LAGUARDIA COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
31-10 THOMSON AVENUE
LONG ISLAND CITY, NY 11101
Building New York, One Mind at a Time.
When LaGuardia Community College accepted its first students in 1971, it wanted to be what the words in its name promised. It wanted to be both a college and a community.

The idea is simple, really. LaGuardia was founded by people who believed that a college should be more than a place students attend until they graduate. They believed a college is also a human experiment created by different people who share a common goal.

Beyond that, they believed that a college is more than the community it creates within its walls. A college is also part of the community in which it is located. In fact, that first thing the founders of this college did was talk to people in the neighborhoods nearby about the kind of college the people wanted built here.

Naturally, if this is the kind of college you want to be, it will affect the way you do your work.

How does the college want to do its work?

First, the college believes it has a responsibility to go beyond merely providing students with the opportunity for an education. The college must also make it possible for students to succeed and even to excel.

Of course, every college wants the same for its students. Here at LaGuardia that desire is matched by a special level of commitment.

To put it very simply, we believe in the possibility of excellence. We look for it in the people who work here and in the programs we offer. We look for it in students. The question is: how can a college make the possibility of excellence real for its students?

LaGuardia saw part of the answer in an idea we all know to be true: that in this life, people learn in many different ways. We took that idea and said: what is true in life should also be true in college.

To make a college education true to life, however, meant taking students out of the classroom and into the work place.

Unlike any other community college before it, this college was the first to require students to complete off-campus work/study internships as a requirement for graduation.

But the college does not simply put students into a job and say: “See you next quarter.”

The college works with its students through a unique program merging classroom instruction, work experience, and career-related seminars. As a result, when LaGuardia students graduate, they have more than a degree. They have a resume.

That was the beginning of cooperative education at the college. It has grown to become a central feature of the LaGuardia experience.
But expanding a college education into the workplace is only part of what it takes to make a LaGuardia education work. Just as important—a college must be able to narrow its focus to a single student where there is an individual need.

For example, some of our students have mastered the material taught in some of our classes before they ever get to college. To them we offer an alternative degree program and give them credit for what they already know.

Other students need special help with reading, writing, mathematics, and communication skills. To them we offer a basic skills program of small classes and special tutoring where they have a new chance to learn these essential skills.

For all of our students, however, whatever their skills, we know college is a demanding experience. For this reason the college provides many kinds of counseling services—opportunities to talk about their school work, their career plans, their personal lives.

LaGuardia, however, is surrounded by a community which needs more from it than college degrees. The college has responded with a great deal more.

For example, the Division of Continuing Education offers programs for community residents at the college and in the neighborhoods where they live. It provides training for older people and small business people. For people who are deaf and people who are blind. For veterans and prison inmates. For those who want a career change, a high school equivalency diploma, or an auto repair class.

Other people, however, prefer sports. For these people the college operates a recreation program which mixes community residents and college students.

For other people, a community college is a community center. For these people a classroom can be a conference room. Or a theatre can be a meeting hall.

The college plays host to dozens of such events each year. For all these people, this college is all these things. Still, is this all a college can be? This college thought not.

So for a student with a young child, LaGuardia is also a day care center. While the parent goes off to class, the child attends a city-licensed nursery school located at the college and paid for by the students.

For a youngster from the local public schools who is thinking of dropping out, LaGuardia is also an alternative high school. Unfulfilled in the normal school setting, these students come to LaGuardia’s Middle College High School. After three years here, instead of dropping out, most go on to college—often at LaGuardia!

Why are we telling you all of this here? Fiorello LaGuardia could have told you why. As mayor of New York, LaGuardia was a plainspoken crusader and perhaps the most popular figure in the city’s political history. “Forget the details,” he once told an aide with impatience “Get to the reasons why!”

A college catalog cannot completely forget the details, of course. This one contains a great many, and they all begin on the next page.

But along with the details, we also want to state our reason why—why this college is here, and what it is we are trying to do.

After that, there seems only this to say:

Welcome to the college and the community.
Welcome to the experiment.
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ACADEMIC PROGRAMS & REQUIREMENTS
LaGuardia Community College is designed to provide its students with a wide range of learning opportunities in the areas of personal growth, academic achievement and career preparation. To meet these goals the college has created a variety of academic programs both traditional and experimental.

The college offers programs leading to three degrees, the Associate in Arts (AA), the Associate in Applied Sciences (AAS), and the Associate in Science (AS). The programs of study within each degree area include:

**ASSOCIATE IN ARTS**
- Bilingual Education Associate
- Human Services—Child Care, Mental Health, and Gerontology Options
- Liberal Arts
- Pre-Education Liberal Arts

**ASSOCIATE IN APPLIED SCIENCES**
- Accounting and Joint Accounting/Data Processing Option
- Animal Health Technology
- Business Management and Credit Management Option
- Commercial Foodservice Management
- Commercial Photography
- Computer Technician—Computer Repair and Telecommunications Options
- Data Processing—Operations and Programming Options
- Emergency Medical Technician
- Mortuary Science
- Nursing
- Office Technology
- Paramedic
- Physical Therapist Assistant
- Secretarial Science—Administrative Office Assistant, Bilingual, Executive and Legal Options
- Travel and Tourism

**ASSOCIATE IN SCIENCE**
- Business Administration
- Computer Science
- Dietetic Technician
- Emergency Medical Technician
- Liberal Arts and Sciences
- Occupational Therapy Assistant
- Paramedic
- School Foodservice Management

**CERTIFICATE PROGRAMS**
- Commercial Photography
- Word Processing
The Accounting Program, coordinated by the Accounting and Managerial Studies Department, offers a course of study leading to an Associate in Applied Science degree.

Although an AAS degree program is usually designed for students with immediate career goals upon graduation, experience has proven that a large percentage of accounting majors will continue their studies at a four-year college upon graduation (either full-time or part-time). Therefore, the accounting curriculum provides options for both the student who plans to transfer to a four-year college and the student whose immediate post-graduation goal is full-time employment.

The Accounting/Computer Information Systems Option recognizes the dominance of computers in the accounting field today. Through the option, students can acquire dual proficiency by becoming familiar with basic concepts in both computer systems and accounting. This combination of skills increases the job opportunities for which graduates will qualify.

The program of study recommended for students who intend to continue their education at a four-year college enables them not only to receive exposure to accounting and related fields but also to complete many of the liberal arts courses required at four-year colleges. The recommended program of study enables the student to transfer to a four-year college with the skill levels necessary for successful completion of the baccalaureate degree and also limits the additional course work that must be completed for the baccalaureate.

The program of study recommended for students with immediate career goals upon graduation is tailored to the needs and demands of job opportunities in the general business environment or in specific accounting positions. Graduates are employable in entry level accounting positions in the private business sector and in federal, state, and local governmental agencies (at approximately the GS-5 civil service level). Graduates are also qualified to perform routine auditing and accounting functions on the staffs of public accounting firms.

Regardless of post-graduation goals, students are able to complete three internships from numerous job opportunities available through LaGuardia’s Cooperative Education Division. These work experiences not only enable the students to bridge the gap between classroom theory and practical applications in the business world, but also provide valuable experience for subsequent full-time employment.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 43.
Accounting Curriculum:  
AAS Degree

Required Courses 51-52 Credits

Counseling  
Freshman Seminar 0

English: 6 credits  
Composition I ENGI01 3  
Writing through Literature ENGI02 3

Mathematics: 6 or 7 credits  
Algebra MAT110 3  
Select one of the following courses:  
Precalculus MAT200 (4 credits)  
or  
Elementary Statistics MAT120 (3 credits)

Social Science: 3 credits  
Introductory Economics I SSE101 3

Accounting Managerial Studies: 24 credits  
Accounting I AAM101 2  
Accounting II AAM102 2  
Accounting III AAM103 2  
Accounting Applications for the Microcomputer AAM110 3  
Introduction to Business AMM101 3  
Business Law I AAMM10 3  
Select three of the following courses:  9

Intermediate Accounting I AAM1201 (3 credits)  
Intermediate Accounting II AAM1202 (3 credits)  
Cost Accounting I AAM1210 (3 credits)  
Cost Accounting II AAM1211 (3 credits)  
Individual Income Tax Procedures AAM150 (3 credits)  
Partnership and Corporation Tax Procedures AAM155 (3 credits)  
Internal Audit AAM1220 (3 credits)

Computer Information Systems: 3 credits  
Introduction to Computers and their Applications BDP100 3

Cooperative Education: 9 credits  
Co-op Prep 0  
3 Internships, 3 credits each 9  
(Required for day students. Extended day students may take Co-op Internships or elective courses.)

Elective Courses: 14-15 credits

One elective must be an Urban Study course.

Liberal Arts Electives 7
(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)

Unrestricted Electives 7-8
Transfer students are advised to take liberal arts courses. Career students are advised to select courses from the Accounting Managerial Studies Department.

Total Credits: 66

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Students who take:  
ENG102 and MAT120  
ENG102 and MAT200  
Must complete at least:  
7 liberal arts elective credits  
7 liberal arts elective credits

Richard Longchamp '88  
Accounting

Accounting Curriculum: Joint  
Accounting/Data Processing  
Option: AAS Degree

Required Courses 55 Credits

Counseling  
Freshman Seminar 0

English: 6 credits  
Composition ENGI01 3  
Writing through Literature ENGI02 3

Mathematics: 6 credits  
Algebra MAT110 3  
Elementary Statistics I MAT120 3  
(Students who have previously completed a year of Algebra will be placed in Precalculus)

Accounting Managerial Studies: 18 credits  
Introduction to Business AAMM101 3  
Accounting I AAM101 2  
Accounting II AAM102 2  
Accounting III AAM103 2  
Accounting Applications for the Microcomputer AAM110 3  
Select one of the following pairs:  
Intermediate Accounting I AAM1201 (3 credits) and  
Intermediate Accounting II AAM1202 (3 credits)  
or  
Cost Accounting I AAM1210 (3 credits) and  
Cost Accounting II AAM1211 (3 credits)

Computer Information Systems: 13 credits  
Introduction to Computers and their Applications BDP100 3  
Principles of Programming with BASIC BDP109 3  
Structured Programming with COBOL BDP195 4  
Operating Systems BDP230 3

Business CIS Elective: 3 credits  
Select one of the following courses:  
Business Law AAMM110 (3 credits)  
or  
Systems Analysis and Design BDP110 (3 credits)

Cooperative Education: 9 credits  
Co-op Prep 0  
3 Internships, 3 credits each 9  
(Required for day students. Extended day students may take Co-op Internships or elective courses.)

Elective Courses: 11 credits

One elective must be an Urban Study course.

Liberal Arts Electives 11
(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)

Total credits: 66

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
ANIMAL HEALTH TECHNOLOGY

The Animal Health Technician Program provides for both classroom and clinical training in the areas of small and large animal care, and laboratory animal science. It is coordinated by the Department of Natural and Applied Sciences and leads to an Associate in Applied Science degree (AAS). The program is designed to meet requirements set forth by the New York State Department of Education and the American Veterinary Medical Association, and will prepare the graduate for a career as an Animal Health Technician.

Animal Health Technicians work under the supervision of a veterinarian in a wide variety of tasks. These include such services as: collection of specimens and performance of tests on blood and urine, preparation of animal patients and equipment for surgery; routine nursing of medical and surgical patients; exposure and development of radiographs; supervision of subordinate hospital personnel; and routine business management procedures.

Students will spend 3 of their 8 quarters working in veterinary practices and research animal facilities. A number of New York City practicing veterinarians will provide work experience for students. Students will also work with laboratory animals at one of many research laboratories in New York City.

There are a wide variety of employment opportunities for Animal Health Technicians in the metropolitan area. These include animal research laboratories, private veterinary practices, pet shops, testing laboratories and animal shelters. The LaGuardia Community College program will prepare students to meet the requirements for New York State licensure as animal health technicians. Students will also be prepared for a certifying examination given by the American Association for Laboratory Animal Science.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 43.

Animal Health Technology Curriculum: AAS Degree

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<tr>
<td>Freshman Seminar</td>
<td>0</td>
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<tr>
<td><strong>English</strong>: 3 credits</td>
<td>ENG101</td>
</tr>
<tr>
<td><strong>Social Science</strong>: 3 credits</td>
<td>SS1100</td>
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<tr>
<td><strong>Humanities</strong>: 3 credits</td>
<td>HUC101</td>
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<tr>
<td><strong>Mathematics</strong>: 3 credits</td>
<td>MAT120</td>
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<tr>
<td><strong>Natural &amp; Applied Sciences</strong>: 12 credits</td>
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<tr>
<td>Comparative Vertebrate Anatomy and Physiology</td>
<td>SCB210</td>
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<tr>
<td>Biological Chemistry</td>
<td>SCC140</td>
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<tr>
<td>General Microbiology</td>
<td>SCB260</td>
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<td><strong>Animal Health Technology</strong>: 24 credits</td>
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<tr>
<td>Introduction to Animal Health Technology</td>
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<tr>
<td>Research Animal Technology</td>
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<td>Veterinary Nursing I</td>
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<td>SCV211</td>
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<td>Veterinary Radiography</td>
<td>SCV212</td>
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<td>Veterinary Laboratory Techniques</td>
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<td>Farm Animal Nursing</td>
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<td><strong>Cooperative Education</strong>: 9 credits</td>
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<td>Co-op Prep</td>
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<td>Co-op Selected Animal Practice</td>
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<td><strong>Unrestricted Electives</strong>: 9</td>
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Total credits: 66

THIS IS A DAY PROGRAM ONLY.

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
The Education Associate Program with a specialization in Bilingual Education is administered by the Department of Humanities and awards the Associate in Arts degree (AA). Students are encouraged to transfer to a senior college after graduation.

Selected courses in major subject areas—social science, psychology and mathematics—are offered bilingually, in English and Spanish, with a focus on Hispanic culture. In addition, the program provides field-based instruction in bilingual curriculum development and teaching methodology.

Students who are not currently working as paraprofessionals will serve three 10-week internships in bilingual schools. Working classroom paraprofessionals may use their current employment site to fulfill the internship requirement.

The internships are accompanied by seminars designed to assist students with problems they encounter in their teaching positions. The seminars available to program participants include: Social Science in the Bilingual Program, Realities of Your Career Choice, Bilinguals and the World of Work, and Independent Research.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective unrestricted courses. For more information on the basic skills requirements see page 43.

### Bilingual Education Associate Curriculum: AA Degree

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<th>Required Courses</th>
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<td></td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>0</td>
</tr>
<tr>
<td><strong>English</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENGL 102</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics/Sciences</strong></td>
<td>9</td>
</tr>
<tr>
<td>Early Concepts of Math for Children MAT 103 or MAB103 (bilingual mode)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics in Elementary Education MAT 104 or MAB104 (bilingual mode)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Select one of the following courses:</strong></td>
<td>3</td>
</tr>
<tr>
<td>Topics in Biology SCB101 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Topics in Chemistry SCC101 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Topics in Physical Science SCP101 (3 credits)</td>
<td></td>
</tr>
<tr>
<td><strong>Social Sciences:</strong></td>
<td>9</td>
</tr>
<tr>
<td>Introduction to Social Science SS1100 or SSB101 (bilingual mode)</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY101 or SSB102 (bilingual mode)</td>
<td>3</td>
</tr>
<tr>
<td>Group Dynamics SSY260</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities:</strong></td>
<td>9</td>
</tr>
<tr>
<td>(These courses are taught in Spanish only.)</td>
<td></td>
</tr>
<tr>
<td>Advanced Spanish Composition HUS210</td>
<td>3</td>
</tr>
<tr>
<td>Latin American Civilization HUS204</td>
<td>3</td>
</tr>
<tr>
<td><strong>Select one of the following courses:</strong></td>
<td>3</td>
</tr>
<tr>
<td>Latin American Literature I HUS200 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Latin American Literature II HUS201 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Literature of the Caribbean HUS270 (3 credits)</td>
<td></td>
</tr>
<tr>
<td><strong>Bilingual Education Core Courses:</strong></td>
<td>12</td>
</tr>
<tr>
<td>(These courses are taught in the bilingual mode.)</td>
<td></td>
</tr>
<tr>
<td>Introduction to Bilingualism HUN101 (an Urban Study course)</td>
<td>3</td>
</tr>
<tr>
<td>The Bilingual Child in the Urban Environment HUB102</td>
<td>3</td>
</tr>
<tr>
<td>Principles and Practices of Bilingual Education HUB103</td>
<td>3</td>
</tr>
<tr>
<td>Bilingual Language Arts HUB200</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong></td>
<td>9</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>12</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>9</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
<td></td>
</tr>
<tr>
<td>Unrestricted Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Sofia Camilo '89
Bilingual Education Associate
The Commercial Photography program, coordinated by the Department of Humanities, leads to both a Certificate and an Associate in Applied Science (AAS) degree.

The one-year Certificate curriculum emphasizes basic and intermediate photography skills and provides an excellent introduction to commercial laboratory techniques. It is particularly suited to people interested in seeking employment in a commercial photography laboratory. Students will learn to process transparency and negative film using commercial automated equipment. The curriculum also includes an introduction to color and black & white printing and courses in chemistry, mathematics, and basic techniques in commercial photography.

The two-year AAS degree program will qualify graduates for entry-level positions in commercial photography. The first year of the program is almost identical to the certificate curriculum. In the second year, the student will concentrate on advanced techniques in commercial photography, including use of the 4 x 5 camera, electronic flash and tungsten illumination. Additionally, students will receive essential information on business practices, self-promotion, and how to secure employment as either a Photographer's Assistant or Staff Photographer.

The New York metropolitan area far and away leads the nation in the amount of work produced in commercial photography. LaGuardia Community College takes advantage of its location by placing students in internships as part of both the Certificate and AAS degree programs, giving them excellent "hands-on" experience to complement their on-campus studies.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills courses. These courses are not listed in the required course section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective unrestricted courses. For more information on the basic skills requirements see page 43.
## Commercial Photography Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td></td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>0</td>
</tr>
<tr>
<td>English: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Composition 1 ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Math Elective (must be a liberal arts course)</td>
<td>3</td>
</tr>
<tr>
<td>Natural and Applied Science: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Topics in Chemistry SCC101</td>
<td>3</td>
</tr>
<tr>
<td>Social Science: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SSI100</td>
<td>3</td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: 12 credits</td>
<td></td>
</tr>
<tr>
<td>Color Theory HUA115</td>
<td>3</td>
</tr>
<tr>
<td>Computer Art HUA125</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>The Art of Film HUC150</td>
<td>3</td>
</tr>
<tr>
<td><strong>Commercial Photography:</strong> 24 credits</td>
<td></td>
</tr>
<tr>
<td>Beginning Photography HUA130</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Photography HUA230</td>
<td>3</td>
</tr>
<tr>
<td>Studio Lighting I HUA145</td>
<td>3</td>
</tr>
<tr>
<td>Studio Lighting II*</td>
<td>3</td>
</tr>
<tr>
<td>Color Photography*</td>
<td>3</td>
</tr>
<tr>
<td>Color Darkroom Techniques*</td>
<td>3</td>
</tr>
<tr>
<td>Commercial Photography Workshop*</td>
<td>3</td>
</tr>
<tr>
<td>Commercial Photography Seminar*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong> 3 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
</tr>
<tr>
<td><strong>Elective Courses:</strong></td>
<td>6 credits</td>
</tr>
</tbody>
</table>

One elective must be an Urban Study course.

<table>
<thead>
<tr>
<th>Liberal Arts Electives</th>
<th>3 credits</th>
</tr>
</thead>
</table>

(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)

| Unrestricted Electives                                | 3 credits |

*New courses to be developed

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to insure maximum transferability of credits taken.

Terry Chen '90
Commercial Photography

---

## Commercial Photography Certificate Curriculum

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>33 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td>0</td>
</tr>
<tr>
<td>English: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Composition 1 ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Math Elective (must be a liberal arts course)</td>
<td>3</td>
</tr>
<tr>
<td>Natural and Applied Science: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Topics in Chemistry SCC101</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: 6 credits</td>
<td>3</td>
</tr>
<tr>
<td>Color Theory HUA115</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Commercial Photography: 15 credits</td>
<td>3</td>
</tr>
<tr>
<td>Beginning Photography HUA130</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Photography HUA230</td>
<td>3</td>
</tr>
<tr>
<td>Studio Lighting I HUA145</td>
<td>3</td>
</tr>
<tr>
<td>Studio Lighting II*</td>
<td>3</td>
</tr>
<tr>
<td>Color Photography*</td>
<td>3</td>
</tr>
<tr>
<td>Color Darkroom Techniques*</td>
<td>3</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>1 Internship</td>
<td>3</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take the Co-op Internship or an elective course.)</td>
<td></td>
</tr>
</tbody>
</table>

Total credits: 33

*New courses to be developed
**COMPUTER INFORMATION SYSTEMS**

**Computer Information Systems (CIS):** All programs in CIS award students an AAS degree except for Computer Science which awards the AS degree. All options that the department offers help prepare students for careers in CIS as well as to facilitate transfer to senior colleges.

The major objectives are to provide students with technical competencies in the field of CIS and to instill a basic understanding of business organization and the role of CIS in support of the management process.

Students at LaGuardia can select the following courses of study:

- **Computer Science:** The concentration in computer science is appropriate for those students interested in mathematics and/or computer science who plan on transferring to a senior college for further study in computer science. Graduating students will be prepared for careers as applications programmers.

- **Programming:** The concentration in computer programming provides training for entry level jobs as well as for transfer to a senior college or a business or information sciences major. Graduates of this option may qualify for positions as a junior programmer or programmer trainee.

- **Operations:** The concentration in computer operations prepares students to operate computer equipment. Students will qualify after graduation for positions as input/output control clerk, computer operator, and console operator.

- **Computer Technician:** The concentration in the computer technician program provides needed skills for a career in high-tech industries, in either microcomputer repair and operations, or design and interface of microcomputers with peripherals. This program is designed to fill the gap between existing CIS programs and to provide students with vocational training in an area in which companies are currently hiring.

- **Telecommunications:** The concentration in telecommunications provides students with skills for working in data switching centers, data line maintenance and communications devices repair. In addition, students can have the opportunity to plan advanced studies in teleprocessing and telecommunications.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills courses. These courses are not listed in the required course section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of electives courses. For more information on the basic skills requirements see page 43.
## Computer Science Curriculum: AS Degree

**Required Courses** 64 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td>3</td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td></td>
</tr>
<tr>
<td><strong>English</strong></td>
<td>6</td>
</tr>
<tr>
<td>Composition 1 ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>20</td>
</tr>
<tr>
<td>Pre-calculus MAT 200</td>
<td>4</td>
</tr>
<tr>
<td>If MAT 200 is waived, select one math course from the four listed below:</td>
<td></td>
</tr>
<tr>
<td>Linear Algebra MAT 210 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Elementary Differential Equations MAT 210 (4 credits)</td>
<td></td>
</tr>
<tr>
<td>Mathematical Probability and Statistics MAT 210 (4 credits)</td>
<td></td>
</tr>
<tr>
<td>Mathematical Probability and Statistics MAT 221 (4 credits)</td>
<td></td>
</tr>
<tr>
<td>Calculus I MAT 201</td>
<td>4</td>
</tr>
<tr>
<td>Calculus II MAT 202</td>
<td>4</td>
</tr>
<tr>
<td>Calculus III MAT 203</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Discrete Mathematical Structures MAT 230</td>
<td>4</td>
</tr>
<tr>
<td><strong>Computer Information Systems</strong></td>
<td>23</td>
</tr>
<tr>
<td>Introduction to Computer Science BDP 101</td>
<td>4</td>
</tr>
<tr>
<td>Structured Programming Techniques with COBOL BDP 195</td>
<td>4</td>
</tr>
<tr>
<td>Basic Assembly Language for Computer Science BDP 196</td>
<td>5</td>
</tr>
<tr>
<td>Computer Architecture BDP 295</td>
<td>4</td>
</tr>
<tr>
<td>Computer Information Systems Electives (choose any two CIS electives except BDP 105)</td>
<td>6</td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies</strong></td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business AMM 101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Social Science SSI 100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td>9</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take</td>
<td></td>
</tr>
<tr>
<td>Co-op Internships or elective courses.)</td>
<td></td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>3</td>
</tr>
<tr>
<td>One elective must be an Urban Study course.</td>
<td></td>
</tr>
<tr>
<td><strong>Liberal Arts Electives</strong></td>
<td>3</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics,</td>
<td></td>
</tr>
<tr>
<td>Natural and Applied Sciences or Social Sciences EXCEPT when noted</td>
<td></td>
</tr>
<tr>
<td>as unrestricted elective in the Schedule of Classes or College Catalog)</td>
<td></td>
</tr>
</tbody>
</table>

Total credits: 67

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Willie Garcia '89
Computer Information Systems - Computer Repair Technician

## Data Processing Curriculum: Programming Option: AAS Degree

**Required Courses** 55 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td>0</td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td></td>
</tr>
<tr>
<td><strong>English/Humanities</strong></td>
<td>6</td>
</tr>
<tr>
<td>Composition 1 ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>English or Humanities Elective (must be a liberal arts course)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>6</td>
</tr>
<tr>
<td>Algebra MAT 110</td>
<td>3</td>
</tr>
<tr>
<td>(if waived, substitute Pre-calculus MAT 200)</td>
<td></td>
</tr>
<tr>
<td>Math Elective</td>
<td>3</td>
</tr>
<tr>
<td>(recommended MAT 200, MAT 201 or MAT 120)</td>
<td></td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Social Science SSI 100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies</strong></td>
<td>7</td>
</tr>
<tr>
<td>Principles of Accounting 1 AMA 101</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting 2 AMA 102</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Business AMM 101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Computer Information Systems</strong></td>
<td>24</td>
</tr>
<tr>
<td>Introduction to Computers and Their Applications BDP 100</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Programming BDP 109</td>
<td>3</td>
</tr>
<tr>
<td>Structured Programming Techniques with COBOL BDP 195</td>
<td>4</td>
</tr>
<tr>
<td>Basic Assembly Language for Computer Science BDP 196</td>
<td>5</td>
</tr>
<tr>
<td>Operating Systems BDP 230</td>
<td>3</td>
</tr>
<tr>
<td>Systems Analysis and Design BDP 100</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems Elective (choose any CIS course except BDP 105)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td>9</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take</td>
<td></td>
</tr>
<tr>
<td>Co-op Internships or elective courses.)</td>
<td></td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>11</td>
</tr>
<tr>
<td>One elective must be an Urban Study course.</td>
<td></td>
</tr>
<tr>
<td><strong>Liberal Arts Electives</strong></td>
<td>5</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics,</td>
<td></td>
</tr>
<tr>
<td>Natural and Applied Sciences, or Social Sciences EXCEPT when noted</td>
<td></td>
</tr>
<tr>
<td>as unrestricted elective in the Schedule of Classes or College Catalog</td>
<td></td>
</tr>
<tr>
<td><strong>Unrestricted Electives</strong></td>
<td>6</td>
</tr>
</tbody>
</table>

Total credits: 66

**Note:** BDP 106 AND BDP 200 (6 credits) may substitute for BDP 195 (4 credits). BDP 120 AND BDP 121 (6 credits) may substitute for BDP 196 (5 credits). The extra credits will count as unrestricted electives. If both substitutions are made, 3 credits of unrestricted electives will be used.

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
### Data Processing Curriculum:
#### Operations Option:
#### AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>55 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td></td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>0</td>
</tr>
<tr>
<td><strong>English/Humanities:</strong></td>
<td>6 credits</td>
</tr>
<tr>
<td>Composition I ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>English or Humanities Elective (must be a liberal arts course)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics:</strong></td>
<td>6 credits</td>
</tr>
<tr>
<td>Algebra MAT 110 (if waived, substitute Elementary Statistics MAT120)</td>
<td>3</td>
</tr>
<tr>
<td>Math Elective (recommended MAT120, MAT121, or MAT200)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science:</strong></td>
<td>3 credits</td>
</tr>
<tr>
<td>Introduction to Social Science SS100</td>
<td></td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies:</strong></td>
<td>7 credits</td>
</tr>
<tr>
<td>Principles of Accounting I AMA101</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting II AMA102</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Computer Information Systems:</strong> 24 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Computers and their Applications BDP100</td>
<td>3</td>
</tr>
<tr>
<td>COBOL Programming I BDP106</td>
<td>3</td>
</tr>
<tr>
<td>Assembler Language I BDP120</td>
<td>3</td>
</tr>
<tr>
<td>Operating Systems BDP230</td>
<td>3</td>
</tr>
<tr>
<td>Computer Operations I BDP270</td>
<td>3</td>
</tr>
<tr>
<td>Computer Operations II BDP275</td>
<td>3</td>
</tr>
<tr>
<td>RPG Programming BDP108</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems elective (choose any CIS course except BDP105)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong></td>
<td>9 credits</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>9</td>
</tr>
<tr>
<td>3 Internships, 3 credits each (Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td>9</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>11 credits</td>
</tr>
<tr>
<td>One elective must be an Urban Study course.</td>
<td></td>
</tr>
<tr>
<td><strong>Liberal Arts Electives</strong></td>
<td>5</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
<td>5</td>
</tr>
<tr>
<td><strong>Unrestricted Electives</strong></td>
<td>6</td>
</tr>
</tbody>
</table>

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

### Computer Technician Curriculum:
#### Computer Repair Option:
#### AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>62 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td></td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>0</td>
</tr>
<tr>
<td><strong>English/Humanities:</strong></td>
<td>9 credits</td>
</tr>
<tr>
<td>Composition I ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101 or other oral skills course</td>
<td>3</td>
</tr>
<tr>
<td>English or Humanities Elective (must be a liberal arts course)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics:</strong></td>
<td>7 credits</td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td>Prealculus MAT200</td>
<td>4</td>
</tr>
<tr>
<td><strong>Social Science:</strong></td>
<td>3 credits</td>
</tr>
<tr>
<td>Introduction to Social Science SS100</td>
<td></td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies:</strong></td>
<td>3 credits</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td></td>
</tr>
<tr>
<td><strong>Computer Information Systems:</strong> 31 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Computers and their Applications BDP100</td>
<td>3</td>
</tr>
<tr>
<td>Assembler Language I BDP120</td>
<td>3</td>
</tr>
<tr>
<td>Computer Hardware Interfacing BDP265</td>
<td>3</td>
</tr>
<tr>
<td>Computer Technology Project Lab BDP289</td>
<td>2</td>
</tr>
<tr>
<td>Computer Electronics BDP290</td>
<td>4</td>
</tr>
<tr>
<td>Computer Logic, Design and Implementation 1 BDP291</td>
<td>4</td>
</tr>
<tr>
<td>Computer Logic, Design and Implementation 2 BDP292</td>
<td>4</td>
</tr>
<tr>
<td>Computer Repair BDP293</td>
<td>4</td>
</tr>
<tr>
<td>Computer Architecture BDP295</td>
<td>4</td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong></td>
<td>9 credits</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each (Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td>9</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>6 credits</td>
</tr>
<tr>
<td>One elective must be an Urban Study course.</td>
<td></td>
</tr>
<tr>
<td><strong>Liberal Arts Electives</strong></td>
<td>3</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Unrestricted Electives</strong></td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits:** 68

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
# Computer Technician Curriculum: Télécommunications Option: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>61 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td></td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>0</td>
</tr>
<tr>
<td><strong>English</strong>: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC 101 or other oral skills course</td>
<td>3</td>
</tr>
<tr>
<td>English or Humanities Elective (must be a liberal arts course)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics</strong>: 7 credits</td>
<td></td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td>Precalculus MAT200</td>
<td>4</td>
</tr>
<tr>
<td><strong>Social Science</strong>: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SSI100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies</strong>: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Computer Information Systems</strong>: 30 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Computers and their Applications BDP100</td>
<td>3</td>
</tr>
<tr>
<td>Assembler Language I BDP120</td>
<td>3</td>
</tr>
<tr>
<td>Computer Electronics BDP290</td>
<td>4</td>
</tr>
<tr>
<td>Computer Architecture BDP295</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Teleprocessing BDP266</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Telephony BDP261</td>
<td>3</td>
</tr>
<tr>
<td>Data Communications Concepts BDP262</td>
<td>4</td>
</tr>
<tr>
<td>Network Operations BDP263</td>
<td>4</td>
</tr>
<tr>
<td>Computer Technology Project Lab BDP289</td>
<td>2</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong>: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
</tr>
<tr>
<td><strong>Elective Courses</strong>: 6 credits</td>
<td></td>
</tr>
<tr>
<td>One elective must be an Urban Study course.</td>
<td></td>
</tr>
<tr>
<td><strong>Liberal Arts Electives</strong>: 3 credits</td>
<td></td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog.)</td>
<td></td>
</tr>
<tr>
<td><strong>Unrestricted Electives</strong>: 3 credits</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits: 67

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
The Dietetic Technician Program, coordinated by the Department of Natural and Applied Sciences, leads to the Associate of Science (AS) degree. The program is approved by the American Dietetic Association, the national professional accreditation organization. It is designed to train individuals to assume supervisory responsibilities in foodservice operations in health care related facilities such as hospitals and nursing homes. Such responsibilities include menu planning for institutional use, food purchasing, equipment selection and personnel supervision, evaluation and training.

