KINGSBOROUGH COMMUNITY COLLEGE
—of—
The City University of New York

2001 Oriental Boulevard,
Manhattan Beach, Brooklyn, N.Y. 11235
769-9200

see also
18 page "ADDENDA"
following page 287,
covering additions and corrections
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18 page "ADDENDA"
following page 287,
covering additions and corrections
for KCC Catalog, 1975-1976.
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FALL 1975

Sept. 1, Mon. .......................... Labor Day
Sept. 2, Tues. .......................... Registration—DAY ONLY
                                        Starts 1:00 P.M.
Sept. 3 & 4, Wed. & Thurs. ........... Registration—Day & Evening
Sept. 5, Fri. .......................... Registration—DAY ONLY
Sept. 8 & 9, Mon. & Tues. .......... Registration—Day & Evening
Sept. 10, Wed. ........................ Registration—DAY ONLY
Sept. 12, Fri. ........................ Late Registration & Program Changes
                                        —DAY ONLY
Sept. 15, Mon. ........................ No Classes—Yom Kippur
Sept. 16, Tues. ........................ Day & Evening—CLASSES BEGIN
                                        Program Changes—Day & Evening
                                        Late Registration—EVENING ONLY
Sept. 17, Wed. ........................ Late Registration—EVENING ONLY
Sept. 17 & 18, Wed. & Thurs. ...... Program Changes—Day & Evening
Oct. 1, Wed. .......................... Period Opens to File Applications for:
                                        DAY STUDENTS
                                        January 1976 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 Sessions
Oct. 13, Mon. .......................... No Classes—Columbus Day
Oct. 31, Fri. .......................... LAST DAY to File Applications for:
                                        CUNY Transfer—Jan. ’76 Graduates
Nov. 3, Mon. .......................... LAST DAY to File Applications for:
                                        January 1976 Degrees
                                        Advanced Standing
                                        Change of Curriculum
Nov. 4, Tues. .......................... No Classes—Election Day
Nov. 11, Tues. ........................ No Classes—Veterans Day
Nov. 14, Fri. .......................... LAST DAY to Apply for:
                                        Transfer to CUNY Colleges
Nov. 17-19, Mon.-Wed. .......... Make-Up Final Exams Administered for:
                                        Preceding Spring and/or Summer Semesters
Nov. 21, Fri. .......................... LAST DAY to Withdraw Without Academic
                                        Penalty
Nov. 26, Wed. ........................ DAY & EVENING CLASSES FOLLOW
                                        THURSDAY SCHEDULE
Nov. 27 & 28, Thurs. & Fri. .... No Classes—Thanksgiving Recess
Dec. 1, Mon. .......................... Classes Resume
Dec. 11, Thurs. ........................ LAST DAY to File Applications for:
                                        Matriculation
                                        Transfer to Day Session
                                        Transfer to Evening Session
Dec. 24-Jan. 1, Wed.-Thurs. .... No Classes—Christmas Recess
Jan. 2, Fri. .......................... Day Classes Resume
                                        LAST DAY for removal of “INC” for:
                                        Spring and/or Summer 1975 Semesters
Jan. 5, Mon. .......................... Evening Classes Resume
Jan. 7, Wed. .......................... Last Meeting—Day and Evening Classes
Jan. 8-14, Thurs.-Wed. ............... Final Exams—EVENING ONLY (4 days)
Jan. 9-16, Fri.-Fri. ................... Final Exams—DAY ONLY (5 days)
Jan. 15, Thurs. ........................ No Classes—Human Rights Day
SPRING 1976

Jan. 30 & Feb. 2, Fri. & Mon. .......... Registration—DAY ONLY
Feb. 4, Wed. .................. CLASSES BEGIN—EVENING ONLY
Late Registration—Day & Evening
Feb. 5, Thurs. .................. Classes in Session
Late Registration & Program Changes
Feb. 6, Fri. ..................... Program Changes—DAY ONLY
Feb. 9, Mon. ..................... Program Changes—DAY & EVENING
Feb. 12, Thurs. ................. No Classes—Lincoln’s Birthday
Feb. 16, Mon. ................. No Classes—Washington’s Birthday
Feb. 23, Mon. ................ Period Opens to File Applications for:
D A Y S T U D E N T S
June 1976 Degrees
Advanced Standing
Change of Curriculum
E V E N I N G S T U D E N T S
Matriculation
Transfer to Day Session
Feb. 24, Tues. .................. EVENING CLASSES FOLLOW THURSDAY SCHEDULE
Feb. 26, Thurs. .................. LAST DAY to file petitions for:
Final Make-Up Exams for Fall ’75
Feb. 27, Fri. ..................... DAY CLASSES FOLLOW THURSDAY SCHEDULE
LAST DAY to File Applications for:
CUNY Transfer—June 1976 Graduates
Mar. 15, Mon. .................. LAST DAY to Apply for CUNY Transfer
Mar. 19, Fri. ................. LAST DAY to File Applications for:
June 1976 Degrees
Advanced Standing
Change of Curriculum
Apr. 5-8, Mon.-Thurs. .......... Make-Up Final Examinations Administered
for Fall 1975
Apr. 9, Fri. ..................... LAST DAY to:
Withdraw Without Academic Penalty
Apr. 14, Wed. ................... NO EVENING CLASSES—Spring
Recess Starts
Apr. 15-22, Thurs.-Thurs. .... No Classes—DAY & EVENING—Spring
Recess
Apr. 23, Fri. ..................... Classes Resume—DAY ONLY
Apr. 26, Mon. ................... Classes in Session—DAY & EVENING
May 24, Mon. .................... LAST MEETING—DAY CLASSES
May 25, Tues. ................... LAST MEETING—EVENING CLASSES
May 25-June 1, Tues.-Tues. ...... Final Exams—DAY ONLY (5 days)
May 26-June 2, Wed.-Wed. ...... Final Exams—EVENING ONLY (4 eves)
May 31, Mon. .................. No Classes—Memorial Day
June 7, Mon. ................... Commencement

SUMMER SESSION 1976

June 16, Wednesday
to
July 26, Monday
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.

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.

Mary D. Rothlein, Assistant Dean of the College
B.A., M.A.

Julius R. Sternberg, Assistant Dean of Instructional Services
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. Founded in 1963, as the ninth City University Community College, and twenty-seventh State-wide two-year college, Kingsborough offers three degree programs. The Liberal Arts and Sciences programs lead to the Associate in Arts (A.A.) degree; programs in Mathematics and Sciences, and the Arts (Music, Fine Arts and Theatre Arts) lead to the Associate in Science (A.S.) degree; programs in Business, the Health Sciences and Human Services lead to the Associate in Applied Science (A.A.S.) degree. Daytime and Evening Sessions are held throughout the regular academic year and during Summer Session. Continuing Education non-credit courses are available during the school year.

In September 1964, Kingsborough admitted the first students into a temporary mid-Brooklyn facility. The College received its permanent, unique and beautiful, 60-acre site at Manhattan Beach in the Fall of 1965. 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, while its ultra-modern campus is under construction. Composed of a continuous series of inter-connected buildings, as distinguished from the usual separate buildings seen on most campuses, the plans have been lauded as a forward-looking solution to the problems of College growth and urban pressures. The "new" Kingsborough's many outstanding features will include: enlarged library; computer center; lecture hall and learning resource centers; science technology and visual arts buildings; two "College-Halls" 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 the nursing, business and secretarial departments; offices for administration, general services and a power plant.

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

Kingsborough Community College is committed to advancement of the New York State Board of Regent's goals. Toward this objective, Kingsborough activities include:

I) Promoting recognition and support of community colleges as the basic institutional approach to provide broader public educational opportunities above the high school level.

II) Furthering efforts for community colleges to be: located within reasonable daily commuting distance of students' homes; open to all high school graduates or persons with equivalent educational backgrounds; operated at low cost to students.

III) Enhancing college performance goals in:
   a. General Education (by providing 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 (by offering the requisite courses for two years of collegiate study to competent students who are interested in continuing for the bachelor degree);
   c. Occupational or Career Education (by presenting programs beyond high school, but below professional levels of education and training, for students who seek immediate entry into the productive labor force. These programs serve business, industry, or government organizations who need employees with higher level abilities. Employed individuals who wish to improve their skills, or to learn new ones, are also served);
   d. Adult or Continuing Education (by assisting adults of all ages meet changing educational, cultural, and economic conditions and/or implement changes in their personal objectives with continuing education programs above the high school level);
   e. Guidance and Counseling (by furnishing necessary testing, guidance, and counseling which enables students to recognize and accept their personal strengths and limitations, and to choose the most suitable programs based on objective information and personal situations).
Objectives

Kingsborough is committed to fulfilling its educational objectives by: seeking and implementing additional, innovative, factors; fulfilling its obligations to its students and the community; contributing to the over-all performance of the CUNY system.

To meet these objectives 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 system and avoid duplication where needs are already being met by other university units;

c. in so far as possible, to respond with educational programs in areas where it has the capacity to fill demonstrated needs not already being met;

d. further its obligation to develop and define logical areas of specialization without scattering its energies;

e. continue to focus efforts on Liberal Arts transfer programs, as well as on the career programs in 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 requirements of the population to be served. Any defined needs will be translated into educational programs. The College accepts its primary mission as 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.
ACADEMIC INFORMATION AND PROCEDURES

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

Admissions

Room T-7108, ext. 341 — direct line 769-7670

Information about attending Kingsborough Community College is available from the Admissions Office. The Admissions Office is responsible to the Dean of Instructional Services.

The basic requirement for admission is a high school or equivalency diploma. A certificate does not fulfill this requirement. Applicants who hold a United States Armed Forces Institute diploma, and submit proof of a total score of 225, are also eligible for admission as matriculants. A copy of the scores, not the diploma, must be submitted with the application.

Matriculation

Prospective students who plan to attend the College to earn a degree, apply for "Matriculated Status" and may attend either Day or Evening session. Day session matriculants must be prepared to carry a minimum of 12 contact hours per semester (see page 35).

Previous College Attendance

Applicants who have attended, or are attending another college or university, and who wish matriculated status must hold a high school or equivalency diploma and must also have earned at the previous college:

- a minimum 2.00 index on a 4.00 scale (attempted 12 credits or more)
- or
- a minimum 3.00 index on a 4.00 scale (attempted 11 credits or less).

Residence

Legal New York City residents who are accepted as matriculants, pay no tuition. (The residency of a student under 21 years of age is considered to be that of parents or legal guardian.) Students who are accepted as matriculants and who are not bona-fide residents of New York City are required to pay tuition.*

Note: To qualify as a legal New York City resident, students must have maintained their principal place of residence in New York City for six consecutive months immediately preceding the first day of classes.

*See page 17 for tuition details.
Non-Matriculation

Non-matriculants are accepted only for Evening Session and are required to pay tuition, charged according to the number of contact hours for each semester in attendance.

Any prospective student who fits into one of the following categories should apply for admission as a non-matriculant:

1. Previously attended a college or university and earned grades which do not meet the requirements for matriculated status as indicated. This category includes students who withdrew without earning any credits and received penalty grades only.
2. Is not interested in earning a degree when the application is submitted.
3. Is too late to apply for matriculated status (Note: As deadline dates are sometimes extended, Kingsborough’s Admissions Office should be contacted for any possible changes in filing dates).

Applicants for non-matriculated status apply for admission directly to Kingsborough. Application forms are available only from the College Admissions Office.

Admission Application Procedures

Prospective Matriculants:

I. Now attending a New York City high school. Obtain a UAPC application form from the High School’s College Advisor or Guidance Counselor.

II. In one of the following categories:
   - is attending high school and has completed at least six semesters (11th Year);
   - has earned an Equivalency or High School Diploma but never attended a college;
   - has attended an institution of higher learning but withdrew without earning any credit. (Applicants who received penalty grades only are not eligible to file for admission through the UAPC).
   - is a permanent United States Resident who completed part or all secondary schooling outside the U.S. and has not attended any college or university.

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

1. University Application Processing Center
   Box 148, Vanderveer Station
   Brooklyn, N.Y. 11210

2. Any local High School College Application Office

3. Office of Admission Services
   875 Avenue of the Americas
   New York, N.Y. 10001
III. Is a native of a foreign country. Apply through the CUNY Foreign Student Office (see page 271), or request an application from Kingsborough's Admissions Office.

Note: Kingsborough issues Immigration Form 120 to foreign students accepted as full-time matriculants. 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.

IV. Attended other institutions of higher learning and meet the criteria for matriculated status apply for admission through the Office of Admission Services (OAS). Application forms may be obtained from OAS, 875 Avenue of the Americas, New York, N.Y. 10001, or from Kingsborough's Admissions Office.

Note: Applicants, whose post-secondary school attendance was limited solely to institutions such as Hospital Schools of Nursing, Secretarial Science Schools, non-college-degree-granting Technical Institutes and LPN Training Schools, are considered "applicants without advanced standing" and should apply for admission through the University Application Processing Center.

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
Advanced Standing

Kingsborough Community College may grant advanced standing, exemption, or credit, subject to departmental approval for:

- Satisfactory score earned on Departmental Examinations.
- Satisfactory scores earned on the Advanced Placement Examinations administered by Educational Testing Service, Box 592, Princeton, N.J. 08542.
- Score of 50 or higher on subject examinations of the College Level Examination Program (CLEP).
- "C" grade or higher on the New York State College Proficiency Examinations (CPE).
- "P" (pass) grade on the New York State College Proficiency Examination (CPE) in the area of Foreign Languages.

Transfer of Credits

Upon evaluation and acceptance by the College, applicants may receive a maximum of thirty (30) credits for courses completed at other accredited institutions, provided:

a. each course was completed with a satisfactory grade;
b. each course content is related to similar course work at Kingsborough;
c. a statement of honorable dismissal is submitted from each institution attended.

TUITION AND FEES

† † See page 13.

*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 36) plus 4 credits in excess of those requirements. This provision applies to courses for which grades of W/F (withdrawal with penalty) and INC (incomplete courses other than withdrawals) 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 $30, per credit.

Students who already possess at least an Associate degree or its equivalent, will be charged tuition of $25. per credit plus, $25. for the first contact hour in excess of course credits plus, $15. for each additional contact hour.

† † Contact hours are the number of hours a class meets each week during a regular semester.

**The number of credits for each course is indicated with course title and description.

Tuition for each Continuing Education course is specified in the Bulletin available in Room T-7211, ext. 331 (see page 33).
TUITION (Per Semester)
Matriculated Students—Full-Time (Day)

1. Legal 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 not to exceed $700. per semester
   b. New York State residents without Certificate of Residence
   c. Out-of-State and Foreign residents

Matriculated Students—Part-Time (Evening-Summer)

1. Legal 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 not to exceed $55. per credit**, plus $35. for each contact hour† above course credits
   b. New York State residents without Certificate of Residence;
   c. Out-of-State and Foreign residents

   **Total not to exceed $700. per semester

Non-Matriculated Students

1. Legal New York City residents††
   $25. per credit** plus, $25. for first additional contact hour† above course credits, plus, $15. for each additional contact hour

2. a. New York State residents who submit official Certificate of Residence, from County of Residence, prior to, or at, registration not to exceed 55. per credit** plus, $35. per additional contact hour†
   b. New York State residents without Certificate of Residence;
   c. Out-of-State and Foreign residents

   **Total not to exceed $700. per semester
REQUIRED FEES
(These Fees Are NOT Refundable)

General Fee (Per Semester)
  a. Day-Matriculated Students $56.00
  b. Evening-Matriculants and Non-Matriculants 30.00
  c. Summer Session Students 30.00

Special Fees
  a. Application 20.00
  b. Lockers (Per Semester) .25
     (available on first come, first served, basis)
  c. Special Examination
     (charged when a student requests and
      receives College Permission to take an
      examination at other than scheduled times)
      First examination 15.00
      Additional examinations 5.00 each
      Maximum charge, per semester 25.00
  d. Transcripts 4.00 each

Penalty Fees
  A. Late Registration 15.00
     (charged of students permitted to enroll
     after last day of regular registration)
  *B. Program change 20.00
     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.
     *This fee is 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 100% tuition refund as
        a result of withdrawal from a course.
  C. Withdrawal from the College 20.00
     (a student who withdraws from the College
     during a semester will be required to pay this fee)
  D. Readmission to the College 10.00
     (a student who applies for readmission to
     the College will be charged this fee)
  E. Reinstatement 15.00
  F. Payment Reprocessing 15.00
     (a student who pays with a personal check
     which is not honored by the bank will be
     required to pay this fee)
  G. Debts
     (a student who has incurred an indebtedness
     to the College will not be permitted to
     register for a new term unless, and until,
     debts are cleared)
     Enrollment is not complete until all fees are paid
NOTE: Payments should be made by check or money order only, payable to Kingsborough Community College.
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.

Fee Refunds
In general, no portion of the General, Miscellaneous, Penalty or Special Fees will be refunded. A student who withdraws after the scheduled opening date of the session, or during the term, will receive tuition refunds according to the following schedule*:

<table>
<thead>
<tr>
<th>Date of Formal Withdrawal from Course(s) or the College</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>During third week after opening date</td>
<td>25%</td>
<td>25%</td>
<td>none</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.

Withdrawal from the College
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 $20. fee). No portion of the General Fee, Special Fees, Penalty Fees or Miscellaneous Fees is refundable except when a student’s registration is cancelled or when the College withdraws or cancels courses.
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. 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 immediately have a Chest X-Ray taken at a Department of Health Chest Clinic.

A completed health statement, on the form distributed by the Health Service Office (T-7118, ext. 214), 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 student's benefit.

The College reserves the right to reject an applicant because of an existing health condition, if the college medical officer believes it necessary and in the best interest of the student and the College (see page 28 for additional Health information.)
The Registrar's Office, under the jurisdiction of the Dean of Instructional Services, maintains the academic records for all students and is responsible for the registration of students into classes after they have been admitted to the College.

A prerequisite to attend 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.

The following services performed by the Registrar's Office are available through application:

<table>
<thead>
<tr>
<th>Service</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Standing</td>
<td>for information see page 16</td>
</tr>
<tr>
<td>Certification to Outside Agencies</td>
<td>for filing dates,</td>
</tr>
<tr>
<td>Change of Address</td>
<td>see Academic Calendar</td>
</tr>
<tr>
<td>Change of Curriculum</td>
<td>for information see page 36</td>
</tr>
<tr>
<td>Change of Grade</td>
<td>for filing dates,</td>
</tr>
<tr>
<td>Change of Name</td>
<td>see Academic Calendar</td>
</tr>
<tr>
<td>Change of Status</td>
<td>for information see page 35</td>
</tr>
<tr>
<td>Day to Evening</td>
<td>for filing dates,</td>
</tr>
<tr>
<td>Evening to Day</td>
<td>see Academic Calendar</td>
</tr>
<tr>
<td>Non-Matric to Matric</td>
<td>for information see page 35</td>
</tr>
<tr>
<td>Final Exam Conflicts</td>
<td>for filing dates,</td>
</tr>
<tr>
<td>Final Exam Make-Ups</td>
<td>see Academic Calendar</td>
</tr>
<tr>
<td>Graduation</td>
<td>for information see page 40</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>for filing dates,</td>
</tr>
<tr>
<td>Permit to Attend Other Colleges</td>
<td>see Academic Calendar</td>
</tr>
<tr>
<td>Readmission</td>
<td>for information see page 19</td>
</tr>
<tr>
<td>Transcripts</td>
<td>for information see page 41</td>
</tr>
<tr>
<td>Transfer to CUNY Senior College after</td>
<td>for filing dates,</td>
</tr>
<tr>
<td>completion of two (2) year degree</td>
<td>see Academic Calendar</td>
</tr>
<tr>
<td>Withdrawal from College and/or</td>
<td>for information see pages 19,</td>
</tr>
<tr>
<td>Withdrawal from Course</td>
<td>40: for filing dates,</td>
</tr>
<tr>
<td></td>
<td>see Academic Calendar</td>
</tr>
</tbody>
</table>
The Department of Student Services is dedicated to help students achieve self-understanding and direction, so that they can develop their maximum educational, social, and personal potential. To aid students in their adjustments to the college community, and toward the realization of goals during and after college, the Department offers a wide variety of services within a framework designed to highlight individual growth.

