TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC CALENDAR</td>
<td>5</td>
</tr>
<tr>
<td>ADMINISTRATIVE OFFICERS</td>
<td>11</td>
</tr>
<tr>
<td>KINGSBOROUGH COMMUNITY COLLEGE</td>
<td>12</td>
</tr>
<tr>
<td>ACADEMIC AND ADMISSIONS PROCEDURES</td>
<td>17</td>
</tr>
<tr>
<td>TUITION AND FEES</td>
<td>21</td>
</tr>
<tr>
<td>STUDENT SERVICES</td>
<td>27</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>30</td>
</tr>
<tr>
<td>SPECIAL PROGRAMS</td>
<td>33</td>
</tr>
<tr>
<td>EVENING STUDIES</td>
<td>39</td>
</tr>
<tr>
<td>CONTINUING ADULT EDUCATION</td>
<td>39</td>
</tr>
<tr>
<td>ACADEMIC STANDARDS</td>
<td>41</td>
</tr>
<tr>
<td>GRADES</td>
<td>43</td>
</tr>
<tr>
<td>ACADEMIC SESSIONS</td>
<td>46</td>
</tr>
<tr>
<td>ATTENDANCE POLICY</td>
<td>47</td>
</tr>
<tr>
<td>HONORS</td>
<td>48</td>
</tr>
<tr>
<td>TRANSFER TO SENIOR COLLEGES</td>
<td>49</td>
</tr>
<tr>
<td>PROGRAMS AND DEGREES</td>
<td>50</td>
</tr>
<tr>
<td>GRADUATION REQUIREMENTS</td>
<td>53</td>
</tr>
<tr>
<td>ASSOCIATE IN ARTS DEGREE</td>
<td>57</td>
</tr>
<tr>
<td>Liberal Arts Requirements</td>
<td>59</td>
</tr>
<tr>
<td>ASSOCIATE IN SCIENCE DEGREE</td>
<td>61</td>
</tr>
<tr>
<td>Science and Mathematics Programs</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>64</td>
</tr>
<tr>
<td>Chemistry</td>
<td>65</td>
</tr>
<tr>
<td>Computer Science</td>
<td>66</td>
</tr>
<tr>
<td>Mathematics</td>
<td>67</td>
</tr>
<tr>
<td>Physics</td>
<td>68</td>
</tr>
<tr>
<td>Pre-Physical Therapy</td>
<td>69</td>
</tr>
<tr>
<td>Arts Programs</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>70</td>
</tr>
<tr>
<td>Music</td>
<td>72</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>73</td>
</tr>
<tr>
<td>ASSOCIATE IN APPLIED SCIENCE DEGREE</td>
<td>77</td>
</tr>
<tr>
<td>Business Career Programs</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>79</td>
</tr>
<tr>
<td>Business Administration</td>
<td>81</td>
</tr>
<tr>
<td>Data Processing</td>
<td>82</td>
</tr>
<tr>
<td>Retail Business Management</td>
<td>83</td>
</tr>
<tr>
<td>Secretarial Science</td>
<td>85</td>
</tr>
<tr>
<td>Health and Social Service Career Programs</td>
<td></td>
</tr>
<tr>
<td>Community Mental Health Assistant</td>
<td>90</td>
</tr>
<tr>
<td>Early Childhood Education/Child Care</td>
<td>91</td>
</tr>
<tr>
<td>Educational Associate</td>
<td>92</td>
</tr>
<tr>
<td>Nursing</td>
<td>93</td>
</tr>
<tr>
<td>Recreation Leadership</td>
<td>94</td>
</tr>
</tbody>
</table>
ACADEMIC CALENDAR

FALL 1977 — SEMESTER

Sept. 6-8, Tues.-Thurs. Registration — Day & Evening
Sept. 9 & 12, Fri. & Mon. Registration — DAY ONLY
Sept. 13-14, Tues.-Wed. NO CLASSES — Rosh Hashanah
Sept. 15, Thurs. Registration — EVENING ONLY
Sept. 19, Mon. CLASSES BEGIN — Day & Evening
Sept. 19-20, Mon. & Tues. Late Registration & Program Changes — Day & Evening
Sept. 21, Wed. NO CLASSES AFTER 4 PM
Sept. 22, Thurs. NO CLASSES — Yom Kippur
Oct. 3, Mon. Period Opens To File Applications For:
January 1978 Degrees
Advanced Standing for Spring 1978
Change of Curriculum for Spring 1978
EVENING STUDENTS: Matriculation for Spring 1978
Transfer to Day Session for Spring 1978
LAST DAY To File Petitions For Make-Up Examinations For
Preceding Spring &/or Summer Module

Oct. 10, Mon. NO CLASSES — Columbus Day
Oct. 11, Tues. LAST DAY to Withdraw Without Academic Penalty
Oct. 18, Tues. DAY & EVENING CLASSES FOLLOW THURSDAY SCHEDULE
Oct. 26, Wed. DAY CLASSES FOLLOW FRIDAY SCHEDULE
Oct. 28, Fri. LAST DAY To File Applications for: CUNY transfer —
Jan. 1978 Graduates
Nov. 7, Mon. LAST DAY To File Application for:
January 1978 Degrees
Advanced Standing
Change of Curriculum

Nov. 10, Thurs. LAST DAY for Students Doing Passing Work on a Course to
Withdraw from that Course with "W" Grade
Nov. 11, Fri. NO CLASSES — Veterans Day
Nov. 14-16, Mon.-Wed. Make-Up Final Exams
Administered for Preceding Spring &/or Summer Module
Nov. 21, Mon. LAST DAY To File Applications for:
Spring 1978:
Matriculation
Transfer to Day Session
Transfer to Evening Session

Nov. 24-25, Thurs. & Fri. NO CLASSES — Thanksgiving Recess
Nov. 28, Mon. Classes Resume
Dec. 2, Fri. LAST DAY to Remove: Spring 1977 “INC”
Dec. 15, Thurs. Last Meeting — Evening Classes
Dec. 16, Fri. Last Meeting — Day Classes
Dec. 19-23, Mon.-Fri. Final Exams — Day
Dec. 19-22, Mon.-Thurs. Final Exams — Evening
Dec. 26-Jan. 2, Mon.-Mon. NO CLASSES — Winter Recess
FALL 1977 — WINTER MODULE

Jan. 3-5, Tues.-Thurs. ........................................ Registration—Day & Evening
Jan. 9, Mon. .................................................. CLASSES BEGIN—Late Registration &
Jan. 10, Tues. ................................................ Program Changes—DAY & EVENING
Jan. 19, Thurs. ............................................. LAST DAY to Withdraw Without Academic Penalty
Jan. 24, Tues. .............................................. DAY & EVENING CLASSES FOLLOW MONDAY SCHEDULE
Feb. 6, Mon. ................................................ LAST DAY for Students Doing Passing Work in a Course to
Feb. 13, Mon. ............................................... Withdraw from that Course with “W” Grade
Feb. 14, Tues. ............................................... NO CLASSES—Lincoln’s Birthday
Feb. 20, Mon. ............................................... NO CLASSES—Washington’s Birthday
Feb. 21, Tues. ............................................... Last Meeting—DAY & EVENING CLASSES
Feb. 22, Wed. ................................................ Final Exams—DAY & EVENING

Registra tion — Day & Evening
CLASSES BEGIN — Late Registration &
Program Changes—DAY & EVENING
LAST DAY to Withdraw Without Academic Penalty
DAY & EVENING CLASSES FOLLOW MONDAY SCHEDULE
LAST DAY for Students Doing Passing Work in a Course to Withdraw from that Course with “W” Grade
NO CLASSES—Lincoln’s Birthday
NO CLASSES—Washington’s Birthday
Last Meeting—DAY & EVENING CLASSES
Final Exams—DAY & EVENING
SPRING 1978 — SEMESTER

Feb. 23, Thurs. ................. Registration — DAY & EVENING
Feb. 24, Fri. .................. Registration — DAY ONLY
Feb. 27 - Mar. 1, Mon.-Wed. Registration — DAY & EVENING
Mar. 2, Thurs. ................ CLASSES BEGIN —
                           Late Registration & Program Changes —
                           DAY & EVENING
Mar. 3, Fri. .................... Late Registration & Program Changes — DAY ONLY
Mar. 6, Mon. ................... Program Changes — DAY & EVENING
Mar. 13, Mon. ................. Period Opens to File Applications for:
                           June 1978 Degrees
                           Fall 1978 Advanced Standing Change of Curriculum
                           EVENING STUDENTS:
                           Fall 1978 Matriculation
                           Transfer to Day Session
Mar. 22, Wed. .................. LAST DAY to Withdraw Without Academic Penalty
Mar. 23 & 24, Thurs. & Fri.  NO CLASSES
Mar. 27, Mon. ................. CLASSES RESUME
Mar. 30, Thurs. ............... LAST DAY To File Petitions for:
                           Final Make-Up Exams for Fall 1977 and
                           Winter Module 1978
Mar. 31, Fri. ................. LAST DAY to Apply for:
                           Transfer to CUNY Senior Colleges
Apr. 10, Mon. ................. LAST DAY to File Applications for:
                           June 1978 Degrees
                           Advanced Standing
                           Change of Curriculum
Apr. 24-28, Mon.-Fri. ........ NO CLASSES — Spring Recess
May 1, Mon. ................. CLASSES RESUME
May 1-4, Mon.-Thurs. ........ Make-Up Final Exams
                           Administered for Fall 1977 & Winter Module 1978
May 4, Thurs. ................. LAST DAY for Students Doing Passing Work in a Course
                           to Withdraw from that Course with “W” Grade
May 11, Thurs. ............... LAST DAY To File Application for:
                           Sept., 1978:
                           Matriculation
                           Transfer to Day Session
                           Transfer to Evening Session
May 29, Mon. ................. NO CLASSES — Memorial Day
June 5, Mon. .................. Last Meeting — DAY & EVENING CLASSES
June 6-9, Tues.-Fri. ........... Final Exams — DAY & EVENING
June 13, Tues. ............... Final Exams — DAY & EVENING
June 16, Fri. ................. Commencement
SPRING 1978 — SUMMER MODULE

June 14-15, Wed.-Thurs. .......... Registration — DAY & EVENING
June 19, Mon. ................. CLASSES BEGIN — Late Registration &
                        Program Changes — DAY & EVENING
June 20, Tues. ................. Program Changes — DAY & EVENING,
June 26, Mon. ................. LAST DAY to Remove Fall 1977 “INC”
June 29, Thurs. ................. LAST DAY to Withdraw Without Academic Penalty
July 3, Mon. .................... DAY & EVENING CLASSES FOLLOW TUESDAY SCHEDULE
July 4, Tues. .................... NO CLASSES — Independence Day
July 13, Thurs. ................. LAST DAY for Students Doing Passing Work in a Course
                        to Withdraw from that Course with “W” Grade
July 31, Mon. .................... LAST CLASS — DAY & EVENING
Aug. 1, Tues. .................... Final Exams — DAY & EVENING

ACADEMIC CALENDAR for 1978-1979 will be available May 1978
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.

Gene J. Flanagan, Dean of Continuing Education
B.A., M.A.

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

Fred B. Malamet, Associate Dean of Faculty
B.A., M.A.

Thelma L. Malle, Associate Dean of Faculty for Open Admissions
B.S., M.A.

David B. Silver, Associate Dean of Administration and Planning
A.B., J.D.

Stuart Suss, Director of Evening Studies
B.A., M.A., Ph.D.
KINGSBOROUGH COMMUNITY COLLEGE

History

Kingsborough Community College, a unit of the City University of New York, is 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 academic year. Continuing Education non-credit courses are available.

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. Enclosed on three sides by the waters of Sheepshead Bay, Jamaica Bay and the Atlantic Ocean, the College functioned in a series of well-equipped temporary buildings, located at one end of the site, during construction of the current ultra-modern campus. Composed of a continuous series of inter-connected buildings (as distinguished from the usual separate buildings seen on most campuses) the “new” Kingsborough has been lauded as a forward-looking solution to the problems of College growth and urban pressure. Outstanding features include: library; media and computer centers; lecture halls and learning resource center; science technology and visual arts buildings; two “College-Halls” each housing four groups for 750 students, with cafeteria, lounge, study, counseling and faculty offices; theatre-auditorium, student-faculty center; physical education facilities with two gymnasiums and an olympic indoor swimming pool; special facilities for the nursing, business, and secretarial departments; offices for administration, general services and a power plant. During construction, students used, studied, and learned in renovated and temporary structures.
Goals

Kingsborough Community College is committed to the advancement of the goals of the New York State Board of Regents. Toward this objective, Kingsborough's 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) Encouraging efforts to have community colleges: 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 with:

   a. General education (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 (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 (presenting programs beyond high school, but below professional levels of education and training, for students who seek immediate entry into the productive labor force, and for employed individuals who wish to improve their skills, or learn new ones. These programs serve business, industry, or government organizations who need employees with higher level abilities);

   d. Adult or Continuing Education (assisting adults of all ages to 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 (furnishing necessary testing, guidance, and counseling which enables students to recognize and accept their individual 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 mission by finding and implementing additional, innovative factors; fulfilling obligations to students and 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 the 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. respond, as far as possible, 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, Fine and Performing Arts.

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 purpose 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.
ADMISSIONS INFORMATION AND PROCEDURES

Students must accept personal responsibility for fulfilling their individual 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 A105, ext. 5676

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

Matriculation
Prospective students who plan to attend the College to earn a degree, apply for "Matriculated Status" and may attend either Day or Evening session. Day session matriculants must be prepared to carry a minimum of 12 credits or 12 equated credits per semester (see page 41).

Basic admission requirements for:

Applicants who have not previously attended any college require a High School Diploma or its equivalent (G.E.D.). A High School Certificate is not acceptable.

Applicants who earned a United States Institute Diploma must submit proof of having earned a total score of 225 on G.E.D. examinations.

Applicants who have attended any college or university, and wish to be considered for matriculated status, must hold a High School or Equivalency Diploma, 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).

(Applicants who seek admission into the Nursing A.A.S. degree program see page 207.)

Non-Degree Students

Are prospective students who:

- are not interested in earning a degree;
- do not meet college entrance average criteria;
- are too late to apply for matriculated status;

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

Application deadline dates (see academic calendar pages 5-8) are some sometimes extended. Kingsborough's Admissions Office should be contacted for any possible changes in filing dates.
Admission Application Procedures

Matriculated Status

A. United States Citizens and Permanent Residents who have not attended a college or university previously, apply for admission by requesting the “University Application Processing Center (UAPC) Form” for either number 1, 2, 3 or 4 following.

NOTE: Current high school seniors in the New York City public schools (and several parochial schools) must use the UAPC Personalized Application which is obtained from their High School’s “College Advisor” Office.

B. United States Citizens and Permanent Residents with previous college attendance, must file an Advanced Standing (Transfer) application. The application form may be obtained from either number 1 or 3 following.

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, number 2 following.

C. Students with Foreign Educational Experience.

Applicants who hold (or expect to obtain) temporary (non-immigrant) visas should apply for admission through number 5 following.

NOTE: Kingsborough issues immigration Form I-20 to international students accepted as full-time matriculants. The College does not issue immigration forms to international students who wish to attend part-time (carrying less than 12 credits or less than 12 equated credits) or those who are non-matriculants.

1. Kingsborough Community College
   Admissions Office
   2001 Oriental Boulevard
   Brooklyn, N.Y. 11235

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

3. Office of Admission Services
   101 West 31 Street
   New York, N.Y. 10001

4. College Advisor’s Office of any local high school

5. International Students Office
   City University of New York
   101 West 31 Street
   New York, N.Y. 10001
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 CUNY Office of Admission Services for *September* admission with *advanced standing*, by ........................................ March 15
   - directly through the University Application Processing Center for *February* admission, by ................................. October 15
   - directly to CUNY Office of Admission Services for *February* admission with *advanced standing*, by .............................. November 1

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

**NOTE:** The application deadline dates indicated above are sometimes extended on the basis of available space. Kingsborough's Admissions Office should be contacted for any possible changes in filing dates.
Advanced Standing

Prospective students may be granted advanced standing, exemption, or credit, subject to departmental approval, if they have received the following grades, in courses which are appropriate to Kingsborough's degree program course offerings:

Satisfactory scores earned on the Advanced Placement Examinations administered by Educational Testing Service.

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 (Per Semester)

Legal New York State residents*

Full-Time - (12 or more credits + or, 12 or equated ∆ credits) .................. $387.50 per semester
Part-Time - (less than 12 credits + or, 12 equated ∆ credits) .................. 35.00 per credit

Non-New York State residents (out-of-State and Foreign)

Full-Time - (12 or more credits + or, 12 or more equated ∆ credits) ........... 712.50 per semester
Part-Time - (less than 12 credits + or, 12 equated ∆ credits) .................. 55.00 per credit

(Foreign students who have an alien registration card must present it to the Registrar)

Students who already possess at least an Associate Degree or its equivalent, will be charged tuition according to their residency status.

Upper division students (61 or more credits with passing grades), on permit from another CUNY unit, will pay tuition of .................. 40.00 per credit

Super Citizens (65 years of age and over with proof of age and residency). Do not pay tuition.

*Residence: To qualify as a legal New York State resident, students must:

- have maintained principle place of residence in New York State for at least twelve consecutive months immediately preceding the first day of classes (for the semester with respect to which the residency determination is made);
- state intention to permanently live and maintain the principle place of abode in New York State.

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

∆ Equated credits: pertain to non-credit remedial courses—(see appropriate course descriptions)
REQUIRED FEES
(These Fees are NOT Refundable)

Student Activity Fees (Per Semester)
  a. Full-time Students ........................................... $26.00
  b. Part-time Students ........................................... 10.00

Special Fees
  a. Application .................................................... 20.00
  b. Lockers (Per Semester) ...................................... .25
     (available on first come, first served, basis)
  c. Special or Make-up Examinations
     (College Permission to take an exam at other than
      scheduled times)
        First examination ....................................... 15.00
        Additional examinations ................................ 5.00 each
        Maximum charge, per semester .......................... 25.00
  d. Transcripts (to other than CUNY units) .................. 4.00 each
  e. Duplicate receipt fee ...................................... 1.00
  f. Super Citizens (65 years of age and over with proof
     of age) pay a Registration Fee PER SEMESTER ........ 25.00

Penalty Fees
A. Late Registration ............................................. 15.00
   (to enroll after last day of regular registration)
B. Program change ............................................... 10.00
   a program change involves:
   1. adding a course or courses at the same time;
   2. withdrawing from or dropping a course or courses
      at the same time;
   3. taking an extended leave of absence
      (involving course withdrawals);
   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 student receives less than 100% tuition refund when
     withdrawing from a course;
  d. dropping a course without replacement.
C. Withdrawal from the College ................................ 20.00
   (involving dropping courses)
D. Readmission to the College .................................. 10.00
   (payable when applying for a leave of absence)
E. Reinstatement .................................................. 15.00
F. Payment Reprocessing .......................................... 15.00
   (payment with a personal check which is not honored
    by the bank)
G. Debts
   (no student will be permitted to register for a new term
    unless, and until, any indebtedness is cleared.)
NOTE: Payments must be by check or money order only, made payable to Kingsborough Community College. 

Enrollment is not complete until all fees are paid.

All tuition and fee schedules are subject to change without prior notice, at any time, upon action of the Board of Higher Education, the City University, the City and/or the State of New York. 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 Student Activity, Miscellaneous, Penalty or Special Fees will be refunded. A student who withdraws after the scheduled opening date of the session, or during the term, (full-time students who decrease their credit load, will be charged per credit and,) 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>Fall and Spring Semesters</th>
<th>Winter and Summer Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before scheduled opening date of session</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Within one week after opening date</td>
<td>75%</td>
<td>50%</td>
</tr>
<tr>
<td>During second week after opening date</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td>During third week after opening date</td>
<td>25%</td>
<td>none</td>
</tr>
<tr>
<td>After completion of third week</td>
<td>none</td>
<td>none</td>
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*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 be required to pay a $20 fee). No portion of the Student Activity, Special, Penalty or Miscellaneous Fees is refundable except when a student’s registration is cancelled or when the College withdraws or cancels courses (see page 22).
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. (Early Childhood Education/Child Care students are required to take the Tuberculin Skin Test.)

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

A completed health statement, on the form distributed by the Health Services Office, Room A-108, ext 5684, 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 medical records.

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 00 for additional Health information).
Registar's Office
Room A-101, ext. 5087

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:

- Advanced Standing
- Certification to Outside Agencies
- Change of Address
- Change of Curriculum
- Change of Grade
- Change of Name
- Change of Status
  - Day to Evening
  - Evening to Day
- Final Exam Conflicts
- Final Exam Make-Ups
- Graduation
- Leave of Absence
- Permit to Attend Other Colleges
- Readmission
- Transcripts
- Transfer to CUNY Senior College after completion of two (2) year degree
- Withdrawal from College
  - and/or
- Withdrawal from Course

For information see page 20; for filing dates, see Academic Calendar

For information see page 45; for filing dates, see Academic Calendar

For information see page 43; for filing dates, see Academic Calendar

For information see page 45; for filing dates, see Academic Calendar

For information see page 44; for filing dates, see Academic Calendar

For information see page 23; for filing dates, see Academic Calendar

For information see page 42; for filing dates, see Academic Calendar

For information see page 49; for filing dates, see Academic Calendar

For information see page 46; for filing dates, see Academic Calendar
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 for Incoming Students**

The Orientation Conference, held prior to registration, gives students the opportunity to learn about curricular offerings, to meet one another, student government leaders, members of the Administration, counselors in the department and members of various Instructional departments.

The Pre-registration conference during the Freshman semester, gives students the opportunity to plan their programs to meet special career goals, individual needs and to evaluate academic progress. 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, and meets with, a specific counselor early in the first semester.

During subsequent conferences they deal with academic orientation, pre-registration, mid-semester evaluations and advance program planning.

Personal counselors are always available to assist with academic planning and to discuss matters of personal, social or vocational concern.

**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. The sections to which they are assigned are based on the results of pre-admission testing. Early in the term, counselors visit those English classes and give an additional orientation session to new students. 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 49). College acceptance policies, which require that certain conditions be met, are spelled out in the Kingsborough Student Handbook, in various publications, in materials published by CUNY, SUNY, and other public and private senior colleges and universities.

In addition, special “Transfer Days” are arranged enabling students to meet with representatives of many of those public and private institutions.

Course Offering

OR 11 EFFECTIVE STUDY/CAREER PLANNING

1 cr. 1 hr.

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 habits, learning problems, career and program planning, college resources, adjustment to college life, and related problems.

Special Testing

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

Outreach

The purpose of this community mental health-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; Health Services; Special Services for Handicapped Students; Foreign Students Counseling; Career Counseling for Mature Adults.
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, yearbook and a peer adviser program.

