"Kingsborough Community College has provided us all with a sense of pride and accomplishment. I offer my own congratulations to all members of the Kingsborough Community for their dedication, their imagination and their professionalism. Kingsborough can serve as a model both within the CUNY system and to community colleges everywhere as to what can be done when talent and commitment are focused on real objectives under fair and inspiring leadership."

Robert J. Kibbee
Chancellor, City University of New York
January, 1974
KINGSBOROUGH COMMUNITY COLLEGE
—of—
The City University of New York

A Community College of the City University of New York under the program of the State University of New York.

2001 Oriental Boulevard, Manhattan Beach, Brooklyn, N.Y. 11235.
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Fall 1974

Sept. 2, Mon .................................. Labor Day
Sept. 3, Tues .................................. Registration—DAY ONLY-Starts 1:00 P.M.
Sept. 4 & 5, Wed & Thurs ....................... Registration—Day & Evening
Sept. 6, Fri .................................. Registration—DAY ONLY
Sept. 9 & 10, Mon & Tues ....................... Registration—Day & Evening
Sept. 11, Wed ................................. EVENING STUDENTS
                      Classes Begin
                      Late Registration & Program Changes
Sept. 12, Thurs .................. DAY STUDENTS
                      Classes Begin
                      Late Registration & Program Changes—Day & Evening
Sept. 13 & 16, Fri & Mon ................. Program Changes—DAY ONLY
Sept. 16, Mon .......................... No Classes AFTER 4:00 P.M.
Sept. 17 & 18, Tues & Wed ................. No Classes—Rosh Hashanah
Sept. 25, Wed ................................ No Classes AFTER 4:00 P.M.
Sept. 26, Thurs ................................ No Classes—Yom Kippur
Sept. 27, Thurs .................. DAY CLASSES FOLLOW MONDAY SCHEDULE

Oct. 1, Tues ................................. Period Opens to File Applications for:
                      DAY STUDENTS
                      January 1975 Degrees
                      Advanced Standing
                      Change of Curriculum
                      EVENING STUDENTS
                      Matriculation
                      Transfer to Day Session
                      LAST DAY to File Petitions for:
                      Make-Up Examinations—Preceding Spring
                      and/or Summer Semesters
Oct. 10, Thurs .................. EVENING CLASSES FOLLOW MONDAY SCHEDULE
Oct. 14, Mon .......................... No Classes—Columbus Day

Nov. 1, Fri ................................. LAST DAY to File Applications for:
                      Transfer to CUNY Senior Colleges—January 1975 Graduates
Nov. 4, Mon .......................... LAST DAY to File Applications for:
                      January 1975 Degrees
                      Advanced Standing
                      Change of Curriculum
Nov. 5, Tues .......................... No Classes—Election Day
Nov. 7, Thurs .................. DAY CLASSES FOLLOW TUESDAY SCHEDULE
Nov. 8, Fri .......................... LAST DAY to Withdraw without Academic Penalty
                      (Mid-Semester Point)
Nov. 11, Mon .................. No Classes—Veterans Day
Nov. 12-14. Tues-Thurs. Make-Up Final Examinations Administered for: Preceding Spring and/or Summer Semesters
Nov. 15, Fri. LAST DAY to Apply for:
Transfer to CUNY Senior Colleges
Nov. 28 & 29, Thurs & Fri. NO CLASSES—Thanksgiving Recess

Dec. 2, Mon. Classes Resume
Dec. 1, Thurs. LAST DAY to File Applications for:
Matriculation
Transfer to Day Session
Transfer to Evening Session
Dec. 23-Jan. 1, Mon-Wed. No Classes—Christmas Recess

Jan. 2, Thurs. Classes Resume
Jan. 3, Fri. LAST DAY to Remove "INC" for
Spring and Summer 1974 Semesters
Jan. 9, Thurs. DAY CLASSES—Last Meeting
Jan. 14, Tues. EVENING CLASSES—Last Meeting
Jan. 15, Wed. No Classes—Human Rights Day
Jan. 13-20, Mon-Mon. DAY CLASSES—Final Examinations (5 days)
Jan. 16-22, Thurs-Wed. EVENING CLASSES—Final Examinations
(4 Evenings)

Spring 1975
Jan. 31, Fri. Registration—DAY ONLY
Feb. 3-6, Mon-Thurs. Registration—Day & Evening
Feb. 7, Fri. Late Registration—DAY ONLY
Feb. 10, Mon. Day & Evening
CLASSES BEGIN
Late Registration & Program Changes
Feb. 11, Tues. Program Changes—Day & Evening
Feb. 12, Wed. No Classes—Lincoln’s Birthday
Feb. 13, Thurs. Program Changes—Day & Evening
Feb. 17, Mon. No Classes—Washington’s Birthday
Feb. 24, Mon. Period Opens to File Application for:
DAY STUDENTS
June 1975 Degrees
Advanced Standing
Change of Curriculum
EVENING STUDENTS
Matriculation
Transfer to Day Session
Feb. 27. Thurs .................................... LAST DAY to File Petitions for:
                                               Final Make-Up Examinations—Fall 1974
Feb. 28, Fri ..................................... LAST DAY to File Applications for:
                                               Transfer to CUNY Senior Colleges—June
                                               1975 Graduates
Mar. 14, Fri ..................................... LAST DAY to File Applications for:
                                               Transfer to CUNY Senior Colleges
Mar. 21, Fri ..................................... LAST DAY to File Applications for:
                                               June 1975 Degrees
                                               Advanced Standing
                                               Change of Curriculum
Mar. 24-28, Mon-Fri .............................. No Classes—Spring Recess
Mar. 31, Mon ..................................... Classes Resume
Apr. 4, Fri ....................................... LAST DAY to:
                                               Withdraw Without Academic Penalty
                                               (Mid-Semester Point)
Apr. 7-10, Mon-Thurs ............................ Make Up Final Examinations Administered for
                                               Fall 1974 Semester
Apr. 22, Tues ..................................... DAY & EVENING CLASSES FOLLOW MONDAY
                                               SCHEDULE
Apr. 24, Thurs ..................................... LAST DAY to File Applications for:
                                               Matriculation
                                               Transfer to Day Session
                                               Transfer to Evening Session
May 26, Mon ...................................... No Classes—Memorial Day
May 28, Wed ...................................... LAST DAY of Classes—Day & Evening
May 29-June 4, Thurs-Wed ........................ Final Examinations—Day & Evening (5 days)
June 10, Tues ..................................... Commencement
June 20, Fri ..................................... LAST DAY to Remove “INC” for Fall 1974
                                               Semester

Summer Session 1975
June 16, Mon. to
July 24, Thurs.
Administrative Officers
Leon M. Goldstein, President
A.A.S., B.A., M.A.
Israel Glasser, Vice President and Dean of the College
B.A., M.P.A., Ph.D.
Ralph Edwards, Dean of Administration and Planning
B.S., M.S., Ed. D.
Alfred R. Mascolo, Dean of Instructional Services
B.S., M.A.
Anthony F. Russo, Dean of Students
B.A., M.A.
Michael Zibrin, Jr., Dean of Faculty
A.A., A.B., M.B.A.
Robert G. Jones, Associate Administrator and Business Manager
Marilyn Chernin, Associate Dean of Students
B.S., M.A.
Sidney Helfant, Associate Dean of the College
B.A., M.A.
Thelma L. Malle, Associate Dean of Faculty for Open Admissions
B.S., M.A.
Murray S. Plissner, Associate Dean of Students
B.A., M.A., Ph.D.
David B. Silver, Associate Dean of Administration and Planning
A.B., J.D.
Miles Goodman, Assistant Dean of Faculty
B.S., M.A.
Fred B. Malamet, Assistant Dean of Faculty for Evening Studies, Continuing Education and Summer Session.
B.A., M.A.
Julius R. Sternberg, Assistant Dean of Administration and Planning
B.A., M.A.
KINGSBOROUGH COMMUNITY COLLEGE

History

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. It was founded in 1963, as the ninth City University Community College, and twenty-seventh Statewide two-year college. Kingsborough offers programs in the Liberal Arts and Sciences leading to the Associate in Arts (A.A.) degree; programs in Mathematics and Sciences, and the Arts (Music, Fine and Theatre Arts) leading to the Associate in Science (A.S.) degree; programs in Business, the Health Sciences, and Human Services leading to the Associate in Applied Science (A.A.S.) degree. Daytime and Evening Sessions are held during the regular academic year and during Summer Sessions. Continuing Education non-credit courses are available during the school year.

Kingsborough admitted its first students into a temporary, Mid-Brooklyn, facility in September, 1964. In the Fall of 1965, the College was given its permanent, unique and beautiful, 60-acre site at Manhattan Beach. Surrounded on three sides by the waters of Sheepshead Bay, Jamaica Bay and the Atlantic Ocean, the College has been functioning in a series of well equipped temporary buildings, located at one end of the site. The College Master Plan calls for an ultra modern Campus now being constructed. Composed of a continuous series of inter-connected buildings, as distinguished from the usual separate buildings seen on most campuses, this plan has been lauded as a forward-looking solution to the problem of College growth and urban pressures. The "new" Kingsborough's many outstanding features will include; enlarged library; computer center; lecture hall and learning resources centers: science technology and visual arts buildings; a "college cluster—classroom building" each housing four groups of 750 students, cafeteria, lounge, study, counseling and faculty offices; theatre-auditorium; student-faculty center; physical education facilities with two gymnasiums, and an indoor swimming pool; special facilities for nursing, business and secretarial departments, offices for administration, general services and a power plant.

During construction, students attending the College continue to use, study and learn in the existing renovated and temporary structures.
Goals

Kingsborough Community College's primary objectives include offering and furthering the goals of the New York State Board of Regents as reflected in the following:

I. Stimulate efforts to have comprehensive community colleges recognized and supported as the basic institutional approach to provide broader public educational opportunities above the high school level in New York State.

II. Help to locate community colleges within reasonable daily commuting distance of the student's homes, open them to all high school graduates or persons with equivalent educational background, and operated at low student costs.

III. Further performance goals in the following specific educational functions:
   a. General Education (provide post secondary-school general background and experience for all students in conjunction with their major academic fields of study.)
   b. College or University Transfer Education (provide the requisite courses for two years of collegiate study for students interested and competent to continue for the bachelor degree.)
   c. Occupational or Career Education (provide programs of education and training beyond high school, but below professional levels, for students seeking immediate entry into the productive labor force in business, industry, or government organizations who need employees with higher level abilities; and for employed individuals seeking to improve, or learn, new skills.)
   d. Adult or Continuing Education (provide continuing education programs above the high school level to assist adults of all ages meet changing educational, cultural, and economic conditions and/or implement changes in their personal objectives.)
   e. Guidance and Counseling (provide all students with necessary testing, guidance, and counseling to enable each to know and accept personal strengths and limitations and to choose the most suitable programs in the light of objective information and their personal situation at that time.)

Educational Objectives

Kingsborough is committed to: seek and implement any additional, innovative factors which will help shape its educational objectives; fulfill its obligations to its students and community; contribute to the overall performance of the CUNY and SUNY systems.

To meet these goals Kingsborough will:
   a. ... exert every effort to serve the educational needs of those within its geographic area;
   b. ... offer educational programs that contribute to a balanced university educational scheme, while avoiding duplication where needs are already being met by other university units;
   c. ... make every effort to respond with educational programs in areas where it has the capacity to fill demonstrated needs not already fulfilled;
   d. ... attempt to further its obligation to develop and define logical areas of specialization and avoid scattering its energies;
   e. ... in addition to its Liberal Arts transfer programs, continue to focus its efforts on career programs in the areas of Business, Human and Public Service, Health and Related Services.
The Future

Kingsborough Community College will continue to respond and grow to meet the ever changing complexion of the dynamic urban area in which it is situated. Programs will be continuously reexamined in light of shifting economic, social, occupational and recreational needs of the population to be served. Any defined needs will be translated into educational programs. The college accepts that its primary mission is educational, therefore, Kingsborough will always attempt to meet its responsibility by contributing its facilities and its reservoir of talent to its locality in any endeavor which does not conflict with its primary mission.

Accreditation

Kingsborough Community College is accredited by the Middle States Association of Colleges and Secondary Schools. The Nursing Program has received accreditation from the National League for Nursing. Academic programs have been approved by the State University of New York and the University of the State of New York, and the State Education Department.

The College is a member of the American Association of Junior Colleges, American Council on Education, Association of Colleges and Universities of the State of New York, Council of Higher Educational Institutions in New York City, Junior College Council of the Middle Atlantic States, Middle States Association of Colleges and Secondary Schools, New York State Association of Junior Colleges, and the Association of College Unions-International.
Officers of the City University
Robert J. Kibbee, Chancellor
Seymour C. Hyman, Deputy Chancellor
Allen B. Ballard, Jr., Acting Vice-Chancellor for Academic Affairs
Mary P. Bass, General Counsel and Vice-Chancellor for Legal Affairs
Julius C. C. Edelstein, Vice-Chancellor for Urban Affairs
Timothy S. Healy, Vice-Chancellor for Academic Affairs
Anthony D. Knerr, Acting Vice-Chancellor for Budget and Planning
J. Joseph Meng, Vice-Chancellor for Administrative Affairs
David Newton, Vice-Chancellor for Faculty and Staff Relations
Peter S. Spiridon, Vice-Chancellor for Campus Planning and Development
Leslie Berger, University Dean for Academic Evaluation
Lester G. Brailey, University Dean for Admission Services
Mary P. Dolciani, University Dean for Academic Development
Kenneth M. King, University Dean for Computer Systems
James J. McGrath, University Dean for the Academic Program
Lawrence Podell, University Dean for Program and Policy Research
Max Weiner, Acting University Dean for Teacher Education
Robert Young, University Dean for Special Programs
Henry D. Paley, Director, University Relations
Maria M. Perez, Executive Assistant to the Chancellor
Katherine M. Klotzburger, Special Assistant to the Chancellor
Joseph P. Wells, Director, Government Relations
N. Michael Carfora, Secretary of the Board of Higher Education
Arthur H. Kahn, Special Counsel to the Board of Higher Education
Duncan B. Pardue, Executive Assistant to the Chairman

Board of Higher Education of the City of New York
Alfred A. Giardino, Chairman, A.B., LL.B., J.D.
Franklin H. Williams, Vice-Chairman, A.B., LL.B.
Francesco Cantarella, B.A., M.S.
Vincent R. FitzPatrick, B.A., LL.B.
 Gurston D. Goldin, A.B., M.S., M.D.
Rita E. Hauser, A.B., LL.B., Doctorate d'Universite, License en Droit
Harold M. Jacobs, B.S., M.S.
James P. Murphy, B.A., LL.B.
Vinia R. Quinones, B.A., M.S.W.
Marta Valle, B.A., M.S.
James F. Regan, B.S., M.S., Ex Officio
Units of the City University

Graduate Division
THE GRADUATE SCHOOL AND UNIVERSITY CENTER, founded in 1961
Harold M. Proshansky, President

Senior Colleges
THE CITY COLLEGE, founded in 1847
Robert E. Marshak, President
HUNTER COLLEGE, founded in 1870
Jacqueline G. Wexler, President
BROOKLYN COLLEGE, founded in 1930
John W. Kneller, President
QUEENS COLLEGE, founded in 1937
Joseph S. Murphy, President
JOHN JAY COLLEGE OF CRIMINAL JUSTICE, founded in 1964
Donald H. Riddle, President
RICHMOND COLLEGE, founded in 1965
Edmond L. Volpe, President
YORK COLLEGE, founded in 1966
Milton G. Bassin, President
BERNARD M. BARUCH COLLEGE, founded in 1968
Clyde J. Wingfield, President
HERBERT H. LEHMAN COLLEGE, founded in 1968
Leonard Lief, President
MEDGAR EVERS COLLEGE, founded in 1968
Richard D. Trent, President

Community Colleges
STATEN ISLAND COMMUNITY COLLEGE, founded in 1955
William M. Birenbaum, President
BRONX COMMUNITY COLLEGE, founded in 1957
James A. Colston, President
QUEENS BOROUGH COMMUNITY COLLEGE, founded in 1958
Kurt R. Schmeller, President
KINGS BOROUGH COMMUNITY COLLEGE, founded in 1963
Leon M. Goldstein, President
BOROUGH OF MANHATTAN COMMUNITY COLLEGE, founded in 1963
Edgar D. Draper, President
NEW YORK CITY COMMUNITY COLLEGE, founded in 1946; affiliated with The City University in 1964
Herbert Sussman, President
EUGENIO MARIA DE HOSTOS COMMUNITY COLLEGE, founded in 1968
Cándido A. de León, President
FIORELLO H. LAGUARDIA COMMUNITY COLLEGE, founded in 1968
Joseph Shenker, President

Affiliated Institution
MOUNT SINAI SCHOOL OF MEDICINE, affiliated with The City University in 1967
Thomas C. Chalmers, Dean
THE CITY UNIVERSITY OF NEW YORK

is a public institution composed of senior colleges, community colleges, an upper division unit, a college of criminal justice, an affiliated medical school, a Graduate School and University Center. University-wide doctoral programs are offered in nineteen academic disciplines. The ten member Board of Higher Education (three members are appointed by the Governor and seven by the Mayor) serve as the Universities' Board of Trustees.

In 1847, a public referendum was called by New York City to discuss ways to meet the city's growing need for free higher education. The result was the establishment of the Free Academy (now known as City College) and the birth of the University. In 1961, through an act of State legislation, seven municipal colleges operated by the Board of Higher Education became The City University of New York. CUNY has continued to expand until it reached its present prestigious position as the largest University in the nation. The University has grown, has added larger, modern, completely equipped institutions; increased facilities to serve more students; inaugurated evermore innovative, far-reaching programs of study; recruited faculty and administrators of the highest caliber with outstanding qualifications and demonstrated interest; included research programs geared to meet urban needs; succeeded in its "Open Admissions" goal which guarantees every high school graduate the opportunity to pursue further education at a City University institution of higher learning; and continues its tradition of free tuition for undergraduate matriculants who are bona-fide residents of New York City.

To assist disadvantaged high school students enter and stay in college, CUNY developed the largest university-sponsored programs in the nation, including the College Discovery Program; operation SEEK (Search for Education, Elevation and Knowledge); CLEP (College Level Entrance Program), Advanced Placement Programs and others. In addition, CUNY established or sponsored, Urban Centers, which offer short-term vocational training and college-adapter courses and are operated under contract with State University of New York.
City University Admissions Service

Professional counselors staff the Admissions Service Information Center, which was established to provide information about undergraduate programs, admission requirements, how, where, and when to apply for admission to City University Colleges.

Service is available to current high school students, high school graduates, and interested adults who wish answers to pertinent questions or require assistance. The office is on the 7th floor of 875 Avenue of the Americas (31 Street) New York, N.Y. 10001. For advice or to make an appointment for a personal interview phone 790-4581.

City University Baccalaureate Degree Program

Students enrolled in degree programs at any community or senior college unit of City University are eligible to apply for admission into this innovative Baccalaureate Degree Program upon completion of a minimum of 15 credits at their home schools.

Once admitted into the program, students follow an individualized sequence of courses and activities determined by their interests and competencies and by availability at the City University college. After consultation with at least two faculty members who constitute the panel committee, study plans are tailored for each student in the curriculum.

The CUNY Baccalaureate Program requires successful completion of the equivalent of 120 credits—90 credits minimum in course work and 30 credits, either in courses or in extra-curricular activities such as appropriate travel, research, individual study or work experience.

Further information and details may be obtained from the Graduate School and University Center, 33 West 42 Street, New York, N.Y. 10036. Phone 790-4395.

CITY UNIVERSITY FOREIGN STUDENTS PROGRAM

All applicants who hold (or expect to obtain) temporary (non-immigrant) visas all United States citizens, and permanent residents who graduated from foreign secondary schools and studied in either United States or foreign universities or, graduated from a United States secondary school and attended a foreign university only, should obtain the correct application form from the Foreign Student Section, Office of Admission Services, 875 Avenue of the Americas, New York NY 10001. Prospective students who are permanent residents of the United States and 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, Box 148, Van derveer Station, Brooklyn, N.Y. 11210.

City University Open Admissions Program

The Open Admissions Policy involves all the two-and four-year colleges under CUNY’s jurisdiction. It makes any prospective student, who graduated since June, 1970 with a high school diploma (a certificate does NOT fulfill this requirement), eligible for admission to City University.

New York City high school graduates (prior to 1970) will be accommodated as space and finances permit. Applicants who earned a New York State Equivalency diploma; applicants who hold a United States Armed Forces Institute diploma and submit proof of a total score of 225; and applicants who passed the General Education Development Examination with appropriate scores, are also eligible for admission to the City University. Photostat of the scores must be submitted with the application.
City University Special Programs

Students who meet certain requirements, particularly with regard to family income, may be eligible for admission to one of City University's special programs. The Community College level program is called College Discovery. A "first-time admission" applicant, who may be qualified for this program, should complete the admissions application form section pertaining to Special Programs. A computerized lottery system is used to select the candidates; those not chosen for the Special Programs are automatically considered for admission under the regular admissions procedures.

City University Study Abroad Program

Academic development is stressed in study centers located at foreign universities where CUNY students in the program can experience a sense of community in the host country. They enroll in the same courses as native students, are required to speak their language and take the same year-end examinations.

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

Selected year-round programs, as well as summer projects, are open to students who have completed at least one academic year. All programs are open to students who complete their second year of academic work. Financial Aid, through university-administered scholarships, is limited to year-long study programs. Applications for these year-long programs must be completed during February, for summer-only programs, during March.

Further information and details may be obtained from the Graduate School and University Center, 33 West 42 Street, New York, N.Y. 10036, phone 790-4395.

Super Citizens

New York City residents, 65 years of age or older, may attend CUNY Colleges under a policy of the Board of Higher Education. Although no tuition is charged to City residents, a $10 general fee per semester is required. Some documentation of age must be submitted with fee payment.

Students are accepted on a matriculated or non-matriculated basis, depending upon previous educational experience and the availability of space at the college. Students wishing to apply as matriculated students should check the appropriate filing dates on page 19.
ADMISSIONS AND RECORDS

Morton Tanenbaum, A.B., Ed.M., Director

Information about attending Kingsborough Community College is available from the Admissions Office (Room T-7108, ext. 341, or direct line 769-7670.) The Admissions Office is responsible to the Dean of Instructional Services.

Matriculation

Prospective students who plan to attend the college to earn a degree, apply for Matriculated Status and may attend either day or evening sessions. A High School, General Equivalency or U. S. Armed Forces Institute Diploma is required. (See page 19 for admissions deadline dates, page 19-20 admission requirements information.)

Non-Matriculation

Prospective students who do not plan to earn a degree, apply as non-matriculants. They are accepted only for the evening session and are required to pay tuition, charged according to the number of contact hours for each semester in attendance.

Any prospective non-matriculant who fits into one of the following categories:

a. attended college previously but received below 2.0 index (9 or more credits);

b. attended college previously but received penalty grades;

c. missed the deadline for applying to the Processing Center for admission as a matriculant;

must apply for the direct application form available only from Kingsborough Community College Admissions Office (see page 19 for admission deadline dates).

Admissions Procedure

I. Any prospective matriculant now attending any New York City High School should obtain the application form from their High School’s College Office.

II. Any prospective matriculant who fits into one of the following categories:

a. graduated from High School before the immediately preceding term;

b. graduated from a High School not in New York City;

c. now attends a High School not in New York City;

d. never previously attended a college or a college degree-granting institution;

e. never received a penalty grade or any course credit from a previously attended college;

should apply for admission to Kingsborough by requesting the application form from either:

1. University Application Processing Center
   Box 148, Vanderveer Station
   Brooklyn, New York, 11210

2. Any local High School College Applications Office

3. Kingsborough Community College Admissions Office

III. Any prospective matriculant who previously attended college and earned minimum 2.0 index on a 4.0 scale (9 credits or more)

or minimum 2.5 index on a 4.0 scale (UNDER 9 credits)

should apply for admission by requesting a direct application form from the Kingsborough Community College Admissions Office. See page 19 for admission deadline dates.

Admission Deadline Dates

Students who wish to be assigned to Kingsborough as their first choice of college, should strictly observe the deadline dates for filing their applications to attend the college. Preference may be given to applications received by dates listed.
I. Students who wish admission as matriculants apply:
- directly through the University Application Processing Center for September admission, by January 15
- directly to Kingsborough for September admission with advanced standing, by March 15
- directly through the University Application Processing Center for February admission, by October 15
- directly to Kingsborough for February admission with advanced standing, by November 1

II. Students applying for admission as non-matriculants apply:
- directly to Kingsborough for September admission, by August 15
- directly to Kingsborough for February admission, by January 15

**Freshman Course Placement**

Students who are accepted as matriculants are given "Placement Examinations", designed for evaluation purposes, in the vitally important areas of reading comprehension and mathematics. As a result of the Placement Examination scores, students are assigned to Freshman English and Mathematics classes which can best meet their individual educational needs and prepare them to successfully complete college requirements, fulfill their career plans and further their educational goals.

**Advanced Standing**

Students with previous college experience, who achieved a minimal "C" index and wish matriculated status, apply directly to Kingsborough Community College (see deadline dates page 19). Advanced standing may be granted for credit earned through examination (see page 20). Kingsborough accepts satisfactory results earned on the Advanced Placement Examinations administered by Educational Testing Service in Princeton, New Jersey.

**Transfer to Kingsborough**

A maximum of 30 credits may be accepted for transfer purposes and is based on having:
1. completed each course taken with satisfactory grades;
2. the course content taken, be related to similar course work given at Kingsborough;
3. an honorable dismissal statement be submitted from each institution attended.

**Foreign Students**

Kingsborough does not issue immigration forms to foreign students who wish to attend part-time (carrying less than 12 credits) or those who are non-matriculants (see page 20 for additional information).

**Super Citizens:**

Kingsborough welcomes citizens 65 years of age and older to the college. New York City residents who enroll in credit courses will be exempted from all fees, except a general fee of $10 a semester, regardless of the number of courses taken. This admissions policy for Super Citizens is made on a space available basis. Prospective students who wish to receive counseling may do so through the Department of Student Services, Room S144, ext. 411 (see page 30 for additional information).

**Residence**

All candidates who apply for admission on a matriculated, tuition-free basis, must be bona-fide residents of New York City. The residency of a student under 21 years of age is considered that of parents or legal guardian. Students who are accepted as matriculants and whose residence is outside of the City or State are required to pay tuition. See page 21 for details.
TUITION (Per Semester)

**Matriculated Students - FULL TIME (Day)**

1. Bona fide New York City Residents
   None

2. Non-New York City residents
   A. New York City residents who submit official Certificate of Residence, from County Residence, prior to or at registration
      $275
   B. New York State residents without Certificate of Residence
      $600
   C. Out of State Residents
      $600

**Matriculated Students - Part Time (Evening-Summer)**

1. Bona fide New York City residents
   None

2. Non-New York City residents
   A. New York State residents who submit official Certificate of Residence, from County of Residence, prior to or at registration
      $20 per contact hour
   B. New York State residents without Certificate of Residence
      $40 per contact hour
   C. Out of State residents
      $40 per contact hour

   Total not to exceed $600 per semester

**Non-Matriculated Students**

1. Bona fide New York City residents
   $15 per contact hour

2. Non-New York City residents
   A. New York State residents who submit official Certificate of Residence, from County of Residence, prior to or at registration
      $20 per contact hour
   B. New York State residents without Certificate of Residence
      $40 per contact hour
   C. Out of State residents
      $40 per contact hour

   Total not to exceed $600 per semester

Tuition for each Continuing Education course is specified in the Bulletin available in Room T-7211, ext. 331 (see page 42).

* New York City resident matriculated undergraduates may enroll tuition-free for courses carrying total credits equal to the number of credits required for the last-choice curriculum (see page 001) plus 4 credits in excess of those requirements. This provision applies to courses for which grades of W/F (withdrawal with failure) and INC (incomplete courses other than withdrawal) are received. A student who receives an F (failure) is permitted to repeat the course without charge.

* Credits taken above the degree requirement plus 4 will be charged a fee of $18 per contact hour.
FEES NOT REFUNDABLE

Required Non-Refundable Fees

*General Fee (Per Semester)*
Day Matriculated Students $46.00
Evening Matriculants and Non-Matriculants $20.00
All Summer Session students $20.00

*Special Fees*

Application $10.00
(waived only for students who present an official transcript confirming previous attendance at another CUNY unit)

Lockers (Per Semester) .25¢
(available on first come, first served, basis)

*Penalty Fees*

A. Late Registration $5.00
(charged of students permitted to enroll on or after opening date of session. Enrollment is not complete until all fees are paid)

B. Program Change $5.00
a program change involves:
1. adding a course or courses;
2. withdrawing from or dropping a course or courses;
3. taking an extended leave of absence;
4. changing a course section.

These fees are waived when:
a. the College cancels or withdraws a course;
b. course hours are changed by the College;
c. a tuition-paying student receives less than a 100% tuition refund as a result of withdrawal from a course.

C. Withdrawal from the College $5.00
A student who withdraws from the College during a semester will be required to pay this fee.

*Special Examination* $5.00 each
(Charged when a student requests and receives College permission to take an examination at other than scheduled times. A $15.00 maximum is charged for 3 or more special examinations per semester)

*Transcripts* $2.00 each
(This fee is waived if transcript is sent to other CUNY or SUNY units)
Refund of Fees

In general, no portion of the general, miscellaneous, penalty or special fees will be refunded. If a student withdraws after the scheduled opening date of the session or during the term, refunds of tuition are made according to the following schedule:

<table>
<thead>
<tr>
<th>Date of Formal Withdrawal from Course(s)</th>
<th>Regular Session</th>
<th>Evening Session</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before scheduled opening date of session</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Within one week after opening date</td>
<td>75%</td>
<td>75%</td>
<td>50%</td>
</tr>
<tr>
<td>During second week after opening date</td>
<td>50%</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td>After completion of third week</td>
<td>none</td>
<td>none</td>
<td>none</td>
</tr>
</tbody>
</table>

*Students entering Military Service may qualify for a refund other than as listed. The Registrar should be notified of the military status at the time of withdrawal.

NOTE: Payments should be made by check or money order only, made payable to Kingsborough Community College. A student who pays with a personal check which is not honored by the bank, will be required to pay a $5 penalty fee in addition to other fees. All tuition and fee schedules are subject to change without prior notice, at any time, upon action of the Board of Higher Education. Should fees or tuition be increased, payments previously made to the College will be counted as partial payment. Notification of additional amounts due, time and method of payment, will be sent to individuals involved.
ACADEMIC INFORMATION AND PROCEDURES

Students must accept personal responsibility for fulfilling their specific program, admission, degree and graduation requirements, college deadline and attendance dates, rules and regulations as printed in official Kingsborough publications and announcements.

Health Regulations

Before registration, all matriculated students (and all non-matriculated students who register for Physical Education) must submit a medical record, including a Chest X-Ray or Tuberculin Skin Test report taken within the past year. (Child Care/Early Childhood Education students are required to take the Mantoux Tuberculin Skin Test.)

Nursing program students require specific immunizations and tests which must be completed prior to attending hospital affiliations. Nursing and CC/ECE students whose TB Tests prove positive MUST have a Chest X-Ray taken at a Department of Health Clinic.

A completed health statement, on the form distributed by the Health Service Office (T7118, ext. 241), must be completed by the student's personal physician. No student will be permitted to register unless a medical record is on file and all health requirements are completed. The College requires signed authorization (by parent or legal guardian for students under 21 years of age) to release any necessary medical records. Students health records are kept under secure conditions. They are used only by authorized personnel and only for a students benefit.

The College reserves the right to reject an applicant because of an existing health condition, if the college medical officer believes it necessary in the best interest of the student and the College. (See page 36 for additional Health information.)

Registrar's Office
Herbert Chussid, Registrar; B.A., M.A.
Benjamin N. Eskenazi, Associate Registrar, B.S., M.S.
Jerry B. Chase, Assistant Registrar; B.S.
Bertha B. Collins, Assistant Registrar; B.A., M.A.
Allan R. Schwartz, Assistant Registrar; B.S., M.A.

The Registrar's office maintains the academic records for all students and is responsible for students registration after they are accepted for admission into Kingsborough.

Most important students' forms are available from or must be submitted to the Registrar's office. Room T7106, ext. 241. The office is under the jurisdiction of the Dean of Instructional Services.

Registration

A prerequisite to attending classes is the completion of registration each semester, following instructions from the Registrar's office. Students who do not receive registration material by the start of announced registration periods should immediately contact the Registrar's office. No student is considered registered until all appropriate forms are filed with the Registrar's office and tuition and fees are paid.
Students apply to the Registrar’s office for proper forms or information concerning:

**Absence**

Incoming freshman who exceed the maximum number of absences allowed (see page 45) may, in certain cases, have their "WF" grade assigned as a "W" grade by the Registrar.

**Absence, Leave of**

Students who find it necessary to withdraw from the College for one or two semesters are required to report to the Registrar’s office to obtain the proper clearance form. Those students should file a readmission form at the same time. Although readmission is not automatic, every consideration is given to the request based on academic standing at the time the leave is requested, space and funding at the College at the time the student wishes readmission.

**Academic Probation**

When a matriculated student’s cumulative index falls below standard (see page 45, that student is placed on academic probation and the fact is noted on the permanent record in the Registrar’s office.

**Academic Standing**

Students academic records, probation, grades, academic status and credits for graduation are submitted to, recorded and available from, the Registrar.

**Advanced Standing**

Students requesting advanced standing credit (see page 20) must present a formal application, with official transcripts from institutions attended, for evaluation and determination of credit that may be granted. A maximum of 30 credits may be allowed.

**Certification to Outside Agencies**

Students currently in attendance who need to present an official report of their academic history at the College or verification of attendance at the College, should obtain a "Work in Progress" form from the Registrar’s office.

**Curriculum Change**

For any curriculum change, students apply following the filing deadline dates on page 4-6. A curriculum change cannot go into effect until one semester in the original choice has been completed. These regulations do NOT APPLY to students in the Nursing Program. Students interested in a curriculum change for the Nursing Program should apply to the Registrar’s office for regulations pertaining to that curriculum.

Students are charged $18. per credit for each credit course taken in excess of four credits above the number required for the curriculum degree.

The most recent information on College policy, and all proper forms for a change of curriculum (or change from Evening to Day session) are available in the Registrar’s office.