The program provides management courses which deal with the direct application of management theories to foodservice operations and basic science courses which include human anatomy, physiology, microbiology and nutrition.

During their second year, students complete a required clinical affiliation experience at health care facilities in the New York metropolitan area. This experience provides the opportunity to combine classroom learning with practical work experience.

Successful graduates qualify for immediate employment in hospitals, nursing homes and other business and community foodservice operations. They also may enroll in bachelor’s degree programs at various senior colleges. Graduates are eligible for Technician membership in the American Dietetic Association and the Dietary Managers Association.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 43.

### Dietetic Technician

#### Curriculum: AS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td></td>
</tr>
<tr>
<td>English/Humanities: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td>Social Science: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SSII100</td>
<td>3</td>
</tr>
<tr>
<td>Sociology of Complex Organizations: Health Care Delivery Systems SSII75</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences: 14 credits</td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Human Biology I SCB203</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Human Biology II SCB204</td>
<td>4</td>
</tr>
<tr>
<td>General Microbiology SCB260</td>
<td>4</td>
</tr>
<tr>
<td>Community Health SCN195</td>
<td>2</td>
</tr>
<tr>
<td>Managerial Studies: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Personnel Administration AMMI121</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td>Dietetic Technology: 22 credits</td>
<td></td>
</tr>
<tr>
<td>Foods SCD100</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition I SCD200</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition II SCD201</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management I SCD250</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management II SCD251</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management III SCD252</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management IV SCD253</td>
<td>3</td>
</tr>
<tr>
<td>Dietetic Seminar SCD270</td>
<td>1</td>
</tr>
<tr>
<td>Cooperative Education: 7 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>Dietetic Field Experience I SCD260</td>
<td>1</td>
</tr>
<tr>
<td>Dietetic Field Experience II SCD261</td>
<td>1</td>
</tr>
<tr>
<td>Dietetic Field Experience III SCD262</td>
<td>1</td>
</tr>
<tr>
<td>Dietetic Field Experience IV SCD263</td>
<td>1</td>
</tr>
<tr>
<td>Practical Experience in Food Systems Management SCD264</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>5 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts Electives</td>
<td>5</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
<td></td>
</tr>
<tr>
<td>Recommended Electives:</td>
<td></td>
</tr>
<tr>
<td>General Psychology SSY101 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Introduction to Economics SSE101 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Oral Communication HUC101 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Writing through Literature ENG102 (3 credits)</td>
<td></td>
</tr>
</tbody>
</table>

Total credits: 66

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

The Dietetic Technician Program is currently being revised. The new program will be implemented in the 1988-89 academic year. Students entering during the 1988-89 academic year will be notified of the new degree requirements as soon as they are approved.

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Colleen Maynard '88
Dietetic Technician
Commercial Foodservice Management Curriculum

The Commercial Foodservice Management Program offered through the Natural and Applied Sciences Department, leads to an Associate of Applied Science (AAS) degree. The program provides management courses which deal with direct application of management theories to foodservice operations. Additional support courses include foods microbiology, accounting, advanced foods and nutrition. Through the cooperative education components of the program students gain first-hand knowledge of various aspects of the foodservice industry.

The foodservice industry is the third largest employer in the country. The industry anticipates it will need at least 250,000 new employees per year in the next decade. Program graduates are qualified for entry-level middle management trainee positions in large-scale foodservice enterprises such as food catering businesses, cafeterias, fast food outlets and vending machine operations. Areas of employment include purchasing, sanitation and safety management, personnel supervision and food production management.

Students who need additional skill development in reading, writing, mathematics and communications will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 43.

### Commercial Foodservice Management Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>59 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td></td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>0</td>
</tr>
<tr>
<td>English: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing for Business ENG112</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Social Science: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SS1100</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics/Natural Sciences: 10 credits</td>
<td></td>
</tr>
<tr>
<td>Foods Microbiology SCB160</td>
<td>4</td>
</tr>
<tr>
<td>Nutrition I SCD200</td>
<td>3</td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td>Accounting/Managerial Studies and Computer Information Systems: 10 credits</td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting I AMA101</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting II AMA102</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>Personnel Administration AMM121 (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Computers and their Applications BDP100 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Foodservice Management: 18 credits</td>
<td></td>
</tr>
<tr>
<td>Foods SCD100</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management I SCD250</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management II SCD251</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management III SCD252</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management IV SCD253</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Foods SCD205</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>7 credits</th>
</tr>
</thead>
</table>

One elective must be an Urban Study course.

**Liberal Arts Electives** 7 credits

(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)

Total credits: 66

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
The Pre-Education program, a part of the Liberal Arts curriculum, is designed for students who wish to transfer to a School of Education to complete a degree and prepare themselves to teach at the elementary or secondary level. Students choosing this curriculum take a strong foundation of liberal arts courses. To provide both a theoretical and a practical understanding of teaching as a career, students take a course on the Sociology of Education and also complete three full-time internships. These internships will take place in public schools and other educational settings.

Pre-education students have special academic advisors to help with the planning of their program of study, and particularly with the selection of liberal arts elective courses to ensure maximum transferability of their credits upon completion of the AA degree. All courses in this curriculum articulate with the Department of Education at York College/CUNY.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills courses. These courses are not listed in the required course section of the curriculum. The number of credits and particular courses students must successfully complete are determined by their scores on the college placement tests. For more information on the basic skills requirements see page 43.

### Pre-Education Liberal Arts Curriculum: AA Degree

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>60 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td></td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>0</td>
</tr>
<tr>
<td><strong>English:</strong></td>
<td>11 credits</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Writing the Research Paper ENG103</td>
<td>2</td>
</tr>
<tr>
<td>English Literature Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities:</strong></td>
<td>6 credits</td>
</tr>
<tr>
<td>Introduction to Philosophy HUP101</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science:</strong></td>
<td>15 credits</td>
</tr>
<tr>
<td>Introduction to Social Science SSI100</td>
<td>3</td>
</tr>
<tr>
<td>Sociology of Education SSI185</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSI101</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>Cultural Anthropology SSA101 (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td>Themes in American History to 1865 SSH101 (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization I SSH103 (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>Urban Sociology SSI187 (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td>Sociology of the Black Community SSI186 (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics:</strong></td>
<td>8 credits</td>
</tr>
<tr>
<td>Pre-calculus MAT200</td>
<td>4</td>
</tr>
<tr>
<td>Calculus MAT201</td>
<td>4</td>
</tr>
<tr>
<td><strong>Laboratory Science:</strong></td>
<td>8 credits</td>
</tr>
<tr>
<td>Choose ONE PAIR of courses from below:</td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Biology I SCB201 (4 credits) and Fundamentals of Biology II SCB202 (4 credits)</td>
<td>8</td>
</tr>
<tr>
<td>or Fundamentals of Chemistry I SCC201 (4 credits) and Fundamentals of Chemistry II SCC202 (4 credits)</td>
<td>8</td>
</tr>
<tr>
<td>or Fundamentals of Physics I SCP201 (4 credits) and Fundamentals of Physics II SCP202 (4 credits)</td>
<td>8</td>
</tr>
<tr>
<td><strong>Liberal Arts:</strong></td>
<td>3 credits</td>
</tr>
<tr>
<td>Liberal Arts Seminar: Humanism and Technology LIB200</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong></td>
<td>9 credits</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
</tr>
<tr>
<td><strong>Elective Courses:</strong></td>
<td>6 credits</td>
</tr>
<tr>
<td><strong>Liberal Arts Electives:</strong></td>
<td>6</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
<td></td>
</tr>
<tr>
<td><strong>Total credits:</strong></td>
<td>66</td>
</tr>
</tbody>
</table>

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
These programs offer career advancement possibilities to pre-hospital health care providers in New York City. Emergency Medical Technicians (EMT-A) will take a year of required and elective courses at the college, followed by a year in the specialized paramedic training program at the affiliated clinical facility. Successful completion of the two-year program will give students an Associate in Science (AS) or an Associate in Applied Science (AAS) degree, and will provide eligibility to sit for the New York State Department of Health certification examination for the AEMT-IV paramedic.

Paramedics who already hold paramedic certification will receive 33 credits in recognition of their specialized technical skills and training. A course of study toward the AS or AAS degree consisting of required and elective courses will be tailored to match the interests and career goals of individual paramedics. They must take 33 more credits at LaGuardia.

Although other students are ineligible to enroll in these programs without the respective certifications, they can work toward admission by taking the appropriate prerequisites and by earning the New York State EMT-A certificate. The EMT-A course is offered at the college through the Division of Adult and Continuing Education.

Students who are interested in this degree and who do not hold EMT-A certification should see a counselor or the Director of the program as soon as possible.

Students who need additional skill development in reading, writing, mathematics and communications will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 43.

**Emergency Medical Technician Curriculum: AS Degree**

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>62 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td></td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>0</td>
</tr>
<tr>
<td>English/Humanities: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENGL01</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENGL02</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Social Science: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SS100</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY100</td>
<td>3</td>
</tr>
<tr>
<td>Science/Mathematics: 14 credits</td>
<td></td>
</tr>
<tr>
<td>Elementary Statistics MATH101</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Human Biology I SCB203</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Human Biology II SCB204</td>
<td>4</td>
</tr>
<tr>
<td>Biological Chemistry SCIC140</td>
<td>3</td>
</tr>
<tr>
<td>Paramedic Component: 33 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Paramedic Technology SCE200</td>
<td>2</td>
</tr>
<tr>
<td>Cardiovascular Physiology and Pathophysiology SCE202</td>
<td>5</td>
</tr>
<tr>
<td>Fluid Dynamics, Shock and Clinical SCE210</td>
<td>4</td>
</tr>
<tr>
<td>Clinical Rotation SCE224</td>
<td>3</td>
</tr>
<tr>
<td>Pharmacology for the EMT-Paramedic SCE251</td>
<td>3</td>
</tr>
<tr>
<td>Musculoskeletal/Soft Tissue and Medical Emergencies SCE252</td>
<td>3</td>
</tr>
<tr>
<td>Etiology of Respiratory Diseases and Clinical SCE265</td>
<td>4</td>
</tr>
<tr>
<td>Obstetric and Pediatric Pathophysiology and Clinical SCE266</td>
<td>4</td>
</tr>
<tr>
<td>Physiology and Pathophysiology of the Nervous System SCE271</td>
<td>2</td>
</tr>
<tr>
<td>Operations, Crisis, Behavioral Emergencies and Clinical SCE275</td>
<td>2</td>
</tr>
<tr>
<td>Seminar in Paramedic Technology and Clinical SCE285</td>
<td>1</td>
</tr>
<tr>
<td>Elective Courses:</td>
<td>4 credits</td>
</tr>
<tr>
<td>One elective must be an Urban Study course.</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>4 credits</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits: 66

With successful completion of the paramedic tract of courses, students will be eligible to take the New York State Certification Examination.

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Charles Lamberta (seated) '88
Eddie Mena '88
Emergency Medical Technician/Paramedic
## Emergency Medical Technician Curriculum: AAS Degree

**Required Courses:**  
53 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Counseling</td>
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<tr>
<td>Freshman Seminar</td>
<td></td>
</tr>
<tr>
<td><strong>English/Humanities:</strong> 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENGI01</td>
<td>3</td>
</tr>
<tr>
<td>English/Humanities Elective (must be a liberal arts course)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science:</strong> 3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SSI100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Science/Mathematics:</strong> 11 credits</td>
<td></td>
</tr>
<tr>
<td>Elementary Statistics MAT120</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Human Biology I SCB203</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Human Biology II SCB204</td>
<td>4</td>
</tr>
<tr>
<td><strong>Paramedic Component:</strong> 33 credits</td>
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</tr>
<tr>
<td>Introduction to Paramedic Technology SCE200</td>
<td>2</td>
</tr>
<tr>
<td>Cardiovascular Physiology and Pathophysiology SCE202</td>
<td>5</td>
</tr>
<tr>
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<tr>
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<tr>
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</tr>
<tr>
<td>Physiology and Pathophysiology of the Nervous System SCE271</td>
<td>2</td>
</tr>
<tr>
<td>Operations, Crisis, Behavioral Emergencies and Clinical SCE275</td>
<td>2</td>
</tr>
<tr>
<td>Seminar in Paramedic Technology and Clinical SCE285</td>
<td>1</td>
</tr>
</tbody>
</table>

**Electives Courses:**  
13 credits

One elective must be an Urban Study course.

**Unrestricted Electives**  
13 credits

Total credits: 66

With successful completion of the paramedic tract of courses, students will be eligible to take the New York State Certification Examination.

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

## Paramedic Curriculum: AS Degree

**Required Courses:** 62 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td></td>
</tr>
<tr>
<td><strong>English/Humanities:</strong> 9 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENGI01</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENGI02</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science:</strong> 6 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SSI100</td>
<td>3</td>
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<tr>
<td>General Psychology SSY101</td>
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<tr>
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<td>Elementary Statistics MAT120</td>
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<td>Fundamentals of Human Biology II SCB204</td>
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<tr>
<td>Biological Chemistry SCC140</td>
<td>3</td>
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<td><strong>Paramedic Component:</strong> 33 credits</td>
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<td>Physiology and Pathophysiology of the Nervous System SCE271</td>
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</tr>
<tr>
<td>Operations, Crisis, Behavioral Emergencies and Clinical SCE275</td>
<td>2</td>
</tr>
<tr>
<td>Seminar in Paramedic Technology and Clinical SCE285</td>
<td>1</td>
</tr>
</tbody>
</table>

**Elective Courses:**  
4 credits

One elective must be an Urban Study course.

**Liberal Arts Electives**  
4 credits

(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)

Total credits: 66

Students who complete one quarter at LaGuardia will receive (on their official transcript as a grade of "CR") 33 total credits for prior paramedic training. To earn the AS degree, students will complete a total of 33 required credits and elective liberal arts credits. Since 33 credits are being awarded from prior paramedic training, students may not transfer any additional credits from other college coursework. Students who have taken one or more of the required courses at another college, will have substitute courses recommended.

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
### Paramedic Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>53 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td>0</td>
</tr>
<tr>
<td>Freshman Seminar</td>
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</tr>
<tr>
<td><strong>English/Humanities:</strong> 6 credits</td>
<td>3</td>
</tr>
<tr>
<td>Composition I ENG101</td>
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</tr>
<tr>
<td>English/Humanities Elective (must be a liberal arts course)</td>
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</tr>
<tr>
<td><strong>Social Science:</strong> 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Social Science SS100</td>
<td></td>
</tr>
<tr>
<td><strong>Science/Mathematics:</strong> 11 credits</td>
<td>3</td>
</tr>
<tr>
<td>Elementary Statistics MAT120</td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Human Biology I SCB203</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Human Biology II SCB204</td>
<td>4</td>
</tr>
<tr>
<td><strong>Paramedic Component:</strong> 33 credits</td>
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</tr>
<tr>
<td>Introduction to Paramedic Technology SCE200</td>
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<td>Fluid Dynamics, Shock and Clinical SCE210</td>
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<tr>
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<td>3</td>
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<td>Obstetric and Pediatric Pathophysiology and Clinical SCE266</td>
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</tr>
<tr>
<td>Physiology and Pathophysiology of the Nervous System SCE271</td>
<td>2</td>
</tr>
<tr>
<td>Operations, Crisis, Behavioral Emergencies and Clinical SCE275</td>
<td>2</td>
</tr>
<tr>
<td>Seminar in Paramedic Technology and Clinical SCE285</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses:</th>
<th>13 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>One elective must be an Urban Study course.</td>
<td>13</td>
</tr>
<tr>
<td><strong>Unrestricted Electives</strong></td>
<td>13</td>
</tr>
</tbody>
</table>

**Total credits: 66**

Students who complete one quarter at LaGuardia will receive (on their official transcript as a grade of "CR") 33 total credits for prior paramedic training. To earn the AAS degree, students will complete a total of 33 required and elective credits. Since 33 credits are being awarded from prior paramedic training, students may not transfer any additional credits from other college coursework. Students who have taken one or more of the required courses at another college, will have substitute courses recommended.

**Note:** Students should consult with a counselor or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
Human Services Program, coordinated by the Department of Natural and Applied Sciences, leads to an Associate in Arts degree (AA) with a special orientation toward the helping professions. Students may select concentrations in either child development, mental health or gerontology. The curriculum is designed to prepare students either for career objectives or for transfer to senior colleges.

The child development concentration prepares students for work with young children in group settings. Child development graduates who transfer to senior colleges can continue their studies in such fields as early childhood and special education.

The mental health concentration prepares students for careers in community mental health centers, child and family clinics, hospitals, and other related institutions. Mental health graduates who transfer to senior colleges can continue their studies in fields such as social work and psychology.

The gerontology concentration prepares students for careers in neighborhood senior citizen’s centers, in nursing homes, and in geriatric outreach programs. Gerontology students who transfer to senior colleges can continue their studies in fields such as gerontology and social work.

To complete the program successfully, all human services students must earn nine credits in supervised internships in an approved human services setting. Internships are not assigned before the third quarter. Integration of classroom and work experience is then achieved through a weekly schedule evenly divided between classroom study and field work.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 41.

### Human Services Curriculum: Child Development Option: AA Degree

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>54 credits</th>
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<tbody>
<tr>
<td><strong>Counseling</strong></td>
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<tr>
<td>Freshman Seminar</td>
<td>0</td>
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<tr>
<td><strong>English/Humanities:</strong> 9 credits</td>
<td>3</td>
</tr>
<tr>
<td>Composition 1 ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Art HUA101</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Music HUM101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics/Science:</strong> 9 credits</td>
<td>3</td>
</tr>
<tr>
<td>Early Concepts of Math for Children MAT103</td>
<td>3</td>
</tr>
<tr>
<td>Topics in Biology SCB101</td>
<td>3</td>
</tr>
<tr>
<td>Topics in Physical Sciences SCP101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science:</strong> 9 credits</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Social Science SS100</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY101</td>
<td>3</td>
</tr>
<tr>
<td>Developmental Psychology I SSY240</td>
<td>3</td>
</tr>
<tr>
<td><strong>Human Services:</strong> 18 credits</td>
<td>3</td>
</tr>
<tr>
<td>Orientation to Human Services HSC101</td>
<td>3</td>
</tr>
<tr>
<td>Principles in Human Relations HSC102</td>
<td>3</td>
</tr>
<tr>
<td>Community Dynamics: Impact on Human Services HSN103</td>
<td>3</td>
</tr>
<tr>
<td>(an urban study course)</td>
<td></td>
</tr>
<tr>
<td><strong>Child Development:</strong> 9 credits</td>
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<tr>
<td>(Specialization courses must be taken with internships)</td>
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<tr>
<td>Integrated Curriculum A: The Developing Child HSD170</td>
<td>3</td>
</tr>
<tr>
<td>Integrated Curriculum B: Developing Problem Solving Skill HSD171</td>
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</tr>
<tr>
<td>Integrated Curriculum C: Developing Creativity HSD172</td>
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<tr>
<td><strong>Cooperative Education:</strong> 9 credits</td>
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</tr>
<tr>
<td>Co-op Prep HSS014</td>
<td>0</td>
</tr>
<tr>
<td>2 half-time Internships, 1.5 credits each</td>
<td>3</td>
</tr>
<tr>
<td>2 full-time Internships, 3 credits each</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>12 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Liberal Arts Electives</strong></td>
<td>12</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
<td></td>
</tr>
</tbody>
</table>

Total credits: 66

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
### Human Services Curriculum: Gerontology Option:

**AA Degree**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>48 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
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<tr>
<td>Counseling</td>
<td></td>
</tr>
<tr>
<td>Freshman Seminar</td>
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</tr>
<tr>
<td><strong>English/Humanities:</strong> 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENGL101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENGL102</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science:</strong> 9 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SSII00</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY101</td>
<td>3</td>
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<tr>
<td>Psychology of Aging SSY290</td>
<td>3</td>
</tr>
<tr>
<td><strong>Natural and Applied Sciences:</strong> 6 credits</td>
<td></td>
</tr>
<tr>
<td>Topics in Biology SCB101</td>
<td>3</td>
</tr>
<tr>
<td>Aging as a Health Process SCL111</td>
<td>3</td>
</tr>
<tr>
<td><strong>Human Services:</strong> 18 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Core Courses:</strong> 9 credits</td>
<td></td>
</tr>
<tr>
<td>Orientation to Human Services HSC101</td>
<td>3</td>
</tr>
<tr>
<td>Principles in Human Relations HSC102</td>
<td>3</td>
</tr>
<tr>
<td>Community Dynamics: Impact on Human Services HSN103</td>
<td>3</td>
</tr>
<tr>
<td>(an urban study course)</td>
<td></td>
</tr>
<tr>
<td><strong>Gerontology:</strong> 9 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Gerontological Services HSG150</td>
<td>3</td>
</tr>
<tr>
<td>Human Services Roles and Systems HSC135</td>
<td>3</td>
</tr>
<tr>
<td>Activities for Human Services Settings HSC130</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong> 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>2 half-time Internships, 1.5 credits each</td>
<td>3</td>
</tr>
<tr>
<td>2 full-time Internships, 3 credits each</td>
<td>6</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>18 credits</td>
</tr>
<tr>
<td><strong>Liberal Arts Electives</strong> 18 credits</td>
<td></td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
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</tr>
<tr>
<td>Two of the three courses below are recommended electives:</td>
<td></td>
</tr>
<tr>
<td>Nutrition I SCD200 (3 credits)</td>
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</tr>
<tr>
<td>The Minority Aged in the Inner City SS1240 (3 credits)</td>
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</tr>
<tr>
<td>Economics of Aging</td>
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</tr>
<tr>
<td><strong>Total credits:</strong> 66</td>
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</tr>
</tbody>
</table>

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

### Human Services Curriculum: Mental Health Option:

**AA Degree**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>51 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td></td>
</tr>
<tr>
<td>Counseling</td>
<td></td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td></td>
</tr>
<tr>
<td><strong>English/Humanities:</strong> 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENGL101</td>
<td>3</td>
</tr>
<tr>
<td>English or Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics/Science:</strong> 6 credits</td>
<td></td>
</tr>
<tr>
<td>Topics in Biology SCB101</td>
<td>3</td>
</tr>
<tr>
<td>Math or Science course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science:</strong> 12 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SSII00</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY101</td>
<td>3</td>
</tr>
<tr>
<td>Developmental Psychology 1 SSY240</td>
<td>3</td>
</tr>
<tr>
<td>Group Dynamics: Small Group Processes SSY260</td>
<td>3</td>
</tr>
<tr>
<td><strong>Human Services:</strong> 18 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Core Courses:</strong> 9 credits</td>
<td></td>
</tr>
<tr>
<td>Orientation to Human Services HSC101</td>
<td>3</td>
</tr>
<tr>
<td>Principles in Human Relations HSC102</td>
<td>3</td>
</tr>
<tr>
<td>Community Dynamics: Impact on Human Services HSN103</td>
<td>3</td>
</tr>
<tr>
<td>(an urban study course)</td>
<td></td>
</tr>
<tr>
<td><strong>Gerontology:</strong> 9 credits</td>
<td></td>
</tr>
<tr>
<td>Survey of Psychological Treatment Approaches HSM120</td>
<td>3</td>
</tr>
<tr>
<td>Human Services Roles and Systems HSC135</td>
<td>3</td>
</tr>
<tr>
<td>Activities for Human Services Settings HSC130</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong> 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>2 half-time Internships, 1.5 credits each</td>
<td>3</td>
</tr>
<tr>
<td>2 full-time Internships, 3 credits each</td>
<td>6</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>15 credits</td>
</tr>
<tr>
<td><strong>Liberal Arts Electives</strong> 12 credits</td>
<td></td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
<td></td>
</tr>
<tr>
<td><strong>Unrestricted Electives</strong> 3 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Total credits:</strong> 66</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
LIBERAL ARTS AND SCIENCES

The Liberal Arts and Sciences Program is designed for students who want to continue their education at senior colleges and to engage in studies leading to careers in the arts and sciences. Students in these programs choose from a wealth of courses offered by the Departments of English, Humanities, Mathematics, Natural and Applied Sciences, and Social Science.

The Science Program, leading to the Associate in Science (AS) degree, is suggested for students interested in pursuing a career in mathematics, the sciences, engineering, medicine, and allied health fields. The science and mathematics career concentrations are designed specifically to meet the requirements of those students who wish to continue their education beyond the Associate degree.

The Liberal Arts Program leads to an Associate in Arts (AA) degree. For students who want an early start in planning for a liberal arts-related career, the program has a number of Career Preparation Patterns from which to choose. Career patterns are now offered in such areas as art, music, media, theater, film, journalism, aging, community studies, child development, Latin American studies and legal studies. New patterns are being developed. Liberal arts majors also have a special opportunity to link job skills with liberal studies by taking a business minor.

In the Introductory Cluster, an interdisciplinary approach to the liberal arts, AA students learn how to use the tools of thought which are helpful in making meaningful connections among different areas of study. Through core courses, students gain knowledge of liberal studies necessary to continue their education after graduation.

In addition to required courses, students choose electives to meet their individual career goals and interests; electives may include one or more of the career patterns listed above. Through the sequence of courses offered in patterns and concentrations, students are prepared for internships taken in the Division of Cooperative Education. These internships provide a laboratory for linking classroom preparation with further exploration of careers in the liberal arts and sciences. Students bring together their work/study experience in a final seminar where liberal studies are viewed through humanistic and technological themes.

Liberal Arts and Sciences majors have specifically appointed faculty advisors to help with the planning of their programs. Students are requested to consult each quarter with their faculty advisors. Planning courses well allows students to take full advantage of existing articulation agreements.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills courses. These courses are not listed in the required course section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of unrestrictive elective courses. For more information on the basic skills requirements see page 43.
### Liberal Arts Curriculum: AA Degree

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>47 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td></td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td></td>
</tr>
<tr>
<td><strong>English/Humanities:</strong> 17 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing the Research Paper ENG103</td>
<td>2</td>
</tr>
<tr>
<td>Writing through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>English Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>English or Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science:</strong> 9 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SSI100</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics/Science:</strong> 9 credits</td>
<td></td>
</tr>
<tr>
<td>Math Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Lab Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Math or Science Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Liberal Arts:</strong> 3 credits</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Seminar: Humanism and Technology LIB200</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong> 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses:</th>
<th>19 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>One elective must be an Urban Study course.</td>
<td></td>
</tr>
<tr>
<td><strong>Liberal Arts Electives:</strong> 7</td>
<td></td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
<td></td>
</tr>
<tr>
<td><strong>Unrestricted Electives:</strong> 12</td>
<td></td>
</tr>
</tbody>
</table>

*Course must be a liberal arts course.*

**Introductory Cluster Requirement**

An Introductory Cluster containing four courses is required for all DAY students; students must take the Cluster with Composition I ENG101 and/or Introduction to Social Science SSI100.

**Core Requirement**

All students must select 12 credits from the core courses listed below. One course must be taken in each of four of the following areas.

**English Core Courses**
- The Short Story ENG250
- The Novel ENG260
- The Drama ENG265
- Introduction to Poetry ENG270

**Humanities Core Courses**
- Introduction to Art HUA101
- Mass Media And Their Evolution HUC120
- Art of Film HUC150
- Art of Theatre HUC170
- Introduction to Music HUM101
- Introduction to Philosophy HUP101

**Mathematics Core Courses**
- Math and the Modern World MAT107
- Elementary Statistics I MAT120
- Logic and Computers MAT130
- History of Mathematics MAT132
- Pre-calculus MAT200

**Natural and Applied Sciences Core Courses**
- Topics in Biological Sciences (lab) SCB101
- Topics in Chemistry (lab) SCC101
- Topics in Physical Sciences (lab) SCP101
- History of Science SCS101
- Science and Modern Society SCS111

This core area can be fulfilled by a Fundamentals course as well as a Topics course.