Academic Planning and Orientation

All new Kingsborough students are required to attend counseling conferences during their first year at the College. An Orientation Conference, held prior to registration, gives students an opportunity to learn about curricular, co-curricular, and extra-curricular offerings; 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, which are 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

Career counseling, career opportunities, and occupational information is made available to all incoming freshmen, current students, and Kingsborough's alumni. The Office 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 an additional orientation session to new students. 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 policies, particularly as they relate to City University, which guarantees that all CUNY community college graduates be admitted to CUNY senior colleges (see page 41). 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.

Office of Veterans Affairs

Room S-125 ext. 447

All veterans are urged to visit the Office of Veterans Affairs for information and assistance relating to: educational benefits; jobs; housing; insurance; personal and business loans; dental and medical referrals; vocational rehabilitation and other entitlements.

Outreach

The purpose of this community mental health-oriented program is to present preventive and remedial services which can actively and positively assist students and faculty.

Among the programs available to achieve these and additional goals, are: Human Communications Workshop; Direct Involvement Program; Drug Education Counseling; Family Planning and Health Referral Center; Veterans Counseling.
College Discovery
Room T-236 ext. 206

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 Application Processing Center (see pages 27, 271).

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 Spring 1974 semester, twenty-seven College Discovery students made the Dean's List and sixty-nine, who earned a 3.00 index or better, were on the College Discovery Commendation list.

The College Discovery Program 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; development of talents, leadership, and a sense of responsibility; opportunities 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.

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

Campus Day Care Center
Room T-508, 934-2527

Children of Kingsborough students are professionally cared for at the Center 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.
Financial Aid
Room T-7107, ext. 231

Financial Assistance

Available to students through programs administered by the College or by outside agencies. The aim of the financial aid programs is to assure that no qualified student is denied the opportunity for higher education because supplementary financial assistance may be needed.

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. Allocation of all funds is subject to existing Federal and City University guidelines.

Financial Aid Programs Currently Available Include:

I. SCHOLARSHIPS AND GRANTS
   a. New York State Regents Scholarships—Based on competitive examination, awards may be $250. to $350. a year, depending on family income.
   b. Agency Scholarships—Kingsborough students may be eligible for scholarship assistance provided by various religious, fraternal and community agencies, business and industrial firms.
   c. 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 range from $300. to $1,500., depending 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.
   d. Nursing Scholarship Program—Under the Health Manpower Act of 1968, allocation of Federal funds is 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.
   e. Basic Educational Opportunity Grant—A federal aid program authorized by the Education Amendments of 1972. Designed to provide financial assistance for students who could not otherwise attend post-high school institutions, the amount of the grant is based on: family contribution; cost of education; amount of Federal Funds actually available for the program. Three important criteria must be met when considering an applicant’s eligibility:
      1. citizenship or permanent residency status;
      2. full-time student;
      3. a new Kingsborough student (an applicant is not eligible if a post-high school was attended before April 1, 1973).
II. LOANS

a. National Direct Student Loans—Provided under the National Direct 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 canceled 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 canceled.

b. New York Higher Education Assistance Corporation Loans—Loans are available through this agency for matriculated students, enrolled in degree programs, who carry 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 studies are terminated, at an annual interest rate of 7%. Maximum amounts available range from $750 a year for first-year part-time students, to $2,000 a year for second-year full-time students.

c. Nursing Student Loans—These loans are for 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. Repayments commence nine months after graduation or termination of studies. Annual interest is 3%. Students who accept employment as full-time professional nurses in Federal government-designated hospitals, may have part of their loan canceled.

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

e. 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

The 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, an applicant must be enrolled as a full-time student.

IV. GENERAL INFORMATION

Prospective students may apply for financial aid when they confirm their acceptance at the College. Applications are available at the high school or at Kingsborough's Financial Aid office.

V. CONTINUING ELIGIBILITY

All students receiving financial aid are subject to the existing rules and regulations of the Federal and State Governments, of the Board of Higher Education, and of Kingsborough Community College.
SPECIAL PROGRAMS

Members of the Administration and the faculty devised and operate a number of far-reaching “Special Programs” designed 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

Dr. Julio Hernández-Miyares of the Kingsborough faculty is available on-campus, in Room T-4141, ext. 435, for advice and additional information concerning the program (see page 271).

CUNY Study Abroad Program

Dr. C. Frederick Stoeker of the Kingsborough faculty is the College’s representative on the CUNY Advisory Committee for this program. He is available on-campus in the KIPS office, Room R-255, ext. 461, for advice and additional information concerning the program (see page 272).

College Discovery

Students who can meet certain requirements, including family income, may qualify to attend Kingsborough on the “College Discovery” program. To be considered, students should fill out the Special Programs section of the Admissions application (see pages 24, 271).

Computer Center

Room T-1, ext. 269

The Kingsborough Community College Computer Center, 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.
Disabled Students

Kingsborough Community College does not discriminate against disabled students. Prospective students with physical handicaps should visit the College before applying for admission. An interview may be arranged with the counselor for disabled students.

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.

Health Services
Room T-7118, ext. 214

All entering matriculated students are required to submit a Health-Medical form to the Health Service Office (see page 20).

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 and program adjustment.

Students’ health records are kept under secure conditions. They will be used only by authorized personnel and only for a student’s 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 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 the Health Services 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.

Independent Study

The College offers Independent Study courses in almost every area of study, designated by numbers 81 and 82 immediately following course code letters. They must be compatible with the intent and objectives of the course and may be given as seminars, workshops, 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. Hours and credits for the “82” courses will be determined by the Instructor and the Department. Enrollment is limited to upper freshmen and sophomore students who have:

overall “B” index in the subject area;
aproval from the Department.

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.
Institute of Bilingual Studies
Room S-127 ext. 356

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-speaking minority, communities in New York.

The program of the Institute is multi-faceted, offering counseling, cultural activities, and a special curriculum which leads to an Associate in Arts degree. Through a planned and closely coordinated sequence of courses, students are required to take a series of core courses in developmental skills. In addition, the Institute’s Learning Center provides a complete array of college level courses in the social sciences, humanities, and applied sciences, all taught in Spanish so that students may progress normally through the Associate in Arts degree while working to achieve English fluency (see page 170). These courses are equivalent to regular college courses.

Several initiatives have been designed for the Institute and the curriculum contains two career components: Education and Community Service. The success of this program is evidenced by the fact that nearly 100% of its 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.

Institute for Public Service (KIPS)
Room T-255 ext. 461

Started in 1970, the Kingsborough Institute for Public Service continues to pursue its goal of education and service for the College and the community. It makes 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 College and community to work on shared problems. KIPS compiles information, edits and distributes the Kingsborough Community Resources Handbook.

Institute of Tutorial Services
Room T-201, ext. 361

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 for tutoring in all academic and business areas.

The Institute of Tutorial Services is administered by the Dean of Instructional Services.
Media Center
Room T-7101, ext. 371

The Media 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 maintains a complete television facility, audio studio for tape lessons, 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. The Center is within the jurisdiction of the Dean of Instructional Services.

Super Citizens

Kingsborough welcomes New York City residents, 65 years of age and older, to the College. Those 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. Some documentation of age must be submitted with the application for admission. Students are accepted on a matriculated or non-matriculated basis, depending upon previous educational experience and the availability of space at the College. Students who wish to apply as matriculated students should check the appropriate filing dates.

Prospective students who wish to receive counseling may do so through the Department of Student Services, Room S-144, ext. 411 (see pages 32 & 271 for additional information).

LIBRARY
Room T-100, ext. 223

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 61,000 carefully selected books, over 400 current periodicals, magazines and journals, more than 4,500 bound periodicals and over 4,700 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.
SPOTIS

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 the sports program participants.

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 renowned in the northeastern part of the United States, offering men and women opportunities to participate in a wide range of sports. Emphasis is placed upon promoting enjoyment, fitness, skill development, knowledge, and sportsmanlike competition.

Male varsity team programs include baseball, basketball, bowling, cross-country, golf, soccer, tennis, track and field, and wrestling. 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.

For women, the growing program includes the following varsity teams: basketball, bowling, cheerleading, power volleyball, and tennis. The women's program is sanctioned by the National Association of Intercollegiate Athletics for Women (NAIAW).

Kingsborough is a member of Region XV, District I 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.
The Evening Studies Program is an important educational program at Kingsborough. 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 Counseling Office—Room T-231, ext. 226, 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 pages 30 & 271);
5. students who are ineligible as Day Session matriculants, may be accepted by the Evening Session as non-matriculants;
   a) by satisfying change of curriculum requirements (see page 36), these students can matriculate and become degree candidates;*
   b) by meeting deadline dates for filing (see pages 5 & 6);
   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 Department Head 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
Room T-7211, ext. 331

The Continuing Education Program was designed to meet specific community needs and individual interests. Courses do not necessarily coincide with the regular academic schedule.

Non-credit courses, for self-improvement and expression, include areas such as Photography, Yoga, Income Tax Preparation, Psychology, Dance, 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.

SUMMER SESSION
Room T-7211, ext. 331

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 who wish to earn additional credits by taking more elective courses;
- visiting students enrolled in other colleges and universities.
MATRICULATION

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

Day Session matriculants 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, and written permission from the Dean of Students, 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.

Students who wish to regain their lost matriculated status, must fulfill the "Requirements for Good Standing" by earning a minimum of 9 credits, with a 2.00 overall cumulative index or better, as an Evening non-matriculant.

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 indices as outlined in the sliding probations scale policy will be subject to loss of matriculation (see page 38).

*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

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 3.00(B) index
   or
   12 or more credits with a 2.00(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. 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*;

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 5 & 6 for filing dates.

*Students should consult with an advisor concerning these choices.
Attendance

Attendance is required at all classes and laboratories in which a student is enrolled. If a student is absent from 10% of the course meetings, the Instructor may file an excessive absence report. If a student is absent from 20% of the course meetings, an Instructor MUST file an excessive absence report with the Student Services Department. Student Services will investigate all such absences and report to the Instructor who will make the final disposition. These regulations apply to all students, including freshmen.

Curriculum Change

For any curriculum change, except Nursing which has special regulations, students must file the appropriate form in the Registrar's Office, following the deadline dates on the Academic Calendar (pages 5 & 6). A curriculum change cannot go into effect until one semester in the original choice has been completed. The new curriculum goes into effect the semester following the students' application. The most recent information on college policy, and all proper forms for a change of curriculum or change from Evening to Day Session, is available at the Registrar's Office. New York City resident matriculated students are charged $30. per credit for each course credit taken in excess of 4 credits above the number required for the curriculum degree (see page 16).

Examinations

Final

Students are responsible for meeting examination schedules. See pages 5 & 6 for final examination dates. Students who have a conflict with a final examination schedule must immediately report to the Registrar's Office for rescheduling.

Students may submit postcards to their Instructors at the time of final examinations to receive early notification of grades. The Registrar's Office mails grade reports or transcripts to students at the conclusion of each semester.

Make-up Final

Students who miss final examinations for legitimate reasons may apply for make-up examinations. Generally, permission is granted only to students who maintain passing grades up to the final examination period. For each make-up examination, a "Petition for Final Make-up Examination" form, with the Instructor's signature, must be completed and received in the Registrar's Office by September 30 for the preceding spring and/or summer semester, and February 28, for the preceding fall semester.

Students whose applications for make-up examinations are approved pay $15. for the first examination plus $5. for each additional exam. A maximum of $25. is charged per semester (see page 18).
Mid-Term Reports

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

GRADEs

Grades indicate how well a student is doing. They deserve careful attention as evidence of good progress, as an indication of the need for counseling, for increased effort, or both.

Standard Grades

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Equivalent</th>
<th>Level of Achievement</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Fair or Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Below Average but Passing</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawal (Without Penalty)</td>
<td>0</td>
</tr>
<tr>
<td>WF</td>
<td></td>
<td>Withdrawal (With Penalty)</td>
<td>0</td>
</tr>
<tr>
<td>NC*</td>
<td></td>
<td>No Credit (Courses failed in the first semester)</td>
<td>0</td>
</tr>
<tr>
<td>INC</td>
<td></td>
<td>Incomplete (Changed to an &quot;F&quot; if not removed within six months by fulfilling Instructor's course requirements)</td>
<td>0</td>
</tr>
</tbody>
</table>

*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 to repeat a course only if they receive an “F”, “W”, “WF”, or “NC” grade. (Does NOT apply to students in the Nursing Program, see page 38).
Grade Point Index

The Grade Point Index is obtained by multiplying the grade point value 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 (Points x Credits)</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 Total 34

Grade Point Index (34 divided by 16) — 2.125 or just above "C" average.

Requirements for Good Standing

Sliding Probation Scale for Matriculated Students Based on Cumulative Index:

<table>
<thead>
<tr>
<th>Number of Credits Attempted (Counted in Index)</th>
<th>Cumulative Credits</th>
<th>Cumulative Index for (12 Credits Maximum Load)</th>
<th>Cumulative Index for Warning</th>
<th>Cumulative Required Index for Matriculated Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-19</td>
<td>below 1.90</td>
<td>below 1.50</td>
<td>—</td>
<td>2.00 and above</td>
</tr>
<tr>
<td>20-36</td>
<td>—</td>
<td>below 1.75</td>
<td>below 1.50</td>
<td>2.00 and above</td>
</tr>
<tr>
<td>37-48</td>
<td>—</td>
<td>below 1.90</td>
<td>below 1.75</td>
<td>2.00 and above</td>
</tr>
<tr>
<td>49 and over</td>
<td>—</td>
<td>below 2.00</td>
<td>below 1.80</td>
<td>2.00 and above</td>
</tr>
</tbody>
</table>

Grade Requirements for Graduation

Completion of required number of credits for course and degree major, plus a minimum cumulative Index of 2.00 (at least a "C" grade), is required for graduation.

*Nursing Curriculum Retention

As criteria for retention in the Nursing curriculum:

a. student must earn a minimum final grade of "C" in every Nursing course in a required sequence in order to be eligible for the A.A.S. degree;
b. student must receive no more than two grades under "C" in Nursing courses;
c. student who is entering the Nursing Program must receive no more than two grades under "C" in any pre or corequisite course with no more than one "C" in Biology, Psychology, and Sociology;
d. student who earns a grade of "D" in any Nursing course must repeat that course in order for it to be credited toward the A.A.S. degree in Nursing. Any course presented by the Nursing Department may be repeated only once.

*Effective with freshmen entering the College in September, 1975.
Honors

Matriculated students who complete at least 15 credits in a semester with a "B" grade (3.00) or better, 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.

"With Honors" will be inscribed on the diploma of any student who earns a cumulative index of 3.50 or higher.

Honor Societies

MU ALPHA THETA
Junior College Mathematics Honor Society
Sponsored by the Mathematical Association of America, membership is open to students who complete six credits or more in mathematics courses numbered 14 or higher and in computer science courses; maintain at least a “B” grade in those courses, and receive the recommendations of the Mathematics Department Faculty.

PHI THETA KAPPA
National Junior College Honor Society
Society members are selected on the basis of academic excellence. Students who complete 45 credits or more, with at least 30 of them at Kingsborough and earn a cumulative index of 3.70 or higher, are invited to join the Society.

CATALOG

Each student receives a copy of the catalog at registration. Catalogs are required for reference, for program and course planning, possibly for future credit evaluation at other colleges or universities. As supplies are limited, and replacements may not be possible, students are strongly urged to KEEP their catalog copy.

Prospective students interested in the College should direct their catalog requests to the Publications Office, T-4258, ext. 391.

NOTE:

Programs and requirements, tuition and fee schedules listed in the catalog, are necessarily subject to change at any time at the discretion of the administration and/or upon action by the Board of Higher Education, the City University of New York or the State of New York.
WITHDRAWAL
FROM COLLEGE (OR LEAVE OF ABSENCE)

Students who find it necessary to withdraw from the College, or to take a leave of absence, must complete and file an official form in the Registrar's Office (if the student expects to return to Kingsborough in the future, a Readmission form should be filed at the same time). The date that the withdrawal 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 during the semester will generally be required to pay a $20 fee. See Academic Calendar (pages 5 & 6) for last days to withdraw without academic penalty. For tuition refund, see page 19.

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 21).

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. The date that a change of program or withdrawal form is filed with the College—not the last date of class—is considered the official date of withdrawal from the course.

Any student who officially registered for a course, but neither attends classes nor officially withdraws by tenth week of classes, will receive a WF penalty grade.

Official withdrawal from courses by the end of the tenth 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 tenth week of classes receives a WF grade.

Students should check academic calendar, (pages 5 & 6), for withdrawal deadlines.

Students should check "Program Change" (page 18) for fee information.

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 pages 23, 41).
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 the CUNY senior college will not require that high school deficiencies be made up;
3. that a minimum of 64 credits will be transferable to the admitting senior college;
4. that under ordinary conditions, it will not be necessary to earn more than the 128 credits usually needed to earn a Bachelor of Arts or Bachelor of Science degree. However, 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 to another CUNY college before earning their associate degree must meet its entrance requirements. They should consult with their counselor or the Admissions Office of the CUNY unit they wish to enter.

SUNY Transfer Policy

The SUNY Transfer Guarantee Program pledges that "A New York State resident who wishes to transfer from a State University of New York two-year college, including all community colleges throughout the state, and who possesses, or who will have, an Associate in Arts or Associate in Science degree at the time of transfer, is guaranteed an opportunity to continue education on a full-time basis at a senior campus of the University." All other students, with or without a degree, may apply for admission to SUNY units but the guarantee does not extend to them.

Private College Transfer Policies

Students who wish to transfer to a private college should check catalogs, directories and other literature available at Kingsborough, or should obtain information directly from the college they wish to attend.

Note: Additional information about transferring may be found in the KCC Student Handbook issued annually by the Department of Student Services.
Kingsborough Community College assumes that every entering student is committed to taking full advantage of the opportunities the College offers for a quality education.

The Administration and faculty is concerned with: providing education of the highest degree of excellence; building basic skills which will facilitate and encourage further learning; assisting students to develop their individual potentials to their highest levels and helping students set a firm foundation upon which to build their future careers.

The Associate in Arts (A.A.) degree is awarded upon satisfactory completion of the required credits for Liberal Arts. Requirements, credits and course descriptions start on page 135. The Associate in Science (A.S.) degree is awarded upon satisfactory completion of the required credits for programs offered in Mathematics and Science and the Arts. Requirements, credits and course descriptions start on page 111. The Associate in Applied Science (A.A.S.) degree is awarded upon satisfactory completion of the required credits in the career programs. Requirements, credits and course descriptions start on page 47.

In all the degree programs a student must earn at least a "C" grade (2.00 index), and fulfill all requirements in order to be certified for the degree.

Curricula

Kingsborough Community College offers a choice of one of three degree programs. Graduates who successfully complete the course prescribed for the two-year program of their choice can earn the degree that curriculum carries: the Associate in Arts (A.A.) degree, the Associate in Science (A.S.) degree and the Associate in Applied Science (A.A.S.) degree.

Students must consult with an advisor when selecting courses to assure that their choices meet the curriculum requirements of the prospective major.

Candidates for the Associate in Arts (A.A.) degree concentrate their studies in the fields of Language, Literature and the Arts; Mathematics and the Sciences; the Behavioral Sciences and History; Health and Physical Education.

Candidates for the Associate in Science (A.S.) degree follow programs which closely parallel the A.A. program, but have greater concentration in Mathematics or Science, or one of the Arts areas in which they plan to major. These programs include Biology, Chemistry, Computer Science, Mathematics, Physics, Fine Arts, Music and Theatre Arts.

Candidates for the Associate in Applied Science (A.A.S.) degree follow programs which concentrate in the applied field. The professional fields in which these programs are offered include Accounting, Banking, Business Administration transfer programs, Child Care/Early Childhood Education, Community Mental Health Assistant, Data Processing, Nursing, Recreation Leadership, Retail Business Management, with a specialization in Supermarket Managing, and Secretarial Science, with four options, Executive, Legal, Medical, and School Secretary.
Associate in Arts

Students matriculated for the 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 which offer students limited course choices within five general areas; (3) Free electives which students may choose from the entire range of course offerings.

(1) 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 "Placement Examination" given to incoming freshmen prior to the start of the first semester; corrective speech and/or remedial mathematics may be required.

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

(3) Free electives, 11 to 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 made by the Department of Foreign Languages.

Associate in Science and Associate in Applied Science

Students matriculated for the A.S. degree or the 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 which all students must take.