**Final Examinations, Conflicts**

Students who have a conflict during the final examination period must immediately report to the Registrar’s office for assignment to the conflict examination room.
Final Examinations, Make-Up
Completed petitions for final make-up examinations must be filed before deadline dates: October 1 for 1974 Spring Semester and/or Summer Session; February 27 for 1974 Fall Semester (see page 46 for fees.)

Grade Reports
The Registrar's office mails grade reports to students at the end of each semester.

Graduation
Candidates for graduation must file a degree application which is available at the Registrar's office. A "C" grade (2.00 index) is required (slightly higher for students in the Nursing Program). Completed applications must be submitted to this office before the deadline dates listed in the Academic Calendar (page 4-6).

Matriculation
Applications for a change in status from non-matriculated to matriculated must be filed in the Registrar's office during the semester in which the student fulfills the requirements (see page 4-6).

Matriculation, Loss of
When a student's cumulative index falls below the acceptable average (see page 45), that student is subject to loss of matriculation. The Registrar's office sends notification to the student and records the fact on the student's official permanent record.

Military Service
A student who withdraws from the College to enter Military Service should so notify the Registrar's office.

Permit to Attend Other Colleges
A permit must be obtained before a registered student may take a course at another college for which Kingsborough credit is to be given. The proper form is available from and must be approved by the Registrar's office before registration at another college.

Program Change
A student who plans to make a program change must file an official form with the Registrar's office. Deadline dates for filing program changes are indicated in the Academic Calendar (see page 4-6). There is a $5 program change fee for each program change.

Readmission to the College
The proper readmission form must be filed in the Registrar's office when a student wishes to return to Kingsborough. Although readmission is NOT automatic, every consideration is given to the request based on the petitioners: academic standing at the time of withdrawal, space availability at the College, funding availability to support additional students. Deadline dates for filing for readmission are: Fall, April 30, Spring, November 30.
Status Change

Matriculated students who wish to change from Day to Evening or Evening to Day must fill out proper forms in the Registrar's office according to deadline dates noted in the Academic Calendar (see page 4-6).

Transcripts

The College seal and Registrar's signature are on official transcripts. They are not issued directly to students or Alumni.

Official transcripts from other institutions, presented for evaluation of credit or admission to Kingsborough cannot be copied or reissued. If one is needed, it must be obtained directly from the issuing institution.

Official transcripts of academic performance and grades will be sent to other colleges or to prospective employers on request. Transcripts to CUNY and SUNY units are sent gratis. There is a $2 fee for each transcript sent to others. At least two weeks must be allowed for processing transcripts.

Transfer

Application forms for transfer to CUNY, SUNY, and other colleges are available in the Registrar's and Counseling Offices. Students must observe filing and deadline dates in the Academic Calendar (see page 4-6).

Withdrawal from the College

Students who find it necessary to withdraw from the College must complete and file an official form in the Registrar's office. (If the student expects to return to Kingsborough at a future time, a Readmission form should be filed at the same time.) The date that the withdrawal form is filed—NOT the last date of class attendance—is considered the official date of withdrawal from the College. A student who withdraws from the College will generally be required to pay a $5 fee. See Academic Calendar (page 4-6) for last days to withdraw without academic penalty.

Withdrawal from a Course or Courses

Students who withdraw from one or more courses must abide by the policy concerning "Withdrawal from the College" regulations. See Academic Calendar (page 4-6) for withdrawal deadline dates.
DEPARTMENT OF STUDENT SERVICES

Dean and Chairman
Anthony F. Russo, Professor; B.A., M.A.

Associate Deans
Marilyn Chernin, Associate Professor; B.A., M.A.
Murray S. Plissner, Associate Professor; B.A., M.A., Ph.D.

Professors
Michael Newman; B.A., M.A., Ph.D.
John Petrelli; B.A., M.A.

Associate Professors
Theresa M. Miller, B.A., M.S., Ph.D.
Irwin Rosenthal, B.A., M.A., Ph.D.
Eric Willner; B.A., M.S., Ph.D.

Assistant Professors
Martha Brown; B.S., M.S.W., M.A.
Uda Munroe Bradford; B.A., M.S.W.
Joyce Carter; B.A., M.A.
Otis Hill; B.S.
Oliver Klapper; B.A., M.A.

(Instructor, Career Counseling & Placement)
Carmel Kussman; B.A., M.A.
Muriel Langsam; B.A., M.A. (Coordinator Child Care Center)
H. Desmond Lewis; B.S., M.A. (Director, Financial Aid)
Paul W. Proctor; B.S., M.A., Ph.D.
William Rivers; B.S., M.S.W., (Director, College Discovery)
Joseph Rogers; B.A., M.S.Ed., S.T.B.
Leon Schein; B.A., A.M., Ed.D.
Alfredo Torres; B.S., M.S., Ph.D.

Instructors
Butler Dowery; B.S., M.S.
Maier Goldberg; B.A., M.A., M.S.
Marvin Gottfried; B.A., M.A.
Richard Mahler; B.S., M.A.
Cathy Perea; B.A., M.A., M.A.
Natalie Rubinton; B.A., M.S.
Jennifer Sahim; B.A., M.S.
Dale Wang; A.B., M.Ed.

Lecturers
Richard Trachtman; B.A., M.S.W.
Anne Winchell; B.A., M.A.

Adjunct Assistant Professors
Emily Aible; B.S., M.A.
Benjamin Greenblatt; B.A., M.A.

Adjunct Lecturers
Elliot Benay; B.A., M.A.
Norton Brenner; A.B., A.M., M.S.
Joel Friedman; A.A., B.A.
Megan Thom; B.S.
Norman Toback; B.A., M.S.
Clyde Wesley; B.A.

The Department of Student Services is dedicated to assisting students achieve self-understanding and direction to help them develop their maximum educational, social and personal potential. The Department cooperates in the finest intellectual training within a framework designed to highlight individual growth.

To aid students in their adjustment to the College community and toward the realization of their life and career goals during and beyond college, the Department offers a wide variety of services.
Academic Planning and Orientation

All new Kingsborough students are required to attend counseling conferences during their first year. An Orientation Conference held prior to registration, gives students an opportunity to learn about curricular, co-curricular, extra-curricular offerings and to meet one another, student government leaders, members of Administration, the Department, Counseling and Instructional staffs. Based on curriculum choice, freshmen are then divided into small groups for discussion and assistance from counselors, faculty advisors; peer advisors and student aides on academic requirements and course choices.

Counseling Services

Every Kingsborough student is assigned to a specific counselor who is available to evaluate progress, offer academic advice, discuss vocational, personal or social concerns and problems. The required counseling conferences between counselors and new students held during the first year include an initial meeting, a mid-semester evaluation conference for advance program planning, and a second semester summary conference to consider goals and achievements and how well they were met.

Career Counseling and Placement

Vocational counseling, career opportunities and occupational information is made available to all incoming freshmen, current students and Kingsborough’s Alumni. The office, Room T535, ext. 350, also serves as a central clearing house for off-campus part-and-full-time employment opportunities. “Career Day” meetings are arranged on campus so students can meet with corporation and business representatives for first-hand information on future employment opportunities.

Freshman Information-Counseling

All freshmen are required to take specified English Courses. Early in the term, counselors visit those English classes and give new students an additional orientation session. Subjects that are discussed concerning the college, include policies and procedures; the importance of knowing and meeting deadline dates; the advantages of pre-registration; the college’s financial aid programs, special services offered, etc. These classroom sessions also make possible immediate follow-up with any specific problems students face.

Referral Counseling Services

Students who require intensive help with individual problems can receive professional specialized counseling which is given on a strictly confidential basis. Where protracted or particular help is required, referrals are made to appropriate experts on campus, or in community resources or agencies.

Transfer Counseling

Students’ personal counselors explain and interpret transfer policies particularly as they relate to City University which guarantees that all CUNY Community College graduates be admitted to CUNY senior colleges (see page 49). College acceptance policies which require that certain conditions be met, are carefully spelled out in the Kingsborough Student Handbook, in various publications and in materials published by CUNY, SUNY, and other public and private senior and professional colleges and universities.

Course Offering

OR 11 EFFECTIVE STUDY

Fall or Spring 1 hr. 1 cr.

Small group discussion techniques are the basis for a course geared to help incoming freshmen meet typical problems encountered in college. The specific areas covered include study skills and habits, learning problems, career and program planning, college resources, adjustment to college life, and related problems.
Educational and Vocational Testing

As an outgrowth of student counselor-consultation testing for areas to be evaluated are selected. Testing and evaluation of vocational interests, academic skills, specialized abilities, aptitudes and other factors assist students with their educational and vocational plans.

Outreach

The purpose of this community mental health orientation program is to present preventive and remedial services which can actively and positively assist students and faculty. Among the programs available to achieve these goals are: Human Communications Workshop; Direct Involvement Program; Drug Education Counseling; Family Planning and Health Referral Center; Veterans Counseling; Textbook Reserve Library where copies of each textbook used in courses offered at Kingsborough are available for study.

College Discovery

The College Discovery Program was 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 (see page 19).

The success of the program at Kingsborough Community College has been notable. A recent survey indicated that more than 90% of this program's graduates have continued at senior colleges to earn advanced degrees. In the Fall, 1973 semester, twenty-two College Discovery students made the Dean's List and forty-nine, who earned a 3.0 index or better, were on the College Discovery Commendation list.

The College Discovery Program (Room T-236, ext. 206), at Kingsborough, is within the Student Services Department.

Co-Curricular Activities

The Student Services Department's co-curricular activities program was designed to enrich students' total college experience. These activities make possible contact with individuals of diverse backgrounds and interests in a variety of cultural and social activities; the development of talents, leadership, a sense of responsibility and an opportunity to serve the College and the community.

Organized and administered by students, with faculty advisors assistance, the activities are academic, cultural, educational and social. Included are team sports and athletics, dramatics, special interest groups, social groups, a radio station, newspaper and yearbook.

Students and faculty work together 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.

These are six student government councils, each representing a different curriculum area (business; evening studies; humanities; mathematics; public and health services, and social science).

The program includes the Campus Day Care Center where children of Kingsborough students are professionally cared for while their parents attend classes nearby. Funded by the Kingsborough Community College Association, the facility is under the direction of and administered by Kingsborough students-parents. Co-ordinator of the Center is Assistant Professor, Muriel Langsam.
Financial Aid

Financial assistance is available to students through programs administered by the College or by outside agencies. The aim 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 for admission, and students already enrolled in the College who are citizens or permanent United States residents, are invited to meet with a Financial Aid counselor to determine eligibility and type of assistance.

Financial aid programs currently available include:

I. SCHOLARSHIPS AND GRANTS

1. *New York State Regents Scholarships* - Based on competitive examination results - $250 to $350 a year, depending on family income.

2. *Agency Scholarships* - Kingsborough students may be eligible for scholarship assistance provided by various religious, fraternal and community agencies, business and industrial firms.

3. *Supplementary Educational Opportunity Grants* - Federal funds are allocated for grants to financially needy and educationally deserving students under the Higher Education Act of 1965. Amounts of from $300 to $1,000 depend on need, family ability to contribute and availability of funds. This grant cannot exceed one-half of the total financial aid "package" prepared for a student.

4. *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 require such assistance to pursue the course of study. The maximum Nursing scholarship a student may receive for any 12-month period may not exceed $1,500 or the amount needed, whichever is lesser.
II. LOANS

1. National Direct Student Loans - Provided under the National Defense Education Act - these loans, in amounts up to $1,000 per year, are available to eligible students. No payment is required during the student's attendance at college. Repayment, at an annual interest rate of 3%, starts nine months after graduation or termination, and may be extended over a ten-year period, depending on the amount borrowed. 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.

2. New York Higher Education Assistance Corporation Loans - loans are available through this agency for 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. The student begins to repay the loan nine months after education is terminated, 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.

3. 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 accept employment as full-time professional nurses in Federal government designated hospitals may have part of their loan indebtedness cancelled.

4. Kingsborough Community College Emergency Loan Fund - this fund enables 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.

5. Commercial Loan Programs - many banks, insurance companies, and finance corporations lend funds for educational purposes. In many cases these loans are made 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

College Work-Study Program provides jobs for students who must earn money while attending college. Students may work an average of 15 hours a week while they attend classes and up to 40 hours a week during vacation periods. Students are paid from $2.00 to $2.75 an hour and are employed on-campus or in approved off-campus positions. To qualify for the Work-Study Program, an applicant must have been accepted as a full-time student.

IV. GENERAL INFORMATION

Prospective students may apply for financial aid, when their admissions acceptance form is filed. Applications are available at the high school or Kingsborough's Financial Aid office - Room T-7107, ext. 231.
SPECIAL PROGRAMS

Members of the Administration and the faculty devised and operate a number of far-reaching "Special Programs" to help and benefit Kingsborough students. To assist the general college population and serve some specific members a variety of specialized programs are available.

Cuny Baccalaureate Degree Program

See page 16. Dr. Julio Hernandez-Miyares of the Kingsborough faculty is available on-campus, in Room T-4141, ext. 435, for advice and additional information concerning the program.

Cuny Study Abroad Program

See page 17. Dr. C. Frederick Stoerker of the Kingsborough faculty is the College's representative on the CUNY Advisory Committee for this program. He is available on-campus, in Room R-255, ext. 461, for advice and additional information concerning the program.

The Computer Center

Howard Rezinkoff, Director, B.B.A.
David Berger, Assistant Director, B.A., M.B.A.

The Kingsborough Community College Computer Center, located in the T-1 building, serves students involved in computer science and data processing, faculty engaged in research, and administrative departments requiring data processing support. The equipment includes an IBM 360/30. Unit Record equipment and keypunch machines. Immediate plans for expansion include terminals which will link Kingsborough with an IBM 370/168 at the CUNY Central Computing Facility. This will upgrade KCC's computing power and will make the very latest in computing equipment available to students and faculty.

The Computer Center is under the jurisdiction of the Dean of Instructional Services.

Cultural Affairs

Professional entertainment and "name" personalities are brought to the College campus during the entire school year. Students, faculty and community members are given the opportunity to see, hear and participate in many different art forms at nominal fees in an easily accessible, modern center. The presentations include a Performing Arts Festival, Children's theatre, concerts, dance, films, lectures, music, mime and plays.

Beginners, advanced and professional adults and children may take non-credit, low tuition classes in Music and Dance in a Saturday program. Enrolled students can use their talents and express their creativity in college theatre productions, orchestra, arts festivals, and in co-curricular activities (see page 31).

Professor Mortimer Becker is the Director of the Cultural Affairs program.
The Office is in Room S111, ext. 440.

Freshman Course Placement

Students who are accepted as matriculants are given "Placement Examinations," designed for evaluation purposes, in the vitally important areas of reading comprehension and mathematics. As a result of the Placement Examination scores, students are assigned to Freshman English and Mathematics classes which can best meet their individual educational needs and prepare them to successfully complete college requirements, fulfill their career plans and further their educational goals.
Placement Examinations

To help students achieve academic success at the College and continued growth in and outside the Kingsborough community, Placement Examinations in the vitally important areas of mathematics and reading comprehension are given to incoming freshman. To best meet a student's personal, educational and future professional needs, the examination scores are used to determine placement levels for assignment to proper Mathematics and Freshman English courses.

Health Services

All entering students are required to submit a Health-Medical form to the Health Service Office, Room T7118, ext. 214 (see page 25).

The Health Services Program begins with a thorough review of the medical examination report and the medical history submitted for each entering student. If medical attention is indicated, the College nurse refers students to their own physician and recommends suitable course program adjustment.

Students health records are kept under secure conditions and will be used only by authorized personnel and only for a students benefit.

First aid, emergency treatment, educational, preventative and advisory services are provided. A registered nurse is in attendance whenever classes are in session. Qualified physicians have regular office hours at the College. By appointment, students with special and specific health problems may see the doctors.

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

Health Services is within the Student Services Department and is staffed by Joseph Beller, M.D., Sylvia Minor, M.D., Shirley Bernard, R.N., Ruth Kahaner, R.N., Lillian Rubin, R.N.
Institute of Bilingual Studies

Since 1970 the Institute of Bilingual Studies has provided college-level instruction to Spanish speaking high school graduates whose knowledge of English is limited. Students in this program take credit granting college courses in Spanish while they learn to speak, read and write fluent English.

The program's objectives include: providing opportunities for post-secondary education to Spanish speaking New Yorkers; offering them instruction to further their educational goals; increasing their ability to function comfortably within this society's framework; encouraging appreciation of their native language and culture; stressing the importance of maintaining a viable identity within the Puerto Rican, or other Spanish minority, communities in New York.

The success of this program is evidenced by the fact that 100% of this program's graduates have continued for further university education and several are about to receive their M.A. degree.

The Institute of Bilingual Studies is part of the Department of Behavioral Sciences and Human Services. Associate Professor Benjamin Pacheco is the Director (Room S127, ext. 356).

Institute for Public Service

Since 1970, the Kingsborough Institute for Public Service has pursued its goal of education and service for the College and the community by making it possible for the entire college population to take an active part in social, economic, public service and political action projects. KIPS is involved in the development of selected credit courses which add off-campus service to formal on-campus training. Workshops are developed on timely topics of major campus interest and a channel is provided for campus and community to work on shared problems. KIPS compiles information, edits and distributes the Kingsborough Community Resources Handbook. Director of the KIPS program is Professor C. Frederick Storker (Room T255, ext. 461).

Instructional Resources Center

The Instructional Resources Center is a multi-faceted educational resource which offers a variety of non-print materials and media services. Among the materials available are motion pictures, audio and video tapes, slides, filmstrips, phonograph records and dictation discs. The Center, in Room T7101, ext. 371, maintains a complete television facility, audio studio for tape lessons and programs for playback and remedial use, graphic arts and photographic services. A professional media librarian is available for 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 (Room T7101, ext. 371). The Center is within the jurisdiction of the Dean of Instructional Services. Director of the Center is Jack Phillips; B.A., M.A. Staff includes Susan Schuster; B.A., M.A., M.L.S., Peter J. Utz, B.S. M.Ed., C.A.G.S., Ed.D.

Institute of Tutorial Services

In small group settings, tutoring is made available to Day and Evening Session students. Students who feel they could benefit from these services are invited to apply in the Institute's office, Room T-201, ext. 361, for tutoring in all academic and business areas. Director of the service is Naomi Glanzrock, B.A.

The Institute of Tutorial Services is administered by the Dean of Instructional Services.
LIBRARY

Chairman
Gordon A. Rowell; Professor; B.A., B.S., M.A.

Associate Professors
John Clune; A.B., M.L.S., M.A.
Florence Houser; B.A., B.S., M.A.
Sharad Karkhanis; Diploma, Bombay Library Association, India. B.A., M.L.S., M.A.
Adele Schneider; B.A., M.L.S., M.A.

Assistant Professors
Coleridge Orr; B.A., M.A., M.L.S.
Angelo Tripicchio; B.A., M.L.S.

Instructors
Anna Brady; B.A., M.L.S.
Frances Eagon; B.A., M.S.

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 57,000 carefully selected books, subscriptions to over 400 magazines and journals, more than 4,000 bound periodicals and over 4,000 microfilms. Additional resources include 3,000 pamphlets, government documents, career briefs, and special collections of maps and college catalogs. Professional librarians offer reference service and individual teaching assistance for the full utilization of all library resources.
SPORTS

Intramurals

The intramural activities program, geared to promote a wide variety of interests and skills, is under the auspices of the Health, Physical Education and Recreation Department. As part of the Physical Education program, it is a vital college activity. All levels of competition are provided to satisfy those who participate in the sports program.

The program consists of team tournaments, club programs, special events and recreational activities. Areas for participation include archery, one-on-one basketball, 5-man basketball, cycling, fencing, modern and folk dance, gymnastics, karate, sailing, skiing, softball, soccer, team football, co-ed bowling, tennis, volleyball, and general varied recreation services.

Athletics

The Athletic Program is renown in the northeastern part of the United States, offering men and women a wide range of opportunities for participation in various areas of sport. Emphasis is placed upon promoting enjoyment, fitness, skill development, knowledge, and sportsmanlike competition. Male varsity team programs function in the areas of baseball, basketball, bowling, cross-country, golf, soccer, tennis, track and field, and wrestling. For women, the growing program includes tennis, power volleyball varsity teams: basketball, bowling, cheerleading.

The women's program is sanctioned by the National Association of Intercollegiate Athletics for Women (N.A.I.A.W.).

The men's program is sanctioned by the Metropolitan Community College Athletic Conference (MCCAC) the local conference, and by the National Junior College Athletic Association (NJCAA) on a regional, district, and national basis. Kingsborough is a member of Region XV, District 1 of the NJCAA.

There are 22 regions and 8 more encompassing districts geographically within the NJCAA. Victorious teams in the Regional structure compete against each other to determine District champions in each sport. The 8 District champions in turn compete for National titles.

Director of the program is Associate Professor Ronald H. Gerwin.
EVENING STUDIES

Fred B. Malamet, B.A., M.A.
Assistant Dean of Faculty for Evening Studies, Continuing Education and Summer Session

Martin Schram, B.B.A., M.B.A.
Assistant to the Dean of Faculty for Evening Studies, Continuing Education and Summer Session

The Evening Studies Program is an important element in the Kingsborough educational framework. College-level study is offered to members of the community eager for the opportunity and able to meet college requirements. Students may choose to take part or full-time programs in subjects that are fundamental to degree programs as well as to professional and personal self-improvement programs. As not all degree programs can be realized by attending Evening Session courses, prospective students should consult members of the Evening Studies office—Room T7211, ext. 331—as to the degree programs offered.

The courses presented by the Evening Studies program serve:
1. Students who are unable to, or do not wish to, attend Day Session;
2. Adults from the business community who require credit courses for career advancement;
3. Adults interested in college courses for self-improvement, intellectual stimulation and cultural pursuits;
4. Super Citizens, 65 years of age and over, who desire further education on a tuition-free basis (see page 17);
5. Prospective degree candidates who are ineligible as Day Session matriculants. These students may be accepted by the Evening Session as non-matriculants:
   a) by satisfying change of curriculum requirements (see page 4-6) these students can matriculate and become degree candidates;
   b) by meeting deadline dates for filing (see page 19);
   c) by filing an official copy of high school transcript, diploma or G.E.D. score in the Registrar’s office.

* Note Exceptions:

Does NOT apply to students interested in the A.A.S. degree programs for Nursing, Child Care/Early Childhood Education, Community Mental Health Assistant, Recreation Leadership or in the A.S. degree programs in Fine Arts, Music and Theatre Arts. These curricula are offered only in Day Session. Evening Students who wish to pursue these studies must first matriculate into an Evening Session curriculum. To make the change, students must consult with an Evening Session counselor or the Head of the Department to obtain advice concerning necessary course work.

All Evening students should consult with an advisor to assure that courses fulfill requirements for matriculation or degree.
CONTINUING EDUCATION

The Continuing Education Program was designed to meet specific community needs and individual interests.

Non-credit courses, for self-improvement and expression, include areas such as sculpture, painting, photography, yoga, income tax preparation, psychology, and music. Special courses are offered to help fill the critical shortages of skilled personnel, such as preparing supermarket management personnel and employees in other areas as needs are indicated.

Continuing Education courses do not necessarily coincide with the regular academic schedule. On request, to meet demonstrated needs and interests, they can be presented off-campus.

SUMMER SESSION

The Summer Session's six-week day and evening classes were designed to accommodate:

- Kingsborough students who need additional credits to graduate on schedule;
- non-matriculated students;
- incoming freshmen who want advanced standing;
- students eager to earn additional credits by taking more elective courses;
- visiting students enrolled in other colleges and universities.
MATRICULATION

Matriculants are those students who attend the College for the purpose of pursuing a degree program in a specific curriculum.

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. Under certain conditions and ONLY AFTER discussion with an assigned counselor may a student have the program reduced to nine contact hours. Less than that amount will result in loss of matriculated status at the end of the semester.

Evening Session matriculated students must complete a minimum of three credits during each academic year in order to maintain matriculated status at the College.

Candidates for graduation who require less than the prescribed minimum are exempt from this policy.

Students who do not maintain satisfactory indexes as outlined in the sliding probation scale policy will be subject to loss of matriculation (see page 45).

* (Contact hours are the number of hours a class meets each week during a regular semester. Students should note hours and credits of course descriptions as some courses meet for more hours than credits assigned to them.)

CHANGE IN STATUS

All non-matriculated students must meet the following common criteria in order to change from non-matriculated to matriculated status.

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

II. all credits for matriculation, to be counted in the cumulative index, must be completed at Kingsborough.

III. a minimum of three specified courses must be completed. The choice depends upon the curriculum into which matriculation is planned.

IV. The specified courses must include:
   1. completion of English 12 or an equivalent;
   2. a Mathematics or Science course;
   3. a choice among courses which will meet the curriculum major requirements;

   * Students should consult with an advisor concerning these choices.

V. an official copy of high school transcript or diploma or GED score must be on file with the Registrar.

Applications for matriculation must be filed with the Registrar's Office during the semester that the requirements are fulfilled. See pages 4-6 for filing dates.
Standard Grades

At the end of a semester students receive an official grade for each course. This becomes part of the permanent record. The standard grades are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Equivalent</th>
<th>Percentage</th>
<th>Level of Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td></td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td></td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td></td>
<td>Fair or Average</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td></td>
<td>Below Average but Passing</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td></td>
<td>Failure</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td></td>
<td>Withdrawal (Without Penalty)</td>
</tr>
<tr>
<td>WF</td>
<td></td>
<td></td>
<td>Withdrawal (With Failure)</td>
</tr>
<tr>
<td>NC*</td>
<td></td>
<td></td>
<td>No Credit</td>
</tr>
</tbody>
</table>

*Courses failed in the first semester* (Courses failed in the first semester) by fulfilling Instructor’s course requirements)

INC
Incomplete (Changed to an “F” if not removed within six months by fulfilling Instructor’s course requirements)

* Only incoming freshmen who do not achieve a passing grade in a course taken during their first semester are assigned a “NC” grade by the instructor.

**NOTE:** Grades cannot be altered by repeating a course. Students may register for a course only if they received an “F”, “W”, “WF” or “NC” grade.

Grade Point Index

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

Total 16 Grade Point 34

Grade Point Index (34 divided by 16) = 2.125 or just above “C” average.
Grades, Change of
  Students may request review of a final grade no later than the end of the semester following that in which the grade was given.
  Special requests and petitions relating to academic standing should be addressed to the Chairman of the Committee on Admissions and Academic Standing.

Honors
  Students who complete 15 credits in a semester with a "B" index (3.0) are eligible for the Dean's List for the semester in which the superior record is achieved. Attainment of the Dean's List becomes a part of the student's permanent record and appears on all transcripts.
  Eligibility for the Dean's List is open to matriculated students carrying programs of not less than 15 credits.

Honor Societies
  MU ALPHA THETA
  Junior College Honor Mathematics Society
  Sponsored by the Mathematical Association of America, membership is open to students who have completed six credits or more in mathematics, have maintained at least a "B" index in that discipline, and receive the recommendation of the Mathematics Department Faculty.

  PHI THETA KAPPA
  National Junior College Honor Society
  Society members are selected based on the excellence of their academic performance.
  Students who completed 45 credits or more, with at least 30 of them in residence at Kingsborough, and have earned a cumulative index of 3.7 or higher, are invited to join the Society.

Mid-term Reports
  Mid-term reports are provided by Instructors but are not entered on the permanent record.

WITHDRAWAL FROM COLLEGE
  Students who contemplate such action should first discuss the matter with a counselor to see if alternatives are possible and advisable. If it is necessary, proper forms must be filed with the Registrar's Office (See page 25).

WITHDRAWAL FROM A COURSE
  After consultation with a counselor and before such action is taken, the proper forms must be filed with the Registrar's Office (See page 25). The date that a change of program or withdrawal form is filed with the College—not the last date of class attendance—is considered the official date of withdrawal from the course.
  Official withdrawal from courses by the end of the eighth week of classes receives a "W" (Withdrawal Without Penalty) grade regardless of whether the student is passing or failing at the time of withdrawal.
  Official withdrawal after the eighth week of classes receives a grade of either:
  "W" (Withdrawal Without Penalty) if the student is passing at the time of withdrawal or,
  "WF" (Withdrawal With Failure) if the student is failing at the time of withdrawal.
  The determination of grades for students who withdraw from courses is made by the Instructor. Students should check academic calendar, page 4-6 for withdrawal deadlines.
GRADUATION REQUIREMENTS

Graduation with any of the degrees offered requires a minimum "C" average which is a 2.0 index.

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** which all students must take; (2) **Group requirements**, limited course choices within five general areas; (3) **Free electives** which students may choose from the entire range of course offerings.

**Required courses** of 12 to 18 credits are in English, Health Education and Physical Education. Eight or ten credits of English are required depending on the results of the incoming "Placement Examination" given prior to the start of the first semester. Corrective speech and/or remedial mathematics may be required.

**Group requirements** of 35 credits are chosen from the Performing and Visual Arts, Language* and Literature, Social Science, Behavioral Science, and Mathematics and Science. The choices serve as a foundation for future academic studies and depend upon background, interests, area of specialization, and future career goals.

**The free electives**, 11-17 credits, may be chosen from groups already mentioned or from any other courses offered at the College.

* Entering freshmen who wish to continue with the foreign language studied in high school must take the MLA Placement Examination. Placement recommendations are given to students by the Department of Foreign Languages.

Students initially matriculated for the Associate in Science (A.S.) degree or 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) **Free electives**; (4) **Department or curriculum requirements**.

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

A detailed statement of all A.S. and A.A.S. degree requirements for students initially matriculated as of the fall 1973 semester are in the Degree Programs section of the catalog.

In all the degree programs, Students matriculating from September 1971 through February 1973 should see the 1973 catalog for detailed credit and course requirements.

Students initially matriculated before the Fall 1971 should refer to the 1970-71 catalog for credit and course requirements.
TRANSFER TO SENIOR COLLEGES AND UNIVERSITIES

Cuny Transfer Policies
for Graduates
A Kingsborough graduate who earned any one of the three degrees (A.A, A.S., A.A.S.) is guaranteed:
1. admission to a CUNY senior college (usually, but not always, the first choice);
2. that there will be no requirement to make up high school deficiencies;
3. transfer of a minimum of 64 credits to the admitting senior college;
4. that it will not be necessary, under ordinary conditions, to earn more than the 128 credits usually needed to earn a Bachelor of Arts or Bachelor of Science degree. Some additional credits may be required if the major field has been changed or if prerequisites are lacking for that major.

If a student who earned an A.A.S. degree at Kingsborough makes a change in the senior college into a program indirectly related to the former major, or into a Liberal Arts program, the new major department will evaluate the academic background and will then plan a prescribed program of 60 to 70 credits.

for Non-Graduates
Students who wish to transfer before earning their degree must meet certain requirements. They should consult with their counselor or the Admissions Office of the CUNY unit they wish to enter.

Sunny Transfer Policy
Kingsborough graduates are considered for entrance into upper division units and are usually accepted though not necessarily into the college of their first choice.

Private College Transfer Policies
Interested students should check on available literature at Kingsborough, obtain information from the college they wish to attend, and check with their counselor.
Students considering transfer should also see pages 19 and 20 for other information and application deadline dates.

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.
The courses to be taken are divided among:
1. Required, (which all students take);
2. Group, (students have limited course choices within five general areas);
3. Free Electives (students make their choices from among the entire range of course offerings).

It is important that students plan their studies each semester by giving careful attention to the requirements of the individual degree program, and of the senior college being considered for transfer. Student Services Counselors are available with advice, assistance, guidance and information (see page 30).
INDEPENDENT STUDY

The College offers Independent Study Courses in almost every area of study. They are designated by the numbers 81 immediately following course code letters. They must be compatible with the intent and objectives of the course and may be given as seminars, workshops and individual and/or group research.

Successful completion of "81" courses requires from 1 to 3 hours per week and earns from 1 to 3 credits. Enrollment is limited to upper freshmen and sophomore students who have:

- overall "B" index in the subject area;
- approval from the Department Chairman.

Students pursuing Independent Study courses will NOT be allowed to take more than 6 credits in an area and NOT total more than 12 credits in Independent Study.
DEGREE PROGRAMS

It is assumed that every student entering Kingsborough Community College is committed to taking full advantage of the opportunities provided for a quality education.

In setting forth the guidelines for those seeking the Associate in Arts (A.A.) degree, Associated in Science (A.S.) degree, and Associate in Applied Science (A.A.S.) degree, the College is concerned with helping to mark the road toward a college experience that will help students set a firm foundation upon which they will build their future careers.

The Associate in Arts (A.A.) degree

This program is particularly designed for students who enter with definite plans to continue their studies at a four-year college. It is awarded upon satisfactory completion of required credits for Liberal Arts.

The Associate in Science (A.S.) degree

These programs are especially appropriate for students who enter uncertain concerning their future plans, not sure if they will wish to or be able to continue for advanced degrees or will prefer to go into work-world immediately after graduation. For this group the programs offered include Biology, Chemistry, Computer Science, Fine Arts, Mathematics, Music, Physics, Pre-Physical Therapy, Speech and Theatre Arts.

The Associate in Applied Science (A.A.S.) degree

These programs are for students who wish career flexibility so that they can, if they wish, enter the work-world on a semi-professional level immediately after graduation or continue for further education. The Career programs offered include Accounting; Business Administration; Child Care/Early Childhood Education; Civil and Public Administration; Community Mental Health Assistant; Data Processing; Nursing; Recreation Leadership; Retail Business Management, with an option in Supermarket Managing; Secretarial Science with the Executive, Legal, Medical or School Secretary options.

In all the degree programs a student must have earned at least a "C" index and have fulfilled all requirements to be certified for the degree.

The Associate in Arts (A.A.) degree

Students are exposed to the humanities, social sciences, natural sciences and mathematics. The objectives are similar to the prescribed courses frequently found in the first two years of baccalaureate liberal arts programs. Attention is focused on advanced and specialized courses of interest and concern.