**Social Science Core Courses**
- Introduction to Cultural Anthropology SSA101
- Introduction to Economics SSE101
- Themes in American History I SSH101
- Power & Politics in America SSP101
- Urban Sociology SSI107
- General Psychology SSS101

**Elective Career Preparation Patterns**

Students may choose to use elective courses to complete one of the career preparation patterns, which include journalism, fine arts, film production and performance, cinema studies, jazz performance, vocal performance, legal studies, pre-education, aging, community studies, child development, Latin American studies, or a business minor in office technology, computer information systems, or accounting/managerial studies. See the Liberal Arts Handbook for courses in these patterns.

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
Liberal Arts and Sciences
Curriculum: AS Degree

Required Courses: 57 credits

**Counseling**
- Freshman Seminar 0

**English/Humanities:** 12 credits
- Composition I ENGL101 3
- Writing through Literature ENGL102 3
- English or Humanities Elective 3
- English or Humanities Elective 3

**Social Science:** 9 credits
- Introduction to Social Science SSCI100 3
- Social Science Elective 3
- Social Science Elective 3

**Liberal Arts**
- Liberal Arts Seminar: Humanism and Technology LIB200 (3 credits)*

**Mathematics/Science:** 27 credits

At least one math course and one lab science course must be included; all math courses must be at the MAT109 level or higher. Students may follow one of the suggested patterns below.

**Pre-Engineering**
- General Physics I, II, III, SCP240, SCP241, SCP242 12
- Engineering Mechanics: Statics SCP250 2
- Engineering Mechanics: Dynamics SCP251 2
- Calculus I, II, III MAT201, MAT202, MAT203 12
- Calculus MAT204 4

**Biology/Health Sciences**
- Fundamentals of Biology I, II SCBB201, SCBB202 8
- Fundamentals of Chemistry I, II SCCC201, SCCC202 8
- Electives from Natural and Applied Sciences** 15
- Algebra MAT110 3

**Chemistry**
- Fundamentals of Chemistry I, II SCCC201, SCCC202 8
- Organic Chemistry I, II SCC251, SCC252 10
- Calculus I, II, III MAT201, MAT202 8
- Electives from Natural and Applied Sciences or Mathematics Departments** 8

**Mathematics**
- Precalculus MAT200 (if needed) 4
- Calculus I, II, III MAT201, MAT202, MAT203 12

One or more of the following courses:
- Elementary Statistics I MAT120 3
- Elementary Statistics II MAT121 3
- Logic and Computers MAT130 3
- History of Mathematics MAT132 3

One or more of the following sequences:
- Fundamentals of Biology I, II SCBB201, SCBB202 8
- Fundamentals of Chemistry I, II SCCC201, SCCC202 8
- General Physics I, II, III SCP240, SCP241, SCP242 12

**Pre-Actuarial Mathematics**
- Calculus I, II, III MAT201, MAT202, MAT203 12
- Differential Equations MAT204 4
- Linear Algebra MAT210 3
- Mathematics Electives** 5
- Science (lab) Elective 3-4
- Business Electives** 6
- Computer Information Systems Electives** 6

**Cooperative Education:** 9 credits

Co-op Prep 0
- 3 Internships, 3 credits each 9

(Required for day students. Extended day students may take Co-op Internships or elective courses.)

**Elective Courses** 9 credits

One elective must be an Urban Study course.

**Unrestricted Electives**

Total credits: 66

*This course counts as an unrestricted elective, or as required course credit in English, Humanities or Social Science.

**To be chosen by the student in consultation with a faculty advisor.

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
The Managerial Studies Program, coordinated by the Department of Accounting and Managerial Studies, is designed to acquaint the student with the range of opportunities in the business world and to introduce the student to the various functional areas of business.

The Business Administration curriculum leads to an Associate in Science (AS) degree and is designed for students who intend to transfer to a senior college after graduating from LaGuardia. The Business Management curriculum leads to an Associate in Applied Science (AAS) degree and is designed for students who are interested in immediate full-time employment upon graduation.

The Credit Management curriculum is specifically designed to introduce the student to the place of commercial credit in today's business world. The program will examine the role of the credit department within a company, and the career possibilities within the department. It will prepare the student to work as a collector in a credit department by explaining specialized terminology, collection policy, principles and procedures and necessary legal concepts. In addition to factoring firms, employment opportunities exist in manufacturing, banks and retail establishments. Employment opportunities are excellent.

During the first year of study, the courses taken under either program are essentially the same—enabling students to clarify their post-graduation goals. Transfer-oriented students (in the AS program) then take more liberal arts courses in the second year of study since these are usually required during the first two years at a senior college. Career-oriented students (in the AAS program) are able to select numerous business-oriented courses related to their specified fields of interest, such as marketing, personnel, finance, insurance, credit management and salesmanship.

Regardless of the program selected, the student is able to complete three internships from numerous job opportunities available through LaGuardia's Cooperative Education Division. These work experiences enable the student to bridge the gap between classroom theory and practical applications in the business world and provide valuable experience for choosing a career and subsequent full-time employment.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills courses. These courses are not listed in the required course section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 43.
### Business Administration Curriculum: AS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td>0</td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td></td>
</tr>
<tr>
<td><strong>English</strong></td>
<td>6</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>7</td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td>Precalculus MAT200*</td>
<td>4</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>3</td>
</tr>
<tr>
<td>Introductory Economics SSE101</td>
<td></td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies</strong></td>
<td>24</td>
</tr>
<tr>
<td>Principles of Accounting I AMA101</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting II AMA102</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting III AMA103</td>
<td>2</td>
</tr>
<tr>
<td>Accounting Applications for the Microcomputer AMA110</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Finance AMM102</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing AMM104</td>
<td>3</td>
</tr>
<tr>
<td>Business Law I AMM110</td>
<td>3</td>
</tr>
<tr>
<td><strong>Computer Information Systems</strong></td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Computers and their Applications BDP100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td>9</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
</tr>
</tbody>
</table>

#### Elective Courses

- One elective must be a Liberal Arts course.

**Liberal Arts Electives**

- Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences except when noted as unrestricted elective in the Schedule of Classes or College Catalog

**Unrestricted Electives**

Total credits: 56

Students who take:

- ENG102 and MAT120 15 liberal arts elective credits
- ENG102 and MAT200 14 liberal arts elective credits

*Elementary Statistics MAT120 will be accepted as a graduation requirement for this program in place of Precalculus MAT200.

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

---

### Business Management Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td>0</td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td></td>
</tr>
<tr>
<td><strong>English</strong></td>
<td>6</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>6</td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td>Elementary Statistics MAT120*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>3</td>
</tr>
<tr>
<td>Introductory Economics SSE101</td>
<td></td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies</strong></td>
<td>18</td>
</tr>
<tr>
<td>Principles of Accounting I AMA101</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting II AMA102</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting III AMA103</td>
<td>2</td>
</tr>
<tr>
<td>Accounting Applications for the Microcomputer AMA110</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Finance AMM102</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing AMM104</td>
<td>3</td>
</tr>
<tr>
<td>Business Law I AMM110</td>
<td>3</td>
</tr>
<tr>
<td><strong>Computer Information Systems</strong></td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Computers and their Applications BDP100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td>9</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
</tr>
</tbody>
</table>

**Elective Courses**

- One elective must be an Urban Study course.

**Liberal Arts Electives**

- Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences except when noted as unrestricted elective in the Schedule of Classes or College Catalog

**Unrestricted Electives**

Total credits: 66

*Precalculus MAT200 will be accepted as a graduation requirement for this program in place of Elementary Statistics MAT120.

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
Business Management Curriculum: Credit Management Option: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>34 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>English: 6 credits</td>
<td>ENG101, ENG102</td>
</tr>
<tr>
<td>Mathematics: 6 credits</td>
<td>MAT110, MAT120</td>
</tr>
<tr>
<td>Social Science: 3 credits</td>
<td>SSE101</td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 18 credits</td>
<td>AMA101, AMA102, AMA103, AMA110, AMM101, AMM110</td>
</tr>
<tr>
<td>Credit Management: 9 credits</td>
<td>AMM140</td>
</tr>
<tr>
<td>The NYI courses below are taught at the New York Institute of Credit and Collection</td>
<td>NYI001, NYI002, NYI003</td>
</tr>
<tr>
<td>Computer Information Systems: 3 credits</td>
<td>BDP100</td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td>Co-op Prep, 3 Internships, 3 credits each</td>
</tr>
</tbody>
</table>

Elective Courses 12 credits

<table>
<thead>
<tr>
<th>One elective must be an Urban Study course.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts Electives 9</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
</tr>
<tr>
<td>Unrestricted Electives 3</td>
</tr>
</tbody>
</table>

Total credits: 66

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
The Mortuary Science Program, coordinated by the Department of Natural and Applied Sciences, leads to an Associate in Applied Science (AAS) degree and career preparation as a funeral service practitioner.

The funeral service practitioner has responsibility for reposing and burial procedures carried out according to statutes, religious codes and traditions. This includes embalming, restorative arts and coordinating services. Students in the Mortuary Science Program are given both a theoretical and a practical understanding of funeral home operation and are taught the public health roles of the funeral director and embalmer.

Mortuary Science is an affiliated program between LaGuardia Community College and the American Academy-McAllister Institute in Manhattan. AAMI is nationally accredited by the American Board of Funeral Service Education.

Students spend their first year at LaGuardia completing 33 liberal arts and unrestricted elective credits. The second year of the program is taught at AAMI, where the necessary practical training and coursework in mortuary science are completed. At AAMI, students earn an additional 33 credits, completing the requirements for the Associate in Applied Science degree. Graduates serve one-year residencies at funeral homes, and take the National Funeral Services Board Examination for New York State Licensure.

During their first year at LaGuardia, students pay all tuition and fees to the college bursar; during the second year at AAMI, the students pay AAMI tuition charges to the AAMI bursar.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 41.

### Mortuary Science Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td></td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>0</td>
</tr>
<tr>
<td><strong>English/Humanities</strong></td>
<td>6</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>6</td>
</tr>
<tr>
<td>Introduction to Social Science SS100</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SYY101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Natural and Applied Sciences</strong></td>
<td>11</td>
</tr>
<tr>
<td>Biological Chemistry SCC140</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Biology I SCB201</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Biology II SCB202</td>
<td>4</td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies</strong></td>
<td>5</td>
</tr>
<tr>
<td>Small Business Management AMM150</td>
<td>3</td>
</tr>
<tr>
<td>Accounting I AMM101</td>
<td>2</td>
</tr>
</tbody>
</table>

| Mortuary Science Courses: 33 credits                  |         |
| (taken at the American Academy-McAllister Institute) |         |
| Anatomy 41, 42, 43, 44                                 | 6       |
| Chemistry 41, 42, 43, 44                               | 4       |
| Embalming 41, 42, 43, 44                              | 4       |
| Funeral Services Principles 41, 42, 43, 44            | 4       |
| Law 31, 32, 33                                        | 3       |
| Restorative Arts 31, 32, 33                            | 4       |
| Pathology 23, 24                                      | 3       |
| Psychology 23, 24                                     | 2       |
| Microbiology 21, 22                                   | 3       |

Students must have a minimum 2.00 cumulative GPA to be considered for transfer to the second year of the program at the American Academy-McAllister Institute.

| Elective Courses                                      | 5       |
| Unrestricted Electives                                |         |

Total credits: 66

**Suggested electives:**
- Accounting I AMM102 (2 credits)
- Business Law I AMM110 (5 credits)
- Office and Personnel Management AMM120 (3 credits)

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Isaac Garcia '89
Mortuary Science
The Nursing Program, coordinated by the Department of Natural and Applied Sciences, offers a course of study leading to the Associate in Applied Science (AAS) degree.

The program prepares graduates to function as registered nurses in structured care settings, using the nursing process to provide direct care to clients of all ages who exhibit common, well-defined health problems. The curriculum contains a balance of nursing and general education courses to enable the graduate to teach clients, communicate effectively, manage client care and function within the legal and ethical framework of the profession.

Classroom instruction for each nursing course is complemented by campus laboratory experience and actual clinical practice in area health care facilities.

Graduates will be eligible to sit for the National Council of State Boards Licensure Examination (N-CLEX-R.N.). Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. For more information on the basic skills requirements see page 43.

In order to be considered for admission into the first nursing course, students must meet eligibility requirements established as part of the pre-nursing sequence. These requirements are available from the Director of the Nursing Program.

The Nursing program is fully accredited by the National League for Nursing.

### Nursing Curriculum:
#### AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td></td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>0</td>
</tr>
<tr>
<td><strong>English/Humanities:</strong> 9 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101*</td>
<td>3</td>
</tr>
<tr>
<td>Writing through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science:</strong> 9 credits</td>
<td></td>
</tr>
<tr>
<td>General Psychology SSY101*</td>
<td>3</td>
</tr>
<tr>
<td>Developmental Psychology I SSY240</td>
<td>3</td>
</tr>
<tr>
<td>Select one Social Science Urban Study course:</td>
<td></td>
</tr>
<tr>
<td>Urban Anthropology SSN182 (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td>or Urban Sociology SSN187 (3 credits)</td>
<td></td>
</tr>
<tr>
<td><strong>Natural Sciences:</strong> 15 credits</td>
<td></td>
</tr>
<tr>
<td>Biological Chemistry SCC140*</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Human Biology I SCB203*</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Human Biology II SCB204</td>
<td>4</td>
</tr>
<tr>
<td>General Microbiology SCB260</td>
<td>4</td>
</tr>
<tr>
<td><strong>Mathematics:</strong> 2 credits</td>
<td></td>
</tr>
<tr>
<td>Mathematics of Medical Dosages MAT106</td>
<td>2</td>
</tr>
<tr>
<td><strong>Nursing:</strong> 33 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to the Nursing Process SCR101</td>
<td>5</td>
</tr>
<tr>
<td>Nursing Process I SCR201</td>
<td>6</td>
</tr>
<tr>
<td>Nursing Process II SCR205</td>
<td>6</td>
</tr>
<tr>
<td>Nursing Process III SCR250</td>
<td>7</td>
</tr>
<tr>
<td>Nursing Process IV SCR255</td>
<td>7</td>
</tr>
<tr>
<td>Contemporary Issues in Nursing SCR295</td>
<td>2</td>
</tr>
</tbody>
</table>

*Pre-Nursing Key Courses

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

---

Cathy Zayas '88
Nursing
The Occupational Therapy Assistant Program, coordinated by the Department of Natural and Applied Sciences, offers a course of study leading to the Associate in Science (AS) degree.

Graduates work with occupational therapists providing services to persons with problems caused by physical injuries, developmental impairment, aging, or other disabilities.

Such services include: using developmental and play activities to help the child who has growth problems and learning disabilities develop the skills to manage school and social learning; assisting the elderly and others with diminished physical endurance to perform essential tasks of daily living and achieve maximum independence; working with patients who have lost a limb to use a new prosthesis and master normal skills; designing and fabricating hand splints and instructing the client in their use; helping depressed clients feel more positively toward their environment through the use of productive activity; and making it easier for the socially withdrawn person to interact with others through the use of planned group experiences.

This is an approved program of the American Occupational Therapy Association and leads to eligibility to sit for the certification examination for occupational therapy assistants (COTA). Graduates are also eligible for New York State certification without examination.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills courses. These courses are not listed in the required course section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements, see page 43.

**Occupational Therapy Curriculum: AS Degree**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>55 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td></td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>0</td>
</tr>
<tr>
<td>English:</td>
<td>3 credits</td>
</tr>
<tr>
<td>Composition 1 ENG101</td>
<td></td>
</tr>
<tr>
<td>Science:</td>
<td>10 credits</td>
</tr>
<tr>
<td>Fundamentals of Human Biology 1 SCB203</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Human Biology II SCB204</td>
<td>4</td>
</tr>
<tr>
<td>Community Health SCN195</td>
<td>2</td>
</tr>
<tr>
<td>(an Urban Study course)</td>
<td></td>
</tr>
<tr>
<td>Social Science (Psychology):</td>
<td>15 credits</td>
</tr>
<tr>
<td>General Psychology SSY101</td>
<td>3</td>
</tr>
<tr>
<td>Abnormal Psychology SSY230</td>
<td>3</td>
</tr>
<tr>
<td>Developmental Psychology SSY240</td>
<td>3</td>
</tr>
<tr>
<td>Group Dynamics: Small Group Processes SSY260</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>Developmental Psychology II SSY241 (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Psychology of Aging SSY290 (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td>Occupational Therapy Skills and Applications:</td>
<td>9 credits</td>
</tr>
<tr>
<td>Occupational Therapy Skills and Applications I SCO210</td>
<td>3</td>
</tr>
<tr>
<td>Physical and Developmental Aspects of Therapeutics: Activity SCO220</td>
<td>1</td>
</tr>
<tr>
<td>Occupational Therapy Skills and Applications II SCO225</td>
<td>2</td>
</tr>
<tr>
<td>Occupational Therapy Skills and Applications III SCO212</td>
<td>3</td>
</tr>
<tr>
<td>Occupational Therapy:</td>
<td>9 credits</td>
</tr>
<tr>
<td>Occupational Therapy Theory and Practice in Psychosocial Dysfunction SCO201</td>
<td>3</td>
</tr>
<tr>
<td>Functional Pathology SCO230</td>
<td>3</td>
</tr>
<tr>
<td>Occupational Therapy Theory and Practice in Physical Dysfunction SCO202</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cooperative Education:</th>
<th>9 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-op Prep SCO054</td>
<td>0</td>
</tr>
<tr>
<td>Introductory Co-op: Psychosocial Dysfunction CEO201</td>
<td>1.5</td>
</tr>
<tr>
<td>Introductory Co-op: Physical Dysfunction CEO202</td>
<td>1.5</td>
</tr>
<tr>
<td>Clinical Placement: Psychosocial Dysfunction SCO290</td>
<td>3</td>
</tr>
<tr>
<td>Clinical Placement: Physical Dysfunction SCO291</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>11 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts Electives</td>
<td>11</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
<td></td>
</tr>
</tbody>
</table>

Total credits: 66

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

The Occupational Therapy Assistant Program is currently being revised. The new program will be implemented in the 1988-89 academic year. Students entering during the 1988-89 academic year will be notified of the new degree requirements as soon as approved.

Donna Souers '88
Occupational Therapy Assistant
The Office Technology Program, coordinated by the Office Technology Department, leads to the Associate in Applied Science (AAS) degree.

The Office Technology Program has been developed to give students the option of a career based on technical office skills. It is designed to prepare students to meet the challenge of the new skills needed to function effectively in increasingly sophisticated electronic offices.

This curriculum responds to two areas: language skills and technological skills. It does this by providing students with a foundation of liberal arts courses, and a working knowledge of the concepts of information processing systems.

In the technical area, this program gives students hands-on training on microcomputer applications such as word processing, spreadsheets, and database management.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 43.

**Office Technology Curriculum: AAS Degree**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>58 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>English: 6 credits</td>
<td>3</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Critical Writing ENG106</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics/Science: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Math or Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Science: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Social Science SS1100</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Office Technology: 26 credits</td>
<td></td>
</tr>
<tr>
<td>Typewriting I SEC140</td>
<td>2</td>
</tr>
<tr>
<td>Typewriting II SEC141</td>
<td>2</td>
</tr>
<tr>
<td>Typewriting III SEC142</td>
<td>2</td>
</tr>
<tr>
<td>Word Processing I SEC145</td>
<td>2</td>
</tr>
<tr>
<td>Word Processing II SEC146</td>
<td>2</td>
</tr>
<tr>
<td>Administration of Information Processing SEC147</td>
<td>3</td>
</tr>
<tr>
<td>Word Processing on the Microcomputer SEC150</td>
<td>2</td>
</tr>
<tr>
<td>Microcomputer Applications: Spreadsheets SEC280</td>
<td>2</td>
</tr>
<tr>
<td>Microcomputer Applications: Database SEC281</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications SEC260</td>
<td>3</td>
</tr>
<tr>
<td>Electronic Office Procedures SEC270</td>
<td>3</td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 5 credits</td>
<td></td>
</tr>
<tr>
<td>Accounting I AMA101</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Computers and their Applications BDP100</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
</tr>
</tbody>
</table>

### Elective Courses 8 credits
One elective must be an Urban Study course.

### Liberal Arts Electives
(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)

### Unrestricted Electives

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Maria D. Flores ’89
Office Technology
The Office Technology Department also offers a one-year certificate program in Word/Information Processing. This program is intended to give the student a general overview of the fast-developing field of word processing.

The student learns the basic and more advanced operating techniques of various word processing, keyboarding and printing machines. Through field trips, lectures and special class projects, the student is given a practical understanding of the administrative duties involved in running and/or working in a word processing center.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 43.

Word Processing Certificate Curriculum

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td></td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>0</td>
</tr>
<tr>
<td>English/Humanities: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Computers and their Applications BDP100</td>
<td>3</td>
</tr>
<tr>
<td>Office Technology: 19 credits</td>
<td></td>
</tr>
<tr>
<td>Typewriting I SEC140</td>
<td>2</td>
</tr>
<tr>
<td>Typewriting II SEC141</td>
<td>2</td>
</tr>
<tr>
<td>Typewriting III SEC142</td>
<td>2</td>
</tr>
<tr>
<td>Word Processing I SEC143</td>
<td>2</td>
</tr>
<tr>
<td>Word Processing II SEC146</td>
<td>2</td>
</tr>
<tr>
<td>Administration of Information Processing SEC147</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications SEC260</td>
<td>3</td>
</tr>
<tr>
<td>Electronic Office Procedures SEC270</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>3</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
<td></td>
</tr>
</tbody>
</table>

Total credits: 34
The Physical Therapist Assistant Program leads to an Associate in Applied Science (AAS) degree and its graduates are eligible for certification by the New York State Licensure Board. The Program is approved by the New York State Education Department and accredited by the American Physical Therapy Association.

Graduates work under the supervision of a registered physical therapist in a variety of settings such as nursing homes, general hospitals, rehabilitation centers, school programs, developmental centers, orthopedic and sports medicine programs and private offices of physical therapists. The patients served could include those with cerebral palsy, mental retardation, cerebro-vascular accidents (stroke), fractures, amputations, arthritis, head or spinal cord injuries, burns, back and musculoskeletal problems, and other conditions.

Some of the treatment techniques performed by the physical therapist assistant include therapeutic exercise, massage, heat and cold treatments, hydrotherapy, ultrasound, electrical stimulation, and soft tissue mobilization.

The program consists of classroom and laboratory courses at the college, as well as clinical placements (affiliations) in different types of settings where physical therapy services are provided.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 43.

### Physical Therapist Assistant Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>52 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td></td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>0</td>
</tr>
<tr>
<td><strong>English:</strong></td>
<td>3 credits</td>
</tr>
<tr>
<td>Composition I</td>
<td>ENGI01</td>
</tr>
<tr>
<td><strong>Social Science:</strong></td>
<td>6 credits</td>
</tr>
<tr>
<td>General Psychology</td>
<td>SSY101</td>
</tr>
<tr>
<td>Developmental Psychology</td>
<td>SSY240</td>
</tr>
<tr>
<td><strong>Natural Science:</strong></td>
<td>16 credits</td>
</tr>
<tr>
<td>Fundamentals of Human Biology I</td>
<td>SCB203</td>
</tr>
<tr>
<td>Fundamentals of Human Biology II</td>
<td>SCB204</td>
</tr>
<tr>
<td>Community Health</td>
<td>SCN195 (an Urban Study course)</td>
</tr>
<tr>
<td>Functional Pathology</td>
<td>SCO230</td>
</tr>
<tr>
<td>Aging as a Health Process</td>
<td>SCH111</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant:</strong></td>
<td>18 credits</td>
</tr>
<tr>
<td>Introduction to Physical Therapy</td>
<td>SCT101</td>
</tr>
<tr>
<td>Kinesiology and Functional Activities</td>
<td>SCT201</td>
</tr>
<tr>
<td>Therapeutic Applications of Physical Agents</td>
<td>SCT205</td>
</tr>
<tr>
<td>Hydrotherapy and Related Procedures</td>
<td>SCT255</td>
</tr>
<tr>
<td>Massage and Related Procedures</td>
<td>SCT210</td>
</tr>
<tr>
<td>Therapeutic Exercise</td>
<td>SCT250</td>
</tr>
<tr>
<td><strong>Cooperative Education and Affiliations:</strong></td>
<td>9 credits</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>CPP035</td>
</tr>
<tr>
<td>General Health Internship</td>
<td>CEP201</td>
</tr>
<tr>
<td>Physical Therapist Assistant Affiliation I</td>
<td>SCT291</td>
</tr>
<tr>
<td>Physical Therapist Assistant Affiliation II</td>
<td>SCT292</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>14 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts Electives*</td>
<td>14 credits</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
<td></td>
</tr>
</tbody>
</table>

Total credits: 66
Total credits for Science Option: 71-72

*Students who are interested in the Science option must take 8 credits in Chemistry, 8 credits in Physics and 3 or 4 credits in Mathematics. Students who do not take the Science option should take 3 credits in Humanities.

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of courses.

Rebecca Scelta '89
Physical Therapy Assistant
Admission to the School Foodservice Management Program is available only to students referred to LaGuardia by District Council 37/Local 372 and/or the New York City Office of School Food and Nutrition Services. Those referred are employed in school foodservice positions such as school lunch assistants, school lunch aides, and school lunch helpers.

The School Foodservice Management program at LaGuardia awards the Associate in Science (AS) degree to those who successfully complete the program. The degree fulfills the academic requirements for eligibility for promotion to a school lunch manager position with the Office of School Food and Nutrition Services, NYC Department of Personnel. Students may also choose to pursue their bachelor's degree at a senior college of their choice.

Cooperative education internships begin in the second academic quarter at the college. They are completed at students' school work sites under the direction of their district supervisors. The internships are accompanied by internship seminars, designed to assist students with problems and to provide reinforcement for technical and human relations skills.

Applications for the program are submitted through the District Council 37 Education Fund. The basic skills testing and any additional basic skills courses required in reading, writing, and mathematics are also provided by the Education Fund of District Council 37. Courses at LaGuardia are scheduled in the evening, two nights each week in consideration of students' work schedules.

### School Foodservice Management Curriculum: AS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>0</td>
</tr>
<tr>
<td>English/Humanities: 9 credits</td>
<td>3</td>
</tr>
<tr>
<td>Composition I ENGL101</td>
<td>3</td>
</tr>
<tr>
<td>Writing for Business ENGL112</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUCl01</td>
<td>3</td>
</tr>
<tr>
<td>Social Science: 9 credits</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Social Science SSI100</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY101</td>
<td>3</td>
</tr>
<tr>
<td>Urban Sociology SSN187</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science: 6 credits</td>
<td></td>
</tr>
<tr>
<td>Community Health SCN195 (an Urban Study course)</td>
<td>2</td>
</tr>
<tr>
<td>Foods Microbiology SCB160</td>
<td>4</td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 3 credits</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td>3</td>
</tr>
<tr>
<td>Dietetic Technology: 21 credits</td>
<td></td>
</tr>
<tr>
<td>Foods SCD100</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition I SCD200</td>
<td>3</td>
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<tr>
<td>Advanced Foods SCD205</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management I SCD250</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management II SCD251</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management III SCD252</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management IV SCD253</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td></td>
</tr>
<tr>
<td>School Foodservice Management I (2x1.5 credits)</td>
<td>3</td>
</tr>
<tr>
<td>School Foodservice Management II (2x1.5 credits)</td>
<td>3</td>
</tr>
<tr>
<td>School Foodservice Management III (2x1.5 credits)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts Electives</td>
<td>6</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
<td></td>
</tr>
<tr>
<td>Recommended electives:</td>
<td></td>
</tr>
<tr>
<td>Public Speaking HUC106</td>
<td>3</td>
</tr>
<tr>
<td>Mass Communication and Society HUC130 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Principles in Human Relations HSC102 (3 credits)</td>
<td></td>
</tr>
</tbody>
</table>

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Serafin Garchitorena '84  
School Foodservice Management Program  
Sardis Garcia '88  
Secretarial Science - Executive Secretary
The Secretarial Science curricula, coordinated by the Department of Office Technology, lead to the Associate in Applied Science (AAS) degree through one of four courses of study: the legal option, the executive option, the administrative office assistant option and the bilingual curriculum.

The legal option prepares students for secretarial positions in law departments, private and corporate law offices and judicial agencies. (This option is offered in the Day only.)

The executive option prepares students for positions as executive, supervising and administrative secretaries in government and private industry.

The administrative office assistant option prepares students for positions in which they will help supervise the daily operations of businesses and other organizations.

The bilingual curriculum offers preparation for secretarial positions requiring fluency in Spanish and English language skills, and in typewriting and stenography. (This option is offered in the day only.)

