S.

Professors
Irving Resnick; B.A., M.S., Ph.D.
Harvey Yablonsky; B.S., M.S., M.A., Ph.D.

Associate Professors
Arnold Gallub; B.S.S., M.S., Ph.D.
Miles Goodman; B.S., M.A.

Chemistry

CHEM 11-12 GENERAL CHEMISTRY
Fall and Spring 8 Credits for Year
The first term introduces chemical equations, stoichiometry, chemical nomenclature, atomic structure, periodic properties, bonding, especially of carbon compounds, the gaseous, liquid and solid states, phase changes, electrolytes, and the properties of selected elements in relation to environmental problems. The second term continues with chemical kinetics, equilibrium, acids, bases, and salts, weak electrolytes and pH, solubility, thermochemistry, electrochemistry, and transition metal chemistry. The laboratory experiments give the student a feeling for both the classical and modern methods of chemistry.
Prerequisite: MATH 03 6 hours per week
3 lecture/recitation, 3 laboratory

CHEM 31-32 ORGANIC CHEMISTRY
Fall and Spring 10 Credits for Year
An examination on bonding, resonance and reaction mechanism theory, aliphatic and aromatic organic compounds, stereochemistry and functional groups. The course introduces students to physical chemistry, qualitative organic analysis, and ionic reactions.
Prerequisites: CHEM 12 for Chem 31 9 hours per week
CHEM 31 for Chem 32 3 lecture/recitation, 6 laboratory

CHEM 41 POLLUTION METROLOGY
Fall and Spring 4 Credits
This course is designed to familiarize students with physical and chemical techniques and equipment useful in quantitative pollution, and forecasting short term changes in pollution levels. It surveys standard chemical procedures for commonly known pollutants and relates these procedures to physical and chemical instrumentation.
6 hours per week

CHEM 52 QUANTITATIVE INORGANIC ANALYSIS
Fall and Spring 4 Credits
The course is structured to familiarize students with the principles, procedures, and techniques of classical chemical analysis. Topics include chemical equilibrium, acid-base neutralization, titration curves, solution properties, and an introduction to the theory and use of instrumental methods in modern analytical chemistry.
Prerequisite: CHEM 12 8 hours per week
2 lecture/recitation, 6 laboratory

Geology

GEO 31 METEOROLOGY
Fall and Spring 3 Credits
An introduction to the fundamental physical and chemical structure of the atmosphere. The course covers topics dealing with weather, climate, meteorological instrumentation, and air pollution.
3 hours per week

GEO 32 PHYSICAL OCEANOGRAPHY
Fall and Spring 3 Credits
A consideration of those factors that have a major influence on the physical and chemical structure of the oceans. Topics to be covered deal with tides, waves, currents, oceanographic instrumentation and coastal oceanography.
3 hours per week

GEO 33 PHYSICAL GEOLOGY
Fall and Spring 3 Credits
A survey of the forces and process which shape the surface of the earth, with specific consideration on the role of rivers, winds, and ocean currents in determining land forms.
3 hours per week
Physics

**PHYS 11-12 GENERAL PHYSICS**

Fall and Spring 10 Credits for Year

A college-level course in classical and modern physics. Coverage includes mechanics, heat, wave motion, electricity and magnetism, atomic and nuclear physics, and optics. Recommended for pre-medical, pre-dental, pharmacy, optometry, allied health, and liberal arts students.

Prerequisites: MATH 03 PHYS 11 for PHYS 12

6 hours per week

4 lecture/recitation, 2 laboratory

**PHYS 13-14 ADVANCED GENERAL PHYSICS**

Fall and Spring 10 Credits for Year

A college-level course in classical and modern physics, using calculus. Topic areas covered include mechanics, heat, wave motion, electricity and magnetism, atomic and nuclear physics, and optics. Recommended for students majoring in mathematics, science or engineering.

Prerequisite: MATH 14

Corequisite: MATH 15-16

6 hours per week

4 lecture/recitation, 2 laboratory

**PHYS 21 MODERN PHYSICS**

Fall and Spring 4 Credits

The course covers such subjects as: atomic and nuclear physics; special theory of relativity; kinetic theory; the failure of classical physics; introduction of quantum concepts; electrons; the Bohr atom; the Uncertainty Principle. An introduction to wave mechanics; radioactivity; nuclear reactions; fission; fusion.

Prerequisite: PHYS 14

5 hours per week

3 lecture/recitation, 2 laboratory

**PHYS 24 ANALYTICAL MECHANICS**

Fall or Spring 4 Credits

Selected topics in Newtonian mechanics; equilibrium; the Principle of Virtual Work; Newton’s Second Law; rocket motion; central forces; planetary motion; relativistic mechanics; the damped, driven harmonic oscillator; coupled oscillators and vibrating systems; rigid bodies; the gyroscope and the top.

Prerequisite: PHYS 14

Corequisite: MATH 55

5 hours per week

3 lecture/recitation, 2 laboratory

**PHYS 26 ELECTRICITY AND MAGNETISM**

Fall or Spring 4 Credits

This course develops the conceptual basis for Maxwell’s equations. Vectors; electrostatics and magnetostatics; electromagnetic induction; circuits; electric and magnetic properties of matter; radiation; relativistic electrodynamics.