Students who plan to continue for a bachelor’s degree in a senior college find that their A.A. degree serves as the first two years of the four-year degree program. Provisions for smooth transfer between 2- and 4-year CUNY, SUNY and many private colleges are in effect (see page 30).
Liberal Arts

A.A. DEGREE—Total Credits Required

(A) COLLEGE Required Courses (12 to 18 credits)

I. English 12 and English 22
   or, (depending on required Placement Examination score)
   English 13 and English 23 10 credits

II. Health Education 11 2 credits

III. Physical Education (2 courses) 2 credits

IV. Corrective Speech (if assigned) 3 credits

V. Mathematics 05 (assignment to this course depends on required Placement Examination score) 1 credit

(B) GROUP Required Courses 35 credits

I. Performing and Visual Arts
   (excluding
   Art & Music Studio Courses
   Theatre Production & Technique

   In 2 subject areas
   for a minimum of .......... 6 credits

   Art
   Music
   Speech
   Theatre Arts

II. Language & Literature
    (continuing)

   Foreign Language *
   Literature
   Philosophy

   In 2 subject areas
   for a minimum of .......... 6 credits

III. Social Science

   Economics
   History
   Political Science

   For minimum of .......... 6 credits

†Entering freshman who wish to continue the foreign language studied in high school must take the MLA Placement Examination. Placement recommendations are given by the Foreign Language Department.

IV. Behavioral Sciences

   In 2 subject areas
   for a minimum of .......... 6 credits

   Anthropology
   Psychology
   Sociology

V. Mathematics and Science

   In 2 or more subject areas
   for a minimum of .......... 11 credits

   Biological Science
   Mathematics & Computer Science
   Physics
   Chemistry
   Earth Science

(C) Free Electives

   for a minimum of .......... 11 to 17 credits

Chosen from any area of study offered at the College.
The Associate in Science (A.S.) degree

These programs are especially designed for students who enter college uncertain concerning their future plans. For those who are unsure whether they will wish to, or be able to, continue for advanced degrees or, if their preference will be to go into the work-world immediately after graduation, the programs offered include Biology, Chemistry, Computer Science, Mathematics, Physics, Pre-Physical Therapy, Fine Arts, Music, Theatre Arts.

A student must earn at least a "C" index and have fulfilled all degree requirements to be certified for the A.S. degree.

Graduation Course Requirements *

Associate in Science (A.S.) Degree Programs

Biology, Chemistry, Computer Science, Mathematics, Physics and Pre-Physical Therapy courses were designed for students who intend to pursue a Bachelor's degree with specialization in mathematics or the sciences. Introductory science laboratory courses and a grounding in mathematics form the core of these programs. They provide a sound foundation and permit students opportunities for exploration and limited specialization in their major field. The perfect foundation is set after graduation for transfer to a four-year college or for accepting a position in the field of their choice.
<table>
<thead>
<tr>
<th>Subject</th>
<th>Requirements</th>
<th>Course Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>Page 58</td>
<td>Page 105-106</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Page 59</td>
<td>Page 172-173</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Page 60</td>
<td>Page 162</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Page 61</td>
<td>Page 156-164</td>
</tr>
<tr>
<td>Physics</td>
<td>Page 62</td>
<td>Page 175-176</td>
</tr>
<tr>
<td>Pre-Physical Therapy</td>
<td>Page 63</td>
<td>Page 105-164</td>
</tr>
</tbody>
</table>

*For students matriculating or making a curriculum change ON or AFTER September 1973.*
In addition to fulfilling course requirements specified by the Department in which the major is being pursued (see following pages), ALL A.S. degree students majoring in a Mathematics or Science program, MUST fulfill:

(A) **COLLEGE** Required Courses

I. English 12 and 22  
   or, (depending on Placement Examination score)  
   English 13 and 23 10 credits  
II. Health Education 11  
III. Physical Education (2 courses)  
IV. Corrective Speech (if assigned) 3 credits

(B) **GROUP** Required Courses

I. Performing and Visual Arts  
   (excluding -  
   Art & Music Studio courses.  
   Theatre Production & Technique courses.)  
   Art  
   Music  
   Speech  
   Theatre Arts  
II. Language and Literature  
   Foreign Language †  
   Literature  
   Philosophy  
III. Social Science  
   Economics  
   History  
   Political Science  
IV. Behavioral Sciences  
   Anthropology  
   Psychology  
   Sociology  
V. Mathematics and Science  
   Biological Science  
   Mathematics and Computer Science  
   Physical Science

† Entering freshman who wish to continue the foreign language studied in high school must take the MLA Placement Examination. Placement recommendations are given by the Foreign Language Department
Biology

Biological studies open the doors toward understanding individuals, the environment in which they live, and their development from the beginning of life to genetic changes and the affects of adverse or beneficial conditions on living organisms. A special concentration in Environmental Science is also offered by this Department. Successful attainment of the 64 credits required for graduation in either area prepares students for immediate entry into the field or for transfer to a senior college for further degrees.

BIOLOGY PROGRAM

A.S. DEGREE—Total Credits Required

(A) COLLEGE and (B) GROUP Required Courses (page 57)

(C) DEPARTMENT—Required Courses:‡‡

I. Biology (course descriptions page 105-106)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-14</td>
<td>8</td>
</tr>
<tr>
<td>41</td>
<td>4</td>
</tr>
<tr>
<td>52</td>
<td>4</td>
</tr>
<tr>
<td>55</td>
<td>4</td>
</tr>
<tr>
<td>Elective for</td>
<td>4 credits</td>
</tr>
</tbody>
</table>

II. Chemistry (course description page 172-173)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-12</td>
<td>4</td>
</tr>
<tr>
<td>41</td>
<td>4</td>
</tr>
</tbody>
</table>

III. Mathematics (course descriptions page 156-164)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>4</td>
</tr>
</tbody>
</table>

‡‡Department Requirements meet Group Requirements where appropriate.

Requirements for matriculants from Fall 1971 to Spring 1973

<table>
<thead>
<tr>
<th>College Requirements</th>
<th>Department Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12</td>
<td>BIO 13-14</td>
</tr>
<tr>
<td>HE 11</td>
<td>BIO (any)</td>
</tr>
<tr>
<td>PE (any)</td>
<td>CHEM 11-12</td>
</tr>
<tr>
<td>Group a*</td>
<td>MATH 14</td>
</tr>
<tr>
<td>Group b†</td>
<td></td>
</tr>
</tbody>
</table>

* Group a - Choice from the following in at least 3 different subject areas for a minimum of 12 credits: 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.

† Group b - Choice from the following for a minimum of 4 credits: Biology, Chemistry, Computer Science, Mathematics, Physics, Science, and such other subjects as may be added by action of the Faculty.
Chemistry

Since ancient times, the study of the nature, composition and activity of various substances has been actively pursued. Spectacular advances in chemical knowledge and its use has opened the field for graduates who obtain the 64 credits required for successful completion of this program to immediately pursue a career in their field or to continue their studies in a senior college to acquire advanced degrees in the sciences.

CHEMISTRY PROGRAM

A.S. Degree—Total Credits Required 64

(A) COLLEGE and (B) GROUP Required Courses (page 57)

(C) DEPARTMENT—Required Courses

<table>
<thead>
<tr>
<th>College Requirements</th>
<th>Department Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12</td>
<td>CHEM 11-12</td>
</tr>
<tr>
<td>HE 11</td>
<td>CHEM 31-32</td>
</tr>
<tr>
<td>PE (univ)</td>
<td>PHYS 13-14</td>
</tr>
<tr>
<td>Group a</td>
<td>MATH 15-16</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td>Group b †</td>
<td>MATH 17-18</td>
</tr>
</tbody>
</table>

†Group a - Choice from the following in at least 3 different subject areas for a minimum of 12 credits - 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.

‡Group b - Choice from the following for a minimum of 4 credits - Biology, Chemistry, Computer Science, Mathematics, Physics, Science, and such other subjects as may be added by action of the Faculty.
Computer Science

A demanding, technical, highly developed program which needs sixty-eight credits for graduation. Computer Science majors require mathematical excellence, sincere interest, self-motivation, self-discipline, homework, and study-time. Upon graduation, rewards may be a self-fulfilling place in this increasingly important industry or the ability to transfer to a senior or professional college to earn an advanced degree.

COMPUTER SCIENCE

A.S. Degree—Total Credits Required

<table>
<thead>
<tr>
<th>(A) COLLEGE and (B) GROUP Required Courses (page 57)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(C) DEPARTMENT—Required Courses ††</td>
</tr>
</tbody>
</table>

I. Computer Science (course descriptions page 162)
   - 13-14 credits
   - 35-36 credits

II. Mathematics (course descriptions page 156-164)
   - 15-16 credits
   - 55-56 credits
   - 21 credits

III. Laboratory Science (course descriptions page 177-178)
   - Elective for 8-10 credits

††Department Requirements meet Group Requirements where appropriate.

Requirements for matriculants from Fall 1971 to Spring 1973

<table>
<thead>
<tr>
<th>College Requirements</th>
<th>Department Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12</td>
<td>COMP SCI 13, 14</td>
</tr>
<tr>
<td>HE 11</td>
<td>COMP SCI 35, 36</td>
</tr>
<tr>
<td>PE (any)</td>
<td>MATH 15-16</td>
</tr>
<tr>
<td>Group a*</td>
<td>55-56</td>
</tr>
<tr>
<td>Group b†</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>LAB SCI</td>
</tr>
</tbody>
</table>

* Group a - Choice from the following in at least 3 different subject areas for a minimum of 12 credits - 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.

† Group b - Choice from the following for a minimum of 4 credits - Biology, Chemistry, Computer Science, Mathematics, Physics, Science, and such other subjects as may be added by action of the Faculty.

60
Mathematics

To earn the sixty-eight credits required for graduation, students in this program must start with an aptitude for figures and a sincere interest in the science of mathematics; must have earned good mathematics grades in high school and have a natural grasp of mathematical formulas. Successful completion of the program gives graduates the choice of seeking employment in the field in various commercial areas or of continuing to use the gained knowledge by transferring to a senior college for advanced degrees.

MATHEMATICS

A.S. Degree—Total Credits Required

<table>
<thead>
<tr>
<th>(A) COLLEGE and (B) GROUP Required Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>(C) DEPARTMENT—Required Courses ‡‡</td>
</tr>
</tbody>
</table>

I. Mathematics (course descriptions page 156-167)

- 15-16: 8 credits
- 21-55: 7 credits
- 56: 3 credits

II. Computer Programming (course descriptions page 162)

- 51: 4 credits

III. Mathematics or Computer Programming

- Elective for: 8 credits

IV. Laboratory Science (course description page 177-178)

- Elective for: 10 credits

‡‡Department Requirements meet Group Requirements where appropriate.

Requirements for matriculants from Fall 1971 to Spring 1973

<table>
<thead>
<tr>
<th>College Requirements</th>
<th>Department Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12</td>
<td>MATH 15-16</td>
</tr>
<tr>
<td>HE 11</td>
<td>MATH 56</td>
</tr>
<tr>
<td>PE (any)</td>
<td>MATH 21-55</td>
</tr>
<tr>
<td>Group a*</td>
<td>MATH or COMP PRO (any)</td>
</tr>
</tbody>
</table>

Group b: 16 credits

<table>
<thead>
<tr>
<th>COMP PRO 51</th>
<th>LAB SCI</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 credits</td>
<td>8-10 credits</td>
</tr>
</tbody>
</table>

* Group a - Choice from the following in at least 5 different subject areas for a minimum of 12 credits - 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

‡Group b - Choice from the following for a minimum of 4 credits - Biology, Chemistry, Computer-Science, Mathematics, Physics, Science, and such other subjects as may be added by action of the Faculty.
Physics

Students who major in this highly technical field need sixty-four credits for graduation. Commitment, interest, and good mathematical background are essential to successfully function in this constantly expanding and demanding science. Successful completion of the program permits transfer to a senior or professional college where advanced degrees may be earned, or to a position in the field.

PHYSICS

A.S. Degree—Total Credits Required (A) COLLEGE and (B) GROUP Required Courses (page 57)
(C) DEPARTMENT—Required Courses  

I. Physics (course descriptions page 175-176)  
10 credits  
13-14  
Elective for  
8 credits  

II. Chemistry (course descriptions page 172-173)  
11-12  
8 credits

III. Mathematics (course descriptions page 156-164)  
15-16  
or  
17-18  
8 credits

††Department Requirements meet Group Requirements where appropriate.

Requirements for matriculants from Fall 1971 to Spring 1973

<table>
<thead>
<tr>
<th>College Requirements</th>
<th>Department Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12</td>
<td>4-6 credits</td>
</tr>
<tr>
<td>HE 11</td>
<td>2 credits</td>
</tr>
<tr>
<td>PE (any)</td>
<td>2 credits</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Group a*</td>
<td>12 credits</td>
</tr>
<tr>
<td>Group b†</td>
<td>16 credits</td>
</tr>
</tbody>
</table>

* Group a - Choice from the following in at least 3 different subject areas for a minimum of 12 credits - 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.

† Group b - Choice from the following for a minimum of 4 credits - Biology, Chemistry, Computer Science, Mathematics, Physics, Science, and such other subjects as may be added by action of the Faculty.
Pre-Physical Therapy

With this deeply needed skill, physical therapists can find useful, fulfilling employment in hospitals, schools, and doctors' offices. Graduates of this program, which requires successful completion of 64 credits, may transfer to senior colleges to continue their studies and qualify for acceptance by the American Physical Therapy Association and take the New York State Examination for physical therapists.

PRE-PHYSICAL THERAPY

A.S. DEGREE—Total Credits Required 64

(A) **COLLEGE and (B) GROUP Required Courses** (page 57)

(C) **DEPARTMENT Required Courses**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Biology (course descriptions page 105-106)</td>
<td>8 credits</td>
</tr>
<tr>
<td>II. Chemistry (course descriptions page 172-173)</td>
<td>8 credits</td>
</tr>
<tr>
<td>III. Physics (course descriptions page 175-176)</td>
<td>10 credits</td>
</tr>
<tr>
<td>IV. Mathematics (course descriptions page 156-164)</td>
<td>4-8 credits</td>
</tr>
</tbody>
</table>

††Department Requirements meet Group Requirements where appropriate.

**Requirements for matriculants from Fall 1971 to Spring 1973**

<table>
<thead>
<tr>
<th>College Requirements</th>
<th>Department Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12</td>
<td>BIO 11, 12</td>
</tr>
<tr>
<td>HE 11</td>
<td>CHEM 11, 12</td>
</tr>
<tr>
<td>PE (any)</td>
<td>MATH 15, 16</td>
</tr>
<tr>
<td>Group A *</td>
<td>PHYS 11, 12</td>
</tr>
<tr>
<td>Group B ‡</td>
<td></td>
</tr>
</tbody>
</table>

* Group A - Choice from the following in at least 3 different subject areas for a minimum of 12 credits - 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.

‡ Group B - Choice from the following for a minimum of 4 credits - Biology, Chemistry, Computer Science, Mathematics, Physics, Science, and such other subjects as may be added by action of the Faculty.
Graduation Course Requirements*

The Associate in Science (A.S.) Degree

Fine Arts, Music, and Theatre Arts courses were designed for students with devotion and interest in the specialization in which they have demonstrated their talents. Students in these programs receive sound educational background plus development of their artistic talents and potential. Upon graduation, students have a foundation upon which to start work in the special art they chose as their major or to continue at a senior or professional college for advanced degrees.

<table>
<thead>
<tr>
<th>Fine Arts</th>
<th>Requirements</th>
<th>Page 66</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course Descriptions</td>
<td>Page 85-89</td>
</tr>
<tr>
<td>Music</td>
<td>Requirements</td>
<td>Page 67</td>
</tr>
<tr>
<td></td>
<td>Course Descriptions</td>
<td>Page 165-168</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>Requirements</td>
<td>Page 67</td>
</tr>
<tr>
<td></td>
<td>Course Descriptions</td>
<td>Page 186-190</td>
</tr>
</tbody>
</table>

* For students matriculating, or making a curriculum change, ON or AFTER September 1973.
In addition to fulfilling course requirements specified by the Department in which the major is being pursued (see following pages) ALL A.S. degree students majoring in one of the Arts Programs MUST fulfill
(A) COLLEGE Required Courses:
   1. English 12 and 22 or (depending on Placement Examination score) English 13 and 23 10 credits
   2. Health Education 11 2 credits
   3. Physical Education (2 courses) 2 credits
   4. Corrective Speech (if assigned) 3 credits
   5. Mathematics 05 (assignment to this course depends on required Placement Examination score) 1 credit
(B) GROUP Required Courses:
   I. Performing and Visual Arts 3 credits
      (excluding
      Art & Music Studio courses,
      Theatre Production & 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 Sciences 3 credits
      Anthropology
      Psychology
      Sociology
   V. Mathematics and Science 6 credits
      Biological Science
      Mathematics and Computer Science
      Physical Science
   VI. Electives from * groups for 6 credits

   * Elective courses in which interested. The foreign language student in high school must take the MTA Placement Examination.
   * Electives recommended and required by the Foreign Language Department.
Fine Arts

This is the first, and thus far exclusive, CUNY Community College Fine Arts program. Pre-evaluation of artistic portfolio is required for acceptance and successful completion of sixty-four credits is required for graduation. Graduates will be able to pursue careers in the art field. However, the courses were designed to serve as an outstanding beginning for transfer to private four-year colleges, or senior units of CUNY or SUNY, or institutes for professional artists.

FINE ARTS PROGRAM

A S Degree—Total Credits Required

(C) DEPARTMENT—Required Courses

I. Art (course description on page 85-89)
   Required of all entering ART majors
      33
      57
      3 credits
      2 credits

II. For Drawing and Painting
      59
      3 credits
      For Media and Graphics
      66
      3 credits
      For Sculpture
      61
      3 credits
      For Art History
      34
      3 credits

III. After completion of the first semester, prospective Art majors must submit a portfolio of their studio work to continue in the A.S. degree program in Fine Arts. This portfolio will be examined by a committee of the faculty who will assign an advisor to each student. Advisors must then be consulted for the necessary additional courses and credits students will need to satisfy the curriculum requirements.

††Departmental Requirements meet Group Requirements where appropriate.
Music

Acceptance into this program is based upon musical talent, ability, and Placement Examination scores. Successful completion of the 64 credits required for graduation effects a smooth transfer to private four-year colleges, conservatories, or senior units of City University of New York or of State University of New York.

MUSIC PROGRAM

A.S. Degree—Total Credits Required 64

(A) COLLEGE and (B) GROUP Required Courses (page 65)

(C) DEPARTMENT—Required Courses t t

I. Music (course descriptions page 165-168)
   32, 33, 34, 35  12 credits
   36, 37, 38, 39  8 credits
   51, 52  6 credits
   III. Orchestra, Band or Chorus  4 credits

++Departmental Requirements meet Group Requirements where appropriate.

Theatre Arts

This is the only two-year Theatre Arts Program on the CUNY stage. Upon graduation, students may use their sixty-four to sixty-eight credits (depending upon area of concentration) to transfer to a professional or senior college and to use their developed potential for a career in that creative art which makes up the glamorous and educational world that is the Theatre.

THEATRE ARTS PROGRAM

A.S. Degree—Total Credits Required 64-68

(A) COLLEGE and (B) GROUP Required Courses (page 65)

(C) DEPARTMENT—Required Courses t t

I. Th A (course descriptions page 186-190)
   50  3 credits
   51  3 credits
   52  4 credits
   55  3 credits
   56  3 credits
   59 for  3 credits
   II. Electives (see Department Advisor) for 7-8 credits

++Departmental Requirements meet Group Requirements where appropriate.
Graduation—Course Requirements
Associate in Applied Science (A.A.S.) Degree Programs

These programs are designed to accommodate students who wish to enter the career of their choice immediately upon graduation from the College.

Kingsborough’s offerings include the BUSINESS CAREER Programs in Accounting, Business Administration, Data Processing; Retail Business Management, with an option in Supermarket Management; Secretarial Science with options for Executive, Legal, Medical, and School Secretaries; and the HEALTH and SOCIAL SERVICE Programs in Child Care/Early Childhood Education, Civil and Public Administration; Community Mental Health Assistant, Educational Associate, Nursing, Recreation Leadership.

A student must earn at least a "C" index and have fulfilled all degree requirements to be certified for the A.A.S. degree.

---

Graduation—Course Requirements
Associate in Applied Science

A A.S. Degree Programs

Business—Career Oriented Majors

ACCOUNTING

Requirements
Course Descriptions

BUSINESS ADMINISTRATION

Requirements
Course Descriptions

DATA PROCESSING

Requirements
Course Descriptions

RETAIL BUSINESS MANAGEMENT

(including option in Supermarket Management)

Requirements
Course Descriptions

SECRETARIAL SCIENCE

(including options in:

Executive
Legal
Medical
School)

Requirements
Course Descriptions

---

*For students entering 1973, or making a curriculum change ON or AFTER November 1972.
In addition to fulfilling course requirements specified by the Department in which the major is being pursued (see following pages), ALL A.S. degree students majoring in a Business-Career program MUST fulfill

(A) COLLEGE Required Courses

I. English 12 and 22 8 credits
   or. (depending on Placement Examination score)
   English 13 and 23 10 credits
   II. Health Education 11 2 credits
   III. Physical Education (2 courses) 2 credits
   IV. Corrective Speech (if assigned) 3 credits
   V. Mathematics 05 (assignment to this course 1 credit
      depends on required Placement
      Examination score)

(B) GROUP Required Courses

Choose 3 from I thru IV
for 12 credits

    I. Performing and Visual Arts
       (excluding)
       Art & Music Studio Courses
       Theatre Production & Technique Courses
       Art
       Music
       Speech
       Theatre Arts

    II. Language and Literature
        Foreign Language
        Literature
        Philosophy

    III. Social Science
        Economics
        History
        Political Science

    IV. Behavioral Sciences
        Anthropology
        Psychology
        Sociology

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

1. Entering freshmen who wish to continue the foreign language student in high school must take the MLA Placement Examination.
2. Placement requirement/hibbits are given by the Foreign Language Department.
Accounting

Students in this program are given a sound foundation in accounting principles and
theory. Skills and knowledge are developed in classroom, lecture and laboratory sessions.

ACCOUNTING PROGRAM

A.A.S. Degree—Total Credits Required

(A) COLLEGE and (B) GROUP Required Courses (page 69).

(C) DEPARTMENT—Required Courses

I. Accounting (course descriptions page 109-110)
   11:12
   21:22
   31:32
   41

II. Business Administration (course descriptions page 112-113)
   11:12
   60

III. Economics (course descriptions page 114)
   12:14

Requirements for matriculants from Fall 1971 to Spring 1973

<table>
<thead>
<tr>
<th>College Requirements</th>
<th>Department Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12</td>
<td>ACCT 11:12</td>
</tr>
<tr>
<td>HI 11</td>
<td>ACCT 21:22</td>
</tr>
<tr>
<td>PS 12</td>
<td>ACCT 31:32</td>
</tr>
<tr>
<td>Group A</td>
<td>ACCT 41</td>
</tr>
<tr>
<td>Group B</td>
<td>ID 11:12</td>
</tr>
<tr>
<td></td>
<td>ECO 12:14</td>
</tr>
</tbody>
</table>

* Group A: Choose from the following or at least 3 different subject areas for a minimum of 12 credits: 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.

† Group B: Choose from the following for a minimum of 4 credits: Biology, Chemistry, Computer Science, Mathematics, Physics, Science, and such other subjects as may be added by action of the Faculty.
Business Administration

Students in this program are prepared to enter the world-wide and wide world business areas. Intensive training qualifies graduates to immediately assume junior executive positions well prepared for a successful future.

BUSINESS ADMINISTRATION PROGRAM

A.A.S. Degree — Total Credits Required

(A) COLLEGE and (B) GROUP Required Courses (page 69)

(C) DEPARTMENT — Required Courses +++

| I. Accounting (course descriptions page 109–110) | 11–12 | 8 credits |
| II. Business Administration (course descriptions page 112–113) | 11–12 | 6 credits |
| | 14 | 3 credits |
| | 60 | 3 credits |
| III. Economics (course descriptions page 114) | 12–14 | 6 credits |

+++Department Requirements meet Group Requirements where appropriate.

Requirements for matriculants from Fall 1971 to Spring 1973

<table>
<thead>
<tr>
<th>College Requirements</th>
<th>Department Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12</td>
<td>4 credits</td>
</tr>
<tr>
<td>HIST 11</td>
<td>2 credits</td>
</tr>
<tr>
<td>PHI 11</td>
<td>2 credits</td>
</tr>
<tr>
<td>Group 'a' *</td>
<td>12 credits</td>
</tr>
<tr>
<td>Group 'b'</td>
<td>4 credits</td>
</tr>
<tr>
<td>Group 'c'</td>
<td>8 credits</td>
</tr>
<tr>
<td></td>
<td>8 credits</td>
</tr>
</tbody>
</table>

(A) Group 'a' — Choose from the following for a minimum of 12 credits: Art, Economics, English, Foreign Languages, History, Music, Education, Philosophy, Political Science, Psychology, Sociology, Speech, and Theatre Arts, and such other subject areas as may be added by action of the Faculty.

(B) Group 'b' — Choose from the following for a minimum of 4 credits: Biology, Chemistry, Computer Science, Mathematics, Physics, Science, and such other subject areas as may be added by action of the Faculty.

71
Data Processing

Students in this program are taught basic principles, techniques, handling and competence in data processing systems processing and computer programming. Successful completion of the course qualifies graduates for positions in data processing installations.

DATA PROCESSING PROGRAM

A.A.S. Degree — Total Credits Required 64

(A) COLLEGE and (B) GROUP Required Courses (page 69)

(C) DEPARTMENT — Required Courses‡

I. Data Processing (course descriptions page 163-164)

11 4 credits
12 5 credits
31 5 credits
32 4 credits

II. Mathematics (course descriptions page 156-164)

12 3 credits
13 or 14 4 credits

III. Accounting (course descriptions page 109-110)

11-12 8 credits

IV. Business Administration (course descriptions page 112-113)

11 3 credits

‡Department Requirements meet Group Requirements where appropriate

Requirements for matriculants from Fall 1971 to Spring 1973

<table>
<thead>
<tr>
<th>College Requirements</th>
<th>Department Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 12</td>
<td>DP 11</td>
</tr>
<tr>
<td>Math (1)</td>
<td>DP 12</td>
</tr>
<tr>
<td>Phys. (1)</td>
<td>DP 21</td>
</tr>
<tr>
<td>Group #1</td>
<td>DP 22</td>
</tr>
<tr>
<td>Group #2</td>
<td>MATH 121 or 14</td>
</tr>
<tr>
<td>Group #3</td>
<td>ACC 131 or 14</td>
</tr>
</tbody>
</table>

1. Choose from the following in at least 3 different subject areas for a minimum of 12 credits: Art, Economics, English, Foreign Languages, History, Music, Education, Philosophy, Federal Science, Psychology, Sociology, Business and Fine Arts, and such other subjects as may be added by a vote of the Faculty.

2. Choose from the following for a minimum of 4 credits: Biology, Chemistry, Computer Science, Mathematics, Physics, Science, and such other subjects as may be added by a vote of the Faculty.
Retail Business Management

Students in this program are instructed in all phases of the distribution of merchandise and all areas of marketing which qualifies them to fill initial entry trainee positions in all types of marketing.

** The concentration in Food Marketing/Supermarket Management prepares students for positions in the food industry—the largest industry in the world. Course descriptions for this option are on page 00. Details may be obtained from the Program Coordinator.

RETAIL BUSINESS MANAGEMENT

A A.S. Degree—Total Credits Required

68

(C) COLLEGE and (B) GROUP Required Courses (page 69)

DEPARTMENT—Required Courses:

I. Accounting (course descriptions page 109-110)

11, 12 or 13 (non-transferable)

II. Business Administration (course descriptions page 112-113)

11, 12, 14

III. Retail Business Management (course descriptions page 118-119)

31, 33

51

34, 35, 51

92

IV. Economics (course descriptions page 114)

12, 14

6 credits

Department Requirements meet Group Requirements where appropriate.

Requirements for matriculants from Fall 1971 to Spring 1973:

<table>
<thead>
<tr>
<th>College Requirements</th>
<th>Department Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12</td>
<td>4 credits</td>
</tr>
<tr>
<td>HIST 11</td>
<td>3 credits</td>
</tr>
<tr>
<td>Cluster (10 credits)</td>
<td>13 (non-transferable)</td>
</tr>
<tr>
<td>Group B</td>
<td>17 credits</td>
</tr>
<tr>
<td>Group C</td>
<td>4 credits</td>
</tr>
<tr>
<td></td>
<td>8 credits</td>
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<tr>
<td></td>
<td>3 credits</td>
</tr>
<tr>
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<td>6 credits</td>
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<tr>
<td></td>
<td>6 credits</td>
</tr>
<tr>
<td></td>
<td>3 credits</td>
</tr>
</tbody>
</table>

* Group A: Choose from the following in at least 3 different subject areas for a minimum of 12 credits: Art, Economics, English, Foreign Languages, History, Music, Education, Philosophy, Political Science, Psychology, Sociology, Speech and Theater Arts, and such other subjects as may be added by action of the Faculty.

* Group B: Choose from the following for a minimum of 3 credits: Biology, Chemistry, Computer Science, Mathematics, Physics, Science, and such other subjects as may be added by action of the Faculty.
Secretarial Science

Students in this program have the option of preparing for secretarial positions in one of four major areas: Executive, Legal, Medical and School, enabling them to fulfill positions in the fields most compatible with their interests, goals, backgrounds and ambitions. Students who have studied Gregg or Pitman stenography previously may continue with that system.

SECRETARIAL SCIENCE PROGRAMS

A A.S. Degree — Total Credits Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) COLLEGE and (B) GROUP Required Courses (page 69)</td>
<td>64</td>
</tr>
<tr>
<td>(C) DEPARTMENT — Required Courses</td>
<td></td>
</tr>
</tbody>
</table>

All Secretarial Science Options

I. Business Administration (course descriptions page 112-113)

- 33 credits

II. Secretarial Science Courses (course descriptions page 181-185)

- 12 credits
- 16 or 18 credits
- 31 credits
- 33 credits

### Executive Secretary

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC SCI 31</td>
<td>3 credits</td>
</tr>
<tr>
<td>32</td>
<td>2 credits</td>
</tr>
<tr>
<td>34</td>
<td>3 credits</td>
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### Legal Secretary

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>SEC SCI 34</td>
<td>2 credits</td>
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<tr>
<td>35</td>
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<tr>
<td>36</td>
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### Medical Secretary

<table>
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<tbody>
<tr>
<td>SEC SCI 67</td>
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<tr>
<td>68</td>
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</tr>
<tr>
<td>69</td>
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</tr>
<tr>
<td>70</td>
<td>3 credits</td>
</tr>
<tr>
<td>921</td>
<td>3 credits</td>
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</table>

### School Secretary

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>SEC SCI 10</td>
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<td>31</td>
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</tr>
<tr>
<td>36</td>
<td>2 credits</td>
</tr>
<tr>
<td>921</td>
<td>3 credits</td>
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</tbody>
</table>

III. Biology (course descriptions page 58)

- Any lab course
- 4 credits

Secretarial Science majors. The following courses are strongly recommended as electives: AN 11, 12 or 13; BI 11 and 12 and ED 11, 12, 17

SEC SCI 11 and 12 or 16 are required for students entering without one year of typing and shorthand.

SEC SCI 12 and 16 or 17 may be waived for students with equivalent background.

†‡Department Requirements meet Group Requirements where appropriate.
Secretarial Science

Requirements for matriculants from Fall 1971 to Spring 1973

<table>
<thead>
<tr>
<th>ALL OPTIONS</th>
<th>EXECUTIVE</th>
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<tbody>
<tr>
<td>College Requirements</td>
<td>Department Requirements</td>
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<tr>
<td>ENG 12</td>
<td>3 credits</td>
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<tr>
<td>SE 11</td>
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<tr>
<td>FR (any)</td>
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<tr>
<td>Group a*</td>
<td>12 credits</td>
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<tr>
<td>16 or 18</td>
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</tr>
<tr>
<td>31</td>
<td>2 credits</td>
</tr>
<tr>
<td>33 34</td>
<td>4 credits</td>
</tr>
<tr>
<td>51 52</td>
<td>5 credits</td>
</tr>
<tr>
<td>97a</td>
<td>3 credits</td>
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</tbody>
</table>

| LEGAL |
| Department Requirements |
| RA 33 | 3 credits |
| SEC SCI 12 | 2 credits |
| 16 or 18 | 2 credits |
| 31 | 2 credits |
| 33 34 | 4 credits |
| 51 52 | 5 credits |
| 97a | 3 credits |

| MEDICAL |
| Department Requirements |
| ENG 11 12 | 8 credits |
| RA 33 | 3 credits |
| SEC SCI 12 | 2 credits |
| 16 or 18 | 2 credits |
| 31 | 2 credits |
| 33 34 | 4 credits |
| 51 52 | 4 credits |
| 97a | 3 credits |

| SCHOOL |
| Department Requirements |
| RA 33 | 3 credits |
| SEC SCI 12 | 2 credits |
| 16 or 18 | 2 credits |
| 31 32 | 5 credits |
| 33 34 | 4 credits |
| 63 64 | 4 credits |
| 56 | 7 credits |
| 97a | 3 credits |

* Group a - Choose from following in at least 3 different subject areas for a minimum of 12 credits: Art, Language, 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

* Group b - Choose from the following for a minimum of 4 credits: Biology, Chemistry, Computer Science, Mathematics, Physics

Science and such other subjects as may be added by action of the Faculty
## Graduation Course Requirements

### Associate In Applied Science (A.A.S.) Degree Programs

**HEALTH AND SOCIAL SERVICE ORIENTED MAJORS**

<table>
<thead>
<tr>
<th>Major</th>
<th>Requirements</th>
<th>Course Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHILD CARE/EARLY CHILDHOOD EDUCATION</strong></td>
<td>Page 78</td>
<td>Page 95-96</td>
</tr>
<tr>
<td><strong>CIVIL AND PUBLIC ADMINISTRATION</strong></td>
<td>Page 79</td>
<td>Page 100-102</td>
</tr>
<tr>
<td><strong>COMMUNITY MENTAL HEALTH ASSISTANT</strong></td>
<td>Page 80</td>
<td>Page 97</td>
</tr>
<tr>
<td><strong>EDUCATIONAL ASSOCIATE</strong></td>
<td>Page 81</td>
<td>Page 91-92</td>
</tr>
<tr>
<td><strong>NURSING</strong></td>
<td>Page 82</td>
<td>Page 169-171</td>
</tr>
<tr>
<td><strong>RECREATION LEADERSHIP</strong></td>
<td>Page 83</td>
<td>Page 146-147</td>
</tr>
</tbody>
</table>

*For students matriculating or making a curriculum change on or after September 1973.*
In addition to fulfilling course requirements specified by the Department in which the major is being pursued (see following pages), All A.A.S. degree students majoring in a Health or Social Service program MUST fulfill:

(A) COLLEGE Required Courses
   I. English 12 and 22, 8 credits 
      or, (depending on Placement Examination score)
      English 13 and 23, 10 credits 
   II. Health Education 11, 2 credits 
   III. Physical Education (2 courses), 2 credits 
   IV. Corrective Speech (if assigned), 3 credits 
   V. Mathematics 05 (assignment to this course depends on 1 credit 
      required Placement Examination score) 

(B) GROUP Required Courses
Choose 3, from I thru IV for 12 credits
   I. Performing and Visual Arts
      excluding
      Art & Music Studio Courses
      Theatre Production & Technique Courses
      Art
      Music
      Speech
      Theatre Arts
   II. Language and Literature
      Foreign Language
      Literature
      Philosophy
   III. Social Science
      Economics
      History
      Political Science
   IV. Behavioral Sciences
      Anthropology
      Psychology
      Sociology
   V. Mathematics and Science
      Biological Science
      Mathematics and Computer Science
      Physical Science

*Exempt: Innocence who seek to pursue a foreign language started in high school must take the MLA Placement Examination.
Placement recommendations are given by the Foreign Language Department
Child Care/Early Childhood Education

Students in this program teach and work with young children from the time they are placed in nursery school through as far as the sixth grade. Students can also work with and help special children—the physically, mentally, and emotionally handicapped.