(2) Group requirements, which offer limited course choices within five general areas, which students may choose from the entire range of course offerings.

(3) Department curriculum requirements, are courses which students must successfully complete in the chosen area of specialization, such as Nursing, Recreation Leadership, Chemistry, Biology, etc.

A detailed statement of all A.S. and A.A.S. degree requirements, for students matriculated as of the Fall 1973 semester, are in the Degree Programs section of the catalog.
GRADUATION REQUIREMENTS

Graduation with any of the degrees offered requires a minimum "C" average which is a 2.00 index.

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 matriculated before Fall 1971 should refer to the 1970-1 catalog for credit and course requirements.

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.

BASIC COURSES (†)

Basic courses are those courses that individual departments at Kingsborough Community College feel are essential for college students so that they may learn the fundamentals and basic concepts of the discipline of the concerned. All Basic Courses will be so designated by †.

Courses that are not designated as Basic Courses (†) are either Remedial courses (0 credits) or Advanced Courses.

ADVANCED COURSES

Advanced courses are those courses that individual departments at Kingsborough Community College feel are important as follow-up courses to explain either in breadth or depth the areas of knowledge to which the students have been introduced while taking the basic courses.

ORIENTATION

OR 11 EFFECTIVE STUDY

1 hr. 1 cr.

The basic problems and methods of study are examined; scheduling of study conditions that impede or facilitate learning; the role of emotions and attitudes in learning difficulties. Reading and related individual problems.
THE ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE

The Kingsborough A.A.S. degree programs were specifically designed for students who wish to start a career on a semi-professional level immediately after graduating from the college. The essential liberal arts courses are included to equip students with knowledge, understanding and career flexibility permitting options to continue for further education at any time.

A student must earn at least a "C" grade (2.00 index) and have fulfilled all degree requirements to be certified for the degree.

PROGRAMS

Business Careers: Accounting • Business Administration • Retail Business Management (with a concentration in Supermarket Management and Food Marketing) • Data Processing • Secretarial Science with options for Executive, Legal, Medical and School Secretaries •

Health Careers: Child Care/Early Childhood Education • Community Mental Health Assistant • Nursing •

Social Service Careers: Civil and Public Administration • Educational Associate • Recreation Leadership •
BUSINESS CAREER PROGRAMS

Accounting
Business Administration
Retail Business Management
Data Processing
Requirements for matriculants as of September 1973

**Required Courses**

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

**Department Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 11-12</td>
<td>8</td>
</tr>
<tr>
<td>21-22</td>
<td>6</td>
</tr>
<tr>
<td>31-32</td>
<td>6</td>
</tr>
<tr>
<td>ACCT 41</td>
<td>4</td>
</tr>
<tr>
<td>BA 11, 12</td>
<td>6</td>
</tr>
<tr>
<td>BA 60</td>
<td>3</td>
</tr>
<tr>
<td>ECO 12, 14</td>
<td>6</td>
</tr>
<tr>
<td>ACCT 42 (highly recommended)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Group Requirements**

1 to IV (3 Groups)

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Performing and Visual Arts</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>This group excludes Art and Music Studio courses, Theatre Production and Technique courses.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Art</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Music</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Speech</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Theatre Arts</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Language and Literature</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Foreign Language</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Literature</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Philosophy</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>Social Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Economics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>History</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Political Science</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>Behavioral Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Anthropology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sociology</td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>Mathematics and Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Biological Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics and Computer Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical Science</td>
<td></td>
</tr>
</tbody>
</table>

Requirements for matriculants from Fall 1971 to Spring 1973

**General Requirements**

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

**Department Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 11-12</td>
<td>8</td>
</tr>
<tr>
<td>21, 22</td>
<td>6</td>
</tr>
<tr>
<td>31, 32</td>
<td>6</td>
</tr>
<tr>
<td>41</td>
<td>4</td>
</tr>
<tr>
<td>BA 11, 12</td>
<td>6</td>
</tr>
<tr>
<td>ECO 12</td>
<td>3</td>
</tr>
<tr>
<td>ECO 14</td>
<td>3</td>
</tr>
</tbody>
</table>


Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science.
Requirements for matriculants as of September 1975

Required Courses

- English 8 credits
- Health Education 11 2
- Physical Education 2
- Corrective Speech where appropriate 0
- MATH 05 proficiency 0

Department Requirements

- ACCT 11-12 (course descriptions, pg. 52) 8 credits
- 21-22 6
- 31-32 6
- ACCT 41 4
- BA 11, 12 (course descriptions pg. 56) 6
- BA 60 3
- ECO 12, 14 (course descriptions pg. 158) 6
- ACCT 42 (highly recommended) 3

Group Requirements:

Students must choose 12 credits from I to IV (3 Groups)* plus 4 credits from group V

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

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

III. Social Science
   - Economics
   - History
   - Political Science

IV. Behavioral Science
   - Anthropology
   - Psychology
   - Sociology

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

*All credits required from groups I, II, III and IV must be in Basic Courses.

**This program is within the Business Department.
ACCOUNTING

†ACCT 11 FUNDAMENTALS OF ACCOUNTING 1

4 hrs. 4 crs.

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 1

4 hrs. 4 crs.

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.

Prerequisite: ACCT 11
Corequisite: ACCT 41 For Accounting majors only

ACCT 13 CONCEPTS OF ACCOUNTING*

4 hrs. 3 crs.

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 1

3 hrs. 3 crs.

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 11

3 hrs. 3 crs.

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

† Basic Course
ACCT 31  COST ACCOUNTING 1 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 11 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 STATEMENT 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, budget 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.

ACCT 82  1-3 hrs. 1-3 crs.
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

† Basic Course
Requirements for matriculants as of September 1973

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

Total credits: 64

Department Requirements
- ACCT 11-12
- BA 11, 12
- BA 14
- BA 60
- ECO 12, 14
- BA 31 (highly recommended)
- BA 52 (highly recommended)

Total credits: 8

Group Requirements
1 to IV (3 Groups)

I. Performing and Visual Arts
   - Art
   - Music
   - Speech
   - Theatre Arts

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

III. Social Science
   - Economics
   - History
   - Political Science

IV. Behavioral Science
   - Anthropology
   - Psychology
   - Sociology

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

Total credits: 12

Requirements for matriculants from fall 1971 to spring 1973

General Requirements
- ENG 12
- HE 11
- PE (any)

Total credits: 4-6

Department Requirements
- ACCT 11-12
- BA 11
- BA 12
- BA 14
- ECO 12

Total credits: 8


Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science.
Requirements for matriculants as of September 1975

Required Courses

- English 8 credits
- Health Education 11 2 credits
- Physical Education 2 credits
- Corrective Speech where appropriate 0 credits
- MATH 05 proficiency 0 credits

Department Requirements

- ACCT 11-12 (course descriptions, pg. 52) 8 credits
- BA 11, 12 (course descriptions, pg. 58) 6 credits
- BA 14 3 credits
- BA 60 3 credits
- ECO 12, 14 (course descriptions, pg. 158) 6 credits
- BA 31 3 credits
- BA 33 3 credits
- BA 52 3 credits

Group Requirements:

Students must choose 12 credits from I to IV (3 Groups)* plus 4 credits from group V

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

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

III. Social Science
   - Economics
   - History
   - Political Science

IV. Behavioral Science
   - Anthropology
   - Psychology
   - Sociology

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

*All credits required from groups I, II, III and IV must be in Basic Courses.

**This program is within the Business Department.
These courses are within the Business Department

**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, divisions 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 1**

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 11**

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 organizations 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's 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

† Basic Course
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 if required

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.

BA 82 1-3 hrs. 1-3 crs.
This course is of a topical and pilot nature and is designed to meet the intermediate needs and interests of various student populations. It is offered for a maximum of two semesters.

† Basic Course
Requirements for matriculants as of September 1973

Required Courses

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Department Requirements

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Group Requirements

Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science.

Requirements for matriculants from fall 1971 to spring 1973

General Requirements

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Department Requirements

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<td>ECO 12</td>
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</table>

Note: ACCT 13 is not transferable.
A.A.S. RETAIL BUSINESS MANAGEMENT**  Total credits: 68

Requirements for matriculants as of September 1975

Required Courses

English 8 credits
Health Education 11 2
Physical Education 2
Corrective Speech where appropriate 0
MATH 05 proficiency 0

Department Requirements

ACCT 11, (course descriptions, pg. 52) 8 credits
12 or
13 (non-transferable)
BA 11, 12, 14 (course descriptions, pg. 58) 9 credits
RBM 31, 33 (course descriptions, pg. 60) 6 credits
34, 35
51 or BA 60 6 credits
92 3 credits
ECO 12 (course descriptions, pg. 158) 3

Group Requirements:

Students must choose 12 credits from I to IV (3 Groups)* plus 4 credits from group V 12 credits

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

II. Language and Literature
    Foreign Language
    Literature
    Philosophy

III. Social Science
     Economics
     History
     Political Science

IV. Behavioral Science
    Anthropology
    Psychology
    Sociology

V. Mathematics and Science
   Biological Science
   Mathematics and Computer Science
   Physical Science 4 credits

*All credits required from groups I, II, III and IV must be in Basic Courses.

**This program is within the Business Department.
These courses are within the Business Department

RETAIL BUSINESS MANAGEMENT

†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 SALESMANSHIP
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.

† Basic Course
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 82
1-3 hrs. 1-3 crs.
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of 2 semesters.

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

† Basic Course
†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 ratio 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 managerial 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 PRODUCTION

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.

† Basic Course
A.A.S. DATA PROCESSING

Total credits: 64

Requirements for matriculants as of September 1973

Required Courses

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<th>Course</th>
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<td>English</td>
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Department Requirements

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Group Requirements

I to IV (3 Groups)

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

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

III. Social Science
   - Economics
   - History
   - Political Science

IV. Behavioral Science
   - Anthropology
   - Psychology
   - Sociology

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

Elementary algebra, MATH 01, or MATH 05 is a prerequisite for DP 11.

Requirements for matriculants from fall 1971 to spring 1973

General Requirements

<table>
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<th>Course</th>
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Department Requirements

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</table>

Elementary algebra or MATH 01 is a prerequisite for DP 11.

Group A: Art, Economics, English, Foreign Languages, History, Music, Education,
Philosophy, Sociology, Speech and Theatre Arts.

Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science.
### A.A.S. DATA PROCESSING**  Total credits: 64

#### Requirements for matriculants as of September 1975

**Required Courses**

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<th>Course</th>
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**Group Requirements:**

Students must choose 12 credits from I to IV (3 Groups)* plus 4 credits from group V

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

II. Language and Literature
    - Foreign Language
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III. Social Science
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V. Mathematics and Science
   - Biological Science
   - Mathematics and Computer Science
   - Physical Science

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*Elementary algebra, or MATH 01, or MATH 05 is a prerequisite for DP 11.

*All credits required for groups I, II, III and IV must be in Basic Courses.

**This program is within the Mathematics & Computer Science Department.
These courses are within the Mathematics and Computer Science Department.

**DATA PROCESSING**

†DP 11 INTRODUCTION TO DATA PROCESSING
4 hrs. 4 crs.

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/I, and the architecture of the IBM System are included.

*Prerequisite: MATH 01 or Elementary Algebra*

DP 12 ASSEMBLER LANGUAGE PROGRAMMING
5 hrs. 5 crs.

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*

DP 13 ADVANCED ASSEMBLER LANGUAGE PROGRAMMING: IBM SYSTEM/360
4 hrs. 4 crs.

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
5 hrs. 5 crs.

This course involves a detailed study of COBOL programming. Typical business applications are considered. Programs written by students are on an IBM System/360 at the Kingsborough Computer Center.

*Prerequisite: DP 11*

*Recommended: DP 12*

† Basic Course
DP 32 ADVANCED PROGRAMMING

4 hrs. 4 crs.

Tape and disk programming.
Most of the course consists of a thorough introduction to the IBM System/360 disk operating system, including such topics as system control and system service programs; interaction of the control program and the problem program within the systems environment; program libraries; data management and IOCS; supervisor and input/output macros; sequential access method, indexed sequential file management system; direct access method; utility programs; multiprogramming considerations; system generation.
Prerequisites: DP 12 and 31

DP 41 RPG PROGRAMMING

3 hrs. 3 crs.

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.
Prerequisite: DP 11

DP 61 SYSTEMS ANALYSIS

3 hrs. 3 crs.

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 implementation, and hardware and software.
Prerequisite: DP 12 or 31

DP 81 INDEPENDENT STUDY

1-3 hrs. 1-3 crs.

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

DP 82

1-3 hrs. 1-3 crs.

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
Requirements for matriculants as of September 1973

Required Courses

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

Department Requirements

- BA 33
- SEC SCI 12
  - 16 or 18
  - 31, 32
  - 33, 34
  - 92a

Group Requirements

1 to IV (3 Groups)

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

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

III. Social Science
   - Economics
   - History
   - Political Science

IV. Behavioral Science
   - Anthropology
   - Psychology
   - Sociology

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

Secretarial Science Majors: The following courses are strongly recommended as elective choices: SEC SCI 35, 36, ACCT 11-12 (or 13), BA 11 and 12, ECO 12, SEC SCI 11 and 13 or 15 are required for students entering without one year of typing and shorthand.
SEC SCI 12 and 13 and 16 or 15 and 18 may be waived for students with equivalent background.

Requirements for matriculants from fall 1971 to spring 1973

General Requirements

- ENG 12
- HE 11
- PE (any)

Group A

Group B

Department Requirements

- SEC SCI 37 or BA 33
- SEC SCI 12
  - 16 or 18
  - 31, 32
  - 33, 34
  - 92a

Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science.
# A.A.S. SECRETARIAL SCIENCE-EXECUTIVE**

**Total credits: 64**

## Requirements for matriculants as of September 1975

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
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<tr>
<td>Corrective Speech where appropriate</td>
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</tr>
<tr>
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### Department Requirements

<table>
<thead>
<tr>
<th>Course</th>
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<td>SEC SCI 37 (course descriptions, pg. 77)</td>
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</tr>
<tr>
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<tr>
<td>33, 34</td>
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<tr>
<td>92a</td>
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</table>

### Group Requirements:

Students must choose 12 credits from I to IV (3 Groups)* plus 4 credits from group V

<table>
<thead>
<tr>
<th>Group</th>
<th>Courses</th>
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<tbody>
<tr>
<td>I</td>
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</tr>
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<tr>
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</tr>
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*All credits required from groups I, II, III and IV must be in Basic Courses.

**This program is within the Secretarial Science Department.
Requirements for matriculants as of September 1973

Required Courses

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

Department Requirements

- BA 33 or SEC SCI 37: 3 credits
- SEC SCI 12: 2 credits
- 16 or 18: 2 credits
- 31, 32, 33, 34: 5 credits
- 53, 54: 4 credits
- 55: 2 credits
- 92c: 3 credits

Group Requirements I to IV (3 Groups)

I. Performing and Visual Arts
   This group excludes Art and Music
   Studio courses, Theatre Production and Technique courses.
   Art: 4-6 credits
   Music: 2 credits
   Speech: 2 credits
   Theatre Arts: 3 credits

II. Language and Literature
    Foreign Language
    Literature
    Philosophy

III. Social Science
     Economics
     History
     Political Science

IV. Behavioral Science
    Anthropology
    Psychology
    Sociology

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

Secretarial Science majors: The following courses are strongly recommended as elective choices: SEC SCI 35, 36, ACCT 11-12 (or 13), BA 11 and 12, ECO 12. SEC SCI 11 and 13 or 15 are required for students entering without one year of typing and shorthand. SEC SCI 12 and 13 and 16 or 15 and 18 may be waived with equivalent background.

Requirements for matriculants from fall 1971 to spring 1973

General Requirements

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

Department Requirements

- SEC SCI 37: 3 credits
- SEC SCI 12: 2 credits
- 16 or 18: 2 credits
- 31, 32, 33, 34: 5 credits
- 53, 54: 4 credits
- 55: 2 credits
- 92c: 3 credits


Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science.
Requirements for matriculants as of September 1975

Required courses

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Group Requirements:

Students must choose 12 credits from I to IV (3 Groups)* plus 4 credits from group V

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<td>Economics</td>
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</table>

| V.    | Mathematics and Science         | 4       |
|       | Biological Science              |         |
|       | Mathematics and Computer Science|         |
|       | Physical Science                |         |

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**This program is within the Secretarial Science Department.
A.A.S. SECRETARIAL SCIENCE-SCHOOL

Requirements for matriculants as of September 1973

Required Courses

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<th>Course</th>
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</tr>
<tr>
<td>MATH 05 proficiency</td>
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Department Requirements

<table>
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Group Requirements

<table>
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<tr>
<th>Group A</th>
<th>Credits</th>
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<tbody>
<tr>
<td>I. Performing and Visual Arts</td>
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<tr>
<td>Art</td>
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<td>III. Social Science</td>
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<td>History</td>
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<td>Political Science</td>
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<tr>
<td>IV. Behavioral Science</td>
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Group Requirements from fall 1971 to spring 1973

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Requirements for matriculants from fall 1971 to spring 1973

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Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science.
### Requirements for matriculants as of September 1975

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<td>MATH 05 proficiency</td>
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</tbody>
</table>

#### Department Requirements

- **BIO** (any 4 credit lab course, course descriptions, pg. 150) | 4 credits |
- **SEC SCI 37** (course descriptions, pg. 77)                  | 3 credits |
- **SEC SCI 12**                                                | 2 credits |
- **16 or 18**                                                  | 2 credits |
- **31, 33**                                                    | 4 credits |
- **67, 68**                                                    | 4 credits |
- **69, 70**                                                    | 5 credits |
- **92d**                                                       | 3 credits |

**Group Requirements:**

Students must choose 12 credits from I to IV (3 Groups)* plus 4 credits from group V

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*All credits required from groups I, II, and III and IV must be in Basic Courses.

**This program is within the Secretarial Science Department.
Requirements for matriculants as of September 1973

Required Courses

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

Department Requirements

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

Group Requirements

I to IV (3 Groups)

I. Performing and Visual Arts
   - Art, Music, Speech, Theatre Arts

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

III. Social Science
   - Economics
   - History
   - Political Science

IV. Behavioral Science
   - Anthropology
   - Psychology
   - Sociology

V. Mathematics and Science
   - Biological Science

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SEC SCI 12, 13 and 16 or 15 and 18 may be waived for students with equivalent background.

Requirements for matriculants from fall 1971 to spring 1973

General Requirements

- ENG 12
- HE 11
- PE (any)
- Group A
- Group B

Department Requirements

- BIO (lab course - any)
- SEC SCI 37 or BA 33
- SEC SCI 12 (16 or 18, 67, 68, 69, 70, 92d)

Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science.
Requirements for matriculants as of September 1975

Required Courses

English 8 credits
Health Education 11 2
Physical Education 2
Corrective Speech where appropriate 0
MATH 05 proficiency 0

Department Requirements

SEC SCI 37 (course descriptions, pg. 77) 3 credits
SEC SCI 12
16 or 18 2
31, 32 2
33, 34 5
53, 54 4
55 2
92c 3

Group Requirements:
Students must choose 12 credits from I to IV (3 Groups)* plus 4 credits from group V 12 credits

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

II. Language and Literature
    Foreign Language
    Literature
    Philosophy

III. Social Science
    Economics
    History
    Political Science

IV. Behavioral Science
    Anthropology
    Psychology
    Sociology

V. Mathematics and Science
    Biological Science
    Mathematics and Computer Science
    Physical Science 4 credits

Secretarial Science majors: The following courses are strongly recommended as elective choices:

SEC SCI 35, 36, ACCT 11-12 (or 13), BA 11 and 12, ECO 12.

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

SEC SCI 12 and 13 and 16 or 15 and 18 may be waived without equivalent background.

*All credits required from groups I, II, III and IV must be in Basic Courses.

**This program is within the Secretarial Science Department.
SECRETARIAL SCIENCE DEPARTMENT

Executive
Legal
Medical
School

Chairman
Room
Ext.

Prof. Isabelle A. Krey
T-4204
468
SECRETARIAL SCIENCE

†SEC SCI 11 ELEMENTARY TYPEWRITING

Basic skills necessary for the operation and care of the typewriter are developed and these skills are applied to the typing of simple personal and business forms. (With approval, students who completed one year of high school typing, or the equivalent, may enroll in SEC SCI 12.)