Prerequisite: PHYS 14

5 hours per week

3 lecture/recitation, 2 laboratory
PHYS 28 ELEMENTS OF THERMODYNAMICS
Fall or Spring 3 Credits
The Zeroth, First, Second, and Third Laws of Thermodynamics and their consequences; thermodynamic variables and equations of state; entropy; phase transitions; theory of dilute solutions; law temperature physics; Gibbs and Helmholtz potentials; thermal radiation.
Prerequisites: PHYS 14, CHEM 12 and MATH 55 3 hours per week

PHYS 29 BASIC ELECTRONICS
Fall and Spring 4 Credits
A one semester course including lecture and laboratory work in the fundamentals of D.C. and A.C. circuits, vacuum tubes, transistors and electronic instrumentation.
Prerequisite: PHYS 14 5 hours per week
3 recitations/laboratory, 2 lecture

PHYS 30 PHYSICS FOR EVERYDAY LIVING
Fall and Spring 3 Credits
A course for non-science students desiring an up-to-date narrative of developments in physics. Such non-traditional topics as space travel, atomic energy, and the atomic bomb, ecological problems, the computer will be covered.
3 hours per week

PHYS 35 INTRODUCTION TO ASTRONOMY
Fall and Spring 3 Credits
An introduction to the concepts and methods of astronomical science. The course covers in systematic fashion the early theories of the universe, astronomical instruments, the solar system and its members, the stars, galaxies, recently discovered objects, and concludes with a study of modern cosmological ideas. Students will spend several evenings using basic equipment (telescopes, photographic apparatus, binoculars, spectroscope) and in nature, some emphasis is placed on the structure of the subject, and its place in the general framework of the sciences.
Prerequisite: Elementary Algebra or MATH 01 3 hours per week
4 evenings of observation and 3 hours of Physics laboratory during the semester

Science

SCI 30 SCIENCE SURVEY FOR BILINGUAL STUDENTS
For complete course description refer to Department of Behavioral Sciences and Human Services.
SCI 31 HISTORY AND PHILOSOPHY
OF SCIENCE I
Fall and Spring 2 Credits
For students in career programs. A discussion of the
sciences from the historical and philosophical point of
view; how the problems of modern society are inter-
related to the history and philosophy of the various
sciences. 2 hours per week

SCI 32 HISTORY AND PHILOSOPHY
OF SCIENCE II
For complete course description refer to Department of
Biological Sciences.

SCI 33 INTRODUCTION TO MODERN
CONCEPTS OF BIOLOGY
For complete course description refer to Department of
Biological Sciences.

SCI 34 INTRODUCTION TO MODERN CHEMISTRY
Fall and Spring 4 Credits
For non-science majors. Develops basic principles of
the atom and the elements — particularly carbon —
and gas, liquid, and solid states of matter. The student
gains insight into the chemical aspects of some urgent
problems. These include the energy crisis in relation to
fossil and nuclear fuels; the population explosion in
relationship to drugs, fertilizers and pesticides; and air
and water pollution. Synthetic fibers and plastics are
discussed. 5 hours per week

SCI 35 INTRODUCTION TO MODERN PHYSICS
Fall or Spring 4 Credits
A one-semester college-level survey course in classical
and modern physics. Areas covered encompass such
topics as mechanics, heat, wave motion, electricity,
optics, and atomic and nuclear physics. Recommended
for liberal arts students. 5 hours per week

SCI 36 INTRODUCTION TO EARTH SCIENCE
Fall or Spring 4 Credits
For non-science majors, with emphasis on the earth’s
environment, meteorology, and oceanography. Field
trips. 5 hours per week

SCI 37 CHEMISTRY AND THE ENVIRONMENT
Fall or Spring 4 Credits
For non-science majors. Introduces principles of atom-
ic structure, chemical bonding, and periodic table.
Then examines structures and properties of simple
acids, bases, salts, and organic compounds. Then, cur-
rent topics such as air and water pollution, pesticides, lead poisoning of children, drug detection, and nuclear energy will be discussed. Laboratory work is coordinated with lectures. A term paper is required.

5 hours per week
2 lecture, 3 laboratory

SCI 38-39 PHYSICAL SCIENCE LABORATORY
Fall or Spring 1 Credit
A course designed for students desiring a basic laboratory course in science to promote understanding of activities of physicists, chemists, and earth scientists. Important principles of physical science will be illustrated.

2 hours per week

SCI 41 ASTRONOMY LABORATORY
Fall or Spring 1 Credit
A laboratory course in astronomy—use of telescope, transit spectroscope, camera, and other instruments, solution of select problems.

2 hours per week
DEPARTMENT OF SPEECH AND THEATRE

Chairman
Mortimer Becker, Professor; B.A., M.A., Ed.D.

Professor
Andrew H. Drummond; B.A., M.F.A., Ph.D.

Associate Professors
Mary V. Crowley; B.A., M.A.

Assistant Professors
Alvin Abelack; B.A., M.A.
Sheldon Aptekar; B.A., M.A.
Dorothy Beckmann; B.A., M.A., Ph.D.
Daniel J. Callahan; B.A., M.A.
Helen Fried Kirshblum; B.S., M.A.
Adele Pessen; B.A., M.A.

SPE 11 LISTENING AND SPEAKING SKILLS
Fall and Spring 3 Credits
A course to help develop and strengthen such oral language skills of students as: listening comprehension; fluent, coherent verbalization of ideas; clear understandable articulation and pronunciation of American English.