Children Care/Early Childhood Education

A.A.S. Degree—Total Credits Required 68

(A) COLLEGE and (B) GROUP Required Courses (Page 77)

(C) DEPARTMENT—Required Courses ☏ ☿

1. Psychology (course descriptions page 93-94)
   11.
   32.
   3 credits
   2 credits

2. Sociology (course descriptions page 98-99)
   31.
   35.
   36.
   3 credits
   3 credits
   3 credits

3. Mental Health (course descriptions page 97)
   11.
   3 credits

4. Early Childhood Education (course descriptions page 95-96)
   21.
   22, 23.
   91, 92.
   93.
   3 credits
   6 credits
   4 credits

Recommended: ECE 24 (same as PSYCH 24) - 3 credits

† † Department Requirements meet Group Requirements where appropriate

Requirements for matriculants from Fall 1971 to Spring 1973

<table>
<thead>
<tr>
<th>College Requirements</th>
<th>Departmental Requirements</th>
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<tbody>
<tr>
<td>ENG 13</td>
<td>PSYCH 11, 12</td>
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<tr>
<td>3 credits</td>
<td>4 credits</td>
</tr>
<tr>
<td>HIS 11</td>
<td>HIS 21</td>
</tr>
<tr>
<td>2 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>PHI 101</td>
<td>PHI 21</td>
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<tr>
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<td>6 credits</td>
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<tr>
<td>General</td>
<td>MH 11, 12</td>
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<td>4 credits</td>
<td>12 credits</td>
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<td>ECE 24</td>
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</table>

† Group A: Choose from the following in at least 2 different subject areas—minimum of 12 credits: All, Economics, English, Foreign Languages, History, Music, Education, Philosophy, Political Science, Psychology, Sociology, Speech and Theatre Arts, and other subject areas may be added by action of the Faculty.

‡ Group B: Choose from the following for a maximum of 4 credits: Biology, Chemistry, Computer Science, Mathematics, Physics, Sociology and such others when these may be added by action of the Faculty.
Civil and Public Administration Program

A.A.S. Degree — Total Credits required 64

(A) COLLEGE and (B) GROUP Required Courses (page 77)

(C) DEPARTMENT — Required Courses

I. Public Administration (course descriptions page 100-102)

11, 12 7 credits
31, 32 7 credits
91 1 credit
92, 93 4 credits
94, 95 6 credits

II. Art (course descriptions page 85-89)

41, 42 4 credits

† † † Department Requirements meet Group Requirements where appropriate

Requirements for matriculants from Fall 1971 to Spring 1973

<table>
<thead>
<tr>
<th>College Requirements</th>
<th>Department Requirements</th>
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<tbody>
<tr>
<td>ENG 12</td>
<td>PSC 11, 12</td>
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<tr>
<td>REL 11</td>
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<tr>
<td>Art major</td>
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<tr>
<td>Groups*</td>
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<tr>
<td>Speech</td>
<td>4 credits</td>
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</table>

* Group a: Choose from the following in at least 3 different subject areas for a minimum of 12 credits: Art, Economics, English, French, 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.

Groups b: Choose from the following for a minimum of 8 credits: Biology, Chemistry, Computer Science, Mathematics, Physics, Science, and such other subjects as may be added by action of the Faculty.
Community Mental Health Assistant

Students in this program are given the training to work with people suffering from mental and emotional illness or from brain damage.

COMMUNITY MENTAL HEALTH ASSISTANT

A.A.S. Degree—Total Credits Required 68

(A) COLLEGE and (B) GROUP Required Courses (page 77)

(C) DEPARTMENT—Required Courses

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Psychology (course descriptions page 93-94)</td>
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<tr>
<td>11</td>
<td>3</td>
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<td>32</td>
<td>3</td>
</tr>
<tr>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>Sociology (course descriptions page 98-99)</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>3</td>
</tr>
<tr>
<td>33</td>
<td>3</td>
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<td>35</td>
<td>3</td>
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<tr>
<td>36</td>
<td>3</td>
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<tr>
<td>Mental Health (course descriptions page 96-97)</td>
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<td>11</td>
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<td>96</td>
<td>3</td>
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<tr>
<td>97</td>
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Department Requirements meet Group Requirements where appropriate

Requirements for matriculants from Fall 1971 to Spring 1973

<table>
<thead>
<tr>
<th>College Requirements</th>
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</tr>
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<tbody>
<tr>
<td>Group 1</td>
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<tr>
<td>6 Credits</td>
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<td>Group 2</td>
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<tr>
<td>Group 3</td>
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<tr>
<td>3 Credits</td>
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</table>

Group 4: Choose from the following, 3 Credits minimum, one group for a maximum of 12 credits: Biology, Chemistry, Computer Science, Mathematics, Physics, Science, and one other subject as may be added by action of the Faculty.
Educational Associate

Students in this program receive increased responsibilities and opportunities to serve children in the New York City public school classrooms.

A A S Degree — Total Credits Required 64

[Al] COLLEGE and GROUP Required Courses (page 77)

[Cl] DEPARTMENT — Required Courses

I. Speech (course descriptions page 186-187)
   21 21

II. Education (course descriptions page 91-92)
   33 33
   34 34
   35 35
   36 36

III. Sociology (course descriptions page 98-99)
    31 31

IV. Psychology (course descriptions page 93-94)
   11 11
   32 32

V. Mathematics (course descriptions page 156-164)
   09 09

VI. Spanish (course descriptions page 136-139)
   40 40

Recommended
   Spanish 22 and 23

2 credits each

[Cl] Department Requirements meet Group Requirements where appropriate.
Nursing

Students in this program are instructed in the human and professional skills and intricacies of the nursing profession. Successful completion of the course qualifies students to take the N.Y. State Examination for the coveted "R.N." title.

NURSING

(A) COLLEGE and GROUP Required Courses (page 77)

College required course for nursing students may be 
NURS 10 (assignment to this course depends on 
required Placement Examination score)

67

(C) DEPARTMENT—Required Courses

I. Biology (course descriptions page 105-106)
   11, 12
   5 credits

II. Nursing (course descriptions page 169-171)
   18
   19
   20
   21
   22
   23
   7 credits

III. Psychology (course descriptions page 93-94)
    11
    3 credits

IV. Sociology (course descriptions page 98-99)
    31
    3 credits

† †Department Requirements meet Group Requirements where appropriate.

Requirements for matriculants from Fall 1971 to Spring 1973

<table>
<thead>
<tr>
<th>College Requirements</th>
<th>Departmental Requirements</th>
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<tbody>
<tr>
<td>(EN 1)</td>
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<tr>
<td>(HIS 11)</td>
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<td>(PF lang)</td>
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<tr>
<td>Groups a*</td>
<td>12 credits</td>
</tr>
<tr>
<td>Group b</td>
<td>4 credits</td>
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<tr>
<td></td>
<td>9 credits</td>
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<td></td>
<td>10 credits</td>
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<td>PSYCH 11, 32</td>
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<tr>
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<td>SDC 31</td>
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</table>

| Group a*           | Choose from the following: 3 different subject areas for a minimum of 12 credits: 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. |
| Group b            | Choose from the following for a minimum of 4 credits: Biology, Chemistry, Computer Science, Mathematics, Physics, Science, and such other subjects as may be added by action of the Faculty. |
Recreation Leadership

Students in this program are taught the importance and arts of Community and Therapeutic Recreation. Depending on interest, inclination, skills and goals these areas can be applied to outdoor sports or indoor therapy for the ill and disabled.

RECREATION LEADERSHIP PROGRAM

A.A.S. Degree—Total Credits Required 64

A) COLLEGE and B) GROUP—Required Courses (page 77)

C) DEPARTMENT—Required Courses:

I. Recreation (course descriptions page 146-147)

11, 12
13, 14
16, 31
32, 33
91, 92

II. Health Education (course descriptions page 142-145)

35

III. Psychology (course descriptions page 93-94)

11

IV. Sociology (course descriptions page 98-99)

31

V. Science (course descriptions page 177-178)

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

[ ] Department Requirements meet Group Requirements where appropriate.

Requirements for matriculants from Fall 1971 to Spring 1973

<table>
<thead>
<tr>
<th>College Requirements</th>
<th>Department Requirements</th>
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<tbody>
<tr>
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<td>BUS 11, 12</td>
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<td>HED 11</td>
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<td>Group A</td>
<td>SCI 31, 32</td>
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<tr>
<td>Group B</td>
<td>91, 92</td>
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</table>

* Group A—Choose from the following at least 2 different subject areas for a minimum of 16 credits: 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.

** Group B—Choose from the following for a minimum of 4 credits: Biology, Chemistry, Computer Science, Mathematics, Physics, Science, and such other subjects as may be added by action of the Faculty.

83
Department of Art

Administrator
Miles Goodman, B.S., M.A.
Assistant Dean of Faculty

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

Associate Professors
Peter Hanssen, B.S., M.F.A.
Michael Sherker, A.B., M.S. Des., Ed.D.

Assistant Professors
Jack Bolen, B.F.A., M.F.A.
Anthony Martin

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

Adjunct Associate Professor
Herman Cherry

Adjunct Assistant Professor
Lawrence Fink

Art speaks a universal language which predates spoken language and carries us forward beyond time.

Art courses were designed to help students develop awareness of the beauty and the meaning which exist in all art and to be able to personally participate with their own talents and creativity be it as an amateur dabbler, a full-time professional or an understanding, knowledgeable viewer.
Art

ART 31 THE VISUAL EXPERIENCE
3 hrs. 3 crs.
Students are introduced to the plastic arts, past and present, as they express personal and societal attitudes about nature, environment, and art itself.

ART 33 SURVEY OF ART HISTORY I
Fall
3 hrs. 3 crs.
This historical view of Western art history is designed to survey, in chronological sequence, the evolution of style and form in the major arts from prehistory through the Renaissance. Required of Art majors.

ART 34 SURVEY OF ART HISTORY II
Spring
3 hrs. 3 crs.
This course continues the study of Western Art from the Renaissance to the present, noting changes and growth in style and form. Required of Art majors.
Prerequisite: ART 33

ART 35 MODERN ART I
Fall
3 hrs. 3 crs.
This course is devoted to the study of 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.

ART 36 MODERN ART II
Spring
3 hrs. 3 crs.
The latest developments in contemporary art are explored during this course. Considered are the succeeding movements to Cubism, the innovation of the early 20th-century, Surrealism, and abstract art to abstract expressionism. Required of Art majors.
Prerequisite: ART 35

ART 37 AFRICAN AND PRIMITIVE ART
3 hrs. 3 crs.
The structural and stylistic forms of African art are studied, as is the art of other notable primitive cultures, with emphasis placed on the cultural basis for those forms. Recommended to Art majors.

ART 38 RENAISSANCE ART I
Fall
3 hrs. 3 crs.
The history of the development of art from the Gothic to the Humanism movement is studied. The Renaissance is integrated into the course content with an analysis of the new conceptions of nature, history and man in Italy.
ART 39 RENAISSANCE ART II (ART OF THE NORTHERN RENAISSANCE)
Spring
3 hrs. 3 crs.
Historical developments of art after the “Padri” of the Renaissance, and how the movement of Humanism, penetrating in the North, affected artists and the cultural community, is studied during this course.  
Prerequisite: ART 38

ART 40 CHINESE ART
3 hrs. 3 crs.
Students learn about the original development, tradition and significant contributors to Chinese painting in its long and uninterrupted history. The course includes an analysis of the fundamental, philosophical and artistic influences which produced oriental art.

ART 41 ARTS IN THE CITY I
Fall
2 hrs. 2 crs.
In this course, the urban environments and its aesthetic problems are considered. An interdisciplinary approach is taken to the plastic and visual arts which developed from the demands of New York City’s existence.

ART 42 ARTS IN THE CITY II
Spring
2 hrs. 2 crs.
In this continuation of ART 41, the study of Arts in the City, students delve more deeply into the artistic problems of a megalopolis and consider the possible solutions.

ART 51 PHOTOGRAPHY I
4 hrs. 3 crs.
This introductory course to the rudimentary ideas and techniques of photography considers the camera, the film, the development process, and the artistic possibilities realized with the photographic print.  
Prerequisite: Approval of Department Chairman

ART 52 PHOTOGRAPHY II
4 hrs. 3 crs.
In this introduction to Professionalism in Photography course, students are taught to understand the place photography has in our society and how to realize one’s potential through photography in that society. Problems deal with an analysis of professional standards and how to mold personal work to attain those standards.  
Prerequisite: ART 51.
ART 55 INTERMEDIA I (VISUAL ARTS) 4 hrs. 3 crs.
Various media approaches to the visual arts are used in this course to examine the principles of design. Innovative techniques such as electronics, light and sound are explored.
Required of Art majors.

ART 56 INTERMEDIA II (VISUAL ARTS) 4 hrs. 3 crs.
In this advanced study of experimental and innovative uses of the media, tools and materials in advanced design problems are pursued.
Prerequisite: ART 55.

ART 57 DRAWING I 4 hrs. 3 crs.
This course introduces 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.

ART 58 DRAWING II 4 hrs. 3 crs.
In this continued study of the various drawing media, students explore traditional and experimental drawing techniques by using the figure model.
Required of all Art majors.
Prerequisite: ART 57.

ART 59 PAINTING I 4 hrs. 3 crs.
This studio course in oil and acrylic painting serves as an aesthetic foundation for solutions to expressive problems of representational and abstract form, color and space.
Required of Art majors.

ART 60 PAINTING II 6 hrs. 4 crs.
This continuation of ART 59 gives students an opportunity for advanced work in painting, self-expression and creativity.
Prerequisite: ART 59.

ART 61 SCULPTURE I 4 hrs. 3 crs.
Students are given an opportunity to study and work in a studio setting. Emphasis is placed on the techniques and aesthetics of modern sculptural concepts.
Required of Art majors.

ART 62 SCULPTURE II 6 hrs. 4 crs.
More advanced students in the field of creative sculpture are able to explore new techniques, including welding and casting.
Required of Art majors.
Prerequisite: ART 61.
ART 63 CERAMICS I (BEGINNING CERAMICS)

This course was designed to introduce students to problems in ceramic design, materials and techniques. Emphasis is on the use of the potters wheel, high-fire ware production, glazing and firing.

ART 64 CERAMICS II (INTERMEDIATE CERAMICS)

In this course, students are involved with solutions to the intermediate problems in ceramic design. Emphasis is on further use of the potters wheel, high-fire ware production, glazing and firing of intricate designs and pieces.

ART 65 MIXED MEDIA -MULTI-MEDIA OPEN STUDIO

This course enables students to make use of combinations of drawing, painting and sculptural techniques, new materials, light, sound and phonetic processes.

ART 66 ETCHING AND ENGRAVING

This studio course introduces the techniques of intaglio and relief print-making. Students learn to expand upon drawing experiences by refining visual expression into terms of the original print.

Prerequisite: ART 57 or permission of the Instructor.

ART 81 INDEPENDENT STUDY

Independent study of Art includes work in Intermedia, Print making, Art History, Visual Communications.

Each course of study, including hours, credits, and required work is developed individually between student and faculty member and must be approved by the Department.
Department of Behavioral Sciences
and Human Services

Chairman
Philip Standor, Professor, B.A., M.S., Ed. D

Professors
John Barlow, A.B., Ph.D.
Martin E. Danzig, B.A., M.A., Ph.D.
Richard Graf, B.A., M.A., Ed.D.
Irene Kierman, 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.
Paul Schmolling, B.A., Ph.D.
Laurence R. Simon, B.A., Ph.D.

Assistant Professors
Leslie Arberman, B.A., M.S.
Myron Breiner, A.B., Ph.D.
Geraldine Chapey, B.S., M.A.
Judith Danoff, B.A., M.S. (Director, Early Childhood Education Program)
Joyce Garber, B.A., Ph.D.
Charles Hoffman, B.S., Ph.D.
Lester Kaplan, B.A., M.S.W.
Marvin Shapiro, B.A., M.B.A., Ph.D.
Merrill Youkeles, B.A., M.S.W., Ed.D.
(Director, Mental Health Program)

Instructors
Elmor Baro, B.A., M.S.
Edwin Cooperman, B.A., M.A.
Vimala Vadham, B.A., M.A.
Harvey Wolrich, B.S., J.D., M.A.

Lecturers
Diego Colon, B.A., M.S.
Aline DeVore, B.A., M.A.
Angelita Morales, B.A., M.S.W., J.D., M.P.A.

Adjunct Associate Professor
David Twersky, B.A., M.A., Ed.D.

Adjunct Assistant Professor
H. Patrick Montague, M.A., Ph.D.

Adjunct Lecturers
Connie Goldfarb, B.A., M.S.
Murray Gorm, B.S., M.S., M.S.
Vincent Mattone, B.A., M.A.
Dale Patnes, B.S., M.Ed., M.A.

Higher Education Interns
William Burger, B.A., Ed.M
Rinaldo Isaac, B.A.
Education

EDU 32 HUMAN GROWTH DEVELOPMENT
(Also listed as PSYCH 32) 3 hrs. 3 crs.
This course focuses on human development from infancy through childhood, adolescence and adulthood. It refers 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

EDU 33 EDUCATION IN MODERN SOCIETY 3 hrs. 3 crs.
Educational processes in relation to contemporary society are studied. The course covers cultural forces and institutions which help to shape education, with the 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.

EDU 34 SEMINAR AND PRACTICUM IN EDUCATION AND THE BEHAVIORAL SCIENCES 12 hrs. 4 crs.
The role of the paraprofessional in education is examined in this course. 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. Ten hours of field work a week is required.
For Educational Associate Program students only.
Prerequisites: EDU 33, PSYCH 11

EDU 35 SEMINAR AND PRACTICUM IN EDUCATION AND COMMUNICATION SKILLS 12 hrs. 4 crs.
Students explore the nature of task-oriented and pupil-oriented activities in relation to communication skills. During ten hours of required field work they help pupils improve and develop special written and spoken community skills.
For Educational Associate Program students only.
Prerequisites: EDU 34, 2 semesters of English

EDU 36 SEMINAR AND PRACTICUM IN EDUCATION AND ART FORMS 12 hrs. 4 crs.
Students in this course are assisted to develop understanding of the functions of art activities for the young child. The goal is to encourage a child’s creative thinking by relating art forms to the youngster’s world. Ten hours of field work per week is required.
For Educational Associate Program students only.
Prerequisites: EDU 35, MUSIC 31, ART 31
EDU 37  HISTORICAL DEVELOPMENT OF
EDUCATION IN THE UNITED STATES

3 hrs. 3 crs.

This course traces the history, growth and development of education in the United States from colonial times to the present. Emphasis is placed on the manner in which schools as an institution responded to the changing social, political and economic currents of the times. The role of education as a major factor in the development of the American character is stressed.

EDU 38  SEMINAR AND PRACTICUM IN
BILINGUAL STUDIES - THE PUERTO
RICAN IN HIS URBAN SETTING

5 hrs. 4 crs.

Puerto Rican culture as it relates to educational institutions in an urban setting are examined and studied during the semester. Study areas include: the 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.

EDU 39  SEMINAR AND PRACTICUM IN
BILINGUAL STUDIES - THE BILINGUAL
SCHOOL IN THE URBAN SETTING

5 hrs. 4 crs.

The course's seminar component is designed to help students learn about bilingual education, instructional materials, their selection and adaptation in bilingual schools. Under faculty supervision, students in the course's practicum component are assigned to an elementary school for two hours a week to assist in teaching, counseling, and working with parents.

EDU 40  ORIENTATION FOR STUDENTS WITH
SPECIAL BACKGROUND

1 hr. 1 cr.

The aim in this course is to familiarize students with American institutions and society, especially as they exist in New York City. The college community, inter-ethnic relations, services such as consumer information, recreational activities, and the cultural life of New York City are studied. Guest speakers address some sessions.

EDU 81  INDEPENDENT STUDY

1-3 hrs. 1-3 crs.

Independent study of Education includes research, work done outside of the College, or participation in individual or group projects. Each course of study, including hours, credits and required work, is developed individually between student and faculty member and must be reported to the department prior to the start of the project.
Psychology

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

PSYCH 14 ADVANCED GENERAL PSYCHOLOGY I
EXPERIMENTAL ANALYSIS OF BEHAVIOR
3 hrs. 3 crs.
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 included.
Prerequisites: PSYCH 11

PSYCH 15 ADVANCED GENERAL PSYCHOLOGY II
PSYCHOLOGY OF PERSONAL ADJUSTMENT
3 hrs. 3 crs.
The course focuses on the application of psychological principles to problems of personal and social adjustment. Workshop activities such as discussion groups, role-playing and self-awareness exercises are stressed.
Prerequisite: PSYCH 11

PSYCH 24 PSYCHOLOGICAL DISORDERS IN YOUNG CHILDREN
(also listed as ECE 24)
3 hrs. 3 crs.
Students learn about psychological disorders in young children and the practices required to deal with them in early childhood settings. Included will be children who are mentally retarded, gifted, deaf, blind, orthopedic, speech handicapped, or minimally brain damaged. Causes, diagnostic, therapeutic, and educational procedures and teaching methods are reviewed for each category based upon principles learned in introductory psychology.
Prerequisite: PSYCH 11, 32 and 91 or permission of the Instructor

PSYCH 32 HUMAN GROWTH AND DEVELOPMENT
(also listed as EDU 32)
3 hrs. 3 crs.
This course focuses on human development from infancy through childhood, adolescence, and adulthood. It considers 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
PSYCH 33 SOCIAL PSYCHOLOGY
3 hrs. 3 crs.
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

PSYCH 34 PSYCHOLOGY OF PERSONALITY
3 hrs. 3 crs.
In this course various personality theories are examined in order to demonstrate the variety of ways with which to deal with basic personality problems.
Prerequisite: PSYCH 11

PSYCH 35 EDUCATIONAL PSYCHOLOGY
3 hrs. 3 crs.
Current scientific theory and research relating to formal learning environments is considered in this course. Areas studied include processes of human learning, concept formation, language development, problem-solving and other cognitive abilities, characteristics of learners and teachers affecting acquisition and retention, new approaches to motivate and direct learning, new approaches to organizing and transmitting information and knowledge.
Prerequisite: PSYCH 11

PSYCH 36 PSYCHOLOGY OF BEHAVIOR PATHOLOGY
3 hrs. 3 crs.
In this course students examine the concepts of normality and abnormality, and review significant theoretical contributions to personality disorganization.
Historical factors and current trends in the field of Mental Health are reviewed. The causes of behavioral disorders are discussed in terms of the impact of social, cultural, genetic and other factors, and a survey of treatment methods is included.
Prerequisite: PSYCH 11

PSYCH 52 INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY
3 hrs. 3 crs.
This course draws upon psychological and sociological principles relevant to the work environment of an organization. Concepts such as motivation, leadership, attitudes, testing and test discrimination, morale and organization climate, mental health and growth in the work world, and the problems surrounding selection decisions are examined. Students experience some aspects of applied research during the term.
Prerequisite: PSYCH 11

PSYCH 81 INDEPENDENT STUDY
1-3 hrs. 1-3 crs.
Independent study of Psychology includes research work done outside of the College, or participation in individual or group projects.
Each course of study, including hours, credits, and required work, is developed between student and faculty member and must be reported to the department prior to the start of the project.
Prerequisite: PSYCH 11
CHILD CARE/EARLY CHILDHOOD EDUCATION PROGRAM

Because of the special nature of the Child Care/Early Childhood Education Program, students will be evaluated at the conclusion of each semester to determine whether it is advisable for them to continue in the program. Students enrolled in the Early Childhood Education program are required to submit a report of a Mantoux Tuberculin Skin Test which must be renewed every third year thereafter. Positive results require that a Chest X-Ray be taken within a week to ten days.

ECE 21 CURRICULUM IN EDUCATION
3 hrs. 3 crs.
In this course, the objectives of the programs in education are considered, including the selection, guidance and evaluation of learning experiences. Specific emphasis is placed on methods and materials in language arts and story-telling.
Prerequisite: MH 11

ECE 22 ART WORKSHOP FOR STUDENTS IN EDUCATION
2 hrs. 2 crs.
A variety of art media are studied to understand principles, methods, planning and classroom organization necessary to achieve the curriculum and behavioral objectives of programs in education.

ECE 23 MUSIC AND MOVEMENT WORKSHOP FOR STUDENTS IN EDUCATION
2 hrs. 2 crs.
In this course, students explore musical literature, methods and techniques for utilizing music and dance toward the achievement of curriculum and behavioral objectives of programs in education.

ECE 24 PSYCHOLOGICAL DISORDERS IN YOUNG CHILDREN
(also listed as PSYCH 24)
3 hrs. 3 crs.
Students learn about psychological disorders in young children and the practices required to deal with them in early childhood settings. Included will be children who are mentally retarded, gifted, deaf, blind, orthopedic, speech handicapped or minimally brain damaged. Causes, diagnostic, therapeutic and educational procedures and teaching methods are reviewed for each category based upon principles learned in introductory psychology courses.
Prerequisites: ECE 21, 22, PSYCH 11, 32 and permission of the Instructor
FIELD COURSES

ECE 91 SUPERVISED INSTRUCTIONAL EXPERIENCE IN EDUCATION I

Students in this course are assigned to work in a specific education center such as a Day Care Center, Nursery School, Kindergarten, School for Exceptional Children or Residential Institution. During the course students concentrate on objective observations of child behavior, and also participate with the children in order to help develop skills in understanding a child's behavior and learning needs.

For ECE majors only

Prerequisite: MH 11
Corequisite: ECE 21

ECE 92 SUPERVISED INSTRUCTIONAL EXPERIENCE IN EDUCATION II

Students assume an assigned measure of responsibility and work directly with children in the selected agency. Careful planning for the formulation and the development of suitable children's programs guide students toward a professional role.

Prerequisite: ECE 91
Corequisite: ECE 22

ECE 93 SUPERVISED INSTRUCTIONAL EXPERIENCE IN EDUCATION III

In this advanced course, students in the program are assigned increasing responsibility within the limits of the agency structure. Leadership of group activities is included.

Prerequisite: ECE 92
Corequisite: ECE 23

COMMUNITY MENTAL HEALTH ASSISTANT PROGRAM

Due to the special nature of this program students will be evaluated at the conclusion of each semester to determine the advisability of their continuing in the program.

MH 11 INTRODUCTION TO HUMAN SERVICES

A wide array of Human Services as provided by a large selection of agencies are reviewed in this course. Students visit and evaluate selected agencies serving many fields including mental health, social services, child care and education programs.

Open to all students.

MH 31 PRINCIPLES OF INTERVIEWING AND GROUP LEADERSHIP

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 is placed upon providing service to the mentally ill. Role playing and classroom practice sessions are structured as part of the course.

Prerequisite: MH 11
Corequisite: MH 9B (for MH majors only)
MH 34 ACTIVITIES THERAPY

The theories and principles of using activities as a therapeutic tool are examined in this course. Learning selected basic skills and their use will be emphasized, demonstrated, discussed and practiced in the classroom.
Prerequisite: MH 11

MH 25 AGING AND MENTAL HEALTH

4 hrs. 3 crs.

Issues and problems pertaining to aging and the aged are explored in this course. The aging process and roles of the older adult in our society are examined and analyzed. Emphasis is placed on learning methods for the prevention and treatment of mental illness in older people.
Prerequisite: MH 11 (for MH majors only)

MH 36 THEORIES AND PRINCIPLES OF PSYCHOTHERAPY

3 hrs. 3 crs.

The array of treatment modalities for the emotionally disturbed are surveyed during this course. Theory, methods and historical background of individual and group therapies are reviewed. Special treatment approaches for out-patients, transitional facilities, and treatment of behavior problems in the school setting are discussed. A review of conditioning therapies, recent innovations in group therapy and self-help groups is included.
Prerequisites: MH 11 and PSYCH 36

MH 81 INDEPENDENT STUDY

1.3 hrs. 1.3 crs.

Independent study for students in the Mental Health Program requires 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

6 hrs. 3 crs.

Under faculty supervision, students are assigned to work in a Mental Health Agency 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

6 hrs. 3 crs.

In this advanced course students are assigned to work with patients afflicted with a variety of social disorders. The students' responsibilities for patients are carried out under faculty supervision.
Open to MH majors only.
Prerequisites: MH 11 and 96.
Sociology

**SOC 31 INTRODUCTION TO SOCIOLOGY**
3 hrs. 3 crs.
In this systematic study of the social dimensions of human existence, primary stress is on social structure and culture as governing factors in the lives of individuals. Students consider the basic concepts of sociology, major theoretical positions and findings. The course is designed to meet the needs of those students who want an introduction to the field as well as for those who wish to undertake further study.

**SOC 32 URBAN SOCIOLOGY**
3 hrs. 3 crs.
Students in this course are given an overview of the urban city in order to better understand the effects of urbanization. The inherent contradictions in urban living are reviewed in terms of the multiplicity of problems that currently challenge the city.
Prerequisite: SOC 31

**SOC 33 SOCIAL PROBLEMS: INSTITUTIONS IN CRISIS**
3 hrs. 3 crs.
An investigation of the current social ills facing American society is conducted during this course. Areas of analysis include the major conflicts and social changes that challenge the institutions in the community. Each problem is approached as a crisis facing a particular institution. The appropriate changes in policy are suggested as solutions needed to resolve the problems.
Prerequisite: SOC 31

**SOC 35 SOCIOLOGY OF THE FAMILY**
3 hrs. 3 crs.
The sociology of the family is reviewed in this course with special emphasis placed on the emotional and psychological support that the family unit provides to an individual. Other areas of study include: definitions; pattern variations; developmental theories; specialized functions and their effect on personality.
Prerequisite: SOC 31
SOC 36 MINORITY GROUPS IN THE UNITED STATES

3 hrs. 3 crs.

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

Prerequisites: SOC 31 and Upper Freshman standing.

SOC 37 INTRODUCTION TO ANTHROPOLOGY

3 hrs. 3 crs.

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.

SOC 40 ISRAELI SOCIETY

3 hrs. 3 crs.

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

Prerequisite: SOC 31 or 37

SOC 81 INDEPENDENT STUDY

1-3 hrs. 1-3 crs.

Independent Study in Sociology includes research, work done outside of the College, or participation in individual or group projects. Each course of study, including hours, credits, and required work, is developed between student and faculty member and must be reported to the department prior to the start of the project.
Public Administration

PA 11  STRUCTURE AND OPERATION OF GOVERNMENT AGENCIES
   Fall
4 hrs. 4 crs.
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

PA 12  DEVELOPMENT AND IMPLEMENTATION OF PUBLIC PROGRAMS
   Spring
3 hrs. 3 crs.
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
Corequisite: PA 92

PA 31  GOVERNMENT COMMUNICATIONS
   Fall
3 hrs. 3 crs.
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

PA 32  PLANNING AND MANAGEMENT PROBLEMS OF PUBLIC AGENCIES—CASE ANALYSIS
   Spring
4 hrs. 4 crs.
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
PA 81  SEMINAR AND INDEPENDENT STUDY ON ISSUES AND PROBLEMS IN PERSONNEL AND MANPOWER IN THE PUBLIC SECTOR

2 hrs. 4 crs. plus independent work-related activities

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.

PA 91  FIELD EXPERIENCE SEMINAR—INTRODUCTION TO WORK IN A PUBLIC AGENCY

Fall

2 hrs. 4 crs.

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

plus 14 hrs of field experience

PA 92  SEMINAR ON PROBLEMS AND ISSUES IN PROGRAM ADMINISTRATION

Spring

2 hrs. 4 crs.

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; 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

Corequisite: PA 12

plus term paper based on work-related experience
PA 93  FIELD EXPERIENCE SEMINAR ON URBAN AGENCY PROBLEMS AND ISSUES IN PROGRAM ADMINISTRATION  
Spring  
2 hrs. '4 crs.  
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  
Corequisite: PA 12  
plus ' 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 hrs. 3 crs.  
Seminar-study in the field of Public Administration. Students will complete an individual project involving urban program design and evaluation.  
Prerequisites: PA 11,12,92 or 93

PA 95  RESEARCH AND EVALUATION METHODS IN URBAN AGENCY  
Spring  
3 hrs. 3 crs.  
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 11,12,92 or 93,94
Department of Biological Sciences

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

Professors
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.
W. Charles West, A.B., M.S., Ph.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.

Lecturer
Arthur N. Zeitlin, B.S.
Biology

BIO 10 PREPARATORY BIOLOGY COURSE

3 hrs. 2 crs.

Designed for students with little or no previous biology course experience who plan to pursue a career program in the allied health sciences. Students are introduced to fundamental concepts in biology and related chemical and physical processes, and learn various basic skills.

* Enrollment limited to recommended students based on science background and placement examination scores and does not count toward fulfillment of the science requirement for any degree.

BIO 11-12 GENERAL BIOLOGY FOR ALLIED HEALTH SERVICES

6 hrs. 4 crs.
(each semester)

The full-year course, which includes classroom and laboratory sessions, deals with the normal anatomical and physiological interrelationships of the various systems in the human organism. Emphasis is on the dynamic aspects to show how the organism integrates external and internal information so that it biologically responds to constantly changing conditions.

Recommended for students pursuing careers in one of the health fields.