Students who have studied Gregg, Pitman, Machine or ABC shorthand in high school may continue study in their system. Students will be placed in advanced courses according to skill achieved and will receive exemption credit for beginning courses. Students who begin shorthand study at LaGuardia will be taught Gregg, Machine or ABC shorthand.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 43.
## Secretarial Science Curriculum:
### Legal Secretary Option: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td>6</td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td></td>
</tr>
<tr>
<td><strong>English:</strong></td>
<td>6</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing for Business ENG112</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics/Science:</strong></td>
<td>3</td>
</tr>
<tr>
<td>Math or Science Elective</td>
<td></td>
</tr>
<tr>
<td>(must be a liberal arts course)</td>
<td></td>
</tr>
<tr>
<td><strong>Social Science:</strong></td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Social Science SS100</td>
<td></td>
</tr>
<tr>
<td><strong>Office Technology:</strong></td>
<td>30</td>
</tr>
<tr>
<td>Typewriting I SEC140</td>
<td>2</td>
</tr>
<tr>
<td>Typewriting II SEC141</td>
<td>2</td>
</tr>
<tr>
<td>Typewriting III SEC142</td>
<td>2</td>
</tr>
<tr>
<td>Word Processing I SEC145</td>
<td>2</td>
</tr>
<tr>
<td>Stenography I SEC100, SEC101, or SEC102</td>
<td>2</td>
</tr>
<tr>
<td>Stenography II SEC110, SEC111, or SEC112</td>
<td>2</td>
</tr>
<tr>
<td>Stenography III SEC120, SEC121, or SEC122</td>
<td>3</td>
</tr>
<tr>
<td>Electronic Office Procedures SEC270</td>
<td>3</td>
</tr>
<tr>
<td>Legal Office Technology I SEC235, SEC236, or SEC237</td>
<td>3</td>
</tr>
<tr>
<td>Legal Office Technology II SEC245, SEC246, or SEC247</td>
<td>3</td>
</tr>
<tr>
<td>Legal Dictation and Transcription I SEC265, SEC266, or SEC267</td>
<td>3</td>
</tr>
<tr>
<td>Legal Dictation and Transcription II SEC275, SEC276, or SEC277</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies:</strong></td>
<td>6</td>
</tr>
<tr>
<td>Business Law I AMM101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong></td>
<td>9</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>12</td>
</tr>
<tr>
<td>One elective must be an Urban Study course:</td>
<td></td>
</tr>
<tr>
<td><strong>Liberal Arts Electives</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Total credits:</strong></td>
<td>34</td>
</tr>
</tbody>
</table>

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

---

## Secretarial Science Curriculum:
### Executive Secretary Option: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td></td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>0</td>
</tr>
<tr>
<td><strong>English:</strong></td>
<td>6</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing for Business ENG112</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics/Science:</strong></td>
<td>3</td>
</tr>
<tr>
<td>Math or Science Elective</td>
<td></td>
</tr>
<tr>
<td>(must be a liberal arts course)</td>
<td></td>
</tr>
<tr>
<td><strong>Social Science:</strong></td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Social Science SS100</td>
<td></td>
</tr>
<tr>
<td><strong>Office Technology:</strong></td>
<td>25</td>
</tr>
<tr>
<td>Typewriting I SEC140</td>
<td>2</td>
</tr>
<tr>
<td>Typewriting II SEC141</td>
<td>2</td>
</tr>
<tr>
<td>Typewriting III SEC142</td>
<td>2</td>
</tr>
<tr>
<td>Word Processing I SEC145</td>
<td>2</td>
</tr>
<tr>
<td>Stenography I SEC100, SEC101, or SEC102</td>
<td>2</td>
</tr>
<tr>
<td>Stenography II SEC110, SEC111, or SEC112</td>
<td>2</td>
</tr>
<tr>
<td>Stenography III SEC120, SEC121, or SEC122</td>
<td>3</td>
</tr>
<tr>
<td>Electronic Office Procedures SEC270</td>
<td>3</td>
</tr>
<tr>
<td>Legal Office Technology I SEC235, SEC236, or SEC237</td>
<td>3</td>
</tr>
<tr>
<td>Legal Office Technology II SEC245, SEC246, or SEC247</td>
<td>3</td>
</tr>
<tr>
<td>Legal Dictation and Transcription I SEC265, SEC266, or SEC267</td>
<td>3</td>
</tr>
<tr>
<td>Legal Dictation and Transcription II SEC275, SEC276, or SEC277</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies:</strong></td>
<td>6</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong></td>
<td>9</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>14</td>
</tr>
<tr>
<td>One elective must be an Urban Study course:</td>
<td></td>
</tr>
<tr>
<td><strong>Liberal Arts Electives</strong></td>
<td>11</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
<td></td>
</tr>
<tr>
<td><strong>Unrestricted Electives</strong></td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits:** 66

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

---

**THIS IS A DAY PROGRAM ONLY.**
Secretarial Science Curriculum: 
Administrative Office Assistant 
Option: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>58 credits</th>
</tr>
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<tbody>
<tr>
<td>Counseling</td>
<td></td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>8 credits</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing the Research Paper ENG103</td>
<td>2</td>
</tr>
<tr>
<td>Writing for Business ENG112</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics/Science</td>
<td>3 credits</td>
</tr>
<tr>
<td>Math or Science Elective (must be a liberal arts course)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Social Science</td>
<td>9 credits</td>
</tr>
<tr>
<td>Introduction to Social Science SSI100</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
</tr>
<tr>
<td>Public Speaking HUC106 (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Stenography I SEC105</td>
<td>2</td>
</tr>
<tr>
<td>Spanish Stenography II SEC115</td>
<td>2</td>
</tr>
<tr>
<td>Bilingual Transcription I SEC218</td>
<td>4</td>
</tr>
<tr>
<td>Bilingual Transcription II SEC219</td>
<td>4</td>
</tr>
<tr>
<td>Spanish Stenography III SEC120</td>
<td>3</td>
</tr>
<tr>
<td>Office Technology: 21 credits</td>
<td></td>
</tr>
<tr>
<td>Typewriting I SEC140</td>
<td>2</td>
</tr>
<tr>
<td>Typewriting II SEC141</td>
<td>2</td>
</tr>
<tr>
<td>Typewriting Ill SEC142</td>
<td>2</td>
</tr>
<tr>
<td>Word Processing I SEC145</td>
<td>3</td>
</tr>
<tr>
<td>Administration of Information Processing SEC147</td>
<td>3</td>
</tr>
<tr>
<td>Stenography I SEC100, SEC101 or SEC102</td>
<td>2</td>
</tr>
<tr>
<td>Stenography II SEC110, SEC111 or SEC112</td>
<td>2</td>
</tr>
<tr>
<td>Stenography III SEC120, SEC121 or SEC123</td>
<td>3</td>
</tr>
<tr>
<td>Electronic Office Procedures SEC270</td>
<td>3</td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 5 credits</td>
<td></td>
</tr>
<tr>
<td>Secretarial Accounting AMA120 (Extended Day students may substitute Accounting I AMA101)</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems: 3 credits</td>
<td></td>
</tr>
<tr>
<td>Introduction to Computers and their Applications BDP100</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>3 credits</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
<td></td>
</tr>
<tr>
<td>Unrestricted Electives</td>
<td>5</td>
</tr>
</tbody>
</table>

Total credits: 66

Bilingual Secretary 
Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>65 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
<td></td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>6 credits</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing for Business ENG112</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>9 credits</td>
</tr>
<tr>
<td>Spanish for Fluent Speakers HUS105</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Spanish Composition HUS210</td>
<td>3</td>
</tr>
<tr>
<td>Commercial Spanish HUS220</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics/Science</td>
<td>3 credits</td>
</tr>
<tr>
<td>Math or Science Elective (must be a liberal arts course)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>3 credits</td>
</tr>
<tr>
<td>Introduction to Social Science SSI100</td>
<td>3</td>
</tr>
<tr>
<td>Secretarial Science: 29 credits</td>
<td></td>
</tr>
<tr>
<td>Typewriting I SEC140</td>
<td>2</td>
</tr>
<tr>
<td>Typewriting II SEC141</td>
<td>2</td>
</tr>
<tr>
<td>Typewriting III SEC142</td>
<td>2</td>
</tr>
<tr>
<td>Stenography I SEC100</td>
<td>2</td>
</tr>
<tr>
<td>Stenography II SEC110</td>
<td>2</td>
</tr>
<tr>
<td>Spanish Stenography I SEC105</td>
<td>2</td>
</tr>
<tr>
<td>Spanish Stenography II SEC115</td>
<td>2</td>
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<tr>
<td>Bilingual Transcription I SEC218</td>
<td>4</td>
</tr>
<tr>
<td>Bilingual Transcription II SEC219</td>
<td>4</td>
</tr>
<tr>
<td>Spanish Stenography III SEC120</td>
<td>3</td>
</tr>
<tr>
<td>Office Techniques and Trends I SEC220</td>
<td>2</td>
</tr>
<tr>
<td>Office Techniques and Trends II SEC221</td>
<td>2</td>
</tr>
<tr>
<td>Accounting/Managerial Studies: 6 credits</td>
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</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Office and Personnel Management AMM120</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative Education: 9 credits</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
</tr>
<tr>
<td>Elective Courses</td>
<td>2 credits</td>
</tr>
<tr>
<td>One elective must be an Urban Study course.</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>2</td>
</tr>
<tr>
<td>(Any course in English, Human Services, Humanities, Mathematics, Natural and Applied Sciences, or Social Sciences EXCEPT when noted as unrestricted elective in the Schedule of Classes or College Catalog)</td>
<td></td>
</tr>
</tbody>
</table>

Total credits: 67

Note: Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.
The Travel and Tourism curriculum, a course of study leading to the Associate in Applied Science (AAS) degree, is administered by the Accounting and Managerial Studies Department and co-sponsored by the Department of Social Sciences. The program is designed to prepare students for entry-level positions in the travel industry.

In the last few years, employment in the travel field has increased at twice the rate of the total business employment. Projections for the next ten years indicate a growth rate 25 percent greater than that of general employment.

The Travel and Tourism industry is very diverse. It encompasses airline, bus, rail and ship travel; hospitality enterprises (hotels, motels, resorts); tour packaging; retail and wholesale travel agencies; car rentals; cargo transport, etc. Each of these areas has employment needs on several levels: sales, market research and development; packaging and advertising; customer service and general management.

The curriculum is designed to meet the needs of the industry, combining liberal arts courses, business courses, specialized courses in travel and tourism, and the experience of three internships. These full-time cooperative internships give students thirty weeks as travel industry employees, enabling them to utilize the knowledge learned in the classroom and to learn the realities of working at their chosen profession. The travel courses in the program are taught by experienced professionals.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills courses. These courses are not listed in the required section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 43.

### Travel and Tourism Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>59 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling</strong></td>
<td>0</td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td></td>
</tr>
<tr>
<td><strong>English/ Humanities:</strong></td>
<td>6 credits</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Voice and Diction HUC104 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Communication in a Professional Setting HUC108 (3 credits)</td>
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</tr>
<tr>
<td><strong>Mathematics:</strong></td>
<td>3</td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science:</strong></td>
<td>12 credits</td>
</tr>
<tr>
<td>Introduction to Social Science SS100</td>
<td>3</td>
</tr>
<tr>
<td>Cultural Anthropology SSA101</td>
<td>3</td>
</tr>
<tr>
<td>World Geography SSE125</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies:</strong></td>
<td>14 credits</td>
</tr>
<tr>
<td>Principles of Accounting I AMA101</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Business Law I AMM110</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing AMM104</td>
<td>3</td>
</tr>
<tr>
<td>Salesmanship AMM155</td>
<td>3</td>
</tr>
<tr>
<td><strong>Travel and Tourism:</strong></td>
<td>15 credits</td>
</tr>
<tr>
<td>Introduction to the Travel Industry AMT101</td>
<td>3</td>
</tr>
<tr>
<td>Airline Reservations and Ticketing AMT110</td>
<td>3</td>
</tr>
<tr>
<td>Airline Reservations Computer Systems AMT111</td>
<td>3</td>
</tr>
<tr>
<td>Basic Tour Planning AMT120</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Tour Planning AMT121</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education:</strong></td>
<td>9 credits</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships, 3 credits each</td>
<td>9</td>
</tr>
<tr>
<td>(Required for day students. Extended day students may take Co-op Internships or elective courses.)</td>
<td></td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>7 credits</td>
</tr>
<tr>
<td>One elective must be an Urban Study course.</td>
<td></td>
</tr>
<tr>
<td><strong>Unrestricted Electives</strong></td>
<td>7</td>
</tr>
<tr>
<td>Total credits: 66</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

Iris Rivera '88
Travel and Tourism
ACADEMIC REQUIREMENTS

Students must successfully complete a specified number of required courses prior to graduation. Since the number of courses required differs with each major and also depends on the amount of basic skills work needed as explained below, it is important that students consult quarterly with a counselor or faculty advisor to arrange an appropriate sequence of courses. Students should begin taking required courses in the first quarter of their freshman year. The college-wide requirements are below:

BASIC SKILLS PROGRAM

To be successful at LaGuardia, all students must be able to use reading, writing, oral and mathematical skills. The college offers a comprehensive program to help students achieve success in their college careers.

The Basic Skills Program includes:
1. Careful evaluation of each student's skill-building needs;
2. A variety of courses in reading, writing, mathematics and oral communication geared to specific skill levels; and
3. Extensive counseling help in making academic, vocational, and personal decisions.

Since basic skills courses are designed to teach skills needed in other subjects, the students are required to attend these courses regularly and to complete these courses during their first 36 credits attempted at the college.

Most basic skills courses have fewer credits than regular college courses. Therefore, students who need to take several basic skills courses should expect to take extra time to complete all of their LaGuardia degree requirements. Generally this means at least two extra study quarters, for a total of two and one-half years.

EVALUATION AND PLACEMENT

The basic skills course requirements for each student are determined by scores on the placement tests. These tests in reading, writing, and mathematics are part of CUNY's Freshman Skills Assessment Program (FSAP). When students report for their first quarter registration appointment, they meet with counselors to review their placement test scores and plan their first quarter programs. No degree or certificate student will be permitted to register for classes without having taken the placement tests.

Students who do not pass one or more of the three placement tests of the FSAP will be required to take a retest when they complete their basic skills courses in that area. All three of the tests must be passed while at LaGuardia if a student wishes to transfer to a four-year college in CUNY.

BASIC SKILLS COURSES

For detailed descriptions of these courses, including credits and semester hours, please refer to the Course Description section of the catalog. In general, students are required to complete each sequence of courses to which they are assigned from the point of their initial placement.

Writing: The Basic Writing sequence consists of three courses: Basic Writing I (ENG097), Basic Writing II (ENG098) and Basic Writing III (ENG099, ENX099).

Reading: The Basic Reading sequence consists of four courses: Basic Reading Workshop (CSE096), Basic Reading I (CSE097), Basic Reading II (CSE098), Basic Reading III (CSE099). These courses are not offered in the Extended Day session.

Mathematics: The Basic Mathematics sequence consists of two courses: Basic Mathematics I (MAT098), Basic Mathematics II (MAT099), MATB098 and MATB099 are the bilingual Spanish/English versions of these courses.

Oral Communication: The Basic Oral Communication sequence consists of two courses: Basic Communication Strategies Workshop (HUC098), Basic Communication (HUC099). These courses are not offered in the Extended Day session.

TUTORIAL LABORATORIES AND SERVICES

Each of the basic skills departments provides, in addition to classroom instruction, individual or small-group tutoring services.

The Writing Center offers help in all areas of writing—from grammar through complex essays and reports. Peer tutors, students who have successfully completed ENG104, provide a portion of the tutoring services.

The mathematics labs, the reading labs, and the communication labs, all provide personal tutoring, as well as audio-visual aids to help students master basic skills and concepts necessary for success in college and for a career.

PAIRS AND CLUSTERS

The college may link, at times, sections of two or more courses in "pairs" or "clusters." The purpose of this linking is to enable students to see connections between subjects by offering an integrated, multidisciplinary, educational experience.

Some students, depending on their initial placement and/or career goals, may be required to register for a pair or cluster of courses. Other students may elect to take sections which are paired or clustered.

EXPRESS COURSES

The college may offer, during intersession periods, Express Courses. Express Courses offer students the opportunity to advance in basic skills areas by taking concentrated periods of computer-based instruction. The college currently offers Express Courses in the following areas: writing (ENG 099 level) and math (MAT 098 and MAT 099 levels).

Students eligible to participate in Express Courses will be invited to apply by the college or the instructional staff. For additional information contact the Office of the Dean of Freshman Skills.

ENGLISH AS A SECOND LANGUAGE (ESL)

LaGuardia Community College offers through its English Language Center a four-level, integrated language skills program for students whose native language is not English. Students are placed in the program based on the results of the Writing Assessment Test of City University's Freshman Skills Assessment Program. English as a Second Language courses offer intensive practice in reading, writing, speaking and listening. The sequence ranges from a workshop which is designed for students with little or no English to an advanced course focusing on expository
writing and critical reading skills. In addition the ESL Lab provides individual and small group tutoring.

The ESL sequence consists of the following courses:
ESL Workshop (ESL096), ESL I (ESL097), ESL II (ESL098), and ESL III (ESL099). ESL for Selected Readers (ESR098) is offered to some new students by special placement procedures. Students are generally required to complete the sequence from the point of initial placement. For detailed descriptions of the courses, please refer to the Course Descriptions section of the catalog.

**LIBERAL ARTS ELECTIVE REQUIREMENTS**

In general, courses offered by the departments of English, Humanities, Mathematics, Natural and Applied Sciences (including Human Services), and Social Sciences are considered liberal arts courses and may be used to fulfill the liberal arts elective requirements specified in each degree program.

Students must complete a minimum of 20 liberal arts credits for an AAS degree, 30 liberal arts credits for an AS degree and 45 liberal arts credits for an AA degree.

The following courses do not count towards fulfillment of the liberal arts credit minimum, but do count as unrestricted elective credit:

**COMMUNICATION SKILLS**

CSE103 Advanced Reading and Study
CSE200 Speed Reading

**ENGLISH**

ENG112 Writing for Business
ENG197 Media Arts Workshop

**HUMANITIES**

**Visual Arts:**
HUA102 Design and Color (formerly HUA205)
HUA103 Beginning Drawing
HUA104 Introduction to Design
HUA110 Beginning Painting
HUA115 Color Theory
HUA120 Beginning Sculpture
HUA125 Computer Art (formerly HUA125)
HUA130 Beginning Photography
HUA145 Studio Lighting
HUA150 Beginning Printmaking
HUA160 Commercial and Advertising Art
HUA170 Printmaking Workshop: Etching and Engraving
HUA180 Life Drawing
HUA190 Technical Drawing
HUA195 New York Museum Workshop
HUA210 Intermediate Painting
HUA220 Intermediate Sculpture
HUA230 Intermediate Photography
HUA290 Studio Art Workshop
HUC240 Production Workshop

**Bilingual Education:**
HUB102 The Bilingual Child in an Urban Environment: Educational Psychology
HUB103 Principles and Practices of Bilingual Education
HUB200 Bilingual Language Arts

**Critical Thinking:**
HUP100 Critical Thought Skills (for Liberal Arts AA and Liberal Arts & Science AS majors only)

**Foreign Languages:**
HUS220 Commercial Spanish

**Performing Arts:**
HUC195 Theatre Production
HUD101 Theatrical Dance I
HUM145 Popular Songwriting
HUM150 Choir
HUM151 Vocal Ensemble
HUM155 Voice Class I
HUM156 Voice Class II
HUM160 Band
HUM165 Wind Instruments I
HUM166 Wind Instruments II
HUM170 Guitar I
HUM171 Guitar II
HUM180 Piano I
HUM181 Piano II
HUM182 Piano III
HUM200 Electronic Music
HUM201 The American Musical Theatre: A Production Workshop
HUN245 The New York Theatre Experience

**HUMAN SERVICES**

**Child Development:**
HSD170 Integrated Curriculum A: Framework for the Developing Child
HSD171 Integrated Curriculum B: Developing Problem-Solving Skills
HSD172 Integrated Curriculum C: Developing Creativity

**Mental Health:**
HSC130 Activities for Human Service Settings
HSC135 Human Services Roles and Systems

**Human Services Electives:**
HSE109 Principles and Practices of Early Childhood

**LIBRARY/MEDIA**
LRC101 Library Research Methods

**NATURAL AND APPLIED SCIENCES**

**Biology:**
SCB290 Principles of Cardiology Care
SCB291 Principles of Respiratory Disease Care

**General Science:**
SCN191 Pet Therapy
SCN195 Community Health
URBAN STUDY REQUIREMENT

The purpose of the Urban Study Requirement as stated in the original charge of the college is to encourage multidisciplinary approaches to the environment. Classroom learning will be applied and reinforced through direct experience in the surrounding city.

At least one urban study course must be completed by each candidate for graduation. A course taken at an accredited college in New York City that fulfills the criteria for the Urban Study course and is the equivalent of an existing Urban Study course may fulfill the LaGuardia Urban Study requirement. Additional urban study courses would count as electives. Some urban study courses will be offered every academic quarter. Urban study courses:

1. Focus primarily on aspects of urban life and help students understand some aspects—cultural, historical, political, sociological, economic, ecological, etc.—of New York City.
2. Explore systematically and visit resources within New York City in order to introduce and/or reinforce course concepts. At least two or more field trips will be made during the quarter.
3. Are scheduled in a mode which facilitates the use of the city as a learning laboratory and permits follow-through of conceptual material in the classroom.

Following is a list, by department, of urban study courses:
for the course. The formal learning contract must be developed with the instructor and submitted to the Registrar's Office before the end of the third week of classes. In addition:

1. The student must have successfully completed 36 credits.
2. The student must meet the requirements for individual study set by the individual department.
3. The contract may involve an in-depth exploration of a special topic not within an existing course or it may involve an in-depth exploration of a specific topic within (but not duplicating) an existing course.
4. Students may take a maximum of six credits of independent study and may not engage in more than three credits of independent study per quarter. (A request for waiver may be made to the Dean of Faculty's Office, M-400.)

**INDIVIDUALIZED COURSE** At the discretion of the department, for certain courses and under certain conditions, the college offers students the chance to accomplish the goals of pre-existing courses in a non-traditional mode. The project must be based on and fulfill the instructional and performance objectives of the existing courses. Students interested in pursuing such a project must meet departmental prerequisites for the existing courses and must provide a transcript of work already completed to their instructors. Students must also secure permission from the instructor and the chairperson. The permission form is available in the Registrar's Office, M-101, and must be returned at the time of registration. The formal learning contract must be developed and submitted to the Registrar before the end of the third week of classes. The course may be offered if any of the following conditions are met:

1. The student needs the course to graduate in the next two quarters.
2. The course is required for the student's progress in a sequence.
3. The course has been cancelled by the college.
4. The course won't be offered in the current quarter or the next quarter.

5. The student may take a maximum of six credits of individualized courses and may not engage in more than 3 credits of individualized course study per quarter. (A request for waiver may be made to the Dean of Faculty's Office, M-400.)

In addition:

1. The student must meet departmental requirements of prerequisites for individualized course study.
2. The student and faculty member must have met and formalized a learning contract within stated time requirements.
3. The course must be among those listed as being offered for individualized course study by the department.
4. All of the above depend upon faculty consent.

In order to pursue Independent Study or an Individualized Course, students must complete the following steps:

**FACULTY APPROVAL** The student must consult a faculty member who is willing to serve as an instructor. A Request to Register form must be signed by the instructor, student and chairperson.

**REGISTRATION** The student must submit the signed request form at registration so the course can be put on a roster.

**PLANNING THE CONTRACT** The student must meet with the instructor at a planning session during the first two weeks of the quarter. The purpose of this planning session is to complete the contract form. For independent study, a detailed description of course requirements must be listed on the contract. For an individualized course, the course outline must be attached and the material to be covered during the session should be noted. The student and instructor should determine dates for future meetings. A minimum of 7 hours and a maximum of 10 hours must be spent in discussing course work during pre-determined sessions with the instructor.

**RECORDING THE CONTRACT** The signed contract must be submitted to the Registrar's Office by either the instructor or the chairperson of the department by the end of the third week of classes.

**CONSEQUENCES FOR FAILING TO MAKE OR CARRY OUT THE PLAN** Once registered, students are responsible for completing all requirements as stated in the contract. Failure to meet with the instructor as agreed, or to fulfill course requirements, will result in a punitive grade which may negatively affect students' financial aid.

**CUNY BA/BS PROGRAM**

This program is an exciting alternative for mature, highly motivated students. Participants have a home campus, a faculty committee, individualized programs of study and access to the courses and resources of all City University campuses.

To be eligible for the program students must have completed at least 15 credits with a GPA of 2.5 or higher.

Further details are available from Dr. Michael Brookes, (718) 482-5413.
ACADEMIC POLICIES

In this section you will find general information regarding semester credits and credit loads as well as specific information about the grading system and policies, academic standards, attendance policies, graduation, basic skills program, transfer credits, and permit students.

SEMESTER HOURS LaGuardia Community College divides its calendar year into four quarters. However, we schedule our classes so that each instructional “hour” is 70 minutes long instead of the traditional 50 minutes. In this way we are able to offer the same total number of instructional hours in a quarter as other colleges offer in a semester. Consequently, LaGuardia awards semester hours for all of its courses. Students transferring from LaGuardia should have all credits evaluated as semester credits, despite the quarterly calendar.

CREDIT LOAD The college does not require that students enroll for a minimum number of credits. A full-time program however, is considered to be between 7.0 and 12.0 credits or credit equivalents per quarter. Many financial aid programs depend on full-time status. For further information consult with the Financial Aid Office.

RESIDENCY REQUIREMENT Students must successfully complete a minimum of 36 credits at the college before being awarded a degree. Note: Up to ten exemption credits, as well as courses taken “on permit” may be used to fulfill this requirement.

GRADING SYSTEM The following grading symbols are included in the calculation of Grade Point Averages (GPA):

- **A** = 90-100
- **B** = 80-89
- **C** = 70-79
- **D** = Lowest passing grade (see D Grade Policy below)
- **F** = Failure (see note below)
- **FIN** = Failure from incomplete (see note below)
- **WU** = Unofficial Withdrawal (see note below)

The following symbols are also used on the official transcript:

- **CR** = Exemption credit (credit earned). Students with demonstrated competence in specific areas may be granted credit for courses related to these areas.
- **E** = Excellent. (Used prior to Fall 1975 with GPA value of 4.00)
- **F** = The failure grade is used when an instructor evaluates a student’s work as not having met the standards for the course. Ordinarily the student is expected to retake the course. A student who has received an F twice for the same course must consult with and receive permission from the department chairperson or designee before attempting the course again.
- **FIN** = An INC grade which has been converted to a failing grade will appear as a FIN grade.
- **G** = Good. (Used prior to Fall 1975, with GPA value of 3.00)
- **INC** = The incomplete grade may be awarded to students who have not completed all of the required course work. An INC grade can be changed to a passing or failing grade by the instructor during the quarter after which the INC was incurred. The one-quarter allowance may be extended for a specified time under extraordinary circumstances at the discretion of the instructor and department chairperson or designee. If a change of grade form is not submitted by the end of two quarters, the INC grade automatically converts to a FIN. Instructors giving INC grades must inform students in writing of the conditions under which they may receive passing grades. The student should not re-register for the same course.
- **NC** = No credit. (Currently used only for high school students enrolled in college-level courses. Used for all students prior to March, 1977. Calculated as an F in the GPA if earned between September, 1976 and March, 1977. Not calculated for any other period.)
- **P** = Passing. (Used prior to Fall 1975. Not calculated in GPA.)
- **R** = The R grade is awarded only in Basic Skills courses. In general, the student has satisfactorily completed all assignments and has demonstrated satisfactory progress toward the goal of the course, but has not reached the level required to pass the course. The course must be repeated the following quarter. (Not calculated in GPA.)
- **S** = Satisfactory. (This grade is used only in courses that carry no credit, such as Freshman Seminar and Co-op Prep.)
- **TCR** = The TCR grade is given to students who have transferred into LaGuardia with credits earned at other accredited colleges. Based on guidelines established by the academic departments, these transfer credits are evaluated by the Registrar’s Office (M-101) prior to or during the first quarter of attendance at LaGuardia. Students may receive a maximum of 10 transfer credits toward a Certificate and 30 transfer credits toward a degree.
- **U** = Unsatisfactory. (This grade is used only in courses that carry no credit, such as Freshman Seminar and Co-op Prep.)
- **W** = Official Withdrawal. This grade is given when a student officially withdraws from a course after the first two weeks of classes (change of program period) but prior to the official withdrawal deadline (fifth week of classes).
- **WU** = Unofficial Withdrawal grade is awarded to a student who never officially withdrew and never attended class, or stopped attending prior to the official withdrawal date. If the student stopped attending after the official withdrawal date, a grade of “F” is given.
- **Y** = Indicates completion of the first quarter of a two quarter course. (Used prior to Fall 1980.)
- **Z** = This “temporary” grade indicates that a student’s official grade was not received by the Registrar in time to be recorded on the official transcript. The actual grade usually appears on the next issued transcript.
- @ = Waiver of requirement (without credit). A student may obtain a waiver for a course when the appropriate department chairperson (or designee) determines that such a waiver is warranted.

Students may not register for courses that they have successfully completed with a grade of A, B, or C, INC, S, CR, TCR, P, E, G, or @.

D GRADE POLICY Starting with the Fall 1983 quarter, students who receive a “D” grade may wish to repeat a course in an attempt to upgrade the skill level achieved.
ACADEMIC POLICIES

Repeated courses however, cannot be used to determine students' eligibility for TAP. Each department has its own guidelines and procedures for students who wish to repeat a "D" grade, and not every department allows repetition of course work. Special permission must be obtained from the appropriate academic department prior to repeating the course. In addition to securing departmental approval, the following general conditions must be met:

1. Students may repeat the same course only once.
2. The repeat must occur in the students' next quarter of attendance, or the next time the course is offered by the department (whichever comes first).
3. Both grades will appear on the students' transcript and will be included in the calculation of the GPA (even if the student failed the course the second time).
4. When a course is repeated, the credit for that course is not counted toward the degree a second time.
5. Generally students may repeat only three different courses in which a "D" grade was earned. Requests to repeat more than three "D" grade courses may be directed to the Academic Standing Committee.

POLICY ON EARLY ADVISEMENT TO IMPROVE STUDENT PERFORMANCE College policy requires that professors will:

1. Provide students with clear-cut course objectives and requirements and evaluation criteria (criteria for grading).
2. Administer some form of evaluation (e.g. quiz, exam, written assignment) by the end of the third week, and that the evaluation be returned to and discussed with students.
3. Initiate early contact with students performing poorly; to assist students by offering advice, and by referring students to labs or to the Counseling Department.

EXEMPTION CREDIT Exemption credit from any course offered at LaGuardia may be granted on the basis of an examination or a project equivalent to the final requirement of the course. Equivalencies are determined by the faculty of the appropriate division or department and must be approved by the chairperson. To receive credit by exemption, the student should apply to the appropriate chairperson or designee.

The maximum number of exemption credits that can be counted towards at LaGuardia degree is ten. These ten exemption credits may be applied toward LaGuardia's 36 credit residency requirement for a degree; a maximum of six exemption credits may be applied toward a certificate. Any transfer credits are applied in addition to exemption credits.

Note: Exemption credits are awarded to degree students only.