SEC SCI 12 INTERMEDIATE TYPEWRITING

In this course, the development of typing speed and control is stressed. Beginning production skill in typing business forms, including letters, tabulated materials, business reports, and manuscripts, with emphasis on business standards, is developed. (With approval, students who satisfactorily completed the equivalent of this course may be exempted.)

Prerequisite: SEC SCI 11 or equivalent

SEC SCI 12X INTERMEDIATE TYPING: INTENSIVE

An intensive program to develop the attainment levels of SEC SCI 11, Elementary Typewriting, and SEC SCI 12, Intermediate Typewriting, for students with educational and/or experiential background of 30 wpm for five minutes with a 3 percent error limitation. Each student will be evaluated by the instructor, and individual prescriptions will be determined to make up the gaps in knowledges and understandings and/or inadequacies in skill. The individual prescriptions will include completion of special skills projects in secretarial laboratories, development of mailability standards, and tutorial instruction.

Prerequisite: Permission of the Department

†SEC SCI 13 ELEMENTARY STENOGRAPHY (PITMAN)

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)

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)

In this course stress is on the continued development of Pitman stenographic language 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

†Basic Course
SEC SCI 16X Intermediate Pitman Stenography: Intensive  
4 hrs. 4 crs.
An intensive program to develop the skill attainment levels of SEC SCI 13, Elementary Pitman Stenography, and SEC SCI 16, Intermediate Pitman Stenography. This program is designed for students with educational and/or experiential background that includes the complete theory of Pitman Stenography and the ability to take dictation at 60 wpm for two minutes with 95 percent accuracy. Each student will be evaluated by the instructor to measure inadequate understandings of the principles of Pitman Shorthand, and to ascertain the level of skill in dictation and transcription. Individual prescriptions will be given to the student that will include use of tapes for the development of shorthand principles and for the development of the ability to take dictation, the completion of transcription projects in the secretarial laboratory, and tutorial instruction.  
Prerequisite: Permission of the department

SEC SCI 18 Intermediate Stenography (Gregg)  
4 hrs. 2 crs.
In this course stress is on the continued development of Gregg stenographic language 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 18X Intermediate Gregg Stenography: Intensive  
4 hrs. 4 crs.
An intensive program to develop the skill attainment levels of SEC SCI 15, Elementary Gregg Stenography and SEC SCI 18, Intermediate Gregg Stenography. This program is designed for students with educational and/or experiential background that includes the complete theory of Gregg Shorthand and the ability to take dictation at 60 wpm for two minutes with 95 percent accuracy. Each student will be evaluated by the instructor to measure inadequate understandings of the principles of Gregg Shorthand and to ascertain the level of skill in dictation and transcription. Individual prescriptions will be given to the student that will include the use of tapes for the development of shorthand principles and for the development of the ability to take dictation, the completion of transcription projects in the typewriting laboratory, and tutorial instruction.  
Prerequisite: Permission of department

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  
Corequisites: SEC SCI 33, 37
SEC SCI 31X  ADVANCED STENOGRAPHY: INTENSIVE  4 hrs. 4 crs.
An intensive program that will develop dictation speeds of 60 to 120 wpm, that will review the principles of stenography, reinforce patterns of writing at high speeds, introduce and develop skill in transcription. This program will enable the student to meet the performance objectives for Sec Sci 16, Intermediate Pitman Stenography or Sec Sci 18, Intermediate Gregg Stenography, as well as Sec Sci 31, Advanced Stenography. Each student will be evaluated by the instructor. Gaps in learning and inadequate understandings that do not reflect the standards of the executive secretary will be corrected through individual prescriptions that include the use of tapes in the audio laboratory, transcription projects in the secretarial laboratory, and tutorial services.
Prerequisite: Permission of the department

SEC SCI 33  PRODUCTION TYPEWRITING
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 33X  PRODUCTION TYPEWRITING: INTENSIVE  4 hrs. 4 crs.
An intensive program to develop the skill attainment and the production levels of Sec Sci 12, Intermediate Typewriting and Sec Sci 33, Production Typewriting for students with educational and/or experiential background of 40 wpm for five minutes with a 2 percent error limitation. The Instructor will evaluate each student and will provide individual prescriptions that will include specialized projects, use of the secretarial laboratory for skill building, and use of tutorial services.
Prerequisite: Permission of department

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, 33, 37

SEC SCI 35  ADVANCED PRODUCTION TYPEWRITING — EXPERT TECHNIQUES AND CORRESPONDENCE PRODUCTION  2 hrs. 1 cr.
The course is designed to enable students to achieve expert levels in the production of (1) statistical reports and (2) manuscripts and business reports. High business standards are developed 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 (1) statistical reports and (2) manuscripts and business reports. High business standards are developed 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 37 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.

(Open to Secretarial Science majors only).

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 nonlitigation 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 Science majors.

Prerequisites: SEC SCI 12 and 16 or 18 or equivalent

Corequisites: SEC SCI 31, 33

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 from initiation to enforcement of judgement, 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 two-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 City.

Open only to School Secretarial Science 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.

†Basic Course
SEC SCI 67  BEGINNING MEDICAL SECRETARY PRACTICE

3 hrs. 2 crs.

This is 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 Science majors.
Prerequisites: SEC SCI 12 and 16 or 18
Corequisites: SEC SCI 31, 33 and 69

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.
Prerequisites: SEC SCI 31, 33, 67, 69
Corequisite: SEC SCI 70

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 abilities are developed.
Open only to Medical Secretarial Science majors.
Prerequisites: SEC SCI 12 and 16 or 18
Corequisites: SEC SCI 31, 33, 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.
Prerequisites: SEC SCI 31, 33, 67, 69
Corequisites: SEC SCI 68
SEC SCI 81 INDEPENDENT STUDY  1-3 hrs. 1-3 crs.

Independent study of Secretarial Science includes the areas of Executive, Legal, Medical and School Secretary. Each course of study, including hours, credits and required work, is developed with the individual student and faculty member and must be approved by the department.

Prerequisites: SEC SCI 31 or 69 or 51 and 33
Corequisites: SEC SCI 32 or 52 and 34, 68 and 70, and 92

SEC SCI 82  1-3 hrs. 1-3 crs.

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

SEC SCI 92a FIELD EXPERIENCE — EXECUTIVE SECRETARY  9 hrs. 3 crs.

Eight hours per week of supervised work experience in business offices 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
Corequisites: SEC SCI 32 and 34

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 53
Corequisites: SEC SCI 32, 34, 54, 55

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
Corequisites: SEC SCI 32, 34, 54, 55

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
Corequisites: SEC SCI 68 and 70
HEALTH CAREER PROGRAMS

Child Care/Early Childhood Education
Community Mental Health Assistant
Nursing
Requirements for matriculants as of September 1973

Required Courses

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

Department Requirements

- PSYCH 11, 32: 6 credits
- SOCIO 31, 35, 36: 3 credits
- MH 11: 6 credits
- ECE 21, 22, 23, 91, 92: 3 credits
- 93: 4 credits
- Also recommended: Psy 24 (ECE 24): 3 credits

Group Requirements

Students must choose 12 credits from 3 Groups (I-IV) plus 4 credits from Group V.

I to IV (3 Groups)

- I. Performing and Visual Arts: 12 credits
  - This group excludes Art and Music Studio courses,
    Theatre Production and Technique courses,
    Art
    Music
    Speech
- II. Language and Literature: 4 credits
  - Foreign Language
  - Literature
  - Philosophy
- III. Social Science: 3 credits
  - Economics
  - History
  - Political Science
- IV. Behavioral Science: 3 credits
  - Anthropology
  - Psychology
  - Sociology
- V. Mathematics and Science: 6 credits
  - Biological Science
  - Mathematics and Computer Science
  - Physical Science

Requirements for matriculants from fall 1971 to spring 1973

General Requirements

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

Department Requirements

- PSYCH 11, 32: 6 credits
- SOCIO 31, 33, 35, 36: 6 credits
- MH 11: 3 credits
- ECE 21, 22, 23, 91, 92, 93: 3 credits

Group A: Art, Economics, English, Foreign Languages, History, Music, Education,
Philosophy, Political Science, Psychology, Sociology, Speech and Theatre Arts.

Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science.
A.A.S. EARLY CHILDHOOD EDUCATION/CHILD CARE**

Total credits: 68

Requirements for matriculants as of September 1975

Required Courses

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

Department Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PSYCH 11, 32 (Course description pg. 145)</td>
<td>6</td>
</tr>
<tr>
<td>SOCIO 31 (Course descriptions pg. 147)</td>
<td>3</td>
</tr>
<tr>
<td>MH 11 (Course description pg. 90)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 21 (Course descriptions pg. 86)</td>
<td>4</td>
</tr>
<tr>
<td>22, 23, 91, 92, 93</td>
<td>3</td>
</tr>
<tr>
<td>Also Recommended Psy 24 (ECE 24)</td>
<td>3</td>
</tr>
</tbody>
</table>

Group Requirements: Students must choose 12 credits from I to IV (3 Groups)* plus 4 credits from group V

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

II. Language and Literature
    Foreign Language
    Literature
    Philosophy

III. Social Science
     Economics
     History
     Political Science

IV. Behavioral Science
    Anthropology
    Psychology
    Sociology

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

*All credits required from groups I, II, III and IV must be in Basic Courses.

**This program is within the Behavioral Sciences & Human Services Department.
These courses are within the Behavioral Sciences & Human Services Department

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 Tuberculin Skin Test which must be renewed every year thereafter. Positive results require that a Chest X-Ray be taken within a week to ten days.

†MH 20 INTERDISCIPLINARY APPROACH TO HUMAN SERVICES  
3 hrs. 3 crs.
MH 20 will take the place of MH 11 for ECE majors only. A study of the effect of society, culture and institution on the developmental needs of children. Students will investigate past and present solutions in the context of society's conflicting and changing values and goals. The students will visit and evaluate schools and related institutions.

ECE 21 CURRICULUM IN EDUCATION  
3 hrs. 3 crs.
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 20 (MH 20 will take the place of MH 11 for ECE majors only)

ECE 22 ART WORKSHOP FOR STUDENTS IN EDUCATION  
2 hrs. 2 crs.
A variety of art media are explored so that students understand principles, methods, planning and classroom organization necessary to achieve the curriculum and behavioral objectives of programs in education.  
Prerequisite: ECE 21

ECE 23 MUSIC AND MOVEMENT WORKSHOP FOR STUDENTS IN EDUCATION  
2 hrs. 2 crs.
Students explore musical literature, methods and techniques for utilizing music and dance order to achieve the curriculum and behavioral objectives of programs in education.  
Prerequisite: ECE 22

†Basic Course
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, 91, PSYCH 32 or permission of the Instructor.

FIELD COURSES

ECE 91 SUPERVISED INSTRUCTIONAL EXPERIENCE 
IN EDUCATION 1  
6 hrs. 3 crs.  
Students are assigned to work with children 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 in order to help develop skills in 
understanding children and their learning needs. 
For ECE majors only.  
Prerequisite: MH 20. (MH 20 will take the place of MH 11 for ECE majors only) 
Corequisite: ECE 21

ECE 92 SUPERVISED INSTRUCTIONAL EXPERIENCE 
IN EDUCATION 11  
6 hrs. 3 crs.  
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 profession- 
al role. 
For ECE majors only. 
Prerequisite: ECE 91 
Corequisite: ECE 22

ECE 93 SUPERVISED INSTRUCTIONAL EXPERIENCE 
IN EDUCATION 111  
6 hrs. 3 crs.  
In this advanced course, students in the program are assigned increasing re- 
sponsibility within the limits of the agency structure. Leadership of group activi- 
ties is included. 
For ECE majors only. 
Prerequisite: ECE 92 
Corequisite: ECE 23
### Requirements for matriculants as of September 1973

#### Required Courses

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<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English</td>
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<tr>
<td>Health Education II</td>
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<tr>
<td>Physical Education</td>
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<tr>
<td>Corrective Speech where appropriate</td>
<td>0-3</td>
</tr>
<tr>
<td>MATH 05 proficiency</td>
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#### Department Requirements

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSYCH 11</td>
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<td></td>
<td>32, 36</td>
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<tr>
<td>SOCIO 31, 33</td>
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<td>MH 11</td>
<td>3</td>
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<td>31, 34</td>
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<td></td>
<td>35, 36</td>
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<td>96, 97</td>
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#### Group Requirements

I to IV (3 Groups)

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<th>Group</th>
<th>Credits</th>
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<tr>
<td>I</td>
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<tr>
<td>II</td>
<td></td>
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<tr>
<td>III</td>
<td></td>
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<tr>
<td>IV</td>
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<tr>
<td>V</td>
<td>4</td>
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</tbody>
</table>

#### Group I

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

- Art
- Music
- Speech
- Theatre Arts

#### Group II

Language and Literature

- Foreign Language
- Literature
- Philosophy

#### Group III

Social Science

- Economics
- History
- Political Science

#### Group IV

Behavioral Science

- Anthropology
- Psychology
- Sociology

#### Group V

Mathematics and Science

- Biological Science
- Mathematics and Computer Science
- Physical Science

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

#### General Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 12</td>
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<tr>
<td>HE 11</td>
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<td>PE (any)</td>
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<td>Group A</td>
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<td>Group B</td>
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<tr>
<td>PSYCH 11</td>
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<td>SOCIO 31, 33</td>
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<td>35, 36</td>
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<td>MH 11</td>
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Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science.
A.A.S. MENTAL HEALTH** Total credits: 68

Requirements for matriculants as of September 1975

Required Courses

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<th>Course</th>
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<td>English</td>
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</table>

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<td>PSYCH 11 (Course descriptions pg. 145)</td>
<td>3</td>
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<tr>
<td>32, 36</td>
<td>6</td>
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<tr>
<td>SOCIO 31 (Course descriptions pg. 147)</td>
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<td>SOCIO 32, 33, 35, 36 &amp; 37</td>
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<tr>
<td>(Any courses adding up to 9 credits)</td>
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<tr>
<td>MH 11 (Course descriptions pg. 90)</td>
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<td>31, 34</td>
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<td>35, 36</td>
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<td>96, 97</td>
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Group Requirements:

Students must choose 12 credits from I to IV (3 Groups)* plus 4 credits from group V

<table>
<thead>
<tr>
<th>Group</th>
<th>Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>I</td>
<td>Performing and Visual Arts&lt;br&gt;This group excludes Art and Music Studio courses.,&lt;br&gt;Theatre Production and Technique courses&lt;br&gt;Art&lt;br&gt;Music&lt;br&gt;Speech&lt;br&gt;Theatre Arts</td>
<td>12</td>
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<tr>
<td>II</td>
<td>Language and Literature&lt;br&gt;Foreign Language&lt;br&gt;Literature&lt;br&gt;Philosophy</td>
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<tr>
<td>III</td>
<td>Social Science&lt;br&gt;Economics&lt;br&gt;History&lt;br&gt;Political Science</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>Behavioral Science&lt;br&gt;Anthropology&lt;br&gt;Psychology&lt;br&gt;Sociology</td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>Mathematics and Science&lt;br&gt;Biological Science&lt;br&gt;Mathematics and Computer Science&lt;br&gt;Physical Science</td>
<td>4</td>
</tr>
</tbody>
</table>

*All credits required for groups I, II, III and IV must be in Basic Courses.

**This program is within the Behavioral Sciences & Human Services Department.
These courses are within the Behavioral Sciences & Human Services Department

**MENTAL HEALTH 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.

†M H 11 INTRODUCTION TO HUMAN SERVICES  
3 hrs. 3 crs.

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.

M H 31 PRINCIPLES OF INTERVIEWING AND GROUP LEADERSHIP  
3 hrs. 3 crs.

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:** M H 11  
**Corequisite:** M H 96  
Open to Mental Health majors only.

M H 34 ACTIVITIES THERAPY  
3 hrs. 3 crs.

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:** M H 11  
Open to Mental Health majors only.

M H 35 AGING AND MENTAL HEALTH  
3 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.

Open to all students.

†Basic Course
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
Open to Mental Health majors only.

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 Mental Health majors only.
Prerequisite: MH 11
Corequisite: MH 31

MH 97 SUPERVISED INSTRUCTIONAL EXPERIENCE IN MENTAL HEALTH II 6 hrs. crs.

In this advanced course students are assigned to work with patients afflicted with a variety of emotional disorders. The student’s responsibilities for patients are carried out under faculty supervision.
Open to Mental Health majors only.
Prerequisites: MH 11 and 96
A.A.S. NURSING  Total credits: 67

Requirements for matriculants as of September 1973

Required Courses

- English  
- Physical Education  
- Corrective Speech where appropriate  
- MATH 05 proficiency  
- NURS 10 may be substituted for MATH 05 proficiency

Department Requirements

- BIO 11-12  
- BIO 51  
- NURS 18  
- 19  
- 20  
- 21  
- 22  
- 23  
- PSYCH 11, 32  
- SOCIO 31

Group Requirements

1 to IV

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

2. Language and Literature
   - Foreign Language
   - Literature
   - Philosophy

3. Social Science
   - Economics
   - History
   - Political Science

4. Behavioral Science
   - Anthropology
   - Psychology
   - Sociology

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

Requirements for matriculants from fall 1971 to spring 1973

General Requirements

- ENG 12  
- PE (any)  
- Group A  
- Group B

Department Requirements

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


Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science.
A.A.S. NURSING**  Total credits: 69 (without electives)
72-73 (with electives)

All students interested in nursing must consult with a member of the Nursing
Department for proper sequence.

Requirements for matriculants as of September 1975

Required Courses

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<td>English</td>
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<td>Physical Education</td>
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<tr>
<td>Corrective Speech</td>
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<td>NURS 10</td>
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Department Requirements

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<td>18</td>
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<td>23</td>
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<td>PSYCH 11, 32 (Course descriptions pg. 145)</td>
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<td>SOCIO 31 (Course descriptions pg. 147)</td>
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<td>SCI 25 (Course descriptions, pg. 220)</td>
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</tbody>
</table>

Group Requirements:
Students must choose 12 credits from I to IV (3 Groups)* plus 4 credits from
group V         9-12 credits

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

II. Language and Literature
    Foreign Language
    Literature
    Philosophy

III. Social Science
     Economics
     History
     Political Science

IV. Behavioral Science
    Anthropology
    Psychology
    Sociology

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

*All credits required from groups I, II, III and IV must be in Basic Courses.

**This program is within the Nursing Department.
NURSING

†NURS 17 DRUG CALCULATIONS IN NURSING 1 hr. 1cr.
This required course for Nursing students will provide opportunities for the student to acquire knowledge in computing medical dosages.
Prerequisite: Math 05 or equivalent
Corequisite: Nursing 18 or equivalent

†NURS 18 FUNDAMENTALS OF NURSING 13 hrs. 7 crs.
This course serves to introduce the knowledge, skills, and understanding which are basic to nursing. The dependent and independent functions of a nurse practitioner 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. Laboratory sessions may be off campus in hospitals or other health agencies.
Corequisites: BIO 11 and PSYCH 11

NURS 19 FAMILY-CENTERED MATERNITY NURSING 14 hrs. 4 crs.
(one-half semester)
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. Laboratory sessions may be off campus in hospitals or other health agencies.
Prerequisites: NURS 18, BIO 11, PSYCH 11
Corequisite: BIO 12, PSYCH 32
Recommended: SOC 31

NURS 20 NURSING OF THE EMOTIONALLY ILL 14 hrs. 4 crs.
(one-half semester)
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. Laboratory sessions may be off campus in hospitals or other health agencies.
Prerequisites: NURS 18, BIO 11, PSYCH 11
Corequisites: BIO 12, PSYCH 32
Recommended: SOC 31

† Basic Course
NURS 21 NURSING THE ILL ADULT 1

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. Laboratory sessions may be off campus in hospitals or other health agencies.

Prerequisites: NURS 18, 19, 20; BIO 11, 12; PSYCH 11, 32
Corequisites: BIO 51 may be taken with NURS 21 or 22 and NURS 23;

NURS 22 NURSING THE ILL ADULT 11

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. Laboratory sessions may be off campus in hospitals or other health agencies.

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

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. Laboratory sessions may be off campus in hospitals or other health agencies.

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 24 ISSUES IN NURSING

A survey of the role of the beginning nurse practitioner as an individual and as a member of the occupation of nursing. Selected major facts in the history of American nursing are discussed. Emphasis is placed upon legal aspects, issues and trends in nursing.