Prerequisite: BIO 11 for BIO 12

BIO 13, 14 GENERAL BIOLOGY

6 hrs. 4 crs.
(each semester)

This one-year lecture and laboratory course in general biology is intended for science majors who plan to pursue careers in the biological sciences. A modern treatment of classical and current biological concepts from a contemporary viewpoint is presented with emphasis on the biological forces at work in the world in which students live.

Prerequisite: BIO 13 for BIO 14

Corequisite: CHEM 11

BIO 21-22 COMPARATIVE ANATOMY AND EMBRYOLOGY

6 hrs. 4 crs.
(each semester)

This year-long classroom and laboratory course includes the 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 illustrate principles.

Prerequisite: BIO 14

BIO 51 MICROBIOLOGY

6 hrs. 4 crs.

A classroom and laboratory course which involves the study of the principles and practices 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 microorganisms.

Suggested for students in the allied health sciences only.

Prerequisite: BIO 12 or 14
BIO 52  MARINE BIOLOGY
6 hrs. 4 crs.
Students in this course attend laboratory and classroom sessions during which they study 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 or permission of the Instructor.

BIO 53  TERRESTRIAL BIOLOGY
5 hrs. 3 crs.
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 13 and CHEM 11 or permission of the Instructor.

BIO 54  BIOLOGY OF GREEN PLANTS
6 hrs. 4 crs.
In this course, students learn the basic concepts of green plant biology with particular emphasis on their structure, growth and physiology. Laboratory experiences 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.

BIO 55  BIOLOGY OF THE INVERTEBRATES
6 hrs. 4 crs.
An introductory survey course for students who intend to continue in the field of biological science or choose it as their sophomore level science elective. Various invertebrate phyla are studied with particular reference to their physiology and their interrelationships. Representative forms will be examined and dissected and various experiments will be performed on particular organisms. Fundamental biological concepts will be stressed.
Prerequisite: BIO 13 or SCI 33.

BIO 92  FIELD EXPERIENCE IN HUMAN ECOLOGY
4 hrs. 3 crs.
This interdisciplinary course acquaints students with the fundamentals of ecology so 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. Guest lecturers are invited. Open to all students, regardless of degree objective.
Science

**SCI 31  HISTORY AND PHILOSOPHY OF SCIENCE I**

2 hrs. 2 crs.

For complete course description refer to Department of Physical Sciences, p. 177.

**SCI 32  HISTORY AND PHILOSOPHY OF SCIENCE II**

2 hrs. 2 crs.

During this course, students study the historical and philosophical developments of biology. Concepts emphasized during the semester include scientific method, heredity and the theory of evolution and ecology. The impact of man on his world is considered.

For Students in the Career Programs

**SCI 33  INTRODUCTION TO MODERN CONCEPTS OF BIOLOGY**

5 hrs. 4 crs.

This course places emphasis on the modern theory of evolution and its application to current problems in ecology and conservation. Major concepts in biology are considered. The necessary background in cell biology, mitosis, meiosis, embryology, and genetics is provided through coordinated lecture and laboratory sessions.

For non-science majors.

**SCI 42  CONTEMPORARY TOPICS IN BIOLOGY**

3 hrs. 3 crs.

This course makes biology available and relevant to interested students by giving them an understanding of biology as it relates to current problems in society. The course supplements the traditional laboratory course in biology but can be taken alone.

Offered to all students in partial fulfillment of their science requirement.

**SCI 43  FIELD BIOLOGY**

5 hrs. 4 crs.

An introduction to the study of living organisms in relation to their environment, this course includes classroom, lectures, laboratory work and field trips.

For non-science majors.

Prerequisite: A science course or permission of the department.
Department of Business

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

Professors
Alfred R. Mascolo, B.S., M.A.
Louis Schuster, B.S., M.B.A., Ph.D.
David B. Silver, B.A., J.D.
Walter Weintraub, B.S., M.B.A.
Michael Zibrin, Jr., A.A., A.B., M.B.A.

Associate Professors
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Joseph H. Berliner, B.S., J.D., C.P.A., M.B.A.
Morton Hirsch, B.B.A., M.B.A.
Irving Platto, B.A., M.B.A., C.P.A.

Assistant Professors
Richard Adelson, B.S., M.A.
Allen Candee, B.S., M.A.
Gene Goldstein, B.B.A., M.S., 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.
Joseph Neiman, B.A., M.B.A.
Alexander Pedicone, B.A., M.A.
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., Ph.D.

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

Adjunct Assistant Professors
Sara E. V. Litz, LL.B., LL.M.
Anton Pfaffle, B.S., M.B.A.
Herbert Turkowitz, B.B.A., C.P.A.
Norman Walter, B.S., M.S., C.P.A.
Michael Zane, B.B.A.

Instructors
Alan Golden, B.S., M.B.A.
David Lang, B.S.

Adjunct Lecturers
Linvol Henry, B.S., M.S.
Herbert J. Kaufman, B.B.A.
Bernard D. Sylvan, B.A., LL.B., LL.M.
Accounting

ACCT 11 FUNDAMENTALS OF ACCOUNTING I

This 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, worksheets, preparation of financial statements, payroll preparation, taxation, the computer and accounting.

ACCT 12 FUNDAMENTALS OF ACCOUNTING II

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

ACCT 13 CONCEPTS OF ACCOUNTING*

In this introduction to accounting as an information system, the semester's work covers preparation and use of financial statements for managerial and investment decisions. Current Federal, New York State and New York City income taxes for individual taxpayers, and payroll procedures, are included.

* Non-accounting majors may take this course in lieu of ACCT 12.

Prerequisite: ACCT 11

ACCT 21 INTERMEDIATE ACCOUNTING I

The worksheet as a fundamental tool of the accountant is reviewed and underlying accounting principles, concepts and conventions, are applied to the corporate organization. Areas of course 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 pronouncements of the American Institute of Certified Public Accountants (AICPAs) Accounting Principles Board (APB) and the new Financial Accounting Standards Board (FASB), and their impact on business management decision-making and financial statement reporting.

Prerequisite: ACCT 12

ACCT 22 INTERMEDIATE ACCOUNTING II

This course concentrates on tangible, intangible, fixed and other noncurrent assets; home and branch office accounting is included. As an integral part of the course, discussions and illustrations of the impact of recent accounting developments on financial statements and business management are continued. An intensive study of Accounting Principles Board and Financial Accounting Standards Board pronouncements is made.

Prerequisite: ACCT 21
ACCT 31  COST ACCOUNTING I

3 hrs. 3 crs.
Detailed study of the techniques and methods of cost accounting are offered during this course. Areas of concentration include: cost concepts and analysis of costs, material control, accounting for labor, nature and application of manufacturing overhead (including factory overhead variance analysis), job order cost systems, process cost systems, and direct costing.
Prerequisite: ACCT 12

ACCT 32  COST ACCOUNTING II

3 hrs. 3 crs.
In this course the use of cost accounting principles and practices in managerial planning and control are studied with emphasis placed on the decision making role of management. The course includes: study of product pricing and production efficiency with the aim of maximizing profits, 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

4 hrs. 4 crs.
Students in this course study the current Federal income tax laws and regulations including concepts of taxable gross and net income, deductions and exemptions as applied to various classes of individual taxpayers. Preparation of individual income tax returns on actual governmental forms is required.

ACCT 42  NEW YORK TAXES

3 hrs. 3 crs.
The prevailing New York State and New York City income and business tax laws and regulations are studied. Preparation of individual and business tax returns is required.
Prerequisite: ACCT 41

ACCT 51  FINANCIAL ANALYSIS

3 hrs. 3 crs.
Students are introduced to practical problems in financial statement analysis. Course content includes: study of the detailed classified balance sheet; significance and value of ratios, trends, proportions and other tools of analysis; internal and external use 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 21

ACCT 81  INDEPENDENT STUDY

1-3 hrs. 1-3 crs.
Independent study of Accounting includes study of areas such as Business Administration, Economics, and Retailing. Each course of study, including hours, credits, and required work is developed individually or with a group, between student and faculty member and must be approved by the department.
BKG 14 MONEY AND BANKING  
(listed also as ECO 14)  
3 hrs. 3 crs.

This course involves a study of the nature and functions of money, monetary systems and monetary standards. 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 is included. The relationships of money and banking to economic activity is also considered.

Prerequisite: ECO 12

BKG 32 PRINCIPLES OF INVESTMENT  
(listed also as ECO 34)  
3 hrs. 3 crs.

A detailed analysis is made of the various types of investment securities and the practices of security markets. Emphasis is placed on tests of safety, income marketability, diversification, and management of stocks and bonds. Applicable problems are assigned.

BKG 34 COMMERCIAL BANKING POLICY AND OPERATION  
3 hrs. 3 crs.

The course involves a detailed study of the commercial banking system. Policies, practices, and problems of the different departments in a commercial bank are studied. Banking legislations and regulations and their impact on commercial banks are considered.

Prerequisite: BKG 14

BKG 36 CORPORATION FINANCE  
3 hrs. 3 crs.

The principles and practices of corporation financing, corporate capitalization, sources and uses of funds, selection, financing, and management of corporate assets are studied in this course. Corporate dividend policy is analyzed and actual case problems of local corporations are assigned for analysis.

Prerequisite: BKG 32

BKG 38 PUBLIC FINANCE  
3 hrs. 3 crs.

A course on the classification and growth of expenditures and revenues of the federal, state and local governments. Topics include analysis of public debt, American tax system, budget-making and fiscal policies.

Prerequisites: ECO 12 and BKG 14
BKG 40 ANALYZING FINANCIAL STATEMENTS

This course serves as an introduction to practical problems in financial statement analysis. A fine breakdown of financial statements includes pertinent areas such as details of the balance sheet, significance and value of ratios, trends, proportions, and internal and external comparisons. Analysis of working capital, receivables, inventories, trial balances, consolidated statements, budgets, and prospectuses is included.

Prerequisite: ACCT 12

BKG 81 INDEPENDENT STUDY

1-3 hrs. 1-3 crs.

Independent study of Banking includes areas such as Accounting, Business Administration, Economics, and Retailing. Each course of study, including hours, credits, and required work, is developed individually or with a group, between student and faculty member and must be approved by the department.

BKG 92 FIELD EXPERIENCE IN BANKING

9 hrs. 3 crs.

This course requires eight hours a week of supervised field experience in banking, plus one hour each week devoted to classroom lectures and discussion of experience in the field related to banking theory.

Prerequisites: BKG 14 and 34

Business Administration

BA 11 BUSINESS MANAGEMENT AND ORGANIZATION

3 hrs. 3 crs.

Students in this course study business firms in terms of environment and functional requirements. Planning problems and the structure of decision-making for policy and action are analyzed. The strategy and behavior of organizations, division of labor, flow of authority, delegation and communication are reviewed. The focus is on enterprise types, management functions, operations, and the leadership role in an integrated framework of principles and concepts.

BA 12 BUSINESS LAW I

3 hrs. 3 crs.

The American legal system, the problems and consideration of the essential principles of the law of business contracts and its relationship to typical business situations, appropriate New York State legal cases and recent decisions, are studied in this course.

BA 13 BUSINESS LAW II

3 hrs. 3 crs.

Students in the course consider the legal principles of agency, partnership and corporations. 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 are analyzed.

Prerequisite: BA 12
BA 14 PRINCIPLES OF MARKETING
3 hrs. 3 crs.
To enable consideration of marketing strategy from a customer point of view, the course deals with principles and practices of the distribution process. Study areas include: product pricing, promotion, channels of distribution, market research, governmental regulation.
Prerequisite: BA 11

BA 31 PERSONNEL ADMINISTRATION
3 hrs. 3 crs.
An examination of methods and procedures used by business management in the selection, development, maintenance, and utilization of an efficient work force is made in this course. Areas of study include: human relations; job evaluation; wage and salary administration; sources of labor supply; interviewing and counseling; training; testing; transfers; promotions; and union relations.
Prerequisite: BA 11

BA 33 BUSINESS COMMUNICATIONS
3 hrs. 3 crs.
During the course, detailed attention is given to the principles of writing effective business communications, including letters, reports, memoranda, directives. Emphasis is on organization, language, human relations and the application of business psychology in writing.

BA 52 ADVERTISING: THEORY AND PRACTICE
3 hrs. 3 crs.
A basic course in the methods of advertising and its role in business. Students are introduced to the areas of media, copy, research, layout, production, direct mail, and campaign strategy.
Prerequisite: BA 14

BA 60 INTRODUCTION TO COMPUTER
4 hrs. 3 crs.
This course develops 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

BA 81 INDEPENDENT STUDY
1-3 hrs. 1-3 crs.
Independent study of Business Administration includes areas such as Accounting, Business Administration, Economics, and Retailing.
Each course of study, including hours, credits, and required work, is developed individually, or with a group, between student and faculty member and must be approved by the department.
Economics

ECO 12  FUNDAMENTALS OF ECONOMICS  3 hrs. 3 crs.
A study of the nature and methods of economics including:  the economizing problem, American capitalism, national goals, and the basic principles of money and banking.  A detailed analysis of supply and demand, the mechanics of prices in different market structures, national income and employment theory, monetary and fiscal policy is included.  Problems of economic growth and stability are also considered.

ECO 14  MONEY AND BANKING  (Listed also as BKG 14)  3 hrs. 3 crs.
This course involves a study of the nature and functions of money, monetary systems and monetary standards.  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 is included.  The relationships of money and banking to economic activity is also considered.
Prerequisite: ECO 12

ECO 22  ECONOMICS OF INDUSTRIAL AND LABOR RELATIONS  3 hrs. 3 crs.
The economic problems and institutional developments associated with labor, and the labor market and management are studied in the course.  Focus is on the institutional framework of labor: the development, practices and policies of American trade unions with particular emphasis on collective bargaining; 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; 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

ECO 24  CONSUMER ECONOMICS  2 hrs. 2 crs.
Students in this course examine the process of consumer choice.  Topics studied include marginal utility, budget restraint, supply and demand, consumer patterns of buying behavior, money, advertising and consumer protection.

ECO 34  PRINCIPLES OF INVESTMENT  (Listed also as BKG 32)  3 hrs. 3 crs.
A detailed analysis is made of the various types of investment securities and the practices of security markets.  Emphasis is placed on tests of safety, income market ability, diversification, and management of stocks and bonds.  Applicable problems are assigned.
Industrial and Labor Relations

ILR 12 INDUSTRIAL RELATIONS AND LABOR PROBLEMS
Spring
3 hrs. 3 crs.
An historical, political, economic, and legal inquiry into the factors affecting labor-management relations are made in this course as students explore pivotal issues of collective bargaining, current policy decisions and their relationship to labor problems.
Prerequisite: BA 11

ILR 31 JOB EVALUATION, WAGE AND SALARY ADMINISTRATION
Fall
3 hrs. 3 crs.
The 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

ILR 33 COLLECTIVE BARGAINING
Fall
3 hrs. 3 crs.
The course deals with the preparation, negotiation and administration of union labor contracts.
Prerequisite: ILR 12

ILR 34 LABOR LAW
Spring
3 hrs. 3 crs.
This course serves as an 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 hrs. 3 crs.
Examination of problems of designing, organizing, installing, implementing and administering training programs is made in this course. 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 hrs. 3 crs.
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 ensuring job specifications. Each student undertakes a job analysis project.

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

ILR 92 FIELD EXPERIENCE IN INDUSTRIAL AND LABOR RELATIONS
Spring
9 hrs. 3 crs.
Eight hours a week of supervised field experience in industrial and labor relations plus an hour a week devoted to classroom lecture and discussion of experiences in the field related to industrial and labor relations theory are required in this course.
Insurance

**INS 31 PRINCIPLES AND PRACTICE OF INSURANCE I**

**Fall**

4 hrs. 4 crs.

Contracts for fire, automobile, casualty fidelity and surety, and burglary insurance are analyzed as students in the course survey insurance laws, 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 hrs. 4 crs.

The course includes the following kinds of insurance contracts: inland and ocean marine; public liability and negligence; workers' compensation; accident and health; and miscellaneous lines of coverage. Agents' and brokers' duties and responsibilities are analyzed.

*Prerequisite: INS 31*

**INS 33 INSURANCE LAW**

**Fall**

2 hrs. 2 crs.

During this course emphasis is placed on the relationship of law to insurance, including the practical application of investigation and adjustment of insurance claims.

*Corequisite: INS 31*

**INS 34 PRINCIPLES OF LIFE INSURANCE**

**Spring**

2 hrs. 2 crs.

A survey course which includes the various forms of life insurance policies and life insurance contracts; selection of risks, mortality tables, rate-making and annuities.

*Prerequisite: INS 31*

**INS 81 INDEPENDENT STUDY**

**1-3 hrs. 1-3 crs.**

Independent study of insurance is developed individually between student and faculty member and must be approved by the department.

**INS 92 FIELD EXPERIENCE IN INSURANCE**

**Spring**

9 hrs. 3 crs.

Eight hours a week of supervised field experience in insurance plus one hour each week devoted to classroom lecture and discussion of experiences in the field related to insurance theory are required in this course.

*Prerequisites: INS 31 and 33*

*Corequisites: INS 32 and 34*
Real Estate

RE 31 PRINCIPLES AND PRACTICE OF REAL ESTATE I
Fall
3 hrs. 3 crs.
A survey course which considers interests in reality, real estate principles and related business law, real estate contracts, bonds and mortgages, deeds, liens, easements and leases.

RE 32 PRINCIPLES AND PRACTICE OF REAL ESTATE II
Spring
3 hrs. 3 crs.
This advanced course includes study of 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

RE 33 URBAN LAND ECONOMICS
Fall
3 hrs. 3 crs.
Economic analysis of urban land economy, land utilization, real estate income, zoning regulations, and city planning is made in this course. Students also study problems related to public control over land enterprises.
Corequisite: RE 31

RE 34 REAL ESTATE MANAGEMENT AND APPRAISAL
Spring
3 hrs. 3 crs.
In this course, an analysis is made of the practices involved in managing and operating real estate, including owner and agency management, landlord-tenant relations, government regulations, techniques and practices involved in appraising developed and undeveloped real property.
Prerequisite: RE 31

RE 81 INDEPENDENT STUDY
1-3 hrs. 1-3 crs.
Independent study of Real Estate is developed individually between student and faculty member and must be approved by the department.

RE 92 FIELD EXPERIENCE IN REAL ESTATE
Spring
9 hrs. 3 crs.
Eight hours a week of supervised field experience in real estate, plus an hour each week devoted to classroom lecture and discussion of experience in the field related to real estate theory are required in this course.
Prerequisites: RE 31 and 33
Corequisites: RE 32 and 34
RBM 31 ELEMENTS OF RETAIL BUSINESS MANAGEMENT
Fall
3 hrs. 3 crs.
This course introduces students to management techniques essential to the planning, organization, control and operation of retail establishments. Examination is made of fundamentals underlying modern merchandising practices, recent developments in trading area analysis, shopping centers, consumer relations, warehousing, transportation, stock control, and data processing. Retail case studies and field trips are included.

RBM 33 SALESMA NSHIP
Spring
3 hrs. 3 crs.
Principles of selling based on the modern marketing concept are taught in this course. 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 wholesale, industrial, and retail sales force are considered.

RBM 34 FASHION BUYING AND MERCHANDISING
Spring
3 hrs. 3 crs.
Course topics include the dynamics of the world of fashion, 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 are required.

RBM 35 MERCHANDISE INFORMATION ANALYSIS
Fall
4 hrs. 4 crs.
Fashion fabrics and non-textile merchandise information, including their identification, characteristics, merits, limitations, and care are considered in this lecture and laboratory course. Detailed study is made of natural and man-made fibers, types of yarns, construction, finishes, coloring of fabrics, and sales. A survey of leather, rubber, plastic, paint, papers, furs, jewelry, cosmetics, soaps and synthetic detergents, and other non-textile products is included.

RBM 36 MERCHANDISE DISPLAY
Spring
4 hrs. 3 crs.
Basic principles of display are studied in the classroom and laboratory. Practice is included in designing and building, interior, window, and point-of-purchase merchandise displays. Field trips and guest demonstrations are held.
RBM 38 INTRODUCTION TO FASHION MARKETING
Spring
3 hrs. 3 crs.
This course is designed as an introduction to the fashion industry. Students develop an understanding of many different types of career opportunities in the world of fashion, economic and social factors which influenced its history and growth, producers, retailers, and specialized agencies involved in the production and distribution of fashion commodities—their characteristics, activities and relationships; consumer power and the marketing concept as it affects products and practices in the fashion business.

RBM 51 DATA PROCESSING FOR RETAILERS
Fall
3 hrs. 3 crs.
Students learn about electronic data processing as an aid to retail management. The course includes 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.

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

RBM 92 FIELD EXPERIENCE-RETAIL BUSINESS MANAGEMENT
Spring
9 hrs. 3 crs.
Eight hours per week of supervised field experience in retail management, plus one hour a week devoted to seminar discussion of relevant field experience is required in this course.

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

FM 11 INTRODUCTION TO FOOD MARKETING
3 hrs. 3 crs.
This course reflects an overview of the marketing process with special application to the food industry. Students learn that marketing services and utilities add value to food products as they proceed along the channels of distribution from farm and ranch to processors to middlemen to consumers. Added values, costs and anticipated profits, supply and demand factors become an integral part of the pricing mechanism. Introduced to the marketing functions performed by farmers, ranchers, processors and middlemen, students become aware that the entire food industry is geared to servicing the needs of the consumer.
FM 12 ELEMENTS OF FOOD RETAILING

3 hrs. 3 crs.

This course embodies the elements of retailing which helped the supermarket achieve its present dominance of the retail food industry. The supermarket concept is applied to all product categories and all types of food stores, including the convenience store, the discount store and the superette. Ways to obtain buying advantages, to balance pricing to achieve a desired margin, to increase sales volume and turnover, to stock and display goods, and how to re-order are included.

FM 13 SUPERMARKET OPERATION

3 hrs. 3 crs.

In this course students learn about the operation of a supermarket by its major departments: meat, dairy, baked goods, frozen foods, produce, grocery, non-foods and the front end. Concepts presented in "Elements of Food Retailing," are applied to individual departments and product classes. Future department managers acquire necessary "know-how" needed to profitably operate each department.

Prerequisite: FM 12

FM 14 SUPERMARKET MANAGEMENT

3 hrs. 3 crs.

A persistent challenge confronting the supermarket operator today is the ever narrowing profit margin. In this course, future store managers analyze financial and operations reports. They answer questions on: why the report is needed, what the reports include, how the ration is computed, how to interpret and use the data. They analyze data, recommend corrective action, make short- and long-term plans. They learn to use information as a management tool and to solve related case problems.

Satisfactory completion of this course is usually required for promotion to store and field management positions.

RBM 15 SUPERMARKET PERSONNEL PERFORMANCE MANAGEMENT

3 hrs. 3 crs.

This course is designed to prepare managers to improve personnel performance among new and old employees. Course objectives are: improve employee productivity as an integral part of the management role; institute procedural controls for minimum performance standards; maintain an effective customer relations program and store image; build employee morale and productivity to reduce turnover and increase sales and profits.

RBM 16 SUPERMARKET SALES PROMOTION

3 hrs. 3 crs.

The object of this course is to teach that the responsibility of attracting and holding customers is on all employees: store president; advertising manager; store manager and checkout clerks. Included are: the determination of the how, when, where, why and what for urban store sales promotions; how to attract customers with effective advertising, sales promotion, displays, public relations and services, planning, implementing, and evaluating sales promotions.
Department of English

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

Professors
Alfred Borrelli, B.A., M.A., Ph.D.
Henry Chupack, B.A., Ph.D.
Despoina Ikaris, B.A., M.A., Ph.D.
Jack Wolkenfeld, B.A., M.A., Ph.D.

Associate Professors
James Allen, B.A., Ph.D.
Jocelyn Camp, B.A., M.A., Ph.D.
Samuel Cecarelli, B.A., B.A., M.A., Laurea
Rosalind Depas, B.A., M.A., Ph.D.
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 M. Schwartz, B.S., M.A., Ph.D.
Stephen Weidenburner, A.B., Ph.D.
Zev Zahavy, B.A., M.H.L., Ph.D.

Assistant Professors
Isidor M. Aptebach, B.A., M.A., M.Phil.
Domenick Caruso, B.A., M.A.
Norah Ettlinger, B.A., M.A.
Jeptha Evans, B.A., M.F.A.
Morton Fuhr, A.B., A.M., Ed.D.
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 S. 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 Viscoun, A.B., M.A.

Instructors
Christine Boes Ackner, B.S., M.A.
Ray Agostini, B.A., M.A.
Marcia Babbitt, B.A., M.A.
Raymond Coolidge, B.A., M.A.T.
Oscar Miller, B.A., M.A.
Charles Rosen, B.A., M.A.
Lillian Sanchez de Probst, B.A., M.A.

Lecturers
Melvin Baron, B.A., M.A.
William Lowe, B.A.
Ronald Walcott, B.A.
 Clara Wefel, B.A., M.A.

Adjunct Assistant Professors
Richard Hudson, B.A., M.A.
Abraham M. Silverstein, B.A., M.A., Ed.D.

Adjunct Lecturers
Edward Balleaux, B.S.
Hyman Braufeld, B.A., M.A.
Laurence Liebowitz, B.A., M.A.
Joel Rosenkranz, B.A., M.A.
Cecelia Steger, B.A., M.A.
English
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. After passing ENG 12, students MUST TAKE ENG 22.
Students may be exempted, with credit, from ENG 12 or ENG 22 (but not both) by examination.

ENG 12  FRESHMAN ENGLISH
4 hrs. 4 crs.
Study and practice in reading and writing skills needed in college, including research, Frequent writing assignments and reading of prose and verse. Students are assigned to ENG 13 on the basis of their scores on the English Placement Test, and they must take it jointly with ENG 12. After passing ENG 12-13, students MUST TAKE ENG 23.

ENG 13  ANALYTICAL READING
2 hrs. 2 crs.
A course designed to help students develop basic skills in reading through exercises in comprehension, vocabulary and structure. Individualized attention is given under direct supervision of the instructor. Studies are supplemented by one hour of English Compensatory Laboratory work.

ENG 14 through 19
Designed for students in the Institute of Bilingual Studies Program. See page 127 for course descriptions.

ENG 22  VARIETIES OF EXPRESSION
4 hrs. 4 crs.
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

ENG 23  METHODS OF EXPRESSION
4 hrs. 4 crs.
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. Studies are supplemented by one hour of English Compensatory Laboratory work.
Prerequisite: ENG 12-13.

ENG 30  INTRODUCTION TO LITERATURE
3 hrs. 3 crs.
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 or ENG 12-13.
ENG 31 WORLD LITERATURE I
3 hrs. 3 crs.
Readings in classic Western literature, including the Bible, Homer, the Greek dramatists, Thucydides, Plato, Aristotle and Virgil. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG 12-13

ENG 32 WORLD LITERATURE II
3 hrs. 3 crs.
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 or ENG 12-13

ENG 35 MODERN CONTINENTAL LITERATURE
3 hrs. 3 crs.
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 or ENG 12-13

ENG 37 CHINESE LITERATURE
3 hrs. 3 crs.
The development of Chinese Literature from Confucius' edition of the Book of Songs through and inclusive of the principles of the literature of Maoist China, discussions of relevant Chinese social and political history, in particular as affecting the development of major literary genres: philosophy, criticism, poetry, the short story and the traditional Chinese novel.
Prerequisite: ENG 12 or ENG 12-13

ENG 41 THE NOVEL
3 hrs. 3 crs.
An introduction to the novel, including analysis of its components and themes, and study of its historical development. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG 12-13

ENG 42 POETRY
3 hrs. 3 crs.
An introduction to the different styles, forms and themes of poetry, with attention to their purpose and effect. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG 12-13

ENG 43 DRAMA
3 hrs. 3 crs.
An analysis of dramatic structure and a study of plays representing major dramatic styles. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG 12-13
ENG 44 THE TRAGIC VISION
3 hrs. 3 crs.
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 or ENG 12-13

ENG 45 THE COMIC SPIRIT
3 hrs. 3 crs.
An investigation of comedy in prose and verse, its meaning, uses, and techniques. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG 12-13

ENG 46 SATIRE
3 hrs. 3 crs.
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 or ENG 12-13

ENG 50 JOURNALISM
3 hrs. 3 crs.
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 or ENG 12-13

ENG 52 ADVANCED REPORTING, EDITING, AND LAYOUT DESIGN
3 hrs. 3 crs.
Methods of research, note-taking, rewriting of stories in proper journalistic form, editing techniques, the refocusing of information to conform to a newspaper's philosophy, use of layout design and typography.
Prerequisite: ENG 50

ENG 55 ADVANCED WRITING
3 hrs. 3 crs.
Further instruction and practice in the art of expository prose.
Prerequisite: ENG 12 or ENG 12-13
ENG 56 CREATIVt WRITING: FICTION  
3 hrs. 3 crs.
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 or ENG 12-13

ENG 57 CREATIVr WRITING: POETRY  
3 hrs. 3 crs.
Instruction and practice in writing traditional and new forms of poetry.  
Prerequisite: ENG 12 or ENG 12-13

ENG 61 SEMINAR: THE HISTORY OF LITERARY THEMES  
3 hrs. 3 crs.
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 or ENG 12-13

ENG 63 SHAKESPEARE  
3 hrs. 3 crs.
A survey of Shakespeare's works, emphasizing his plays, but including some consideration of his non-dramatic verse. Appropriate writing assignments.  
Prerequisite: ENG 12 or ENG 12-13

ENG 65 LITERATURE AND FILM  
3 hrs. 3 crs.
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. Additional time will be scheduled for film viewing. Appropriate writing assignments.  
Prerequisite: ENG 12 or ENG 12-13

ENG 67 WOMEN AND LITERATURE  
3 hrs. 3 crs.
A study of the treatment of women in various genres and eras, and a consideration of women as writers, using sociological, psychological, mythic, and formal literary critical methods.  
Prerequisite: ENG 12 or ENG 12-13

ENG 71 SURVEY OF ENGLISH LITERATURE I  
3 hrs. 3 crs.
Readings in selected major works of English literature from Chaucer to Swift. Appropriate writing assignments.  
Prerequisite: ENG 12 or ENG 12-13

ENG 72 SURVEY OF ENGLISH LITERATURE II  
3 hrs. 3 crs.
A study of significant works from Swift to World War I. Appropriate writing assignments.  
Prerequisite: ENG 12 or ENG 12-13
ENG 73  SURVEY OF AMERICAN LITERATURE I
3 hrs. 3 crs.
Readings in selected major works of American literature from colonial writers to Whitman
Appropriate writing assignments.
Prerequisite: ENG 12 or ENG 12:13

ENG 74  SURVEY OF AMERICAN LITERATURE II
3 hrs. 3 crs.
Readings in selected major works of American literature from Mark Twain to World War I.
Appropriate writing assignments.
Prerequisite: ENG 12 or ENG 12:13

ENG 75  MODERN BRITISH AND AMERICAN LITERATURE
3 hrs. 3 crs.
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 assign-
ments.
Prerequisite: ENG 12 or ENG 12:13

ENG 77  BLACK LITERATURE I
3 hrs. 3 crs.
Analysis of black literature in the United States and study of its history and development to
1950. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG 12:13

ENG 78  BLACK LITERATURE II
3 hrs. 3 crs.
Analysis of black literature in the United States and study of its development from 1950 to
the present. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG 12:13

ENG 81  INDEPENDENT STUDY
1-3 hrs. 1-3 crs.
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 in-
dividually between the student and the faculty member and must be approved by the de-
partment.

ENG 91  GOTHIC FICTION
3 hrs. 3 crs.
A study of major works of horror fiction, including short stories, novels, and some narrative
poetry, dealing primarily with the evocation of horror; an attempt to trace a narrative pat-
ttern common to much horror fiction; an analysis of gothic trappings and such psychosexual
creatures as vampires and werewolves, as they appear in literature, appropriate writing assign-
ments.
Prerequisite: ENG 12 or ENG 12:13
English courses open only to students in the Institute of Bilingual Studies Program.

Students are placed into English 14-19 on the basis of a series of proficiency tests given by the Institute of Bilingual Studies.

ENG 14 ENGLISH I FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH

12 hrs. 2 crs.

Provides an introduction to basic English grammar and structure. Practice centers on aural-oral skills. Laboratory sessions are required.

ENG 15 ENGLISH II FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH

12 hrs. 2 crs.

Intensive work on the basic structures and grammar of English with development of elementary reading and writing skills. Laboratory sessions are required.

ENG 16 ENGLISH III FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH

10 hrs. 2 crs.

A course in advanced English grammar and structure with increasing emphasis on reading and writing skills. Laboratory sessions are required.

ENG 17 ENGLISH IV FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH

9 hrs. 2 crs.

Provides intensive practice in listening, speaking, reading and writing skills needed prior to entering college. Courses taught in English. Laboratory sessions are required.

ENG 18 ADVANCED READING AND WRITING FOR BILINGUAL STUDENTS

6 hrs. 3 crs.

Intensive work in reading and writing skills needed in college, including research. This course utilizes materials drawn from various academic disciplines.

ENG 19 LITERATURE FOR BILINGUAL STUDENTS

6 hrs. 3 crs.

This course aims at increasing fluency in English through an examination of the literature of the culture in which it functions. Readings are from a variety of sources and include poetry, ballads, short stories, modern non-fiction, and selected novels and plays. Required course activities involve frequent writing assignments and attendance at films, plays and lectures.
Department of Foreign Languages

Chairman
Julio E. Hernández-Miyares: 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
Efio Alba: B.A., M.A., LL.D., Ph.D.
Irving Gersh, B.A., B.H.L., M.H.L., M.A., Ph.D.
Evelio Pentón, B.A., M.A., Ph.D.
Miguel Soto, B.A., M.A., Ph.D.

Assistant Professors
Ellen Fine, B.A., M.A.
Jeanette Goodman, B.A., M.A.
Joyce Miller, B.A., M.A.
Margaret Rockwitz, B.S., M.A.

Instructor
Paul Hecht, B.A., M.A.

Adjunct Assistant Professors
Joseph Dumbra, B.A., M.A.

Adjunct Lecturer
Bernard Marinbach, B.A., M.A.
French

**FR 1 ELEMENTARY FRENCH I**

4 hrs. 4 crs.

This course is designed for students with no previous training in the language, or as indicated by the Language Placement Examination score. Emphasis is on correct pronunciation through intensive oral practice, extensive use of the language laboratory, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.

**FR 2 ELEMENTARY FRENCH II**

4 hrs. 4 crs.