SPE 15 SPEECH ARTS FOR NURSING AND ELEMENTARY SCHOOLS
Fall and Spring 3 Credits
Methods and materials of teaching the speech arts in nursery and elementary schools are studied. Students learn to understand and apply with children such activities as dramatic play, pantomime, creative dramatics, puppetry, storytelling, reading aloud, choral speaking, discussion and brief talks. 3 hours per week

SPE 16 SPEECH PROBLEMS OF CHILDREN
Fall and Spring 3 Credits
A study of normal speech and language development that will enable future speech majors, classroom teachers, child care workers and parents to diagnose and help remediate major speech and language disorders found in childhood. 3 hours per week
SPE 20 PERSONAL SPEECH IMPROVEMENT  
Fall and Spring  
3 Credits  
Instruction in overcoming problems of articulation, pronunciation, voice and rhythm. Theory of voice and speech production is discussed in relation to the needs of the students in the class. (Not open to students who have completed SPE 20 SPOKEN ENGLISH.)  

3 hours per week

SPE 21 ORAL COMMUNICATION  
Fall and Spring  
3 Credits  
Theory and practice in learning to speak informatively, persuasively and responsibly. Training is provided in intelligent listening and thinking techniques, culminating in the development of effective interaction in small group discussions.  

3 hours per week

SPE 22 PARLIAMENTARY PROCEDURE  
Fall and Spring  
2 Credits  
This course is designed to help students to participate effectively in meetings and conferences; to learn the process of reaching rational decisions through orderly democratic procedures.  

2 hours per week

SPE 23 SPEECH FOR FOREIGN-SPEAKING STUDENTS  
Fall and Spring  
3 Credits  
Students for whom English is a second language will learn to speak English more effectively in both informal and formal situations by a study of speech sounds, articulation and pronunciation of words.  

3 hours per week

SPE 24 CAREER COMMUNICATIONS  
Fall and Spring  
3 Credits  
This course prepares students in the communication skills used most frequently in the professions, business and industry. Emphasis is placed on logical thinking and expressing ideas creatively. Theories of interpersonal communication are presented and practice provided in such speaking situations as job interviews, small group presentations, business meetings, conferences, and platform speaking. Clear and acceptable speech is developed.  

3 hours per week

SPE 25 GROUP DISCUSSION  
Fall and Spring  
3 Credits  
Principles and techniques of group interaction are studied. Leadership and participation skills are learned through observation and evaluation of group discussions. Focus is on how learned concepts may be applied to educational, social and business situations.  

3 hours per week
SPE 27 ORAL INTERPRETATION  
Fall and Spring  3 Credits  
Students learn to recreate and communicate what writers and poets say in various types of literature. Guided preparation, analysis, presentation and evaluation of solo readings of material range from simple reports to poetry. Students are given opportunities to develop practical skill and enjoyment in reading aloud.

3 hours per week

SPE 28 ARGUMENTATION AND DEBATE  
Fall and Spring  3 Credits  

3 hours per week

SPE 29 VOICE AND ARTICULATION  
Fall and Spring  3 Credits  
The study of voice and speech production in standard usage is emphasized. Assistance in overcoming minor problems of voice, articulation and pronunciation is provided, especially those commonly found in the New York City area. A course designed for those with relatively normal speech. (Not open to students who have completed SPE 29 FUNDAMENTALS OF VOICE AND ARTICULATION.)

3 hours per week

SPE 30 MASS MEDIA  
Fall and Spring  3 Credits  
An analysis of mass media to discover the effects it has on human information and behavior. Extensive use of films, tapes, recordings and video tapes to examine the message systems employed by individuals, groups, institutions and politics. Focus is on the role of radio, television, newspapers, magazines, film and advertising in our global village.

3 hours per week

SPE 35 INTRODUCTION TO BROADCASTING  
Fall and Spring  3 Credits  
A comprehensive study of the historical development, social philosophy and technology of radio and television. Classwork includes radio and television studio practices and techniques. In class video-taping and playback, field trips and guest lecturers.

3 hours per week

SPE 81 INDEPENDENT STUDY  
Fall and Spring  1-3 Credits  
Independent study in the field of Speech, including such areas as rhetoric, theatre and communication, is developed individually between the student and the faculty member and must be approved by the department.

1-3 hours per week
Theatre Arts

THE 50  INTRODUCTION TO THEATRE ARTS
Fall and Spring  3 Credits
A study of the elements which compose theatre. The various aspects of theatre from classical to modern times are studied both as art forms and as part of an integrated whole. A consideration will be made of the diverse role theatre plays as an institution in society. Students will be given the opportunity to participate in the theatrical productions. This course is recommended for liberal arts, fine arts, and business students as well as those interested in a professional career. (Not open to students who have completed SPE 50 INTRODUCTION TO THEATRE ARTS.)

THE 51  DRAMATIC LITERATURE
Fall  3 Credits
Through a consideration of outstanding plays in theatrical history and study of various productions given these plays, students will gain an understanding of the plays and an appreciation of the production problems involved. Relevance of the plays to the contemporary stage will also be discussed. (Not open to students who have completed SPE 51 DRAMATIC EXPERIENCE.)