Prerequisite: Nursing 17, 18, 19 and Nursing 20 and 21

18 hrs. 5 crs
(one-half semester)
Civil and Public Administration
Educational Associate
Recreation Leadership
Requirements for matriculants as of September 1973

Required Courses

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

Department Requirements

PA 11, 12: 7 credits
   31, 32: 7 credits
   91: 4 credits
   92: 4 credits
   94*, 95: 6 credits
   Art 41, 42: 4 credits

Group Requirements

I to IV (3 Groups)

I. Performing and Visual Arts
   This group excludes Art and Music Studio courses, Theatre Production and Technique courses.
   - Art: 4 credits
   - Music: 2 credits
   - Speech: 2 credits
   - Theatre Arts: 2 credits

II. Language and Literature
   - Foreign Language: 7 credits
   - Literature: 4 credits
   - Philosophy: 4 credits

III. Social Science
   - Economics: 7 credits
   - History: 4 credits
   - Political Science: 4 credits

IV. Behavioral Science
   - Anthropology: 6 credits
   - Psychology: 4 credits
   - Sociology: 4 credits

V. Mathematics and Science
   - Biological Science: 4 credits
   - Mathematics and Computer Science: 4 credits
   - Physical Science: 4 credits

*Two semesters of independent study in PA (2-3 credits each) may be substituted for PA 93, 94.

Requirements for matriculants from fall 1971 to spring 1973

General Requirements

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

Department Requirements

PA 11, 12: 7 credits
   31, 32: 7 credits
   91: 4 credits
   92: 4 credits
   94, 95: 6 credits
   ART 41, 42: 4 credits

*Two semesters of independent study in PA (2-3 credits each) may be substituted for PA 93, 94.


Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science.
A.A.S. CIVIL AND PUBLIC ADMINISTRATION

Total credits: 64

Requirements for matriculants as of September 1975

Required Courses

- English: 8 credits
- Health Education 11: 2 credits
- Physical Education: 2 credits
- Corrective Speech where appropriate: 0 credits
- MATH 05 proficiency: 0 credits

Department Requirements

- PA 11, 12 (Course descriptions pg. 227): 7 credits
- 31, 32: 7 credits
- 91: 4 credits
- 92: 4 credits
- 94, 95: 6 credits
- ART 41, 42 (Course descriptions pg. 139): 4 credits

Group Requirements:

Students must choose 12 credits from I to IV (3 Groups)* plus 4 credits from group V

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

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

III. Social Science
    - Economics
    - History
    - Political Science

IV. Behavioral Science
    - Anthropology
    - Psychology
    - Sociology

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

Two semesters of independent study in PA (2-3 credits each) may be substituted for PA 93, 94.

*All credits required from group I, II, III & IV must be in Basic Courses.

**This program is within the Political Science & Urban Affairs Department.
Requirements for matriculants as of September 1973

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

Department Requirements:
- Speech 21
- Education 33
- Education 34
- Education 35
- Education 36
- Sociology 31
- Psychology 11
- Psych 32
- Math 09
- Spanish 40
- Recommended: Spanish 22
- Spanish 33

Group Requirements
I to IV (3 Groups) 12 credits
I. Performing Arts
   This group excludes art and music studio courses.
   Theater production and technique courses.
   - Art
   - Music
   - Speech
   - Theatre Arts
II. Language and Literature
   - Foreign Language
   - Literature
   - Philosophy
III. Social Sciences
   - Economics
   - History
   - Political Science
IV. Behavioral Science
   - Anthropology
   - Psychology
   - Sociology
V. Mathematics and Science
   - Biological Science
   - Mathematics and Computer Science
   - Physical Science

Total credits: 64
A.A.S. EDUCATIONAL ASSOCIATE**  Total credits: 64

Requirements for matriculants as of September 1975

Required Courses

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>English</td>
<td>8</td>
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<tr>
<td>Health Education 11</td>
<td>2</td>
</tr>
<tr>
<td>Corrective Speech where appropriate</td>
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</tr>
<tr>
<td>Math 05 proficiency</td>
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Department Requirements:

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<th>Credits</th>
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<tbody>
<tr>
<td>Speech 21 (Course description pg. 230)</td>
<td>3</td>
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<tr>
<td>Education 33 (Course descriptions pg. 102)</td>
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<td>Education 34</td>
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<td>Education 35</td>
<td>4</td>
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<tr>
<td>Education 36</td>
<td>4</td>
</tr>
<tr>
<td>Sociology 31 (Course descriptions pg. 147)</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 11 (Course descriptions pg. 145)</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 32</td>
<td>3</td>
</tr>
<tr>
<td>Math 9 (Course descriptions pg. 203)</td>
<td>4</td>
</tr>
<tr>
<td>Spanish 40 (Course description pg. 183)</td>
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<tr>
<td>Recommended: Spanish 22</td>
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<tr>
<td>Spanish 33</td>
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Group Requirements:

Students must choose 12 credits from I to IV (3 Groups)* plus 4 credits from group V

<table>
<thead>
<tr>
<th>Group</th>
<th>Credits</th>
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<tbody>
<tr>
<td>I. Performing Arts</td>
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</tr>
<tr>
<td>II. Language and Literature</td>
<td></td>
</tr>
<tr>
<td>III. Social Sciences</td>
<td></td>
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<tr>
<td>IV. Behavioral Science</td>
<td></td>
</tr>
<tr>
<td>V. Mathematics and Science</td>
<td>4</td>
</tr>
</tbody>
</table>

*All credits required from groups I, II, III and IV must be in Basic Courses.

**This program is within the Behavioral Sciences & Human Services Department.
These courses are within the Behavioral Sciences & Human Services Department

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, 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 communication 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
+Basic Course
**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 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 BACKGROUNDS**

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, interethnic 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.

**EDU 82**

1-3 hrs. 1-3 crs.

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

† Basic Course
Students in this program are prepared to serve in the areas of community and therapeutic recreation. The latter field presents opportunities to work with the aged and physically and mentally disabled clienteles.

### Requirements for matriculants as of September 1973

**Required Courses**

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

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<td>SOCIO 31</td>
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<td>SCI 33 (non-transfer students may still complete SCI 31-32 sequence)</td>
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**Group Requirements**

1 to IV (3 Groups)

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

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

**General Requirements**

<table>
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<th>Course</th>
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**Department Requirements**

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<td>16, 31</td>
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<td>32, 33</td>
<td>5</td>
</tr>
<tr>
<td>91, 92</td>
<td>6</td>
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<tr>
<td>HE 35</td>
<td>2</td>
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<tr>
<td>PSYCH 11</td>
<td>3</td>
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<tr>
<td>SOCIO 31</td>
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<tr>
<td>SCI 33 (non-transfer students may still complete SCI 31-32 sequence)</td>
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</tbody>
</table>


Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science.
Students in this program are prepared to serve in the areas of community and therapeutic recreation. The latter field presents opportunities to work with the aged and physically and mentally disabled clienteles.

Requirements for matriculants as of September 1975

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
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<tr>
<td>Health Education 11</td>
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<td>MATH 05 proficiency</td>
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Department Requirements

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<td>13, 14</td>
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<td>16, 31</td>
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<tr>
<td>91, 92</td>
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<tr>
<td>HE 35 (Course descriptions pg. 186)</td>
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<td>PSYCH 11 (Course descriptions pg. 145)</td>
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<td>SOCIO 31 (Course descriptions pg. 147)</td>
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<td>SCI 33 (non-transfer students may still complete)</td>
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</table>

Group Requirements:

Students must choose 12 credits from I to IV (3 Groups)* plus 4 credits from group V

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

II. Language and Literature
    Foreign Language
    Literature
    Philosophy

III. Social Science
     Economics
     History
     Political Science

IV. Behavioral Science
    Anthropology
    Psychology
    Sociology

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

*All credits required from groups I, II, III, and IV must be in Basic Courses.

**This program is within the Health, Physical Education & Recreation Department.
These courses are within the Health, Physical Education & Recreation Department

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.
This 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.
†Basic Course
†REC 16 METHODS AND MATERIALS FOR TEACHING FOLK AND SQUARE 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 and square 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.

REC 31 RECREATION FOR SPECIAL POPULATIONS  
3 hrs. 3 crs.
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

REC 32 ORGANIZATION OF A RECREATION PROGRAM  
3 hrs. 3 crs.
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, 31, 91.

†REC 33 LEADERSHIP SKILLS IN ARTS AND CRAFTS  
2 hrs. 2 crs.
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 $3.
†Basic Course
The purpose of this course is to provide students with the maximum skill levels in arts and crafts projects while emphasizing the recreational values inherent in different programs. Stress will be placed upon the different techniques necessary for the proper presentation of arts and crafts programs to groups of different ages and physical abilities. Students will be taught different methods of teaching the developed skills to such special groups.
Open to Recreation Majors only.

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, 12, 13, 16, 33

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.

Prerequisite: REC 91
THE ASSOCIATE IN SCIENCE (A.S.) DEGREE

The Science, Mathematics, Fine or Performing Arts courses offered in these programs provide sound foundations in those specialities as well as in the essential liberal arts. They were designed to permit students the opportunity for exploration with limited specialization in their major field. The Kingsborough A.S. degree will serve as a perfect foundation for transfer to a senior or professional college, or, for accepting a position in the chosen field.

A student must earn at least a "C" grade (2.00 index), and have fulfilled all degree requirements to be certified for the degree.

PROGRAMS

Mathematics and Science: Biology • Chemistry • Computer Science • Mathematics • Physics • Pre-Physical Therapy

The Arts: Fine Arts • Music • Theatre Arts •
**A.S. BIOLOGY**  
Total credits: 64

Requirements for matriculants as of September 1973

**Required Courses**
- English 8-10 credits
- Health Education 11 2
- Physical Education 2
- Corrective Speech where appropriate 0-3

**Department Requirements**
- BIO 13-14 8 credits
- BIO (any)* 8
- CHEM 11-12 8
- MATH 14 4

**Department requirements for Concentration in Environmental Science**
- BIO 13-14 8 credits
- BIO 52 4
- BIO 55 4
- CHEM 11-12 4
- MATH 14 4
- CHEM 41 4
- BIO elective 4

**Group Requirements**

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

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

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

IV. Behavioral Science 3 credits
    - Anthropology
    - Psychology
    - Sociology

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

*Consultation with Bio. Dept. Advisor is required.

Requirements for matriculants from fall 1971 to spring 1973

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

**Department Requirements**
- BIO 13-14 8 credits
- BIO (any)* 8
- CHEM 11-12 8
- MATH 14 4

Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science.
A.S. BIOLOGY ** Total credits: 64

Requirements for matriculants as of September 1975

Required Courses

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English</td>
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<td>Health Education 11</td>
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<td>Physical Education</td>
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<td>Corrective Speech where appropriate</td>
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Department Requirements

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<td>CHEM 11-12 (Course descriptions pg. 216)</td>
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<td>MATH 14 (Course descriptions pg. 204)</td>
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Department requirements for Concentration in Environmental Science

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Bio 13-14</td>
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<tr>
<td>Bio 52</td>
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<td>Bio 55</td>
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<td>Chem 11-12</td>
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<td>Math 14</td>
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<td>Chem 41</td>
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<td>Bio elective</td>
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</table>

Group Requirements*

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

II. Language and Literature
    Foreign Language
    Literature
    Philosophy
    3 credits

III. Social Science
     Economics
     History
     Political Science
     3 credits

IV. Behavioral Science
    Anthropology
    Psychology
    Sociology
    3 credits

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

*All credits required from groups I, II, III and IV must be in Basic Courses.

**This program is within the Biological Sciences Department.

***Consultation with Biology Dept. Advisor is required.
A.S. CHEMISTRY

Total credits: 64

Requirements for matriculants as of September 1973

Required Courses
- English
- HE 11
- Physical Education
- Corrective Speech where appropriate
  Department Requirements
  - CHEM 11-12
  - 31-32
  - PHYS 13-14
  - MATH 15-16 or
  - 17-18

Group Requirements
- I. Performing and Visual Arts
  This group excludes Art and Music Studio courses, Theatre Production and Technique courses.
  - Art
  - Music
  - Speech
  - Theatre Arts
- II. Language and Literature
  - Foreign Language Literature
  - Philosophy
- III. Social Science
  - Economics
  - History
  - Political Science
- IV. Behavioral Science
  - Anthropology
  - Psychology
  - Sociology
- V. Mathematics and Science
  - Biological Science
  - Mathematics and Computer Science
  - Physical Science

All credits required from groups I, II, III & IV must be in Basic Courses.

Requirements for matriculants from fall 1971 to spring 1973

General Requirements
- ENG 12
- HE 11
- PE
- Group A
- Group B

Department Requirements
- CHEM 11-12
- CHEM 31-32
- PHYS 13-14
- MATH 15-16 or
- 17-18

Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science.
A.S. CHEMISTRY ** Total credits: 64

Requirements for matriculants as of September 1975

Required Courses
- English
- HE 11
- Physical Education
- Corrective Speech where appropriate

Department Requirements
- CHEM 11-12 (Course descriptions pg. 216) 8 credits
- 31-32
- PHYS 13-14 (Course descriptions pg. 218) 10 credits
- MATH 15-16 or 8 credits
- 17-18 (Course descriptions pg. 204)

Group Requirements*

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

II. Language and Literature
    Foreign Language
    Literature
    Philosophy

III. Social Science
     Economics
     History
     Political Science

IV. Behavioral Science
    Anthropology
    Psychology
    Sociology

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

*All credits required from groups I, II, III and IV must be in Basic Courses.

**This program is within the Physical Sciences Department.
Requirements for matriculants as of September 1973

Required Courses

- English: 8-10 credits
- Health Education 11: 2 credits
- Physical Education: 2 credits
- Corrective Speech where appropriate: 0-3 credits

Department Requirements

- COMP SCI 13-14: 9 credits
- 35-36: 9 credits
- MATH 15-16: 8 credits
- 55, 56: 6 credits
- 21: 4 credits
- LAB SCI: 8-10 credits

Group Requirements

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

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

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

IV. Behavioral Science
    Anthropology: 3 credits
    Psychology: 3 credits
    Sociology: 3 credits

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

Requirements for matriculants from fall 1971 to spring 1973

General Requirements

- ENG 12: 4-6 credits
- HE 11: 2 credits
- PE: 2 credits

Group A: 12 credits
Group B: 16 credits

Department Requirements

- CS 13, 14: 9 credits
- CS 35, 36: 9 credits
- MATH 15, 16: 8 credits
- 55, 56: 6 credits
- 21: 4 credits
- LAB SCI: 8-10 credits


Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science.
A.S. COMPUTER SCIENCE **  Total credits: 68

Requirements for matriculants as of September 1975

Required Courses

English .......................... 8 credits
Health Education 11 .......... 2
Physical Education ............... 2
Corrective Speech where appropriate 0

Department Requirements

COMP SCI 13-14 (Course descriptions pg. 208) 9 credits
35-36
MATH 15-16 (Course descriptions pg. 204) 8 credits
55, 56
21
BIO 13, 14 (Course descriptions pg. 150) or Phy 11, 12 or Phy 13, 14 8-10

Group Requirements*

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

II. Language and Literature 3 credits
   Foreign Language
   Literature
   Philosophy

III. Social Science 3 credits
   Economics
   History
   Political Science

IV. Behavioral Science 3 credits
   Anthropology
   Psychology
   Sociology

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

*All credits required from groups I, II, III, & IV must be in Basic Courses.

**This program is within the Mathematics & Computer Science Department.
Requirements for matriculants as of September 1973

Required Courses

- English
- Health Education 11
- Physical Education
- Corrective Speech where appropriate

Department Requirements

- MATH 15-16
- MATH 21, 55
- COMP PRO 51
- MATH or COMP PRO (any)
- LAB SCI

Group Requirements

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

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

III. Social Science
    - Economics
    - History
    - Political Science

IV. Behavioral Science
    - Anthropology
    - Psychology
    - Sociology

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

Requirements for matriculants from fall 1971 to spring 1973

General Requirements

- ENG 12
- HE 11
- PE (any)
- Group A
- Group B

Department Requirements

- MATH 15-16
- MATH 56
- MATH 21, 55
- MATH or COMP PRO (any)
- COMP PRO 51
- LAB SCI


Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science.
A.S. MATHEMATICS ** Total credits: 68

Requirements for matriculants as of September 1975

Required Courses

English
Health Education 11
Physical Education
Corrective Speech where appropriate

Department Requirements

MATH 15-16 (Course description pg. 204)
21, 55
56

COMP PRO 51 (Course description pg. 207)

MATH or COMP PRO (any)

LAB SCI (Course description pg. 216)

Group Requirements*

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

II. Language and Literature
   Foreign Language
   Literature
   Philosophy

III. Social Science
   Economics
   History
   Political Science

IV. Behavioral Science
   Anthropology
   Psychology
   Sociology

IV. Mathematics and Science
   Biological Science
   Mathematics and Computer Science
   Physical Science

*All credits required from groups I, II, III & IV must be in Basic Courses.

**This program is within the Mathematics & Computer Science Department.
**Requirements for matriculants as of September 1973**

**Required Courses**

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<th>Course</th>
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<tr>
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<td>Physical Education</td>
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<td>Corrective Speech where appropriate</td>
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**Department Requirements**

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

**Group Requirements**

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

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

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

4. Behavioral Science
   - Anthropology
   - Psychology
   - Sociology
   - 3 credits

5. Mathematics and Science
   - Biological Science
   - Mathematics and Computer Science
   - Physical Science
   - 24 credits

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

**General Requirements**

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

<table>
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<th>Credits</th>
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<tbody>
<tr>
<td>PHYS 13-14</td>
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</tr>
<tr>
<td>17-18</td>
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<td>PHYS (any)</td>
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Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science.
A.S. PHYSICS** Total credits: 64

Requirements for matriculants as of September 1975

Required Courses

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

Department Requirements

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

Group Requirements*

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

II. Language and Literature
    Foreign Language
    Literature
    Philosophy

III. Social Science
     Economics
     History
     Political Science

IV. Behavioral Science
    Anthropology
    Psychology
    Sociology

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

*All credits required from groups I, II, III and IV must be in Basic Courses.

**This program is within the Physical Sciences Department.
Requirements for matriculants as of September 1973

Required Courses

- English 8-10 credits
- Health Education 11 2
- Physical Education 2
- Corrective Speech were appropriate 0-3

Department Requirements

- BIO 11, 12 8 credits
- CHEM 11-12 8
- *MATH 4-8
- PHYS 11-12 10

*Courses to be determined upon consultation with the departments.

Group Requirements

I. Performing and Visual Arts 3 credits

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

II. Language and Literature 3 credits

   Foreign Language
   Literature
   Philosophy

III. Social Science 3 credits

   Economics
   History
   Political Science

IV. Behavioral Science 3 credits

   Anthropology
   Psychology
   Sociology

V. Mathematics and Science 24 credits

   Biological Science
   Mathematics and Computer Science
   Physical Science

Requirements for matriculants from fall 1971 to spring 1973

General Requirements

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

Department Requirements

- BIO 11, 12 8
- CHEM 11-12 8
- MATH 15-16 8
- PHYS 11-12 10


Group B: Biology, Chemistry, Computer Science, Mathematics, Physics, Science.
A.S. PRE-PHYSICAL THERAPY ** Total credits: 64

Requirements for Matriculants as of September 1975

Required Courses

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<td>English</td>
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<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Corrective Speech (where appropriate)</td>
<td>0</td>
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</table>

Department Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO 11, 12 (course descriptions pg. 150)</td>
<td>8</td>
</tr>
<tr>
<td>CHEM 11, 12 (course descriptions pg. 216)</td>
<td>8</td>
</tr>
<tr>
<td>*MATH (course descriptions pg. 204)</td>
<td>4-8</td>
</tr>
<tr>
<td>PHYS 11-12 (course descriptions pg. 218)</td>
<td>10</td>
</tr>
</tbody>
</table>

*Courses to be determined upon consultation with the department

Group Requirements*

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

II. Language and Literature
   Foreign Language
   Literature
   Philosophy
   3 credits

III. Social Science
     Economics
     History
     Political Science
     3 credits

IV. Behavioral Science
    Anthropology
    Psychology
    Sociology
    3 credits

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

*All credits required from groups I, II, III and IV must be in Basic Courses.