All club activities are coordinated by the Student Activities Committee. The Committee’s membership includes Student Government Leaders and representatives from all campus organizations.

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).

College Discovery

Room D-102, ext. 5520

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 page 33, 273).

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. Many College Discovery students have made the Dean’s List, earned a 3.00 index or better, and appeared on the College Discovery Commendation list.

Veterans Affairs

Room U-202, ext. 5616

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.
Financial Aid
Room U-201, ext. 5681

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

Applicants for admission, and students already enrolled in the College who are citizens or permanent United States residents, are invited to meet with a Financial Aid counselor to determine eligibility and type of assistance available. Allocation of all funds is subject to existing Federal, State and City University guidelines.

Financial Aid Programs Currently Available Include:

I. SCHOLARSHIPS AND GRANTS

a. New York State Regents Scholarships — Freshmen holding the Regents College and Nursing Scholarships will be awarded $250.00 annually without regard for amount of tuition or family income. This award is based on a competitive examination.

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 enrolled 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, and the amount of Federal Funds actually available for the program. Two important criteria must be met when considering an applicant's eligibility:
1. citizenship or permanent residency status;
2. at least part-time attendance as a student;
f. **Tuition Assistance Program (TAP)** is designed to assist full-time matriculated students taking 12 or more credits to pay all or a portion of their tuition. To be eligible, a student must be a U.S. Citizen or permanent resident, and a resident of New York State. You may qualify for TAP if you and/or your family’s N.Y. State net taxable income is $20,000 or less. The amount of the award ranges from $100 to $775, which does not have to be repaid.

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 of studies, 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 loan canceled.

b. New York Higher Education Services 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 8%. Maximum amounts available range from $750 a year for first-year part-time students, to $2,500 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 $2.30 to $3.00 an hour and are employed on-campus or in approved off-campus positions.

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, the Board of Higher Education, and Kingsborough Community College.

Campus Day Care Center
Room T-7118, ext. 2527
A limited number of two-to-five-year old children of Kingsborough day students are professionally cared for at the Center while their parents attend classes. Funded by the Kingsborough Community College Association, applicants are accepted on a first come, first served basis. The facility is under the direction of, and administered by, Kingsborough students-parents.
SPECIAL PROGRAMS

The Administration and 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
Room E-309A, ext. 5403

Dr. Julio Hernandez-Miyares of the Kingsborough faculty is available on campus for advice and additional information concerning the program (see page 273).

College Discovery
Room D-102, ext. 5520

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 29, 273).

Computer Center
Room L-117, ext. 5640

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, and a remote job entry terminal which links Kingsborough with an IBM 370/168 at the CUNY Central Computing Facility. Unit Record equipment and Keypunch machines are also available.

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 offers special assistance and counseling to students with specific needs. Prospective students with physical handicaps should visit the College before applying for admission. An appointment and an interview may be arranged by contacting the Coordinator of Services for the Handicapped.
Freshman Course Placement

Matriculated day and evening students, and those non-matriculated students attempting to achieve matriculation, are required to take placement examinations in reading comprehension and mathematics. The results of these tests determine the students placement in appropriate Freshman English and Mathematics classes.

Health Services

Room A-108, ext. 5684

Before registration all entering students must have a complete health examination, by their family physician or a clinic, and submit a report of this examination to the College Health Services Office. With this required information the College will be able to evaluate health status, facilitate the removal of handicaps to learning and ascertain the need for special adaptations of the college program to ensure the maximum development of each student. Health records are kept under secure conditions and will be used only by authorized college personnel and only for students benefit. Students enrolled in certain specific curriculum areas (Community Mental Health Assistant, Early Childhood Education/Child Care, Nursing), will have their health records routinely and regularly reviewed.

First aid, emergency treatment, educational, preventative and advisory services are provided. A Registered Nurse is in attendance whenever classes are in session. Physicians have regular office hours. By appointment, they see students who have specific health problems. Any accident or illness incurred during school hours or enroute to the college should be reported immediately to this office. Health Services is staffed by Joseph Beller, M.D., Sylvia Miner, M.D., Ruth Kahaner, R.N., Shirley Bernhard, R.N., Mary Lynch, R.N.

Independent Study

The College offers students the opportunity to take a limited number of credits outside the traditional course structure as Independent Study. These offerings are designated by the course number 81. Students registering for such courses will undertake a prescribed program of individual and/or group research and may attend seminars or workshops dealing with their field of study. All work will be conducted under the supervision of the assigned instructor and will be evaluated and graded by the instructor.

Successful completion of the “81” courses generally requires from 1 to 3 hours per week and earns from 1 to 3 credits. Independent Study courses are open ONLY to upper freshmen and sophomore students who have:

1. An overall B average (3.00 index) in the subject area, and
2. Departmental approval.

Students will be permitted to take no more than 6 credits of Independent Study in any one area and no more than 12 credits in all.
Topical and Pilot Courses

The College offers, in addition to the courses described in the catalog, a group of courses that either are designed to meet the immediate needs and interests of various members of the student population or are designed to gauge the appropriateness and popularity of new subject areas. These topical and pilot courses are designated by the course number 82. Specific descriptions of these courses will appear in the Schedule of Classes for the term in which they are given.

Bilingual Program

Since 1970, the Bilingual Studies Program 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 is multi-faceted, offering counseling, cultural activities, and a special curriculum which leads to a degree. Through a planned and coordinated sequence of courses, students are required to take a series of core courses in developmental skills.

For information about eligibility and admissions, contact the Bilingual Studies Program Office.

Institute for Public Service (KIPS)

Room F-309A, ext. 5524

The Kingsborough Institute for Public Service, which was started in 1970, 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.
Study Abroad
Room F-309A, ext. 5524

There are numerous opportunities for students to participate in Study Abroad Programs under various sponsorships. For information and details, see Dr. C. Frederic Stoerker in the Study Abroad Office.

Institute of Tutorial Services
Room L-606, ext. 5118

In small group settings, tutoring is made available to Day and Evening Session students. Students requiring 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 L-118, ext. 5074

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 an audio studio for tape lessons, programs for playback and remedial use. Media reference service is available throughout the academic year. A Learning Lab provides audio 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 State residents 65 years of age and over, to the College. Those who enroll in credit courses will be exempted from tuition fees. However, a $25 registration fee is charged each semester and all penalty fees must be paid. 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 (see page 19).

Prospective students who wish to receive counseling may do so through the Department of Student Services (see pages 27 & 274 for additional information).
**SPORTS**

**Intramurals**

The intramural activities program, geared to promote a wide variety of interests and skills, is under the auspices of the Health, Physical Education and Recreation Department. As part of the Physical Education Program, it is a vital college activity. All levels of competition are provided to satisfy 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, co-ed bowling, cycling, fencing, gymnastics, karate, modern and folk dance, sailing, skiing, soccer, softball, team football, 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 the opportunity to participate in a wide range of sports. Emphasis is placed upon promoting enjoyment, fitness, skill development, knowledge, and sportsmanlike competition.

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 New York State Association of Inter-Athletics For Women (NYSAIAW) locally, and by the Eastern Association of Inter-Athletics for Women (EAIAW) and the Association of Inter-Athletics for Women (AIAW) regionally and nationally.

Male varsity team programs include baseball, basketball, golf, soccer, tennis, 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.

Kingsborough is a member of Region XV, District of the NJCAA. There are 22 regions and 10 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 10 District champions in turn compete for National titles.
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 70,000 carefully selected books, over 400 current periodicals, magazines and journals, more than 5,000 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.

RADIO STATION WKCC
The College's student-operated FM and campus carrier-current radio station WKCC broadcasts educational programming over 90.9 on the FM dial, for a distance of 5-10 miles from the College. Radio Station WKCC is the first FM licensee in Brooklyn in over 40 years. Use of its professional equipment permits students the opportunity to develop skills in radio broadcasting.

WKCC can be heard on campus via speakers in the cafeterias, lounges, and other student areas. Use of its professional equipment permits students the opportunity to develop skills in radio broadcasting.
The Evening Studies Program has served an integral role in the College’s educational offerings since its inception. Individuals who are unable to attend courses during the day are afforded an opportunity to pursue part-time and/or full-time studies in the evening. The Evening Studies Program serves a wide variety of students who wish educational experiences in higher education. They include:

A. Adults who wish to prepare themselves for a second or new career or, for upgrading on the job;
B. Parents planning to return to the work force;
C. Super Citizens (New York State residents 65 years of age and over), who wish to avail themselves of opportunities in higher education and the College’s tuition waiver policy for senior citizens with proof of age (a $25. registration fee is charged each semester);
D. Veterans who wish to pursue their educational objectives by returning to College;
E. Adults interested in educational opportunities and cultural interests for self-improvement or intellectual stimulation.

An extensive variety of course offerings are available in the Evening Studies Program. They include courses in the liberal arts, humanities, business and commerce, and the health sciences. At present, evening students can pursue associate degree programs in Accounting, Business, Retail Business Management, Data Processing, Secretarial Science, and Liberal Arts. Students interested in other degree programs, which are only offered in the day session, can commence their studies in the evening and transfer to the day session to complete their degrees.

The Evening Division also offers credit bearing Independent Study courses presented on television and through newspapers. Evening students may avail themselves of the following services:

A. Counseling services including Career Counseling and Placement;
B. Financial Aid advisement;
C. Tutoring in most subject areas;
D. Language Laboratory;
E. Accounting, English, and Mathematics Workshops.

Students interested in obtaining information regarding matriculated and non-degree status in the Evening Studies Program should contact the Admissions Office or the Evening Studies Office.

The Continuing Education programs offer an infinite variety of non-credit courses for adults encompassing educational, cultural, technical, and physical interests. The courses and programs include many areas of learning: academic, business education, liberal arts, fine arts, music, language arts. Courses in crafts and homemaking, courses for practical and vocational pursuits, and courses in recreational and social activities are also offered. Course fees are in the Bulletin.
ACADEMIC STANDARDS

Matriculation

Students who plan to pursue a degree program in a specific curriculum apply to the College for matriculated status.

All full-time students who are accepted by Kingsborough are required to enroll in a program of study consisting of 12 credits and/or 12 equated credits.

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>Definition</th>
<th>Quality Points (Index)</th>
<th>Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>4</td>
<td>S</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>3</td>
<td>S</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>2</td>
<td>S</td>
</tr>
<tr>
<td>D</td>
<td>60-69% (Lowest Passing Grade)</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
<td>U</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
<td>-</td>
<td>U</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew Failing (Counts as a Failure)</td>
<td>0</td>
<td>U</td>
</tr>
<tr>
<td>WU</td>
<td>Withdrew Unofficially (Counts as a Failure)</td>
<td>0</td>
<td>U</td>
</tr>
<tr>
<td>INC</td>
<td>Term’s Work Incomplete</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 “WU” grade. (Does NOT apply to students in the Nursing Program, see page 207.)

*See Board of Higher Education guidelines (page 42).
MAINTENANCE OF ACADEMIC STANDARDS*

The grade of (INC.) "incomplete," or its equivalent, shall be awarded only when the course requirement has not been completed for good and sufficient reasons and where there is reasonable expectation that the student can in fact successfully complete the requirements of the course.

The grade of (W), "withdrawal without penalty," shall be awarded only when it is clear that the student has good and sufficient reasons for withdrawing from the course, and is doing so at a time when passing work is being done in the course;

No-credit grades, failing grades, withdrawal grades and their equivalents shall be incorporated in a student's cumulative average for the purpose of determining academic standing and satisfactory progress toward a degree.

Satisfactory progress toward a degree shall be defined as the satisfactory completion of:

1. At least one-half of the first four (4) courses or twelve (12) credits attempted;
2. At least two-thirds of the first eight (8) courses or twenty-four (24) credits attempted;
3. At least three-quarters of the first twelve (12) courses or thirty-six (36) credits attempted;
4. At least three-quarters of all courses attempted in any subsequent semester and cumulatively by the end of each subsequent semester.

Each student will be expected to maintain a grade point average of at least 1.50 for the first four (4) courses or twelve (12) credits attempted and at least a 1.75 grade point average for the first eight (8) courses or twenty-four (24) credits attempted. In each subsequent semester students will be expected to maintain at least a 2.00 grade point average;

Students who fail to achieve these standards will be placed on probation for one semester and if unable to correct their deficiencies during that semester will be dropped from the University. The normal academic appeals procedure of the college will continue to consider individual cases, and to make such exceptions to the implementation of these guidelines as unusual circumstances may warrant;

Students who are dropped from the University for academic reasons may apply for readmission after one semester. Acceptance will be subject to faculty decisions.

Students moving to the upper divisions of a four-year college either from the lower divisions of the college or from a community college within the University system or outside of it must provide evidence, in accordance with a standard to be determined by the Chancellor, that they have attained a level of proficiency in basic learning skills necessary to cope successfully with advanced work in the academic disciplines.

Students who do not maintain satisfactory indices as outlined in the sliding probation scale policy will be subject to loss of matriculation.

*By action of the Board of Higher Education April 5, 1976.
GLOSSARY

Credits
Points allowed for courses taken in the College. Usually based on one credit for each weekly class hour. In some cases, the number of required hours may exceed the number of credits granted (i.e. science and physical education courses).

Example:
- History 11 - 3 hrs. 3 crs.
- Math 05 - 4 hrs. 0 crs.
- English 12-13 - 6 hrs. 4 crs.

EQUATED CREDITS

Weekly class hours in remediation and compensatory courses, for which actual credit is not allowed may, for certain purposes, be counted in the same manner as are credits.

Example:
- Math 05 - 4 hrs. 4 Equated credits
- English 12-13 - 6 hrs. 4 credits AND 2 Equated credits

Grade Change
Students may request a review of a final grade NO LATER than the end of the semester following that in which the grade was given. Special requests and petitions, relating to Academic Standing, should be addressed to the Chairman, Committee on Admissions and Academic Standing.

Scholastic Standing
The measure of scholastic standing is based on the number of graded credits and/or equated credits taken and the grade received.

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</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>A</td>
<td>4</td>
<td>3</td>
<td>12</td>
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<tr>
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<td>D</td>
<td>1</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Music</td>
<td>C</td>
<td>2</td>
<td>2</td>
<td>4</td>
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<tr>
<td>Physics</td>
<td>B</td>
<td>3</td>
<td>5</td>
<td>15</td>
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<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.
EXAMINATIONS

Mid-Term

Mid-term status is orally provided by Instructor. They are not entered on the permanent record.

Final

Students are responsible for meeting examination schedules. See pages 5-8 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 semester and/or summer module, and by February 28, for the preceding fall semester and/or winter module.

Students pay $15 for the first examination plus $5 for each additional exam. A maximum of $25 is charged per semester (see page 22).

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.
CHANGE OF CURRICULUM

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 5-8). 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, are available in the Registrar's Office.

Nursing Curriculum

Retention
(Effective September, 1975 see page 208.)
(For Pre-Nursing Sequence Requirements see page 207.)

ACADEMIC CALENDAR

[Table of Academic Calendar dates and events]
WITHDRAWAL (OR LEAVE OF ABSENCE)

From the College

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. A student who withdraws, or takes a leave of absence from the College during the semester, will be required to pay a fee (see page 00). Students who contemplate such action should first discuss the matter with a counselor to see if alternatives are possible and advisable. The date that the withdrawal (or leave) form is filed with the Registrar's Office—NOT the last date of class attendance—is considered the official date of withdrawal from the College. For last days to withdraw without academic penalty, see Academic Calendar (pages 5-8). For tuition refund, see page 23.

A student who expects to return to Kingsborough in the future, should fill out a Readmission Form at the same time. A readmission fee is charged at the time the form is submitted (see page 42). The readmission deadline dates are:

- Fall readmission — June 15
- Spring readmission — December 15

See Grades Assigned under Student Attendance Policy (page 47).

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.

See Grades Assigned under Student Attendance Policy (page 47).

ACADEMIC CALENDAR

Kingsborough conducts classes on an innovative, special academic calendar. Classes are held during a 12 week Fall semester, which starts in September, and ends before Christmas. This is followed by a 6 week Winter module, which ends during February. Toward the end of February, a 12 week Spring semester starts and ends in the middle of June. This is followed by a 6 week Summer module which runs until the first week in August.

All matriculated students in the degree programs are required to attend both 12 week semesters. Attendance during the 6 week modules are optional. Among the advantages the 6 week modules offer is the opportunity to take added courses that, in some programs, may make it possible to earn the Associate Degree in less than two full years. Students who choose to attend only the two 12-week semesters, have an opportunity to seek employment to earn additional funds, obtain field experience, fill co-op requirements, etc., or, to use the periods for rest and relaxation before starting the next regular 12-week semester.
STUDENT ATTENDANCE POLICY

A student is deemed excessively absent in any course when he or she has been absent 15% of the number of contact hours a class meets during a semester.

12 Week Semester

<table>
<thead>
<tr>
<th>Contact Hrs per week</th>
<th>Excessive absences per semester</th>
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</thead>
<tbody>
<tr>
<td>2 hours</td>
<td>4 hours of absences</td>
</tr>
<tr>
<td>3 hours</td>
<td>6 hours of absences</td>
</tr>
<tr>
<td>4 hours</td>
<td>8 hours of absences</td>
</tr>
<tr>
<td>5 hours</td>
<td>10 hours of absences</td>
</tr>
<tr>
<td>6 hours</td>
<td>12 hours of absences</td>
</tr>
</tbody>
</table>

6 Week Module*

<table>
<thead>
<tr>
<th>Contact Hrs per week</th>
<th>Maximum allowable absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 hours</td>
<td>2 absences</td>
</tr>
<tr>
<td>3 hours</td>
<td>3 absences</td>
</tr>
<tr>
<td>4 hours</td>
<td>4 absences</td>
</tr>
</tbody>
</table>

Where the course includes classroom lectures plus another component such as laboratory/field placement, etc., the 15% excessive absences policy applies to either component.

Students who do not officially withdraw from courses for which they semester will have "no grade" recorded on their student transcripts.

Students who do not officially withdraw from courses from which they registered, but do not attend classes during the first three weeks of the semester, will receive a "WU" grade even if they never attend that class.

After the first three weeks of a semester, but before the end of the 8th week, students who officially withdraw (with good and sufficient reason) while doing passing work, will receive a "W" grade. During this period, students who are doing failing work, will be given a "WF" grade: Students who do not officially withdraw from class but are doing passing work, will receive a "WU" grade.

If excessive absences were due to special circumstances, timely appeal may be made to the Dean of Students for permission to continue in class. Approval of the Instructor is necessary for reinstatement in class.

The grade of "W" does not count in computing the scholastic index, but counts as "attempted credits" in computing required satisfactory rate of completion.

The grades of "WU" and "WF" count as a failure in computing both the scholastic index and the satisfactory rate of progress.

See page 41 for grade definitions.

*During Winter and Summer Modules the last day for withdrawal without academic penalty is at the end of the fourth week of classes.
HONORS

Day Session

Matriculated students in the Day Session who complete at least 15 credits in a semester with a 3.2 grade index or better, and who have not received a “WF,” “WU,” “F” or an “Inc.” for that semester at the time the Dean’s List is produced, are eligible for the Day Session 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.

Evening Session

Matriculated students in the Evening Session who complete at least 7 credits in a semester with a 3.2 grade index or better, and who have not received a “WF,” “WU,” “F” or an “Inc.” for that semester at the time the Dean’s List is produced, are eligible for the Evening Session 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.

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 Kingsborough catalog at registration. Catalogs are required for reference, for program and course planning, 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.

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 Kingsborough Community College, the Board of Higher Education, the City University of New York or the State of New York.
TRANSFER TO SENIOR COLLEGES AND UNIVERSITIES

CUNY Transfer Policies

For Graduates

Kingsborough graduates who meet all CUNY requirements are guaranteed:

1. admission to a CUNY senior college (usually, but not always, the first choice);
2. that a minimum of 64 credits will be transferable to the admitting senior college;
3. 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.

An A.A.S. degree graduate who makes a change in the senior college into a program indirectly related to the former major, or into a Liberal Arts program, cannot be assured of a specific number of transfer credits. Additional credits may be needed for a new curriculum’s requirements.

If the transfer is into a high demand program, graduates cannot be guaranteed their curriculum choice. In such cases, criteria for admission are set by the senior college according to seat availability.

For Non-Graduates

Students who wish to transfer to another CUNY college before earning their associate degree must:

- meet that units entrance requirements;
- have completed a certain number of credits and earned a minimum index at Kingsborough before filing a transfer application.

Details are available from Kingsborough’s Counseling faculty or the Admissions Office of the CUNY unit desired.

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.
PROGRAMS

It is assumed that every Kingsborough student will make consistent and determined progress toward a degree, will seriously strive to perform well in all courses and 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 and credits start on page 57. 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 and credits start on page 61. The Associate in Applied Science (A.A.S.) degree is awarded upon satisfactory completion of the required credits in the career programs. Requirements and credits start on page 76.

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 courses 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, Pre-Physical Therapy, 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, Business Administration transfer programs, Community Mental Health Assistant, Data Processing, Early Childhood Education/Child Care, Nursing, Recreation Leadership, Retail Business Management, (with a concentration in Supermarket Management) and Secretarial Science, with four options, Executive, Legal, Medical, and School Secretary.
DEGREES

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 credits are in English, Health Education and Physical Education. Eight credits of English are required. Corrective speech and/or remedial mathematics may be required.

2. Group requirements of 47 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, to make up the total number of credits required for the degree. They may be chosen from groups already mentioned or from any other courses offered by 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: are courses which all students must take.

2. Group requirements: are courses which offer limited choices within five general areas. 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.

4. Free electives: are courses which make up the total number of credits the specific curriculum requires. They may be chosen from groups already mentioned or from any other courses offered by the College.

Detailed statement of all degree requirements, for students matriculated as of the Fall 1975 semester and thereafter, are in the Degree Programs section of the catalog.
DEGREE PROGRAMS

Associate in Arts (A.A.)
   Liberal Arts
   (program requirements page 59)

Associate in Science (A.S.)
   Science and Mathematics Programs
   Biology
   Chemistry
   Computer Science
   Mathematics
   Pre-Physical Therapy
   (program requirements page 64)
   (program requirements page 65)
   (program requirements page 66)
   (program requirements page 67)
   (program requirements page 68)
   Art Programs
   Fine Arts
   Music
   Theatre Arts
   (program requirements page 70)
   (program requirements page 71)
   (program requirements page 72)
   (program requirements page 73)

Associate in Applied Science (A.A.S.)
   Career Programs
   Business Programs
   Accounting
   Business Administration
   Data Processing
   Retail Business Management
      (with a concentration in Supermarket Management and Food Marketing)
   Secretarial Science
      (Executive, Legal, Medical, and School Secretaries)
   (program requirements page 79)
   (program requirements page 81)
   (program requirements page 82)
   (program requirements page 83)
   (program requirements page 85)
   Health Programs
   Community Mental Health Assistant
   Early Childhood Education/Child Care
   Nursing
   Social Service Programs
   Educational Associate
   Recreation Leadership
   (program requirements page 90)
   (program requirements page 91)
   (program requirements page 92)
   (program requirements page 93)
   (program requirements page 94)
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 fundamental and basic concepts of a discipline. All Basic Courses will be designated by the +.