THE 52  ACTING I
Fall and Spring  4 Credits
Exploration of the basic techniques in sensory awareness, improvisation, sense memory, character study, preparation in a role with emphasis on the works of Constantin Stanislavsky. Special projects include performance workshop and scene study. (Not open to students who have completed SPE 52 ACTING.)
Recommended Background: THE 50 or THE 51

THE 53  ACTING II
Fall and Spring  4 Credits
A continuation of THE 52. Advanced study in sensory awareness, sense memory and character study for the preparation of a role. Basic vocal and body techniques will be employed to explore the psycho-physical actions, objectives and superobjectives of characters. Theories of acting will be studied and put to practice in laboratory situations. (Not open to students who have completed SPE 60 ACTING II.)
Prerequisite: THE 52 or permission of department

THE 55  STAGECRAFT
Fall and Spring  3 Credits
Through discussion and demonstration, students will learn the various elements of production, including
theatre organization, scenery construction and painting, lighting, costuming, make-up and stage managing. Each student will participate in the major school productions during the course. (Not open to students who have completed SPE 55 STAGECRAFT.)

**Prerequisite:** THE 50 (May be waived by department)
guage and movement will be put to practice in laboratory situations. Class enrollment limited. (Not open to students who have completed SPE 61, 62, ACTING III, IV.)

Prerequisite: THE 53 (May be waived by department)

THE 65 SCENIC DESIGN
Fall and Spring 3 Credits
An introduction to the techniques of scenic design. Students will develop scenic designs based on a sound and thorough knowledge of the theatre. The designer's procedure and method of working will be studied in laboratory conditions as well as in actual production. (Not open to students who have completed SPE 65 SCENIC DESIGN.)

Prerequisite: THE 55 (May be waived by department)

3 hours per week
1 lecture/2 laboratory

THE 66 DIRECTING: THE FUNDAMENTALS
Fall and Spring 3 Credits
An introduction to the principles of play interpretation, the directional concept, and methods of focusing audience's attention on dramatic values by synthesizing character, language, idea and plot with exciting design and purpose. (Not open to students who have completed SPE 56 DIRECTING.)

Prerequisite: THE 50 and permission of instructor

4 hours per week

THE 67 PLAYWRITING
Fall and Spring 3 Credits
A study of the craft of writing plays through selected readings, discussions and student writing. Scenes and one-act plays written by students, will be read to class and discussed. Students' writing efforts may be mounted in workshop productions. (Not open to students who have completed SPE 54 PLAYWRITING.)

Prerequisite: THE 50 and permission of instructor

3 hours per week

THE 81 INDEPENDENT STUDY
Fall and Spring 1-3 Credits
Independent study in the field of Theatre, including such areas as rhetoric, speech and communication is developed individually between the student and the faculty member and must be approved by the department.

1-3 hours per week
Gifts and Bequests

The Board of Higher Education, under the Education Law, acts as trustee in the administration of Kingsborough Community College under the supervision of the State University of New York.

The City of New York and the State of New York contribute generously to the support of this institution. However, there are certain needs for which the City and State do not provide, and these needs can be met only by gifts and bequests by public-spirited citizens. In response to requests, we present, below, suggested forms which may be used by those whose desire to make provisions in their wills for Kingsborough Community College.

The most desirable and useful gift is a gift of money or securities, for the general purposes of the College without any restrictions as to its use. In making such a gift, the following form may be used:

"I give, devise and bequeath to the Board of Higher Education of the City of New York, a corporation existing under and by virtue of the Education Law of the State of New York, as Trustee for Kingsborough Community College, the following bequest (a sum of money, or otherwise describe the gift), and I direct that the said fund be administered by the Board of Higher Education, as Trustee, and within its sole discretion, to apply or use the principal and income (or the net income of said fund or trust) for the scholastic and educational benefits of the students of Kingsborough Community College, or for any other useful or educational purpose for the benefit of the Student Body of the College, or for any allied purpose which would inure to the benefit of the school or the Student Body as determined by the Trustee."

A donor who prefers to provide for some special need may make a gift that is just as valuable as one for general purposes, particularly if the donor has consulted officers of the College in advance.

Gifts During Life

To donors who are able to make gifts now, it is suggested that consideration be given to the principles indicated above. Under federal income tax laws, there is a considerable savings to donors in the making of the gift during one's life, due to allowable deductions. The College will gladly furnish information on request.
Rules and Regulations for the Maintenance of Public Order

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

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

With respect to enforcement of these rules and regulations we note that the Bylaws of the Board of Higher Education provide that:

THE PRESIDENT. The president with respect to his educational unit, shall:

a. Have the affirmative responsibility of conserving and enhancing the education standards of the college and schools under his jurisdiction;
b. Be the advisor and executive agent to the Board and of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions and policies of the Board, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the several faculties;
c. Exercise general superintendence over the concerns, officers, employees and students of his education unit.

Rules

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall be interfere with the institution's educational process or fa-
clibilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

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

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

4. Theft from or damage to university/college premises is prohibited.

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

6. Action may be taken against any and all persons who have not legitimate reason for their presence on any campus within the university/college, or whose presence on any such campus obstructs and/or for-
cibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

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

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

Penalties

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.

2. Any tenured or non-tenured faculty member, or tenured or non-tenured member of the administrative
or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of the Board of Higher Education, or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection and/or arrest by the civil authorities. In addition, in the case of a tenured faculty member, or tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be entitled to be treated in accordance with applicable provisions of the Education Law or Civil Service Law.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be subject to ejection, and/or arrest by the civil authorities.

Definitions

A. ADMONITION. An oral statement to the offender that he has violated University rules.

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

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

D. DISCIPLINARY PROBATION. Exclusion from participation in privileges or extracurricular university activities as set forth in the notice of disciplinary probation for a specified period of time.