**This program is within the Department of Biological Sciences.
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.

**Required for matriculants as of September 1973**

**General Requirements**
- English
- Health Education 11
- Physical Education
- Corrective Speech where appropriate
- MATH 03 proficiency

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8-10</td>
</tr>
</tbody>
</table>

**Departmental Requirements**
- All Art majors would take in their first term:
  - ART 33, 57 and one of the suggested sequences listed below.

**Suggested sequences in Fine Art concentrations.**
- Drawing and Painting: ART 59, 34, 35, 36, 58, 60, 51 or 65, 81
- Media and Graphics: ART 65, 35, 36, 37, or 61, or 59, 55, 56, 51, 81
- Sculpture: ART 61, 35, 36, 37, 38, 58, 62, 65, 81
- Art History: ART 34, 35, 36, 38 and electives from Music, History, Comparative Literature and Studio courses. Also suggested Art 37 and 40.

**Group Requirements**
- Students must take six additional credits from Groups II, III, or IV.

<table>
<thead>
<tr>
<th>Group</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Performing and Visual Arts</td>
<td>3</td>
</tr>
<tr>
<td>II. Language and Literature</td>
<td>3</td>
</tr>
<tr>
<td>III. Social Science</td>
<td>3</td>
</tr>
<tr>
<td>IV. Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>V. Mathematics and Science</td>
<td>6</td>
</tr>
<tr>
<td>VI. Additional credits from II to V</td>
<td>6</td>
</tr>
</tbody>
</table>

**Departmental Requirements**
- All Art majors would take in their first term:
  - ART 33, 57 and one of the suggested sequences listed below.

**Suggested sequences in Fine Art concentrations.**
- Drawing and Painting: ART 59, 34, 35, 36, 58, 60, 51 or 65, 81
- Media and Graphics: ART 65, 35, 36, 37, or 61, or 59, 55, 56, 51, 81
- Sculpture: ART 61, 35, 36, 37, 38, 58, 62, 65, 81
- Art History: ART 34, 35, 36, 38 and electives from Music, History, Comparative Literature and Studio courses. Also suggested Art 37 and 40.

**Group Requirements**
- Students must take six additional credits from Groups II, III, or IV.

<table>
<thead>
<tr>
<th>Group</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Performing and Visual Arts</td>
<td>3</td>
</tr>
<tr>
<td>II. Language and Literature</td>
<td>3</td>
</tr>
<tr>
<td>III. Social Science</td>
<td>3</td>
</tr>
<tr>
<td>IV. Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>V. Mathematics and Science</td>
<td>6</td>
</tr>
<tr>
<td>VI. Additional credits from II to V</td>
<td>6</td>
</tr>
</tbody>
</table>
A.S. FINE ARTS**  Total credits: 64

Required for matriculants as of September 1975

General Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>8</td>
</tr>
<tr>
<td>Health Education 11</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Corrective Speech where appropriate</td>
<td>0</td>
</tr>
<tr>
<td>MATH 03 proficiency</td>
<td>0</td>
</tr>
</tbody>
</table>

Departmental Requirements (Course descriptions pg. 138)

All Art majors would take in their first term:
ART 33, 37 and one of the suggested sequences listed below.

Suggested sequences in Fine Art concentrations.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawing and Painting ART</td>
<td>26</td>
</tr>
<tr>
<td>Media and Graphics ART</td>
<td>25</td>
</tr>
<tr>
<td>Sculpture ART</td>
<td>26</td>
</tr>
<tr>
<td>Art History ART</td>
<td>24</td>
</tr>
</tbody>
</table>

Group Requirements*

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

I. Performing and Visual Arts
   This grouping excludes Art and Music Studio courses
   Theatre Production and Technique courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>3</td>
</tr>
<tr>
<td>Music</td>
<td></td>
</tr>
<tr>
<td>Speech</td>
<td></td>
</tr>
<tr>
<td>Theatre Arts</td>
<td></td>
</tr>
</tbody>
</table>

II. Language and Literature

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td>Literature</td>
<td></td>
</tr>
<tr>
<td>Philosophy</td>
<td></td>
</tr>
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</table>

III. Social Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics</td>
<td>3</td>
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<tr>
<td>History</td>
<td></td>
</tr>
<tr>
<td>Political Science</td>
<td></td>
</tr>
</tbody>
</table>

IV. Behavioral Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>3</td>
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<tr>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td>Sociology</td>
<td></td>
</tr>
</tbody>
</table>

V. Mathematics and Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics and Computer Science</td>
<td></td>
</tr>
<tr>
<td>Physical Science</td>
<td></td>
</tr>
</tbody>
</table>

VI. Additional credits from II to V

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

*All credits required from groups I, II, III and IV must be in Basic Courses.
**This program is within the Art Department.
**Total credits: 64**

### Requirements for matriculants as of September 1973

#### General Requirements

- **English** 8-10 credits
- **Health Education 11** 2
- **Physical Education** 2
- **Corrective Speech where appropriate** 0-3
- **Mathematics proficiency in elementary algebra** 0

#### Department Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 32</td>
<td>3</td>
</tr>
<tr>
<td>33</td>
<td>3</td>
</tr>
<tr>
<td>34</td>
<td>3</td>
</tr>
<tr>
<td>35</td>
<td>3</td>
</tr>
<tr>
<td>36, 37</td>
<td>4</td>
</tr>
<tr>
<td>38, 39</td>
<td>4</td>
</tr>
<tr>
<td>51, 52</td>
<td>6</td>
</tr>
<tr>
<td>Orchestra, Band or Chorus</td>
<td>4</td>
</tr>
<tr>
<td>Recommended: Music 02, 03</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Group Requirements

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

Requirements for matriculants as of September 1975

General Requirements

- English 8 credits
- Health Education 11 2
- Physical Education 2
- Corrective Speech where appropriate 0
- Mathematics proficiency in elementary algebra 0

Department Requirements (Course descriptions pg. 210)

Music 32 3 credits
33
34
35
36, 37 4
38, 39 4
51, 52 6
Orchestra, Band, or Chorus 4
Recommended: Music 02, 03 0

Group Requirements*

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

II. Language and Literature 3 credits
    Foreign Language
    Literature
    Philosophy

III. Social Science 3 credits
     Economics
     History
     Political Science

IV. Behavioral Science 3 credits
    Anthropology
    Psychology
    Sociology

V. Mathematics and Science 6 credits
   Biological Science
   Mathematics and Computer Science
   Physical Science

*All credits required from groups I, II, III and IV must be in Basic Courses.
**This program is within the Music Department.
Requirements for matriculants as of September 1973

General Requirements
- English: 8-10 credits
- Health Education: 11 credits
- Physical Education: 2 credits
- Corrective Speech where appropriate: 3 credits
- Mathematics proficiency in elementary algebra: 11 credits

Department Requirements
- Th.A. 50: 7 credits
- Th.A. 51: 17 credits
- Th.A. 52: 17 credits
- Th.A. 55: 17 credits
- Th.A. 56: 17 credits
- Th.A. 59: 7 credits
- (Electives — See Departmental Advisor)

Group Requirements
- Students must take six additional credits from Groups II, III, or IV.
  I. Performing and Visual Arts: 3 credits
     This grouping excludes Art and Music Studio courses, Theatre Production and Technique courses.
     Art: 3 credits
     Music: 3 credits
     Speech: 3 credits
     Theatre Arts: 3 credits
  II. Language and Literature: 3 credits
     Foreign Language: 3 credits
     Literature: 3 credits
     Philosophy: 3 credits
  III. Social Science: 3 credits
     Economics: 3 credits
     History: 3 credits
     Political Science: 3 credits
  IV. Behavioral Science: 3 credits
     Anthropology: 3 credits
     Psychology: 3 credits
     Sociology: 3 credits
  V. Mathematics and Science: 6 credits
     Biological Science: 6 credits
     Mathematics and Computer Science: 6 credits
     Physical Science: 6 credits
  VI. Electives from Groups II, III, or IV: 6 credits
     See Theatre Advisor

Total credits: 64-68
**A.S. THEATRE ARTS**  **Total credits: 64-68**

**Requirements for matriculants as of September 1975**

**General Requirements**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>8</td>
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<tr>
<td>Health Education 11</td>
<td>2</td>
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<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Corrective Speech where appropriate</td>
<td>0</td>
</tr>
<tr>
<td>Mathematics proficiency in elementary algebra</td>
<td>0</td>
</tr>
</tbody>
</table>

**Department Requirements (Course descriptions pg. 230)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Th.A. 50</td>
<td>17</td>
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<tr>
<td>Th.A. 51</td>
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</tr>
<tr>
<td>Th.A. 52</td>
<td></td>
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<tr>
<td>Th.A. 55</td>
<td></td>
</tr>
<tr>
<td>Th.A. 56</td>
<td></td>
</tr>
<tr>
<td>Th.A. 59</td>
<td></td>
</tr>
<tr>
<td>(Electives See Departmental Advisor)</td>
<td></td>
</tr>
</tbody>
</table>

**Group Requirements**

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

**I. Performing and Visual Arts**

- Art
- Music
- Speech
- Theatre Arts

3 credits

**II. Language and Literature**

- Foreign Language
- Literature
- Philosophy

3 credits

**III. Social Science**

- Economics
- History
- Political Science

3 credits

**IV. Behavioral Science**

- Anthropology
- Psychology
- Sociology

3 credits

**V. Mathematics and Science**

- Biological Science
- Mathematics and Computer Science
- Physical Science

6 credits

**VI. Electives from Groups II, III, or IV**

See Theatre Advisor

6 credits

*All credits required from groups I, II, III and IV must be in Basic Courses.*

**This program is within the Speech & Theatre Department.**
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 higher degrees at senior colleges, find that their Kingsborough A.A. degree serves as the first two years of the four-year degree program. Provisions for smooth transfer between KCC and CUNY, SUNY and many private colleges are in effect.

A student must earn at least a "C" grade (2.00 index), and have fulfilled all degree requirements to be certified for the degree.

PROGRAMS

Art • Behavioral Sciences and Human Services • English • Biological Sciences • Foreign Language • Health, Physical Education and Recreation • History and Philosophy • Mathematics • Music • Physical Sciences • Political Science and Urban Affairs • Speech and Theatre
## Requirements for matriculants as of September 1973

**Required Courses**

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

**Group Requirements**

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

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

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

4. **Behavioral Science (2 areas)**
   - Anthropology
   - Sociology
   - 6 credits

5. **Mathematics and Science (2 areas)**
   - Biological Science
   - Mathematics and Computer Science
   - Physics
   - Chemistry
   - Earth Science
   - 11 credits

## Requirements for matriculants from fall 1971 to spring 1973

**General Requirements**

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

**Department Requirements**

NONE

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

**Group A:** Art, Economics, English, Foreign Languages, History, Music, Education, Philosophy, Political Science, Psychology, Sociology, Speech and Theatre Arts.

**Group B:** Biology, Chemistry, Computer Science, Mathematics, Physics, Science.
requirements for matriculants as of September 1975

Required Courses

- English: 8 credits
- Health Education 11: 2 credits
- Physical Education: 2 credits
- Corrective Speech where appropriate: 0 credits
- MATH 05 proficiency: 0 credits

Group Requirements*

I. Performing and Visual Arts (2 areas)
   - Art: 9 credits
   - Music
   - Speech
   - Theatre Arts

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

III. Social Science
   - Economics: 9 credits
   - History
   - Political Science

IV. Behavioral Science (2 areas)
   - Anthropology: 9 credits
   - Psychology
   - Sociology

V. Mathematics and Science (2 areas)
   - Biological Science: 11 credits
   - Mathematics and Computer Science
   - Physics
   - Chemistry
   - Earth Science

*6 of the 9 credits required from groups I, II, III and IV must be in Basic Courses.
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 1

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 pre-history through the Renaissance.
Required of Art majors.

ART 34 SURVEY OF ART HISTORY 11

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.
Prerequisite: ART 33

†ART 35 MODERN ART 1

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 11

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 20th century. Surrealism, and abstract art to abstract expressionism.
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.

†Basic Course
†ART 38 RENAISSANCE ART 1
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.
Prerequisite or Corequisite: ART 34

†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 1
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 11
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 1
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.

ART 52 PHOTOGRAPHY 11
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

†Basic Course
ART 55 DESIGN 1  
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, sight and sound are explored.
Required of Art majors.

ART 56 DESIGN 11  
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 1  
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 11  
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 Art majors.
Prerequisite: ART 57

ART 59 PAINTING 1  
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.

ART 60 PAINTING 11  
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

†Basic Course
ART 61 SCULPTURE 1
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.

ART 62 SCULPTURE 11
6 hrs. 4 crs.

More advanced students in the field of creative sculpture are able to explore new techniques including welding and casting.
Prerequisite: ART 61

ART 65 MIXED MEDIA — MULTI-MEDIA OPEN STUDIO
4 hrs. 3 crs.

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
4 hrs. 3 crs.

This studio course introduces the techniques of intalgio and relief printmaking. Students learn to expand upon drawing experiences by refining visual expression into terms of the original print.
Prerequisite: ART 57

ART 81 INDEPENDENT STUDY
1-3 hrs. 1-3 crs.

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.

ART 82
1-3 hrs. 1-3 crs.

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

†Basic Course

FINE ARTS PROGRAM

A.S. Degree Requirements — Page 125
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 1 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.
Prerequisite: PSYCH 11

PSYCH 15 ADVANCED GENERAL PSYCHOLOGY 11 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.
Prerequisites: PSYCH 32, ECE 21, 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. Emphasis is placed on the process of communication, group interaction, leadership, interpersonal perception, attitude and opinion formation.
Prerequisite: PSYCH 11

†Basic Course
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 are 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.

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. Causes of behavioral disorders are discussed in terms of the impact of social, cultural, genetic and other factors. 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 start of project.
Prerequisite: PSYCH 11

PSYCH 82

1-3 hrs. 1-3 crs.

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
SOCIOLOGY

**SOC 31 INTRODUCTION TO SOCIOLOGY**

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**

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**

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**

The sociology of the family is reviewed in this course. Areas of study include: definitions; pattern variations; developmental theories; specialized functions and their effect on socialization, courtship, marriage, the life cycle and divorce.

*Prerequisite: SOC 31*

**SOC 36 MINORITY GROUPS IN THE UNITED STATES**

Students study selected minority groups in American society. Among the topics discussed are: the nature of prejudice and discrimination, the social meaning of "minority," the annihilation, assimilation, competition, conflict exploitation, social and cultural change, past and present trends and developments.

*Prerequisites: SOC 31 and Upper Freshman standing*

†Basic Course
†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.

SOC 82

1-3 hrs. 1-3 crs.

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

†Basic Course
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 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

†Basic Course
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 microbiological world.
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 Instructor

BIO 53 TERRESTRIAL ECOLOGY

6 hrs. 4 crs.

Terrestrial ecology is a study of: concepts and principles relating to the structure and function of populations, communities, and ecosystems; energy flow, biogeochemical cycling, community structure, population growth and population interactions; and disturbed and undisturbed ecosystems. The course includes lectures, films, field trips, research project and report, and discussion. Terrestrial ecology is a course designed for science majors.
Prerequisite: BIO 13-14 and CHEM 11 or permission of 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

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 56 LIFE ENDANGERED: AN UNDERSTANDING OF ENVIRONMENTAL POLLUTION

LIFE ENDANGERED is a course dealing with living organisms, both plant and animal, whose environments are constantly being altered and whose continued existence is threatened because of man’s developing technologies and growth. Its theme demonstrates how those chief requirements of living systems, water, oxygen and nutrients have been affected by specific organic, inorganic and radioactive waste materials bringing about population decline through intrusion upon tissues, organs and organ systems.

BIO 92 FIELD EXPERIENCE IN HUMAN ECOLOGY

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.

BIOLOGY PROGRAM

A.S. Degree Program Requirements — Page 113
\textbf{SCIENCE}

\textit{†SCI 31 HISTORY AND PHILOSOPHY OF SCIENCE I} \hspace{2cm} 2 hrs. 2 crs.

For complete course description refer to Department of Physical Sciences, (page 220).

\textit{†SCI 32 HISTORY AND PHILOSOPHY OF SCIENCE II} \hspace{2cm} 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.

\textit{†SCI 33 INTRODUCTION TO MODERN CONCEPTS OF BIOLOGY} \hspace{2cm} 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.

\textit{†SCI 42 CONTEMPORARY TOPICS IN BIOLOGY} \hspace{2cm} 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.

\textit{†SCI 43 FIELD BIOLOGY} \hspace{2cm} 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.

Prerequisite: A science course or permission of the department

‡Basic Course

\textbf{PRE-PHYSICAL THERAPY PROGRAM}

A.S. Degree Program Requirements — Page 123
BANKING

†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 40  ANALYZING FINANCIAL STATEMENTS  
3 hrs. 3 crs.
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 projections is included.
Prerequisite: ACCT 12

† Basic Course
**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 INVESTMENTS**

(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.

*+ Basic Course*
† 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

† Basic Course
INSURANCE

†INS 31  PRINCIPLES AND PRACTICE OF INSURANCE 1
   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 and allied subjects.

†INS 32  PRINCIPLES AND PRACTICE OF INSURANCE 11
   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 82

1-3 hrs. 1-3 crs.

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

† Basic Course
†RE 31 PRINCIPLES AND PRACTICE OF REAL ESTATE 1  
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 11  
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.
Prequisite: 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.
Prequisite: RE 31

† Basic Course
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 82  
1-3 hrs. 1-3 crs.  
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

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
ENGLISH

All students are required to take ENG 12 or ENG 12-13 during their first full-time semester at the College. No other English courses may be taken before a student has passed ENG 12 or ENG 12-13. After passing ENG 12, students MUST TAKE ENG 22. After passing ENG 12-13, students MUST TAKE ENG 23. Students may be exempted, with credit, from ENG 12 or ENG 22 (but not both) by examination.

†ENG 07 BASIC LANGUAGE SKILLS FOR STUDENTS LEARNING ENGLISH AS A SECOND LANGUAGE

4 hrs. 0 crs.
6 hrs. workshop

A one-semester course for people who are not native speakers of English and who demonstrate on a battery of diagnostic tests that they are not fluent users of English. The course will consist of various activities designed to improve communication skills in English, emphasizing correctness in structure grammar, and vocabulary. Workshop activities will reinforce the skills being introduced in the classroom and allow intensive, individualized practice under supervision.

†ENG 08 READING AND WRITING SKILL IMPROVEMENT FOR STUDENTS LEARNING ENGLISH AS A SECOND LANGUAGE

4 hrs. 0 crs.
2 hrs. workshop

A one-semester course for people who are not native speakers of English and who demonstrate on a battery of diagnostic tests that they are not fluent readers or writers of English. The course will consist of various activities designed to improve those skills, emphasizing correctness of structure, grammar, and vocabulary. Workshop activities will reinforce the skill being introduced in the classroom and allow intensive, individualized practice under supervision.

†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. After passing ENG 12 students must take ENG 22.

†ENG 13 ANALYTICAL READING

2 hrs. 0 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.

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.

†Basic Course
ENG 14 through 19

Designed for students in the Institute of Bilingual Studies Program. See page 170 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 or 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 1 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 11 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

†Basic Course
†ENG 35 MODERN CONTINENTAL LITERATURE
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
The development of Chinese Literature from Confucius’ edition of the Book of Songs thorough 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
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
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
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
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
An investigation of comedy in prose and verse, its meaning, uses, and techniques. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG 12-13

†Basic Course
**ENG 46 SATIRE**

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**

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**

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 56 CREATIVE WRITING: FICTION**

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 CREATIVE WRITING: POETRY**

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**

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*

†Basic Course
†ENG 63 SHAKESPEARE
3 hrs. 3 crs.
A survey of Shakespeare's work, 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 68 GOTHIC FICTION
(Formerly ENG 91)
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 pattern 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 assignments. Not open to students who have passed ENG 91.
Prerequisite: ENG 12 or ENG 12-13

†ENG 71 SURVEY OF ENGLISH LITERATURE 1
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 11
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

†Basic Course
†ENG 73 SURVEY OF AMERICAN LITERATURE 1

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 11

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 assignments.

Prerequisite: ENG 12 or ENG 12-13

†ENG 77 BLACK LITERATURE 1

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 11

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 individually between the student and the faculty member and must be approved by the department.