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 explore, either in breadth or depth, the areas of knowledge to which the students have been introduced while taking the basic courses.
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 • Biological Sciences • English • Foreign Languages • Health, Physical Education and Recreation • History and Philosophy • Mathematics • Music • Physical Sciences • Political Science and Urban Affairs • Speech and Theatre
COURSE DESCRIPTIONS

Art Department
Courses—pages 99-102

Behavioral Sciences & Human Services Department
Courses—pages 103-115

Biological Sciences Department
Courses—pages 119-122

English Department
Courses—pages 141-148

Foreign Languages Department
Courses—pages 151-164

Health, Physical Education & Recreation Department
Courses—pages 167-173

History & Philosophy Department
Courses—pages 177-185

Mathematics Department
Courses—pages 189-198

Music Department
Courses—pages 201-204

Physical Sciences Department
Courses—pages 213-220

Political Science & Urban Affairs Department
Courses—pages 223-225

Speech & Theatre Department
Courses—pages 239-245
### A.A. LIBERAL ARTS

**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 12 or 13 and 22 or 23</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 05 proficiency</td>
<td>0</td>
</tr>
</tbody>
</table>

**Group Requirements**

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

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

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

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

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

*6 of the 9 credits required from groups I, II, III and IV must be in Basic Courses.
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
COURSE DESCRIPTIONS — DEGREE PROGRAMS

Mathematics Programs

Computer Science
   Requirements, page 66
   Course Descriptions, page 191

Mathematics
   Requirements, page 67
   Course Descriptions, page 194

Science Programs

Biology
   Requirements, page 64
   Course Descriptions, page 119

Chemistry
   Requirements, page 65
   Course Descriptions, page 213

Physics
   Requirements, page 68
   Course Descriptions, page 216

Pre-Physical Therapy
   Requirements, page 69

The Arts

Fine Arts
   Requirements, page 70
   Course Descriptions, page 99

Music
   Requirements, page 72
   Course Descriptions, page 201

Theatre Arts
   Requirements, page 73
   Course Descriptions, page 239
A.S. BIOLOGY**  
Requirements for matriculants as of September 1975  
Total credits: 64

Required Courses
- English 12 or 13 and 22 or 23  
- Health Education 11  
- Physical Education  
- Corrective Speech where appropriate  

Department Requirements
- BIO 13-14 (course descriptions pg. 119)  
- Advanced Elective***  
- CHE 11-12 (course descriptions pg. 213)  
- MAT 14 (course descriptions pg. 194)

Department Requirements for Concentration in Environmental Science
- BIO 13-14  
- 52  
- 55  
- Elective***  
- CHE 11-12  
- MAT 14

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. Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

***Consultation with Biology Dept. Advisor is required.

**This program is within the Biological Sciences Department.
A.S. CHEMISTRY**  Total credits: 64

Requirements for matriculants as of September 1975

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
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<tr>
<td>English 12 or 13 and 22 or 23</td>
<td>8</td>
</tr>
<tr>
<td>Health Education 11</td>
<td>2</td>
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<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Corrective Speech where appropriate</td>
<td>0</td>
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</table>

Department Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 11-12 (course descriptions pg. 213)</td>
<td>8 credits</td>
</tr>
<tr>
<td>31-32</td>
<td>10</td>
</tr>
<tr>
<td>PHY 13-14 (course descriptions pg. 216)</td>
<td>10</td>
</tr>
<tr>
<td>MAT 15-16 (course descriptions pg.196)</td>
<td>8</td>
</tr>
</tbody>
</table>

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. Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

**This program is within the Physical Sciences Department.
A.S. COMPUTER SCIENCE**  Total credits: 68

Requirements for matriculants as of September 1975

Required courses

- English 12 or 13 and 22 or 23: 8 credits
- Health Education 11: 2 credits
- Physical Education: 2 credits
- Corrective Speech where appropriate: 0 credits

Department Requirements

- C S 13-14 (course descriptions pg. 191): 9 credits
- MAT 15-16 (course descriptions pg. 194): 8 credits
- BIO 13, 14 (course descriptions pg. 119) or Phy 11, 12 or Phy 13, 14: 8-10 credits

Group Requirements*

I. Performing and Visual Arts: 3 credits
   - 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. Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

**This program is within the Mathematics & Computer Science Department.
A.S. MATHEMATICS**

Total credits: 68

Requirements for matriculants as of September 1975

Required Courses

- English 12 or 13 and 22 or 23
- Health Education
- Physical Education
- Corrective Speech where appropriate

Department Requirements

- MAT 15-16 (course description pg. 194) 8 credits
- 21, 55
- 56
- CP 51 (course descriptions pg. 189) 4 credits
- MAT or CP (any) 8 credits
- LAB SCI (course descriptions pg. 213) 8-10 credits

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.
Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

**This program is within the Mathematics & Computer Science Department.
A.S. PHYSICS**

Requirements for matriculants as of September 1975

Required Courses

- English 12 or 13 and 22 or 23: 8 credits
- Health Education 11: 2 credits
- Physical Education: 2 credits
- Corrective Speech where appropriate: 0 credits

Department Requirements

- PHY 13-14 (course descriptions pg. 216): 10 credits
- Elective (advanced courses): 8 credits
- CHE 11, 12 (course descriptions pg. 213): 8 credits
- MAT 15-16 (course descriptions pg. 194): 8 credits

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 & IV must be in Basic Courses. Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

**This program is within the Physical Sciences Department.
A.S. PRE-PHYSICAL THERAPY**

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 12 or 13 and 22 or 23</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>
</tbody>
</table>

Department Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 11, 12, or 13-14*** (course descriptions pg. 119)</td>
<td>8</td>
</tr>
<tr>
<td>CHE 11, 12 (course descriptions pg. 213)</td>
<td>8</td>
</tr>
<tr>
<td>+ MAT (course descriptions pg. 194)</td>
<td>4-8</td>
</tr>
<tr>
<td>PHY 11-12 (course descriptions pg. 216)</td>
<td>10</td>
</tr>
</tbody>
</table>

Group Requirements*

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

*All credits required from groups I, II, III & IV must be in Basic Courses. Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

**Consultation with Biology Department Advisor is required.
A.S. FINE ARTS**
Total credits: 64
Requirements for matriculants as of September 1975

Required Courses
English 12 or 13 and 22 or 23  8 credits
Health Education 11  2
Physical Education  2
Corrective Speech where appropriate  0
MAT 05 proficiency  0

Department Requirements* (Course descriptions pg. 99)

Sequences in Fine Art Concentrations

Art History
ART 33, 34, 35+, 36+, 37+, 38+, 55, 57, plus
electives in Music, History, and Comparative
Literature to total 33 credits

Drawing and Painting
ART 33, 34, 55, 57, 58, 59, 60 plus recommended Art
electives to total 29-31 credits

Graphics and Design
ART 33, 34, 51, 55, 56, 57, 66 plus recommended Art
electives to total 29-31 credits

Sculpture
ART 33, 34, 55, 57, 61, 62, 63 plus recommended Art
electives to total 29-31 credits

+ Recommended Courses

*All Art Majors MUST take ART 33 and 57 in the FIRST SEMESTER.

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

70
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. Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

**This program is within the Art Department.
A.S. MUSIC**

Requirements for matriculants as of September 1975

Required Courses

- English 12 or 13 and 22 or 23 8 credits
- Health Education 11 2
- Physical Education 2
- Corrective Speech where appropriate 0
- MAT 05 proficiency 0

Department Requirements (course descriptions pg. 201)

- MUS 32 3
- 33 3
- 34 3
- 35 3
- 36, 37 4
- 38, 39 4
- 51, 52 6
- 91 or 92 and/or 93 (limit 1 credit per semester) 4
- 02, 03 (or examination by Department) 0

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 6 credits
   - Biological Science
   - Mathematics and Computer Science
   - Physical Science

VI. From Groups II, III and IV 6 credits

*All credits required from groups I, II, III & IV must be in Basic Courses
Departmental requirements may be used to satisfy requirements in
groups I-V where appropriate.

**This program is within the Music Department.
A.S. THEATRE ARTS**

Total credits: 64-68

Requirements for matriculants as of September 1975

Required Courses

- English 12 or 13 and 22 or 23 8 credits
- Health Education 11 2
- Physical Education 2
- Corrective Speech where appropriate 0
- MAT 05 proficiency 0

Department Requirements (course descriptions pg. 243)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Th.A. 50</td>
<td>3</td>
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<tr>
<td>51</td>
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<tr>
<td>52</td>
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<td>55</td>
<td>3</td>
</tr>
<tr>
<td>56</td>
<td>3</td>
</tr>
<tr>
<td>59 (3 semesters, 1 credit each)</td>
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</table>

Department Electives*** 7-9 credits

Department Requirements for Concentration in Radio Broadcasting

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MCB 35</td>
<td>3</td>
</tr>
<tr>
<td>MCB 36</td>
<td>3</td>
</tr>
<tr>
<td>MCB 37</td>
<td>3</td>
</tr>
<tr>
<td>MCB 39</td>
<td>3</td>
</tr>
</tbody>
</table>

Department Electives*** 13

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

73
IV. Behavioral Science
   Anthropology
   Psychology
   Sociology

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

VI. From Groups II, III and IV*** 6 credits

*All credits required from groups I, II, III & IV must be in Basic Courses. Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

***Consultation with Department Advisor is required.

**This program is within the Speech & Theatre Department.
COURSE DESCRIPTIONS — DEGREE PROGRAMS

Business Career Programs

Accounting
  Requirements, page 79
  Course Descriptions, page 125

Business Administration
  Requirements, page 81
  Course Descriptions, page 129

Data Processing (Computer Programming)
  Requirements, page 82
  Course Descriptions, page 192

Retail Business Management
  Requirements, page 83
  Course Descriptions, page 134

Secretarial Science (Executive, Legal, Medical, School)
  Requirements, page 85
  Course Descriptions, page 229

Health and Social Service Career Programs

Community Mental Health Assistant
  Requirements, page 90
  Course Descriptions, page 105

Early Childhood Education/Child Care
  Requirements, page 91
  Course Descriptions, page 107

Educational Associate
  Requirements, page 92
  Course Descriptions, page 109

Nursing
  Requirements, page 93
  Course Descriptions, page 209

Recreation Leadership
  Requirements, page 94
  Course Descriptions, page 171
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 • Data Processing (Computer Programming) • Retail Business Management (with a concentration in Supermarket Management and Food Marketing) • Secretarial Science with options for Executive, Legal, Medical, and School Secretaries.

Health and Social Service Careers: Community Mental Health Assistant • Early Childhood Education/Child Care • Educational Associate • Nursing • Recreation Leadership.
A.A.S. ACCOUNTING**

Total credits: 68

Requirements for matriculants as of September 1975

Required Courses

- English 12 or 13 and 22 or 23: 8 credits
- Health Education 11: 2
- Physical Education: 2
- Corrective Speech where appropriate: 0
- MAT 05 proficiency: 0

Department Requirements

<table>
<thead>
<tr>
<th>Department Requirements for Concentration in Tax Accounting +</th>
<th>8 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 11-12 (course descriptions pg.125)</td>
<td>8 credits</td>
</tr>
<tr>
<td>21-22</td>
<td>6</td>
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<tr>
<td>31-32</td>
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<tr>
<td>41</td>
<td>4</td>
</tr>
<tr>
<td>(42 highly recommended)</td>
<td>3</td>
</tr>
<tr>
<td>(43 highly recommended)</td>
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</tr>
<tr>
<td>BA 11, 12 (course descriptions, pg. 129)</td>
<td>6</td>
</tr>
<tr>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>ECO 12, 14 (course description, pg. 131)</td>
<td>6</td>
</tr>
</tbody>
</table>

Group Requirements

(Course selections from groups I through IV. must be from three different groups.*) 12 credits

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

All credits required from groups I, II, III & IV must be in Basic Courses. Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

This program is within the Business Department.
### A.A.S. BUSINESS ADMINISTRATION** 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 12 or 13 and 22 or 23</td>
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</tr>
<tr>
<td>Health Education 11</td>
<td>2</td>
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<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Corrective Speech where appropriate</td>
<td>0</td>
</tr>
<tr>
<td>MAT 05 proficiency</td>
<td>0</td>
</tr>
</tbody>
</table>

**Department Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 11-12 (course descriptions, pg. 125)</td>
<td>8</td>
</tr>
<tr>
<td>BA 11, 12 (course descriptions, pg. 129)</td>
<td>6</td>
</tr>
<tr>
<td>14</td>
<td>3</td>
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<td>31</td>
<td>3</td>
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<td>33</td>
<td>3</td>
</tr>
<tr>
<td>52</td>
<td>3</td>
</tr>
<tr>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>ECO 12, 14 (course descriptions, pg. 131)</td>
<td>6</td>
</tr>
</tbody>
</table>

**Group Requirements**

(Course selections, from groups I through IV, must be from three different groups.*)

<table>
<thead>
<tr>
<th>Group</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Performing and Visual Arts</td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td></td>
</tr>
<tr>
<td>Speech</td>
<td></td>
</tr>
<tr>
<td>Theatre Arts</td>
<td></td>
</tr>
<tr>
<td>II. Language and Literature</td>
<td></td>
</tr>
<tr>
<td>Foreign Language</td>
<td></td>
</tr>
<tr>
<td>Literature</td>
<td></td>
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<tr>
<td>Philosophy</td>
<td></td>
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<tr>
<td>III. Social Science</td>
<td></td>
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<tr>
<td>Economics</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td></td>
</tr>
<tr>
<td>Political Science</td>
<td></td>
</tr>
<tr>
<td>IV. Behavioral Science</td>
<td></td>
</tr>
<tr>
<td>Anthropology</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td>Sociology</td>
<td></td>
</tr>
<tr>
<td>V. Mathematics and Science</td>
<td></td>
</tr>
<tr>
<td>Biological Science</td>
<td></td>
</tr>
<tr>
<td>Mathematics and Computer Science</td>
<td>4</td>
</tr>
<tr>
<td>Physical Science</td>
<td></td>
</tr>
</tbody>
</table>

*All credits required from groups I, II, III & IV must be in Basic Courses. Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

**This program is within the Business Department.**
A.A.S. DATA PROCESSING**
(Computer Programming)

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 12 or 13 and 22 or 23</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>MAT 05 proficiency</td>
<td>0</td>
</tr>
</tbody>
</table>

Department Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DP 11 (course descriptions, pg.192)</td>
<td>4</td>
</tr>
<tr>
<td>12</td>
<td>5</td>
</tr>
<tr>
<td>31</td>
<td>5</td>
</tr>
<tr>
<td>32</td>
<td>4</td>
</tr>
<tr>
<td>41</td>
<td>3</td>
</tr>
<tr>
<td>MAT 12, 13 or 14 (course descriptions, pg.194)</td>
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</tr>
<tr>
<td>ACC 11-12 (course descriptions, pg.125)</td>
<td>8</td>
</tr>
</tbody>
</table>

Group Requirements

(Course selections, from groups I through IV. must be from three different 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

*All credits required for groups I, II, III & IV must be in Basic Courses.
Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

**This program is within the Mathematics & Computer Science Department.
A.A.S. RETAIL BUSINESS
MANAGEMENT**

Requirements for matriculants as of September 1975

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12 or 13 and 22 or 23</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>MAT 05 proficiency</td>
<td>0</td>
</tr>
</tbody>
</table>

Department Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 11, 12 (course descriptions, pg.125)</td>
<td>8</td>
</tr>
<tr>
<td>BA 11, 12, 14 (course descriptions, pg.129)</td>
<td>9</td>
</tr>
<tr>
<td>RBM 31, 33 (course descriptions, pg.134)</td>
<td>6</td>
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<tr>
<td>34, 35</td>
<td>6</td>
</tr>
<tr>
<td>51 or, BA 60</td>
<td>3</td>
</tr>
<tr>
<td>92</td>
<td>3</td>
</tr>
<tr>
<td>ECO 12 (course descriptions, pg.131)</td>
<td>3</td>
</tr>
</tbody>
</table>

Department Requirements for Concentration in Supermarket Management +

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 11-12</td>
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</tr>
<tr>
<td>RBM 15, 16</td>
<td>6</td>
</tr>
<tr>
<td>33, 92</td>
<td>6</td>
</tr>
<tr>
<td>51 or, BA 60</td>
<td>3</td>
</tr>
<tr>
<td>FM 11, 12</td>
<td>6</td>
</tr>
<tr>
<td>13, 14</td>
<td>6</td>
</tr>
<tr>
<td>ECO 12</td>
<td>3</td>
</tr>
</tbody>
</table>

+ Consultation with the Department Advisor is recommended.

Group Requirements:

(Course selections, from groups I through IV. must be from three different groups. *)

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

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

Total credits: 68
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 & IV must be in Basic Courses. Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

**This program is within the Business Department.
## 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>
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</thead>
<tbody>
<tr>
<td>English 12 or 13 and 22 or 23</td>
<td>8</td>
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<tr>
<td>Health Education 11</td>
<td>2</td>
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<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Corrective Speech where appropriate</td>
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</tr>
<tr>
<td>MAT 05 proficiency</td>
<td>0</td>
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#### Department Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SEC SCI 37 (course descriptions, pg. 229)</td>
<td>3</td>
</tr>
<tr>
<td>12</td>
<td>2</td>
</tr>
<tr>
<td>16 or 18</td>
<td>2</td>
</tr>
<tr>
<td>31, 32</td>
<td>5</td>
</tr>
<tr>
<td>33, 34</td>
<td>4</td>
</tr>
<tr>
<td>92a</td>
<td>3</td>
</tr>
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</table>

#### Group Requirements

(Course selections, from groups I through IV, must be from three different 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></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>
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<td></td>
<td>Economics</td>
<td></td>
</tr>
<tr>
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<td>History</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Political Science</td>
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<tr>
<td>IV.</td>
<td>Behavioral Science</td>
<td></td>
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<tr>
<td></td>
<td>Anthropology</td>
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<tr>
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<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>
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</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>

SEC SCI 11 and 13 or 15 are required for students entering without one year of typing and shorthand. SEC SCI 12, 13, 16 or 15 and 18 may be waived for students with equivalent background.

*All credits required from groups I, II, III & IV must be in Basic Courses. Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

**This program is within the Secretarial Science Department.
### A.A.S. SECRETARIAL SCIENCE-LEGAL** Total credits: 64

#### Requirements for matriculants as of September 1975

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12 or 13 and 22 or 23</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>
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<tr>
<td>MAT 05 proficiency</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Department Requirements

- **SEC SCI 37 (course descriptions, pg. 229)**: 3 credits
  - 12
  - 16 or 18
  - 31
  - 33, 34
  - 51, 52
  - 92b

<table>
<thead>
<tr>
<th>Group Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Course selections, from groups I through IV, must be from three different groups.)*</td>
<td>12</td>
</tr>
</tbody>
</table>

#### 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

SEC SCI 11 and 13 or 15 are required for students entering without one year of typing and shorthand. SEC SCI 12, 13, 16 or 15 and 18 may be waived for students with equivalent background.

*All credits required from groups I, II, III & IV must be in Basic Courses. Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

**This program is within the Secretarial Science Department.
A.A.S. SECRETARIAL SCIENCE-MEDICAL**
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 12 or 13 and 22 or 23</td>
<td>8</td>
</tr>
<tr>
<td>Health Education 11</td>
<td>2</td>
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<td>Physical Education</td>
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<tr>
<td>Corrective Speech where appropriate</td>
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<tr>
<td>MAT 05 proficiency</td>
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</tbody>
</table>

Department Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO (any 4 credit lab course, descriptions, pg. 119)</td>
<td>4</td>
</tr>
<tr>
<td>SEC SCI 37 (course descriptions, pg. 229)</td>
<td>3</td>
</tr>
</tbody>
</table>

Group Requirements

Course selections, from groups I through IV, must be from three different 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

SEC SCI 11 and 13 or 15 are required for students entering without one year of typing and shorthand. SEC SCI 12, 13, 16 or 15 and 18 may be waived for students with equivalent background.

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

Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

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

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 12 or 13 and 22 or 23</td>
<td>8</td>
</tr>
<tr>
<td>Health Education 11</td>
<td>2</td>
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<tr>
<td>Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>Corrective Speech where appropriate</td>
<td>0</td>
</tr>
<tr>
<td>MAT 05 proficiency</td>
<td>0</td>
</tr>
</tbody>
</table>

Department Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC SCI 37 (course descriptions, pg. 229)</td>
<td>3</td>
</tr>
<tr>
<td>12</td>
<td>2</td>
</tr>
<tr>
<td>16 or 18</td>
<td>2</td>
</tr>
<tr>
<td>31, 32</td>
<td>5</td>
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<tr>
<td>33, 34</td>
<td>4</td>
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<td>53, 54</td>
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<tr>
<td>55</td>
<td>2</td>
</tr>
<tr>
<td>92c</td>
<td>3</td>
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</table>

Group Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Course selections, from groups I through IV, must be from three different groups.*)</td>
<td>12</td>
</tr>
</tbody>
</table>

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

SEC SCI 11 and 13 or 15 are required for students entering without one year of typing and shorthand. SEC SCI 12, 13, 16 or 15 and 18 may be waived for students with equivalent background.