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

F. SUSPENSION. Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

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

H. COMPLAINT TO CIVIL AUTHORITIES.

I. EJECTION.

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

In addition to Henderson Rules, student conduct and discipline is governed by Article XV of the Bylaws of the Board of Higher Education. Students are urged to familiarize themselves with the content of this Article. Copies of the Bylaws are available in the Library.
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Robert Anderson, Sr.  
Attendant (T) – Mailroom

Julian Andrews  
Sr. Office Appliance Operator (P) – Office Services

Bella Axler  
College Administrative Assistant (Biological Sciences)

Patricia Ayers  
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Edith Basse  
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Jan Baybusky  
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Doris Beacham  
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Arlene Berger  
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Ruth Berke  
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Jose Bermudez  
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Florence Bernstein  
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Edna Blakley  
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Estelle Bledsoe  
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Beatrice Borshof  
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Vernita Bradley  
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Robert Bronstein  
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Marilyn Brown  
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Audio Visual Aide Technician (Media Center)

William Browne  
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Rosalind Chappe  
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Elsie Chernoff  
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Bertha Chiterer  
College Office Assistant A (Substitute Services)

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College Assistant (Foreign Languages)

Pat Cohen  
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Ann Como  
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Ted Corriel  
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Assistant Accountant (T) – Business Office

Louise DiCostanzo  
College Office Assistant A (T) – Property Office

Margaret DiMattei  
Accountant (T) – Office of Business Manager

Frank Donnauro  
Messenger (T) – Mailroom
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College Assistant (Office of the Vice President)

Marie Dowling
College Assistant (Tutorial Services)

Tim Driscoll
College Assistant (West End)

Sylvia Engel
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Lillian Fedrow
College Office Assistant B (Library)

Jackie Feldman
College Assistant (English Workshop, West End)

Faye Fein
College Office Assistant B (Housekeeping)

Ruth Finkelstein
College Secretarial Assistant B (Library)

Frank Fontana
Motor Vehicle Operator (Warehouse)

Jean Freedenberg
College Administrative Assistant (Business)

Tillie Futterman
Telephone Operator (Switchboard)

Evelyn Garbarini
College Office Assistant B (Maintenance)

Doris Garbaty
College Office Assistant A (Substitute Services)

Amelia Gebbia
Key Punch Operator (Computer Center)

Ida Gellman
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Ganesh Gherlall
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Shirley Gladstone
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Frieda Glatt
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Marian Glick
College Secretarial Assistant A (Office of Bursar)

Sylvia Golden
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Dinah Goldman
College Office Assistant B (Office of Dean of Faculty)

Fay Goldstein
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College Office Assistant A (Personnel)

Ruth Gordon
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Arlene Gottesman
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Edith Gottlieb
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College Secretarial Assistant A (T) — Personnel

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Selma Hoffner
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A.A.S.

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Special Officer (Security)

Adrienne Jacowsky
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Sylvia Javors
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Catherine Johnson
College Assistant (evening) — Health Services

Sylvia Kafka
College Office Assistant A (Mathematics and Computer Science)

Joyce Kantrowitz
College Office Assistant A (Disbursements)

Mildred Kassa
College Assistant (Payroll)

Harriet Katz
Assistant Accountant (T) — Payroll

Helen Katz
College Administrative Assistant (Personnel)

Barry Kaufman
Audio Visual Aide Technician (P) — Media Center

Florence Kaufman
College Office Assistant B (Financial Aid)
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eileen Kenavan</td>
<td>Accountant (P) – Office of Business Manager; A.A.S.</td>
</tr>
<tr>
<td>Fran Kilsteln</td>
<td>Assistant Accountant (Budgeting and Accounting)</td>
</tr>
<tr>
<td>Emily Kingston</td>
<td>College Administrative Assistant (Office of Registrar)</td>
</tr>
<tr>
<td>Cherie Klein</td>
<td>College Assistant (Business)</td>
</tr>
<tr>
<td>Esther Klein</td>
<td>College Office Assistant A (Central Typing Service)</td>
</tr>
<tr>
<td>Rebecca Klein</td>
<td>College Assistant (Office of Registrar)</td>
</tr>
<tr>
<td>Blanche Koffler</td>
<td>College Office Assistant A (Office of Registrar)</td>
</tr>
<tr>
<td>Tina Kopel</td>
<td>College Secretarial Assistant B (Library); A.A.S.</td>
</tr>
<tr>
<td>Michael Kosinski</td>
<td>College Assistant (Health, Physical Education and Recreation)</td>
</tr>
<tr>
<td>Frieda Kramer</td>
<td>College Secretarial Assistant B (Office of Business Manager)</td>
</tr>
<tr>
<td>Edward Kreitz</td>
<td>Attendant (T) – Mailroom</td>
</tr>
<tr>
<td>Doris Landman</td>
<td>College Office Assistant B (Substitute Services)</td>
</tr>
<tr>
<td>Ethel Landy</td>
<td>College Secretarial Assistant A (Office Services)</td>
</tr>
<tr>
<td>Helen Langer</td>
<td>College Office Assistant B (Student Services)</td>
</tr>
<tr>
<td>Rosalie Lautato</td>
<td>College Secretarial Assistant A (Central Typing Service)</td>
</tr>
<tr>
<td>George Lawson</td>
<td>Computer Programmer (P) – Computer Center</td>
</tr>
<tr>
<td>Sylvia Lazarowitz</td>
<td>College Administrative Assistant (Office of Dean of Students)</td>
</tr>
<tr>
<td>Diane Leftwich</td>
<td>Telephone Operator (Switchboard)</td>
</tr>
<tr>
<td>Daniel Lesevichius</td>
<td>Audio Visual Aide Technician (Media Services)</td>
</tr>
<tr>
<td>Gertrude Leshaw</td>
<td>College Assistant (Office of Registrar)</td>
</tr>
<tr>
<td>Evalin Lesser</td>
<td>College Office Assistant A (English)</td>
</tr>
<tr>
<td>Rochelle Levine</td>
<td>College Assistant (Health, Physical Education and Recreation)</td>
</tr>
<tr>
<td>Anne Levy</td>
<td>College Administrative Assistant (Campus Facilities)</td>
</tr>
<tr>
<td>Claire Levy</td>
<td>College Office Assistant B (Office of Dean of Administration and Planning)</td>
</tr>
</tbody>
</table>
Rhoda Ostrow
College Secretarial Assistant B (Evening Studies and Continuing Education)