ENG 82

1-3 hrs. 1-3 crs.

This course, in such areas as literature, linguistics, and writing, is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

†Basic Course
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 1 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 11 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 111 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 1V 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.

‡Basic Course
FRENCH

†FR 1 ELEMENTARY FRENCH 1

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 11

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 1

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 11

3 hrs. 3 crs.

In this continuation of FR 3, advanced grammar, composition and reading of modern French authors are 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

†Basic Course
†FR 30 FRENCH MASTERPIECES IN TRANSLATION 1
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 11
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 from the Middle Ages through the 18th century. 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 and discussion.

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 author's work.

Prerequisite: FR 4 or equivalent

†Basic Course
FR 55 HISTORY AND CIVILIZATION OF FRANCE

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 56 ADVANCED FRENCH GRAMMAR AND COMPOSITION

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 71 BLACK FRENCH LITERATURE 1

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 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

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.

FR 82

This course is of a topical and pilot nature and is designed to meet the needs and interests of various student populations. It is offered for a maximum of two semesters.
†GER 1 ELEMENTARY GERMAN 1

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 and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conservation, comprehension, reading and writing.

†GER 2 ELEMENTARY GERMAN 11

4 hrs. 4 crs.

In this continuation of GER 1 students receive further development of their language skills, comprehension, speaking, reading and writing. Extensive use of audio-visual materials.

Prerequisite: GER 1 or Acceptable Language Placement Examination score

‡GER 3 INTERMEDIATE GERMAN 1

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 11

3 hrs. 3 crs.

In this continuation of GER 3, advanced grammar, composition and reading of modern German authors are 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

†Basic Course
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 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.

GER 82

1-3 hrs. 1-3 crs.

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
HEBREW

†HEB 1 ELEMENTARY HEBREW 1  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, and acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.

†HEB 2 ELEMENTARY HEBREW 11  4 hrs. 4 crs.
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 1  3 hrs. 3 crs.
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 11  3 hrs. 3 crs.
In this continuation of HEB 3, advanced grammar, composition and reading of modern Hebraic authors are stressed.
Prerequisite: HEB 3 or Acceptable Language Placement Examination score

†HEB 30 HEBREW LITERATURE IN TRANSLATION 1  3 hrs. 3 crs.
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 11  3 hrs. 3 crs.
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.

†Basic Course
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.

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.

HEB 82

1-3 hrs. 1-3 crs.

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
ITALIAN

†ITAL 1 ELEMENTARY ITALIAN 1
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 11
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 1
3 hrs. 3 crs.
Progressive development of language skills, based on the foundations established in elementary Italian, is continued in this course with grammar reviews supplemented by readings of modern Italian literature.
Prerequisite: ITAL 2 or Acceptable Language Placement Examination score

ITAL 4 INTERMEDIATE ITALIAN 11
3 hrs. 3 crs.
In this continuation of ITAL 3, grammar, composition and reading of modern Italian authors are stressed.
Prerequisite: ITAL 3 or Acceptable Language Placement Examination score

†ITAL 17 INTENSIVE REVIEW OF ITALIAN GRAMMAR
4 hrs. 3 crs.
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.
Prerequisite: Acceptable Language Placement Examination score

ITAL 18 READINGS IN MODERN ITALIAN
3 hrs. 3 crs.
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.
Prerequisite: ITAL 4 or equivalent

†ITAL 22 ITALIAN CONVERSATION
2 hrs. 2 crs.
To develop fluency in speaking this course stresses basic vocabularies and conversational patterns. May be taken as a coelective with ITAL 2.
Prerequisite: ITAL 1 or permission of Chairman
†Basic Course
ITAL 30 LITERATURE IN TRANSLATION 3 hrs. 3 crs.

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.
Prerequisite: ENG 12

ITAL 51 SURVEY OF ITALIAN LITERATURE 3 hrs. 3 crs.

A survey of Italian literature from selected writings of representative authors. Instruction in this course is entirely in Italian.
Prerequisite: ITAL 4 or equivalent

ITAL 53 LIFE AND WORKS OF DANTE ALIGHIERI 3 hrs. 3 crs.

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.
Prerequisite: ITAL 4 or equivalent

ITAL 54 READINGS IN NINETEENTH CENTURY ITALIAN NOVEL 3 hrs. 3 crs.

A study of selected passages of novels from the most contemporary representative Italian authors. Class discussion will be supplemented by lectures on the cultural and literary backgrounds of these authors. The course will be conducted entirely in Italian.
Prerequisite: Italian 4 or equivalent

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.

ITAL 82 1-3 hrs. 1-3 crs.

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

*Basic Course
SPANISH

†SPAN 1 ELEMENTARY SPANISH 1 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 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 READINGS IN HISPANIC LITERATURE 3 hrs. 3 crs.
Progressive development of language skills, advanced grammar and composition through selected readings in Hispanic literature.

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 Acceptable Language Placement Examination score

†SPAN 17 INTENSIVE REVIEW OF SPANISH GRAMMAR 4 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

†Basic Course
`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.  
Prerequisite: Native conversational ability and Acceptable Language Placement Examination score of permission of Chairman

`SPAN 22 ELEMENTARY SPANISH CONVERSATION`  
2 hrs. 2 crs.  
A course stressing basic conversational skills which students may choose as co-elective with SPAN 2.  
Prerequisite: SPAN 1 or permission of Chairman

`SPAN 23 CONVERSATIONAL SPANISH FOR THE COMMUNITY`  
2 hrs. 1 cr.  
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.

`SPAN 24 CONVERSATIONAL SPANISH FOR TRAVEL`  
2 hrs. 1 cr.  
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.

`SPAN 31 READINGS IN SPANISH AMERICAN LITERATURE IN TRANSLATION`  
3 hrs. 3 crs.  
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.

`SPAN 32 READINGS IN PUERTO RICAN HISTORY AND LITERATURE`  
3 hrs. 3 crs.  
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.  
Prerequisite: Spanish 4 or equivalent or permission of Chairman.

`SPAN 33 INTERMEDIATE SPANISH CONVERSATION`  
2 hrs. 2 crs.  
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 co-elective with SPAN 3.  
Prerequisites: SPAN 2, 22 or permission of Chairman

†Basic Course
SPAN 34 SPANISH AMERICA: ITS CULTURE, ART AND MUSIC
3 hrs. 3 crs.
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.
Prerequisite: SPAN 18, or SPAN 4, or permission of Chairman

†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 Spanish language and culture. This course is not intended for Spanish native speakers.

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 SPAN 33, 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 equivalent, or permission of Chairman

SPAN 52 THE LITERATURE OF THE GENERATION OF 1898 AND THEREAFTER
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 equivalent

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 equivalent, or permission of Chairman

†Basic Course
SPAN 54 ADVANCED SPANISH GRAMMAR

3 hrs. 3 crs.
The course concentrates upon the development of skill and facility in Spanish grammar, composition and oral communication.
Prerequisite: SPAN 4, or equivalent, 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 equivalent

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.
Prerequisite: SPAN 51, or equivalent, and permission of Chairman

SPAN 57 SPANISH LITERATURE SINCE THE CIVIL WAR

3 hrs. 3 crs.
This course will present the main developments in Spanish literature since the outbreak of the Civil War in 1936 to date and will concentrate on developing the major thematic concerns of Spain’s chief novelists, essayists and poets with special emphasis on Spain’s New Wave writers who emerged after 1950.
Prerequisite: SPAN 4, or its equivalent, or permission of Chairman

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 Chairman

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.

SPAN 82

1-3 hrs. 1-3 crs.
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
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 32 PRINCIPLES OF PUBLIC HEALTH
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 HUMAN SEXUALITY, 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.
Prerequisite: HE 11

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

†Basic Course
**PHYSICAL EDUCATION**

**Requirements:**
Two courses in Physical Education are required of ALL students. Students may select additional Physical Education courses. Students interested 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.
PHYSICAL EDUCATION

Coeducational 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 $17 (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 LIFESAVING
   Summer

†PEC 32 ICE SKATING
   Course Fee $14 (No Transportation)

†Basic Course
†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

For fee information, departure and return dates, check Spring ’76 pre-registration form.

†PEC 36 SAILING
   Course Fee $12 (No Transportation)

PEC 37 INTERMEDIATE SAILING
   Course Fee $12 (No Transportation)
Prerequisite: PEC 36

†PEC 38 MODERN DANCE TECHNIQUES

PEC 39 MODERN DANCE COMPOSITION
Prerequisite: PEC 38

PEC 82
   1-3 hrs. 1-3 crs.

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

†Basic Course
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
    (Students will supply own tennis balls)

PEM 12 INTERMEDIATE TENNIS
    (Students will supply own tennis balls)
    Prerequisite: PEM 11

†PEM 17 WRESTLING

†PEM 18 TRACK AND FIELD

†PEM 19 BEGINNING GYMNASTICS

†Basic Course
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
   (Students will supply own tennis balls)
PEW 12 INTERMEDIATE TENNIS
   (Students will supply own tennis balls)
   Prerequisite: PEW 11

†Basic Course

RECREATION LEADERSHIP PROGRAM

A.A.S. Degree Requirements — Page 105
Course Descriptions — Page 106
HISTORY AND PHILOSOPHY DEPARTMENT

Chairman: Prof. Bernard Klein
Room: T-4142
Ext: 445
AMERICAN HISTORY

†HIST 11 AMERICAN CIVILIZATION 1

A history of the American people from colonial times to the Civil War. Topics discussed include: the birth and development of American society, the American Revolution, the rise of the common man, the conquest of the frontier, and slavery and the Old South.

†HIST 12 AMERICAN CIVILIZATION 11

A history of the American people from the Civil War to the present. Topics discussed include: reuniting the country after the Civil War, the role of the Black in American society, the growth of American business, immigration, the rise of the United States as a world power, and American Society in the 20th century.

HIST 13 AMERICAN COLONIAL HISTORY, 1492 to 1763

The foundations of American civilization from its European origins to the French and Indian Wars are traced in this course. Topics such as the expansion of Europe, the Indian's struggle for survival, the origins of American Slavery and roots of prejudice, the Puritan impact on American culture, and the structure and basis of American politics are covered.

HIST 58 AMERICAN REVOLUTION AND THE EARLY NATIONAL PERIOD 1763 to 1828

This course describes the unique nature of American colonial society, and seeks to explore the forces that led to the American Revolution. It also describes the process of nation building, the problems facing an underdeveloped country, the birth of the two party system, and the struggle for national sovereignty.

HIST 15 ERA OF THE CIVIL WAR, 1828 to 1877

This course covers America from the age of Jackson to Reconstruction. Included are such topics as the growth of a national society, reform movements, the problem of slavery and race, sectionalism and nationalism, the Civil War and the triumph of American capitalism.

HIST 16 AMERICA’S RISE TO POWER, 1877 to 1920

The development of America from a rural, agricultural nation to an urban, industrial power. Topics include society and politics in the Gilded Age, the rise of the city, 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.

†Basic Course
HIST 59 MODERN AMERICA, 1920 to PRESENT

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, the Civil Rights Revolution, and the protest movements of the 1960's.

HIST 14 THE CONSTITUTION AND AMERICAN SOCIETY

The origin and development of the American Constitution, emphasizing key Supreme Court decisions, changing Constitutional interpretations, the relationship 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

The changing pattern of immigration from the 17th century to the present is studied. The motives and ambitions of the immigrant, his background, his role in American society, and his contributions to American life are discussed.

HIST 21 POPULAR CULTURE IN AMERICA

The course traces the development in America of sports, fads, and folklore. The course will also include other significant aspects of American Society from the colonial era to the present.

HIST 23 THE AMERICAN FRONTIER

Fall

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

The history of the American Indian from the time of Columbus to the present. Emphasis will be on Indian culture and its place in Indian history. Indian-white conflict and an examination of Indian problems in contemporary American society.

HIST 50 THE BLACK IN AMERICAN HISTORY

A study of the Black Americans within the context of American civilization. Their role in the growth of the nation is examined with the aim of understanding their contributions, their problems and the attitudes of all Americans, black and white, on the issues of race.

†Basic Course
HIST 54 THE UNITED STATES AND WORLD AFFAIRS
Spring
3 hrs. 3 hrs.
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 the containment, and contemporary problems of American foreign relations.

HIST 55 HISTORY OF ITALIAN AMERICANS
3 hrs. 3 hrs.
This course examines the circumstances of the immigration of Italians to the United States from the colonial period to the present. The contributions which Italians made to American culture, their treatment in American literature, will be examined, and the changes which they experienced in their own lives as a result of living in the United States will be considered.

HIST 60 HISTORY OF AMERICAN THOUGHT
Fall
3 hrs. 3 hrs.
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
3 hrs. 3 hrs.
American urban history from the trade centers of the 17th century to the modern megalopolis, including such topics as intellectual ferment in the cities, rural and foreign migration, and the problems of the city in contemporary America.

HIST 68 WOMEN IN AMERICAN HISTORY
3 hrs. 3 hrs.
An examination of the status of women in the United States from colonial times to the present, the European precedents for the treatment of American women, the attempts to alter women's opportunities and rights, and the nature of reform movements in America.

HIST 69 AMERICAN JEWISH HISTORY
3 hrs. 3 hrs.
This course is a study of Jews within the context of American History, with emphasis on the settlement of America as part of the Diasporic experience. The historical causes for the unique aspects of American Judaism, economic and geographical mobility, the Jewish labor movement, the radical intellectuals of the '30's, as well as contemporary issues are considered.

†Basic Course
**WORLD HISTORY**

**HIST 31 EUROPE FROM NAPOLEON TO HITLER, 1789 to 1945**  
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 industrialism, nationalism, imperialism, world wars, and totalitarianism.

**HIST 32 MODERN CHINA**  
3 hrs. 3 crs.
The reshaping of China and its revolutionary role in the modern world will be examined during this course.

**HIST 33 AFRICA: PAST AND PRESENT**  
3 hrs. 3 crs.
The historical development 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 34 MILITARY HISTORY**  
3 hrs. 3 crs.
A study of modern military history with emphasis on the strategic, tactical, and technological factors relating to warfare. Topics include classic warfare, the age of limited war, modern nationalism and total war, modern guerrilla and contemporary warfare.

**HIST 35 UTOPIAN DREAMERS AND THE WESTERN WORLD**  
3 hrs. 3 crs.
An examination of Utopian thinkers and thought as a significant expression of Western culture: the major works in the Utopian tradition and the historical backgrounds in which they were produced are considered.

**HIST 36 EUROPE IN THE TWENTIETH CENTURY**  
3 hrs. 3 crs.
The study of the transformation of European society in the 20th century. Emphasis will be placed on political, military, economic and cultural factors as well as social and technological changes which gave the 20th century its unique character.

†Basic Course
†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. Emphasis is on the attempts of Islamic society to adjust to the Western way of life, the rise of nationalism, recent developments such as the emergence of the State of Israel and the role of oil in world diplomacy.

†HIST 38  REVOLUTION AND POLITICAL PROTEST IN AFRICA, 1860 to PRESENT  
3 hrs. 3 crs.
An examination of 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 on the anti-colonial reactions, insurrections and the role of the military in shaping African society.

†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  
3 hrs. 3 crs.
This course considers the main themes of Western civilization from the Middle Ages to the 18th century. Topics covered include the nature of medieval society, the birth of modern capitalism, the expansion of Europe, the renaissance, and religious revolution of the 16th century, the emergence of modern science, and the Age of Reason.

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  
3 hrs. 3 crs.
The development of Latin America from colonial times to the present. Emphasis is placed on such topics as the intermingling of cultures, ideas, and the formation of a Latin American civilization.

†Basic Course
†HIST 64 MODERN JEWISH HISTORY
3 hrs. 3 crs.
A history of the Jewish people from the mid-17th century to the present. Topics covered are the Messianic and Hassidic movements, enlightenment, emancipation and assimilation, the rise of new religious forms, the great migrations, nationalism, antisemitism, the growth of Hebrew and Yiddish literature, the emergence of Zionism and the establishment of the State of Israel.

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 — A COMPARATIVE VIEW
3 hrs. 3 crs.
A study of the processes and personalities involved in revolution as well as their legacies to future generations. Revolutions are compared and contrasted with special emphasis on English, American, French, Russian and Chinese Revolutions.

†HIST 67 JEWISH HISTORY FROM POST-BIBLICAL TIMES TO THE ENLIGHTENMENT
3 hrs. 3 crs.
The high points of Jewish development from the Babylonian exile to the mid-17th century. The role of the exile, Ezra and Nehemiah, the political, social and religious developments during the Second Commonwealth, the Talmud and its influence, the relationship with Christianity and Islam, and the communal institutions developed in the various parts of the Diaspora.

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.

HIST 82
1-3 hrs. 1-3 crs.
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

†Basic Course
†PHIL 71  HISTORY OF PHILOSOPHY: THE CLASSICAL PHILOSOPHERS  3 hrs. 3 crs.

The development of philosophical thought and its influence on modern man with emphasis on classical Greece, India, and China. Attention will focus on the works of Plato, Aristotle, Confucious, Lao Tzu.

PHIL 72  HISTORY OF PHILOSOPHY: THE MODERN PHILOSOPHERS  3 hrs. 3 crs.

A study of philosophical thought from the Rennaisance to the present with emphasis on Cartesian thought, natural religion, skepticism, idealism and existentialism. Attention will be given to works of Descartes, Spinoza, Hume, Nietzsche, Kierkegaard.

PHIL 73  LOGIC: THEORIES OF ARGUMENTATION  3 hrs. 3 crs.

An introduction to the basic theories of argumentation in their evaluation from Plato and Aristotle to contemporary theories. Principles of logic, scientific method, and their application form the core of the course.

PHIL 74  ETHICS—A STUDY OF ETHICAL PROBLEMS  3 hrs. 3 crs.

Ethical and moral theories from the Greek philosophers to the present. Problems which are constant in human history will be examined against the background of various classical and modern writers.

PHIL 75  AESTHETICS: THEORIES OF THE BEAUTIFUL  3 hrs. 3 crs.

A study of the aesthetic experience in the philosophies of Plato, Aristotle, Schopenhauer, Nietzsche and Kierkegaard. An examination of the criteria of the theories of beauty with reference to art, literature and music.

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.

PHIL 82  1-3 hrs. 1-3 crs.

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

† Basic Course
MATHEMATICS

MATH 01 ELEMENTARY ALGEBRA

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 03 ELEVENTH YEAR MATHEMATICS

Same course as Eleventh Year Mathematics in high school.
Prerequisite: MATH 01, or 05, or Elementary Algebra

MATH 05 INTENSIVE MATHEMATICS REVIEW

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 have completed MATH 01 or passed Elementary Algebra and the College Placement Examination.

†MATH 2 BASIC CONCEPTS OF STATISTICS

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 3 BUSINESS AND CONSUMER MATHEMATICS

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

†Basic Course
†MATH 6 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

4 hrs. 4 crs.

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

3 hrs. 3 crs.

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

4 hrs. 4 crs.

This course is primarily designed for students in the Educational Associate 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

4 hrs. 4 crs.

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 minicomputers 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

†Basic Course
†MATH 12 CONCEPTS OF MODERN MATHEMATICS 1
FOR LIBERAL ARTS STUDENTS
3 hrs. 3 crs.
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 and/or 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
4 hrs. 4 crs.
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 and/or 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 1
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 11
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

†Basic Course
†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 111 4 hrs. 4 crs.
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 11 3 hrs. 3 crs.
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 4 hrs. 4 crs.
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 3 hrs. 3 crs.
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

†Basic Course
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 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.

MATH 82  
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

MATHEMATICS PROGRAM

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COMPUTER PROGRAMMING

COMPUTER PROGRAMMING courses offered as electives to all students.

†COMP PRO 30 INTRODUCTION TO BASIC

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

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. D.P. majors will not receive credit for this course.

Prerequisite: Elementary Algebra or MATH 01

†COMP PRO 51 PROGRAMMING IN FORTRAN IV

An introduction to programming including flow-charting using the FORTRAN IV program language. Examples are from business and mathematical applications. Students are allocated time on the Kingsborough Computer Center IBM System/360 to run their program. C.S. majors will not receive credit for this course.

Prerequisite: Three years of high school mathematics including Intermediate Algebra or Eleventh Year Mathematics

†COMP PRO 52 INTRODUCTION TO COBOL PROGRAMMING

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. D.P. majors will not receive credit for this course.