*All credits required from groups I, II, III & IV must be in Basic Courses. Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

**This program is within the Secretarial Science Department.
### A.A.S. COMMUNITY MENTAL HEALTH ASSISTANT**

**Requirements for matriculants as of September 1975 Total credits: 68**

#### Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 12 or 13 and 22 or 23</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>MAT 05 proficiency</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Department Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 11 (course descriptions pg. 111)</td>
<td>3</td>
</tr>
<tr>
<td>SOC 31 (course descriptions pg. 114)</td>
<td>3</td>
</tr>
<tr>
<td>MH 11 (course descriptions pg. 105)</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Group Requirements

Course selections, from groups I through IV, must be from three different 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

*All credits required for groups I, II, III & IV must be in Basic Courses. Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

**This program is within the Behavioral Sciences & Human Services Department.
A.A.S. EARLY CHILDHOOD EDUCATION/CHILD CARE**

Total credits: 68

Requirements for matriculants as of September 1975

Required Courses

- English 12 or 13 and 22 or 23
- Health Education 11
- Physical Education
- Corrective Speech where appropriate
- MAT 05 proficiency

Department Requirements

- PSY 11, 32 (course descriptions pg. 111) - 6 credits
- SOC 31 (course descriptions pg. 114)
- PSY 24 (ECE 24) - (Recommended)

Group Requirements

(Course selections, from groups I through IV, must be from three different 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

*All credits required from groups I, II, III & IV must be in Basic Courses.
Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

**This program is within the Behavioral Sciences & Human Services Department.
A.A.S. EDUCATIONAL ASSOCIATE** Total credits: 64
Requirements for matriculants as of September 1975
Required Courses
- English 12 and 13 or 22 or 23
- Health Education 11
- Corrective Speech where appropriate
- MAT 05 proficiency

Department Requirements:
- SPE 21 (course descriptions pg. 239) 3 credits
- EDU 33 (course descriptions pg. 109) 3
- 34
- 35
- 36
- SOC 31 (course descriptions pg. 114) 3
- PSY 11 (course descriptions pg. 111) 3
- 32
- MAT 9 (course descriptions pg. 194) 4
- SPA 40 (course description pg. 161) 2
  22, 33 (Recommended) 2

Group Requirements:
(Course selections, from groups I through IV, must be from three different groups.)
I. Performing 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 Sciences
   - 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. Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

**This program is within the Behavioral Sciences & Human Services Department.
A.A.S. NURSING**  Total Credits: 69 (without electives)  
70-73 (with electives)

Requirements for matriculants as of September 1975

Students in the Pre-Nursing Sequence must complete the five semester sequence outlined below.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
<th>Fifth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 11 4 Credits</td>
<td>BIO 51 4 Credits</td>
<td>SOC 31 3 Credits</td>
<td>PE (any) 1 Credit</td>
</tr>
<tr>
<td>PSY 11 3</td>
<td>PSY 32 3</td>
<td>PE (any) 1</td>
<td>NUR 22-23 10</td>
</tr>
</tbody>
</table>
| SCI 25 3 | NUR 19-20 8 | NUR 21 9 | or, any
| ENG 12 or 13 4 | NUR 21 9 | Elective 2-3 |
| NUR 18 | NUR 21 9 | |
| NUR 17 1 | NUR 22-23 10 | |

Students requiring remediation based upon College placement test scores may be required to take any or all of the following prior to taking the Pre-Nursing Sequence.

BIO 10  
MAT 05  
ENG 13

Those students (5% of each class) that complete the degree in two years will take the following course sequence:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 11 4 Credits</td>
<td>BIO 51 4 Credits</td>
<td>SOC 31 3 Credits</td>
</tr>
<tr>
<td>PSY 11 3</td>
<td>ENG 22 4</td>
<td>NUR 22-23 10</td>
</tr>
<tr>
<td>SCI 25 3</td>
<td>PE (any) 1</td>
<td>NUR 24-Elec. 1</td>
</tr>
</tbody>
</table>
| NUR 17 1 | NUR 21 9 | or, any
| NUR 18 7 | NUR 24-Elec. 1 |

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 12 4 Credits</td>
<td>SOC 31 3 Credits</td>
</tr>
<tr>
<td>PSY 32 3</td>
<td>SOC 31 3 Credits</td>
</tr>
<tr>
<td>ENG 12 4</td>
<td>NUR 22-23 10</td>
</tr>
<tr>
<td>NUR 19-20 8</td>
<td>NUR 24-Elec. 1</td>
</tr>
<tr>
<td>NUR 19-20 8</td>
<td>PE (any) 1</td>
</tr>
<tr>
<td>Elective 2-3</td>
<td></td>
</tr>
</tbody>
</table>

**This program is within the Nursing Department (page 207).
A.A.S. RECREATION LEADERSHIP**  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 12 or 13 and 22 or 23</td>
<td>8</td>
</tr>
<tr>
<td>Health Education 11</td>
<td>2</td>
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<td>2</td>
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<tr>
<td>Corrective Speech where appropriate</td>
<td>0</td>
</tr>
<tr>
<td>MAT 05 proficiency</td>
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Department Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>REC 11, 12 (course descriptions pg.171)</td>
<td>6</td>
</tr>
<tr>
<td>13, 14</td>
<td>5</td>
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<tr>
<td>16, 31</td>
<td>5</td>
</tr>
<tr>
<td>32, 34</td>
<td>5</td>
</tr>
<tr>
<td>91, 92</td>
<td>6</td>
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<tr>
<td>HE 35 (course descriptions pg.167)</td>
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</tr>
<tr>
<td>PSY 11 (course descriptions pg.111)</td>
<td>3</td>
</tr>
<tr>
<td>SOC 31 (course descriptions pg.114)</td>
<td>3</td>
</tr>
<tr>
<td>SCI 33 (non-transfer students may complete SCI 31-32 sequence) (course descriptions pg.122)</td>
<td>4</td>
</tr>
<tr>
<td>SPA 40 (course descriptions pg.161)</td>
<td>2</td>
</tr>
</tbody>
</table>

Group Requirements:

(Course selections, from groups I through IV. must be from three different 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

*All credits required from groups I, II, III, & IV must be in Basic Courses. Departmental requirements may be used to satisfy requirements in groups I-V where appropriate.

**This program is within the Health, Physical Education & Recreation Department.
ART

+ ART 31 THE VISUAL EXPERIENCE
3 crs. 3 hrs.
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 FROM ANCIENT TO RENAISSANCE ART
Fall
3 crs. 3 hrs.
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, in first semester.

ART 34 SURVEY OF ART HISTORY FROM RENAISSANCE ART TO 19th CENTURY ART
Spring
3 crs. 3 hrs.
This course continues the study of Western Art from the Renaissance to the mid-nineteenth century, noting changes and growth in style and form.

+ ART 35 MODERN ART I
Fall
3 crs. 3 hrs.
This study introduces the student to the early development of Modern Art. It provides an insight into the aesthetic climate in late nineteenth century France and traces the emergence of various styles and artists through the first decades of the twentieth century. Personal research and museum visits in New York City are integral parts of the course.

ART 36 MODERN ART II
Spring
3 crs. 3 hrs.
International and American trends in painting, sculpture and architecture are explored in the second part of the twentieth century leading up to current directions in the visual arts. The interrelationship of art and contemporary culture is discussed in slide lectures supplemented by personal research and visits in New York City art museums and galleries.

+ ART 37 AFRICAN AND PRIMITIVE ART
3 crs. 3 hrs.
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 I

3 crs. 3 hrs.
The history of the development of art from the Gothic to the Humanism movement is studied. The Renaissance is integrated into the course content with an analysis of the new conceptions of nature, history and man in Italy.

ART 51 PHOTOGRAPHY I

3 crs. 4 hrs.
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 II

3 crs. 4 hrs.
In this introduction to Professionalism in Photography course, students are taught to understand the place photography has in our society and how to realize one's potential through photography in that society. Problems deal with an analysis of professional standards and how to mold personal work to attain those standards.
Prerequisite: ART 51

ART 55 DESIGN I

3 crs. 4 hrs.
Introduction to the principles of design. Study of line, value, color, shape, and texture in two dimensional composition, using basic materials and techniques. Supplies ground-work necessary to all Studio courses.

ART 56 DESIGN II

3 crs. 4 hrs.
Color theory and applications in two and three dimensional composition. Study of concepts in three dimensional design. Problems of volume and space.
Prerequisite: ART 55

ART 57 DRAWING I

3 crs. 4 hrs.
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 in first semester.

Basic Course
ART 58 DRAWING II
3 crs. 4 hrs.
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 or permission of the Department

+ ART 59 PAINTING I
3 crs. 4 hrs.
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 II
4 crs. 6 hrs.
This continuation of ART 59 gives students an opportunity for advanced work in painting, self-expression and creativity.
Prerequisite: ART 59 or permission of the Department

+ ART 61 SCULPTURE I
3 crs. 4 hrs.
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 II
4 crs. 6 hrs.
More advanced students in the field of creative sculpture are able to explore new techniques including welding and casting.
Prerequisite: ART 61 or permission of the Department

+ ART 63 CERAMICS I (BEGINNING CERAMICS)
3 crs. 4 hrs.
This course was designed to introduce students to problems in ceramic design, materials and techniques. Emphasis is on the use of the potters wheel, high-fire ware production, glazing and firing.

ART 64 CERAMICS II (INTERMEDIATE CERAMICS)
3 crs. 4 hrs.
In this course, students are involved with solutions to the intermediate problems in ceramic design. Emphasis is on further use of the potters wheel, high-fire ware production, glazing and firing of intricate designs and pieces.
Prerequisite: ART 63

+ Basic Course
ART 65 MIXED MEDIA—MULTI-MEDIA OPEN STUDIO

3 crs. 4 hrs.

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

ART 66 PRINTMAKING

3 crs. 4 hrs.

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

Prerequisite: ART 55, 57, or permission of the Department

ART 81 INDEPENDENT STUDY

1-3 crs. 1-3 hrs.

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 crs. 1-3 hrs.

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.

FINE ARTS PROGRAM

A.S. Degree Requirements — Page 70
Chairman: Prof. Philip Stander
Room — D-309B
Ext. — 5630
COMMUNITY MENTAL HEALTH ASSISTANT PROGRAM

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

**+MH 11 INTRODUCTION TO HUMAN SERVICES**  
3 crs. 3 hrs.  
A wide array of Human Services as provided by a large selection of agencies are reviewed in this course. Students visit and evaluate selected agencies serving many fields, including mental health, social services, child care and education programs.  
Open to all students.

**MH 31 PRINCIPLES OF INTERVIEWING AND GROUP LEADERSHIP**  
3 crs. 3 hrs.  
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.  
For Mental Health majors only.  
*Prerequisite: MH 11*  
*Corequisite: MH 96*  

**MH 34 ACTIVITIES THERAPY**  
3 crs. 3 hrs.  
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.  
For Mental Health majors only.  
*Prerequisite: MH 11*  

**MH 35 AGING AND MENTAL HEALTH**  
3 crs. 4 hrs.  
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 crs. 3 hrs.
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.
For Mental Health majors only.
Prerequisites: MH 11 and PSY 36

FIELD COURSES

MH 96 SUPERVISING INSTRUCTIONAL EXPERIENCE
IN MENTAL HEALTH I

3 crs. 6 hrs.
Under faculty supervision, students are assigned to work in a Mental Health Agency where the focus is on preventive and therapeutic measures.
For Mental Health majors only.
Prerequisite: MH 11
Corequisite: MH 31

MH 97 SUPERVISED INSTRUCTIONAL EXPERIENCE
IN MENTAL HEALTH II

3 crs. 6 hrs.
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.
For Mental Health majors only.
Prerequisites: MH 11 and 96
EARLY CHILDHOOD EDUCATION/CHILD CARE PROGRAM

Because of the special nature of the Early Childhood Education/Child Care 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 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 crs. 3 hrs.

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 crs. 3 hrs.

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

ECE 22 ART WORKSHOP FOR STUDENTS IN EDUCATION

2 crs. 2 hrs.

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 crs. 2 hrs.

Students explore musical literature, methods and techniques for utilizing music and dance in 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 PSY 24)  
3 crs. 3 hrs.  
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, ortho-  
pedic, or speech handicapped or minimally brain-damaged. Causes, diag-  
nostic, therapeutic and educational procedures and teaching methods  
are reviewed for each category based upon principles learned in intro-  
ductory psychology courses.  
Prerequisites: ECE 21, 91, PSY 32 or permission of the Department

FIELD COURSES

ECE 91 SUPERVISED INSTRUCTIONAL EXPERIENCE  
IN EDUCATION I  
3 crs. 6 hrs.  
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  
Corequisite: ECE 21

ECE 92 SUPERVISED INSTRUCTIONAL EXPERIENCE  
IN EDUCATION II  
3 crs. 6 hrs.  
Students assume an assigned measure of responsibility and work  
directly with children in the selected agency. Careful planning for the  
formulation and the development of suitable children's programs guide  
students toward a professional role.  
For ECE majors only.  
Prerequisite: ECE 91  
Corequisite: ECE 22

ECE 93 SUPERVISED INSTRUCTIONAL EXPERIENCE  
IN EDUCATION III  
3 crs. 6 hrs.  
In this advanced course, students in the program are assigned in-  
creasing responsibility within the limits of the agency structure. Leader-  
ship of group activities is included.  
For ECE majors only.  
Prerequisite: ECE 92  
Corequisite: ECE 23
EDUCATIONAL ASSOCIATE

EDU 32 HUMAN GROWTH DEVELOPMENT
(also listed as PSY 32)
3 crs. 3 hrs.
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: PSY 11

EDU 33 EDUCATION IN MODERN SOCIETY
3 crs. 3 hrs.
The study of education in relation to contemporary society. Cultural forces and influences as well as institutions helping to shape education are analyzed in the light of resulting issues and challenges. The various roles of the school, its personnel and community are related both to accepted theories and current practices.

EDU 34 SEMINAR AND PRACTICUM IN
EDUCATION AND THE BEHAVIORAL SCIENCES
4 crs. 12 hrs.
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, PSY 11

EDU 35 SEMINAR AND PRACTICUM IN
EDUCATION AND COMMUNICATION SKILLS
4 crs. 12 hrs.
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
4 crs. 12 hrs.
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, MUS 31, ART 31
+ Basic Course
+ EDU 37 HISTORICAL DEVELOPMENT OF EDUCATION IN THE UNITED STATES

3 crs. 3 hrs.
The 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 40 ORIENTATION FOR STUDENTS WITH SPECIAL BACKGROUNDS

1 cr. 1 hr.
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 crs. 1-3 hrs.
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 crs. 1-3 hrs.
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.
PSYCHOLOGY

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

PSY 14 ADVANCED GENERAL PSYCHOLOGY I
EXPERIMENTAL ANALYSIS OF BEHAVIOR
3 crs. 3 hrs.
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: PSY 11

PSY 15 ADVANCED GENERAL PSYCHOLOGY II
PSYCHOLOGY OF PERSONAL ADJUSTMENT
3 crs. 3 hrs.
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: PSY 11

PSY 24 PSYCHOLOGICAL DISORDERS IN YOUNG CHILDREN
(also listed as ECE 24)
3 crs. 3 hrs.
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, or 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: PSY 32, ECE 21, 91, or permission of the Department

PSY 32 HUMAN GROWTH AND DEVELOPMENT
(also listed as EDU 32)
3 crs. 3 hrs.
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: PSY 11

+ Basic Course
PSY 33 SOCIAL PSYCHOLOGY
3 crs. 3 hrs.
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: PSY 11

PSY 34 PSYCHOLOGY OF PERSONALITY
3 crs. 3 hrs.
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: PSY 11

PSY 35 EDUCATIONAL PSYCHOLOGY
3 crs. 3 hrs.
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: PSY 11

PSY 36 PSYCHOLOGY OF BEHAVIOR PATHOLOGY
3 crs. 3 hrs.
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: PSY 11

PSY 37 PSYCHOLOGY OF WOMEN
3 crs. 3 hrs.
A study of psychological factors specifically related to the female, including the traditional models of femininity in such areas as social roles, occupational roles, and sex roles. The approach of the course is analytical, beginning with denotative and connotative definitions of terms, then analyzing traditional and new female models and identities as well as some of the problems these models present in personality integration, and finally, reviewing some of the recent psychological research on women. Personal experiences of both the male and female student will be utilized to help support or refute theories presented.
Prerequisite: PSY 11
PSY 52 INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY

3 crs. 3 hrs.
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: PSY 11

PSY 81 INDEPENDENT STUDY

1-3 crs. 1-3 hrs.
Independent study of Psychology includes researchwork 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.

PSY 82

1-3 crs. 1-3 hrs.
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.
+ SOC 31 INTRODUCTION TO SOCIOLOGY

3 crs. 3 hrs.

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

SOC 32 URBAN SOCIOLOGY

3 crs. 3 hrs.

Students in this course are given an overview of the urban city in order to better understand the effects of urbanization. The inherent contradictions in urban living are reviewed in terms of the multiplicity of problems that currently challenge the city.

Prerequisite: SOC 31

SOC 33 SOCIAL PROBLEMS: INSTITUTIONS IN CRISIS

3 crs. 3 hrs.

An investigation of the current social ills facing American society is conducted during this course. Areas of analysis include the major conflicts and social changes that challenge the institutions in the community. Each problem is approached as a crisis facing a particular institution. The appropriate changes in policy are suggested as solutions needed to resolve the problems.

Prerequisite: SOC 31

SOC 35 SOCIOLOGY OF THE FAMILY

3 crs. 3 hrs.

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, divorce and the life cycle.

Prerequisite: SOC 31

SOC 36 MINORITY GROUPS IN THE UNITED STATES

3 crs. 3 hrs.

Students study selected minority groups in American society. Among the topics discussed are: the nature of prejudice and discrimination, the social meaning of “minority,” 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 crs. 3 hrs.

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 crs. 3 hrs.

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 crs. 1-3 hrs.

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 crs. 1-3 hrs.

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.
BIOLOGY

+ BIO 10 PREPARATORY BIOLOGY COURSE*

0 crs. 3 hrs. (3 equated credits)

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 HUMAN ANATOMY AND PHYSIOLOGY

4 crs. 6 hrs. (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

4 crs. 6 hrs. (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 CHE 11 for BIO 14

BIO 21 COMPARATIVE ANATOMY Δ

4 crs. 6 hrs.

A study of the comparative morphology, taxonomy, and evolution of the vertebrates. The dogfish and the cat are the subjects of detailed laboratory study.
Prerequisite: BIO 14

BIO 22 EMBRYOLOGY*

4 crs. 6 hrs.

A comparative study of the embryonic development of the sea urchin, frog, chick, and mammal. Included is consideration of fertilization, differentiation, and regeneration in invertebrates and vertebrates.
Prerequisite: BIO 14

Δ Fall Offering
*Spring Offering

+ Basic Course
+ BIO 27 HUMAN BIOLOGY

This course is designed to provide a basic understanding of the structure and function of the human body. Wherever pertinent, common pathological conditions and relevant medical terminology will be included.

Prerequisites: SEC 67 and 69
Corequisites: SEC 68, 70, and 92
Required course for Secretarial Science—Medical Option majors.
Open to non-secretarial science students with permission of chairperson.

+ BIO 35 INTRODUCTORY HORTICULTURE

This Introductory Horticulture course deals with various aspects of plants whose cultivation yields rewards, either monetary or esthetic, or both.
In this course, three major aspects of Horticulture are studied: 1) the Biology, 2) the Technology, and 3) the Industry, of Horticulture.
In an attempt to accommodate open enrollment, Liberal Arts students as well as science-oriented students the approach is as non-technical as possible.

+ BIO 37 HUMAN GENETICS

This is a one semester course designed to introduce in an uncomplicated manner the principles of genetics and applications to human beings. The different systems by which characteristics are inherited will be considered and representative human hereditary problems will be studied. The roles of heredity and environment will be explored. Students will be introduced to the basic concepts of population genetics.

BIO 51 MICROBIOLOGY

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
Prerequisites: BIO 12 or 14 and SCI 25 or CHE 11

BIO 52 MARINE BIOLOGY*;**

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 CHE 11 or permission of the Department

+ Basic Course
BIO 53 TERRESTRIAL ECOLOGY**
4 crs. 6 hrs.
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.
Prerequisites: BIO 13-14 and CHE 11 or permission of the Department

BIO 54 BIOLOGY OF GREEN PLANTS*
4 crs. 6 hrs.
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 the Department

BIO 55 BIOLOGY OF THE INVERTEBRATES Δ
4 crs. 6 hrs.
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 ENVIRONMENTAL BIOLOGY
3 crs. 3 hrs.
This course deals 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
3 crs. 4 hrs.
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.

Δ Fall offering  *Spring offering  **Summer offering
+ SCI 31 HISTORY AND PHILOSOPHY OF SCIENCE I
2 crs. 2 hrs.
For complete course description refer to Department of Physical Sciences.

+ SCI 32 HISTORY AND PHILOSOPHY OF SCIENCE II
2 crs. 2 hrs.
During this course, students study the historical and philosophical developments of biology. Concepts emphasized during the semester include scientific method, heredity and the theory of evolution and ecology. The impact of man on his world is considered. For students in the Career Programs.

+ SCI 33 INTRODUCTION TO MODERN CONCEPTS OF BIOLOGY
4 crs. 5 hrs.
This course places emphasis on the modern theory of evolution and its application to current problems in ecology and conservation. Major concepts in biology are considered. The necessary background in cell biology, mitosis, meiosis, embryology, and genetics is provided through coordinated lecture and laboratory sessions.
For non-science majors.

+ SCI 42 CONTEMPORARY TOPICS IN BIOLOGY
3 crs. 3 hrs.
This course makes biology available and relevant to interested students by giving them an understanding of biology as it relates to current problems in society. The course supplements the traditional laboratory course in biology but can be taken alone.
Offered to all students in partial fulfillment of their science requirement.

+ SCI 43 FIELD BIOLOGY
4 crs. 5 hrs.
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

PRE-PHYSICAL THERAPY PROGRAM
A.S. Degree Requirements — Page 69
BUSINESS DEPARTMENT

Chairman: Prof. Melvin L. Levine
Room — T7211
Ext. — 5555
ACCOUNTING

ACC 11 FUNDAMENTALS OF ACCOUNTING I  
4 crs. 4 hrs.
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. Supplemental Laboratory work is required.

ACC 12 FUNDAMENTALS OF ACCOUNTING II  
4 crs. 4 hrs.
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. Supplemental Laboratory work is required.
Prerequisite: ACC 11
Corequisite: For Accounting majors only—ACC 41

ACC 21 INTERMEDIATE ACCOUNTING I  
3 crs. 3 hrs.
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: ACC 12
ACC 22 INTERMEDIATE ACCOUNTING II

This course concentrates on tangible, intangible, fixed and other non-current 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: ACC 21

ACC 31 COST ACCOUNTING I

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: ACC 12

ACC 32 COST ACCOUNTING II

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: ACC 31

+ ACC 41 FEDERAL TAXATION

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.

ACC 42 ADVANCED FEDERAL TAXATION

Primarily concerned with the federal taxation of business (individual proprietors, partnerships and corporations), this course is based on the fundamentals of federal taxation mastered in ACC 41, Federal Taxation. In addition, the areas of gift and estate taxation are surveyed.

Prerequisites: ACC 12 and 41

+ Basic Course
ACC 43 NEW YORK TAXES  
3 crs. 3 hrs.

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: ACC 41

Required for "Taxation Concentration" A.A.S. Accounting Degree Students. Highly recommended for ALL A.A.S. Accounting Degree Students.

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

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.

ACC 82  
1-3 crs. 1-3 hrs.

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.

BANKING

+ BKG 14 MONEY AND BANKING  
(also listed as ECO 14)  
3 crs. 3 hrs.

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

+ Basic Course
BUSINESS ADMINISTRATION

+ BA 11 BUSINESS MANAGEMENT AND ORGANIZATION 3 crs. 3 hrs.
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 I 3 crs. 3 hrs.
The American legal system: the problems and consideration of the essential principles of the law of business contracts and its relationship to typical business situations; appropriate New York State legal cases and recent decisions are studied in this course.