Beatrice Pampillonio
College Office Assistant A (Office of Dean of Instructional Services)

Selma Pastman
College Office Assistant A (Admissions)

Ray Pearl
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Special Officer (Security)

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College Assistant (Speech and Theatre)

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Motor Vehicle Operator (T) – Mailroom

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Ethel Rosenberg
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Dorothy Rosenthal
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John Rossi
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Grace Rothman
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Charlotte Sacks
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Eugene Sanjour
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Albert Saveriano
College Assistant (Biology Lab)
Lillian Schachner
College Assistant (Office of Registrar)
Diana Schecker
College Administrative Assistant (Publications and Public Information)
Beulah Schefen
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Edith Schelman
College Office Assistant B (Purchasing)
Bernice Schrank
College Office Assistant B (Office of Registrar)
Fran Schulof
College Office Assistant B (Speech and Theatre)
Betty Schwartz
College Office Assistant B (Institutional Research)
Ethel Schwartz
College Office Assistant B (Central Typing Service)

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Secretary-Bookkeeper (Kingsborough Community College Association) – Office of Dean of Students
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College Assistant (Business)
Helen Shelofsky
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Mimi Sherwin
College Secretarial Assistant B (Disbursements)
College Office Assistant B (Central Typing Service)
Zelda Shiplacoff
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Florence A. Silver
College Secretarial Assistant B (Health, Physical Education and Recreation)
Dale Silverman
College Assistant (Nursing)
Rhona Silverman
College Office Assistant A (Foreign Languages)
Ellen Simon
College Secretarial Assistant B (Office of the Vice President)
Harriet Singer
College Office Assistant A (Office of Dean of Faculty)
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gail Smollon</td>
<td>College Assistant (Kingsborough Historical Society)</td>
</tr>
<tr>
<td>Joe Smoot</td>
<td>Sr. Office Appliance Operator (P) – Office Services</td>
</tr>
<tr>
<td>Fran Sona</td>
<td>College Office Assistant A (Evening Studies and Continuing Education)</td>
</tr>
<tr>
<td>Ida Stein</td>
<td>College Secretarial Assistant B (Media Center)</td>
</tr>
<tr>
<td>Helen Stein</td>
<td>College Office Assistant A (Office of Registrar)</td>
</tr>
<tr>
<td>Lillian Stember</td>
<td>College Office Assistant A (P) Library</td>
</tr>
<tr>
<td>Sylvie Stern</td>
<td>College Assistant (Office of Registrar)</td>
</tr>
<tr>
<td>Anne Sunshine</td>
<td>College Office Assistant A (West End)</td>
</tr>
<tr>
<td>Arlene Sutton</td>
<td>College Assistant (Speech and Theatre)</td>
</tr>
<tr>
<td>Jean Talberth</td>
<td>College Office Assistant B (Business Office)</td>
</tr>
<tr>
<td>Joan Tandler</td>
<td>College Secretarial Assistant B (Office of Dean of Students)</td>
</tr>
<tr>
<td>Eleanor Tepper</td>
<td>College Administrative Assistant (Office of Registrar)</td>
</tr>
<tr>
<td>Vera Thomas</td>
<td>College Secretarial Assistant B (English)</td>
</tr>
<tr>
<td>Rhoda Tocherman</td>
<td>College Assistant (Office of Bursar)</td>
</tr>
<tr>
<td>Shirley Toporoff</td>
<td>College Office Assistant A (Office of Registrar)</td>
</tr>
<tr>
<td>Larry Vassalli</td>
<td>Sr. Office Appliance Operator (P) – Office Services</td>
</tr>
<tr>
<td>Annie Wajsfeld</td>
<td>College Administrative Assistant (West End); B.A.</td>
</tr>
<tr>
<td>Joseph Walc</td>
<td>College Assistant (Health, Physical Education and Recreation); A.A.S., B.S.</td>
</tr>
<tr>
<td>Mildred Wang</td>
<td>College Office Assistant A (Payroll)</td>
</tr>
<tr>
<td>Betty Weber</td>
<td>College Office Assistant A (Office of Registrar)</td>
</tr>
<tr>
<td>Ruth Weicher</td>
<td>College Office Assistant B (Student Services)</td>
</tr>
<tr>
<td>Ros Weiner</td>
<td>College Secretarial Assistant B (Student Services)</td>
</tr>
<tr>
<td>Anita Weinstein</td>
<td>College Office Assistant B (Office of Dean of Students)</td>
</tr>
<tr>
<td>Mazal Weinstein</td>
<td>College Assistant (Mathematics and Computer Science)</td>
</tr>
</tbody>
</table>
Ann Weissman  
College Assistant (Disbursements)

Valerie Williams  
College Secretarial Assistant A (Financial Aid);  
A.A.S.