In this continuation of FR 1 students receive further development of their language skills, comprehension, speaking, reading and writing.

Prerequisite: FR 1 or acceptable Language Placement Examination score.

**FR 3 INTERMEDIATE FRENCH I**

3 hrs. 3 crs.

Progressive development of language skills, based on the foundations established in elementary French, is continued in this course with grammar review supplemented by readings of modern French literature.

Prerequisite: FR 2 or acceptable Language Placement Examination score.

**FR 4 INTERMEDIATE FRENCH II**

3 hrs. 3 crs.

In this continuation of FR 3, advanced grammar, composition and reading of modern French authors is stressed.

Prerequisite: FR 3 or acceptable Language Placement Examination score.

**FR 17 INTENSIVE REVIEW OF FRENCH GRAMMAR**

4 hrs. 3 crs.

This course is 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.

Prerequisite: Acceptable Language Placement Examination score.

**FR 18 READINGS IN MODERN FRENCH**

3 hrs. 3 crs.

The emphasis in this course is on rapid reading, composition and discussion in French. Readings include contemporary short stories, essays, poetry, newspaper and magazine articles and reviews.

Prerequisite: FR 4 or equivalent.

**FR 22 CONVERSATIONAL FRENCH**

2 hrs. 2 crs.

To develop fluency in speaking, this course stresses basic vocabularies and conversational patterns. Open to all students.

Prerequisite: FR 1 or permission of Chairman.
FR 30  FRENCH MASTERPIECES IN TRANSLATION I
3 hrs. 3 crs.
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.

FR 31  FRENCH MASTERPIECES IN TRANSLATION II
3 hrs. 3 crs.
Designed for non-French speaking students, the course stresses major novelists, essayists, dramatists and poets of the 20th century. The works of Gide, Proust, Malraux, Celine, Cocteau, Appollinaire, Ionesco, Sartre, Camus, Robbe-Grillet, and Beckett, among others, are read and discussed in English.

FR 51  SURVEY OF FRENCH LITERATURE
3 hrs. 3 crs.
A survey of French literature from selected writings of representative authors. Instruction in this course is entirely in French.
Prerequisite: FR 4 or permission of Chairman.

FR 53  FRENCH LITERATURE OF THE 20th CENTURY
3 hrs. 3 crs.
A survey course of 20th century literature with particular focus on the major poets, playwrights and novelists. Conducted entirely in French on an advanced level, it includes explanation of the text, composition, forms and discussion of their significance.

FR 54  FRENCH LITERATURE OF THE 19th CENTURY
3 hrs. 3 crs.
Works of selected authors such as Stendhal, Balzac, Flaubert, Baudelaire, and Hugo are studied in this course with emphasis on developing improved written expression and critical appreciation of the authors work.
Prerequisite: FR 4 or equivalent

FR 55  HISTORY AND CIVILIZATION OF FRANCE
3 hrs. 3 crs.
A chronological study of major trends and developments in French history to the present is made in this course. Political, literary and artistic movements highlighting important individuals, ideas and periods are examined. Selected texts representative of each period are read. Laboratory practice is optional.
Prerequisite: FR 4 or equivalent

FR 55  ADVANCED FRENCH GRAMMAR AND COMPOSITION
3 hrs. 3 crs.
This course is 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

FR 57  FRENCH PHONETICS AND CONVERSATION
3 hrs. 3 crs.
Through 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
FR 58 SEMINAR

3 hrs. 3 crs.

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 prior to taking the final examination.

Prerequisites: FR 51 and permission of Chairman

FR 61, 62, 63, 64 WORKSHOPS

2 hrs. 1 cr.

These workshops are designed for students who need additional help based on the recommendation of the Instructor or the Language Placement Examination score. Workshops are key to the sequence of elementary and intermediate courses.

FR 71 BLACK FRENCH LITERATURE I

3 hrs. 3 crs.

Students in this course study the first period of Black French Literature, (Period of Assimilation—1804-1920) and the second period, (Period of Negritude—1920-1959), with an analysis of both periods, especially the major works of Dr. Price-Mars, Carl Brouard, Jacques Roumain, Leon Damas, Leon Laleau, Aime Cesaire, Paul Niger, Guy Tirolien, Leopold Sedar Senghor, Frantz Fanon.

Prerequisite: FR 4 or equivalent

FR 81 INDEPENDENT STUDY

1-3 hrs. 1-3 crs.

Independent study of French is designed to give students of advanced French intensive work in the French language, literature, linguistics, culture and civilization. Study, research and projects are developed individually between student and faculty member who will guide the study and must be approved by the department.
German

GER 1 ELEMENTARY GERMAN I 4 hrs. 4 crs.
This course is designed for students with no previous training in the language, or as indicated by the Language Placement Examination score. Emphasis is on correct pronunciation through intensive oral practice, extensive use of the language laboratory, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.

GER 2 ELEMENTARY GERMAN II 4 hrs. 4 crs.
In this continuation of GER 1 students receive further development of their language skills, comprehension, speaking, reading and writing.
Prerequisite: GER 1 or Acceptable Language Placement Examination score

GER 3 INTERMEDIATE GERMAN I 3 hrs. 3 crs.
Progressive development of language skills, based upon the foundations established in elementary German, is continued in this course with grammar review supplemented by readings of modern German literature.
Prerequisite: GER 2 or Acceptable Language Placement Examination score

GER 4 INTERMEDIATE GERMAN II 3 hrs. 3 crs.
In this continuation of GER 3, advanced grammar, composition and reading of modern German authors is stressed.
Prerequisite: GER 3 or Acceptable Language Placement Examination score

GER 22 CONVERSATIONAL GERMAN 2 hrs. 2 crs.
Course stress is placed on basic vocabularies and conversational patterns to develop fluency in speaking. Open to all students.
Prerequisite: GER 1 or permission of Chairman

GER 51 SURVEY OF GERMAN LITERATURE 3 hrs. 3 crs.
A survey course of German literature which uses selected writings of representative authors. An analysis of literary values and movements is included. Instruction in this course is entirely in German.
Prerequisite: GER 4 or equivalent

GER 61, 62, 63, 64, WORKSHOPS 2 hrs. 1 cr.
These workshops are designed for students who need additional help based on recommendation of the Instructor or on the Language Placement Examination score. Workshops are keyed to the sequence of elementary and intermediate courses.

GER 81 INDEPENDENT STUDY 1-3 hrs. 1-3 crs.
Independent study of German is designed to give students of advanced German intensive work in the language, literature, culture and civilization. Study, research and projects are developed individually between student and faculty member who will guide the study and must be approved by the department.
Hebrew

HEB 1 ELEMENTARY HEBREW I

This course is designed for students with no previous training in the language, or as indicated by the Language Placement Examination score. Emphasis is on correct pronunciation through intensive oral practice, extensive use of the language laboratory, and acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.

HEB 2 ELEMENTARY HEBREW II

In this continuation of HEB 1 students receive further development of their language skills, comprehension, speaking, reading and writing.

Prerequisite: HEB 1 or Acceptable Language Placement Examination score.

HEB 3 INTERMEDIATE HEBREW I

Progressive development of language skills, based upon the foundations established in elementary Hebrew, is continued in this course with grammar review supplemented by readings of modern Hebrew literature.

Prerequisite: HEB 2 or Acceptable Language Placement Examination score.

HEB 4 INTERMEDIATE HEBREW II

In this continuation of HEB 3, advanced grammar, composition and reading of modern Hebrew authors is stressed.

Prerequisite: HEB 3 or Acceptable Language Placement Examination score.

HEB 30 HEBREW LITERATURE IN TRANSLATION I

Designed for non-Hebrew speaking students, the course stresses reading and analysis of Hebrew classics in cultural and historical context. All reading and discussions are in English.

HEB 31 HEBREW LITERATURE IN TRANSLATION II

Designed for the non-Hebrew speaking student, course consideration is on the emergence of Hebraic writers in the modern world. Emphasis is on the main literary personalities and their major contributions. All reading and discussion is in English.
HEB 51  SURVEY OF MODERN LITERATURE
3 hrs. 3 crs.
This survey of modern Hebrew literature from selected writings of representative authors includes an analysis of Hebraic values as reflected in their writing. Instruction in this course is entirely in Hebrew.
Prerequisite: HEB 4 or equivalent

HEB 53  HEBRAIC LITERARY MASTERPIECES
3 hrs. 3 crs.
In this comprehensive course, the works of two great authors of Hebrew fiction are studied in their historical and cultural context.
Prerequisite: HEB 4 or equivalent

HEB 54  READINGS IN HEBRAIC THOUGHT
3 hrs. 3 crs.
Students in this course are given intensive study of the Hebrew writings of a medieval and a modern Jewish thinker. Emphasis is placed on the linguistic and ideological aspects of these writings.
Prerequisite: HEB 4 or equivalent

HEB 56  THE HEBREW BIBLE
3 hrs. 3 crs.
Selections from the prose and poetry of the Old Testament in Hebrew are studied in this course. Emphasis is on language, culture and the unique Hebraic values contained in these selections.
Prerequisite: HEB 4 or equivalent

HEB 61, 62, 63, 64  WORKSHOPS
2 hrs. 1 cr.
These workshops are designed for students who need additional help based on the recommendation of the Instructor or on the Language Placement Examination score. Workshops are keyed to the regular sequence of elementary and intermediate courses.

HEB 81  INDEPENDENT STUDY
1-3 hrs. 1-3 crs.
Independent Study of Hebrew is designed to give students of advanced Hebrew intensive work in the Hebrew language, literature, linguistics, culture or civilization. Study, research and individual or group projects require written permission from the Instructor who will guide the study and must be approved by the department.

Italian

ITAL 1  ELEMENTARY ITALIAN I
4 hrs. 4 crs.
This course is designed for students with no previous training in the language, or as indicated by the Language Placement Examination score. Emphasis is on correct pronunciation through intensive oral practice, extensive use of the language laboratory, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.

ITAL 2  ELEMENTARY ITALIAN II
4 hrs. 4 crs.
In this continuation of ITAL 1 students receive further development of their language skills, comprehension, speaking, reading and writing.
Prerequisite: ITAL 1 or Acceptable Language Placement Examination score.

ITAL 3  INTERMEDIATE ITALIAN I
3 hrs. 3 crs.
Progressive development of language skills, based on the foundations established in elementary Italian, is continued in this course with grammar review supplemented by readings
of modern Italian literature.
*Prerequisite: ITAL 2 or Acceptable Language Placement Examination score*

**ITAL 4 INTERMEDIATE ITALIAN II**

<table>
<thead>
<tr>
<th>3 hrs.  3 crs.</th>
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<tbody>
<tr>
<td>In this continuation of ITAL 3, grammar, composition and reading of modern Italian authors is stressed.</td>
</tr>
<tr>
<td><em>Prerequisites: ITAL 3 or Acceptable Language Placement Examination score</em></td>
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</tbody>
</table>

**ITAL 17 INTENSIVE REVIEW OF ITALIAN GRAMMAR**

<table>
<thead>
<tr>
<th>4 hrs.  3 crs.</th>
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<tbody>
<tr>
<td>This course is 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.</td>
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<tr>
<td><em>Prerequisite: Acceptable Language Placement Examination score</em></td>
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</table>

**ITAL 18 READINGS IN MODERN ITALIAN**

<table>
<thead>
<tr>
<th>3 hrs.  3 crs.</th>
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<tbody>
<tr>
<td>The emphasis in this course is on rapid reading, composition and discussion in Italian. Students are required to complete selected readings from contemporary short stories, novels, magazines and newspaper articles, cinema and theatre reviews.</td>
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<tr>
<td><em>Prerequisite: ITAL 4 or equivalent</em></td>
</tr>
</tbody>
</table>

**ITAL 22 ITALIAN CONVERSATION**

<table>
<thead>
<tr>
<th>2 hrs.  2 crs.</th>
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<tbody>
<tr>
<td>To develop fluency in speaking this course stresses basic vocabularies and conversational patterns. May be taken as a coelective with ITAL 2.</td>
</tr>
<tr>
<td><em>Prerequisite: ITAL 1 or permission of Chairman</em></td>
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</table>

**ITAL 30 LITERATURE IN TRANSLATION**

<table>
<thead>
<tr>
<th>3 hrs.  3 crs.</th>
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</thead>
<tbody>
<tr>
<td>Designed for non-Italian speaking students, the course includes reading and analysis of representative works of Italian literature in their cultural and historical context. Reading and discussion is in English.</td>
</tr>
<tr>
<td><em>Prerequisite: ENG 12</em></td>
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</table>

**ITAL 51 SURVEY OF ITALIAN LITERATURE**

<table>
<thead>
<tr>
<th>3 hrs.  3 crs.</th>
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</thead>
<tbody>
<tr>
<td>A survey of Italian literature from selected writings of representative authors. Instruction in this course is entirely in Italian.</td>
</tr>
<tr>
<td><em>Prerequisite: ITAL 4 or equivalent</em></td>
</tr>
</tbody>
</table>

**ITAL 52 ITALIAN LITERATURE OF THE RENAISSANCE**

<table>
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<tr>
<th>3 hrs.  3 crs.</th>
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</thead>
<tbody>
<tr>
<td>Principal Italian authors of the Renaissance and their relation to the intellectual currents of the time are studied. Contributions of the Italian Renaissance to Western civilization in the fields of literature, art, politics, science and education are also considered during the course.</td>
</tr>
<tr>
<td><em>Prerequisite: ITAL 4 or equivalent</em></td>
</tr>
</tbody>
</table>

**ITAL 53 LIFE AND WORKS OF DANTE ALIGHIERI**

<table>
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<tr>
<th>3 hrs.  3 crs.</th>
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<tbody>
<tr>
<td>In this course, which is conducted entirely in Italian, students are given selected readings in Dante’s “Divina Commedia” for consideration in relation to the religion and philosophy of Dante’s time.</td>
</tr>
<tr>
<td><em>Prerequisite: ITAL 4 or equivalent</em></td>
</tr>
</tbody>
</table>

**ITAL 61, 62, 63, 64 WORKSHOPS**

<table>
<thead>
<tr>
<th>2 hrs.  1 crs.</th>
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</thead>
<tbody>
<tr>
<td>These workshops are designed for students who need additional help based upon the</td>
</tr>
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</table>
recommendation of the Instructor or on the Language Placement Examination score. Workshops are keyed to the sequence of elementary and intermediate courses.

ITAL 81 INDEPENDENT STUDY 1-3 hrs. 1-3 crs.
Independent study of Italian is designed to give students of advanced Italian intensive work in the Italian language, literature, linguistics, culture and civilization. Study, research and individual or group projects require written permission from the Instructor who will guide the study and must be approved by the department.

Spanish

SPAN 1 ELEMENTARY SPANISH I 4 hrs. 4 crs.
This course is designed for students with no previous training in the language, or as indicated by the Language Placement Examination score. Emphasis is on correct pronunciation through intensive oral practice, extensive use of the language laboratory, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.

SPAN 2 ELEMENTARY SPANISH II 4 hrs. 4 crs.
In this continuation of SPAN 1, students receive further development of their language skills, comprehension, speaking, reading and writing. 
Prerequisite: SPAN 1 or Acceptable Language Placement Examination score

SPAN 3 INTERMEDIATE SPANISH I 3 hrs. 3 crs.
Progressive development of language skills, based on the foundations established in elementary Spanish, is continued in this course with grammar review supplemented by readings of modern Spanish literature.
Prerequisite: SPAN 2 or Acceptable Language Placement Examination score

SPAN 4 INTERMEDIATE SPANISH II 3 hrs. 3 crs.
In this continuation of SPAN 3, advanced grammar, composition and reading of Spanish literary masterpieces is stressed.
Prerequisite: SPAN 3 or Acceptable Language Placement Examination score

SPAN 16 SPANISH PHONETICS 3 hrs. 3 crs.
A systematic study of the sound system and patterns of intonation. The organized development of vocabulary and idiomatic expressions are included. The course aims to improve students' pronunciation, ability to understand the spoken language, and use it with fluency.
Prerequisites: SPAN 4 or native conversational ability and permission of Chairman

SPAN 17 INTENSIVE REVIEW OF SPANISH GRAMMAR 3 hrs. 3 crs.
This course is designed for students who have had three or more years of high school Spanish but have not studied the language for a substantial period of time.
Prerequisite: Acceptable Language Placement Examination score.

SPAN 18 PROPER MODELS OF SPANISH GRAMMAR AND CONVERSATION FOR NATIVE SPEAKERS 3 hrs. 3 crs.
Designed for Spanish-speaking students, this course places stress on improvement of reading and writing skills.
Prerequisites: Native conversational ability and permission of Chairman
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 22</td>
<td>ELEMENTARY SPANISH CONVERSATION</td>
<td>2 hrs. 2 crs.</td>
<td>A course stressing basic conversational skills which students may choose as a coelective with SPAN 2. <em>Prerequisite: SPAN 1 or permission of Chairman</em></td>
</tr>
<tr>
<td>SPAN 23</td>
<td>CONVERSATIONAL SPANISH FOR THE COMMUNITY</td>
<td>2 hrs. 1 cr.</td>
<td>Open to all students and community residents who have contact with New York's Spanish-speaking community. The course aims to improve students' ability to converse in Spanish.</td>
</tr>
<tr>
<td>SPAN 24</td>
<td>CONVERSATIONAL SPANISH FOR TRAVEL</td>
<td>2 hrs. 1 cr.</td>
<td>This course stresses basic vocabularies and conversational patterns to help American tourists abroad enrich their knowledge of the language, peoples and cultures of Spanish-speaking countries. Open to all students.</td>
</tr>
<tr>
<td>SPAN 30</td>
<td>READINGS IN PENINSULA SPANISH LITERATURE IN TRANSLATION</td>
<td>3 hrs. 3 crs.</td>
<td>A study of the important novels, plays and poets of Spain from the Archpriest of Hita to Garcia Lorca. This course is taught in English. Open to all students.</td>
</tr>
<tr>
<td>SPAN 31</td>
<td>READINGS IN SPANISH AMERICAN LITERATURE IN TRANSLATION</td>
<td>3 hrs. 3 crs.</td>
<td>This course is designed for students who wish to explore the high points of Spanish American literature. This course is taught in English. Open to all students.</td>
</tr>
<tr>
<td>SPAN 32</td>
<td>READINGS IN PUERTO RICAN HISTORY AND LITERATURE</td>
<td>3 hrs. 3 crs.</td>
<td>This course is designed for all students who would like to gain insight into Puerto Rican literature and culture. Depending on Spanish proficiency, students may register in the English or Spanish sections. <em>Prerequisite: Permission of Chairman</em></td>
</tr>
<tr>
<td>SPAN 33</td>
<td>INTERMEDIATE SPANISH CONVERSATION</td>
<td>2 hrs. 2 crs.</td>
<td>This course aims to give students intensive practice in spoken Spanish. It is designed for those who wish to use the Spanish language to communicate with Spanish-speaking people in everyday situations. This course may be selected as a coelective with SPAN 3. <em>Prerequisite: SPAN 2 or permission of Chairman</em></td>
</tr>
<tr>
<td>SPAN 34</td>
<td>SPANISH AMERICA: ITS CULTURE, ART AND MUSIC</td>
<td>3 hrs. 3 crs.</td>
<td>A presentation of the outstanding facets of Spanish American culture. Students in this course examine all important historic, political, literary and artistic movements. Important individuals, ideas and periods are highlighted. Grammar, literature and composition are emphasized through reading selected representative authors and works of each period. Course is taught in Spanish. <em>Prerequisite: Permission of Chairman</em></td>
</tr>
</tbody>
</table>
SPAN 40 SPANISH FOR STUDENTS IN CAREER PROGRAMS  
2 hrs. 2 crs.
The course stresses basic vocabularies and conversational patterns to help students in career areas communicate more effectively with peoples of Spanish-speaking countries, and enrich their own knowledge of the Spanish language and culture.

SPAN 44 ADVANCED SPANISH CONVERSATION  
2 hrs. 2 crs.
A course designed for students who wish to speak fluently and correctly in current idiom. Stress is placed on student practice in class group discussions, prepared and impromptu, with emphasis on growth in oral expression and vocabulary building. This course may be selected as a co elective with SPAN 4.
Prerequisite: SPAN 3 or permission of Chairman

SPAN 51 SURVEY OF SPANISH LITERATURE  
3 hrs. 3 crs.
An advanced course for students who successfully completed SPAN 4 or the equivalent. Selected writings of representative authors, with analysis of literary values, are studied. Instruction is entirely in Spanish.
Prerequisite: SPAN 4 or permission of Chairman

SPAN 52 READINGS IN SPANISH LITERATURE  
3 hrs. 3 crs.
The literature of the period from the Generation of 1898 to 1925, including the works of Garcia Lorca, Unamuno, Jimenez, and Ganivet, with emphasis on specific full-length works is studied in this course.
Prerequisite: SPAN 4 or permission of Chairman

SPAN 53 SPANISH AMERICAN LITERATURE  
3 hrs. 3 crs.
A survey course of the significant literary production of Spanish America from colonial beginnings to the present day, with special attention given to the major authors of the 20th century. The course is conducted in Spanish.
Prerequisite: SPAN 4 or permission of Chairman

SPAN 54 ADVANCED SPANISH GRAMMAR  
3 hrs. 3 crs.
The course concentrates upon the development of skill and facility in Spanish grammar composition and conversation.
Prerequisite: SPAN 4 or permission of Chairman
SPAN 55 HISTORY AND CIVILIZATION OF SPAIN

3 hrs. 3 crs.

A chronological study of major Spanish historical trends and developments up to the present time are undertaken in this course. Political, literary and artistic movements highlighting important individuals, ideas and periods are examined. Selected texts representative of each period are read.

Prerequisite: SPAN 4 or permission of Chairman

SPAN 56 SEMINAR

3 hrs. 3 crs.

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 Spanish majors.

Prerequisites: SPAN 51 and permission of Chairman

SPAN 61, 62, 63, 64 WORKSHOPS

2 hrs, 1 cr.

These workshops are designed for students who need additional help based upon the recommendation of the Instructor or on the Language Placement Examination score. Workshops are keyed to the sequence of intermediate courses.

SPAN 70 SPANISH CINEMA

3 hrs. 3 crs.

A thorough study of the best films and film scripts in the Spanish cinema, this course is taught in Spanish with a view toward developing an appreciation of the history, art and aesthetics of the Spanish cinema and increasing Spanish language experience.

Prerequisite: Spanish 4 or equivalent, or permission of Instructor

SPAN 81 INDEPENDENT STUDY

1-3 hrs. 1-3 crs.

Independent study of Spanish is designed to give students of advanced Spanish intensive work in the language, literature, linguistics, culture and civilization. Study, research and individual or group projects require written permission from the instructor who will guide the study and must be approved by the department.
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. (Director, Recreation Leadership Program)

Associate Professors
Richard A. Kaye; B.S., M.S.
Angelica Petrides; B.A., M.A.
Samuel Scherek; B.S., M.S.

Assistant Professors
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.
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.
Nikola Zlatar; B.S., M.A.
Christopher Zook; B.S., M.S.

Instructors
Joanne Ardolf; B.A., M.A.
Lee Ciardiello; B.S., M.A.
Rachelle Goldsmith; B.S., M.A.
Sherry Harris; B.A., M.S.
Patricia Hazlewood; B.S., M.S.
William Lopez; B.S., M.S.

Adjunct Assistant Professor
Sidney Levine; B.S., M.S., M.S.

Adjunct Lecturers
Joseph Pancila, B.S., M.S.
Samuel Simon; B.S., M.S.W., D.D.
Physical Education

Requirements:
Two courses in Physical Education are required of ALL students. Students may elect additional Physical Education courses. Students interested in majoring in Health and Physical Education should consult with the Department Chairman.

Limitations/Waivers:
Extenuating circumstances, with proper official medical documentation, College Health Services consultation, conferences and written approval from the Department Chairman will permit waiver of Physical Education regular requirements. However, to satisfy the College Physical Education Requirement, students medically restricted by the college physician are assigned to PEC 33.

Course Information:
All Physical Education courses include the fundamental development of specifically related rules and history; skills and techniques; strategy and game experience. Fitness and lifetime carry-over values are inherent within course content. No credit shall be given for repeating a course previously passed.
Students should not ordinarily carry more than one Physical Education course per-semester.
Health Education
All students, except Nursing students, are REQUIRED to take HE 11.

HE 11 FOUNDATIONS OF HEALTH  2 hrs. 2 crs.
This course involves 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 on physical and mental health, sex and human reproduction, drugs and alcohol, and environmental health.

HE 31 ENVIRONMENTAL PUBLIC HEALTH  3 hrs. 3 crs.
Public health operations in an urban society are reviewed in this course. Areas covered include epidemiology, radiation hazards, waste disposal, protection and treatment of water supplies, pesticide control, air pollution, consumer protection, food sanitation, swimming facilities protection, safety and accident prevention.

HE 52 SEXUALITY IN THE INDIVIDUAL: MARRIAGE AND THE FAMILY  3 hrs. 3 crs.
During this overview of public health services, students study the organization and nature of public health programs, patterns of medical care, health career opportunities, methods of public health education, communication techniques in working with the public, and public health laws.

HE 35 EDUCATION FOR SAFE LIVING  2 hrs. 2 crs.
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 those contemplating a teaching career.

HE 52 SEXUALITY IN THE INDIVIDUAL MARRIAGE AND THE FAMILY  3 hrs. 3 crs.
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.

HE 60 COMMUNITY HEALTH SERVICES: EMPHASIS ON FAMILY PLANNING  4 hrs. 3 crs.
This course requires a survey of community family health services with emphasis on family planning. Topics to be reviewed include reproduction, contraception, family planning, birth control and population growth. The course is designed to introduce students to community family health services through campus seminars and field assignments.
Prerequisite: HE 11
Physical Education
Co-Educational Activities
All the following courses meet for 2 hours a week and earn 1 credit for each semester.

PEC 16 ARCHERY - BADMINTON

PEC 18 FENCING

PEC 20 PRINCIPLES OF CLASSICAL BALLET

PEC 22 SOCIAL, FOLK AND SQUARE DANCING

PEC 23 BOWLING
Course Fee $14.40 (No Transportation)

PEC 24 SKIING
Course Fee $16 (No Transportation)

PEC 26 GOLF

PEC 27 BEGINNING KARATE AND SELF-DEFENSE

PEC 28 INTERMEDIATE KARATE AND SELF-DEFENSE
Prerequisite: PEC 27

PEC 29 INTRODUCTION TO HATHA YOGA

PEC 30 BASIC SWIMMING
Summer

PEC 31 SENIOR LIFE-SAVING
Summer

PEC 32 ICE SKATING

PEC 32 ICE SKATING
Course Fee $14 (No Transportation)

PEC 33 MODIFIED PHYSICAL EDUCATION
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.
Prerequisite: Health Service Department approval

PEC 35 ON-SLOPE SKIING
Intercession
30 hrs. 1 cr.
For fee information, departure and return dates, check Spring '75 pre-registration form.

PEC 36 SAILING
Course Fee $12 (No Transportation)
PEC 37  INTERMEDIATE SAILING  
Course Fee $12 (No Transportation)  
Prerequisite: PEC 36

PEC 81  INDEPENDENT STUDY  
1-3 hrs. 1-3 crs.
Independent study of Physical Education is developed individually, or with a group, between student and faculty member and must be approved by the department. An example of such study would be:

ARCHERY  
Intersession (No Transportation)  
30 hrs. 1 cr.

For fee information, departure and return dates, check Spring '75 pre-registration form.

Men's Activities
All the following courses meet for 2 hours a week and earn 1 credit each semester.

### PEM 1  FUNDAMENTALS OF FITNESS AND CONDITIONING

### PEM 2  BASEBALL  
Spring

### PEM 3  TOUCH FOOTBALL  
Fall

### PEM 5  BASKETBALL TECHNIQUES

### PEM 6  SOFTBALL AND VOLLEYBALL  
Spring

### PEM 7  SOCCER TECHNIQUES  
Fall

### PEM 8  POWER VOLLEYBALL

### PEM 11  BEGINNING TENNIS

### PEM 12  INTERMEDIATE TENNIS  
Prerequisite: PEM 11

### PEM 17  WRESTLING

### PEM 18  TRACK AND FIELD

### PEM 19  BEGINNING GYMNASTICS
Women's Activities
All the following courses meet for 2 hours a week and earn 1 credit each semester.

PEW 1 FIGURE CONTROL AND BODY CONDITIONING
PEW 2 BASKETBALL
PEW 6 SOFTBALL, TRACK AND FIELD
PEW 7 POWER VOLLEYBALL
PEW 10 BEGINNING GYMNASTICS
PEW 11 BEGINNING TENNIS
PEW 12 INTERMEDIATE TENNIS
Prerequisite: PEW 11

PEW 18 MODERN DANCE TECHNIQUES
(Open to Men)

PEW 19 MODERN DANCE COMPOSITION
(Open to Men)
Prerequisite: PEW 18
REcreation Leadership

REC 11 INTRODUCTION TO RECREATION 3 hrs. 3 crs.
This introductory course to the historical and philosophical foundations of recreation and leisure includes study of institutions providing recreation services, and the socio-economic factors which influence the growth and development of recreation. For Recreation Leadership majors only.

REC 12 RECREATION LEADERSHIP PRINCIPLES 3 hrs. 3 crs.
The importance of obtaining knowledge of human dynamics, leadership abilities, and related techniques of teaching recreational skills are stressed during this course. Recreation leadership, personnel practices and policies, and techniques of supervision are presented. Prerequisite: REC 11

REC 13 SOCIAL RECREATION 3 hrs. 3 crs.
In this course, students are taught how to conduct, plan and program social recreation activities in camps, centers, clubs, institutions and playgrounds. Under supervision, individual leadership abilities are developed and performance is evaluated.

REC 14 OUTDOOR RECREATION 2 hrs. 2 crs.
Trends in outdoor recreation are traced in this course. The place of the recreation leader in outdoor programs, the scope and extent of programs in conservation, camping, aquatics and nature are considered. A weekend camping trip is required. Course fee is $16.

REC 15 SUMMER CAMP LEADERSHIP 2 hrs. 2 crs.
The course aims to prepare students as future camp counselors by presenting a basic camping philosophy, examining camping objectives, studying problems in the camping field, and providing opportunities to acquire skills and leadership essential in camp life. A weekend camping trip is required. Course fee is $16.

REC 16 METHODS AND MATERIALS FOR TEACHING FOLK, SQUARE AND SOCIAL DANCE 2 hrs. 2 crs.
In this course students become familiar with basic dance movements, dance positions, dance etiquette and dance terminology, and learn how to teach and direct folk dances in various forms. For Recreation Leadership Majors only.

REC 20 EDUCATION FOR LEISURE 3 hrs. 3 crs.
The course deals with the basic ideas and problems of leisure that confront contemporary society. Students are encouraged to develop concepts concerning leisure for today and for the future. They are also helped to develop attitudes toward the use of leisure time which will create beneficial living patterns. For Recreation Leadership Majors only.
The philosophy and history of therapeutic recreation is studied during this course. Class discussions consider areas of disability, physical development, psychological and emotional problems and social adjustment. Attitudes toward the disabled are examined and attempts are made to rectify those founded on myth and misinformation. Students are taught medical terms, the role of therapeutic recreation as part of the rehabilitation team’s efforts and are given the opportunity to plan recreation programs to fit the needs and capabilities of specific disabilities.

Prerequisite: REC 12

The underlying principles for effective recreation programming are presented in this course. An overview of the operation of recreation facilities, including budget, public relations, records, reports, equipment and evaluation is included.

For Recreation Leadership Majors only.

Prerequisite: REC 12

The course provides students with opportunities to learn skills with various materials and to teach the use of clay, paper, paint, yarn, wire, soap and wood. Emphasis is on encouraging creativity and providing enjoyment for all ages and special groups. Course fee is $2.

The course deals with two special populations—the aging and the mentally retarded. In the area of the aging, the course examines biological, psychological, and sociological aspects of aging. Through this study, students gain an understanding of the aging process and the problems affecting the aged, and become able to furnish recreational services for their benefit.

The mental retardation area provides students with knowledge of the social, emotional, physical and intellectual characteristics and problems of an individual with retarded mental development. Through guidelines developed in the course students will be able to diagnose recreative functioning, understand leadership techniques and plan recreation programs for the mentally retarded.

For Recreation Leadership Majors only.

Prerequisite: REC 31

Students are assigned to supervised field work in a variety of recreation agency settings in the community. The course includes one hour seminar, student field reports and class discussions of these experiences.

For Recreation Leadership Majors only.

Prerequisites: REC 11 and 12

This advanced field experience program involves increased student participation in the work of the assigned recreation agencies, assignment to a second type of agency for varied experience, and includes one hour seminar.

For Recreation Leadership Majors only.

Prerequisites: REC 11, 12 and 91
Department of History

Chairman
Bernard Klein, Professor; B.A., M.A., Ph.D.

Professor
William Klubach; A.B., M.A., Ph.D.

Associate Professors
Patrick Abbazia; A.B., M.A., Ph.D.
Betty Boyd Caroli; B.A., M.A., Ph.D.
Robert Hecht; B.A., Ph.D.
Morton Wagman; B.A., M.A., Ph.D.

Assistant Professors
Frances Kraljic Curran; B.A., M.A.
Herbert Gelbart; B.A., M.A.
Norman Hanover; A.B., M.A.
Alphonse Homaha; B.A., M.A.
Thomas Kessner; B.A., M.A.
Arnold Perlmutter; A.B., A.M.
Mitchell Okun; B.A., M.A.
Sydney Rosenberg; B.A., M.A.
Joan Sedgwick; B.A., M.A.
Stuart Suss; B.A., M.A.
HIST 11 AMERICAN CIVILIZATION I
3 hrs. 3 crs.
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.

HIST 12 AMERICAN CIVILIZATION II
3 hrs. 3 crs.
This course continues the study of American life from the time of the Civil War to the present.

HIST 13 AMERICAN COLONIAL HISTORY, 1492 to 1763
Fall
3 hrs. 3 crs.
The foundations of American civilization from its European origins to the French and Indian War are traced in this course. Topics such 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 are covered.

HIST 58 AMERICAN REVOLUTION AND THE EARLY NATIONAL PERIOD.
1763 to 1828
Spring
3 hrs. 3 crs.
A survey course to consider the various forces that produced the American Revolution. How the American people built a new nation, struggled with the problems of an underdeveloped economy, created a two-party system, and sought to protect and enhance their national sovereignty are discussed.