+ BA 13 BUSINESS LAW II 3 crs. 3 hrs.
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 crs. 3 hrs.
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 regulations.
Prerequisite: BA 11

+ Basic Course
BA 31 PERSONNEL ADMINISTRATION

3 crs. 3 hrs.

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 crs. 3 hrs.

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 crs. 3 hrs.

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 CONCEPTS

3 crs. 4 hrs.

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.

BA 81 INDEPENDENT STUDY

1-3 crs. 1-3 hrs.

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 crs. 1-3 hrs.

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
+ ECO 12 FUNDAMENTALS OF ECONOMICS

3 crs. 3 hrs.

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

(also listed as BKG 14)

3 crs. 3 hrs.

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 24 CONSUMER ECONOMICS

2 crs. 2 hrs.

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.
INSURANCE

+ INS 31 PRINCIPLES AND PRACTICE OF INSURANCE I
Fall
4 crs. 4 hrs.
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 II
Spring
4 crs. 4 hrs.
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 81 INDEPENDENT STUDY
1-3 crs. 1-3 hrs.
Independent study of Insurance is developed individually between student and faculty member and must be approved by the department.

INS 82
1-3 crs. 1-3 hrs.
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
REAL ESTATE

+ RE 31 PRINCIPLES AND PRACTICE OF REAL ESTATE I

Fall

3 crs. 3 hrs.

A survey course which considers interests in realty, real estate principles and related business law, real estate contracts, bonds and mortgages, deeds, liens, easements and leases.

+ RE 32 PRINCIPLES AND PRACTICE OF REAL ESTATE II

Spring

3 crs. 3 hrs.

This advanced course includes study of agency, taxes and assessments, closing, forms of voluntary and involuntary alienation, license law, management, real estate valuation and appraisal, rent regulation, subdivisions and developments, operation of a broker's office.

Prerequisite: RE 31

RE 81 INDEPENDENT STUDY

1-3 crs. 1-3 hrs.

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

RE 82

1-3 crs. 1-3 hrs.

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

3 crs. 9 hrs.

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

+ Basic Course
RETAIL BUSINESS MANAGEMENT

+ RBM 31 ELEMENTS OF RETAIL BUSINESS MANAGEMENT
   Fall
   3 crs. 3 hrs.
   This course introduces students to management techniques essential to
   the planning, organization, control and operation of retail establish-
   ments. Examination is made of fundamentals underlying modern mer-
   chandising 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 crs. 3 hrs.
   Principles of selling based on the modern marketing concept are taught
   in this course. Consumer needs and desires together with company ob-
   jectives; contributions of the behavioral sciences to the study of con-
   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 crs. 3 hrs.
   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 commit-
   tees, resident buying offices, domestic and foreign markets. Field trips
   are required.

RBM 35 MERCHANDISE INFORMATION ANALYSIS
   Fall
   4 crs. 4 hrs.
   Fashion fabrics and non-textile merchandise information, including their
   identification, characteristics, merits, limitations and care are con-
   sidered 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, synthetic detergents, and other
   non-textile products is included.

RBM 36 MERCHANDISE DISPLAY
   Spring
   3 crs. 4 hrs.
   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 demonstra-
   tions are held.

+ Basic Course
RBM 38 INTRODUCTION TO FASHION MARKETING
Spring
3 crs. 3 hrs.
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 crs. 3 hrs.
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.
Open to RBM majors only.

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

RBM 92 FIELD EXPERIENCE-RETAIL BUSINESS MANAGEMENT
Spring
3 crs. 9 hrs.
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 crs. 3 hrs.
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 crs. 3 hrs.
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 reorder are included.

+ FM 13 SUPERMARKET OPERATION
3 crs. 3 hrs.
In this course students learn about the operation of a supermarket by its major departments: meat, dairy, baked goods, frozen foods, produce, grocery, non-foods and the front end. Concepts presented in “Elements of Food Retailing” are applied to individual departments and product classes. Future department managers acquire necessary “know-how” needed to profitably operate each department.
Prerequisite: FM 12

+ FM 14 SUPERMARKET MANAGEMENT
3 crs. 3 hrs.
A persistent challenge confronting the supermarket operator today is the ever narrowing profit margin. In this course, future store managers analyze financial and operations reports. They answer questions on: why the report is needed, what the reports include, how the ration is computed, how to interpret and use the data. They analyze data, recommend corrective action, make short- and long-term plans. They learn to use information as a management tool and to solve related case problems. Satisfactory completion of this course is usually required for promotion to store and field managerial positions.

+ Basic Course
RBM 15 SUPERMARKET PERSONNEL PERFORMANCE MANAGEMENT
3 crs. 3 hrs.
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 crs. 3 hrs.
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.
Chairman: Prof. Howard Nimchinsky
Room — C-309A
Ext. — 5849
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
0 crs. 4 hrs.  
(4 equated credits) workshop 6 hrs.
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
0 crs. 4 hrs.  
(4 equated credits) workshop 2 hrs.
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 crs. 4 hrs.
An introductory course in reading and writing skills, which emphasizes paragraph organization and an understanding of how language functions in communicating facts, ideas, and attitudes. After passing ENG 12 students must take ENG 22.

ENG 13 ANALYTICAL READING
0 crs. 2 hrs.  
(2 equated credits)
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.
ENG 14 through 19
Designed for students in the Bilingual Studies Program. See page 000 for course descriptions.

ENG 22 VARIETIES OF EXPRESSION
4 crs. 4 hrs.
An intensive study of the various types of writing that students will encounter in college. English 22 is a reading and writing skills course, using readings drawn from various subject areas as the basis for writing assignments and class discussions. These readings are organized around a unifying theme. Writing assignments during the semester will build to increasingly greater length and complexity, and will include a research paper.
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 crs. 4 hrs.
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 crs. 3 hrs.
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 CLASSICAL AND BIBLICAL LITERATURE
3 crs. 3 hrs.
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
3 crs. 3 hrs.
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  
3 crs. 3 hrs.  
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 40 SHORT FICTION – THE SHORT STORY AND NOVELETTE  
3 crs. 3 hrs.  
Examples of American and British short fiction contrasted with other selected works, including such writers as Poe, James, Chekhov, Mansfield, Salinger and Roth; comparative analysis of short and long narrative fiction, theme, language, focusing on the unique position of the short story in literature.  
Prerequisite: ENG 12 or ENG 12-13

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

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

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

+ ENG 44 THE TRAGIC VISION  
3 crs. 3 hrs.  
Study of tragic literature from ancient times until the present day, in an attempt to understand the patterns and changing concepts in various literary genres. Appropriate writing assignments.  
Prerequisite: ENG 12 or ENG 12-13

+ ENG 45 THE COMIC SPIRIT  
3 crs. 3 hrs.  
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 3 crs. 3 hrs.
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 49 SCIENCE FICTION 3 crs. 3 hrs.
A study of significant themes in some contemporary works in this genre; an attempt to discover non-traditional meanings of reality while at the same time relating science fiction to the literary tradition; an examination of the meanings of such terms as “universal” and “humanistic”; an analysis of a special kind of reader response elicited from science fiction.
Co or Prerequisite: ENG 22 or 23

ENG 50 JOURNALISM 3 crs. 3 hrs.
A study of the fundamental techniques of journalism, with the emphasis on the practical development of journalistic style. It deals with the basic components of news coverage, patterns of reporting, news writing in the press and broadcast media, language usage, accuracy and libel, contempt, interviewing, copy markings, and headline writing.
Prerequisite: ENG 12 or ENG 12-13

ENG 52 ADVANCED REPORTING, EDITING, AND LAYOUT DESIGN 3 crs. 3 hrs.
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 54 ADVANCED COMPOSITION 3 crs. 3 hrs.
This is an advanced course designed to offer students the opportunity to achieve the precision, sophistication, and logical rigor associated with sound and mature written expression. This course emphasizes the analysis and writing of extended essays based upon traditional, contemporary, and experimental rhetorical modes.
Prerequisite: ENG 22 or 23

ENG 56 CREATIVE WRITING: FICTION 3 crs. 3 hrs.
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

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

ENG 61 SEMINAR: THE HISTORY OF LITERARY THEMES
3 hrs. 3 crs.
An intensive study of how significant ideas and themes are transmitted in literature. Each semester one major theme is chosen for examination. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG 12-13

+ ENG 63 SHAKESPEARE
3 hrs. 3 crs.
A survey of Shakespeare’s 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 AND HORROR 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

+ Basic Course

145
+ ENG 71 ENGLISH LITERATURE: MEDIEVAL TO NEO-CLASSICAL
3 crs. 3 hrs.
Readings in selected major works of English literature from Chaucer to Swift. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG 12-13

+ ENG 72 ENGLISH LITERATURE: ROMANTIC TO EDWARDIAN
3 crs. 3 hrs.
A study of significant works from Swift to World War I. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG 12-13

+ ENG 73 AMERICAN LITERATURE: PURITANISM TO ROMANTICISM
3 crs. 3 hrs.
Reading in selected major works of American literature from colonial writers to Whitman. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG 12-13

+ ENG 74 AMERICAN LITERATURE: THE AGE OF REALISM
3 crs. 3 hrs.
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 crs. 3 hrs.
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: FROM SHADOW TO ACT
3 crs. 3 hrs.
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 CONTEMPORARY BLACK LITERATURE
3 crs. 3 hrs.
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

+ Basic Course
ENG 81 INDEPENDENT STUDY

1-3 crs. 1-3 hrs.

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 crs. 1-3 hrs.

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.
English courses open only to students in the Bilingual Studies Program. Students are placed into English 14-19 on the basis of a series of proficiency tests given by the Bilingual Studies Program.

+ ENG 14 ENGLISH I FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH

2 crs. 12 hrs.

(12 equated credits)

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

+ ENG 15 ENGLISH II FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH

2 crs. 12 hrs.

(12 equated credits)

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

+ ENG 16 ENGLISH III FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH

2 crs. 10 hrs.

(10 equated credits)

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

+ ENG 17 ENGLISH IV FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH

2 crs. 9 hrs.

(9 equated credits)

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

3 crs. 6 hrs.

(6 equated credits)

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

3 crs. 6 hrs.

(6 equated credits)

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
LIT 1 INTERNATIONAL PERSPECTIVES IN LITERATURE  
3 crs. 3 hrs.
A study of selected works of French, Spanish and Italian literature, in English translation, with emphasis on national traditions, cultures and linguistic heritage. Special attention is given to questions of language and style of the original text. Course is taught by three instructors; a period of five weeks is devoted to each of the literature areas. Entire course is conducted in English.
Prerequisite: ENG 12

FRENCH

+ FR 1 ELEMENTARY FRENCH I  
4 crs. 4 hrs.
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.
Prerequisite: FR 1 or Acceptable Language Placement Examination score

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

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

FR 4 INTERMEDIATE FRENCH II  
3 crs. 3 hrs.
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 OR FRENCH GRAMMAR  
3 crs. 4 hrs.
(4 equated credits)
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

+ Basic Course
FR 18 Readings in Modern French
3 crs. 3 hrs.
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 crs. 2 hrs.
To develop fluency in speaking, this course stresses basic vocabularies and conversational patterns. Open to all students.
Prerequisite: FR 1 or permission of the Department

+ FR 30 French Masterpieces in Translation I
3 crs. 3 hrs.
Designed for non-French speaking students, the course stresses the important novels, poetry and plays of 19th century French literature. The works of Balzac, Stendhal, Flaubert, as well as the Romantic and Symbolist poets are read and discussed in English.

FR 31 French Masterpieces in Translation II
3 crs. 3 hrs.
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 crs. 3 hrs.
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 the Department

FR 53 French Literature of the 20th Century
3 crs. 3 hrs.
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.

+ Basic Course
FR 55 HISTORY AND CIVILIZATION OF FRANCE  
3 crs. 3 hrs.
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  
3 crs. 3 hrs.
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 I  
3 crs. 3 hrs.
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 72 BLACK FRENCH LITERATURE II  
3 crs. 3 hrs.
A study of the contemporary period devoted to the analysis of the major works of gifted black French writers of West Indies, Africa, like Rene Depestre, Camara Laye, Bernard Dadie, Jacques S. Alexis, Mongo Beti, etc.

FR 81 INDEPENDENT STUDY  
1-3 crs. 1-3 hrs.
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  
1-3 crs. 1-3 hrs.
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.
GERMAN

+ GER 1 ELEMENTARY GERMAN I

4 crs. 4 hrs.

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 conversation, comprehension, reading and writing.

+ GER 2 ELEMENTARY GERMAN II

4 crs. 4 hrs.

In this continuation of GER I 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 22 CONVERSATIONAL GERMAN

2 crs. 2 hrs.

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 the Department

GER 51 SURVEY OF GERMAN LITERATURE

3 crs. 3 hrs.

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 crs. 1-3 hrs.

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 crs. 1-3 hrs.

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
HEBREW

+ HEB 1 ELEMENTARY HEBREW I
4 crs. 4 hrs.
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.

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

+ HEB 3 INTERMEDIATE HEBREW I
3 crs. 3 hrs.
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.
Prerequisite: HEB 2 or Acceptable Language Placement Examination score

+ HEB 4 INTERMEDIATE HEBREW II
3 crs. 3 hrs.
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 I
3 crs. 3 hrs.
Designed for non-Hebrew speaking students, the course stresses reading and analysis of Hebrew classics in cultural and historical context. All reading and discussions are in English.

+ HEB 31 HEBREW LITERATURE IN TRANSLATION II
3 crs. 3 hrs.
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 discussions are in English.

+ Basic Course

157
HEB 51 SURVEY OF MODERN LITERATURE
3 crs. 3 hrs.
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 crs. 3 hrs.
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 crs. 3 hrs.
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 crs. 3 hrs.
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 crs. 1-3 hrs.
Independent study of Hebrew is designed to give students of advanced Hebrew intensive work in the Hebrew 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.

HEB 82
1-3 crs. 1-3 hrs.
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

+ IT 1 ELEMENTARY ITALIAN I
4 crs. 4 hrs.
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.

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

+ IT 3 INTERMEDIATE ITALIAN I
3 crs. 3 hrs.
Progressive development of language skills, based on the foundations established in elementary Italian. Grammar review is supplemented by readings in modern Italian literature.
Prerequisite: IT 2 or Acceptable Language Placement Examination score

IT 4 INTERMEDIATE ITALIAN II
3 crs. 3 hrs.
Continuation of IT 3. Grammar, composition and reading of modern Italian authors.
Prerequisite: IT 3 or Acceptable Language Placement Examination score

IT 18 READING IN MODERN ITALIAN
3 crs. 3 hrs.
Readings selected from contemporary short stories, novels, plays, magazine and newspaper articles, theater and cinema reviews. Emphasis on rapid reading, composition and discussion in Italian.
Prerequisite: IT 4 or equivalent

+ IT 22 ITALIAN CONVERSATION
2 crs. 2 hrs.
To develop fluency in speaking this course stresses basic vocabularies and conversational patterns. May be taken as a co-elective with IT 2.
Prerequisite: IT 1 or permission of the Department

+ Basic Course
+ IT 50 LITERATURE IN TRANSLATION
3 crs. 3 hrs.
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

IT 51 SURVEY OF ITALIAN LITERATURE
3 crs. 3 hrs.
A survey of Italian literature from selected writings of representative authors. Instruction in this course is entirely in Italian.
Prerequisite: IT 4 or equivalent

IT 52 ITALIAN LITERATURE OF THE RENAISSANCE
3 crs. 3 hrs.
Principal Italian authors of the Renaissance and their relation to the intellectual currents of the time. Contributions of the Italian Renaissance to Western civilization in the fields of literature, art, politics, science and education.
Prerequisite: IT 4 or equivalent

IT 53 LIFE AND WORKS OF DANTE ALIGHIERI
3 crs. 3 hrs.
Selected readings from La Vita Nuova and La Divina Commedia, studied within the social, political and cultural context of Dante's time. Course conducted in Italian.
Prerequisite: IT 4 or equivalent

IT 54 READINGS IN THE TWENTIETH CENTURY ITALIAN NOVEL
3 crs. 3 hrs.
A study of selected passages of novels from contemporary representative Italian authors. Class discussion is supplemented by lectures on the cultural and literary backgrounds of authors. Course conducted entirely in Italian.
Prerequisite: IT 4 or equivalent

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

IT 82
1-3 crs. 1-3 hrs.
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
+ SPA 1 ELEMENTARY SPANISH I

4 crs. 4 hrs.

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.

+ SPA 2 ELEMENTARY SPANISH II

4 crs. 4 hrs.

In this continuation of SPA 1, students receive further development of their language skills, comprehension, speaking, reading and writing. 
Prerequisite: SPA 1 or Acceptable Language Placement Examination score

+ SPA 3 INTERMEDIATE SPANISH

3 crs. 3 hrs.

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: SPA 2 or Acceptable Language Placement Examination score

SPA 4 READINGS IN HISPANIC LITERATURE

3 crs. 3 hrs.

Progressive development of language skills, advanced grammar and composition through selected readings in Hispanic literature.

SPA 16 SPANISH PHONETICS

3 crs. 3 hrs.

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: SPA 4 or native conversational ability and Acceptable Language Placement Examination score

+ SPA 17 INTENSIVE REVIEW OF SPANISH GRAMMAR

3 crs. 4 hrs.

(4 equated credits)

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
+SPA 18 PROPER MODELS OF SPANISH GRAMMAR AND CONVERSATION FOR NATIVE SPEAKERS

3 crs. 3 hrs.

Designed for Spanish-speaking students, this course places stress on improvement of reading and writing skills.

Prerequisites: Native conversational ability and Acceptable Language Placement Examination score or permission of the Department

+SPA 22 ELEMENTARY SPANISH CONVERSATION

2 crs. 2 hrs.

A course stressing basic conversational skills which students may choose as co-elective with SPA 2.

Prerequisite: SPA 1 or permission of the Department

+SPA 31 READINGS IN SPANISH AMERICAN LITERATURE IN TRANSLATION

3 crs. 3 hrs.

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.

SPA 32 READINGS IN PUERTO RICAN HISTORY AND LITERATURE

3 crs. 3 hrs.

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: SPA 4 or equivalent or permission of the Department

+SPA 33 INTERMEDIATE SPANISH CONVERSATION

2 crs. 2 hrs.

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 SPA 3.

Prerequisites: SPA 2, 22 or permission of the Department

SPA 34 SPANISH AMERICA: ITS CULTURE, ART AND MUSIC

3 crs. 3 hrs.

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: SPA 4, or 18, or permission of the Department

+ Basic Course
SPA 40 SPANISH FOR STUDENTS IN CAREER PROGRAMS
2 crs. 2 hrs.
The course stresses basic vocabulary 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 native Spanish speakers.

SPA 44 ADVANCED SPANISH CONVERSATION
2 crs. 2 hrs.
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 SPA 4.
Prerequisite: SPA 3, or 33, or permission of the Department

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

SPA 52 THE LITERATURE OF THE GENERATION OF 1898 AND THEREAFTER
3 crs. 3 hrs.
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: SPA 4, or equivalent

SPA 53 SPANISH AMERICAN LITERATURE
3 crs. 3 hrs.
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: SPA 4, or equivalent, or permission of the Department

SPA 54 ADVANCED SPANISH GRAMMAR
3 crs. 3 hrs.
The course concentrates upon the development of skill and facility in Spanish grammar, composition and oral communication.
Prerequisite: SPA 4, or equivalent, or permission of the Department

+ Basic Course
SPA 55 HISTORY AND CIVILIZATION OF SPAIN  
3 crs. 3 hrs.  
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: SPA 4 or equivalent

SPA 57 SPANISH LITERATURE SINCE THE CIVIL WAR  
3 crs. 3 hrs.  
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: SPA 4, or its equivalent, or permission of the Department

SPA 70 SPANISH CINEMA  
3 crs. 3 hrs.  
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: SPA 4, or equivalent, or permission of the Department

SPA 71 PUERTO RICAN FOLKLORE  
3 crs. 3 hrs.  
A study of the folkloric compositions of the people of Puerto Rico in all its forms—from literary, musical, superstitions, etc.; their sources and formation as influenced by all three cultural groups in Puerto Rican history: Indian, Spanish, and Black, and how they influence the Puerto Rican of today. This course is taught in both Spanish and English.  
Prerequisites: SPA 4 or equivalent; passing of Placement Examination to be administered

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

SPA 82  
1-3 crs. 1-3 hrs.  
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, PHYSICAL EDUCATION AND RECREATION DEPARTMENT

Chairman: Prof. Ronald H. Gerwin
Room — G-201
Ext. — 5696
HEALTH EDUCATION

All students, except Nursing students, are REQUIRED to take HE 11.

HE 11 FOUNDATIONS OF HEALTH  
2 crs. 2 hrs.  
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 crs. 3 hrs.  
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 crs. 3 hrs.  
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 FIRST AID AND PERSONAL SAFETY  
2 crs. 2 hrs.  
Principles for first aid and personal safety 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 crs. 3 hrs.  
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

+ 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 4 TRAINING WITH WEIGHTS
+ PEC 10 HANDBALL
+ PEC 14 ARCHERY
+ PEC 16 BADMINTON
+ PEC 18 FENCING
+ PEC 20 PRINCIPLES OF CLASSICAL BALLET
+ PEC 22 SOCIAL, FOLK AND SQUARE DANCING
+ PEC 23 BOWLING
  Course Fee $18.00 (No Transportation)
+ PEC 24 SKIING
  Course Fee $18.50 (includes Ski trip)
+ 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 SWIMMING FOR NON-SWIMMERS AND BEGINNERS
  PEC 31 ADVANCED LIFESAVING
+ PEC 32 WATER SAFETY INSTRUCTOR
+ 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 preregistration form.
+ PEC 36 SAILING
  Course Fee $12.00 (No Transportation)
  PEC 37 INTERMEDIATE SAILING
  Course Fee $12.00 (No transportation)
  Prerequisite: PEC 36
+ PEC 38 MODERN DANCE TECHNIQUES
  PEC 39 MODERN DANCE COMPOSITION
  Prerequisite: PEC 38
+ 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—MEN’S EVENTS

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—WOMEN’S EVENTS
+ PEW 11 BEGINNING TENNIS
  (Students will supply own tennis balls)
+ PEW 12 INTERMEDIATE TENNIS
  (Students will supply own tennis balls)
  Prerequisite: PEW 11

RECREATION LEADERSHIP PROGRAM
A.A.S. Degree Requirements—Page 94
+ Basic Course
+REC 11 INTRODUCTION TO RECREATION 3 crs. 3 hrs.
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 crs. 3 hrs.
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 crs. 3 hrs.
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 crs. 2 hrs.
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 $25.

+REC 15 SUMMER CAMP LEADERSHIP 2 crs. 2 hrs.
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 $25.

+ Basic Course
+ REC 16 METHODS AND MATERIALS FOR TEACHING
FOLK AND SQUARE DANCE

2 crs. 2 hrs.