Helene Winston  
College Assistant (evening) – Evening Studies and  
Continuing Education

Claire Wittenstein  
College Assistant (Office of Bursar)

Patricia Woods  
Office Appliance Operator (P) – Office Services

Ernest Young  
Senior Special Officer (P) – Security

Isaac Younger  
College Assistant (Kingsborough Community  
College Association)

Rhoda Zak  
College Secretarial Assistant B (Mathematics  
and Computer Science)

James Brady, Custodial Assistant  
Joseph Browne, Sr., Laborer A (P)

James Buie, Custodial Assistant (P)  
Leanda Burgess, Electrician (P)

Matthias Cann, Stationary Fireman  
Joseph Champen, Custodial Assistant

Cecil Clasp, Custodial Assistant (P)  
Lee A. Colar, Custodial Assistant (P)

Jose Colon, Custodial Assistant (P)  
Franklin Cosom, Custodial Assistant

Gaspar DePace, Custodial Assistant (P)  
Salvatore DiSalvo, Custodial Assistant

Leonard Dunlap, Custodial Foreman  
Livia Duval, Custodial Assistant (P)

Willie Ellison, Custodial Foreman (P)  
Herbert Faerberg, Maintenance Man

Jose Fajardo, Custodial Assistant (P)  
James Frazier, Custodial Assistant (P)

John Gooden, Supervising Custodial Foreman (P)  
Mika Griffin, Custodial Assistant (P)

Charles Gwozdy, Senior Custodial Foreman (P)  
Floyd Hairston, Custodial Assistant

Mack Hall, Custodial Assistant (P)  
Ruby Harris, Custodial Assistant (P)

Robert Hendricks, Senior Custodial Foreman (P)  
Raul Hendriquez, Maintenance Man (T)

Walter Hottensen, Laborer A (P)  
Francois Jean, Custodial Assistant (P)

John Kanela, Custodial Assistant

Buildings and Grounds

Classie Alston, Custodial Assistant (P)  
James Anderson, Custodial Assistant (P)

Bennie Bailey, Custodial Assistant  
Phil Balaban, Laborer B

Stephen Blake, Stationary Fireman

228
Travel Directions to
Kingsborough Community College

By Train

BMT Brighton — \( D, QB, \) or \( M \) train to Sheepshead Bay Station or Brighton Beach Station. Take B-1 bus from Sheepshead Bay Station or B-21 bus from Brighton Beach Station to College.

BMT Sea Beach — \( N \) train to 86th Street; B-1 bus to College.

BMT West End — \( B \) train to 25th Avenue; B-1 bus to College.

BMT Fourth Avenue — \( RR \) train to 59th Street; Sea Beach \( N \) to 86th Street; B-1 bus to College.

IND — \( F \) train to Avenue X; B-1 bus to College.

IND — \( A \) train to Franklin Avenue; Shuttle to Prospect Park; BMT Brighton train as above.
IRT Lexington Avenue — 4, 5 train to Borough Hall; Brighton train as above.
IRT Seventh Avenue — 2, 3 train to Borough Hall; Brighton train as above.

By Bus
The following buses go directly to the College: B-1; B-21; B-49.
The following buses connect with B-1; B-4, B-34, B-36, B-68.
The following buses connect with B-21; B-36, B-44, B-68.
The following buses connect with B-49; B-2, B-3, B-5, B-6, B-8, B-9, B-12, B-31, B-35, B-36, B-45, B-47.

By Car
From Manhattan — Belt Parkway east bound to Ocean Parkway South (exit 7-S). Right turn on Ocean Parkway to Brighton Beach Avenue. Left turn on Brighton Beach Avenue for about one mile when the street becomes Oriental Boulevard. Continue on Oriental Boulevard to the campus.

From Queens — Belt Parkway west bound to Knapp Street (exit 9). Left turn at first light to Emmons Avenue. Right turn on Emmons Avenue. Travel on Emmons Avenue to the fifth light, Shore Boulevard (end of Sheepshead Bay). Left turn — continue straight for two lights to Oriental Boulevard. Left turn on Oriental Boulevard to the campus.

To West End Center
The West End Center, located at 60 West End Avenue, is on the route to the Manhattan Beach Campus; directions to the campus (above) serve for the Center, as well. The Center is on the west side of West End Avenue, just south of Emmons Avenue.
Index