HIST 15 ERA OF THE CIVIL WAR, 1828 to 1877
3 hrs. 3 crs.
American civilization from the “Era of Good Feelings” of Reconstruction is traced in this course. Included are 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 role of the Black American in the reconstruction of the nation.

HIST 16 THE GILDED AGE AND THE PROGRESSIVE ERA, 1877 to 1920
3 hrs. 3 crs.
The transformation of America from a rural, agricultural, isolated nation to an urban industrial power is described in this course. Topics include society and politics in the Gilded Age, the age of the Robber Barons, the rise of the city, 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, World War I and the rise of America as a world power.
HIST 59 MODERN AMERICA, 1920 to PRESENT
Spring
3 hrs. 3 crs.
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 Movement of the present.

HIST 14 AMERICAN CONSTITUTIONAL HISTORY
3 hrs. 3 crs.
The origin and development of the American Constitution, emphasizing key Supreme Court decisions, changing Constitutional interpretations, the relation of the Constitution to the changing political, economic and social conditions in modern America are studied in this course.

HIST 20 THE IMMIGRANT IN AMERICAN SOCIETY
Spring
3 hrs. 3 crs.
The history of immigration to America is examined as the course traces the changing pattern of immigration from the 17th century to the present. The motives and ambitions of the immigrant, his role in American society, and his contributions to American life are described.

HIST 21 AMERICAN SOCIAL HISTORY
3 hrs. 3 crs.
This course traces the development of significant aspects of American society from the colonial era to the present. Topics include 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.

HIST 23 THE AMERICAN FRONTIER
Fall
3 hrs. 3 crs.
This course traces the movement of the American frontier from colonial times to the 20th century. Discussion includes 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. Also covered are topics such 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.

HIST 41 THE INDIAN IN AMERICAN HISTORY
3 hrs. 3 crs.
A course on the history of the American Indian from the time of Columbus to the present. Emphasis is on the relationships between the American Indians and the European settlers. Attention is given to the problems of the Indians in contemporary American society.

HIST 50 THE BLACK IN AMERICAN HISTORY
3 hrs. 3 crs.
This course is devoted to 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 contributions, his problems, and the attitudes of all Americans, black and white, on the issues of race. Primary, historical and current sources are utilized.
HIST 54 THE UNITED STATES AND WORLD AFFAIRS
Spring
3 hrs. 3 crs.
In this course, study is made of modern American foreign policy since 1898. Major topics include America's outward thrust and the Spanish-American War. United States relations with Latin America and the Far East, intervention and isolationism, the diplomacy of World War II, the Cold War and containment, and contemporary problems of American foreign relations.

HIST 55 HISTORY OF ITALIAN AMERICANS
3 hrs. 3 crs.
This course examines the circumstances of the immigration of Italians to the United States from the colonial period up to the present. The contributions which Italians made to American culture, and the changes which they experienced in their own lives as a result of living in the United States, will be considered. The political, economic and social record of Italian-Americans, as well as their treatment in American literature, will be examined.

HIST 60 AMERICAN INTELLECTUAL HISTORY
Fall
3 hrs. 3 crs.
This course traces the development of American thought from the colonial period to the present. The ideas and values which influenced and directed American society are examined.

HIST 61 THE CITY IN AMERICAN HISTORY
Fall
3 hrs. 3 crs.
A study of urban history in America, from the trade centers of the 17th century to the modern megalopolis is made in this course. Also included are topics such as intellectual ferment in the cities, rural migration, foreign immigration, and the problems the city faces in contemporary America.

HIST 68 WOMEN IN AMERICAN HISTORY
3 hrs. 3 crs.
A study of the various roles—familial, social, legal and political—that women have played in American history is made in this course. To concretely depict women's position in society, emphasis is placed on historically important women, as well as on outstanding fictional female characters.

HIST 69 AMERICAN JEWISH HISTORY
3 hrs. 3 crs.
During this course a study of the Jews within the context of American history will be made with emphasis on the settlement of America as part of the Diasporic experience. The historical causes for the unique aspects of American Judaism and the success of the German Jews in the expanding entrepreneurial economy of the 1850's will be explored. The immigrant experience and the process of accommodation with American society and its values will be studied in detail. Economic and geographic mobility, the Jewish labor movement, the radical intellectuals of the '30's, as well as contemporary issues will be considered.
World History

HIST 31 MODERN EUROPE, 1789 TO PRESENT
3 hrs. 3 crs.
A social, cultural, political, and economic approach to the development of European civilization from the French Revolution to the 20th century, emphasis in this course is on the technological revolution and the predicament of modern man.

HIST 32 ASIA IN MODERN TIMES
3 hrs. 3 crs.
An examination of contemporary Asian civilizations is conducted during this course with special emphasis on 19th and 20th century developments. Such topics as the conflicts between indigenous cultures and external forces are included.

HIST 33 AFRICA
3 hrs. 3 crs.
The historical developments of Africa are studied in this course. Emphasis is on the cultural interchange, colonialism and the nationalist revolts, new governments and the problem of modernization, conflicts of interest of the great powers, and 20th century nationalistic rivalries.

HIST 74 MILITARY HISTORY
Spring
3 hrs. 3 crs.
Modern military history is studied with course emphasis placed on the strategic, cultural, ideological and technological factors relating to warfare. Topics include war and society in old Europe, modern nationalism and conventional warfare, modern guerrilla and counterinsurgency warfare.

HIST 35 UTOPIAN DREAMERS AND THE WESTERN WORLD
3 hrs. 3 crs.
During this study of utopian thinkers and thought as a significant expression of Western culture, the major works in the utopian literature and the historical backgrounds which produced them are considered.

HIST 36 EUROPE IN THE TWENTIETH CENTURY
3 hrs. 3 crs.
Europe in the 20th century is a study of the transformation of European society from the end of the 19th century to the present. The aim of this course, to view Europe as a civilization, requires discussion of political, military, economic and cultural factors as well as social and technological changes which gave the 20th century its unique character.
HIST 37 THE MIDDLE EAST FROM WORLD WAR I TO THE PRESENT

3 hrs. 3 crs.

An analysis of the major political, social, religious, economic and cultural developments in the Near East is offered in this course. Emphasis is on the attempts of Islamic society to adjust to the Western way of life and the rise of nationalism, recent developments such as the emergence of the State of Israel. The role of oil in world diplomacy and the efforts at modernization will be considered.

HIST 38 REVOLUTION AND POLITICAL PROTEST IN AFRICA, 1860 TO PRESENT

3 hrs. 3 crs.

This course will examine the historical causes for political protest and revolution in sub-Saharan Africa as well as the prospects of non-violent political change. The emphasis will be primarily on the anti-colonial reactions, insurrections and the role of the military in shaping African society. Attention will be given to organized and unorganized forms of protest in their political and proto-political manifestations.

HIST 51 THE ANCIENT WORLD

Fall

3 hrs. 3 crs.

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 hrs. 3 crs.

This course considers the main themes of Western Civilization from the Middle Ages to the 18th century. Discussion topics include: 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, the expansion of Europe and its impact on the world.

HIST 53 RUSSIAN HISTORY FROM 1860 TO THE PRESENT

Fall

3 hrs. 3 crs.

This course deals with reform and revolution in Russia and the establishment of the Soviet regime. An analysis and evaluation of the U.S.S.R. under its several leaders is included.

HIST 57 LATIN AMERICAN HISTORY

Fall

3 hrs. 3 crs.

This course traces the political, economic, social, and cultural evolution of the peoples and nations of Latin America. The region's development from the wars of independence to the contemporary problems and changing patterns of life in Latin America today are studied.
HIST 64 MODERN JEWISH HISTORY
3 hrs. 3 crs.
The focus in this course is on the 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.

HIST 65 MODERN RADICAL MOVEMENTS IN WESTERN CIVILIZATION
Fall
3 hrs. 3 crs.
The course examines the ideological bases of industrialism, laissez-faire, 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.

HIST 66 REVOLUTION IN WESTERN CIVILIZATION-A COMPARATIVE VIEW
3 hrs. 3 crs.
The aim of this course is to study the processes and personalities involved in revolution as well as their legacies to future generations. 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 1917-1923 are compared and contrasted.

HIST 67 JEWISH HISTORY FROM POST-BIBLICAL TIMES TO THE ENLIGHTENMENT
3 hrs. 3 crs.
In this course, students study 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.

HIST 81 INDEPENDENT STUDY
1-3 hrs. 1-3 crs.
Independent study in History is open to students who have demonstrated an interest 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 student and faculty member and must be approved by the department.
Philosophy

PHIL 71  HISTORY OF PHILOSOPHY: THE CLASSICAL PHILOSOPHERS
Fall
3 hrs. 3 crs.
The beginnings of man's search for meaning, value and purpose in classical Greece, India, and China are studied in this course.

PHIL 72  HISTORY OF PHILOSOPHY: THE MODERN PHILOSOPHERS
Spring
3 hrs. 3 crs.
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 73  LOGIC: THEORIES OF ARGUMENTATION
3 hrs. 3 crs.
The purpose of this course is to introduce students to the basic theories of argumentation in their evaluation from Plato and Aristotle to contemporary theories. The theories of logic and its application will form the core of this course.

PHIL 74  ETHICS—A STUDY OF ETHICAL PROBLEMS
3 hrs. 3 crs.
In this course, students explore the concern for ethics from the beginnings of thought—from Greek philosophy to the present. The types of problems that arise and remain constant in human history will be discussed during the semester.

PHIL 81  INDEPENDENT STUDY
1-3 hrs. 1-3 crs.
Independent study of Philosophy permits students to engage in study in areas in which they have special interest and necessary competence. Such study may include research, work outside the College, and participation in individual or group projects. Students must obtain written permission from the Instructor who will guide the study and approval from the department.
Department of Mathematics and Computer Science

Chairman
Samuel Gale, Assistant Professor, B.A., M.F.A., M.S.

Professors
Irving A. Dodes, B.S., A.M., Ph.D.
Bernard Eisenberg, B.E.E., B.S., M.S., Ph.D.
Louise S. Grinstein, B.A., M.A., Ph.D.
Richard Staum, A.B., A.M., Ph.D.

Associate Professors
Harold Engelsohn, B.S., M.A.
Thelma Malle, B.S., M.A.
Charles Metz, B.B.A., M.S.

Assistant Professors
James O. Chilaka, B.Sc., M.A.
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.
Dagmar Kaiser, B.A., B.A., M.A., M.A.
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.
Marvin Yanofsky, B.A., M.A.

Instructors
Morton Friedman, B.A., M.A., M.S., Ed.D.
William Heierman, B.S., M.S.

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
4 hrs. 1 cr.
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
3 hrs. 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 05, or Elementary Algebra

MATH 03 ELEVENTH YEAR MATHEMATICS
4 hrs. 1 cr.
Same course as Eleventh Year Mathematics in high school.
Prerequisite: MATH 01, or 05, or Elementary Algebra

MATH 05 INTENSIVE MATHEMATICS REVIEW
4 hrs. 1 cr.
This intensive review of basic mathematics includes an introduction to basic algebraic manipulations. The course emphasis is on individualized attention using programmed instructional materials under the direct supervision of the Instructor. Studies are supplemented by one hour of mathematics laboratory work. Not open to students who completed Math 01 or passed Elementary Algebra and the College Placement Examination.

MATH 02 BASIC CONCEPTS OF STATISTICS
4 hrs. 3 cr.
This course introduces students to the rationale of statistical methods in an intuitive way. Students are expected to learn by doing. Most of the computation is done by use of calculators/time-sharing terminals. Topics include mean, median, mode, standard deviation, histograms, hypothesis testing, and confidence intervals.
Not open to students who have taken MATH 03, or Intermediate Algebra.
Prerequisite: Competence in Kingsborough Mathematics Placement Examination or "A" or "B" grade in MATH 01 or 05

MATH 03 BUSINESS AND CONSUMER MATHEMATICS
3 hrs. 3 crs.
Course topics include credit cards; automobile, life, health and property insurance; compound interest; savings plans; mortgages; checkbook records; and taxes and income tax forms.
Recommended for all non-transfer students.
Prerequisite: Competence in Kingsborough Mathematics Placement Examination

MATH 06 MATHEMATICS OF FINANCE
3 hrs. 3 crs.
Topics in this course 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
MATH 7  PRINCIPLES OF MATHEMATICS
A basic course in mathematical discovery during which student participation is emphasized in the development and investigation of topics such as: number sequences, calculating devices; extrapolation, mathematical mosaics and curves, probability; and topology.
Recommended for transfer and non-transfer students.
Not open to students who have taken Intermediate Algebra, or MATH 03
Prerequisite: MATH 01, or 05, or Ninth Year Mathematics

MATH 8  MATHEMATICS—A HISTORICAL SURVEY
Topics in this course are presented in a historical setting and include numerical systems, sets, number bases, and logic and mathematical systems.
Recommended as an alternate or sequence course to MATH 7.
Not open to students who have taken a mathematics course number 11 or higher.
Prerequisite: MATH 01, or 05, or Elementary Algebra

MATH 9  UNDERSTANDING MATHEMATICS: A PRACTICAL APPROACH
This course is primarily designed for students in the Educational Assistant Program. Mathematics laboratory equipment is used to gain insight into basic mathematics concepts and principles which are further developed through formal discussions and the completion of a required term project.
Prerequisite: MATH 01 or 05

MATH 11  FINITE MATHEMATICS
This course includes analysis of polls, linear programming by graph, an introduction to probability, games and game theory, Markov chains, growth and decay problems, savings plans, annuities, amortization and other problems in the mathematics of management, such as PERT, and simulation and forecasting. Calculators and/or mini-computers are used to do the calculations. Designed as an elective for liberal arts or business students interested in some practical problems solved by mathematics.
Prerequisite: MATH 03, or Eleventh Year Mathematics

MATH 12  CONCEPTS OF MODERN MATHEMATICS I
FOR LIBERAL ARTS STUDENTS
A basic course designed to introduce A.A. and A.A.S. students to the beauty and structure of mathematics and to 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 "A" Grade in MATH 7

MATH 13  SURVEY OF MATHEMATICS FOR LIBERAL ARTS STUDENTS
This course is designed to introduce A.A. and A.A.S. students 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
MATH 14  ANALYTIC GEOMETRY AND PRE-CALCULUS MATHEMATICS
4 hrs. 4 crs.
This pre-calculus course stresses real numbers, fields, open sentences, functions and relations, and serves as an introduction to analytic geometry and to probability. Recommended for students planning to continue with Calculus and/or mathematics electives. Not open to students who have completed advanced algebra or MATH 12A in high school. 
Prerequisite: Eleventh Year Mathematics or MATH 03

MATH 15  CALCULUS I
4 hrs. 4 crs.
This is the first part of a three-semester integrated course in the elements of coordinate geometry, differential and integral calculus, with applications. Emphasis here is on algebraic functions of a single variable. Among topics to be covered are the derivative, differentiation formulas, and application to geometry, physics and maximization. Not open to students who have completed at least one term of calculus in high school. 
Prerequisite: Advanced algebra, twelfth year high school mathematics or MATH 14

MATH 16  CALCULUS II
4 hrs. 4 crs.
A continuation of MATH 15, the emphasis is on transcendental functions, special methods of integration, and hyperbolic functions. 
Prerequisite: One term of high school calculus or MATH 15

MATH 17-18  CALCULUS I-II (Honors)*
4 hrs. 4 crs. (each semester)
An intensive year-long course for students concentrating in mathematics whose previous performance in the subject earned a "B" or higher grade. 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. Not open to students who completed at least one term of high school calculus. 
Prerequisites: Twelfth year high school math, MATH 14. "A" grade in advanced algebra 
*Course will be offered only if warranted by sufficient enrollment.

MATH 19  INTRODUCTION TO FORMAL LOGIC
3 hrs. 3 crs.
This course consists of 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. 
Prerequisites: Intermediate Algebra, MATH 03

MATH 20  ELEMENTS OF STATISTICS
3 hrs. 3 crs.
This course introduces students to probability and statistics, and 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 is included. Recommended for students planning careers in economics, education, psychology, sociology, data processing, and environmental technology. 
Prerequisites: Intermediate algebra, MATH 03
MATH 21 CALCULUS III
This course is a continuation of MATH 16 with emphasis placed on partial differentiation, polar coordinates, multiple integration, solid geometry and vectors, and hyperbolic functions.
Prerequisite: MATH 16 with "C" grade or better

MATH 22 CONCEPTS OF MODERN MATHEMATICS II
A continuation in greater depth of MATH 12. This course includes some independent reading under the guidance of the Instructor to introduce students to research mathematics.
Prerequisite: Math 12 or 13 with "B" grade or better, or permission of Department Chairman

MATH 23 HISTORY OF MATHEMATICS
An introduction to the history of mathematics from Babylonian and Egyptian civilization to the present time. Course emphasis is on mathematics as a cultural force in the development of Western civilization. Recommended for prospective teachers of junior high school and secondary school mathematics.
Not open to students who have completed MATH 8.
Prerequisite: MATH 12 or higher

MATH 24 INTRODUCTION TO THE THEORY OF NUMBERS
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 12 or higher

MATH 55 DIFFERENTIAL EQUATIONS
This course delves into the solution of ordinary linear differential equations, operational techniques, solution by series, numerical solutions, Laplace transforms, and applications in engineering and the sciences.
Prerequisite: MATH 16 or 18 with "C" grade or better

MATH 56 LINEAR ALGEBRA
This course consists of a study of vector spaces, matrix algebra transformations, and vector analysis.
Prerequisite: MATH 15 or 17 with "C" grade or better

MATH 57-58 CALCULUS III-IV (Honors)*
A year long advanced course in calculus from a vector calculus viewpoint. Topics include limits, sequences, and series.
Prerequisite: MATH 18 or 21 with "B" grade or better

*M Course will be offered only if warranted by sufficient enrollment.

MATH 81 INDEPENDENT STUDY
Independent study of Mathematics involves any organized study of Mathematics as mutually agreed upon by an Instructor and one or more students, with approval of the Department Chairman. The Instructor 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.
Computer Programming

Courses in COMPUTER PROGRAMMING are offered as electives to all students.

COMP PRO 30 INTRODUCTION TO BASIC

4 hrs. 4 crs.

BASIC is a general-purpose computer language used in both conversational mode and time-sharing computer centers. It is a simple and natural language requiring a minimum of programming skills, yet bringing about an appreciation of the power of a computer. In this "hands-on" course, with direct interaction between students and the computer, problems in mathematics, the sciences and the social sciences are explored to awaken and augment students' interest in the problem areas of today's civilization.

Prerequisite: MATH 03 or Intermediate Algebra

COMP PRO 50 INTRODUCTION TO RPG PROGRAMMING

3 hrs. 3 crs.

This introduction to programming uses the RPG (Report Program Generator) program language. Typical business applications are considered. Programs written by students will be tested on an IBM System/360 at the Kingsborough Computer Center.

This course is not intended primarily for Data Processing majors.

Prerequisite: Elementary Algebra or MATH 01

COMP PRO 51 PROGRAMMING IN FORTRAN IV

4 hrs. 4 crs.

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 The Kingsborough Computer Center IBM System/360 to run their own programs.

Prerequisite: Three years of high school mathematics including Intermediate Algebra or Eleventh Year Mathematics

COMP PRO 52 INTRODUCTION TO COBOL PROGRAMMING

4 hrs. 4 crs.

This introduction to programming uses Common Business Oriented Language. Typical business applications are considered. Programs written by students will be run on the Kingsborough Computer Center IBM System/360.

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

COMP PRO 53 PL/1 PROGRAMMING

Spring

4 hrs. 4 crs.

An introduction to basic PL/1 programming for the IBM System/360 during which business and scientific applications are considered. Programs written by the students will be run on the Kingsborough Computer Center IBM System/360. This course is recommended as an elective for Data Processing and Computer Science majors.

Prerequisite: MATH 03, or Intermediate Algebra, or a programming language course (FORTRAN, COBOL, or ASSEMBLER)
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

The course examines the nature of a computer center, the systems approach, unit record operation, and the programming of an IBM System/360 in assembler language.

Corequisite: MATH 15 or 16

The first part of this one-year course introduces numerical analysis and programming, covers solution of an equation, solution of sets of linear and non-linear equations, and matrix operations including inversion. FORTRAN IV or a similar sophisticated compiler is applied for the solution to these problems.

Prerequisites: COMP SCI 14 and MATH 16

This second semester of the two-semester course includes the study of finite differences, quadrature, numerical solutions of differential equations and eigenvalues. In each case, error analysis is stressed.

Prerequisite: COMP SCI 35

Corequisite: MATH 55 or 56
INTRODUCTION TO DATA PROCESSING

Students in this course receive a thorough introduction to data processing, including the use of electronic desk calculators and unit record equipment, the card punch, verifier, interpreter, reproducer, sorter, collator, and calculator and accounting machine. During the semester students are given detailed instruction in the concepts, structure and operation of electronic data processing systems, including topics such 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. Procedure oriented languages such as FORTRAN, COBOL and PL/1, and the architecture of the IBM System are included.

Prerequisite: MATH 01 or Elementary Algebra

ASSEMBLER LANGUAGE PROGRAMMING

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

ADVANCED ASSEMBLER LANGUAGE PROGRAMMING: IBM SYSTEM/360

This course consists of 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 IOCS and automatic interruptions. Programs written by students will be run on an IBM System/360 at the Kingsborough Computer Center.

Prerequisite: DP 12
DP 31 COBOL PROGRAMMING

This course involves a detailed study of COBOL programming. Typical business applications are considered. Programs written by students are run on an IBM System/360 at the Kingsborough Computer Center.

Prerequisite: DP 11
Recommended: DP 12

DP 32 ADVANCED PROGRAMMING

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 I/OCS; 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 31

DP 41 RPG PROGRAMMING

A detailed study of RPG (Report Program Generator) programming for the IBM System/360. This language enables students to write programs which will produce a wide variety of business reports. Programs written by students will be run on the Kingsborough Computer Center IBM System/360. Recommended as an elective for Data Processing majors, and Business and Accounting majors who wish to learn how to produce business reports on a computer.

DP 61 SYSTEMS ANALYSIS

This course introduces the tools and methods used by management to develop systems for computer applications. Topics covered are systems investigation, input design, output design, file design, documentation, system testing, system implementation, and hardware and software.

Prerequisite: DP 12 or 31

DP 81 INDEPENDENT STUDY

Independent study in the field of Data Processing is developed individually between student and faculty member and must be approved by the department.

Prerequisite: Permission of Instructor
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.
Charles G. Jacobs, B.S., M.A., Ph.D.
Simeon Loring, B.A., M.A.

Assistant Professor
Ursula Mamlok, B.M., M.M.

Music

MUSIC 20 RUDIMENTS OF THEORY 3 hrs. 3 crs.
This course is for students who have no previous musical training but are interested in acquiring basic skills in music reading, writing and performance.

MUSIC 31 INTRODUCTION TO MUSIC 3 hrs. 3 crs.
Included in this course is the development of perceptive awareness of music through guided listening. Materials and forms of music and their use in musical literature are studied.

MUSIC 91 CHORUS 3 hrs. 1 cr.

MUSIC 92 BAND 3 hrs. 1 cr.

MUSIC 93 ORCHESTRA 3 hrs. 1 cr.
Students may enroll for more than one of the above performing groups. However, credit is allowed for only one activity.
Courses for Music Majors*

MUSIC 01 BASIC SKILLS: THEORY
A review of basic skills in Music Theory and Ear Training.

MUSIC 02 BASIC SKILLS: PIANO I
A beginning piano course for music majors.

MUSIC 03 BASIC SKILLS: PIANO II
The second piano course in this sequence for music majors.
Prerequisite: MUSIC 02

*Courses listed for Music Majors may be open to other students with the permission of the Department Chairman

MUSIC 32 THEORY OF MUSIC I
Students in this course study the diatonic tonal system. 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 are included. Relevant techniques in representative melodies and in traditional repertoire are analyzed.
Prerequisite: MUSIC 01 or Permission of Chairman
Corequisite: MUSIC 36

MUSIC 33 THEORY OF MUSIC II
During this continuation of MUSIC 32, 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 are studied.
Prerequisite: MUSIC 32

MUSIC 34 THEORY OF MUSIC III
This continuation of MUSIC 33 includes diatonic harmony, two and three part counterpoint, chromaticism and the harmonization of melodies in various styles.
Prerequisite: MUSIC 33

MUSIC 35 THEORY OF MUSIC IV
A continuation of MUSIC 34, this semester is an advanced study and application of music theory learned in previous classes.
Prerequisite: MUSIC 34
MUSIC 36 EAR TRAINING I 2 hrs. 2 crs.
Fundamentals of notation, rhythms, key signatures, tempo and dynamics, are studied with practice in elementary sight-singing and dictation. This course is designed to enable students to sing melodies at sight and to develop hearing perception.
Prerequisite: MUSIC 01 or Permission of Chairman
Corequisite: MUSIC 32

MUSIC 37 EAR TRAINING II 2 hrs. 2 crs.
During this continuation of MUSIC 36 students are involved in sight-singing and dictation of melodies, rhythm, harmony, major and minor modes, intervals and chords, and rhythmic patterns.
Prerequisite: MUSIC 36

MUSIC 38 EAR TRAINING III 2 hrs. 2 crs.
A continuation of MUSIC 37 during which sound recognition and sight-singing is applied to the principles of music theory. Analysis of melodic construction and harmonization, study of form in music, regular and irregular rhythms is included.
Prerequisite: MUSIC 37

MUSIC 39 EAR TRAINING IV 2 hrs. 2 crs.
A continuation of MUSIC 38, this course includes advanced study and application of ear-training learned in previous semesters.
Prerequisite: MUSIC 38
MUSIC 51 MUSICAL LITERATURE I
Fall
3 hrs. 3 crs.
Analytical study of cadences and phrase structures, utilizing monophonic and homophonic examples is made in the course. Included is formal analysis of chorales, piano miniatures and art songs in simple (binary and ternary) forms, and freer types (keyboard preludes and fantasies). Several kinds of variation form and compositions in rondo form are examined. Symphonic works are utilized and the suite is studied as a complete form.
Prerequisite: MUSIC 32

MUSIC 52 MUSICAL LITERATURE II
Spring
3 hrs. 3 crs.
Study in this advanced course includes analysis of various types of canons, inventions and motets, the fugue and sonata form as applied in literature for the 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

MUSIC 60, 61, 62, 63 PERFORMANCE AND PRACTICE
3 hrs. 3 crs.
A four-semester sequence during which students are given a private lesson each week and are required to participate in Orchestra, Chorus or Band. Acceptance into the course is based on an audition to demonstrate the students’ readiness to begin work on the literature of the first semester. (Guidelines regarding minimum preparation are available from the Music Department.) At the end of each semester students perform before a jury. Students who fail this examination may not continue the course sequence. Under special circumstances, petition for a new audition will be considered. Courses in the sequences described may not be repeated.

MUSIC 81 INDEPENDENT STUDY
1-3 hrs. 1-3 crs.
Independent study of Music, including such areas as theory, history and performance is developed individually between student and faculty member and must be approved by the department.
Department of Nursing

Chairman
Annette Fisher, Assistant Professor, B.S., M.A., R.N.

Professors
Eunice Kessler, B.S., M.A., Ed.D., R.N.
June Kirkland, B.S., M.A., M.Ed., R.N.
Sylvia Martin, B.S., M.A., R.N.
Sophia Yacozola, B.S.N.E., A.M., Ed.D., R.N.

Associate Professors
Mildred Pitts Brennan, B.S., M.Ed., R.N.
Bernice Finger, B.S., M.A., R.N.
Barbara Gurski, B.S., M.A., R.N.
Eleanor Hosking, B.S., M.A., R.N.
Bella Kanturek, B.S., M.A., R.N.

Assistant Professors
Halice Beckett, B.S., M.A., R.N.
Catherine Carr, B.S., M.S., R.N.
Glória Glickfeld, B.S., M.A., R.N.
Molly Halofsky, B.S., M.A., R.N.
Gloria Hartman, B.S., M.A., R.N.
Fannie Jackson, B.S., M.S., R.N.
Rose Jackson, B.S., M.A., R.N.
Louise G. James, B.S., M.S., R.N.
(Sister) Aileen Kelly, B.S., M.S., M.Ed., R.N.
Elsa Kissel, B.S., M.A., R.N.
Oliva Morse, B.S., M.S., R.N.
Theresa Rodin, B.S., M.A., R.N.
Leah Ross, B.S., M.A., R.N.
Harriet Sato, B.S., M.A., R.N.
Joyce Socoloff, B.S., M.S., R.N.
Gladys Torres, B.S., M.A., R.N.
Delores Washington, B.S., M.Ed., R.N.

Instructors
Rosalind Barnes, B.Sc., M.A., R.N.
Patricia Corcoron, A.B., R.N.
Rina Eisenbach, B.S., M.A., R.N.
Edith Glantz, B.A., M.A., R.N.
Irene Mendelsohn, B.S., R.N.
Cora Parnassa, B.S., M.A., R.N.
Sarah Sutton, B.S., M.A., R.N.

Lecturers
Annette Cockburn, B.S., M.A., R.N.
Trinette Erickson, B.S., M.A., R.N.
Christine Melendy, B.S., M.A., R.N.
NURSING

NURS 10  MATHEMATICS OF DRUGS AND SOLUTIONS

This course is designed to develop basic mathematical knowledge needed by nursing students so that they understand the preparation of solutions and dosages. Skills required in the interchange of metric to apothecary to English measuring systems are taught in classroom and laboratory.

Prerequisite: College Placement Examination score as determined by the Mathematics and/or Nursing Departments

NURS 18  FUNDAMENTALS OF NURSING

This course serves to introduce the knowledge, skills, and understandings which are basic to nursing. The dependent and independent functions of a nurse technician are explored. Selected facts, principles, and concepts, derived from the biological and behavioral sciences are applied to common elements of nursing care during lecture and laboratory sessions.

Corequisites: BIO II and PSYCH II

NURS 19  FAMILY-CENTERED MATERNITY NURSING

This course introduces students to family-centered maternity nursing. During lecture and laboratory sessions, facts, principles and concepts relevant to the care of individuals and families during the reproductive years of the life-cycle are discussed.

Prerequisites: NURS 18; BIO 11; PSYCH 11

Corequisite: BIO 12

NURS 20  NURSING OF THE EMOTIONALLY ILL

This course introduces students to the intricacies of nursing individuals who have 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 and laboratory to relate concepts and principles of psychodynamics to the behavior of these patients.

Prerequisites: NURS 18; BIO 11; PSYCH 11

Recommended; SOC 31
NURS 21  NURSING THE ILL ADULT I
17 hrs. 9 crs.
This course is designed to present methods of nursing during illnesses which are major health problems to society. Nursing intervention, based on physiological and psychological needs of adult patients, is studied. Opportunities are provided in classroom and laboratory, to adapt and combine the nursing skills needed when caring for patients with health problems in the areas of infectious processes, accidents, respiratory, cardio-pulmonary, nutrition, and elimination, disorders.
Prerequisites: NURS 18; BIO 11, 12; PSYCH 11
Corequisites: BIO 51 may be taken with NURS 21 or 22 and NURS 23

NURS 22  NURSING THE ILL ADULT II
18 hrs. 5 crs.
(one-half semester)
This lecture-laboratory continuation of NURS 21 is designed to present the concepts of illness upon which nursing intervention is based. Topics are organized to demonstrate how illness affects the needs of individuals, families and society. Selected major adult health problems discussed, are those of interference with normal cellular growth and with mobility. Emphasis is on concepts of long term illness and rehabilitation.
Prerequisites: NURS 18, 19, 20, 21; BIO 11, 12; PSYCH 11, 32; SOC 31
Corequisites: BIO 51 may be taken with NURS 21 or 22 and NURS 23; SOC 31

NURS 23  NURSING OF CHILDREN
18 hrs. 5 crs.
(one-half semester)
This course is designed to teach the special skills necessary for the nursing children afflicted with illnesses that are major health problems to society. Topics are organized to show how the needs of children, from infancy through adolescence, are affected by illness.
Prerequisites: NURS 18, 19, 20, 21; BIO 11, 12; PSYCH 11, 32; SOC 31
Corequisites: BIO 51 may be taken with NURS 21 or 22 and NURS 23; SOC 31

NURS 32  NURSING IN PHYSICAL AND MENTAL ILLNESS II
18 hrs. 10 crs.
The meaning of illness to society, families, and individuals is considered during the semester. Nursing intervention, based on the physiological and psychological needs of patients in all age groups is emphasized. Opportunities are provided to adapt and combine nursing skills when caring for patients.
Prerequisites: NURS 11, 12, 31; BIO 11, 12, 51
Department of Physical Sciences

Chairman
Kenneth Neuberger, Assistant Professor; B.A., Ph.D.

Professor
Irving Resnick; B.A., M.S., Ph.D.
Harvey Yablonsky; B.S., M.S., M.A., Ph.D.

Associate Professors
Arnold Gallub; B.S., M.S., Ph.D.
Miles Goodman; B.S., M.A.
Thomas Meeks; B.S., M.S., Ph.D.

Assistant Professors
John Blunt; B.S., M.S., M.A.
Harvey Carroll; A.B., Ph.D.
Sidney Emerman; B.S., Ph.D.
Samuel Jaffe; B.S., M.S., Ph.D.
Rose K. Rose; B.A., M.S.

Adjunct Lecturer
Bruce Einsohn; B.A., M.A.
George Prince; B.A., M.A.

Chemistry

CHEM 01 PREVIEW OF COLLEGE CHEMISTRY
2 hrs. 1 cr.

This combined lecture and workshop course introduces students to chemical nomenclature, symbolism, structure of atoms and molecules, simple chemical reactions and basic stoichiometry. As needed, the mathematics for these topics, as well as solution of simple verbal problems, will be taught. Critical reading of chemistry texts will be encouraged. Each student will receive intensive help with any weak areas.

Prerequisite or Corequisite: MATH 03 or equivalent
CHEM 11 GENERAL CHEMISTRY I

6 hrs. 4 crs.

In this two-semester classroom and laboratory course, the first term introduces students to 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.

Prerequisite: MATH 03, or CHEM 01, or competence on Department Placement Examination

CHEM 12 GENERAL CHEMISTRY II

6 hrs. 4 crs.

The second term of CHEM 11 continues with advanced study of chemical kinetics, equilibrium, acids, bases, and salts, weak electrolytes and pH, solubility, thermochemistry, electrochemistry, and transition metal chemistry. Laboratory experiments give students a feeling for the classical and modern methods of chemistry.