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 crs. 3 hrs.

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 crs. 3 hrs.

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 crs. 3 hrs.

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.
Prerequisites: REC 12, 31, 91

+ REC 33 SKILLS IN ARTS AND CRAFTS

2 crs. 2 hrs.

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 $5.

+ Basic Course
REC 34 METHODS AND MATERIALS IN ARTS AND CRAFTS

3 crs. 3 hrs.

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. Course fee is $5.
For Recreation Leadership majors only.

REC 35 RECREATION FOR THE AGING AND MENTALLY RETARDED

3 crs. 3 hrs.

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

REC 91 FIELD EXPERIENCE IN RECREATION LEADERSHIP I

3 crs. 6 hrs.

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, 34

REC 92 FIELD EXPERIENCE IN RECREATION LEADERSHIP II

3 crs. 6 hrs.

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
Chairman: Prof. Bernard Klein
Room — D-309A
Ext. — 5417
+ HIS 11 AMERICAN CIVILIZATION I
3 crs. 3 hrs.
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.

+ HIS 12 AMERICAN CIVILIZATION II
3 crs. 3 hrs.
A history of the American people from the Civil War to the present. Topics discussed include: reunifying 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.

HIS 13 AMERICAN COLONIAL HISTORY, 1492 to 1763
3 crs. 3 hrs.
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.

HIS 15 ERA OF THE CIVIL WAR, 1828 to 1877
3 crs. 3 hrs.
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.

+ HIS 20 THE IMMIGRANT IN AMERICAN SOCIETY
3 crs. 3 hrs.
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.

+ HIS 21 POPULAR CULTURE IN AMERICA
3 crs. 3 hrs.
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.
HIS 23 THE AMERICAN FRONTIER 3 crs. 3 hrs.
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.

HIS 41 THE INDIAN IN AMERICAN HISTORY 3 crs. 3 hrs.
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.

HIS 50 THE BLACK IN AMERICAN HISTORY 3 crs. 3 hrs.
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.

HIS 55 HISTORY OF ITALIAN AMERICANS 3 crs. 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 of Italians to American culture, their treatment in American literature, and the changes which they experienced in their own lives as a result of living in the United States will be considered.

HIS 58 AMERICAN REVOLUTION AND THE EARLY NATIONAL PERIOD 1763 to 1828 3 crs. 3 hrs.
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.

HIS 59 MODERN AMERICA, 1920 to PRESENT 3 crs. 3 hrs.
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.

Basic Course
HIS 60 HISTORY OF AMERICAN THOUGHT
3 crs. 3 hrs.
The 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.

HIS 62 THE HISTORY OF NEW YORK CITY
3 crs. 3 hrs.
This course will trace the history of the City of New York from its founding to the present day. The course will cover New York City's development by touching on such aspects of its history as: its origin as a Dutch trading post; its position in colonial culture and society; its role in the American Revolution and the founding of the American Republic; its growth as a great commercial, transportation, manufacturing, and banking center; its citizens' attitude toward slavery and race relations; its importance as the center of immigration; its growth and expansion into neighboring communities; and its problems and difficulties as a modern megalopolis in the 20th century.

HIS 68 WOMEN IN AMERICAN HISTORY
3 crs. 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.

HIS 69 AMERICAN JEWISH HISTORY
3 crs. 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.
WORLD HISTORY

+ HIS 31 EUROPE FROM NAPOLEON TO HITLER, 1789 to 1945
3 crs. 3 hrs.
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.

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

+ HIS 33 AFRICA: PAST AND PRESENT
3 crs. 3 hrs.
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 crs. 3 hrs.
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.

HIS 35 UTOPIAN DREAMERS AND THE WESTERN WORLD
3 crs. 3 hrs.
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.

+ HIS 36 EUROPE IN THE TWENTIETH CENTURY
3 crs. 3 hrs.
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
**+HIS 37 THE MIDDLE EAST FROM WORLD WAR I TO THE PRESENT**

3 crs. 3 hrs.

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.

**HIS 38 REVOLUTION AND POLITICAL PROTEST IN AFRICA, 1860 to PRESENT**

3 crs. 3 hrs.

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.

**HIS 42 THE CARIBBEAN, 1492 TO THE PRESENT**

3 crs. 3 hrs.

This course covers the development of the Caribbean Islands from 1492 to the present. Topics studied included pre-Columbian cultures, European colonization, and rivalries, slavery, and the development of the modern Caribbean culture.

**HIS 43 THE HISTORY OF THE PUERTO RICAN IMMIGRANT**

3 crs. 3 hrs.

This course will examine the history of Puerto Rico from pre-Colombian times to the modern era. The particular focus will be on the nature of the Puerto Rican immigration to the mainland, the reasons behind it, the development of Puerto Rican Communities in North American urban centers, and the migration back to Puerto Rico.

**HIS 44 THE NAZI HOLOCAUST**

3 crs. 3 hrs.

An examination of the rise of Nazism and its legislative, political, and destructive machinery; the internal life of the Jew in the Ghettos and Concentration Camps; the Jewish Councils and Resistance Movements; the attitude of the "Free World," the Allies, the Church, negotiations for rescue; the scope of the Final Solution.

**+HIS 51 THE ANCIENT WORLD**

3 crs. 3 hrs.

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.
+ HIS 52 WESTERN CIVILIZATION FROM THE MIDDLE AGES TO THE 18TH CENTURY

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.

+ HIS 53 RUSSIAN HISTORY FROM 1860 TO THE PRESENT

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.

+ HIS 56 WITCHCRAFT—A HISTORICAL STUDY

The history of witchcraft from its beginning in the ancient Near East to the great witch-hunts of early modern Europe and America and its decline in the age of scepticism, the 17th and 18th centuries.

+ HIS 57 LATIN AMERICAN HISTORY

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.

+ HIS 64 MODERN JEWISH HISTORY

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.

+ HIS 65 MODERN RADICAL MOVEMENTS IN WESTERN CIVILIZATION

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.
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.

This course will familiarize students with geographic sources, their interpretation and evaluation. The development of student's geographical sense to gain greater insight and understanding in learning history, or for that matter any other liberal arts discipline. The course will include a survey of the history, methodology and the various theoretical approaches to geography. It will also emphasize and give practical training in the skills of map reading, interpretation and library organization and utilization.

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.

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.
PHILOSOPHY

PHI 71 HISTORY OF PHILOSOPHY: THE CLASSICAL PHILOSOPHERS 3 crs. 3 hrs.
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 Tsu.

PHI 72 HISTORY OF PHILOSOPHY: THE MODERN PHILOSOPHERS 3 crs. 3 hrs.
A study of philosophical thought from the Renaissance 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.

PHI 73 LOGIC: THEORIES OF ARGUMENTATION 3 crs. 3 hrs.
An introduction to the basic theories of argumentation in their evolution from Plato and Aristotle to contemporary theories. Principles of logic, scientific method, and their application form the core of the course.

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

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

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

PHI 82 1-3 crs. 1-3 hrs.
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
Chairman: Prof. Samuel Gale
Room — F-309B
Ext. — 5931
COMPUTER PROGRAMMING

COMPUTER PROGRAMMING courses offered as electives to all students

+ CP 30 INTRODUCTION TO BASIC

4 crs. 4 hrs.

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: MAT 03 or Intermediate Algebra

+ CP 50 INTRODUCTION TO PROGRAMMING

3 crs. 3 hrs.

An introduction to RPG (Report Program Generator) programming. This language will enable the student to write programs which will produce a wide variety of business reports. Programs written by the students will be run on an IBM System/360 at the Kingsborough Computer Center or an IBM System/370 at the City University Computer Center.

Students majoring in Data Processing will not receive credit for this course.

Prerequisite: Elementary Algebra or MAT 01

+ CP 51 PROGRAMMING IN FORTRAN IV

4 crs. 4 hrs.

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 programs. Computer Science majors will not receive credit for this course.

Prerequisite: Three years of high school mathematics including Intermediate Algebra or Eleventh Year Mathematics
INTRODUCTION TO COBOL PROGRAMMING

4 crs. 4 hrs.

An introduction to programming using Common Business Oriented Language. Typical business applications will be considered. Programs written by the students will be run on an IBM System/360 at the Kingsborough Computer Center or an IBM System/370 at the City University Computer Center.

This course is recommended as an elective for students who wish to learn how to program a computer using a language which is oriented to the solution of business problems. Students majoring in Data Processing will not receive credit for this course.

Prerequisite: MAT 01 or Elementary Algebra

PL/1 PROGRAMMING

4 crs. 4 hrs.

A detailed study of PL/1 programming.

Business and scientific applications will be considered. Programs written by the students will be run on an IBM System/360 at the Kingsborough Computer Center or an IBM System/370 at the City University Computer Center.

This course is recommended as an elective for Data Processing and Computer Science majors.

Prerequisites: Intermediate Algebra (or MAT 03) and a course in a programming language (FORTRAN, COBOL, or ASSEMBLER)

Basic Course
**COMPUTER SCIENCE**

**C S 13 INTRODUCTION TO COMPUTING**
4 crs. 4 hrs.
Corequisite: MAT 15

**C S 14 COMPUTERS AND ASSEMBLY LANGUAGE PROGRAMMING**
5 crs. 5 hrs.
Computer structure, machine language and assembly language programming. Digital representation of data; addressing techniques; macro, machine and assembler instruction sets. Emphasis on computing techniques for numerical applications will be supplemented by several computer projects to be run on an IBM 370 Computer through the Kingsborough Community College Computer Center.
Prerequisite: C S 13

**C S 35 MATHEMATICAL PROGRAMMING I**
5 crs. 5 hrs.
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: C S 14 and MAT 16
Corequisites: MAT 21 and 55 or 56

**C S 36 MATHEMATICAL PROGRAMMING II**
4 crs. 4 hrs.
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.
Prerequisites: C S 35 and MAT 21
Corequisite: MAT 55 or 56

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**COMPUTER SCIENCE PROGRAM**

A.S. Degree Requirements — Page 66

+ Basic Course
DATA PROCESSING courses do not satisfy Group V requirements.

DATA PROCESSING (COMPUTER PROGRAMMING)

+ DP 11 INTRODUCTION TO DATA PROCESSINGING
4 crs. 4 hrs.
A thorough introduction to data processing, including a brief introduction to unit record equipment.
A detailed introduction to the concepts, structure and operation of electronic data processing systems including such topics as: components of a computer system; input/output devices; principles of arithmetical operation, decimal, binary and hexadecimal; coding representations of information in computers; flowcharting and coding of problems; machine language and assembler language programming; a brief introduction to procedure-oriented languages such as FORTRAN and COBOL.
A hypothetical computer is introduced so as to present the basic concepts of machine and assembler language programming in a relatively simple environment. Programs written by the students will be run on an IBM System/360 at the Kingsborough Computer Center.
An introduction to IBM System/360 (370) assembler language programming.
Prerequisite: MAT 01, 05 or Elementary Algebra

DP 12 ASSEMBLER LANGUAGE PROGRAMMING
5 crs. 5 hrs.
A detailed study of assembler language programming. Typical business applications will be considered. Programs written by the students will be run on an IBM System/360 at the Kingsborough Computer Center, or an IBM System/370 at the City University Computer Center.
Prerequisite: DP 11

DP 13 ADVANCED ASSEMBLER LANGUAGE PROGRAMMING:
IBM SYSTEM/360
4 crs. 4 hrs.
A detailed study of advanced assembler language programming techniques and sophisticated applications. Programs written by the students will be run on an IBM System/360 at the Kingsborough Computer Center or an IBM System/370 at the City University Computer Center.
Prerequisite: DP 12

DP 31 COBOL PROGRAMMING
5 crs. 5 hrs.
A detailed study of COBOL programming including magnetic tape programming. Typical business applications will be considered. Programs written by the students will be run on an IBM System/360 at the Kingsborough Computer Center or an IBM System/370 at the City University Computer Center.
Prerequisite: DP 11, 12 or permission of the Department

+ Basic Course

192
DP 32 ADVANCED PROGRAMMING

4 crs. 4 hrs.

Magnetic disk programming.
A thorough introduction to the IBM System/360 disk operating system, including such topics as: system control and system service programs (such as the supervisor, job control and the linkage editor); 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 crs. 3 hrs.

A detailed study of RPG (Report Program Generator) programming. This language enables students to write programs which will produce a wide variety of business reports. Programs written by students will be run on an IBM System/360 at the Kingsborough Computer Center or an IBM System/370 at the City University Computer Center.

Prerequisite: DP 11

DP 61 SYSTEMS ANALYSIS

3 crs. 3 hrs.

This course introduces the tools and methods used by management to develop systems for computer applications. Topics covered are: systems investigation, input design, output design, file design, documentation, system testing, system implementation, and hardware and software.

Prerequisite: DP 12 or 31

DP 81 INDEPENDENT STUDY

1-3 crs. 1-3 hrs.

Independent study in the field of Data Processing is developed individually between student and faculty member and must be approved by the department.

DP 82

1-3 crs. 1-3 hrs.

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.

DATA PROCESSING PROGRAM

A.A.S. Degree Requirements — Page 82
### MATHEMATICS

**MAT 01 ELEMENTARY ALGEBRA**  
0 cr. 4 hrs.  
(4 equated credits)  
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 MAT 05 or equivalent.

**MAT 03 ELEVENTH YEAR MATHEMATICS**  
0 cr. 4 hrs.  
(4 equated credits)  
Same course as Eleventh Year Mathematics in high school.  
*Prerequisite:* MAT 01, or 05, or Elementary Algebra

**MAT 05 INTENSIVE MATHEMATICS REVIEW**  
0 cr. 4 hrs.  
(4 equated credits)  
This intensive review of basic mathematics includes an introduction to elementary algebraic manipulations. Studies are supplemented by a Mathematics Laboratory in which tutors and films are available. Not open to students who have passed the College Placement Examination.

**+MAT 2 BASIC CONCEPTS OF STATISTICS**  
3 crs. 4 hrs.  
(4 equated credits)  
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 MAT 03, or Intermediate Algebra.  
*Prerequisite:* Competence in Kingsborough Mathematics Placement Examination or "A" or "B" grade in MAT 01 or 05

**+MAT 3 BUSINESS AND CONSUMER MATHEMATICS**  
3 crs. 3 hrs.  
Course topics include credit cards; automobile, life, health and property insurance; compound interest; savings plans; mortgages; checkbook records; taxes and income tax forms. Recommended for all non-transfer students. Not open to students who have taken Intermediate Algebra or MAT 03.  
*Prerequisite:* Competence in Kingsborough Mathematics Placement Examination.
MAT 6 MATHEMATICS OF FINANCE
3 crs. 3 hrs.
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 MAT 03

MAT 7 PRINCIPLES OF MATHEMATICS
4 crs. 4 hrs.
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 MAT 03.
Prerequisite: MAT 01, or 05, or Ninth Year Mathematics

MAT 8 MATHEMATICS—AN HISTORICAL SURVEY
3 crs. 3 hrs.
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 MAT 7.
Not open to students who have taken a mathematics course number 11 or higher.
Not open to students who have taken Intermediate Algebra or MAT 03.
Prerequisite: MAT 01, or 05, or Elementary Algebra

MAT 9 UNDERSTANDING MATHEMATICS: A PRACTICAL APPROACH
4 crs. 4 hrs.
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: MAT 01 or 05

MAT 11 FINITE MATHEMATICS
4 crs. 4 hrs.
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: MAT 03, or Eleventh Year Mathematics

+ Basic Course
MAT 12 CONCEPTS OF MODERN MATHEMATICS FOR LIBERAL ARTS STUDENTS
3 crs. 3 hrs.
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 MAT 12 and/or MAT 13 during the same or different semesters in either order.
Prerequisite: Intermediate Algebra, or MAT 03, or "A" Grade in MAT 7

MAT 13 SURVEY OF MATHEMATICS FOR LIBERAL ARTS STUDENTS
4 crs. 4 hrs.
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 MAT 12 and/or MAT 13 during the same or different semesters in either order.
Prerequisite: Intermediate Algebra or MAT 03 or "A" Grade in MAT 7

MAT 14 ANALYTIC GEOMETRY AND PRE-CALCULUS MATHEMATICS
4 crs. 4 hrs.
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 MAT 12A in high school.
Prerequisite: Eleventh Year Mathematics or MAT 03

MAT 15 CALCULUS I
4 crs. 4 hrs.
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 MAT 14

MAT 16 CALCULUS II
4 crs. 4 hrs.
A continuation of MAT 15, the emphasis is on transcendental functions, special methods of integration, and hyperbolic functions.
Prerequisite: One term of high school calculus or MAT 15

Basic Course
MAT 20 ELEMENTS OF STATISTICS
3 crs. 3 hrs.
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, MAT 03

MAT 21 CALCULUS III
4 crs. 4 hrs.
This course is a continuation of MAT 16 with emphasis placed on partial differentiation, polar coordinates, multiple integration, solid geometry and vectors, and hyperbolic functions.
Prerequisite: MAT 16 with "C" grade or better

MAT 22 CONCEPTS OF MODERN MATHEMATICS II
3 crs. 3 hrs.
A continuation in greater depth of MAT 12. This course includes some independent reading under the guidance of the Instructor to introduce students to research mathematics.
Prerequisite: MAT 12 or 13 with "B" grade or better, or permission of Department Chairman

MAT 23 HISTORY OF MATHEMATICS
4 crs. 4 hrs.
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 MAT 8.
Prerequisite: MAT 11 or higher

MAT 24 INTRODUCTION TO THE THEORY OF NUMBERS
3 crs. 3 hrs.
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: MAT 11 or higher

+ Basic Course
MAT 55 DIFFERENTIAL EQUATIONS  
3 crs. 4 hrs.

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 science.

Prerequisite: MAT 16 or 18 with "C" grade or better

MAT 56 LINEAR ALGEBRA  
3 crs. 4 hrs.

This course consists of a study of vector spaces, matrix algebra transformations, and vector analysis.

Prerequisite: MAT 15 or 17 with "C" grade or better

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

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.

MAT 82  
1-3 crs. 1-3 hrs.

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

A.S. Degree Requirements — Page 67

198
Chairman: Prof. Bernard I. Shockett
Room — T-8206
Ext. — 5528
+ MUS 21 INTRODUCTION TO JAZZ
3 crs. 3 hrs.
An historical approach to the jazz idiom through readings and guided listening.

+ MUS 22 CONTEMPORARY MUSIC
3 crs. 3 hrs.
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.

+ MUS 30 RUDIMENTS OF THEORY
3 crs. 3 hrs.
This course is for students who have no previous musical training but are interested in acquiring basic skills in music reading, writing and performance.

+ MUS 31 INTRODUCTION TO MUSIC
3 crs. 3 hrs.
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.

MUS 91 CHORUS
1 cr. 3 hrs.

MUS 92 BAND
1 cr. 3 hrs.

MUS 93 ORCHESTRA
1 cr. 3 hrs.
Students may enroll for more than one of the above performing groups. However, credit is allowed for only one activity.

+ Basic Course
COURSES FOR MUSIC MAJORS*

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

MUS 02 BASIC SKILLS: PIANO I
0 cr. 1 hr. (1 equated credit)
A beginning piano course for music majors.

MUS 03 BASIC SKILLS: PIANO II
0 cr. 1 hr. (1 equated credit)
The second piano course in this sequence for music majors.

MUS 32 THEORY OF MUSIC I
3 crs. 3 hrs.
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 figures-bass exercises and melodies are included. Relevant techniques in representative melodies and in traditional repertoire are analyzed.

MUS 33 THEORY OF MUSIC II
3 crs. 3 hrs.
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.

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

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

*Courses listed for Music majors may be open to other students with the permission of the Department.
MUS 36 EAR TRAINING I
2 crs. 2 hrs.
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 the Department
Corequisite: MUS 32

MUS 37 EAR TRAINING II
2 crs. 2 hrs.
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

MUS 38 EAR TRAINING III
2 crs. 2 hrs.
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

MUS 39 EAR TRAINING IV
2 crs. 2 hrs.
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 I
Fall
3 crs. 3 hrs.
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 and compositions in rondo form are examined. Symphonic works are utilized and the suite is studied as a complete form.
Prerequisite: MUS 32
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

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.
Chairman: Prof. Annette Fisher
Room — T-4123
Ext. — 5522
A limited number of highly qualified and motivated students are admitted into the KCC Nursing Program. Students whose applications are accepted for the Nursing Curriculum must meet the following requirements:

A. Completion of the following Pre-Nursing sequence of four courses:

- Eng 12
- Psy 11
- Bio 11
- Sci 25

B. Completion of these four courses with either a 2.5 grade point average or, 2 B's (one of which must be in Sci 25 or Bio 11) and 2 C's:

C. Satisfactory score on the National League for Nursing Pre-Nursing Test (mandated by the Board of Higher Education).

Based on their College placement tests students must complete any required remediation prior to completion of the above four courses.

5% of the students who are admitted to the Nursing curriculum are allowed directly into the first nursing course and can thus complete the program in four semesters. These students are selected on the basis of their high school admission average and Departmental approval.

Group Requirements are specific in the Nursing Program Curriculum. Criteria for retention in the Nursing Program curriculum mandates that students (effective September '75), must:

a. earn a minimum final grade of “C” in every Nursing course in a required sequence;

b. receive no more than two grades under “C” in any Nursing course or in any pre or corequisite courses;

c. receive no more than one grade under “C” in the Sciences, and no more than one grade under “C” in Psychology and Sociology;

d. repeat any Nursing course for which a “D” or “F” grade was received.

Any course presented by the Nursing Department may be repeated only once.

Requirements for change of Curriculum into Nursing*
(For those students who entered the college on or after September 1, 1975):

I. Matriculated status

II. Completion of Pre-Nursing sequence of our courses with acceptable grades. (see A and B and C)

III. Permission of the Chairman of the Department of Nursing. Entrance into nursing courses after above criteria are met is then dependent on the results of the National League for Nursing Pre-Nursing Test, and space availability.
The NLN Test is mandated by the Board of Higher Education.

*The College does NOT guarantee such curriculum change and reserves the right to limit entrance into any curriculum, subject to available space and financial ability.

**Drug Calculation Policy**

Nursing 17, "Drug Calculations in Nursing," is a co-requisite of Nursing 18 and a pre-requisite to all other nursing courses. Throughout the rest of the program, drug calculation skills will be tested each semester.

Beginning with the second semester (Nursing 19 and Nursing 20) promotion to the next semester requires a "C" or better in the nursing course(s) and a passing grade of 80% in the Drug Calculations Test given during that semester.

A student who receives a "C" or better in the nursing course(s) but who does not pass the Drug Calculations Test will receive credit for the course(s) but will not be allowed to register for further nursing courses or to graduate until a Drug Calculations Test for that semester has been passed.