EXEMPTION CREDITS IN COOPERATIVE EDUCATION All degree day students must meet the nine-credit Cooperative Education requirement. Although this generally includes the college's special programs, students are advised to consult with Program Coordinators for details.

To be eligible to receive co-op credit for previous experience, a student must:

1. Be a degree student
2. Have completed 12 credits at LaGuardia
3. Have completed all introductory courses in student's major
4. Have had six months or more of continuous full-time work experience.

Day students must apply during the Co-op Prep course. Extended day students may apply to the Cooperative Education department without having completed the Co-op Prep course. The final decision is made by the Dean of Cooperative Education or designee.

COOPERATIVE EDUCATION GRADES Students receive grades for cooperative education internships according to the LaGuardia grading system as outlined above. The grade reflects the degree to which the student has achieved the learning objectives set by the college in general and agreed upon in particular by the student and the co-op advisor. The co-op advisor is responsible for determining the grade. In grading, factors considered include direct observations, employer evaluation, student self-evaluation and the internship seminar grade. Appeals on grades go first to the co-op advisor. Further appeal is to the Dean of Cooperative Education or designee. Final appeal is to the Academic Standing Committee. The decision of the Academic Standing Committee is final.

In order to receive a passing grade, students must schedule a final evaluation conference with the co-op advisor for each internship.

ACADEMIC INTEGRITY The college has established an Academic Integrity Policy that describes procedures and penalties for students who are suspected of academic dishonesty. This includes cheating, plagiarism, academic fraud, misconduct on internship or clinical affiliations, and bribery. Copies of the Academic Integrity Policy are available in the Dean of Students Office, the Student Government Office, the Student Activities Office, Counseling Offices and the Library.
ACADEMIC STANDARDS

Grade Point Average (GPA): The GPA is a numerical computation of a student's academic record and is used to determine graduation eligibility, graduation honors, inclusion on the Dean's List, probation and suspension. The GPA is also used to determine continued eligibility for some financial aid programs. The GPA is calculated quarterly and cumulatively. The GPA is computed as follows:

1. Multiply the credit value of each course with a grade of A, B, C, D, F, FIN, or WU by the numerical value of the grade for that course. Numerical Values are: \( A = 4.00, \) \( B = 3.00, C = 2.00, D = 1.00, \) FIN, F & WU = 0.00. Total the results of the multiplication.
2. Total the number of credits for all of the courses involved.
3. Divide the result of Step 1 by the result of Step 2 to obtain the GPA (calculated to two decimal places).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>Credits</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>X</td>
<td>12</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>X</td>
<td>9</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>X</td>
<td>6</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>FWU,FIN</td>
<td>0</td>
<td>X</td>
<td>0</td>
</tr>
</tbody>
</table>

Therefore, 30 divided by 15 yields a grade point average of 2.00, which is a C average.

Note: Courses with grades of INC, CR, Z, R, TCR, W, S, and U are not included in calculating the GPA.

RETENTION POLICY All students must achieve a minimum cumulative grade point average (GPA).

Minimum Credits Attempted Cumulative GPA
0.0-12.0 ....................................... 1.50
12.5-24.0 ..................................... 1.75
24.5-or more ............................... 2.00

DEAN'S LIST The Dean's List is established every quarter to honor those students who have achieved academic excellence.

To be eligible for inclusion on the Dean's List in a given quarter, a student must have:
1. Earned 4.0 credits or more,
2. Achieved a grade point average (GPA) of 3.50 for the quarter,
3. Not received grades of: F, INC, FIN, WU, Z, R, and
c. Not enrolled in any of the following courses: CSE096, CSE097, CSE098, CSE099, ENG097, ENG098, ENG099, ENX099, ESL096, ESL097, ESL098, ESL099, ESR098, ESR099, HUC098, HUC099, HUL098, HUL099, HUL100, MAB098, MAB099, MAT098, MAT099, MAX099.
5. Maintained a cumulative GPA of 2.00.

ACADEMIC REVIEW The academic records of all students are reviewed each quarter. Letters are sent to students who do not meet the scholastic requirements at LaGuardia. All students, however, are responsible for maintaining the requirements even if they have not received a letter.

ACADEMIC APPEALS/CHANGE OF GRADE A student who wants to appeal a grade should contact his or her instructor to discuss the grade. If no equitable solution is reached, the student may then go to the instructor's department chairperson for consultation. If no agreement is reached, the student has the option of appealing the case in writing to the chairperson of the Academic Standing Committee. The decision of the Academic Standing Committee is final. Students who wish to appeal final grades must file a written appeal within two quarters following the quarter in which the course was taken (including requests for medical leaves of absence). Appeal forms are available from the Counseling offices: Day Counseling (M-149), Extended Day Counseling (M-103), College Discovery (MB-46). Note: Grades of "W" and "WU" cannot be altered by instructors or chairpersons. They can only be changed by appealing to the Academic Standing Committee. Grades of A, B, C, D, INC, or F may be changed by instructors with permission from the department chairperson. The Academic Standing Committee will review all changes where more than one grade level is involved, e.g. "C" to "A", "B" to "D".

ACADEMIC PROBATION Students who do not meet the minimum grade point average (GPA) will be placed on academic probation. They will be given two quarters to achieve the minimum grade point average that was required before they were placed on probation. If the minimum GPA is not achieved, students may be suspended from the college. However, in order to allow students to file appeals (due to constraints associated with the quarterly calendar), there is a one quarter delay concerning suspensions.

SUSPENSION Students who have been suspended are not eligible to register for courses at the college for two quarters. They may appeal the suspension in writing to the chairperson of the Academic Standing Committee. Appeal forms are available in the Counseling offices. If the appeal is approved, students will be expected to show substantial improvement in academic performance: normally this will require maintaining a quarterly average of 3.00. Exceptions may be granted, only under unusual circumstances, by the Academic Standing Committee or its chairperson.

REINSTATEMENT Students on academic suspension may apply in writing for reinstatement during the second quarter of suspension. Applications must be obtained and returned to the Registrar's Office. Applications must be returned five weeks prior to the beginning of the quarter for which a student is eligible to return. Students should check the academic calendar for the quarterly deadline. There is a $10 non-refundable reinstatement processing fee (even if the application is rejected) payable to the Bursar. If reinstated, students will be expected to show substantial improvement in academic performance: normally this will require maintaining a quarterly average of 3.00. Exceptions may be granted, only under unusual circumstances, by the Academic Standing Committee or its chairperson.

ATTENDANCE POLICY Attendance in class is a requirement and will be considered in the evaluation of student performance. Instructors are required to keep an official record of student attendance. The maximum number of unexcused absences is limited to 15% of the num-
number of class sessions. (For example, if a course meets three times per week, the maximum number of absences is four.)

Note: Absences are counted from the first day of class even if they are a result of late registration or change of program.

LATE REGISTRATION Students will not be permitted to register for a course after the first week of classes. Exceptions may be granted by chairpersons or departmental designees when reassignment based on skill level is deemed appropriate or when exceptional circumstances exist. However, in no case will students be permitted to register for a class after the second week of instruction.

WITHDRAWAL FROM COURSES There are two mechanisms for students to drop courses. During the Change of Program period (the first two weeks of each quarter), students may come to the Registrar’s Office to drop a course or courses from their record. Dropping basic skills courses requires a counselor’s signature. No grade will appear on the students’ transcript for courses dropped during this time. Students will have a financial liability for these courses and/or will be entitled to a refund according to the tuition refund policy.

Dropping courses after the second week is discouraged, but is possible through the college’s official withdrawal procedure. A student who wishes to withdraw from a course must have an official withdrawal form signed by the instructor indicating good academic standing at the time of withdrawal. For basic skills courses, the official withdrawal form must be signed first by a counselor and then by the course instructor, indicating good academic standing at the time of withdrawal. All withdrawals must occur by the quarterly deadline, normally during the fifth week of the quarter. When a student officially withdraws by the deadline date, a grade of W is given. Any student who stops attending a class after the official date to withdraw will receive an F grade. Official withdrawal does not entitle a student to a refund, and may affect the student’s financial aid.

WITHDRAWAL FROM COOPERATIVE EDUCATION Termination or withdrawal from a cooperative education internship is subject to the approval of the student’s co-op advisor. It is recognized that termination of employment may be due to a variety of justifiable reasons. Therefore, each case will be handled individually by the co-op advisor, subject to normal grading procedures of review and appeal of cooperative education grades.

LEAVE OF ABSENCE Students who wish to leave the college for one or more quarters do not need to apply for a “leave of absence.” Normally, students attend the college for as many consecutive quarters as they need to complete their requirements and earn their degrees. Those students who wish to discontinue enrollment temporarily must go to the Registrar’s Office to withdraw from any courses in progress prior to the quarterly deadline. When they wish to return, they must apply to the Registrar’s Office for readmission, observing the quarterly deadline listed in the academic calendar.

MEDICAL LEAVE OF ABSENCE Students may be permitted to take a medical leave of absence if they can provide a physician’s statement and verification by the faculty of students’ attendance and grades prior to the onset of illness. The documents are then reviewed by Health Services for approval.

READMISSION TO THE COLLEGE All students who have not registered for classes for one or more quarters must apply for readmission. This includes those students who have been on a medical leave of absence.

Readmission forms are available in the Registrar’s Office and must be completed and returned by the quarterly deadline (approximately 5 weeks prior to the quarter in which they would like to return). There is a non-refundable $10 readmission processing fee payable to the Bursar. Students who have registered for the Spring quarter but not the Summer quarter are exempt from this process. They are automatically invited to register for the Fall quarter if they are in good academic standing.

Students returning to the college within one year (four quarters) will be readmitted to the college under the same curriculum (major) requirements which were in effect at the time the student was admitted to the college. However, students returning after one year will be re-admitted under the curriculum requirements in effect at the time of their readmission. In exceptional cases, where the new requirements create an unnecessary hardship (such as graduating with an excess of 72 credits), students will be eligible to petition the requirements and seek possible exception to this policy to the Academic Standing Committee. The decision of the committee is final.

GRADUATION At LaGuardia, a 2.00 GPA (C average) is required for graduation. A graduate whose cumulative GPA is between 3.50 and 3.89 shall be graduated with honors. The term “with honors” will be inscribed on the student’s diploma and noted on the commencement program. A graduate whose cumulative GPA is 3.90 or better shall be graduated with high honors. The term “with high honors” will be inscribed on the student’s diploma and noted on the commencement program. All students must register for “Intent to Graduate” in order to have their records reviewed. This should be done when they register for their final quarter. Students wishing to appeal graduation requirements may submit a written appeal to the Academic Standing Committee. The decision of the committee is final.

MAXIMUM TUITION UNITS PER QUARTER Students may not register for more than 18 tuition units per quarter without special permission.

To receive special permission:
1. During advisement, students must consult with their faculty advisor or counselor to receive his or her recommendation.
2. It is recommended that students planning to go out on internship should not register for more than two courses during their internship quarter. Students should consult with their Cooperative Education Coordinator in planning their academic schedule for that quarter.
3. Students must obtain written permission from the Dean of Faculty or designee.
MAXIMUM CREDITS ATTEMPTED PRIOR TO GRADUATION In general, students are expected to graduate prior to completion of 73 credits attempted. All students who have attempted 73 or more credits and have not satisfied the degree requirements for graduation may have to obtain approval of the Dean of Students in order to register for additional courses.

PURSUIT OF ADDITIONAL STUDY AFTER GRADUATION Students who have earned a certificate and then wish to pursue a degree, and students who graduate with a degree and wish to pursue a certificate, must file a “Second Credential Application.” This is available in the Registrar’s Office and must be filed by the quarterly deadline. Courses completed for the first credential may also be used to meet the requirements of the second credential. Students must re-register for “Intent to Graduate” in the quarter in which they anticipate completing the second credential. Students with a previous degree (from LaGuardia or another college) who wish to pursue a second degree at LaGuardia should obtain the application in the Career and Transfer Center in room MB 65.

REGISTRAR The Registrar’s Office, located in the lobby of the Main building, room M-101, serves the students of LaGuardia in a variety of ways. In addition to coordinating and implementing the registration process, the Registrar’s Office also provides the following services: transcript requests, tuition refund requests, verification of attendance, change of data (name, address, etc.), maintenance of student records, transfer credit evaluations, CUNY assessment test scores, graduation checks, student enrollment data, readmission and reinstatement applications.

TRANSFER CREDITS Students may transfer to LaGuardia credits earned at other accredited colleges, provided these credits are comparable to those meeting degree requirements of their curricula. Transfer credits are evaluated by the Registrar’s Office (M-101) prior to or during the first quarter of attendance at LaGuardia. The maximum number of credits to be granted toward the degree is 30, and 10 towards a certificate.

TRANSFER AND THE FRESHMAN SKILLS ASSESSMENT TEST (FSAP) In general, transfer students are required to take FSAP tests in reading, writing and mathematics (the only exceptions are those students who have already passed all three tests, or students who were enrolled in a City University college prior to 1978). Placement at LaGuardia is based solely on FSAP test results. These scores determine the initial placement, which may be in basic skills courses, or in college-level courses. If the initial placement at LaGuardia is at the basic skills level, no transfer credit will be awarded for higher level courses in those areas that were taken elsewhere, and students may be required to repeat such higher level courses.

Students who have taken remedial courses at other CUNY colleges, but who have not passed FSAP retests...
in those skill areas, will be tested before enrollment at LaGuardia, and will be placed according to their LaGuardia test results. Based on those test results, LaGuardia may require retaking of basic skills courses passed elsewhere.

Therefore, transfer students from other CUNY units are urged to make every effort to pass all parts of the FSAP test before applying for transfer to LaGuardia.

**TRANSFER CREDITS IN COOPERATIVE EDUCATION** Transfer credit may be granted for cooperative education courses for which credits have been granted at another college. The number of credits transferred may not exceed three. The determination of comparability is made by the Dean of Cooperative Education. Transfer students without cooperative education credit must satisfy the cooperative education requirement. (Co-op requirements vary by major, and by students' day/extended day admit status.) Transfer students may apply to the Division of Cooperative Education for a waiver of a portion of their co-op requirement, based on the following guidelines: 0-10 Transfer credits—3 Co-ops required; 11-20 Transfer Credits—2 Co-ops required; 21-30 Transfer Credits—1 Co-op required.

**TRANSFER CREDITS IN HEALTH EDUCATION** Transfer credit may be granted for coursework in health education taken at other institutions of higher education. The Natural and Applied Sciences Department will be responsible for approving transfer credits in health education. Transfer credits for nursing courses will not be awarded. See the Nursing Admissions Guide for additional information.

**TRANSFER CREDITS IN RELIGIOUS STUDIES** Transfer credit may be granted for theological or religious courses where those courses come under the heading of philosophy. This decision shall be made by the chairperson of the Humanities Department.

**TRANSFER CREDIT IN REMEDIATION** Students who transfer having received credit from another college for a remedial-level course in English, mathematics, reading or oral communications, but who, according to college placement procedures, are required to take a course or courses at or below the level of the course previously taken, will not receive transfer credit for their remedial courses previously taken.

**PERMIT POLICY** LaGuardia students who wish to take courses at another CUNY college may do so only by using the Permit procedure, and only degree seeking students are eligible to apply to go out on permit. At LaGuardia, courses allowed to be taken on permit are restricted to those which can legitimately be transferred back toward the LaGuardia degree. All courses successful completed on permit are recorded on the LaGuardia transcript as transfer credit, which is noted with the standard "TCR" grade, and which is not calculated in the GPA. Students who are interested in taking courses on permit must secure approvals from the appropriate academic departments and the Registrar's Office, and pay the tuition and fees to LaGuardia's Bursar before beginning their studies at another institution. Credit will be given only for those courses indicated on the Permit form on file in the Registrar's Office for which prior approval has been granted. Students who wish to apply for a permit must contact the Registrar's Office by a quarterly deadline which is indicated on the academic calendar.

Students from other CUNY colleges who wish to attend LaGuardia on permit must obtain the required permissions and make payment at their home college. They are eligible to register on a space available basis.

**CREDIT IN FOREIGN LANGUAGES**

**BASIC LANGUAGE COURSES** Students who start a new language must complete a minimum of six credits or two quarters of study before they are granted any credit toward the degree at the elementary level.

**INTERMEDIATE AND ADVANCED COURSES** Students who successfully complete a course at the intermediate and/or advanced level are granted all due credits immediately.

**TRANSFER CREDITS** Students who have taken level 101 of the elementary foreign language sequence at another institution and wish to receive transfer credit, must complete level 102 at LaGuardia before transfer credits will be awarded.

**ADVANCED STANDING CREDIT**

LaGuardia is a member institution of the College Entrance Examination Board. The college has a policy governing the granting of credit to students who have taken the College Level Examination Program subject exams and the Advanced Placement exams.

**College Level Examination Program** Students presenting scores in the 50th percentile or above in the subject area listed below, would receive the appropriate credits.

**Advanced Placement** Students presenting scores of B or above will receive appropriate credit as indicated below:

**College Placement Exam Program (Administered by the Board of Regents/State Education Department)** Students presenting scores the equivalent of Grade C or better in the subject examinations (those subject indicated under the CLEP heading) will receive credits as indicated under CLEP.

**Social Science**

**CLEP Examination Title**

**General Psychology:** 3 credits (for those students taking CLEP exams in General Psychology and Human Development, they must score in the 60th percentile or above for exemption).

**Economics:** 3 credits in the Economics courses, which are Macro-Economics, the student must score in the 50th percentile or above for exemption credit. The student may use any one of the above for 3 exemption credits, but may not earn 9 credits through having taken all three of the Economic courses.
Accounting Managerial Studies
Introduction to Accounting: 50% or above-2 credits each; a total of 6 credits (AMA101, 102, 103).
Introduction to Business Management: 3 credits
Introduction to Marketing: 3 credits
Introduction to Business Law: 3 credits

Data Processing
Computer and Data Processing: 3 credits

Mathematics
Calculus with Analytic Geometry: A total of 8 credits (4 credits for Calculus I and Calculus II).

Natural and Applied Sciences
General Biology: 4 credits (SCB201 and 202)
General Chemistry: 4 credits (SCC201 and 202)

Humanities
Spanish Level I: 3 credits;
Spanish Level II: 3 credits. The student must score in the 75th percentile or above in either.

Articulation agreements are in effect between LaGuardia and City University, State University of New York and private four-year colleges. These agreements enable students who graduate from LaGuardia to continue their studies as juniors at collaborating four-year institutions with minimal or no loss of credit.

CUNY ARTICULATION POLICIES FOR COMMUNITY COLLEGE GRADUATES
LaGuardia graduates who earn the Associate in Arts or the Associate in Science degree and meet all other CUNY requirements, including the Skills Assessment Tests in basic reading, writing and mathematics, are guaranteed admission to a CUNY senior college.

Under ordinary conditions, it will not be necessary to earn more than the 128 credits usually required for a bachelor's degree. However, students are advised to plan their programs in consultation with counselors and faculty advisors to insure that all prerequisites are fulfilled. Additional credits may be required if the major field is changed or if students have not followed the prescribed program for transfer.

An Associate in Applied Science degree graduate who changes at the senior college into a program not directly related to the former major, cannot be assured a specific number of transfer credits. Additional credits may be needed to meet the new major requirements.

Admission is not guaranteed to the first-choice senior college for the community college graduate. Further, admission into a high demand program is not guaranteed. In such cases, criteria for admission are established by the senior colleges according to seat availability.

Students who wish to transfer after graduation from LaGuardia are advised to contact the Career and Transfer Center (MB-65) for assistance with planning and executing the application.

CUNY POLICIES FOR NON-GRADUATES OF COMMUNITY COLLEGES
Students who wish to transfer to another CUNY college before earning the associate degree from LaGuardia must meet that college's entrance requirements, have completed a certain number of credits, and earned a minimum grade point average. Specific guidelines vary from college to college. Students are advised to contact for details LaGuardia's Career and Transfer Center or the Admissions Office of the college of their choice.
ACADEMIC POLICIES

SUNY ARTICULATION POLICIES

The University of the State of New York 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 possess or will have an Associate in Arts or Associate in Science degree at the time of transfer is guaranteed an opportunity to continue on a full-time basis at a senior campus of the University." Students with an Associate in Applied Science degree or those who do not graduate are not guaranteed admission.

Students are advised to contact LaGuardia's Career and Transfer Center (MB-65) or the Admissions Office of the college they wish to attend for specific requirements.

PRIVATE COLLEGE ARTICULATION POLICIES

Students who wish to continue their studies after graduation from LaGuardia by transferring to a private institution should select their courses in consultation with a counselor and/or faculty advisor. In addition, they should contact well in advance LaGuardia's Career and Transfer Center (MB-65) and the Admissions Office of the college of their choice for specific requirements and deadlines, since the criteria vary from college to college.

ARTICULATION AGREEMENTS

LaGuardia has articulation agreements with more than twenty public and private four-year colleges and universities. The Office of the Dean of Faculty has developed specific agreements that guarantee acceptance of LaGuardia credits when students transfer to these colleges after earning the Associate degree. At the time of printing, the following institutions have joined LaGuardia in articulation partnerships: Baruch College, City College, Hunter College, John Jay College, Lehman College, Queens College, York College, SUNY College at Old Westbury, Adelphi University, Bethune-Cookman College, Clark College, College of the Atlantic, Dominican College of Blauvelt, Laboratory Institute of Merchandising, Long Island University, Middlebury College, New York University, Pace University, St. John's University, The College of Insurance, and Vassar College.

The articulation agreements are published in the Transfer Information Guide which is available in the Career and Transfer Center, Counseling Services, Academic Departments, the Library, and through faculty advisors and counselors. The Guide is updated annually and will contain additional agreements established after this catalog was printed.

COOPERATIVE EDUCATION

The college has as its major premise the notion that learning takes place in many different settings—both in and outside the classroom. Through its cooperative education program, the college seeks to provide off-campus non-classroom learning experiences. Cooperative education at LaGuardia is designed to help students determine their individual goals and specifically to assist them in:
1. Exploring various career options or confirming career plans;
2. Applying classroom learning to real work situations; and
3. Practicing or strengthening interpersonal or work-related technical skills.

Cooperative education helps keep the college in touch with changing conditions in the business world. By developing internships and placing students on assignments, the college is able to modify curricula to meet market needs. This interaction aids the college in bringing its resources to public and private agencies, and to its own community.

The "co-op" experience is a 9-credit degree requirement for day students and all students in specialized curricular areas such as Human Services, Occupational Therapy, Animal Health Technology, Dietetic Technology, Bilingual Education Associate, EMT/Paramedic, Mortuary Science, Physical Therapist Assistant, Pre-Nursing (Nursing), and School Food Service Management.

In general, students take three 3-month internships or work experiences. They combine these with internship seminar classes that relate academic skills and concepts to their work settings. The college tailors its idea of co-op, or experiential education to its wide range of students and programs.
Most LaGuardia students, especially those who are full-time day students, normally spend their first two or three quarters studying on campus and then begin to alternate off-campus internship terms with on-campus study terms. They select internships from those developed by the cooperative education staff. In the course of the basic two-year program, a student will go out on three internships. The co-op sequences are determined for students individually depending on several criteria, including the availability of appropriate internships.

Students in the Human Services program follow a special pattern in which, generally after two study terms, they divide their week between classroom study and part-time human services internships. Part-time students may have specialized patterns as well.

In three internship quarters, students accumulate nine months of valuable experience. Students are evaluated and graded for each internship according to the cooperative education grading system. For each successfully completed internship, students receive 3 credits, or a total of 9 credits toward the Associate Degree.

AN INDIVIDUALIZED PROGRAM OF PREPARATION AND PLACEMENT

Students work closely with a co-op coordinator throughout their stay at the college. The co-op coordinator prepares students for the program, advises them in the selection of each of the three internships, and helps them set objectives and assess what has been learned through the internship program.

Prior to the first internship, students attend a preparatory course taught by a co-op coordinator. This Co-op Prep course helps students:

1. Clarify the basic objective procedures and requirements of the co-op program;
2. Identify life accomplishments and the personal skills one has developed;
3. Identify the needs/values one seeks to satisfy through work and outside of work;
4. Clarify ideas about careers they are considering or are currently in;
5. Identify the basic components of a resume and prepare a resume summarizing accomplishments and qualifications;
6. Formulate personal objectives for the first internship, and make preliminary selections of those internships which will help achieve those objectives;
7. Develop skills and techniques for successful employment interviewing; and
8. Develop an understanding of the TAR approach (see below) to learning.

When students are ready for their internships, they work closely with their co-op coordinator to select internships that meet their career, personal, and educational objectives.

An Employer and Visited by the Internship coordinator.

Coordinators are available during the internship, should problems arise.

COOPERATIVE EDUCATION AS AN EDUCATIONAL EXPERIENCE

LaGuardia views cooperative education as a central feature of its entire educational program. The co-op program offers the opportunity for meeting the college’s objectives of personal growth and career development, and is also the vehicle for examining, practicing and applying skills and knowledge learned initially in the classroom.

THE INTERNSHIP

LaGuardia students choose their internships or work experiences from over 350 cooperating companies. The internships are in the world of business and industry as well as in the public, nonprofit, and service areas.

Students may select three internships that give them an opportunity to explore their career interests, strengthen and develop their interpersonal or technical skills and apply classroom concepts to the work environment.

In general, the Division of Cooperative Education develops the internships based on the interests and needs of the students and the realities of labor market conditions. The possibilities for unusual and individualized internships are unlimited. Students are encouraged to identify their own internships, propose unusual placements, and develop existing part-time jobs into full-time positions if they do, in fact, meet the program’s educational requirements and the students’ needs.
THE INTERNSHIP SEMINAR

A distinctive educational component of LaGuardia's cooperative education program is the internship seminar. This class, taken during the evening during the same quarter as the internship or work experience, is designed to provide the educational bridge between the off-campus and on-campus experiences. It also permits students to discuss and compare their experiences with other students.

Specifically, the goals of the seminar are to:
1. Maximize students' ability to learn from their internships;
2. Aid the students in relating the field experience to their career explorations and development;
3. Help students relate previous classroom learning to their internship setting; and
4. Provide the foundation and motivation for learning in subsequent courses.

A sequence of seminars is offered to permit different perspectives on work experience. The first internship seminar specifically focuses on the TAR approach (Teach, Apply, Reinforce). TAR offers students an opportunity to observe the applicability of concepts in a specific introductory course in the major to their internship experience; workbooks help students observe these concepts during the internship; the concepts are then discussed and reinforced in the internship seminar. The first seminar also helps students clarify their personal and work values in the context of the internship and to examine the organizational structure and dynamics of the workplace.

The second internship seminar provides students with the opportunity to research their career fields through interviewing and reviewing career information materials. The third internship seminar is an opportunity to observe and analyze at an advanced TAR level the application of advanced classroom learning to specific practical situations. (See specific listings under course descriptions.)

The seminar class offers students an opportunity to do field assignments in the area of the students' major. It is necessary that the seminar accompany the work experience in order for students to receive credit for cooperative education.

COOPERATIVE EDUCATION POLICIES

INTERNSHIP REQUIREMENTS As part of the requirements for the LaGuardia degree, all day students are required to successfully complete three cooperative education courses or their equivalent. Each course consists of an internship and a seminar. Three credits are awarded for each course. A student's internship sequence is determined individually, depending on several criteria including academic progress and the availability of appropriate internships.

PREREQUISITES TO INTERNSHIPS Prior to their first internship, students must have fulfilled the following requirements:
1. Completion of Basic Skills courses as specified by the Division of Cooperative Education or have received waivers.
2. Completion of the Co-op Prep course which is offered by the Division of Cooperative Education.
3. Evidence of satisfactory academic progress. Students are required to have at least a 2.0 cumulative grade point average the quarter prior to their internship quarter.
4. Completion of the appropriate introductory TAR or other prerequisite courses in one's major field before one's first internship.

Responsibility for deciding whether the student is ready to go out on an internship rests with the student's cooperative education coordinator. Appeal of this decision should be addressed to the Dean of Cooperative Education or a designee.

FINANCIAL AID AND CO-OP By Federal law, projected co-op earnings, minus expenses, will be applied against all financial aid awards other than TAP and PELL. Students must consult with a co-op coordinator and a financial aid counselor to determine how their financial aid will be affected.

TAKING COURSES DURING AN INTERNSHIP QUARTER Students on internships can also take academic course work, but the student’s primary objective is to the internship and seminar requirement. It is generally considered inadvisable for students to take more than six credits of academic course work during an internship quarter.

THE INTERNSHIP SEMINAR Part of the co-op requirement is the successful completion of an internship seminar. The seminar is normally taken one evening per week during the internship quarter. In special cases, the co-op coordinator may approve taking the seminar in the subsequent study quarter. In unique circumstances, arrangements may be made for individualized contracts in place of the seminar.

CONDITIONS FOR FULFILLING THE COOPERATIVE EDUCATION REQUIREMENT
1. A student must receive credit for each cooperative education course.
2. The cooperative education grade is determined by the degree to which a student meets the requirements for both the internship and the internship seminar. The internship and the seminar each contribute 50% to the final grade. Failure to pass either the seminar or internship will result in a failing grade for the cooperative education course.

The internship grade is based on: on-site visit evaluation, employer evaluation and the progress made toward achieving the learning objectives. The seminar grade is based on attendance, class participation and grades received on class field assignments. The co-op coordinator determines the final cooperative education grade which appears on the transcript.
3. The Division of Cooperative Education does not place or grant further cooperative education credit to a student...
who has received two F grades in internships. Appeals may be made to the Academic Standing Committee.

INTERNATIONAL STUDENTS WITH A TEMPORARY (NON-IMMIGRANT) VISA Students attending LaGuardia Community College on a temporary (non-immigrant) visa and who are full-time degree day students are required to take cooperative education and complete 3 internships in order to graduate. They must inform their Cooperative Education International Student Advisor who will explain the steps to be taken to receive official authorization from Immigration to work. This must be done before the first internship begins. Refer to the "Student Guide to Co-op" for more details.

COOPERATIVE EDUCATION UNDER THE OPTIONAL PLAN

Generally, nine credits of cooperative education are required for all full-time day students admitted through the University Applications Processing Center, all transfer "advanced standing" students with less than 11 credits and Extended Day students in some majors. Transfer advanced standing credit toward cooperative education must be approved by the Division of Cooperative Education.