Recommended for students majoring in C.S.

Prerequisite: MATH 01

†COMP PRO 53 PL/1 PROGRAMMING

Spring

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.

Prerequisite: MATH 03, or Intermediate Algebra, or a programming language course (FORTRAN, COBOL, or ASSEMBLER)

†Basic Course
COMP SCIENCE

†COMP SCI 13 INTRODUCTION TO STATISTICS
Fall
4 hrs. 4 crs.
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, and regression equations.
Corequisite: MATH 15 or 16

COMP SCI 14 INTRODUCTION TO COMPUTING
Spring
5 hrs. 5 crs.
The course examines the nature of a computer center, the systems approach, and the programming of an IBM System/360 in assembler language.
Corequisite: MATH 15 or 16

COMP SCI 35 MATHEMATICAL PROGRAMMING I
5 hrs. 5 crs.
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
Corequisites: MATH 21 and 55 or 56

COMP SCI 36 MATHEMATICAL PROGRAMMING II
4 hrs. 4 crs.
This second semester of the two-semester course includes the study of finite differences, quadrature and numerical solutions of differential equations and eigenvalues. In each case, error analysis is stressed.
Prerequisite: COMP SCI 35 and MATH 21
Corequisite: MATH 56 or 55

†Basic Course

COMPUTER SCIENCE PROGRAM
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DATA PROCESSING PROGRAM
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<th>Chairman</th>
<th>Prof. Bernard I. Shockett</th>
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<td>T-260</td>
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<td>291</td>
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\textbf{MUSIC}

\textit{\textbf{MUS 21 INTRODUCTION TO JAZZ}}

3 hrs. 3 crs.

An historical approach to the jazz idiom through readings and guided listening.

\textit{\textbf{MUS 22 CONTEMPORARY MUSIC}}

3 hrs. 3 crs.

The course surveys music from the late 19th century to the present. It includes European and American composers. Attention is given to American compositions in both the traditional and vernacular idioms.

\textit{\textbf{MUS 30 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.

\textit{\textbf{MUS 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.

\textbf{MUS 91 CHORUS}

3 hrs. 1 cr.

\textbf{MUS 92 BAND}

3 hrs. 1 cr.

\textbf{MUS 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.

\textsuperscript{\dagger}Basic Course
COURSES FOR MUSIC MAJORS*

MUS 01 BASIC SKILLS: THEORY
2 hrs. 0 cr.
A review of basic skills in Music Theory and Ear Training.

MUS 02 BASIC SKILLS: PIANO 1
1 hr. 0 cr.
A beginning piano course for music majors.

MUS 03 BASIC SKILLS: PIANO 11
1 hr. 0 cr.
The second piano course in this sequence for music majors.
Prerequisite: MUS 02

MUS 32 BASIC SKILLS: THEORY OF MUSIC 1
3 hrs. 3 crs.
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, of figured-bass exercises and melodies are included. Relevant techniques in representative melodies and in traditional repertoire are analyzed.
Prerequisite: MUS 01 or Permission of Chairman
Corequisite: MUS 36

MUS 33 THEORY OF MUSIC 11
3 hrs. 3 crs.
During this continuation of MUS 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: MUS 32

MUS 34 THEORY OF MUSIC 111
3 hrs. 3 crs.
This continuation of MUS 33 includes diatonic harmony, two or three part counterpoint, chromaticism and the harmonization of melodies in various styles.
Prerequisite: MUS 33

MUS 35 THEORY OF MUSIC 1V
3 hrs. 3 crs.
A continuation of MUS 34, this semester is an advanced study and application of music theory learned in previous classes.
Prerequisite: MUS 34

*Courses listed for Music majors may be open to other students with the permission of the Department Chairman.
MUSIC 36 EAR TRAINING 1
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: MUS 01 or Permission of Chairman
Corequisite: MUS 32

MUSIC 37 EAR TRAINING 11
2 hrs. 2 crs.
During this continuation of MUS 36 students are involved in sight-singing and dictation of melodies, rhythm, harmony, major and minor modes, intervals and chords, and rhythmic patterns.
Prerequisite: MUS 36

MUSIC 38 EAR TRAINING 111
2 hrs. 2 crs.
A continuation of MUS 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: MUS 37

MUSIC 39 EAR TRAINING 1V
2 hrs. 2 crs.
A continuation of MUS 38, this course includes advanced study and application of ear-training learned in previous semesters.
Prerequisite: MUS 38

MUS 51 MUSICAL LITERATURE 1
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 from and compositions in rondo form are examined. Symphonic works are utilized and the suite is studied as a complete form.
Prerequisite: MUS 32
MUS 52 MUSICAL LITERATURE 11
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: MUS 32

MUS 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.

MUS 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.

MUS 82
1-3 hrs. 1-3 crs.
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

MUSIC PROGRAM

A.S. Degree Requirements — Page 127
CHEMISTRY

†CHEM 01 PREVIEW OF COLLEGE CHEMISTRY 2 hrs. 1 cr.
Combined lecture and workshop course introduces students to chemical nomenclature, symbolism, structure of atoms and molecules, simple chemical reactions and basic stoichiometry. As needed, mathematics for these topics and solution of simple verbal problems, will be taught, critical reading of chemistry texts, encouraged. Each student receives intensive help with weak areas.
Corequisite: MATH 03 or equivalent

†CHEM 11 GENERAL CHEMISTRY 1 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.
Prerequisites: MATH 03 and CHEM 01 or competence on Department Placement Examination.

CHEM 12 GENERAL CHEMISTRY 11 6 hrs. 4 crs.
The second term continues with 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 31 ORGANIC CHEMISTRY 1 9 hrs. 5 crs.
Introduction to modern concepts of organic chemistry. These include structure and bonding, reaction mechanisms, stereochemistry, nomenclature and synthesis. The main focus is in the relationship between structure and reactivity of the functional groups representing the principal classes of organic compounds. Laboratory covers the fundamental operations of organic chemistry including determination of physical properties, experimental reactions and procedures and basic instrumentation and analysis.
Prerequisite: CHEM 12

CHEM 32 ORGANIC CHEMISTRY 11 9 hrs. 5 crs.
A continuation of the study of structure and reactivity of organic compounds. Topics include structure and bonding, nomenclature, synthesis, stereochemistry and reaction mechanisms of the important functional groups of organic compounds. Laboratory consists of basic processes of organic chemistry including advanced instrumental methods, study of functional groups and derivatives and qualitative organic analysis. Select students may be introduced to research methods.
Prerequisite: CHEM 31

†Basic Course

CHEMISTRY PROGRAM

A.S. Degree Requirements — Page 115
216
GEOLGY

†GEO 31 METEOROLOGY

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.

†Basic Course
PHYSICS

†PHYS 11 GENERAL PHYSICS 1

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 11

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 1

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 11

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

This course covers such subjects as: atomic and nuclear physics; special theory of relativity; kinetic theory; the failure of classical physics; introduction to wave mechanics, radioactivity, nuclear reactions, fission, and fusion is included.

Prerequisite: PHYS 14

†Basic Course
†PHYS 30  PHYSICS FOR EVERYDAY LIVING  
3 hrs. 3 crs.
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  
3 hrs. 3 crs.
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

†Basic Course

PHYSICS PROGRAM

A.S. Degree Requirements — Page 121
†SCI 21 PHYSICAL SCIENCE 1

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 11

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 25 APPLIED PHYSICAL SCIENCES FOR ALLIED HEALTH CAREERS

5 hrs. 3 crs.

This course is designed to survey selected topics in chemistry and physics that have a direct bearing on the health services. A laboratory will allow the student to directly apply the concepts of the course.

Prerequisite: Math 05 or equivalent

†SCI 30 SCIENCE SURVEY FOR STUDENTS IN THE INSTITUTE OF BILINGUAL STUDIES PROGRAM

For complete course description refer to Department of Biological Sciences

†SCI 31 HISTORY AND PHILOSOPHY OF SCIENCE 1

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.

†SCI 32 HISTORY AND PHILOSOPHY OF SCIENCE 11

2 hrs. 2 crs.

For complete course description refer to Department of Biological Sciences (page 153).

† Basic Course
†SCI 34  INTRODUCTION TO MODERN CHEMISTRY

5 hrs. 4 crs.

A one-semester, non-mathematical survey course focusing on the role of chemistry in society. Chemical principles are woven into the study of current topics such as drugs, plastics, energy production, and air pollution. Laboratory work illustrates these principles.
For non-science majors.

†SCI 35  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.

†SCI 36  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.

†SCI 37  CHEMISTRY AND THE ENVIRONMENT

5 hrs. 4 crs.

Through lectures and outside reading, students will learn many aspects of air and water pollution, food additives, and lead poisoning of children. The emphasis is on chemical understanding, and basic principles are presented for students to achieve this. Attention is also given to medical, social, and governmental aspects. Laboratory work is coordinated with lectures.
For non-science majors.

†SCI 38-39  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.

†SCI 41  ASTRONOMY LABORATORY

2 hrs. 1 cr.

A laboratory course in astronomical instruments during which telescopes, transit spectrosopes, and cameras are used to solve selected problems.
POLITICAL SCIENCE

†POL SCI 51 AMERICAN GOVERNMENT 3 hrs. 3 crs.
An examination of the structure of the national government and its functions, topics include the three branches of government (executive, legislative and judicial), political parties, pressure groups, and current legislation.

POL SCI 52 COMPARATIVE GOVERNMENT 3 hrs. 3 crs.
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 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 3 hrs. 3 crs.
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 3 hrs. 3 crs.
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.

†POL SCI 55 PUBLIC OPINION 3 hrs. 3 crs.
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, the problem of political analysis.
Prerequisite: POL SCI 51 or permission of department

†Basic Course
**POL SCI 56 URBAN COMMUNITY RELATIONS**

3 hrs. 3 crs.

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 the government.

**POL SCI 57 THE POLITICS OF ECONOMICS:
AN INTRODUCTION TO POLITICAL ECONOMY**

3 hrs. 3 crs.

This course introduces the subject of political economy within a social, political and historical context with the major focus being the problems of recession, inflation and resource insufficiency. "Getting and spending" and their concomitant politico-economic costs and benefits are dealt with in discussions and readings which are institutionally oriented rather than theoretically contrived. Special attention is focused on existing and emerging public agencies and their constituencies, and on the nature of policy making and administration.

**POL SCI 58 WORK EXPERIENCE SEMINAR IN GOVERNMENT**

2 hrs.* 3 crs.

Work seminar in government will combine the experience of work in political/governmental activity with the study of the structural and functional role of selected offices in our political system. Emphasis in the theoretical understanding of role of public officials/agencies will serve as the basis for class reports, oral and/or written, of the specific locales in which the members of the class are working. Work experience must total a minimum of 90 hours.

Prerequisites: POL SCI 51 or 53 or 56 or 61

*plus work experience

**POL SCI 59 INTERNATIONAL RELATIONS**

3 hrs. 3 crs.

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, 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.

*Basic Course
†POL SCI 61 PRINCIPLES OF PUBLIC ADMINISTRATION AND PUBLIC AGENCIES

3 hrs. 3 crs.

Examination of the practice of American public administration with particular emphasis on the role of the bureaucracy in the American political system. The subject matter of the course includes a study of the political environment of public-sector administrative units, and the process of policy-making and policy implementation in the American political context. The policy-making function of administrators and their relationships with other factors in the political process will be scrutinized.

Prerequisite: POL SCI 51 or 53, or permission of Instructor

POL SCI 64 CIVIL LIBERTIES AND CRIMINAL JUSTICE

3 hrs. 3 crs.

This course is a study of the Bill of Rights of the U.S. constitution and its practical significance, with emphasis on the procedural rights of persons accused of crime plus an examination of the procedures and problems faced by those in the criminal justice system responsible for law enforcement, adjudication, and corrections. Attention will be given to major court decisions in areas of civil liberties and civil rights and to criminal justice procedures of police, laywers, courts, prisons, and other elements in the criminal justice system.

†Basic Course

CIVIL and PUBLIC ADMINISTRATION PROGRAM

A.A.S. Degree Requirements — Page 99
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

†Basic Course
FIELD EXPERIENCE
PA 91 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 ongoing issues and problems of public and quasi-public agencies.
Prerequisite: PA 11
Corequisite: PA 12

plus *term paper based on
work-related experience

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
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 PRE AND ELEMENTARY SCHOOL GRADES 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. 0 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 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.

†Basic Course
†SPE 24 CAREER COMMUNICATION

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

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

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

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

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.

SPE 82

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.

†Basic Course
MASS COMMUNICATIONS

†MCM 30 MASS MEDIA

3 hrs. 3 crs.

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

3 hrs. 3 crs.

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

3 hrs. 3 crs.

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

3 hrs. 3 crs.

An understanding of the role of radio and television in reporting and shaping the news is offered in this course. The difference 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

3 hrs. 3 crs.

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.

†Basic Course
TH.A 50  INTRODUCTION TO THEATRE ARTS
3 hrs. 3 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
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 1
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 11
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

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 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 MAKE-UP 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

6 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 contribution in a productions.

TH.A 62 ACTING 111

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 department)

†Basic Course
THA. 65 SCENIC DESIGN  3 hrs. 3 crs.
An introduction to the techniques of scenic design. Students will develop scenic designs based on a sound and thorough knowledge of the theatre. The designer's procedure and method of working will be studied in laboratory conditions as well as in actual production. (Not open to students who have completed SPE 65 SCENIC DESIGN.)
Prerequisite: Th.A. 55 (May be waived by department)

THA. 66 DIRECTING: THE FUNDAMENTALS  4 hrs. 3 crs.
An introduction to the principles of play interpretation, the directional concept, and methods of focusing audience's attention on dramatic values by synthesizing character, language, idea and plot with exciting design and purpose. (Not open to students who have completed SPE 56 DIRECTING.)
Prerequisites: Th.A. 50 and permission of Instructor

†THA. 68 HISTORY OF THEATRE  3 hrs. 3 crs.
A study of the history of the theatre from its primitive origins to modern times. The course includes the study of historical documents, contemporary writings and slides of theatre architecture, costumes, scenic designs and related artifacts.

†THA. 69 STREET THEATRE  4 hrs. 4 crs.
A study of, and involvement in, the elements which compose street theatre. Students will participate in the exercises which help create ensemble acting, in the adaptation of materials to fit the street, and in the writing and composing of music and dance for a particular production.
Recommended background for students enrolling in the course: Th.A. 50, 51 and 59.
Prerequisite: Permission of the Instructor

THA. 81 INDEPENDENT STUDY  1-2 hrs. 1-2 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.

THA. 82  1-3 hrs. 1-3 crs.
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
†Basic Course

THEATRE ARTS PROGRAM
A.S. Degree Requirements — Page 129
FACULTY

Patrick J. Abbazia, Associate Professor, History and Philosophy
B.A., Brooklyn College; M.A., University of California;
Ph.D., Columbia University

Leonard Abrams, Professor and Chairman, Biological Sciences
B.S., City College of New York; M.A., Columbia University;
Ph.D., New York University

Leonard Abrams, Professor and Chairman, Biological Sciences
B.S., City College of New York; M.A., Columbia University;
Ph.D., New York University

Christine Ackner, Instructor, English
B.S., M.A., New York University

Richard Adelson, Assistant Professor, Business
B.S., M.A., New York University

Ray Agostini, Instructor, English
B.A., City College of New York; M.A., Teachers College, Columbia University

Emily Aibel, Adjunct Assistant Professor, Student Services
B.S., M.A., New York University

Elio Alba, Associate Professor, Foreign Languages
B.A., Havana Institute, Cuba; M.A., Rutgers University;
LL.D., Ph.D., Havana Institute, Cuba

James D. Allen, Associate Professor, English
B.A., University of California; Ph.D., University of Washington

Marcia Allen, Assistant to Higher Education Officer, Admissions

Louis Altschul, Associate Professor, Behavioral Sciences and Human Services
A.B., New York University; Ph.D., Adelphia University

Pat Amedure, College Laboratory Technician, Health, Physical Education and Recreation

Sheldon I. Aptekar, Associate Professor, Speech and Theatre
B.A., Brooklyn College; M.A., Trinity University

Isidor Apterbach, Assistant Professor, English
B.A., Yeshiva University; M.A., M.Phil., Columbia University

Leslie Arberman, Assistant Professor, Behavioral Sciences and Human Services
B.A., Brooklyn College; M.S., City College of New York

Marcia Babbitt, Instructor, English
B.A., Temple University; M.A., State University of Iowa

Yvette Bader, Associate Professor, Music
B.A., Brooklyn College; B.Music, M.Music, Manhattan School of Music;
M.A., New York University; Ed.D., Columbia University

Bobby L. Baldwin, Lecturer, Secretarial Science
B.S., M.S., Prairie View A & M College

John Barlow, Professor, Behavioral Sciences and Human Services
A.B., Oberlin College; Ph.D., Duke University
Melvyn Baron, Lecturer, English
B.A., Kenyon College; M.A., Teachers College, Columbia University

Elinor Barr, Instructor, Behavioral Sciences and Human Services
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Only gifts, grants, awards and bequests from public-spirited citizens can make these activities possible and meet these urgent needs. They will be most gratefully received.
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Chancellor, City University of New York

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Thomas C. Chalmers, President
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 University’s Board of Trustees.

In 1847, New York City held a public referendum to find 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 continued to grow, has added larger, more 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” goals which guarantees every high school graduate the opportunity to pursue further education at a City University institution of higher learning; and maintains 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-adaptor 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, and the 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 at 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 Open Admissions Program

The Open Admissions Policy involves all two- and four-year colleges under CUNY's jurisdiction. Any prospective student who graduated since June, 1970 with a high school diploma (a certificate does NOT fulfill this requirement) is eligible for admission to a City University institution depending on availability of space and program.

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. Copy of the scores, not the diploma, must be submitted with the application.

New York City high school students who graduated prior to 1970, will be accommodated as space and finances permit.

Although the City University guarantees admission to every Open Admissions applicant, it cannot guarantee to each the first choice of college and program. The demand for some programs and colleges is greater than the supply of available seats.
City University Special Programs

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 a CUNY college or a non-CUNY college whose credits are accepted by CUNY.

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 CUNY colleges. 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 class 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, or from the individual campus coordinator (see page 27).

College Discovery

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 section on the admissions application form which pertains to Special Programs. Candidates are selected by a computerized lottery system. Those not chosen for the Special Programs are automatically considered for admission under the regular admissions procedures (see pages 24, 27).

Foreign Students Program

All applicants who hold (or expect to obtain) temporary (non-immigrant) visas; all United States citizens, or permanent residents who graduated from a foreign secondary school and earned credit at either a United States or foreign university; or, graduated from a United States secondary school and attended a foreign university only, should obtain the correct application form from the Foreign Student, Office of Admissions Services, 875 Avenue of the Americas, New York, N.Y. 10001.
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 programs are open to students who complete at least one academic year. Most 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 programs must be completed during February.

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, or from the individual campus coordinator (see page 27).

Super Citizens

New York City residents, 65 years of age and 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 pages 5 & 6.
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 the 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, 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 with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection and/or arrest by the civil authorities. In addition, in the case of a tenured faculty member, or tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be entitled to be treated in accordance with applicable provisions of the Education Law or Civil Service Law.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-8 shall be subject to ejection, and/or arrest by the civil authorities.

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.
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 5 & 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
999-1234

or, by listening to the following radio stations for instructions

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TRAVEL DIRECTIONS TO KINGSBOROUGH

SUBWAY

BRIGHTON LINE
D, QB or M Train
to Sheepshead Bay Station; B-1 Bus* or,
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 59 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 + Bus*

SEVENTH AVENUE LINE
Trains #2 or 3 to Atlantic Avenue Station; or, to Borough Hall Station;
change to Train + and bus*1

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 + Bus*
*Follow directions for D-QB-M Trains

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-25, B-31, B-35, B-36, B-41, B-45,
B-47, B-48 and B-65 connect with B-49*

*Take these buses to the last stop. Walk straight along Oriental Boulevard directly into the College.
From Manhattan
Belt Parkway east bound to Ocean Parkway (exit 7-S). Turn right at light on Ocean Parkway 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, Shore Boulevard (end of Sheepshead Bay). Turn left and continue straight ahead for two lights to Oriental Boulevard. Turn left on Oriental Boulevard to the campus.
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