In the second semester (Nursing 19 and Nursing 20) and third semester (Nursing 21) students who have failed the first test will be offered a retest, (a total of two opportunities to pass a test during the semester). In the fourth semester (Nursing 22 and Nursing 23) one test and a retest will be offered in each mini course.

A student who fails both tests in a semester or fourth semester mini courses will be offered a third test in the winter or summer module immediately following that semester.

Failure to pass the third test will result in the student's dismissal from the Nursing Program.
+ NUR 17 DRUG CALCULATIONS IN NURSING  
1 cr. 1 hr.
This required course for Nursing students will provide opportunities for the student to acquire knowledge in computing medical dosages.
Prerequisite: MAT 05 if necessary
Corequisite: NUR 18 or equivalent

+ NUR 18 FUNDAMENTALS OF NURSING  
7 crs. 13 hrs.
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.
Pre or Corequisites: BIO 11, PSY 11, SCI 25, ENG 12 or 13, NUR 17

NUR 19 FAMILY-CENTERED MATERNITY NURSING  
4 crs. 14 hrs.  (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: NUR 17, 18, BIO 11, PSY 11, SCI 25
Corequisite: BIO 12, PSY 32
Recommended: SOC 31

NUR 20 NURSING OF THE EMOTIONALLY ILL  
4 crs. 14 hrs.  (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: NUR 17, 18, BIO 11, PSY 11, SCI 25
Corequisites: BIO 12, PSY 32
Recommended: SOC 31

+ Basic Course
NUR 21 NURSING THE ILL ADULT I
9 crs. 16 hrs.
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: NUR 17, 18, 19, 20; BIO 11, 12; PSY 11, 32; SCI 25
Corequisites: BIO 51 may be taken with NUR 21 or 22 and 23

NUR 22 NURSING THE ILL ADULT II
5 crs. 17 hrs.  
(one-half semester)
This lecture-laboratory continuation of NURS 21 is designed to present the concepts of illness upon which nursing intervention is based. Topics are organized to demonstrate how illness affects the needs of individuals, families and society. Selected major adult health problems discussed, are those of interference with normal cellular growth and with mobility. Emphasis is on concepts of long-term illness and rehabilitation. Laboratory sessions may be off campus in hospitals or other health agencies.
Prerequisites: NUR 17, 18, 19, 20, 21; BIO 11, 12; PSY 11, 32; SCI 25
Corequisites: BIO 51 may be taken with NUR 21 or 22 and 23; SOC 31

NUR 23 NURSING OF CHILDREN
5 crs. 17 hrs.  
(one-half semester)
This course is designed to teach the special skills necessary for the nursing of 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: NUR 17, 18, 19, 20, 21; BIO 11, 12; PSY 11, 32; SCI 25
Corequisites: BIO 51 may be taken with NUR 21 or 22 and 23; SOC 31

NUR 24 ISSUES IN NURSING
1 cr. 1 hr.
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.
Open only to fourth semester students.

NURSING PROGRAM
A.A.S. Degree Requirements—Page 93
210
+ CHM 01 PREVIEW OF GENERAL CHEMISTRY

0 cr. 2 hrs.  
(2 equated credits)

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 are encouraged. Each student receives intensive help with weak areas.

Corequisite: MAT 03 or equivalent; CHM 01 or, competence on Departmental Placement Examination.

+ CHM 11 GENERAL CHEMISTRY I

4 crs. 6 hrs.

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: MAT 03 and CHM 01 or competence on Department Placement Examination.

CHM 12 GENERAL CHEMISTRY II

4 crs. 6 hrs.

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: CHM 11

CHM 31 ORGANIC CHEMISTRY I

5 crs. 9 hrs.

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: CHM 12
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: CHM 31
+ GEO 31 METEOROLOGY

3 crs. 3 hrs.

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

3 crs. 3 hrs.

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

4 crs. 5 hrs.

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

3 crs. 3 hrs.

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
+ PHY 11 GENERAL PHYSICS I

5 crs. 6 hrs.
This is the first term of a two semester course in classical and modern physics which is recommended for liberal arts, pre-medical, pre-dental, pre-pharmacy, pre-optometry and certain allied health students. Topics include a study of mechanics, heat, hydrostatics and hydrodynamics, harmonic motion and waves. A laboratory gives the student practical experience in these areas.
Prerequisite: MAT 03 or equivalent

PHY 12 GENERAL PHYSICS II

5 crs. 6 hrs.
This is the second term of General Physics. Topics covered include sound, electricity, magnetism, atomic and nuclear physics and optics. A laboratory is included.
Prerequisite: PHY 11

+ PHY 13 ADVANCED GENERAL PHYSICS I

5 crs. 6 hrs.
This is the first term of a two semester calculus course in classical and modern physics. It is recommended for science and engineering students. Topics covered include mechanics, heat, hydrostatics, hydrodynamics, harmonic motion and waves. A laboratory gives the student practical experience in these areas.
Prerequisite: MAT 14
Corequisite: MAT 15

PHY 14 ADVANCED GENERAL PHYSICS II

5 crs. 6 hrs.
This is the second term of Advanced General Physics. Topics include sound, electricity, magnetism, atomic and nuclear physics and optics. A laboratory is included.
Prerequisite: PHY 13
Corequisite: MAT 16

PHY 21 MODERN PHYSICS

4 crs. 5 hrs.
This is an up-to-date course in atomic and nuclear physics recommended for science, engineering and certain allied health students. It includes kinetic theory, the failure of classical physics, wave mechanics, special relativity, radioactivity, nuclear reactions, fission, fusion and nuclear energy and its economic and ecological impact. A laboratory gives the student the opportunity to do experiments in some of the above areas.
Prerequisite: PHY 12 or 14

+ Basic Course
PHY 29  BASIC ELECTRONICS

Lecture and laboratory work in the fundamentals of AC and DC circuits, vacuum tubes, transistors, circuit design and electronic instrumentation are included in this course.
Prerequisite: A college level laboratory physics course or permission of the Department

+ PHY 30  PHYSICS FOR EVERYDAY LIVING

3 crs. 3 hrs.
This course is especially designed for liberal arts and career 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.

+ PHY 35  INTRODUCTION TO ASTRONOMY

3 crs. 3 hrs.
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, spectrosopes) 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 MAT 05
SCIENCE

+ SCI 21 PHYSICAL SCIENCE I 2 crs. 2 hrs.
This first part of a college-level two-semester sequence in physical science covers astronomy, mechanics, electricity and magnetism. It may be taken with SCI 38, a two-hour laboratory course for a total of 3 credits.

SCI 22 PHYSICAL SCIENCE II 2 crs. 2 hrs.
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 Department

+ SCI 25 APPLIED PHYSICAL SCIENCES FOR ALLIED HEALTH CAREERS 3 crs. 5 hrs.
This lecture and laboratory course is designed to survey selected topics in chemistry and physics that have a direct bearing on the health services. Topics include: mechanics, electricity, optics, atomic energy, radioactivity, atomic structure, chemical bonding, chemical equations, behavior of gases, respiration and oxygen therapy, properties of liquids and solutions including hydrostatics and hydrodynamics, acids and bases, and an introduction to organic and biochemistry.
Prerequisite: MAT 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 (page 117).

+ SCI 31 HISTORY AND PHILOSOPHY OF SCIENCE I 2 crs. 2 hrs.
A modern course in science emphasizing the historical, philosophical and political viewpoints. It begins with the work of the ancients in astronomy. Then the revolution in science during the Renaissance is discussed with emphasis on the works of Copernicus, Galileo and Newton. The course continues with a discussion of the rise of modern physics and chemistry, including nuclear energy and space travel.

+ SCI 32 HISTORY AND PHILOSOPHY OF SCIENCE II 2 crs. 2 hrs.
For complete course description refer to Department of Biological Sciences (page 117).

+ Basic Course
+ SCI 34 INTRODUCTION TO MODERN CHEMISTRY
4 crs. 5 hrs.
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. Recommended for liberal arts and career students.

+ SCI 35 INTRODUCTION TO MODERN PHYSICS
4 crs. 5 hrs.
A one-semester lecture and laboratory 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 and career students.

+ SCI 36 INTRODUCTION TO EARTH SCIENCE
4 crs. 5 hrs.
During this course, emphasis is placed on the earth's environment, meteorology, geology, astronomy, and oceanography. Field trips and a laboratory are included. Recommended for liberal arts and career students.

+ SCI 37 CHEMISTRY AND THE ENVIRONMENT
4 crs. 5 hrs.
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. Recommended for liberal arts and career students.

+ SCI 38-39 PHYSICAL SCIENCE LABORATORY
1 cr. 2 hrs. (each semester)
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
1 cr. 2 hrs.
A laboratory course in astronomical instruments during which telescopes, transit spectroscopes, and cameras are used to solve selected problems.
This electronics course will cover D.C. and A.C. circuits, transistors, tubes, amplifiers, oscillators, power supplies, receivers, broadcast transmission, antenna and test equipment. F.C.C. Rules and Regulations pertinent to the F.C.C. Radio Telephone First Class License Exam will be reviewed. The laboratory will familiarize the student with electronic components, equipment, circuits and testing procedures.

Prerequisite: Elementary algebra or MAT.05
POLITICAL SCIENCE

+POL 50 CLASH OF POLITICAL IDEAS: 3 crs. 3 hrs.
INTRODUCTION TO POLITICAL THEORY
An examination of selected major political philosophers from Plato to Machiavelli, from Locke and Rousseau to Hegel and Marx. What are the bases for political leadership, political obligation, majority rule and minority rights?

+POL 51 AMERICAN GOVERNMENT AND POLITICS 3 crs. 3 hrs.
An introduction to the structure of the national government and the way it operates. Topics include the discussion of our democratic system, the three branches of government (executive, legislative and judicial), political parties, pressure groups, and current legislation.

+POL 52 COMPARATIVE GOVERNMENT 3 crs. 3 hrs.
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, the comparison of Western and non-Western systems, with emphasis on Britain, France, Germany, Italy, the Soviet Union and selected African, Asian, and Latin American countries.

+POL 53 STATE AND LOCAL GOVERNMENT AND POLITICS 3 crs. 3 hrs.
The role of state and local governments in the American political system is the emphasis of 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 54 THE AMERICAN PRESIDENCY 3 crs. 3 hrs.
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 an historical introduction to the role of the President, the growth of the Presidency from 1789 to the present, and the factors currently affecting presidential elections, and presidential powers.

+ Basic Course 223
POL 55 PUBLIC OPINION

Mass media’s impact on the political process and the public’s impact through the polling techniques. 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, decision-making, political socialization and the problem of political analysis.

Prerequisite: POL 51 or permission of the Department

+ POL 56 URBAN COMMUNITY RELATIONS

The course is concerned with looking at the inclusive 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. 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.

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

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 58 WORK EXPERIENCE SEMINAR

The work seminar will combine the experience of work in political/social/governmental activity with the study of the structural and functional role of selected offices in our political system. Emphasis on the theoretical understanding of the role of public officials/agencies will serve as the basis for class reports. Work experience must total a minimum of 90 hours.

Prerequisites: POL 51, 53, 56, 61 or permission of the Department

+ Basic Course
INTERNATIONAL RELATIONS

Analysis of the role of America in international relations is the major focus of this course. Emphasis is placed on sovereignty, state power, colonialism, imperialism, nationalism and ideologies. The course includes the role of international organizations and law, collective security and regionalism in the maintenance of international order.

PRINCIPLES OF PUBLIC ADMINISTRATION AND PUBLIC AGENCIES

Examination of the practice of American public administration with 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 51 or 53, or permission of the Department

CIVIL LIBERTIES AND CRIMINAL JUSTICE

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, lawyers, courts, prisons, and other elements in the criminal justice system.

POL 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
SECRETARIAL SCIENCE DEPARTMENT

Executive
Legal
Medical
School

Chairperson: Prof. Isabelle A. Krey
Room — T-4204
Ext. — 5655
SECRETARIAL SCIENCE

+ SEC 11 ELEMENTARY TYPEWRITING
2 crs. 4 hrs.
Basic skills necessary for the operation and care of the typewriter are developed. 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 12.)

SEC 12 INTERMEDIATE TYPEWRITING
2 crs. 4 hrs.
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 11 or equivalent

SEC 12X INTERMEDIATE TYPING: INTENSIVE
4 crs. 4 hrs.
This intensive program to develop the attainment levels of SEC 11, Elementary Typewriting, and SEC 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 13 ELEMENTARY STENOGRAPHY (PITMAN)
3 crs. 4 hrs.
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. (With approval, students who satisfactorily completed the equivalent of this course may be exempted.)

SEC 14 ELEMENTARY CENTURY 21 SHORTHAND
3 crs. 4 hrs.
Century 21 Shorthand theory is presented in this course. Practice in reading and writing contextual materials and pre-transcription training are included.
Open to secretarial science students who have not had Gregg or Pitman shorthand.
+ Basic Course
SEC 15 ELEMENTARY STENOGRAPHY (GREGG) 3 crs. 4 hrs.
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. (With approval, students who satisfactorily completed the equivalent of this course may be exempted.)

SEC 16 INTERMEDIATE STENOGRAPHY (PITMAN) 3 crs. 4 hrs.
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 13 or equivalent

SEC 16X INTERMEDIATE PITMAN STENOGRAPHY: INTENSIVE 4 crs. 4 hrs.
This intensive program will develop the skill attainment levels of SEC 13, Elementary Pitman Stenography, and SEC 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 Shorterhand, 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 18 INTERMEDIATE STENOGRAPHY (GREGG) 3 crs. 4 hrs.
The continued development of Gregg stenographic language skills and continued pre-transcription training are stressed. 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 15 or equivalent

SEC 18X INTERMEDIATE GREGG STENOGRAPHY: INTENSIVE 4 crs. 4 hrs.
This intensive program will develop the skill attainment levels of SEC 15, Elementary Gregg Stenography and SEC 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 the Department

SEC 31 ADVANCED STENOGRAPHY

3 crs. 4 hrs.

Students' shorthand skills are intensified with development of the ability to take dictation at rates of 80 to 120 words per minute for sustained periods. Transcription techniques to meet office standards in the production of mailable transcripts are developed.

Prerequisites: SEC 12, and 16 or 18 or equivalent
Corequisites: SEC 33, 37

SEC 31X ADVANCED STENOGRAPHY: INTENSIVE

4 crs. 4 hrs.

This intensive program will develop dictation speeds of 60 to 120 wpm, that will review the principles of stenography, re-enforce 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 16, Intermediate Pitman Stenography or SEC 18, Intermediate Gregg Stenography, as well as SEC 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 32 ADVANCED STENOGRAPHY AND TRANSCRIPTION

4 crs. 6 hrs.

Speed dictation is increased to rates of 100 to 140 words per minute. Transcription skills to meet office production standards are attained.

Prerequisite: SEC 31, 33 and 37

SEC 33 PRODUCTION TYPEWRITING

2 crs. 4 hrs.

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 typewriting with emphasis on the responsibilities of the executive secretary.

For Secretarial majors only or permission of the Department

Prerequisite: SEC 12 or equivalent
SEC 33X PRODUCTION TYPEWRITING: INTENSIVE 4 crs. 4 hrs.
An intensive program to develop the skill attainment and the production levels of SEC 12, Intermediate Typewriting and SEC 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 the Department

SEC 34 SECRETARIAL PRACTICE 3 crs. 4 hrs.
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 31, 33, 37

SEC 35 ADVANCED PRODUCTION TYPEWRITING — EXPERT TECHNIQUES AND CORRESPONDENCE PRODUCTION 1 cr. 2 hrs.
The course is designed to enable students to achieve expert levels in typewriting and high levels of proficiency in the production of business letters, interoffice memoranda, and directives. Business standards in simulated office situations are maintained.
Prerequisite: SEC 33

SEC 37 BUSINESS COMMUNICATIONS 3 crs. 3 hrs.
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.

+ Basic Course
SEC 51 ELEMENTARY LEGAL STENOGRAPHY AND PROCEDURES

3 crs. 4 hrs.
The course focuses on the development of a comprehensive legal shorthand vocabulary through dictation and transcription of legal materials. Skill is developed in taking dictation at rates of 100 to 120 words per minute and in transcribing nonlitigation forms and communications, including letters, contracts, proxies, wills, bonds, release, 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 12 and 16 or 18 or equivalent
Corequisites: SEC 31, 33 and 37

SEC 52 ADVANCED LEGAL STENOGRAPHY AND PROCEDURES

4 crs. 6 hrs.
This course includes rapid dictation of litigation materials at rates of 100 to 140 words per minute, continued legal vocabulary development and 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 included.
Prerequisites: SEC 33, 37, 51

SEC 53-54 THE SCHOOL SECRETARY

2 crs. 2 hrs.
(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 55 SCHOOL RECORDS AND ACCOUNTS

2 crs. 2 hrs.
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.
Open only to School Secretarial majors.
SEC 67 BEGINNING MEDICAL SECRETARY PRACTICE
2 crs. 3 hrs.
The course is an introduction to the semi-technical medical activity responsibilities of a medical secretary. It includes analysis of medical care plans and their respective forms, 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 12 and 16 or 18
Corequisites: SEC 31, 33 and 69

SEC 68 ADVANCED MEDICAL SECRETARY PRACTICE
2 crs. 3 hrs.
The course covers the duties and responsibilities of a medical secretary. Included are telephome 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.
Open only to Medical Secretarial Science majors.
Prerequisites: SEC 31, 33, 67, 69
Corequisite: SEC 70

SEC 69 BEGINNING MEDICAL DICTATION AND TERMINOLOGY
3 crs. 4 hrs.
This course involves a comprehensive study of medical terminology, including shorthand 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 at rates of 100 to 120 words per minute and transcription ability are developed.
Open only to Medical Secretarial Science majors.
Prerequisites: SEC 12 and 16 or 18
Corequisites: SEC 31, 33, 37, 67

SEC 70 ADVANCED MEDICAL DICTATION AND TRANSCRIPTION
4 crs. 6 hrs.
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.
Open only to Medical Secretarial Science majors.
Prerequisites: SEC 31, 33, 37, 67, 69
Corequisites: SEC 68
SEC 81 INDEPENDENT STUDY 1-3 crs. 1-3 hrs.
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.

SEC 82 1-3 crs. 1-4 hrs.
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 92a FIELD EXPERIENCE — EXECUTIVE SECRETARY 3 crs. 9 hrs.
Eight hours per week of supervised work experience in business offices in the community, and one hour a week of classroom discussion of the on-the-job experience are course requirements.
Prerequisites: SEC 31, 33 and 37
Corequisites: SEC 32 and 34

SEC 92b FIELD EXPERIENCE — LEGAL SECRETARY 3 crs. 9 hrs.
Eight hours per week of supervised work experience in law firms in the community, and one hour a week of classroom discussion of the on-the-job experience are course requirements.
Prerequisites: SEC 31, 33, 37 and 51
Corequisites: SEC 32 and 52

SEC 92c FIELD EXPERIENCE — SCHOOL SECRETARY 3 crs. 9 hrs.
Eight hours per week of supervised work experience in schools in the community, and one hour a week of classroom discussion of the on-the-job experience are course requirements.
Prerequisites: SEC 31, 33, 37 and 53
Corequisites: SEC 32, 34, 54, 55

SEC 92d FIELD EXPERIENCE — MEDICAL SECRETARY 3 crs. 9 hrs.
Eight hours per week of supervised work experience in medical environments in the community, and one hour a week of classroom discussion of the on-the-job experience are course requirements.
Prerequisites: SEC 31, 33, 37, 67, 69
Corequisites: SEC 68 and 70
Chairman: Prof. Mortimer Becker
Room — E-309B
Ext. — 5591
MASS COMMUNICATIONS

+ MCM 30 MASS MEDIA
3 crs. 3 hrs.
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 crs. 3 hrs.
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. Videotaping and playback, field trips and guest lectures are included during the semester.

MCB 36 ANNOUNCING—RADIO AND TELEVISION
3 crs. 3 hrs.
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 Department

MCB 37 BROADCAST JOURNALISM
3 crs. 3 hrs.
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

MCB 39 STUDIO OPERATIONS AND PRODUCTION TECHNIQUES
3 crs. 3 hrs.
This course provides students with familiarity and understanding of broadcasting equipment and the operational and technical skills needed to function in a radio and television studio.

+ MCF 40 FILM: THE CREATIVE MEDIUM
3 crs. 3 hrs.
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.
SPEECH

+SPE 11 LISTENING AND SPEAKING SKILLS

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 14 COMMUNICATION SKILLS FOR PRESCHOOL AND ELEMENTARY TEACHERS

Through assignments that include research, brief written reports, oral presentation and class critiques, students will develop skills in the classroom presentation of written materials such as short stories, poetry, and essays for children. They will also develop skills in listening to student feedback as the children express their ideas concerning what has been read to them.

SPE 15 SPEECH ARTS FOR PRE AND ELEMENTARY SCHOOL GRADES

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 dramas, puppetry, storytelling, reading aloud, choral speaking, group discussions and talks.

+SPE 16 SPEECH PROBLEMS OF CHILDREN

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 IMPROVEMENT IN COMMUNICATION

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.

+ Basic Course
+SPE 21 EFFECTIVE PUBLIC SPEAKING

3 crs. 3 hrs.
The basic elements for clear and effective public speaking are presented. Practice and study in skills such as organizing and outlining speeches, developing ideas and using audio-visual materials for clarification and amplification of ideas is provided. The techniques of extempore and impromptu speaking are developed. Methods of delivery are examined and practiced. All the basic elements are brought together through the presentation of several speeches.

+SPE 22 THE ART OF CONV ICTION AND PERSUASION

3 crs. 3 hrs.
An introduction to the art of discourse and the practical applications of this art in all aspects of human activities: law, politics, literature and science. It is the aim of the course to make the student aware that every form of the human endeavor must be persuasively and convincingly presented to a community of reasonable beings.

+SPE 23 SPEECH FOR FOREIGN-SPEAKING STUDENTS

3 crs. 3 hrs.
Students are taught to speak English more effectively by studying the formation of word pronunciation, and the correct stress and rhythm in phrases and sentences. Students practice in conversation, reading aloud and informal speech.

+SPE 24 CAREER COMMUNICATION

3 crs. 3 hrs.
This course prepares students in the communication skills used most frequently in the professions, business and industry. Emphasis is placed on speaking logically and expressing ideas creatively. Theories of interpersonal communication are presented and practice provided in such speaking situations as job interviews, small group presentations, business meetings, conferences and platform speaking. Clear and acceptable speech is developed.

SPE 25 GROUP DISCUSSION

3 crs. 3 hrs.
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.

+ Basic Course
SPE 27 ORAL INTERPRETATION

3 crs. 3 hrs.

Students in this course learn to recreate and communicate what writers and poets say in various types of literature. Through guided preparation, analysis, presentation and evaluation of individual readings of materials ranging from simple reports to poetry, students are given the opportunity to develop practical skill and enjoyment in reading aloud. The course is also useful to students of Theatre Arts and Radio Broadcasting.