Extended Day students in Human Services, Physical Therapist Assistant, Occupational Therapy, Foodservice Management, Animal Health Technology, Education Associate and Bilingual Education Associate programs must complete the cooperative education requirements for those programs. Cooperative education is optional for Extended Day students in other majors.

Evening students who are unemployed, working in the home or seeking a career change or promotion may be interested in the optional cooperative educational program.

Adults from a variety of special and off-campus programs as well as students in the Extended Day session or in the extension center programs may take from three to nine credits of cooperative education.

Adult students in the optional program often work during the day and attend classes in the evening. The internship seminars have been structured to fit conveniently into the class schedules of Extended Day and Extension Program students.

THE INTERNSHIP Adult students who are unemployed or who wish to change careers may elect a three-month internship to provide entry or reentry into a chosen field of work to practice specific skills or to further their personal growth. Students who are currently employed may design a learning experience in the context of their current job or have a part-time volunteer work experience.

THE INTERNSHIP SEMINAR The seminar class, which is taken during the same quarter as the internship, is designed to help students meet their cooperative education objectives and offers an opportunity to do field assignments in the area of the student's major.

OTHER OFFERINGS Exemption credit is available to students with a minimum of six months of consecutive full-time work experience. Also, through the Alternative Degree Program, co-op offers preparation in utilizing experiential education, including application for credit for prior learning. Adult students seeking new permanent positions may use the services of the college's Placement Office. For further information on co-op for adults, contact the Division of Cooperative Education.

PLACEMENT OFFICE

The Placement Office is available to all students and alumni and offers the following services:

- Full and part-time job referrals based on a student's interests, skills, experience, and class schedule; placement referrals for alumni; placement in temporary positions; and assistance in developing interview techniques and the preparation of a resume.

The office is open each week day until 4 p.m. and two evenings a week, which vary depending on the quarter. Students should call the office in advance.
Information regarding admission to LaGuardia is available from the Admissions Office, located in room M-147, or by calling (718)482-7206.

ADMISSION REQUIREMENTS FOR DEGREE CANDIDATES

Prospective students who plan to attend the college to earn a degree apply for "matriculated status" and may attend either the day or the extended day (evening and/or Saturday) sessions.

NEW FRESHMAN Applicants who have not previously attended any college are required to have a high school diploma or its equivalent (GED). A high school certificate is not acceptable. Applicants who earn a United States Armed Forces Institute Diploma must submit proof of having earned a total score of 225 on the GED examination.

STUDENTS APPLYING WITH ADVANCED STANDING Applicants who have attended another accredited college or university, have earned fewer than 24 college credits and want to be considered for degree status to the college, must submit a high school diploma or its equivalent (GED) and an official college transcript from each college attended.

Credit is granted for courses taken and passed at other accredited colleges if such courses are comparable to those required to meet the degree requirements in the student's curriculum at LaGuardia. Course comparability is determined by the LaGuardia departments involved. A maximum of 30 transfer credits may be granted toward a degree and 10 credits toward a certificate program.

To be eligible for advanced standing, students should have been matriculated with good academic standing at their home college. In addition, they are required to meet City University standards of retention as a condition for admission.

LaGuardia participates in both the New York State College Proficiency Examination Program and the College Entrance Examination Board's College Level Examination Program and Advanced Placement Program. Specific information regarding the granting of credit to students who have taken these examinations can be obtained in the Registrar's Office.

SECOND DEGREE STUDENTS Students interested in pursuing a second degree at LaGuardia should contact the Career and Transfer Center. Second degree students must complete LaGuardia's residency requirements of 36 credits toward the new degree and may transfer up to 30 credits toward a degree. All second degree students will be held accountable for the cooperative education requirement.

ADMISSION TO NURSING PROGRAM Special rules and procedures apply for admission to the Nursing Program. Interested applicants should contact the Nursing Program Office, LaGuardia Community College, 31-10 Thomson Avenue, Long Island City, N.Y., 11101, (718) 482-5774, for a copy of the "Nursing Admissions Guide."

ADMISSION REQUIREMENTS FOR NON-DEGREE APPLICANTS

Prospective students who wish to register for classes but who are not interested in earning a degree must still apply for admission and must send or bring their application to the college—not to the University Applications Processing Center. Non-degree application forms are available only from the college's Admissions Office and must be completed by the quarterly deadline. Non-degree registration is on a space available basis each quarter. Non-degree students must have a high school diploma or equivalent, and are not eligible for financial aid.

APPLICATION PROCEDURES

ADULTS United States citizens and permanent residents who have not attended a college or university previously may obtain an application from any of the admissions offices listed below.

HIGH SCHOOL STUDENTS Current high school seniors in the New York City public schools (and some parochial schools) must use the University Applications Processing Center personalized application form which is obtained from the college advisor's office in their high school. Others may obtain an application from their college advisors or from the addresses listed below.

TRANSFER 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 the LaGuardia Admissions Office or the university's Office of Admission Services at the addresses listed below.

INTERNATIONAL STUDENTS Students with foreign educational experience may obtain applications from either the college or the university's International Students Office at the addresses listed below. Applicants who hold or expect to obtain temporary, nonimmigrant visas should apply for admission through the university's International Students Office at the address listed below. Students who are permanent residents with foreign credentials must also apply to the university's International Students Office.
WHERE TO REQUEST AN APPLICATION

LaGuardia Community College Admissions Office
31-10 Thomson Avenue, M147
Long Island City, NY 11101
(718) 482-7206
Office hours:
Monday—Thursday: 9 am—7 pm
Friday: 9 am—5 pm
Saturday: 9 am—2 pm

Extended Day Session

The Extended Day Session, a continuation of the scheduled day classes, provides students with a wide selection of courses and educational services. Extended Day students are encouraged to take courses meeting during the daytime, evening, or weekend hours, as their personal needs dictate. Similarly, regular full-time day students may enroll in evening classes if they wish.

Extended Day and regular full-time students benefit from the same college services: counseling and advisement, health services, instructional laboratory facilities, and administrative services. In order to meet the needs of adults with work and family commitments, Extended Day courses are scheduled in a variety of patterns which permit a student to take several courses two or three evenings a week. Some courses require attendance only one evening a week or on Saturday. Extended Day students are governed by general college policies and regulations.

Cooperative Education for Extended Day Students

Cooperative Education is optional for Extended Day students in most majors. Students may substitute unrestricted electives for all or part of the nine cooperative education credits required of day students. College policy provides Extended Day students several options for earning academic credit for work experience.

Any questions concerning the Extended Day Program can be directed to the college's Extended Day Office at (718) 482-5396.

College Discovery Program

The College Discovery Program at the college offers a comprehensive program of basic skills courses, counseling, tutoring, and financial aid to students who meet the eligibility requirements. The criteria for admission include:
1. High school diploma or General Equivalency Diploma (GED)
2. High economic need
3. Academic underachievement in high school
4. No previous attendance at an institution of post-secondary education (except veterans who may have earned up to 18 credits of college level work prior to entering the service)
5. United States citizenship or permanent resident status
6. Residency in New York City for at least one year

Important: Applicants will be considered only if they complete the College Discovery portion of the City University application at the time they make initial application to the college.

The College Connection Program for High School Students

LaGuardia offers qualified high school juniors and seniors the opportunity to earn college credits while they are still in high school. In this program, the students pay no tuition. Candidates are selected from participating high schools based on their academic record and career aspirations. Participants who successfully complete their LaGuardia courses will have the credits "banked" for future use. Upon entering LaGuardia, students can apply all credits earned through the program towards the associate degree. Further information about the College Connection Program is available from the Office of High School/College Articulation, (718) 482-5412.
THE COST OF EDUCATION

Cost is an important consideration for most students when they are deciding which educational program is best suited to their goals and aspirations.

The following information will help students calculate the cost of attending the City University of New York. By performing some basic calculations, students can develop their own “student budget.”

Generally, a student budget consists of the direct educational costs of tuition, fees, books and supplies, as well as those costs which are incurred by virtue of attendance, such as transportation and lunch. In addition, all students have costs related to recreation and personal expenses.

DEVELOPING A BUDGET

Students who depend on some other person to provide a substantial portion of their support are generally defined as dependent students. For these students, the costs, defined below, represent the total out-of-pocket costs which result from college attendance.

For self-supporting students, who do not depend upon some other person for support, the out-of-pocket costs must be considered in addition to the regular cost of living, which students incur as a result of being dependent upon their own resources. A general description of these living costs is described below.

TYPICAL EXPENSES

Following is an itemized estimation of the educationally-related expenses students are likely to incur for a nine-month (three quarter) period. It is expected that during students’ internship quarter, their salary will cover the expenses. Most students receive some form of financial assistance to help meet these expenses.

DEPENDENT AND CERTAIN INDEPENDENT STUDENTS

Dependent students, those who receive assistance from family or other sources, can expect to pay, in addition to $1,321.80 annual tuition and fees, the following costs during the 1987-88 academic year: books and supplies, $360, transportation, $690, personal and lunch items, $1,493, and $1100 for room and board. The total is $4,964.80.

INDEPENDENT STUDENTS

Independent students and dependent students living away from home for 12 months during the 1988-89 academic year can expect the following expenses based on the number of students from a family living under those conditions:

TUITION

All fees and tuition charges listed in the college catalog and in any registration material issued by the college are subject to change by action of the university’s Board of Trustees without prior notice. In the event of any increase in the fees or tuition charges, payments already made to the college will be treated as partial payments and notification will be given of the additional amount due and the time and method for payment. Any student who has not paid the total fees and tuition by the time indicated will not be considered as registered and will not be admitted to classes. In the event of an overpayment, the appropriate amount will be refunded.

TUITION PER QUARTER

NEW YORK CITY

To qualify, students must have made New York State their principal place of abode for at least 12 consecutive months and in the city of New York for at least 6 consecutive months immediately prior to the first day of classes. New York State residents who are not city residents must obtain a Certificate of Residence from their County Treasurer prior to registering. A new Certificate of Residence is required each school year.

7 tuition units* or more $306.25
Cooperative education internship $306.25
Fewer than 7 tuition units* $40/unit

NON-STATE RESIDENTS AND FOREIGN STUDENTS

7 tuition units* or more $506.25
Cooperative education internship $506.25
Fewer than 7 tuition units* $76/unit

SENIOR CITIZENS

(Enrollment on space available basis)
Tuition free
General fee $25.00
Senate fee .45

CUNY BA PROGRAM

Tuition and student activities fees for all students in the CUNY Baccalaureate program are billed for and collected by the Graduate School and University Center. Students are billed according to the fee schedule in effect at their home college.

*Tuition units represent the number of credits plus compensatory hours required in a course as listed in the Schedule of Classes.
**TUITION & FEES**

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**PERMIT STUDENTS**

All tuition and student activities fees are payable to the "home" college in accordance with its fee schedule. No additional payment of tuition or fees is required at the college where the course is taken.

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**TUITION WAIVERS**

Senior citizen residents of New York City 65 years and older are permitted to enroll in undergraduate courses on a space available basis, tuition free.

Staff members of City University, including professional staff, instructional staff, and Gittleson employees (with six months of employment prior to the first day of classes), may also attend on the same basis.

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**TUITION REFUNDS**

Tuition refunds are computed according to the date that the student drops a course or courses. In cases of a Medical Leave of Absence, the refund is computed according to the effective date of the leave. Non-instructional fees are non-refundable, except when courses are cancelled by the college, a student's registration is cancelled by the college or if the student enters military, Peace Corps or Vista service.

Students who drop courses from their record during the Change of Program period are entitled to a refund according to the following schedule:

- On or before the 1st day of the quarter: 100%
- On or before the fifth calendar day of the quarter: 75%
- On or before the tenth calendar day of the quarter: 50%
- On or before the fourteenth calendar day of the quarter: 25%
- After the Change of Program Period: None

**NOTE:** The actual refund dates for each quarter are published in the Schedule of Classes. Refunds for Saturday classes will be handled on an individual basis.

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**MILITARY, PEACE CORPS AND VISTA REFUNDS**

The following guidelines govern all applications for refunds to students withdrawing from the college for service in the military, Peace Corps or Vista:

- **Evidence of Service**: Military service must be documented with a copy of induction orders or military orders. Service in the Peace Corps or Vista must be documented with appropriate letters or other evidence.
- **Qualification for Grades**: No refund will be made for any course in which a student has been assigned a grade regardless of whether the grade is passing or failing.
- **Refund**: If a student has enlisted in the armed services, the Peace Corps or Vista, does not attend classes for a sufficient time to qualify for a grade, and continues in attendance within two weeks of induction, refund of tuition and fees, except for the application fee, will be made as follows:
  - Withdrawals before the fourth calendar week after scheduled opening of session: 100% refund, withdrawals thereafter: 50% refund.

**TAP REFUNDS**

Students who have paid their full tuition prior to receiving award notification in the mail from the Tuition Assistance Program (TAP) are entitled, if in full attendance at the college, to a refund in the amount of the TAP award notification.

In order to obtain a TAP refund, students must fill out a Refund Request Form in the Bursar’s Office as soon as the TAP notification is received. A student may pick up the refund check at the Business Office, or, if the student chooses, the check will be mailed to his or her home.

At least 10 to 12 weeks are needed by the college to process the TAP refund because the State of New York does not send the college individual student checks, but sends one check which may cover the TAP awards for as many as 500 students. The college then must deposit the state check and prepare individual refund checks after verification is made that the student is in full-time attendance. Completing this process accounts for the 10 to 12 weeks of delay.

**OTHER REFUNDS** The regulations concerning TAP also apply to all other refunds to which a student may be entitled. As a general rule, however, the college will process non-TAP refunds within six weeks of the submission of the request.

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**FEES**

**STUDENT ACTIVITIES FEES**

These are nonrefundable fees paid each quarter of registration.

- **Full-Time Students**
  - 7 tuition units or more: $25
  - Human Services Curriculum (third quarter and thereafter): $10
- **Part-time Students**
  - 6.5 tuition units or less: $7.50
- **Cooperative Education Internship**: None
- **University Senate Fee**: $4.50

**NONINSTRUCTIONAL FEES (NOT REFUNDABLE)**

- Application: $25
- Late Registration: $15
- Program Change: $10
- Transcript: $4 (Transcript sent free to CUNY. Cash or money order for all others.)
- Readmission: $10
- Reinstatement: $10
- Penalty Fee for issuance of bad check: $10
- Duplicate Diploma: $15
- Duplicate ID: $5
- Duplicate Bursar’s Receipt Fee Form: $5
- Locker per year: $1

**Special Examination:**

- First examination: $15
- Each additional examination: $5
- Maximum each quarter: $25

**Reserve Materials**

- First hour overdue: 50¢
- For the rest of the day: 50¢
- For each succeeding day: 50¢ (to maximum of $10)

**Lost or Damaged Materials:**

Overdue fines, accumulated to the date reported, and replacement costs of the materials—plus a $5 processing charge.
WAIVER OF PROGRAM CHANGE FEE No Change of Program Fee will be charged if any one of the following conditions is met:

1. The college cancels or withdraws a course, whether or not the student substitutes another course;
2. The college changes the hours of the course or makes other substantive changes that provide the student with justification for a change;
3. The college requests that the student transfer from one section to another section of the same course; or
4. The college cancels the registration of the student for academic, disciplinary or other reasons.

*Tuition units represent the number of credits plus compensatory hours required in a course as listed in the Schedule of Classes.

FINANCIAL AID

At LaGuardia every effort is made to help students overcome financial hardships. The Financial Aid Office, located in room MB-10, is staffed by professional counselors who assist students in securing financial aid.

What follows is a description of some of the financial aid programs available to eligible students of the college. Additional information may be obtained in the Financial Aid Office.


Note: Where any question of eligibility exists for any of these programs, the student or prospective student should see a financial aid counselor.

NEW YORK STATE PROGRAMS Tuition Assistance Program, Aid to Part-Time Students, Empire State Scholarships, Child of Veteran Award, Child of Deceased Police Officer/Firefighter, Vietnam Veterans Tuition Award, Challenger Scholarship, Supplemental Tuition Assistance Program, Guaranteed Student Loan Program, Parent Loan for Undergraduate Students and Supplemental Loan to Students.

ADDITIONAL PROGRAMS College Discovery Program and Mayor’s Scholarship Program.

FEDERAL PROGRAMS

ACADEMIC REQUIREMENTS FOR FEDERAL AID (TITLE IV)

Students at LaGuardia Community College may remain eligible to receive TITLE IV assistance for a maximum of four (4) “Full-Time Equivalency Years” providing that they are enrolled on a full-time basis. They must also complete a minimum of 18 degree credits per full-time equivalency year. If they do not complete a minimum of 18 degree credits, they will be placed on provisional status.

The following table will be used to convert each quarter’s enrollment into units of full-time equivalency degree enrollment:

<table>
<thead>
<tr>
<th>Degree Credit Enrolled</th>
<th>Status</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0-3.0</td>
<td>1/4 time</td>
<td>.0625</td>
</tr>
<tr>
<td>3.5-5.0</td>
<td>1/2 time</td>
<td>.1250</td>
</tr>
<tr>
<td>5.5-6.5</td>
<td>3/4 time</td>
<td>.1875</td>
</tr>
<tr>
<td>7.0 and above</td>
<td>Full time</td>
<td>.2500</td>
</tr>
</tbody>
</table>

The following table represents the minimum annual credit accumulation to meet TITLE IV satisfactory progress and provisional status:

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Status</th>
<th>Years (after)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory</td>
<td>18</td>
<td>36</td>
</tr>
<tr>
<td>Provisional</td>
<td>0</td>
<td>21</td>
</tr>
</tbody>
</table>

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Students who fail to meet the provisional status will lose TITLE IV eligibility. They may file an appeal through the Academic Standing Committee. If they do not wish to file an appeal, or if their appeal has been denied, they may regain eligibility by leaving LaGuardia for a period of at least one year. Upon readmittance, they will be placed on the standard by dividing their credit accumulation by 24. Thus a student who returns after one year with 48 credits, will be placed at the "2" full-time equivalency year point.

**ACADEMIC REQUIREMENTS FOR FEDERAL AID (PELL)**

In order to be eligible to receive PELL, a student must be making significant progress towards a degree. The Federal Government will not pay for courses that are considered “Special Value” if the student has registered (and received PELL money) for thirty or more “Special Value” tuition units. All students are entitled to only thirty “Special Value” tuition units. For example, if students are registered for Accounting 1 and Algebra, they are taking eight (8) “Special Value” tuition units (see “Special Value” Courses in the Schedule of Classes). If those tuition units are used in calculating the PELL award, students will have 22 hours remaining in their accounts. If on the other hand they are not used in the calculation of the award (e.g., students also registered for Introduction to Social Science, Composition, and Business Law) because students were full-time without them, they would still have thirty “Special Value” tuition units in their accounts.

Once students have used up their thirty “Special Value” tuition units, they can only receive PELL money for courses not considered “Special Value.” Students should keep this in mind when planning a schedule. It is to students’ advantage (if they are academically eligible) to take “Special Value” courses along with regular courses.

**PELL GRANTS**

*Application Procedures: Applications and other materials are available in the Financial Aid Office, room MB-10.*

The complete application should be submitted for processing according to the directions included on it. A calculated Student Aid Report will be sent to the applicant. Based on this, the amount of the applicant’s award is determined by the Financial Aid Office. Upon enrollment funds are paid directly to the applicant or credited to the student’s college account.

*Selection of Recipients and Allocation of Awards: The Pell Grant is an entitlement program. Eligibility and award amounts are based on need rather than academic achievement. The applicants must be enrolled at an approved post-secondary institution and must need financial assistance to continue their education, and must attend their classes.*

Financial need is determined by a formula applied to all applicants. It was developed by the U.S. Office of Education and is reviewed annually by Congress. The student aid index is calculated by this formula.

Pell Grant awards are paid as long as a student is enrolled in an approved program.

**SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (SEOG)**

*Application Procedures: Application is made through the Financial Aid Office by completing the City University Student Aid Form (CSAF).*

*Selection of Recipients and Allocation of Awards: The applicants must be: 1) in exceptional financial need, to the extent that without a Supplemental Grant award their education could not be continued; 2) enrolled at least half-time as undergraduate students in an approved post-secondary institution, and 3) enrolled in an institution which will provide the applicants with additional financial assistance at least equal to the amount of the Supplemental Grant award.*

*Award Schedule: The awards ranged from $100 to $1000 in 1987-88. Normally an award may be paid for up to four years, or for five years for certain courses of study. However, the total amount that may be awarded is $4,500 for a four-year course of study; $5,000 for a five-year course of study.*

*Rights and Responsibilities of Recipients: The student must continue to make satisfactory academic progress.*

**PERKINS LOAN**

*Application Procedure: Application is made through the Financial Aid Office by completing the City University Student Aid Form (CSAF). Loan cancellation information for borrowers who go into certain fields of teaching or specified military duty is also available.*
Selection of Recipients and Allocation of Awards: Loans are available to students enrolled at least half-time in approved postsecondary institutions.

Award Schedule: Amounts which may be borrowed are:
- up to $1,500 by students who have completed fewer than two years of a program leading to a bachelor’s degree or who are enrolled in a vocational program;
- up to $5,000 by students who have completed two years toward a bachelor's degree, to include any amount borrowed through on Perkins for the first two years of study;
- up to $10,000 for graduate study, to include any amount borrowed through on Perkins for undergraduate study.

Rights and Responsibilities of Recipients: Continued eligibility is dependent on maintenance of satisfactory academic progress. The current interest rate, payable during the repayment period, is 5 percent on the unpaid principal. Repayment begins six months after graduation or leaving school and may extend over a period of 10 years. Payment is not required for up to three years of active U.S. military service or service in the Peace Corps, VISTA, or similar national program.

COLLEGE WORK-STUDY PROGRAM (CWS)

Application Procedures: Application is made through the Financial Aid Office by completing the City University Student Aid Form (CSAF). Eligibility is determined and work arrangements are made for those who qualify.

Selection of Recipients and Allocation of Awards: The applicant must be enrolled at least half-time.

An institution must make employment reasonably available to all eligible students in the institution who are in need of financial aid. In the event that more students are eligible for CWS than there are funds available, preference is given to students who have greater financial need and who must earn a part of their educational expenses.

Award Schedule: The postsecondary institution arranges jobs on-campus or off-campus, with the public or private nonprofit agencies, such as hospitals, for up to 35 hours a week.

Factors considered by the Financial Aid Office in determining whether, and for how many hours, the recipient may work under this program are: financial need, class schedule, academic progress, and health status.

Level of salary must be at least 80 percent of the minimum wage; maximum wage is dependent on the nature of the job and applicant qualifications.

Rights and Responsibilities of Recipients: Satisfactory academic progress must be maintained.

VETERANS ADMINISTRATION EDUCATIONAL BENEFITS

Application Procedure: Application forms are available at all VA offices, the office of Veteran Affairs on campus (room MB-10), active duty stations and American embassies. Completed forms are submitted to the nearest VA office.

Selection of Recipients and Allocation of Awards: Persons who served over 180 days between January 31, 1955 and January 1, 1977 and: 1) continue on active duty; 2) were honorably discharged at the end of their tours of duty; or 3) who qualify because of service connected disabilities, are eligible for benefits. Veterans are entitled to benefits for full-time study at an approved postsecondary institution for 1½ months for each month of active service, up to 45 months. Eligible veterans who served for 18 continuous months are entitled to benefits for 45 months of full-time study. In each case, the equivalent in part-time study may be authorized.

Eligibility extends for 10 years after release from service, but not after December 31, 1989.

Children, spouses and survivors of veterans whose deaths or permanent total disabilities were service-connected, or who are listed as missing in action may be eligible for postsecondary-education benefits under the same conditions as veterans.

Award Schedule: Current monthly benefit rates are:

<table>
<thead>
<tr>
<th>Status</th>
<th>Dependents</th>
<th>Each</th>
<th>Additional</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>None</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Full-Time</td>
<td>$376</td>
<td>$448</td>
<td>$510</td>
</tr>
<tr>
<td>Three-quarters</td>
<td>283</td>
<td>336</td>
<td>383</td>
</tr>
<tr>
<td>Half-time</td>
<td>188</td>
<td>224</td>
<td>255</td>
</tr>
</tbody>
</table>

Veterans enrolled in full-time study may agree to part-time employment under VA supervision and receive extra benefits. For 250 hours of work, the student will receive 250 x the minimum wage, but not less than $775. Lesser numbers of hours are paid proportionately.

Tutorial Benefits for Veterans: To be eligible for tutorial benefits, veterans must be receiving benefits on at least a half-time basis. A veteran is entitled to 12 months of tutorial benefits to a maximum of $76 per month.
The counselors in the office are prepared to provide information regarding all of the benefits available to students and help with any other problems encountered while attending the college. The programs available to veterans are:

**Monthly Educational Benefits:** Full-time and part-time students are eligible. Awards range from $188 to over $376 per month.

**Veterans Tutorial Benefits:** To be eligible for tutorial benefits, veterans must be receiving monthly benefits on at least a half-time basis. A veteran is entitled to 12 months of tutorial benefits to a maximum of $76.00 per month.

**Veterans Work Study:** To be eligible for work-study benefits, veterans must be receiving full-time benefits to be eligible to work up to 750 hours per year. The hourly rate is $3.35. Placements are in areas which directly affect the student veteran population.

**Vocational Rehabilitation:** This is available to veterans who have at least a 10% disability rating from the Veterans Administration and includes payment for tuition, fees, and a monthly stipend. Full-time and part-time veteran students are eligible.

**Benefits for Dependents of Veterans:** There are numerous programs available to dependents of disabled veterans. For more information about these programs, please visit the office of Veterans Affairs.

### ADDITIONAL REGULATIONS

Under Federal regulations, students may accumulate a maximum of thirty remedial, compensatory and/or developmental credits, excluding ESL courses, and still receive financial aid. If students exceed the maximum of thirty remedial credits, they may no longer be eligible for Pell.

When submitting the Pell Student Aid Report (SAR) for processing to the Financial Aid Office, students will be required to verify the number of other family members in college. Each member of the family attending college will have their respective educational institution complete a form known as the “Verification of Post-Secondary Institution Attendance.”

For Pell awards, students not yet 24 years old by January 1st must prove their independence if they claim to be independent of their parents. Proof will consist of the parent’s tax return which will show whether or not the student was claimed.

In order to submit CSAF and Pell award certificates to the Financial Aid Office for processing, green card holders must also submit a copy of the green card. Students who have an I-94, with the following endorsements, are no longer eligible for Pell, Work-Study, SEOG or NDSL: a) Adjusted Applicant, b) 245, c) 245 Applicant, d) Applicant for Permanent Residence, e) Voluntary Departure, and f) Deferred Action.

In order to meet Federal regulations regarding cooperative education earnings, those earnings are now considered a part of the financial aid package. Thus, it is important for students to follow the scheduled co-op internship since it will affect financial aid.

Students are reminded that attendance is a requirement for receiving financial aid. Failure to attend classes could result in a reduction or loss of financial aid. If students charge tuition and/or books and do not attend classes, they are still liable for the costs and will be billed accordingly.

### STATE PROGRAMS

#### ACADEMIC REQUIREMENTS FOR STATE AID (TAP)

In order to be eligible for TAP, there are three major requirements that students must meet. They are outlined below.

1. **They must be registered as full-time students.** In the Schedule of Classes, there is a chart called, “Am I a Full Time Student?” Students should check each quarter at registration to be sure they are registering for a full-time program.

2. **They must be making progress toward their degree.** In each quarter that they wish to receive an award, they must meet the following standards: a) Successfully pass a specified number of credits (see chart below), and b) Achieve a grade point average at a specified minimum level (see chart below).

#### To be Eligible for Payment #

<table>
<thead>
<tr>
<th>Earned Credits</th>
<th>Must Equal</th>
<th>Your Total</th>
<th>Your Average (GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>0 credits</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>5-6</td>
<td>6 credits</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>7-8</td>
<td>18 credits</td>
<td></td>
<td>1.20</td>
</tr>
<tr>
<td>9-10</td>
<td>31 credits</td>
<td></td>
<td>1.40</td>
</tr>
<tr>
<td>11-12</td>
<td>45 credits</td>
<td></td>
<td>1.65</td>
</tr>
</tbody>
</table>

3. **They must pursue their courses at a specified level of completion.** Completion means receiving any LaGuardia grade except W or WU (grades of R and F are acceptable). Students complete their courses at the rate shown below.

#### To be Eligible for Payment #

<table>
<thead>
<tr>
<th>Earned Credits</th>
<th>Must Equal</th>
<th>Your Total</th>
<th>Your Average (GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>0 credits</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>5-8</td>
<td>6 credits</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>9-12</td>
<td>18 credits</td>
<td></td>
<td>1.20</td>
</tr>
<tr>
<td>11-12</td>
<td>31 credits</td>
<td></td>
<td>1.40</td>
</tr>
<tr>
<td>13-16</td>
<td>45 credits</td>
<td></td>
<td>1.65</td>
</tr>
</tbody>
</table>

In addition to the academic requirements described, they must also meet certain residency requirements, citizenship requirements, and financial program criteria. For a full explanation of these regulations, students should see the Financial Aid Office.
Every quarter, all students' records will be reviewed in the Office of Academic TAP Standing to see if they are meeting all of the academic TAP regulations. If they have met all of the conditions outlined above, they will be eligible to receive TAP. If not, they will not be eligible to receive a payment. Students may, however, file an appeal through the Academic Standing Committee.

TUITION ASSISTANCE PROGRAM (TAP)

Application Procedures: Applicants must apply annually to the New York State Higher Education Services Corporation (HESC), Tower Building, Empire State Plaza, Albany, NY 12255.

The Higher Education Services Corporation determines the applicant’s eligibility and mails an award certificate directly to the applicant indicating the amount of the grant. The applicant presents the institutional copy of the certificate to the Bursar’s Office as soon as it is received.

Selection of Recipients and Allocation of Awards: Tuition Assistance Program is an entitlement program based on financial need. There is neither a qualifying examination nor a limited number of awards.

The applicant must: 1) be a New York State resident and a U.S. citizen or permanent resident alien; 2) be enrolled full-time and matriculated at an approved New York State postsecondary institution; 3) have, if dependent, a family net income below $10,001; and 4) be charged a tuition of at least $200 per year.

The current definition of independent status is as follows: (independent status under the State definition does not necessarily insure independent status for federal aid programs).