Prerequisite: CHEM 11

CHEM 13 ORGANIC CHEMISTRY I

9 hrs. 5 crs.

A two-semester course which introduces students to physical chemistry, qualitative organic analysis, and ionic reactions. Studies in classroom and laboratory sessions include examination of bonding, resonance and reaction mechanism theory, aliphatic and aromatic organic compounds, stereochemistry and functional groups.

Prerequisite: CHEM 12

CHEM 32 ORGANIC CHEMISTRY II

9 hrs. 5 crs.

During the second section of this Organic Chemistry course, students continue their studies with more advanced areas of the science introduced during the first semester.

Prerequisite: CHEM 31

CHEM 41 POLLUTION METROLOGY

6 hrs. 5 crs.

This course is designed to familiarize students with the physical and chemical techniques and equipment useful in quantitative pollution, and in forecasting short-term changes in pollution levels. Standard chemical procedures for commonly known pollutants are surveyed and these procedures are related to physical and chemical instrumentation.

CHDM 52 QUANTITATIVE INORGANIC ANALYSIS

8 hrs. 4 crs.

This classroom and laboratory course is structured to familiarize students with the principles, procedures and techniques of classical chemical analysis. Topics studied include chemical equilibrium, acid-base neutralization, titration curves, solution properties. An introduction to the theory and use of instrumental methods in modern analytical chemistry is included.

Prerequisite: CHEM 12
In this introduction to the fundamental physical and chemical structure of the atmosphere, the topics covered deal with weather, climate, meteorological instrumentation, and air pollution.

**GEO 32 PHYSICAL OCEANOGRAPHY**

Factors that have a major influence on the physical and chemical structure of the oceans are considered in this course. Topics covered deal with tides, waves, currents, oceanographic instrumentation and coastal oceanography.

**GEO 33 PHYSICAL GEOLOGY**

Physical geology is a study of the nature of the Earth and its processes. During the course, students consider the following topics: mineral and rock classification; analysis of the agents of weathering and erosion; dynamics of the Earth's crust as manifest in mountain building, volcanoes and earthquakes; review of recent data concerning the geology of other planets; field and laboratory techniques of the geologist.

**GEO 35 HISTORICAL GEOLOGY**

Presented in this course is the history of the geological development and changes of the planet Earth through the course of geological time as revealed by rock and fossil records.
Physics

PHYS 11  GENERAL PHYSICS I  6 hrs 5 crs.
This college-level two-semester course in classical and modern physics, includes study of 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.
Prerequisite: MATH 03

PHYS 12  GENERAL PHYSICS II  6 hrs. 5 crs.
During the second semester of this course, students are given further and more advanced classroom and laboratory sessions in college-level study of classical and modern physics.
Prerequisite: PHYS 11

PHYS 13  ADVANCED GENERAL PHYSICS I  6 hrs. 5 crs.
In this two-semester, college-level course in classical and modern physics using calculus, topic areas to be covered include mechanics, heat, and wave motion. Recommended for students majoring in mathematics, science or engineering.
Prerequisite: MATH 14
Corequisite: MATH 15-16

PHYS 14  ADVANCED GENERAL PHYSICS II  6 hrs. 5 crs.
This second semester of the two-semester course includes the study of electricity and magnetism, atomic and nuclear physics, and optics. Calculus is used throughout the course.
Prerequisite: PHYS 13

PHYS 21  MODERN PHYSICS  5 hrs. 4 crs.
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, and fusion is included.
Prerequisite: PHYS 14

PHYS 24  ANALYTICAL MECHANICS  5 hrs. 4 crs.
Course work includes 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
PHYS 26  ELECTRICITY AND MAGNETISM

This course develops the conceptual basis for Maxwell's equation. Vectors, electrostatics and magnetostatics, electromagnetic induction, circuits, electric and magnetic properties of matter, radiation, and relativistic electrodynamics are studied.

Prerequisite: PHYS 14

PHYS 28  ELEMENTS OF THERMODYNAMICS

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 Heimholtz potentials and thermal radiation are studied during this course.

Prerequisites: PHYS 14, CHEM 12, MATH 55

PHYS 29  BASIC ELECTRONICS

During this one-semester course, students are given lecture and laboratory sessions on the fundamentals of D.C. and A.C. circuits, vacuum tubes, transistors and electronic instrumentation.

Prerequisite: PHYS 14

PHYS 30  PHYSICS FOR EVERYDAY LIVING

This course is especially designed 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 and the computer will be covered.

PHYS 35  INTRODUCTION TO ASTRONOMY

An introduction to the concepts and methods of astronomical science. In systematic fashion, the course covers 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 are required to spend several evenings of observation using basic equipment (telescopes, photographic apparatus, binoculars, spectroscopes) plus assigned hours in the laboratory where 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
Science

SCI 21 PHYSICAL SCIENCE I 2 hrs. 2 crs.
This first part of a college-level two-semester sequence in physical science, covers astronomy, mechanics, electricity and magnetism. It may be taken with SCI 38, a two-hour laboratory course for a total of 3 credits.

SCI 22 PHYSICAL SCIENCE II 2 hrs. 2 crs.
This second semester of the college-level Physical Science course covers light, atomic structure, chemistry, meteorology and geology. It may be taken with SCI 39, a two-hour laboratory course for a total of 3 credits.
Prerequisite: SCI 21 or permission of the chairman

SCI 30 SCIENCE SURVEY FOR STUDENTS IN THE INSTITUTE OF BILINGUAL STUDIES PROGRAM
For complete course description refer to Department of Behavioral Sciences and Human Services (page 90-103).

SCI 31 HISTORY AND PHILOSOPHY OF SCIENCE I 2 hrs. 2 crs.
This course is designed for students in the career programs. A discussion of the sciences from the historical and philosophical point of view and how the problems of modern society are interrelated to the history and philosophy of the various sciences is included.

SCI 32 HISTORY AND PHILOSOPHY OF SCIENCE II 2 hrs. 2 crs.
For complete course description refer to Department of Biological Sciences (page 107).
SCI33 INTRODUCTION TO MODERN CONCEPTS OF BIOLOGY 2 hrs. 2 crs.
For complete course description refer to Department of Biological Sciences (page 107).

SCI 34 INTRODUCTION TO MODERN CHEMISTRY 5 hrs. 4 crs.
Basic principles of the atom and the elements—particularly carbon—and gas, liquid, and solid states of matter are developed in this course. Students gain insight into the chemical aspects of urgent problems, including the energy crisis in relation to fossil and nuclear fuels; the population explosion in relation to drugs, fertilizers and pesticides; air and water pollution. Synthetic fibers and plastics are discussed.
For non-science majors

SCI35 INTRODUCTION TO MODERN PHYSICS 5 hrs. 4 crs.
A one-semester college-level survey course in classical and modern physics. Areas covered encompass such topics as mechanics, heat, wave motion, electricity, optics, atomic and nuclear physics. Recommended for liberal arts students.

SCI36 INTRODUCTION TO EARTH SCIENCE 5 hrs. 4 crs.
During this course, emphasis is placed on the earth’s environment, meteorology, geology, astronomy, and oceanography. Field trips are included.
For non-science majors

SCI37 CHEMISTRY AND THE ENVIRONMENT 5 hrs. 4 crs.
During this course the principles of atomic structure, chemical bonding, and periodic table are introduced. Structures and properties of simple acids, bases, salts, and organic compounds are examined. Current topics such as air and water pollution, pesticides, lead poisoning of children, drug detection, and nuclear energy are discussed. Laboratory work is coordinated with lectures. A term paper is required.
For non-science majors

SCI38-39 PHYSICAL SCIENCE LABORATORY 2 hrs. 1 cr.
This course was designed to promote understanding of activities of physicists, chemists, and earth scientists, for students desiring a basic laboratory course in science. Important principles of physical sciences will be illustrated.

SCI41 ASTRONOMY LABORATORY 2 hrs. 1 cr.
A laboratory course in astronomical instruments during which telescopes, transit spectrometers, and cameras are used to solve selected problems.
# Political Science and Urban Affairs

**Chairman**
C. Frederick Stoerker, Professor, A.A., A.B., S.T.B. Ph.D.

**Professors**
Israel Glasser, B.A., M.P.A., Ph.D.
Sidney Helfant, B.A., M.A.

## Political Science

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<tr>
<th>Course Code</th>
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<tr>
<td>POL SCI 51</td>
<td>AMERICAN GOVERNMENT</td>
<td>3 hrs. 3 crs.</td>
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<td>POL SCI 52</td>
<td>COMPARATIVE GOVERNMENT</td>
<td>3 hrs. 3 crs.</td>
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<td>POL SCI 53</td>
<td>STATE AND LOCAL GOVERNMENT</td>
<td>3 hrs. 3 crs.</td>
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<td>POL SCI 54</td>
<td>THE AMERICAN PRESIDENCY</td>
<td>3 hrs. 3 crs.</td>
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**POL SCI 51 AMERICAN GOVERNMENT**
An examination of the structure of the national government and its functions, topics in this course include the three branches of government (executive, legislative, and judicial), political parties, pressure groups, and current legislation.

**POL SCI 52 COMPARATIVE GOVERNMENT**
An analysis of the major types of political systems in selected foreign countries, the course includes study of the role of ideology, economics, elite groups, political parties, and political institutions. Comparison of Western and non-Western systems, with emphasis on Britain, France, Germany, Italy, Soviet Union, and selected Africa and Asia nations are compared.

**POL SCI 53 STATE AND LOCAL GOVERNMENT**
The role of state and local governments in the total American political system are described and analyzed in this course. 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**
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 includes a historical introduction tracing the development of the role of the President, that of the institution of the Presidency from the Constitution to the present, and the factors currently affecting the Presidential role and power.
The mass media's instantaneous communication patterns, and the public's impact through the polling techniques are major factors to the role public opinion plays in our political processes continuing revolution. Following an introduction to the area of public opinion and propaganda, the contribution of the mass media and polling are discussed. The course points up the linkages of public opinion, public policy, political socialization and the problem of political analysis.

**Prerequisite:** POL SCI 51 or permission of department

**POL SCI 56 URBAN COMMUNITY RELATIONS**

Urban Community Politics grow from the ethnic, racial, religious, economic and geographic neighborhoods. Majority-minority groups increasingly function as political blocs within and outside of political party lines. The average citizen, seeking social and economic goals through political activity, is more concerned about public services than political structures. The course is concerned with opening up the inclusive, persuasive political nature of our society; analyzing the concerns of the man on the street as he relates to government; and studying the ways in which the community initiates political action and responds to policies and services received from government.

**POL SCI 59 INTERNATIONAL RELATIONS**

*Fall*

Analysis of the sources of conflicts and tensions in international relations is the major focus of this course. Emphasis is placed on sovereignty, state power, balance of power, colonialism, imperialism, nationalism and ideologies. The course also includes the role of international organizations and law, and collective security and regionalism in the maintenance of international order.

**POL SCI 81 INDEPENDENT STUDY**

Independent study of Political Science is developed individually between student and faculty member guiding the study. Students must obtain permission from the Instructor who will guide the study.
Department of Secretarial Sciences

Chairman
Isabelle A. Krey, Professor; B.A., M.A.

Professor
Eunice L. Miller; A.B., M.A., Ph.D.

Associate Professor
Catherine Barry; B.B.A., M.S.

Assistant Professors
Frances Consolo Mostel; B.B.A., M.S., R.R.T.
David Henry; B.S., M.A.
Naomi Platt; B.S., M.S.

Instructor
Gloria McDonnell; B.B.A., M.A.

Lecturer
Bobby Lee Baldwin; B.S., M.S.

Adjunct Assistant Professors
Herbert J. Diamond; B.S., M.A., M.A.
Arthur Flamm; B.S.
Anne Pennino; B.A., M.S.
Anthony Sanfilippo; B.S., M.A.
Barbara Venito; B.A.
SECRETARIAL SCIENCE

SEC SCI 11  ELEMENTARY TYPEWRITING
4 hrs. 2 crs.
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 are developed in this course. (With approval, students who completed one year of high school typing may enroll in SEC SCI 12.)

SEC SCI 12  INTERMEDIATE TYPEWRITING
4 hrs. 2 crs.
In this course, stress is on continued development of typing speed and control. Typing business forms, including letters, tabulated materials, business reports and manuscripts with emphasis on business standards is included. (With approval, students who satisfactorily completed the equivalent of this course may be exempted.)
Prerequisite: SEC SCI 11 or equivalent

SEC SCI 13  ELEMENTARY STENOGRAPHY (PITMAN)
4 hrs. 2 crs.
The Pitman shorthand theory is presented in this course. Practice in reading and writing contextual materials and pre-transcription training are included. Open to students who studied Pitman in high school for less than one year.

SEC SCI 15  ELEMENTARY STENOGRAPHY (GREGG)
4 hrs. 2 crs.
The Gregg shorthand theory is presented in this course. Practice in reading and writing contextual materials and pre-transcription training are included. Open to students who studied Gregg in high school for less than one year.

SEC SCI 16  INTERMEDIATE STENOGRAPHY (PITMAN)
4 hrs. 2 crs.
In this course stress is on continued development of Pitman stenographic skills and continued pre-transcription training. The emphasis is on taking dictation at sustained speeds, and reading shorthand fluently. (With approval, students who satisfactorily completed the equivalent of this course may be exempted.)
Prerequisite: SEC SCI 13 or equivalent

SEC SCI 18  INTERMEDIATE STENOGRAPHY (GREGG)
4 hrs. 2 crs.
In this course stress is on continued development of Gregg stenographic skills and continued pre-transcription training. The emphasis is on taking dictation at sustained speeds and reading shorthand fluently. (With approval, students who satisfactorily completed the equivalent of this course may be exempted.)
Prerequisite: SEC SCI 15 or equivalent
SEC SCI 31 ADVANCED STENOGRAPHY  
4 hrs. 2 crs.
During this course students' shorthand skills are intensified with development of the ability to take shorthand at rates of 100 to 120 words per minute for sustained periods. The development of transcription techniques, to meet office standards, is introduced.
Prerequisites: SEC SCI 12, and 16 or 18 or equivalent

SEC SCI 32 ADVANCED STENOGRAPHY AND TRANSCRIPTION  
6 hrs. 3 crs.
Student speed dictation is increased to rates of 120 to 140 words per minute. Concomitant development of dictation and transcription skills to meet office production standards is included.
Prerequisites: SEC SCI 31 and 33.

SEC SCI 33 PRODUCTION TYPEWRITING  
4 hrs. 2 crs.
This course involves student mastery of typewriting skills and 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 department approval.
Prerequisite: SEC SCI 12 or equivalent

SEC SCI 34 SECRETARIAL PRACTICE  
3 hrs. 2 crs.
A broadly based, comprehensive course which simulates 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 Science majors only.
Prerequisites: SEC SCI 31 and 33

SEC SCI 35 ADVANCED PRODUCTION TYPEWRITING—EXPERT TECHNIQUES AND CORRESPONDENCE PRODUCTION  
2 hrs. 1 cr.
This course is designed to enable students to achieve expert speed levels in typewriting, high levels of competency in the production of business letters, interoffice memoranda, and directives, and high business standards in the production of business correspondence in simulated office situations. The course consists of two packets of learning, one for each of the performance goals to be achieved. Each packet of learning is to consist of 15 hours of learning materials.
Prerequisite: SEC SCI 33

SEC SCI 36 ADVANCED STATISTICAL AND MANUSCRIPT TYPING  
2 hrs. 1 cr.
The course is designed to enable students to achieve expert levels in the production of statistical typing, manuscripts and reports and to meet high business standards in the production of these materials in simulated office situations. The course consists of two packets of learning, one for each of the performance goals to be achieved. Each packet of learning is to consist of 15 hours of learning materials.
Prerequisite: SEC SCI 33
SEC SCI 51  ELEMENTARY LEGAL STENOGRAPHY AND PROCEDURES  
4 hrs. 2 crs.

The course focuses on 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 legal forms and communications, including letters, contracts, proxies, wills, bonds, releases, and legal documents involving the settlement of estates, land and real estate sales, leases, mortgages, partnerships and incorporation procedures.

Open only to Legal Secretarial majors.

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

SEC SCI 52  ADVANCED LEGAL STENOGRAPHY AND PROCEDURES  
6 hrs. 3 crs.

This course includes rapid dictation of litigation materials, continued legal vocabulary development plus 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 are considered.

Prerequisites: SEC SCI 33, 51

SEC SCI 53-54  THE SCHOOL SECRETARY  
2 hrs. 2 crs. (each semester)

In this 2-semester course, consideration is given to the educational principles relating to the school secretary's work, with emphasis on the organization of school systems, particularly that of New York.

Open only to School Secretarial majors.

SEC SCI 55  SCHOOL RECORDS AND ACCOUNTS  
2 hrs. 2 crs.

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; records of school personnel, textbooks, and supplies; and school accounts.

Prerequisite: SEC SCI 54

SEC SCI 67  BEGINNING MEDICAL SECRETARY PRACTICE  
3 hrs. 2 crs.

An introduction to the semi-technical medical-activity responsibilities of a medical secretary, the course includes analysis of medical care plans and their respective forms and the development of skill in the use of office machines and medical filing techniques and procedures.

Open only to Medical Secretarial majors.

Prerequisites: SEC SCI 12 and 16 or 18

SEC SCI 68  ADVANCED MEDICAL SECRETARY PRACTICE  
3 hrs. 3 crs.

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

Prerequisite: SEC SCI 31, 33, 67, 69
SEC SCI 69  BEGINNING MEDICAL DICTATION AND TERMINOLOGY  
4 hrs. 2 crs.

This course involves 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, obstetrics, and pediatrics. Medical dictation and transcription ability are developed. 
Open only to Medical Secretary majors. 
Prerequisites: SEC SCI 12 and 16 or 18, 67

SEC SCI 70  ADVANCED MEDICAL DICTATION AND TRANSCRIPTION  
6 hrs. 3 crs.

Stress in the course is on the continued development of medical shorthand vocabulary in the areas of Gastroenterology, Chemotherapy, Orthopedics, Neurology, and medical abbreviations. Included are high-speed drills in dictation and transcription, development of skill in taking dictation of 120-140 words per minute, accurate transcription of case histories, letters, hospital records, medical journal articles, and medical reports. 
Prerequisite: SEC SCI 31, 33, 67, 69

SEC SCI 81  INDEPENDENT STUDY  
1-3 hrs. 1-3 crs.

Independent study of Secretarial Science includes Executive, Legal, Medical and School Secretary. Each course of study, including hours, credits and required work, is developed individually, or with a group, between student and faculty member and must be approved by the department.

SEC SCI 92a  FIELD EXPERIENCE—EXECUTIVE SECRETARY  
9 hrs. 3 crs.

Eight hours per week of supervised work experience in business concerns in the community, plus one hour a week of classroom discussion of on-the-job experience, are course requirements. 
Prerequisites: SEC SCI 31 and 33

SEC SCI 92b  FIELD EXPERIENCE—LEGAL SECRETARY  
9 hrs. 3 crs.

Eight hours per week of supervised work experience in law firms in the community, plus one hour a week of classroom discussion of on-the-job experience, are course requirements. 
Prerequisites: SEC SCI 31, 33, and 51.

SEC SCI 92c  FIELD EXPERIENCE—SCHOOL SECRETARY  
9 hrs. 3 crs.

Eight hours per week of supervised work experience in schools in the community, plus one hour a week of classroom discussion of on-the-job experience, are course requirements. 
Prerequisites: SEC SCI 31, 33, and 53

SEC SCI 92d  FIELD EXPERIENCE—MEDICAL SECRETARY  
9 hrs. 3 crs.

Eight hours per week of supervised work experience in medical environments in the community, plus one hour a week of classroom discussion of on-the-job experience, are course requirements. 
Prerequisites: SEC SCI 31, 33, 67, 69
Department of Speech and Theatre

Chairman
Mortimer Becker, Professor; B.A., M.A., Ed.D.

Professor
Andrew H. Drummond; B.A., M.F.A.

Associate Professor
Mary V. Crowley; B.A., M.A.

Assistant Professors
Alvin Abelack; B.A., M.A., M.A.
Sheldon Aptekar; B.A., M.A.
Dorothy Beckmann; B.A., M.A., Ph.D.
Daniel J. Callahan; B.A., M.A., M.Ed.
Helen Fried Kirshblum; B.S., M.A.
Adele Pessen; B.A., M.A.
Terry G. Trilling; B.A., M.A.

Speech

SPE 11 LISTENING AND SPEAKING SKILLS
3 hrs. 3 crs.
This course is designed to help students develop and strengthen such language skills as listening, comprehension, fluent and coherent verbalization of ideas. In addition, students study acceptable American pronunciation.

SPE 15 SPEECH ARTS FOR NURSERY AND ELEMENTARY SCHOOLS
3 hrs. 3 crs.
Methods and materials of teaching the speech arts in nursery and elementary schools are studied in this course. Students learn to understand children and to work with them on such activities as dramatic play, pantomime, creative dramatics, puppetry, storytelling, reading aloud, choral speaking, group discussions and talks.

SPE 16 SPEECH PROBLEMS OF CHILDREN
3 hrs. 3 crs.
A study of the normal speech and language development in children is offered to students in this course. Future speech majors, classroom teachers, child care workers and parents are taught to diagnose and help remediate children's major speech and language disorders.

SPE 20 PERSONAL SPEECH IMPROVEMENT
3 hrs. 3 crs.
Correction is provided in overcoming problems in the articulation of sounds, pronunciation of words, voice production, stress and rhythm in connected speech. Attention is given to overcoming regional accents. Standard American speech is emphasized. The underlying theory of proper voice production and speech formation is discussed.

SPE 21 ORAL COMMUNICATION
3 hrs. 3 crs.
Theory and practice is provided in presenting ideas, thoughts and feelings intelligently. Emphasis is placed on the organization of ideas, appropriate means of delivery, and critical listening. Included are informative and persuasive speaking, speeches for special occasions, oral reading and group discussion. Attention is given to standard voice and diction.
SPE 22 PARLIAMENTARY PROCEDURE  
2 hrs. 2 crs.
This course is designed to help students participate effectively at meetings and conferences and to learn the process of reaching rational decisions through orderly democratic procedures.

SPE 23 SPEECH FOR FOREIGN-SPEAKING STUDENTS  
3 hrs. 3 crs.
Students are taught to speak English more effectively by studying the formation of word pronunciation, and the correct stress and rhythm in phrases and sentences. Students practice in conversation, reading aloud and informal speech.

SPE 24 CAREER COMMUNICATION  
3 hrs. 3 crs.
This course prepares students in the communication skills used most frequently in the professions, business and industry. Emphasis is placed on speaking logically 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.

SPE 25 GROUP DISCUSSION  
3 hrs. 3 crs.
Principles and techniques of group interaction are studied in this course. Conference leadership and participation skills are learned through reading, discussion and practice as well as observation and evaluation of group discussions. Focus is on how learned concepts may be applied to educational, social and business situations.

SPE 27 ORAL INTERPRETATION  
3 hrs. 3 crs.
Students in this course learn to recreate and communicate what writers and poets say in various types of literature. Through guided preparation, analysis, presentation and evaluation of individual readings of materials ranging from simple reports to poetry, students are given the opportunity to develop practical skill and enjoyment in reading aloud. The course is also useful to students of Theatre Arts and Radio Broadcasting.

SPE 29 VOICE AND ARTICULATION  
3 hrs. 3 crs.
A course designed for students with acceptable speech who wish to study the theory of voice production and the proper formation of the sounds of speech as typified by American standard usage. The mechanics of pitch, volume and quality are studied. Study of phonetic symbols is provided. Assistance is given in overcoming minor speech and voice problems most commonly found in the New York City area.

SPE 81 INDEPENDENT STUDY  
1-3 hrs. 1-3 crs.
Independent study of Speech, including such areas as rhetoric, theatre and communication is developed individually between student and faculty member and must be approved by the department.
Mass Communications

MCM 30  MASS MEDIA

An analysis is made of mass media to discover their effect on the way information is perceived and influences behavior. Extensive use is made of films, tapes, recordings and video tapes to examine the message systems employed by individuals, groups, institutions and politics. Study focuses on radio, television, newspapers, magazines, film and advertising.

MCB 35  INTRODUCTION TO BROADCASTING

Comprehensive study of the historical development, social philosophy and technology of radio and television is made in this course which includes radio and television studio practice and technique. Video-taping and playback, field trips and guest lectures are included during the semester.

MCB 36  ANNOUNCING—RADIO AND TELEVISION

This course serves as an introduction to the techniques of broadcasting. The theory underlying the use of the equipment employed and the practical aspects of their proper use is discussed. Correct voice production procedures for announcing are studied. Methods of sight reading and oral reading are taught.

Prerequisite: SPE 29 or permission of the Instructor

MCB 37  BROADCAST JOURNALISM

An understanding of the role of radio and television in reporting and shaping the news is offered in this course. The differences between these media and the press is observed and discussed. Reporting, writing and editing newscasts is taught. Practical experience in working against a deadline is emphasized.

Prerequisite: MCB 35

MCF 40  FILM: THE CREATIVE MEDIUM

In this course students learn to recognize the film medium as a creative art. The historical, social, psychological and aesthetic elements of selected films are studied as illustrations of this creative force.
Theatre Arts

**Th.A. 50 INTRODUCTION TO THEATRE ARTS**

3 hrs. crs.

The various elements which compose theatre are studied both as art forms and as parts of an integrated whole. Study ranges from classical to modern times. The cultural role, as well as the business of theatre, is considered as an institution in society. Films, slides, projects, and guest lecturers are involved to help comprehend the nature of theatre art. Students will be required to participate in at least one theatrical production. This course is recommended for liberal arts, fine arts, and business students as well as those interested in a professional career.

**Th.A. 51 PLAY ANALYSIS**

Fall

3 hrs. 3 crs.

Through consideration of a number of outstanding plays in theatrical history, and the study of various productions given these plays, students gain understanding of the plays and appreciation of the production problems involved. Relevance of the plays to the contemporary stage will be discussed during the course.

**Th.A. 52 ACTING I**

4 hrs. 4 crs.

Students explore the basic techniques of sensory awareness, improvisation, memory, character study, and preparation of a role with emphasis on the works of Constantin Stanislavsky. Special projects include performance workshop and scene study.

*Recommended background: Th.A. 50 or Th.A. 51*

**Th.A. 53 ACTING II**

4 hrs. 4 crs.

A continuation of Th.A. 52, this advanced classroom and laboratory course furthers sensory awareness, memory and character study for the preparation of a role. Basic vocal and body techniques are employed to explore the psycho-physical actions, objectives and superobjectives of characters. Theories of acting are studied and practiced in laboratory situations.

*Prerequisite: Th.A. 52 or permission of department*

**Th.A. 55 STAGECRAFT**

4 hrs. 3 crs.

Through discussion and demonstration, students learn the various elements of production, including theatre organization, scenery construction and painting, lighting, costuming, make-up and stage managing. Each student is required to participate in the major school productions during the course.

*Prerequisite: Th.A. 50 (may be waived by department)*
Th.A. 56  LIGHTING DESIGN
Spring 3 hrs. 3 crs.
This is an introductory course to the field of theatre lighting design. Students are taught the principles of electricity and light, and how they relate to stage light designing. The lighting designer's procedures and methods of operation are studied and applied in laboratory conditions and in actual productions. Students are required to make in-depth studies of lighting particular plays and to participate in at least one college production.
Prerequisite: Th.A. 50

Th.A. 57  PUPPETRY
3 hrs. 3 crs.
Appreciation of puppets and puppetry is developed as their history production and manipulation is studied in this course. During the semester, students apply the techniques of building and using puppets as effective theatre.

Th.A. 58  MAKEUP AND COSTUME DESIGN
3 hrs. 3 crs.
Through lecture and demonstration, students are taught basic acting crafts, stage make-up and costume design. Working closely with instructors, students learn about theatrical make-up and the proper choice and application needed to create the required character illusion. In the costume shop, students learn the basic elements of costume design. Laboratory sessions in these crafts are required in connection with regularly scheduled theatre productions.
Prerequisite: Th.A. 50

Th.A. 59  PLAY PRODUCTION
2 hrs. 1 cr.
Students who participate in theatre production during their stay at Kingsborough can earn up to a total of four credits (one credit each semester) for successful contributions in a production.

Th.A. 62  ACTING III
3 hrs. 3 crs.
This course involves studies of acting in pre-modern drama with a detailed analysis of the acting styles of selected Classic, Elizabethan, Neo-Classic, Restoration and Romantic drama. Study of historical periods, in regard to language and movement, is supplemented by practice in laboratory situations. Class enrollment is limited.
Prerequisite: Th.A. 53 (may be waived by the department)

Th.A. 67  PLAYWRITING
3 hrs. 3 crs.
A study of the craft of writing plays through selected readings, discussions and student writing, is made during this course. Scenes and one-act plays written by students will be read and discussed in class. Students' writing efforts may be mounted for workshop productions.
Prerequisites: Th.A. 50 and permission of Instructor

Th.A. 81  INDEPENDENT STUDY
1-3 hrs. 1-3 crs.
Independent study in the field of Theatre, including such areas as acting, directing, design, history, and criticism or scenographic techniques, are developed individually between student and faculty member and must be approved by the department.
Rules and Regulations for the
Maintenance of Public Order
(Henderson Rules)

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. Therefore the following rules and regulations are in effect at Kingsborough Community College and will be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Higher Education.

To enforce these rules and regulations the Bylaws of the Board of Higher Education provide that:

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. No member of the academic community shall intentionally obstruct and/or forcibly prevent others from the exercise of their rights, nor interfere with the institution's educational process or facilities, or with 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 no legitimate reason for their presence on any campus within the college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

7. Disorderly or indecent conduct on 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 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 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 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.

Sanctions Defined

A. ADMONITION. An oral statement to the offender that University rules have been violated.

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 to or 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.
Kingsborough Community College does not have endowments. It is supported by allocations from the City of New York and the State of New York. These funds do not fill many crucial gaps which are necessary to stimulate, enrich and further the broad educational objectives of the college for the benefit of its students, faculty, staff, and the community at large: to provide awards, grants and loans to students who might otherwise be unable to start or complete their education; to sponsor research, publish, support educational programs and facility development, and foster the cultural and social life of the college community.

Only gifts, grants, awards and bequests from public-spirited citizens can make these activities possible and fill these urgent needs. They will be most gratefully received.
KINGSBOROUGH COMMUNITY COLLEGE
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Senior Accountant
   Eugene Sanjour; A.B.
TRAVEL DIRECTIONS TO KINGSBOROUGH

SUBWAY

BRIGHTON LINE
QB or M train to Sheepshead Bay Station; B-1 Bus* or
B-21 bus*
to Brighton Beach Station; B-21 bus*

SEA BEACH LINE
N train to 86 Street Station; B-1 bus*

WEST END LINE
B train to 25 Avenue Station; B-1 bus*

FOURTH AVENUE LINE
RR train to 86 Street Station: change for Sea Beach N train to
86 Street Station; B-1 bus*

IRT

LEXINGTON AVENUE LINE
Trains #4 or 5 to Atlantic Avenue Station; or,
to Borough Hall Station; change to
Train+ and bus*

SEVENTH AVENUE LINE
Trains # 2 or 3 to Atlantic Avenue Station; or,
to Borough Hall Station; change to
Train+ and bus*

IND

SIXTH AVENUE LINE
D train to Sheepshead Bay Station; B-1 Bus* or,
to Brighton Beach Station; B-21 bus*
F train to Avenue X Station; B-1 bus*

EIGHTH AVENUE LINE
A train to Franklin Avenue Station; Shuttle to Prospect Park Station change
to train+ and bus*

BUS

B-1*, B-21*, B-49*
B-4, B-34, B-36 and B-68 connect with B-1*
B-36, B-44 and B-68 connect with B-21*
B-2, B-3, B-5, B-6, B-8, B-9, B-12, B-31, B-35, B-36, B-45 and B-47 connect with
B-49*

*Take these buses to the last stop.
Walk straight along Oriental Boulevard
directly into the College.
CAR

From Manhattan
Belt Parkway east bound to Ocean Parkway South (exit 7-5). Turn right at light to Brighton Beach Avenue. Turn left on Brighton Beach Avenue. After about one mile, the street becomes Oriental Boulevard. Continue on Oriental Boulevard to the campus.

From Queens
Belt Parkway west bound to Knapp Street (exit 9). Turn left at first light to Emmons Avenue. Turn right on Emmons Avenue. Travel on Emmons Avenue to the fifth light (end of Sheepshead Bay). Turn left and continue straight ahead for two lights to Oriental Boulevard. Turn left on Oriental Boulevard to the campus.

Holidays and Emergency College Closing

Holidays on which the College is scheduled to be closed and no classes held, are listed in the academic calendar page 4-6.

In the event of Emergency College Closing, due to inclement weather or other factors over which the College has no control, students can get up-to-the-minute information by calling:

Municipal Communications Service
899-1234

or, by listening to the following radio stations for instructions:

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STATE UNIVERSITY OF NEW YORK

The State University of New York was established by the State Legislature in 1948. Since its founding, it has grown into a higher educational system comprising 72 institutions: four university centers; two medical centers; thirteen colleges of arts and science; a non-residential college; three specialized colleges; six agricultural and technical colleges; five statutory colleges; thirty-eight locally-sponsored two-year community colleges.

The University further comprises the Ranger School, a division of the College of Forestry for technical forestry programs; the Center for International Studies and World Affairs; University-wide research programs; six urban centers administered by community colleges.

State University continues to broaden and expand over-all opportunities for advanced degree study and now offers graduate study at the doctoral level at 12 of its campuses, and graduate work at the master's level at 22.

Graduate study areas include agriculture, business administration, criminal justice, dentistry, engineering, forestry, life and physical sciences, medicine, nursing, optometry, pharmacy, and veterinary medicine.

Four-year programs strongly emphasize the liberal arts and sciences, including specializations in teacher education, business, forestry, maritime service, physical education, ceramics, and the fine and performing arts.

Two-year programs include nursing and liberal arts transfer programs and a wide variety of technical curriculums such as agriculture, business, and medical laboratory technology.

The urban centers provide training for skilled and semi-skilled occupations and college foundation courses for youths and adults in the inner-city areas.

Governed by a Board of Trustees appointed by the Governor, State University of New York comprises all State-supported institutions of higher education, with the exception of the senior colleges of the City University of New York. Each college and center of State University is locally administered. Although separated geographically, all are united for the purpose of improving and extending numerous educational opportunities to the people of New York State.
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