SPE 29 VOICE AND ARTICULATION

3 crs. 3 hrs.

A course designed for students with acceptable speech who wish to study the theory of voice production and the proper formation of the sounds of speech as typified by American standard usage. The mechanics of pitch, volume and quality are studied. Study of phonetic symbols is provided. Assistance is given in overcoming minor speech and voice problems most commonly found in the New York City area.

SPE 81 INDEPENDENT STUDY

1-3 crs. 1-3 hrs.

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

1-3 crs. 1-3 hrs.

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.
THEATRE ARTS

+ Th.A 50 INTRODUCTION TO THEATRE ARTS

3 crs. 3 hrs.

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 crs. 3 hrs.

Through consideration of a number of outstanding plays in theatrical history, and the study of various productions given these plays, students gain understanding of the plays and appreciation of the production problems involved. Relevance of the plays to the contemporary stage will be discussed during the course.

+ Th.A 52 ACTING I

4 crs. 4 hrs.

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 I

4 crs. 4 hrs.

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 psychophysical actions, objectives and superobjectives of characters. Theories of acting are studied and practiced in laboratory situations.

Prerequisite: Th.A 52 or permission of the Department

Th.A 55 STAGECRAFT

3 crs. 4 hrs.

Through discussion and demonstration, students learn the various elements of production, including theatre organization, stage managing, scenery construction and painting. Each student is required to participate in the major school productions during the course.

Prerequisite: Th.A 50 (may be waived by the Department)

+ Basic Course
Th.A 56 LIGHTING DESIGN

3 crs. 3 hrs.

An introduction to the field of lighting design for the theatre. Students will be taught the principles of electricity and light and how they relate to designing lights. The lighting designer's procedure and method of operation will be studied and applied in laboratory conditions as well as in actual production. Students will be required to make in-depth studies of lighting particular plays in addition to participating in at least one production at the College.

Prerequisite: Th.A 50

+ Th.A 57 PUPPETRY

3 crs. 3 hrs.

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 crs. 3 hrs.

Through lecture and demonstration, students are taught basic 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

1 cr. 6 hrs.

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 production.

Th.A 62 ACTING III

3 crs. 3 hrs.

This course involves studies of acting in pre-modern drama with a detailed analysis of the acting styles of selected Classic, Elizabethan, Neo-Classic, Restoration and Romantic drama. Study of historical periods, in regard to language and movement, is supplemented by practice in laboratory situations. Class enrollment is limited.

Prerequisite: Th.A 53 (may be waived by the Department)

Th.A 65 SCENIC DESIGN

3 crs. 3 hrs.

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.

Prerequisite: Th.A 55 (May be waived by the Department)

**Th.A 66 DIRECTING: THE FUNDAMENTALS**

3 crs. 4 hrs.

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.

Prerequisites: Th.A 50 and permission of the Department

**+ Th.A 68 HISTORY OF THEATRE**

3 crs. 3 hrs.

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.

**+ Th.A 69 STREET THEATRE**

4 crs. 4 hrs.

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 Department

**Th.A 81 INDEPENDENT STUDY**

1-3 crs. 1-3 hrs.

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.

**Th.A 82**

1-3 crs. 1-3 hrs.

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.

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**THEATRE ARTS PROGRAM**

A.S. Degree Requirements — Page 73

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257
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267
NOTIFICATION OF POLICY

Kingsborough Community College DOES NOT DISCRIMINATE, in any way, on the basis of sex, age, color, race, religion, national origin or physical handicap in its admission policy, educational or activities programs, or hiring procedures.

GIFTS and BEQUESTS

Kingsborough Community College does not have endowments. It is supported by allocations from the City of New York and the State of New York. These funds do not fill many crucial gaps which are necessary to stimulate, enrich and further the broad educational objectives of the college. Additional funds are needed for the benefit of the students, faculty, staff and the community at large; to provide awards, grants and loans to students who might otherwise be unable to start or complete their education; to sponsor research, publish, support educational programs and facility development, and foster the cultural and social life of the college community.

Only gifts, grants, awards and bequests from public-spirited citizens can make these activities possible and meet these urgent needs. They will be most gratefully received.

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 (pages S-8).

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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<th>Radio Station</th>
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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.
Officer of the City University

Robert J. Kibbee, Chancellor
Mary P. Bass, General Counsel and Vice Chancellor for Legal Affairs
Julius C. C. Edelstein, Vice-Chancellor for Urban Affairs
Egon Brenner, Acting Vice-Chancellor for Academic Affairs
J. Joseph Meng, Vice-Chancellor for the Executive Office
Kenneth M. King, University Dean for Computer Systems
James J. McGrath, University Dean for Academic Program
Seymour Siegel, University Dean for Educational Technology
Marilyn Magner, Director for Faculty and Staff Relations
Lawrence Podell, University Dean for Program and Policy Research
John Van Buren Sullivan, Deputy to the Chancellor for University Relations
Robert Young, University Dean for Special Programs
Rachel T. Weddington, University Dean for Teacher Education
Donal E. Farley, Administrator of the Office of Facilities Planning and Management
Jerald Posman, Director of the University Budget
Richard M. Catalano, Secretary of the Board of Higher Education
Maria M. Perez, Executive Assistant to the Chancellor

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Mary P. Bass, General Counsel & Vice-Chancellor for Legal Affairs, B.A., J.D.
THE CITY UNIVERSITY OF NEW YORK

is a public institution composed of senior colleges, community colleges, an upper division unit, a college of criminal justice, an affiliated medical school, a Graduate School and University Center. The fifteen member Board of Higher Education (seven members are appointed by the Governor, seven by the Mayor and one member is selected by the group) serve as the University’s Board of Trustees. The President of the Board of Education and the President of the CUNY Student Senate serve as ex-officio members of the Board.

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 urban 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.

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

Baccalaureate Degree Program

The CUNY Baccalaureate degree, awarded by the University, brings a flexible, new approach to the concept of liberal arts education. It gives a student maximum opportunity to take courses and work with faculty at other than the home college and permits the student to incorporate individual research, travel, work community activities and other off-campus activities of educational value into an individually planned course of study. This program is open to students who have completed at least 15 credits at a CUNY college.

Information and applications are available from the campus coordinator (see page 33) or from the Coordinator of CUNY Baccalaureate Program, The Graduate School and University Center, 33 West 42nd Street, New York, New York 10036.

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 page 17).

Foreign Students Program

All applicants who hold (or expect to obtain) temporary (non-immigrant) visas, should obtain the correct application form from the Foreign Student Office of The City University of New York Admissions Services, 875 Avenue of the Americas, New York, N.Y. 10001.
Super Citizens

New York State residents, 65 years of age and over, may attend CUNY colleges under a policy of the Board of Higher Education. No tuition is charged to State residents, but a $25.00 registration fee is charged each semester. Some documentation of age must be submitted.

Students are accepted on a matriculated or non-degree 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 5-8.

The Office of Admission Services

The Office of Admission Services assists all prospective applicants who are interested in attending one of the colleges of the City University of New York. OAS, in conjunction with the University Application Processing Center (UAPC) processes all freshman and advanced standing transfer applications and evaluates all foreign educational documents. The office is conveniently located at 101 West 31st Street in Manhattan and contains the following divisions:

The Information Center: Provides information on CUNY admissions procedures, International Student Admissions, Financial Aid, CUNY programs and GED information. The Center is open Monday through Thursday from 9:00 A.M.-6:00 P.M., and Friday from 9:00 A.M.-5:00 P.M. Telephone — 790-4581.

School and Community Services: Disseminates pre-admissions information on CUNY to students and guidance counselors in all New York City High Schools and most of the large community agencies.

Computer Based Educational Opportunity Center (CBEOC): CBEOC is a federally funded program operating in conjunction with CUNY's Office of Admission Services, whose prime goal is to assist persons from low-income areas to enroll in a post-secondary educational program. Telephone — 790-4652.

New York City Regional Center for Life Long Learning: Housed at the Office of Admission Services, the Center for Life Long Learning provides to interested applicants, guidance counselors and community agencies, information about post-secondary educational opportunities available in New York City.

In addition, OAS administers the College Level Examination Program (CLEP) and the Test of English as a Foreign Language (TOEFL). Other functions include the preparation of CUNY publications such as The Guide to Admissions and The CUNY Community Newsletter.
“Kingsborough Community College has provided us all with a sense of pride and accomplishment. I offer my own congratulations to all members of the Kingsborough Community for their dedication, their imagination and their professionalism. Kingsborough can serve as a model both within the CUNY system and to community colleges everywhere as to what can be done when talent and commitment are focused on real objectives under fair and inspiring leadership.”

Robert J. Kibbee
Chancellor, City University of New York
Units of the City University

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

Senior Colleges
THE CITY COLLEGE, founded in 1847
Robert E. Marshak, President
HUNTER COLLEGE, founded in 1870
Jacqueline G. Wexler, President
BROOKLYN COLLEGE, founded in 1930
John W. Kneller, President
QUEENS COLLEGE, founded in 1937
Nathaniel H. Siegel, Acting President
JOHN JAY COLLEGE OF CRIMINAL JUSTICE, founded in 1964
Gerald M. Lynch, President
YORK COLLEGE, founded in 1966
Milton G. Bassin, President
BERNARD M. BARUCH COLLEGE, founded in 1968
Joel Segall, President
HERBERT H. LEHMAN COLLEGE, founded in 1968
Leonard Lief, President
MEDGAR EVERS COLLEGE, founded in 1968
Richard D. Trent, President
THE COLLEGE OF STATEN ISLAND, founded in 1976
Edmond Volpe, President

Community Colleges
BRONX COMMUNITY COLLEGE, founded in 1957
Morton Rosenstock, Acting President
QUEENSBOROUGH COMMUNITY COLLEGE, founded in 1958
Kurt R. Schmeller, President
KINGSBOROUGH COMMUNITY COLLEGE, founded in 1963
Leon M. Goldstein, President
BOROUGH OF MANHATTAN COMMUNITY COLLEGE, founded in 1963
Edgar D. Draper, President
NEW YORK CITY COMMUNITY COLLEGE, founded in 1946; affiliated with the City University in 1964
Peter J. Caffrey, Acting President
EUGENIO MARIA de HOSTOS COMMUNITY COLLEGE, founded in 1968
FIORELLO H. LAGUARDIA COMMUNITY COLLEGE, founded in 1968
Joseph Shenker, President

Affiliated Institution
MOUNT SINAI SCHOOL OF MEDICINE, affiliated with the City University in 1967
Thomas C. Chalmers, President
The 60 acre Kingsborough Community College Campus, enclosed on three sides by the waters of the Atlantic Ocean (left), Jamaica Bay (center), and Sheepshead Bay (right).
INDEX

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences</td>
<td>47</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>5-8, 46</td>
</tr>
<tr>
<td>Academic Information</td>
<td>17</td>
</tr>
<tr>
<td>Academic Planning</td>
<td>27</td>
</tr>
<tr>
<td>Academic Standards</td>
<td>41</td>
</tr>
<tr>
<td>Accounting Program</td>
<td></td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>125</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>79</td>
</tr>
<tr>
<td>Accreditation</td>
<td>15</td>
</tr>
<tr>
<td>Admissions</td>
<td>17</td>
</tr>
<tr>
<td>Applications</td>
<td>18</td>
</tr>
<tr>
<td>Deadline Dates</td>
<td>19</td>
</tr>
<tr>
<td>Filing Dates</td>
<td>19</td>
</tr>
<tr>
<td>Office of</td>
<td>17</td>
</tr>
<tr>
<td>Procedures</td>
<td>18</td>
</tr>
<tr>
<td>Adult Education</td>
<td>39</td>
</tr>
<tr>
<td>Advanced Standing</td>
<td>20</td>
</tr>
<tr>
<td>Art Department</td>
<td>97</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>99</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>70</td>
</tr>
<tr>
<td>Associate in Applied Science</td>
<td></td>
</tr>
<tr>
<td>Degree</td>
<td>77</td>
</tr>
<tr>
<td>Programs</td>
<td>76</td>
</tr>
<tr>
<td>Requirements</td>
<td>51</td>
</tr>
<tr>
<td>Associate in Arts Degree</td>
<td>57</td>
</tr>
<tr>
<td>Program</td>
<td>59</td>
</tr>
<tr>
<td>Requirements</td>
<td>51</td>
</tr>
<tr>
<td>Associate in Science Degree</td>
<td>61</td>
</tr>
<tr>
<td>Programs</td>
<td>62</td>
</tr>
<tr>
<td>Requirements</td>
<td>51</td>
</tr>
<tr>
<td>Athletics</td>
<td>37</td>
</tr>
<tr>
<td>Attendance</td>
<td>47</td>
</tr>
<tr>
<td>B Baccalaureate Degree Program</td>
<td>33, 272</td>
</tr>
<tr>
<td>Banking</td>
<td>127</td>
</tr>
<tr>
<td>Basic Courses</td>
<td>53</td>
</tr>
<tr>
<td>Behavioral Sciences and Human Services Department</td>
<td>103</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>105</td>
</tr>
<tr>
<td>Bequests</td>
<td>268</td>
</tr>
<tr>
<td>Bilingual Studies Program</td>
<td>35</td>
</tr>
<tr>
<td>Biological Sciences Department</td>
<td>117</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>119</td>
</tr>
<tr>
<td>Biology</td>
<td></td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>119</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>64</td>
</tr>
<tr>
<td>Board of Higher Education</td>
<td>271</td>
</tr>
<tr>
<td>Business Administration Program</td>
<td></td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>129</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>81</td>
</tr>
<tr>
<td>Business Career Programs</td>
<td>76</td>
</tr>
<tr>
<td>Business Department</td>
<td>123</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>125</td>
</tr>
<tr>
<td>Degree Programs</td>
<td>79, 81, 83</td>
</tr>
<tr>
<td>Business Officers (KCC)</td>
<td>267</td>
</tr>
<tr>
<td>Calendar</td>
<td>5-8</td>
</tr>
<tr>
<td>Career Counseling</td>
<td>27</td>
</tr>
<tr>
<td>Career Programs</td>
<td></td>
</tr>
<tr>
<td>Business</td>
<td>76</td>
</tr>
<tr>
<td>Health</td>
<td>76</td>
</tr>
<tr>
<td>Social Service</td>
<td>76</td>
</tr>
<tr>
<td>Catalogs</td>
<td></td>
</tr>
<tr>
<td>Kingsborough Community College</td>
<td>48</td>
</tr>
<tr>
<td>Change of Curriculum</td>
<td>45</td>
</tr>
<tr>
<td>Grades</td>
<td>43</td>
</tr>
<tr>
<td>Chemistry</td>
<td></td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>213</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>65</td>
</tr>
<tr>
<td>Child Care/Early Childhood Education Program</td>
<td></td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>107</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>91</td>
</tr>
<tr>
<td>City University of New York</td>
<td>272</td>
</tr>
<tr>
<td>Admissions</td>
<td>274</td>
</tr>
<tr>
<td>Colleges and Presidents</td>
<td>274</td>
</tr>
<tr>
<td>Degree and Special Programs</td>
<td>273</td>
</tr>
<tr>
<td>Henderson Rules and Regulations</td>
<td>269</td>
</tr>
<tr>
<td>Officers</td>
<td>271</td>
</tr>
<tr>
<td>Transfer Policy</td>
<td>49</td>
</tr>
<tr>
<td>Co-Curricular Activities</td>
<td>29</td>
</tr>
<tr>
<td>College Discovery</td>
<td>29, 33, 273</td>
</tr>
<tr>
<td>Community Mental Health Assistant Program</td>
<td></td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>105</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>90</td>
</tr>
<tr>
<td>Computer Center</td>
<td>33</td>
</tr>
<tr>
<td>Computer Programming</td>
<td>189</td>
</tr>
<tr>
<td>Computer Science Program</td>
<td></td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>191</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>66</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>39</td>
</tr>
<tr>
<td>Counseling</td>
<td>27</td>
</tr>
<tr>
<td>Career</td>
<td>27</td>
</tr>
<tr>
<td>Employment</td>
<td>27</td>
</tr>
<tr>
<td>Freshmen</td>
<td>27</td>
</tr>
<tr>
<td>Placement</td>
<td>27</td>
</tr>
<tr>
<td>Referral</td>
<td>28</td>
</tr>
</tbody>
</table>

280
Transfer ........................................ 28
Veterans ........................................ 29
Courses
Basic ........................................ 53
Advanced ..................................... 53
Credits
Equated ....................................... 43
Transfer of .................................... 20
Cultural Affairs ................................ 33
CUNY
Admissions ..................................... 272
Colleges and Presidents ...................... 277
Degree and Special Programs ............... 273
Henderson Rules and Regulations .......... 269
Officers ........................................ 271
Curricula
Associate in Applied Science ............. 77
Associate in Arts ............................. 57
Associate in Science ......................... 61
Change of ..................................... 45
D
Data Processing Program
Course Descriptions ......................... 192
Degree Requirements ....................... 82
Day Care Center ................................ 32
Degree Programs
Associate in Applied Science (A.A.S.) .. 51
Associate in Arts (A.A.) ................. 51
Associate in Sciences (A.S.) ............. 51
Departments
Art .............................................. 97
Behavioral Sciences and Human Services 103
Biological Sciences ........................... 117
Business ...................................... 123
English ........................................ 139
Foreign Languages ........................... 149
Health, Physical Education and Recreation 165
History and Philosophy ..................... 175
Mathematics and Computer Science .... 187
Music .......................................... 199
Nursing ....................................... 205
Physical Science ................................ 211
Political Science and Urban Affairs ...... 221
Secretarial Science ......................... 227
Speech and Theatre ......................... 237
Student Services ............................. 27
Disabled Students ............................ 33
E
Early Childhood Education/Child Care Program
Course Descriptions ......................... 107
Degree Requirements ....................... 91
Economics .................................... 131
Educational Associate Program
Course Descriptions ......................... 109
Degree Requirements ....................... 92
Emergency
College Closing ................................ 278
Health or Accidents .......................... 34
Loans .......................................... 32
English Department ......................... 139
Course Descriptions ......................... 141
Environmental Science
(Concentration in)
Degree Requirements ....................... 64
Equated Credits .............................. 43
Evening Studies ............................... 39
Examinations .................................. 44
Conflicts ...................................... 44
Finals .......................................... 44
Make-up ....................................... 44
Mid-terms ...................................... 44
F
Faculty ......................................... 249
Fees ............................................. 22
Penalty ........................................ 22
Refunds ....................................... 23
Special ........................................ 22
Tuition ......................................... 21
Filing Dates .................................... 5-8
Financial Aid ................................... 30
Fine Arts Program ............................ 97
Course Descriptions ......................... 99
Degree Requirements ....................... 70
Foreign Languages Department .......... 149
Course Descriptions
French ......................................... 151
German ....................................... 155
Hebrew ........................................ 157
Italian ......................................... 159
Spanish ........................................ 161
Foreign Students ............................ 18, 273
French ......................................... 151
Freshman
Counseling ..................................... 27
Course Placement ............................. 34
Health Requirements ....................... 34
Information .................................... 27

281
<table>
<thead>
<tr>
<th>Course Descriptions</th>
<th>216</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Requirements</td>
<td>68</td>
</tr>
<tr>
<td>Political Science</td>
<td>223</td>
</tr>
<tr>
<td>Political Science and Urban Affairs Department</td>
<td>221</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>223</td>
</tr>
<tr>
<td>Pre-Physical Therapy Degree Requirements</td>
<td>69</td>
</tr>
<tr>
<td>Programs</td>
<td>50</td>
</tr>
<tr>
<td>Change of Psychology</td>
<td>45</td>
</tr>
<tr>
<td>Psychology</td>
<td>111</td>
</tr>
<tr>
<td>Public Service Institute (KIPS)</td>
<td>35</td>
</tr>
</tbody>
</table>

**R**

| Radio Broadcasting (concentration in) | 238 |
| Degree Requirements                    | 73  |
| Radio Station WKCC                      | 38  |
| Readmission To College                  | 42  |
| Real Estate                             | 133 |
| Recreation Leadership Program           | 171 |
| Degree Requirements                     | 94  |
| Referral Counseling                     | 28  |
| Refunds                                | 23  |
| Residence                               | 21  |
| Registrar                               | 25  |
| Officers                                | 267 |
| Registration                            | 17  |
| Retail Business Management Program      | 134 |
| Degree Requirements                     | 83  |

**S**

| Scholarships                          | 30  |
| Science Departments                   |     |
| Biological                             | 117 |
| Physical                               | 211 |
| Science Course Descriptions           | 122 |
| Secretarial Science Department        | 227 |
| Degree Requirements                   | 229 |
| Executive                              | 85  |
| Legal                                  | 86  |
| Medical                                | 87  |
| School                                 | 88  |
| Social Service Career Programs         | 76  |
| Sociology                              | 114 |
| Spanish                                | 161 |

**T**

| TAP (Tuition Assistance Program)       | 31  |
| Tax Accounting (concentration in)      | 79  |
| Degree Requirements                    |     |
| Theatre Arts                           | 243 |
| Course Descriptions                   |     |
| Degree Requirements                    | 73  |
| Transcripts                            | 22  |
| Transfer                               | 49  |
| Counseling                             | 28  |
| Credits                                | 20  |
| Policy                                 | 49  |
| Travel Directions to KCC.              | 284 |
| Tuition                                | 21  |
| Tutoring                               | 36  |

**U**

| Urban Affairs and Political Science Department | 221 |
| Course Descriptions                          | 223 |

**V**

| Veterans' Affairs                           | 29  |
| Vocational Testing                          | 28  |

**W**

| Winter Module                              | 46  |
| Withdrawals                                | 46  |
| From College                               | 46  |
| From Course(s)                             | 46  |
| WKCC Radio Station                         | 38  |
| Work Study                                 | 32  |
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*

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 + 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-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.

284
CAR

From Manhattan
Belt Parkway east bound to Coney Island Avenue - exit 8. (Note that exit 8 follows very closely upon exit 7 and can be easily missed.) Turn right at light, to Brighton Beach Avenue. Turn left on Brighton Beach Avenue. After about 1/4 of a mile, the street becomes Oriental Boulevard. Continue on Oriental Boulevard to the College.

From Queens
Belt Parkway west bound to Knapp Street - exit 9. Turn left at first light to Emmonds Avenue. Turn right on Emmonds Avenue. Travel on Emmonds 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.
THE COLLEGE EXPECTS ..............

that students will spend approximately two hours of outside preparation, study and work for each hour of classroom instruction. In those few courses that require independent study, work in addition to the two outside hours will be required and assigned by the instructor.
Exterior of the new Health and Physical Education Building. Inside features include: indoor, olympic-size swimming pool; two major gyms (large enough for 5 tennis courts); handball courts; professional dance studio; lockers and showers. An audience of nearly 900 can be seated at games and exhibitions.