1) Thirty-five years or older on June 30, 1988; or
2) Twenty-two years or older on June 30, 1988 and not:
   a) a resident in any house, apartment, or building owned or leased by parents for more than 2 consecutive weeks in calendar years 1986, 1987, 1988;
   b) claimed as a dependent by parents on their Federal or State income tax returns for 1986, 1987, 1988;
3) Under 22 years of age on June 30, 1986 and meeting all other requirements of (2) above, and in addition able to meet at least one of the following requirements:
   Both parents deceased, disabled or incompetent; receiving public assistance other than Aid as a Dependent Child (ADC) or food stamps; ward of a court; unable to ascertain parent’s whereabouts; or unable, due to an adverse family situation, to submit parents’ income.

Undergraduate students may generally receive TAP awards for four years of study. Students enrolled in approved five-year programs may receive awards for more than a total of eight years of undergraduate and graduate study.

Award Schedule: The amount of the TAP award is scaled according to level of study, tuition charge, and net taxable income. The income measure is the family’s (or independent student’s) net taxable income, and (for dependent students) support from divorced or separated parents. This income is further adjusted to reflect other family members enrolled full time in postsecondary study.

AID TO PART-TIME STUDENTS (APTS)

Applicants must apply annually to the New York State Services Corporation. This program is opened to eligible students who meet income requirements and who are taking 3.5 to 6.75 units. Since funds are restricted, applicants are advised to apply early. Students must also file a PELL application when applying for APTS.

EMPIRE STATE SCHOLARSHIPS OF EXCELLENCE, REGENTS COLLEGE AND NURSING SCHOLARSHIPS

These scholarships are awarded by the State Education Department (SED) based on national test (ACT, SAT) scores. Scholarships may be granted for 4 years of full-time undergraduate study (or for 5 years in an approved bachelor’s degree program)

Empire State Scholarships of Excellence provide for up to $2,000 each year but may not exceed the costs of tuition, fees, books, transportation, room and board.

Regents College Scholarships provide for up to $250 each year without consideration of income.

Regents Nursing Scholarships provide for up to $250 each year without consideration of income. Original winners of 1988 series scholarships must submit their applications by October 31, 1988, or risk forfeiture of their scholarships.

CHILD OF VETERAN AWARD

The Child of Veteran Award is a financial aid program for children of veterans who are deceased, disabled, or missing in action as a result of service during World War I, World War II, Korean Conflict or Vietnam era or who were classified as prisoners of war during such service.

A Child of Veteran awardee can receive up to $450 each year without consideration of income or tuition costs. The award may be granted for 4 years of full-time undergraduate study (or for 5 years in an approved 5-year bachelor’s degree program).

The combined Child of Veteran Award and TAP award can never exceed the amount of tuition charges.

For further information contact HESC (see TAP application procedures) and request a Child of Veteran Award Supplement.

CHILD OF DECEASED POLICE OFFICER—FIREFIGHTER AWARD

The Child of Deceased Police Officer-Firefighter Award is a financial aid program for children of police officers, firefighters, and volunteer firefighters who died as a result of injuries sustained in the line of duty.

A recipient of a Child of Deceased Police Officer-Firefighter Award can receive up to $450 each year without consideration of income or tuition costs. The award may be granted for 4 years of full-time undergradu-
VIETNAM VETERANS TUITION AWARD

The Vietnam Veterans Award (VVTA) Program provides financial aid to veterans who served in Indochina between January 1, 1963 and May 7, 1975. Awards are available for full- and part-time study in both undergraduate degree and certain vocational programs.

Full-time awards are $500 per semester or full tuition, whichever is less, and are available for four years of full-time study (or for five years in an approved five-year bachelor's degree program). The applicant is required to apply for a TAP award and a Pell Grant. If a TAP award is approved, the combination of TAP and VVTA cannot exceed tuition.

Part-time awards are $250 per semester or tuition, whichever is less, and are for students taking 3-11 credit-hours (or the equivalent) per semester. The awards are available for up to 16 semesters (8 years), or 20 semesters (10 years) in an approved program which would normally require 5 years if the study were full-time. The applicant is required to apply for a Pell Grant.

For further information, contact HESC and request a Vietnam Veterans Tuition Award Supplement.

EMPIRE STATE CHALLENGER SCHOLARSHIPS AND FELLOWSHIPS

Empire State Challenger Scholarships and Fellowships provide financial aid for prospective teachers attending college in New York State. Awardees are required to be residents of New York State and must agree to teach in an elementary or secondary school located in New York State.

Undergraduate scholarships are for full-time study only and provide for up to $3,000 annually depending upon actual tuition and fees charged. If the scholarship recipient also receives a TAP award, the combination of TAP and the scholarship cannot exceed tuition and fees.

SUPPLEMENTAL TUITION ASSISTANCE PROGRAM (STAP)

Full-time undergraduate students first receiving TAP or other State awards on or after July 1, 1981, who are educationally disadvantaged and require remedial courses, may be eligible for up to one year of aid under the Supplemental Tuition Assistance Program. The procedures for applying for STAP are the same as TAP. After you receive your award certificate from HESC, your school will determine if you are eligible for payment under STAP. If you are eligible, the dollar amount of your award will be based on the TAP award schedule. Remember, you cannot receive payment of both TAP and STAP for the same term.

GUARANTEED STUDENT LOAN PROGRAM

Application Procedures: Students should obtain a loan application from a participating New York State lending institution (bank, credit union, etc.) in their area of permanent residence. The complete application is presented to the Financial Aid Office. The application is then routed to the lending institution and the Higher Education Services Corporation.

A counseling session and an interview are required. When the loan is approved, a promissory note is signed by the student.

Selection of Recipients and Allocation of Awards: To be eligible for a guaranteed loan a student must be: 1) a U.S. citizen or permanent resident alien; and 2) enrolled in or admitted as a matriculated, at least half-time student at an approved college, university or other postsecondary institution in any of the United States or a foreign country.

Loan Schedule: An undergraduate may borrow up to $2,500 per class year. For example, $2,500 during the student's freshman year, $2,500 during the sophomore year, etc. All students are eligible to receive interest benefits on their loans unless they choose to waive them. The student is eligible for a full interest subsidy during the time he/she is in school, and for a following six month grace period before repayment must begin. An annual insurance premium of 5 percent of the loan amount is subtracted in full at the time the check is issued. Interest payments are as follows: Adjusted family income—all; rate of interest and fee—8% student in school and during grace period—8%; NYS in school and during grace period—1%; rate of interest during repayment—8%.

Rights and Responsibilities of Recipients: Students may borrow at a relatively low interest rate (currently 8%) with no repayment as long as they remain enrolled at least half-time, and for six months after they cease to be at least a half-time student. Payment of principal may further be deferred during study under a graduate fellowship program approved by the U.S. Commissioner of Education, during up to three years as a full-time Peace Corps or VISTA or similar national program volunteers.

If a student applies for an additional loan, application must be made to the original lending institution.

Four months after ceasing to be at least a half-time student, the borrower must make formal arrangements with the lending institution to begin repayment. The following regulations apply:

1. Depending on the amount of the loan, the minimum monthly payment will be $50 plus interest. Under unusual and extenuating circumstances the lender, on request, may permit reduced payments.

2. The maximum repayment period is 10 years.

3. The maximum period of a loan from date of the original note may not exceed 15 years, excluding authorized deferments of payments.

4. Repayment in whole or part may be made at any time without penalty.

Source: New York State Higher Education Services Corporation, Tower Building, Empire State Plaza, Albany, NY 12255.
PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)

PLUS enables either natural or adoptive parents of dependent undergraduate students to borrow up to $3,000 per child for each academic year in order to help meet the costs of postsecondary education at federally-approved schools. The amount borrowed in any year cannot be greater than the cost of going to school during that year, minus all other financial aid received for the period of the loan. Costs that may be covered include: tuition and fees, room and board, books, travel, and an allowance for personal expenses. The total amount borrowed for anyone student may not exceed $15,000.

The annual interest rate is currently 12 percent. Repayment of the loan must begin within 60 days after the date funds are distributed. Borrowers have ten years to repay. There is an Insurance Premium of 1 percent, payable at the time of disbursement. Applications may be obtained from participating New York State lending institutions. Parents will be eligible for the same authorized deferments described in the Guaranteed Student Loan Program.

SUPPLEMENTAL LOAN TO STUDENTS (SLS)

SLS enables independent undergraduate and graduate or professional students at federally approved schools to borrow money in the following amounts:

<table>
<thead>
<tr>
<th>Category of Student</th>
<th>Annual Limit</th>
<th>Aggregate Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Undergraduate</td>
<td>$2,500</td>
<td>$12,500</td>
</tr>
</tbody>
</table>

The limits for independent undergraduates include any amounts borrowed under the GLS Program. The total amount borrowed in any year cannot be greater than the cost of going to school in that year, minus all other financial aid received for the period for the loan. Costs that may be covered include: tuition and fees, room and board, books, travel, and an allowance for personal expenses.

The annual interest rate is currently 12 percent. Students will be billed quarterly for interest payments while in school. Repayment of the loan principal is deferred only while students remain in full-time attendance in school.

ADDITIONAL PROGRAMS

COLLEGE DISCOVERY (CD)

Application Procedures: Application is made by completing the appropriate section of the admission form available from, and returned to the University Application Processing Center of the City University of New York. Financial aid forms must also be completed.

Selection of Recipients and Allocation of Awards: The applicant must be: 1) a resident of New York City; 2) academically disadvantaged according to guidelines approved by the Board of Trustees of the City University of New York; 3) economically disadvantaged according to guidelines approved by the Board of Regents and the Director of the Budget and 4) an applicant for admission to one of the two-year colleges of CUNY. Eligible applicants, after screening for academic potential, are offered admission to the CUNY community college of their first choice, on a space available basis.

Award Schedule: The amount of financial assistance and other support provided to CD participants is dependent on need as determined by the CUNY Office of Student Financial Assistance and/or the individual college CD programs, within State guidelines.

MAYOR'S SCHOLARSHIP PROGRAM

The City of New York offers a scholarship program to income-eligible students. Applications are generally available by late Spring in the Financial Aid Office, room MB-10. Completed applications can be submitted to the Registrar's Office, M-101.
STUDENT SERVICES & SPECIAL PROGRAMS
STUDENT SERVICES

The Division of Student Services offers programs designed to help students achieve goals that are essential to their academic, career, and personal development. These goals include:

1. Understanding the requirements for academic success;
2. Assessing personal interests and abilities in relation to career and educational plans;
3. Selecting an appropriate career goal and formulating an educational plan for attaining that goal;
4. Understanding educational options and preparing for transfer to a four-year college, if appropriate;
5. Creating an adequate plan for financing one's education;
6. Building group participation skills and leadership; and
7. Growing personally and socially.

COUNSELING

Central to the LaGuardia student's educational experience are the support and information provided by the college's counseling services. Student Services Division counselors assist students in making career choices, planning their academic programs, preparing for transfer to a four-year college or beginning a career, and in dealing with personal and academic problems. The counseling staff also cooperates with the instructional faculty in academic advisement for registration.

The services to students made available through the counseling program are described below. There are three main counseling offices at the college: Day Counseling Services (M-149), Extended Day Counseling Services (M-103), College Discovery Office (MB-46).

FRESHMAN SEMINAR The Freshman Seminar is a course taught by counselors which introduces students to LaGuardia's programs, policies and requirements. The Seminar also helps students plan a successful college program and learn how to use the many resources available at the college to help them complete that program. Through Freshman Seminar, students learn skills to become successful in college courses. Further, Freshman Seminar begins the process of career exploration and assessment, helping students make a smoother transition to the cooperative education program and other career-related responsibilities. All new students are required to take a Freshman Seminar in their first quarter.

COUNSELOR-ON-DUTY Counselors are available to see students on a walk-in basis to discuss academic, career and personal concerns. During daytime hours, students who wish to see a counselor should go to Day Counseling Services in M-149. In the evening, a counselor is available to see students in Extended Day Counseling (M-103). College Discovery students may see a counselor in the College Discovery office in MB-46.

INDIVIDUAL COUNSELING Students may see a counselor for individual counseling about educational and career concerns, and also about family and personal matters. They may make an appointment with a counselor in any of the counseling offices listed above.

ACADEMIC ADVISEMENT Students receive academic advisement each quarter from counselors and/or faculty advisors. The goal of advisement is to help students choose courses for the next quarter, make long-range educational and career plans and evaluate their progress toward graduation.

WORKSHOPS FOR STUDENTS Students are encouraged to participate in the variety of programs offered by the counseling department. In workshops, students develop their college skills and their skills for living. Group workshops are available on such topics as self-awareness, decision-making, career exploration, study skills, and probation. A complete workshop schedule is available each quarter and it can be obtained at any of the counseling offices or at the Information Center.

CAREER AND TRANSFER CENTER Students desiring assistance in making career decisions, setting occupational goals, and learning about training and educational requirements for various careers are encouraged to use the resources available in the Career and Transfer Center in room MB-65. In addition to occupational and educational information, the Center houses transfer resources, including four-year college catalogues, scholarship information, and transfer applications for CUNY and SUNY institutions. The Center houses two computer software programs designed to assist students explore their interests and learn about career and transfer opportunities.

STUDENT ACTIVITIES PROGRAMS AND SERVICES

CLUBS AND ORGANIZATIONS Clubs are dependent upon the interests of students involved. Club members plan and implement social, cultural, educational and creative ventures outside of the classroom. Assistance in the formation of new clubs is offered by the Student Activities Committee, room M-115.

COMMUNICATIONS MEDIA Media provides a variety of programs and activities for students interested in communications. A campus radio station, a printing office, video programs and student newspaper have been established to inform students about programs and activities of the college. Students who want to be involved in these programs should contact Student Activities room M-114.

PERFORMING ARTS Reduced-price tickets to Broadway, Off-Broadway and other performing arts events taking place in New York City are provided for students. This program also sponsors its own theatrical events, talent shows, concerts and film series. Information is available in room M-115. For details of the offering of this area, contact the Student Activities Department, room M-115.

OTHER PROGRAMS Off-campus activities, such as skiing, camping and ranching trips, are offered each year at relatively low prices. For more information contact Student Activities in room M-115.

GRADUATION The annual Commencement Exercises and Honors Night Program are supported and funded by student fees. The rental of an auditorium, purchase of
diplomas, invitations and awards are some of the specific items covered by this area. Additional information is available in the Student Activities Office, room M-115, or the Office of College and Community Relations, room M-406.

**STUDENT GOVERNMENT**  
Student Government is an organization elected by students to represent the student body to the administration of the college faculty, student organizations and the general college community. Elections are held annually. Students who wish to become actively involved in student government may contact the Student Government Office in room M-160 for further information.

**EARLY CHILDHOOD LEARNING CENTER**  
This licensed child care facility is housed at the college for the children of LaGuardia students. Learning and play experiences are provided by the professional staff. For more specific information, contact the Early Childhood Learning Center in room MB-34.

**HEALTH SERVICES**  
The Health Center offers a variety of services including blood pressure monitoring, health screenings, educational programs, counseling and community referrals, as well as first aid and emergency care. The services and programs are provided for all members of the college community free of charge. The Health Center is in room MB-40.

**SPECIAL PROGRAMS**

**LAGUARDIA ARCHIVES**  
The Fiorello H. LaGuardia Archives was established in 1982 to collect, preserve and make available documents and photographs on the social history of twentieth-century New York City. The new and growing repository houses the personal papers of Fiorello H. LaGuardia, the original files of the New York City Housing Authority, records of Steinway & Sons Piano Company, and oral histories on life in the neighborhoods of New York City in the early twentieth century.

The Archives has a twofold purpose: to educate the general public about social history and to provide a research center for scholars. To these ends, the LaGuardia Archives is actively involved in collecting and preserving documents and in producing exhibits, publications, workshops and seminars which involve community members in interpreting their own history. In these ways, the Archives reflects Fiorello LaGuardia’s own commitment to serve the people of New York and his vision of a government responsive to the needs of all the people.

**LABORATORY FACILITIES**

- Accounting Lab provides scheduled lab sessions and serves as a tutorial center.
- Adult Learning Center Labs help students to improve their basic literacy skills, or to prepare for GED exams.
- Child Development Lab is used for supplemental work in the Department of Human Services.
- Community Services Lab schedules use for developmental studies and assists hearing impaired students to develop study skills for basic education, GED and college preparation.
- Computer Information Systems has two labs: the Microcomputer Lab, providing the laboratory component for several introductory courses, and the Computer Lab, focusing on computer use and programming beyond the introductory courses.
- English Language Center Lab is used in several credit courses in the English as a Second Language Program and is available on a walk-in basis for students’ independent work.
- Humanities Department contains the following labs: Foreign Language, Music, Piano, Music Center, Communication Arts, Photography, Art, Painting and Drawing, Sculpture and Design.
- Math Lab supports all the courses offered by the Math Department.
- Microcomputer Center of the Dean of Faculty’s Office is used in conjunction with several courses.
- Natural & Applied Sciences Department administers fourteen laboratory facilities located throughout the college.
- Reading Lab of the Communication Skills Department is used for all developmental reading courses; in addition, the lab is a resource center to help students in reading and study skills on their request.
- Typing Lab is required for several non-credit continuing education courses and for an elective course to improve
spelling skills for ESL students. It is also available to students for typing term papers, etc.

- Veterans’ Lab is required for several developmental courses, and assists students to prepare for GED Exams and exemption from basic skills courses upon entry into college.

- The Writing Center provides individual and group training for all students in the college to work on grammar, paper revision, paper development and research papers for any course they are taking. Special tutors for the deaf and the learning disabled are available by appointment.

LIBRARY

In this complex world of information buying and selling, the one thing that every student at LaGuardia needs is access to a dynamic, current collection of information resources.

Magazines and newspapers provide information about current events, new social issues, or people in the news. Audio-Visual materials such as TV series as Earth, Sea, and Sky, Ascent of Man, and Everybody’s Business, are also available.

The library also provides textbooks, course readings, career information, study aids, research material, an employer pamphlet file, and much more. To make these varied treasures accessible, a team of eight Library faculty and four college laboratory technicians is available.

Students use the resources of the Library on a walk-in, self-service basis. The Library offers a book collection of 46,000 volumes, 10 percent of which constitute a richly useful core collection of reference works such as dictionaries and encyclopedias in a variety of subject areas. Currently the library receives 623 periodicals, including 12 newspapers. The non-print media collection of 2,400 items covers all subjects and all formats from audiocassettes to video recordings.

The Library faculty also provide one-on-one assistance at the reference desk. Library faculty teach information-gathering skills through various forms of user education programs. These programs include tours, small group orientations, course-related/course-integrated Library instruction and a credit-bearing course on methods of library research. Students are exposed to a library instruction class in conjunction with the English 101 program. This session helps to introduce users to what is in the collection, and how to find it with the help of the C.O.M. microfiche catalog or the various periodical indexes. The credit course (LRC 101) is an in-depth introduction to sources of information. The Library is open six days and four evenings a week (Mon-Thurs. 9a.m.-9p.m., Fri. 9a.m.-5p.m., Sat. 10a.m.-2p.m.). A validated college ID is the Library card. The Library provides seating for studying and photocopy machines. Novels or popular magazines are available for relaxation.

RECREATION

The Office of Recreation provides a wide variety of leisure time experiences for the entire college population. The programs are designed to include many kinds of activities throughout the day, evening, and on Saturdays. A validated ID card, or a Recreation Pass, is the “membership” card to the facility. Recreation Passes are available to LaGuardia faculty and staff, continuing education students and community guests and may be obtained in the Business Office or at the gym control desk.

The facility, located on the basement level of the main building, includes a multi-purpose gymnasium that is equipped to accommodate, at different times: two regulation basketball courts, two indoor soccer fields, three volleyball courts, three paddleball courts, two tennis courts and two enclosed tennis/paddleball courts complete with ball machines.

The gymnasium is complemented by a dance/exercise room featuring the Universal Gym exercise and weight training machine, barbell and dumbbell training areas, hardwood floors, wall to wall mirrors and training bars. A game area for backgammon, chess, checkers and table tennis is located in the lobby outside the gymnasium entrance.

Equipment for these games may be obtained at the gym control desk. The locker complex consists of large daily lockers, to be used with your personal lock, towels, separate men’s and women’s showers and bathrooms with hairdrying facilities. The equipment and towel check-out is located immediately inside the entrance to the recreation facility.

The recreation program is divided into multiple categories.

OPEN RECREATION A portion of the gymnasium and exercise room is almost always scheduled for walk-in recreation for students, faculty and staff. Some of the activities available are basketball, volleyball, soccer, paddleball, dance, weight training, and table tennis. The I.D. card allows the equipment to be checked out for use in the gymnasium or dance/exercise room.
INSTRUCTIONAL WORKSHOPS The workshop series provides professional instruction in such activities as modern dance, tennis, martial arts, weight training, aerobics, swimming and archery.

Sections are offered for all levels of skill, beginner to expert. Workshops are scheduled once or twice weekly and continue throughout the quarter. Registration for all workshops takes place at the gym control desk and in the main lobby during the first week of classes each quarter.

INTRAMURAL SPORTS ACTIVITIES AND SPECIAL EVENTS The Intramural program provides competitive recreational experiences in such team sports as basketball, coed volleyball, and soccer. Tournaments, leagues, and special novelty events, such as student vs. faculty competitions, are scheduled every quarter. Students may compete in the activities or participate as coach, official, statistician, or timekeeper. Awards are presented to intramural champions at the conclusion of an event.

EXTRAMURAL SPORTS The Office of Recreation is currently developing an extramural, club sports program to provide competitive experiences for students against other schools and organizations. League play is planned in basketball, soccer, and volleyball.

ANNOUNCEMENTS AND PUBLICITY Information governing hours of operation, scheduling, programs and activities is available at the gym control desk, or the Recreation Office, room MB-34 and on bulletin boards posted outside student and faculty/staff dining areas. The sports/recreation column in The Bridge, the student newspaper, announces and reviews program highlights. Recreation Office: (718) 482-5044; Gymnasium: (718) 482-5043

INTERNATIONAL HIGH SCHOOL

International High School at LaGuardia Community College, serves students with varying degrees of limited English proficiency. As a collaborative venture between the Board of Education of the City of New York and the City University of New York, this school offers a high school/college curriculum combining substantive study of all subject matter with intensive study and reinforcement of English. The goal of the instructional program is to enable each student to develop the linguistic, cognitive and cultural skills necessary for success in high school, college and beyond.

The faculty members of The International High School utilize English as a Second Language techniques as a means of reinforcing English language development and facilitating the acquisition of content across the curriculum. As students move from concrete to abstract levels of language acquisition, teachers present the content in greater complexity, while maintaining a level of comprehensible input commensurate with the level of English skills development. Collaborative learning strategies encourage students at different levels of English language acquisition and academic preparation to work in small groups as they explore their subject area studies. With the teacher functioning as a facilitator, students are taught to rely upon themselves and each other for revision of written assignments, study and development of vocabulary, and mastery of content.

All graduates of The International High School are guaranteed admission to LaGuardia Community College. Courses specifically designed for high school students, and taught by college professors, are available. While enrolled in the high school, students may take courses in a variety of areas for both high school and advanced placement college credit. The International High School students are members of the college community, enjoying full use of the facilities, including the library, gymnasium, cafeteria and recreation programs.

CAREER EDUCATION A career/occupational education program serves as the focus of The International High School. All students participate in a mandatory out-of-school internship program for one-third of each school year. This graduation requirement allows limited English proficient (LEP) students to investigate careers in business, technology, human services and liberal arts and sciences, while providing them with opportunities to further develop their English language skills within the context of the workplace.

AFTER SCHOOL PROGRAM Extended day study opportunities beyond the regular 8:00 a.m. to 2:10 p.m. class schedule are available. Students can participate in small group tutorials designed to promote communicative competence, reinforce native language skills, extend content area studies and explore career education alternatives. Additionally, extracurricular teams and clubs supplement the After School Program.
ADMISSIONS The International High School is open to all newly-arrived immigrants who reside in New York City and will be entering the 10th grade in the next school year. For admissions consideration, students must be limited English proficient, have resided in the United States for less than four years, and be referred for admission by their guidance counselor as requiring an alternative educational environment to reach their full potential. Additional information may be obtained by contacting the International High School Admissions Office at (718) 482-5455.

MIDDLE COLLEGE HIGH SCHOOL

Middle College High School at LaGuardia Community College each year accepts 125 tenth graders from junior high schools in Districts 24 and 30 in the western section of Queens. The five-year program, which combines the tenth, eleventh, and twelfth grades with the first two years of college, provides intensive remediation, guidance, small classes, career exploration, and an interdisciplinary curriculum for students who might not reach their potential in a traditional school setting. The resources and positive role models provided by the college supplement the skills of the teachers, all of whom have New York City high school licenses.

Students may take courses both in the high school and in the college for high school credit. College level course credits are stored in a computer bank and may be counted toward the Associate degree upon completion of high school.

Middle College High School is a cooperative venture between the Board of Education and the CUNY Board of Trustees. There is no tuition fee or charge for textbooks. Students who meet the criteria set by the City of New York are entitled to free lunch and transportation passes.

Students interested in enrolling should speak with their junior high school guidance counselors for complete information. Students may call the Middle College High School Admissions Office at (718) 482-5441 for information about admissions procedures.

SPECIAL COURSES AND PROGRAMS Career Education: All Middle College students participate in an out-of-school internship program which gives them unpaid full- or part-time work experience for one third of each school year as part of the graduation requirements. Students can investigate careers in depth in business technology, human services, and liberal arts and sciences. In some cases qualified high school seniors obtain first level college cooperative education internships, a number of which are paid.

Middle College students may choose from hundreds of college courses which can be taken for both college and high school credit. All students graduating from Middle College High School are guaranteed admission to LaGuardia Community College. Special courses, taught by college professors, especially for Middle College students, are available every cycle in the areas of secretarial science and data processing.

Students at Middle College are members of the college community, and can use the full facilities of the college including the library, membership in college clubs, participation in intramural sports and open recreation programs. Middle College has a special program for hearing handicapped students in western Queens.
ADULT & CONTINUING EDUCATION
The Division of Adult and Continuing Education is concerned with the educational needs of a variety of adult students—men and women who attend classes after a day of work to get education needed for a new career or to compete for better jobs, older adults seeking productive use of retirement years, veterans, recent immigrants and others with broader life experiences than those of the traditional student who enters college directly upon graduation from high school.

To meet the special needs and to accommodate the unique contributions of adult students, the Division of Adult and Continuing Education offers a variety of credit and non-credit programs which reflects the diversity of adult interests and needs in New York City generally and western Queens in particular.

Continuing education courses are offered in the day, during evening hours and on weekends, both at the college and at various off-campus locations. Off-campus sites include community centers, senior citizen centers, churches, high schools, union headquarters, business and industrial sites. Many of these programs began with a request from special groups within the broad community served by the college. For example, math courses leading to certification have been offered to public school teachers. Other examples are courses in basic math and drafting skills which were offered in a tutoring program for sheet metal apprentices. The staff of the Adult and Continuing Education Division welcomes contact with organizations interested in developing educational programs for adults.

Through continuing education, adults may enroll in any of the following types of courses:

- Credit courses leading to a degree;
- Credit and non-credit courses for personal and professional development;
- Non-credit courses for educational preparation, skills training and leisure pursuits; and
- Programs for special populations including children, deaf adults, visually impaired adults, veterans, unemployed and under-employed men and women, the homeless heads of households and non-English speaking adults.

Beginning with the Winter 1988 quarter (but not retroactively) the Division of Adult and Continuing Education awards CEUs for many non-credit courses. CEUs (continuing education units) are used nationally to document the type, quality and duration of non-credit work. A CEU is generally defined as being equal to ten hours of course work. These units are recognized by colleges, businesses, health service institutions and associations interested in the advancement of continuing education and training. However, CEUs are not transferable for college credit.

Courses for which CEUs can be earned carry the number of CEUs awarded in the course description. Participants successfully completing courses for which CEUs are awarded will receive a certificate which indicates the number of CEUs earned.

For further information on any of these programs, visit the non-credit programs office in the college’s main building, room M-103, or call (718) 482-7244.

### NON-CREDIT PROGRAMS

Non-credit programs are offered throughout the year, both on campus and at community locations. Courses are designed to meet the different interests and needs of a variety of individuals and groups.

Non-credit courses may be designed to meet special needs through revisions in course content, scope and difficulty. The scheduling, duration and location of these courses may also be varied to meet the needs of specific groups of students.

Because many non-credit courses are initiated and modified to meet new needs as they emerge, any printed listing of courses is incomplete. Information on all non-credit programs is available by calling (718) 482-7244. Below are some areas and courses which have remained popular.

#### Educational
- High School Equivalency (in English and Spanish)
- English as a Second Language
- Adult Basic Education

#### Skills Development
- Bookkeeping
- Speed Reading
- Data Processing
- Real Estate
- Typing
- Word Processing

#### Personal Development and Leisure Pursuits
- Art Workshop for Parents and Children
- Assertiveness Training
- Auto Repair
- Yoga
- Photography
- Aerobics

#### Career Development
- A certificate program in Telecommunications Technology.
- A series of workshops and seminars designed for the individual interested in making a career change or for those seeking increased job satisfaction.
CONTINUING EDUCATION

CAMPUS-BASED PROGRAMS

PROGRAMS FOR DEAF ADULTS Since 1975, the college has sponsored a variety of programs and non-credit courses for deaf adults to assist them in developing skills to cope with the academic, social, and communication problems related to post-secondary education and to independent living within the community and the world of work.

Services such as individual counseling, interpreter referral, and tutoring are available to deaf students in both credit and non-credit programs. Classes and guided independent study in basic education and high school equivalency as well as in American Sign Language and interpreting are offered to both hearing and deaf persons.

LaGuardia is one of the programs within the City University with full-time professional staff composed of both hearing and deaf individuals who communicate fluently with deaf persons using American Sign Language. A full-time interpreter is also available for deaf professional staff and students. For information, contact the Program for Deaf Adults at (718) 482-5307 (Voice) or 392-9240 (TTY).