Academic Calendar  6–9
Accounting  54–55, 120–122
Administrative supporting personnel  219–228
Admissions  14–17
Adult education  20, 22
Advanced standing  15
Art  97–101
Athletics  29–30
Attendance  37
Baccalaureate degree program  40
Banking  123–124
Behavioral sciences and human services  102–114
Biology  80–81, 116–119
Board of Higher Education  208
Business administration  56–57, 124–126
Business office  214
Buildings and grounds  228–229
Career counseling and placement  29
Change of grade  39
Changes in curriculum  35
Changes in status  34–35
Chemistry  82–83, 192–193
Child care  56–59
City University of New York  11
Civil and public administration  60–61
Curricular activities  29
College discovery  39
College transfers  36
Computer programming  181–182
Computer science  84–85, 182–183
Continuing education  33
Council of presidents  209–210
Counseling services  27
Data processing  62–63, 183–184
Deadline dates for admission  16
Degree programs  51
A.A. (Liberal Arts)  52–53
A.A.S.  54–79
A.S.  80–94
Department administration  212–213
Directory  10
Early childhood education  106–107
Economics  126–127
Education  103–105
English  138–145
Evening studies  32–33
Expenses  21
Faculty (by department)
Art  97
Behavioral sciences and human services  102
Biological sciences  116
Business  119–120
English  138–139
Foreign languages  145
Health, physical education and recreation  158
History and political science  166
Library  214
Mathematics and computer science  175
Music  185
Nursing  188
Physical sciences  192
Speech and theatre  198
Student services  213–214
Fees  20–22
Final examinations  37
Financial assistance  24–25
Fine arts  86
Food marketing  132–133
Foreign students  15
French  146–148
General fees  20
Geology  193
German  148–150
Gifts and bequests  204
Grading  38
Graduation requirements  45–48
Grants  24
Health  14
<table>
<thead>
<tr>
<th>Topic</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health education</td>
<td>159-160</td>
</tr>
<tr>
<td>Health services</td>
<td>30</td>
</tr>
<tr>
<td>Hebrew</td>
<td>150-151</td>
</tr>
<tr>
<td>Higher education officers</td>
<td>215-217</td>
</tr>
<tr>
<td>History</td>
<td>167-172</td>
</tr>
<tr>
<td>Honors</td>
<td>38</td>
</tr>
<tr>
<td>Industrial labor relations</td>
<td>127-128</td>
</tr>
<tr>
<td>Institute of Bilingual Studies</td>
<td>40</td>
</tr>
<tr>
<td>Insurance</td>
<td>128-129</td>
</tr>
<tr>
<td>Italian</td>
<td>152-153</td>
</tr>
<tr>
<td>Kingsborough Community College</td>
<td>12</td>
</tr>
<tr>
<td>Kingsborough Community College administration</td>
<td>211-212</td>
</tr>
<tr>
<td>Kingsborough Institute for Public Service</td>
<td>41</td>
</tr>
<tr>
<td>Library</td>
<td>32</td>
</tr>
<tr>
<td>Loans</td>
<td>24-25</td>
</tr>
<tr>
<td>Locker fees</td>
<td>21</td>
</tr>
<tr>
<td>Maintenance of matriculation</td>
<td>35</td>
</tr>
<tr>
<td>Make-up final examinations</td>
<td>37</td>
</tr>
<tr>
<td>Master Plan</td>
<td>43</td>
</tr>
<tr>
<td>Mathematics</td>
<td>87-88, 176-181</td>
</tr>
<tr>
<td>Matriculation</td>
<td>15</td>
</tr>
<tr>
<td>Media center</td>
<td>32, 214</td>
</tr>
<tr>
<td>Mental health</td>
<td>64-65, 105-109</td>
</tr>
<tr>
<td>Mid-term reports</td>
<td>38</td>
</tr>
<tr>
<td>Music</td>
<td>89, 185-187</td>
</tr>
<tr>
<td>Non-matriculation</td>
<td>15</td>
</tr>
<tr>
<td>Nursing</td>
<td>66-67, 189-191</td>
</tr>
<tr>
<td>Officers of university</td>
<td>210</td>
</tr>
<tr>
<td>Orientation</td>
<td>97</td>
</tr>
<tr>
<td>Orientation and academic planning</td>
<td>27</td>
</tr>
<tr>
<td>Outreach</td>
<td>28-29</td>
</tr>
<tr>
<td>Penalty fees</td>
<td>21</td>
</tr>
<tr>
<td>Philosophy</td>
<td>172-173</td>
</tr>
<tr>
<td>Physical education</td>
<td>160-163</td>
</tr>
<tr>
<td>Physics</td>
<td>90-91, 194-195</td>
</tr>
<tr>
<td>Political science</td>
<td>173-174</td>
</tr>
<tr>
<td>Pre-physical therapy</td>
<td>92-93</td>
</tr>
<tr>
<td>Professional assistants</td>
<td>218-219</td>
</tr>
<tr>
<td>Program administration</td>
<td>212-213</td>
</tr>
<tr>
<td>Psychology</td>
<td>109-110</td>
</tr>
<tr>
<td>Public administration</td>
<td>111-113</td>
</tr>
<tr>
<td>Public order</td>
<td>205-207</td>
</tr>
<tr>
<td>Real estate</td>
<td>129-130</td>
</tr>
<tr>
<td>Recreation leadership</td>
<td>68-69, 163-166</td>
</tr>
<tr>
<td>Referral services</td>
<td>28</td>
</tr>
<tr>
<td>Refund of fees</td>
<td>21</td>
</tr>
<tr>
<td>Registrar's office</td>
<td>214</td>
</tr>
<tr>
<td>Requirements for admission</td>
<td>14</td>
</tr>
<tr>
<td>Requirements for good standing</td>
<td>38</td>
</tr>
<tr>
<td>Residence</td>
<td>15</td>
</tr>
<tr>
<td>Retail business management</td>
<td>70-71, 130-132</td>
</tr>
<tr>
<td>Scholarships</td>
<td>24</td>
</tr>
<tr>
<td>Scholarship requirements</td>
<td>37</td>
</tr>
<tr>
<td>Science</td>
<td>118-119, 195-197</td>
</tr>
<tr>
<td>Secretarial science</td>
<td>72-79, 134-138</td>
</tr>
<tr>
<td>Senior citizens</td>
<td>16</td>
</tr>
<tr>
<td>Sociology</td>
<td>113-114</td>
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