CERTIFICATE PROGRAM IN TELECOMMUNICATIONS The Division of Adult and Continuing Education in conjunction with Empire WIT (Women and Men in Telecommunications) offers a 160-hour Certificate Program in Telecommunications which includes courses designed to meet the needs of both entry-level students and professionals already practicing in the field. A variety of program options are offered including entry into the certificate program or the availability of individual courses. A total of eleven 20-hour courses are offered: five required and six elective. Certificates are granted upon completion of 160 hours of course work. Courses are conveniently scheduled; most offered once a week for a period of nine weeks during the Fall, Winter and Spring quarters. For additional program information and a complete listing of current offerings, call (718) 482-7244.

ENGLISH LANGUAGE CENTER This center provides instruction in English in both non-credit and credit courses. Non-credit courses are open to recent immigrants, foreign visitors and non-English speaking community residents on either a part-time or full-time basis.

The full-time program, meeting 21 hours each week, is for students who wish to improve their English for occupational or personal reasons.

Both the full-time and part-time non-credit programs are supported by tuition fees. Credit courses (ESL096, 097, 098 and 099) are open to regular first-year students registered at LaGuardia in preparatory, beginning, intermediate and advanced levels. For further information visit the English Language Center or call (718) 482-5360.

NEW YORK CITY TAXI DRIVER INSTITUTE Part of the application process to become a New York City Taxi Driver includes a 20 hour course of study. The college is approved by the Taxi and Limousine Commission to offer this training. The program offered by the Division of Continuing Education holds classes on Fridays, Saturdays, and Sundays from 9:00 a.m. to 5:00 p.m. Course content covers the rules and regulations of the Taxi and Limousine Commission, Orientation to the Taxi Industry, geography of New York City, Driver Safety Training and Driver/Passenger Relations. A similar program is also offered weekday evenings by Federation Employment and Guidance Service. For further information on LaGuardia’s program call: (718) 482-5335.

ADULT LEARNING CENTER Through its Adult Basic Education and High School Equivalency Preparation programs, the Center offers a comprehensive approach to basic
skills improvement and preparation for the high school equivalency diploma. The Adult Basic Education Program offers basic skills classes at a variety of levels from basic literacy through to high school equivalency. Classes in basic education and ESL are available to the adult student. The program offers ESL classes and an innovative program of basic education in the native language at many community sites in the city. High school equivalency preparation in English and Spanish is available in day and evening programs. The Adult Learning Center is open from 9 a.m. to 9 p.m. and can accommodate the schedules of working adults. For additional information call (718) 482-5380.

**WOMEN’S PROGRAM** This program provides an opportunity for mature women to resume their formal education. Its recruitment efforts attract a diverse group of women who, in many instances, may not have considered themselves ready for college level work. The program provides career exploration/assessment, training in keyboarding and office automation (word processing and business computer operations) and business communications. During the last cycle of training, students can obtain an internship in their fields of interest, and later use the college's placement services. The program also offers office automation training for women preparing for new careers, or wanting to increase their current job skills and opportunities. For more information, call (718) 482-5397.

**PROGRAMS FOR BUSINESS** Through a variety of options, LaGuardia Community College’s Programs For Business provides cost-effective training specifically designed to meet the growth, re-organization or retraining needs of industry. During the past year the program has provided educational and training opportunities to over 3,000 employees from major hotel chains and hospitals to local wholesalers, retailers, manufacturers and their unions. Programs for Business courses have served all staff levels: executives and technical employees, foremen and factory workers, sales force and clerical staff, both on-campus and on-site at company locations. Program offerings include: English as a Second Language (specific to a particular profession), Supervisory Skills include stress and time management, retailing seminars for local development corporations such as advertising, financing, and upgrading their own businesses, telecommunications, and microcomputer applications. For more information call (718) 482-5330.

**COLLEGE FOR CHILDREN** LaGuardia’s College for Children offers a combination of leisure and academic enrichment activities and courses on Saturdays. By providing this service, the college enables parents with children between the ages of six and twelve to attend school themselves while their youngsters are engaged in productive learning activities at the same location. Courses are low cost and range from Children's Reading, Piano, and Computers for Kids to Math for Fun. For further information, call (718) 482-5323.

**VETERANS EDUCATION CENTER** This center provides academic preparatory courses and vocational counseling to veterans. Full time and part time evening students attend college preparatory courses emphasizing reading, writing, mathematics, and study skills. Also, high school equivalency preparation and vocational counseling are available.

Veterans who enroll in this special program are assisted in finding appropriate education, training and job opportunities which meet their particular needs. Those who successfully complete the program may be admitted to LaGuardia Community College as matriculated students. The Veterans Center works closely with the Office of Veteran Affairs to assist veterans in filing for V.A. educational benefits. For additional information, visit the Veterans Education Center or call (718) 482-5386.

**JOBWARD BOUND PROGRAM** The Jobward Bound Program is designed to serve unemployed, out of school, economically disadvantaged youths aged 16-21. Jobward Bound addresses the needs of these youths by offering a comprehensive program of vocational training, academic remediation, work internship, and job placement services. The program is made possible through assistance provided by the State Legislature and the Board of Higher Education. To ensure that participants attain the skills needed to find rewarding and productive employment, the Jobward Bound Program provides vocational training in the areas of: Clerical Skills/General Office Work, Food Services
CONTINUING EDUCATION

Operations, Automotive Mechanics and Business Support Services. Participants receive nine (9) hours per week of training for a period of twelve (12) weeks. For further information, call (718) 482-5340.

OFFICE OF ALTERNATIVE EDUCATION This office provides counseling and placement for adult students interested in nontraditional and independent study approaches to earning college credits. The college offers an Alternative Degree Program which gives academic credit for knowledge gained through prior life experience. Past work experiences and individual accomplishments may be converted into academic credits which can be used toward meeting the requirements for an associate degree. The program includes courses in accounting, business administration, business management, data processing, liberal arts, and human services. The program is designed for adults over 25 years of age who have the ability to do independent research, the necessary reading and writing skills, and the ability to develop an individualized educational plan leading to specific career or personal goals. For more information, call (718) 482-5397.

JOB TRAINING PROGRAM FOR HOMELESS HEADS OF HOUSEHOLDS RESIDING IN HOTELS LaGuardia Community College offers a model job training program for homeless heads of households residing in hotels. The goal of the program is to strengthen and preserve families through the provision of training and education for successful and meaningful employment. The program provides aptitude and skills assessment, training, and career guidance, placement, supportive services, personal development, job opportunities, remedial and further education options. For more information, call (718) 482-5322.

INTEGRATED SKILLS TRAINING PROGRAM This federally-funded program conducted jointly by the CUNY Graduate Center and LaGuardia provides a comprehensive non-degree educational/vocational training program for learning disabled and mildly retarded young adults. The program components include basic skills instruction, vocational training in office and clerical skills, career and employability skills development, internships placement and parent training. For further information call (718) 482-5327.

EMERGENCY MEDICAL TECHNICIAN LaGuardia in conjunction with Booth Memorial Medical Center offer an Emergency Medical Technician (EMT) certificate program. The program is designed to train individuals in Basic Pre-Hospital Emergency Care. Topics include: patient assessments, resuscitation, oxygen therapy, bleeding control, general medical and surgical emergencies, obstetrical and pediatric emergencies, medical/legal issues, and various other related skills. The course schedule includes alternating sessions of didactic and practical material. New York State Certification will depend upon satisfactory attendance, successful completion of course exams, and passing of a final exam to be administered by the New York State Bureau of Emergency Medical Services. A pre-test will be given to determine the selection of 32 students for this course. For additional information please call (718) 482-5768.

ADULT CAREER COUNSELING AND RESOURCE CENTER The Adult Career Counseling and Resource Center provides a wide range of career counseling programs and services for adults. The Center’s services are available to all adult students enrolled in non-credit co-
continuing education classes and community residents who want to explore career changes and enter or re-enter the job market.

A seven-week (14-hour) Career Choice Seminar is designed for adults who want assistance in choosing a career or changing their career and are unsure or unclear about what they want to pursue. Through group career counseling, adult students have the opportunity to explore interests, aptitudes, and abilities and clarify career goals. These groups are offered throughout the year. A Career and Educational Resource Library is maintained at the Center and houses a collection of career and educational reference materials on career options, educational programs, and employment possibilities. The Center also offers workshops on preparing a resume, improving interviewing skills and finding the right job.

Counselors are available at the Center to answer questions and to provide advisement and referral services relating to educational and career goals. For further information or to speak with a counselor, call (718) 482-5355.

OUTREACH PROGRAMS

Special programs administered by the Division of Adult and Continuing Education are designed for specific populations and generally focus on educational preparation, occupationally-related skills and training, vocational counseling, or professional development. These programs, usually developed through community outreach, are funded by grants or contracts, and are frequently offered at off-campus locations. The division's major efforts in this area currently consist of the following programs:

ASTORIA ADULT EDUCATION CENTER Residents of Astoria may be interested in enrolling in non-credit classes offered at our conveniently located Astoria Center—at the corner of Ditmars Boulevard and 31st Stree. Over 300 adults each quarter enroll in classes in English as a Second Language, Small Business and Restaurant Management, Bookkeeping, Real Estate and foreign languages. Classes are held during the day, in the evenings and on Saturdays. Further information can be obtained by calling (718) 482-5353.

ADULT LEARNING CENTER AT THE QUEENS HOUSE OF DETENTION FOR MEN This center assists inmates in academic skills development through courses in Adult Basic Education, English as a Second Language and High School Equivalency Preparation. The program also coordinates English as a Second language courses at four detention facilities on Rikers Island. Funding is provided through the Correctional Education Consortium by the New York City Department of Correction. For more information, call (718) 482-5333.

CHINATOWN CENTER The Division of Adult and Continuing Education offers a variety of courses in Chinatown to resident and employees of the Chinatown community. The Chinatown Center currently offers three educational programs: one credit and two non-credit components. Credit offerings include English as a Second Language and introductory social science, mathematics and business courses. The non-credit programs available include Adult Basic Education and English for Special Purposes for home care workers. Classes are held on weekday evenings in a public school facility centrally located near Chinatown. Adults who work in the Chinatown area during the day and who would like to begin college may find this program of particular interest. For further information, please call (718) 482-5325 or (212) 431-3720.

EASTSIDE CONNECTION The Division each quarter offers non-credit classes to staff of the University's Central Office as well as upper Eastside residents. Offered weekdays after work at E. 80th Street, current program selections include: aerobics, financial planning, low stress exercise and varying special events. For further information call (718) 482-5397.

PROGRAMS FOR OLDER ADULTS On a regular basis the Division of Adult and Continuing Education offers the College Sampler, a free one-day workshop series for older adults on subjects of interest such as computers, art, and casino math. In addition, adults age 65 and over may register for credit courses of study on-campus, on a space available basis, without tuition costs. Only a registration fee of approximately $12.75 is required each quarter. The full range of services of the college is available to all students. For further information call (718) 482-5304.

In cooperation with New York City Technical College, LaGuardia coordinates non-credit courses offered through the Institute of Study for Older Adults at senior citizen centers throughout Queens. This program also includes outreach to the visually and hearing impaired seniors.

REFUGEE VOCATIONAL ASSISTANCE PROGRAM In collaboration with the Church Avenue Merchants Block Association in Brooklyn, the Division of Continuing Education offers a language and vocational skills program to unemployed and under-employed Afghan and Southeast Asian refugees in need of English, cultural orientation and employment preparation. This program provides the clients with the appropriate language and vocational skills to achieve meaningful employment. Language skills necessary and specific to employment include identifying job hunting skills, comprehending the business world, and succeeding on the job. Through vocational workshops, students learn what fields they can realistically enter and explore the cultural precepts which act as impediments to their employment in the United States. For additional information, please call (718) 482-5325 or (718) 287-2600.

LAGUARDIA/WOODSIDE AT THE BULOVA SCHOOL Initiated in Winter 1985, this program offers Woodside residents vocational and leisure courses in craftwork (Clock Repair, Jewelry Craft); health (Quit Smoking, Weight Control); physical fitness (Aerobics, Low Stress Exercise, Tennis, Swimming); and English as a Second Language, at an accessible community facility. The Joseph Bulova School is located at 40-24 62nd Street. For more information, call (718) 482-5325.
COURSE DESCRIPTIONS

Accounting/Managerial Studies Department

The Accounting/Managerial Studies Department offers programs of study in business and accounting.

The Business Administration Program leads to an Associate in Science (AS) degree and is designed for students who intend to transfer to a senior college after graduating from LaGuardia. The Business Management program leads to an Associate in Applied Science (AAS) degree and is designed for students who are interested in immediate full-time employment upon graduation. The Credit Management curriculum is an option under the Business Management Program which specifically prepares students for employment in the field of credit and collection.

The Accounting/Computer Information Systems option provides students with the opportunity to acquire dual proficiency in both Accounting and Computer Systems.

The Accounting Program offers a course of study leading to an Associate in Applied Science (AAS) degree. Although an AAS degree program is usually designed for students with immediate career goals upon graduation, experience has proven that a large percentage of accounting majors will continue their studies at a four-year college upon graduation. Therefore, the Accounting Program provides options for both the student who plans to transfer to a four-year college and the student whose immediate post-graduation goal is full-time employment.

The Accounting Lab, which is equipped with modern audio-visual materials and tutorial support, is available to support instruction in the accounting courses.

Regardless of the program of study selected, all day students are required to complete three internships (usually paid) before graduation. This is optional for extended day students. The Division of Cooperative Education works closely with the Accounting/Managerial Studies Department in the preparation, selection, and evaluation of students' internship experiences.

Accounting

AMA101 Principles of Accounting I
4 hours; 2 credits

This course introduces the student to the entire accounting cycle as illustrated by service and merchandising concerns using the single proprietorship form of business organization. The course reviews the fundamental concepts and techniques of recording transactions in general journals, special journals, summarizing the transactions, adjusting and closing the accounts, and the preparation of financial statements. The student is also introduced to deferrals and accruals and their relationship to periodic reporting. The student will prepare classified balance sheets and income statements.

Prerequisite: CSE098, MAT098

AMA102 Principles of Accounting II
4 hours; 2 credits

This course covers accrual and valuation accounting as well as control procedures for cash, accounts and notes receivable, accounts and notes payable, inventories and fixed assets. Payroll accounting and accounting systems are explored. Accounting concepts relating to the partnership form of business organization are also covered.

Prerequisite: CSE099, ENG098, MAT099, AMA101

AMA103 Principles of Accounting III
4 hours; 2 credits

The first part of the course examines accounting techniques and principles of the corporate form of business organization and includes such topics as: the nature and formation of a corporation, stock transactions, elements affecting retained earnings, long-term liabilities and investments in stocks and bonds. Basic theoretical concepts and principles are also explored and related to accounting practice. The second part of the course introduces the student to the accounts and statements used by manufacturing concerns; cost and revenue relationships as well as reports and analysis used by management for decision purposes; the need for, preparation of, and use of the statement of changes in financial position; and basic analyti-
ACCOUNTING/MANAGERIAL

AMA110 Accounting Applications for the Microcomputer
3 hours; 3 credits

This course is designed to provide both reinforcement in Accounting Principles I and II and to provide a "hands on" experience with the microcomputer. It provides twenty separate computerized accounting applications including general ledger, financial statements, cash receipts, sales, accounts receivable, cash payments, purchases, accounts payable, and payroll. Accounting applications are integrated with the analysis of appropriate accounting systems.
Prerequisite: CSE099, ENX/ENG099, MAT099, AMA102

AMA120 Secretarial Accounting
4 hours; 2 credits

This course is tailored to the accounting needs of the Secretarial Science student. It introduces the fundamentals of accounting and the entire accounting cycle. Emphasis is placed on the recording of transactions in special journals relating to cash receipts, cash payments, payroll, sales and purchase journals. The meaning and purpose of financial statements is explored. Students who wish to continue accounting studies can complete Audio Visual Tape units 12, 13, 17, 18, 24, 25, and 26 in order to be admitted to Accounting 102.
Prerequisite: CSE098, MAT098

AMA150 Individual Income Tax Procedures
3 hours; 3 credits

This course introduces the fundamental concepts of individual income taxation, and the mechanics of Federal, New York State and City individual income tax return preparation. Some of the special topics are includable and excludable income, allowable deductions, personal exemptions and dependents, filing status, computation of tax and credits against tax. Students will complete a Federal income tax return practice set.
Prerequisite: CSE099, ENX/ENG099, MAT099

AMA155 Partnership and Corporate Tax Procedures
3 hours; 3 credits

The students will learn the basic principles of partnership and corporate taxation. This will include determination of income and the tax consequences of that income. Students will also become familiar with the preparation of Partnership and Corporation information and tax forms.
Prerequisite: CSE099, ENX/ENG099, MAT099, AMA103, AMA150

AMA201 Intermediate Accounting
4 hours; 4 credits

This course is designed to give an overview of the foundations of accounting theory, the problems of current practice and its relationship to accounting theory as expressed in the Accounting Principles Board's Opinions and the Financial Accounting Standards Board's Statements. A review of the accounting cycle sets the stage for detailed exploration of the reporting process namely, the Balance Sheet, the Income Statement, the Retained Earnings Statement, and the Statement of Changes in Financial Position.

Advanced and alternative accounting practices as well as control procedures are examined as they pertain to Cash, Short-term investments, and Receivables. Inflation and the effect of changing prices on financial reporting are also examined.
Prerequisite: CSE099, ENX/ENG099, MAT099, AMA103

AMA202 Intermediate Accounting II
4 hours; 3 credits

This course is a continuation of Intermediate Accounting I. It explores the problems of current practice and its relationships to Financial Accounting Theory as expressed in AICPA Opinions and FASB Statements. Topics examined include inventories, long-term investments in stocks, tangible and intangible fixed assets, liabilities and income taxes, and leases. Present value concepts and their applications are also covered.
Prerequisite: CSE099, ENX/ENG099, MAT099, AMA201

AMA210 Cost Accounting I
4 hours; 3 credits

Cost accounting methods and procedures are studied, including job-order costing, process costing, payroll accounting and budgeting. Emphasis is placed on the importance of cost accounting to management in controlling and analyzing cost data and in the areas of decision-making and planning future operations.
Prerequisite: CSE099, ENX/ENG099, MAT099, AMA201

AMA211 Cost Accounting II
4 hours; 3 credits

This course continues the study of cost determination and analysis as taught in AMA210. Cost-volume relationships, systems designs, flexible budgets, standard costs, cost allocation, and applications of the contribution margin approach to decision-making are included. A continued emphasis is placed on the importance of cost data to management in the areas of decision-making and planning.
Prerequisite: CSE099, ENX/ENG099, MAT099, AMA210

AMA220 Internal Audit
4 hours; 3 credits

This course explores the use of internal audit as a management tool that is used to evaluate the performance of a business. It focuses on the review of internal controls such as those used to safeguard company assets. The course also discusses audit tools such as the Audit Program which are used to evaluate various operational (e.g. payroll functions) and financial activities (e.g. preparation of balance sheets and other financial reports) of the organization. Topics include developing the audit program, sampling, field work, workpapers, computer auditing and report writing.
Prerequisite: CSE099, ENX/ENG099, MAT120 for career option students; MAT200 for transfer option students; BDP03 or BDP100, AMA103
Managerial Studies

AMM101 Introduction to Business
3 hours; 3 credits
This is an introductory course designed to acquaint the student with the role of business in our economy, the forms of organization, and the various business functions such as management, personnel, marketing and finance. Career opportunities in the business world are also explored. This course should be taken prior to any other Business courses. Prerequisite: CSE098, ENX/ENG099

AMM102 Principles of Finance
3 hours; 3 credits
This course is a study of the monetary and credit systems of our economy and related policies and problems. In addition, the course addresses itself to the following: 1) commercial and non-commercial banking institutions and operations, 2) money and banking in relation to prices, economic growth, and international events. Prerequisite: CSE098, ENX/ENG099, MAT098, AMM101

AMM103 Principles of Management
3 hours; 5 credits
An analysis of the role of the manager and the functions of management in an enterprise. Consideration is given to the interlocking nature of these functions and the principles which are the basis for the practice of management. Attention is given to the impact of the external environment on the development of the managerial role and on managerial practice. This course is required for Business Administration and Management students prior to their first internships. Prerequisite: AMM101

AMM104 Principles of Marketing
3 hours; 3 credits
This course explores the vital role of marketing in our economy. The factors of consumer behavior and motivation are covered to provide an understanding of market planning. The system of distribution of goods from producer to consumer is discussed by relating theory to actual case histories. Prerequisite: AMM101

AMM105 Principles of Insurance
3 hours; 3 credits
The course covers the nature of risk and risk-bearing functions of insurance organizations, the fundamentals of insurance contracts, the major types of insurance and the basic laws covering insurance policies. It is designed for the student as an individual and as a prospective business manager. Prerequisite: AMM101

AMM106 Principles of Retailing Management
3 hours; 3 credits
This course deals with basic retail principles and merchandising practices. Retail store organization and operations in large and small establishments are explored. Prerequisite: AMM101

AMM108 Principles of Real Estate I (Formerly: AMM107 Principles of Real Estate)
4 hours; 4 credits
This course covers the social and economic impact of real estate, the nature and instruments of property rights, various types and aspects of property ownership, real estate brokerage operations and discussion of urban planning needs. The course is required in order to take the New York State licensing examination. Students must obtain broker sponsorship in order to take the New York State licensing examination for Real Estate Salesperson. Prerequisite: CSE099, ENX/ENG099, AMM101

AMM110 Business Law I
3 hours; 3 credits
This course introduces students to the areas of law & society, contracts and sales contracts. It includes legal rights & obligations, judicial systems, lawsuits, criminal and tort law and the law of contracts, sales contracts and an introduction to Article 2 of the Uniform Commercial Code. Prerequisite: CSE098, ENX/ENG099

AMM111 Business Law II
3 hours; 3 credits
This course introduces the student to the important area of products liability, consumer law, secured transactions, partnerships, corporations, agencies and bailments. Prerequisite: CSE098, ENX/ENG099, AMM110

AMM115 Basics of Advertising
3 hours; 3 credits
This course gives a broad overview of advertising, its roles in marketing and as a motivational force in society. The nature of media and their creative and productive functions are discussed as they are related to advertising programs. Prerequisite: AMM101

AMM120 Office and Personnel Management
3 hours; 3 credits
This course, designed for Secretarial Science majors, is an introduction to the principles and practices of office management and administration. It will include such topics as the office environment, employee/employer relations, job analysis and evaluation, fundamentals of motivation, the function of procedures and labor relations and grievances. Prerequisite: CSE099, ENX/ENG099

AMM121 Personnel Administration
3 hours; 3 credits
This course is an introduction to the principles and practices of personnel administration including such topics as the personnel management system, recruitment, selection, training and development of employees, management-labor relations, remuneration and security, evaluation methods and leadership development. Particular emphasis is placed on leadership and supervision. Prerequisite: AMM101
AMM140 Introduction to Credit Management  
3 hours; 3 credits

This course is designed to introduce the student to the role of commercial credit and collection in today's business world. It will examine the role of the credit department within a company, the positions with the department and career possibilities. In addition, it will prepare the student to work as a collector in a credit department by explaining specialized terminology, collection policy, principles and procedures and necessary legal concepts.

Prerequisite: CSE099, ENX/ENG099, MAT099, AMA101, AMM101

This course is open to any student as an unrestricted elective but is primarily intended for freshmen interested in beginning their internship program in the Commercial Credit & Collection industry.

AMM150 Organizing and Operating a Small Business  
3 hours; 3 credits

This course is a basic study of the importance of small business, its status, problems, and requirements for success. The course covers, among other things, the decision to go into business for one's self, the preparation needed, the methods of launching the business, and management functions involved in operating the business.

Prerequisite: CSE098, ENX/ENG099, MAT098, AMA101, AMM101

AMM155 Salesmanship  
3 hours; 3 credits

This course is an introduction to the principles and practices of selling as a profession including such topics as the sales job, the sales environment, the sales process, and sales training. The dominant theme is professionalism in contemporary selling.

Prerequisite: AMM101

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**Travel and Tourism**

AMT101 Introduction to the Travel Industry  
3 hours; 3 credits

This course is an overview of the travel and tourism industry. It explores the structure, products and services of travel suppliers, such as transportation companies, accommodations and attractions, and of travel marketing organizations, such as travel agencies, tour package and tour bureaus. The course also traces the historical development of travel and tourism and explores their roles in contemporary life.

Prerequisite: CSE099, ENX/ENG099, MAT098

AMT110 Airline Reservations and Ticketing  
3 hours; 3 credits

This course introduces students to airline reservations and ticketing terminology, regulations and procedures. Students learn how to plan air itineraries using printed reference materials, to reserve seats, to calculate fares, and to issue tickets and other airline forms. Emphasis is placed on the appropriate interpretation of routing and fare rules.

Prerequisite: CSE099, ENX/ENG099, MAT099, AMT101

AMT111 Airline Reservations Computer Systems  
3 hours; 3 credits

This course is designed to introduce students to the operation of airline reservation computer systems. Students will learn formats to access information stored in the computer and to enter new data. Students will use these formats to make airline, rental car and hotel reservations, create passenger records, quote airline fares, and issue airline tickets.

Prerequisite: CSE099, ENX/ENG099, MAT099, AMT110; highly recommended: SEC1130 or SEC140

AMT120 Basic Tour Planning  
3 hours; 3 credits

This course is an introduction to research techniques used in tour planning by travel professionals. Students learn how to use information sources such as industry reference guides, travel guidebooks and brochures to select travel products suited to client needs. Students also learn the terminology and reservations procedures used by hotels, railroads, car rental companies, cruise lines and tour package companies.

The major attractions of destinations in North America and the Caribbean are discussed.

Prerequisite: CSE099, ENX/ENG099, MAT099, AMT101

AMT121 Advanced Tour Planning  
3 hours; 3 credits

This course continues the study of tour planning, with emphasis on the principles of tour design and management. Topics include selecting escorted tours, planning customized independent tours, developing and administering group tour programs, and applying basic sales, marketing, and finance principles to the retail travel environment. Discussions will include the major attractions of destinations in South America, Europe, Asia, and the Pacific.

Prerequisite: CSE099, AMT120, ENG101, MAT109 or MAT110, SSE125

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**Urban Study**

AMN195 Profile and Prospects of Business in New York City*  
3 hours; 3 credits

This is an urban study course which examines the status of business in New York City using various sources of data and field assignments such as visits to the New York Stock Exchange, major business corporations and various government agencies. Students will learn how to develop a profile of business in New York City in terms of employees, type of industry, and form of ownership. Students will also learn about various social responsibility programs being offered by the business community, and will examine the many different career opportunities available in the N.Y.C. area.

Prerequisite: MAT098 or waiver, AMM101

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
The Communication Skills Department teaches courses in developmental reading, advanced reading, and study skills. The department encourages students to view reading as a thinking process and emphasis is placed upon comprehending college level materials. The reading laboratory provides students with supervised tutorial assistance.

**CSE096 Reading Workshop**

5 hours; ½ credit

The 096 Reading Workshop provides intensive work in the basics of reading. Through various diagnostic approaches, students gain an understanding of their reading strengths and weaknesses. Students will be introduced to many types of materials and strategies appropriate to the demands of each type. There will also be focus on class dialogue, vocabulary development and study and note-taking techniques. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

**CSE097 Basic Reading I**

5 hours; ½ credit

This course helps students improve their reading ability. The course focuses on basic reading comprehension strategies, vocabulary development and study skills. Among the topics studied are: paraphrasing and summarizing, dictionary use, previewing, library research, test-taking, notetaking and time management. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

Prerequisite: CSE096

**CSE098 Basic Reading II**

5 hours; ½ credit

This course continues the development of the reading comprehension and study skills strategies presented in CSE097 but introduces more difficult reading material. Students analyze articles and apply such skills as outlining, paraphrasing and summarizing. Continued vocabulary development and test-taking strategies are emphasized. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

Prerequisite: CSE097

**CSE099 Basic Reading III**

5 hours; 1 credit

This course reinforces content studied in CSE098 with the reading and study skills strategies applied to more difficult texts. Critical reading is emphasized. Standardized reading test procedures and strategies are introduced. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

Prerequisite: CSE097

**CSE103 Advanced Reading and Study**

3 hours; 3 credits

This course is designed for the development of reading and study skills at a more advanced level. Emphasis is on such skills as vocabulary improvement, previewing, note-taking, test-taking, summarizing and critical analysis. Students explore different types of exposition and styles of writing. Content area materials are utilized.

Prerequisite: CSE099, ENX/ENG099, MAT098

**CSE200 Speed Reading**

3 hours; 2 credits

This course is offered for students who are interested in speed reading techniques. Emphasis is placed on the development of effective reading habits and the techniques of rapid reading, identifying authors' patterns of writing, skimming, scanning and ongoing practice with mechanical aids and timed exercises.

Prerequisite: CSE099, ENX/ENG099, MAT098

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.

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**Computer Information Systems Department**

The Computer Information Systems Department awards the Associate in Applied Science (A.A.S.) degree in: Data Processing (Programming or Operations), Computer Technician, and Telecommunications. In addition, for students interested in a more theoretical course of study, the department offers an Associate in Science (A.S.) degree in Computer Science. All options prepare students for a variety of entry-level career opportunities as well as facilitate transfer to senior colleges.

The programs have two objectives: first, to provide students with technical competence in the field of computer information systems and, second, to provide a basic understanding of business organization and the role of computer information systems in support of the management process.

Students at LaGuardia can select from among several options:

1. **Data Processing**
   - **A. Programming.** The concentration in computer programming provides training for entry-level jobs as well as for transfer to senior colleges as a business or information sciences major. Graduates of this option who possess excellent skills may qualify for positions as junior programmer or programmer trainee.
   - **B. Operations.** The concentration in computer operations prepares students to operate computer equipment. Students will qualify after graduation for positions as input/output control clerk, computer operator, and console operator.

2. **Computer Technician**
   - **A. Computer Repair.** The concentration in computer repair will introduce students to the techniques used in installing, maintaining, interfacing, and repairing modern computer equipment. Graduates will qualify for entry-level jobs as computer technicians.
COMPUTER INFORMATION SYSTEMS

B. Telecommunications. The telecommunications option will familiarize students with safety requirements on the job, electronic test equipment, integrated circuitry, microcomputer architecture, data communications media, switching techniques, and terminal interface. Graduates will have been exposed to skills training for employment in data switching centers, data line maintenance, and repair of communication devices. In addition, students will have the opportunity to plan advanced studies in teleprocessing and telecommunications.

3. Computer Science. The concentration in computer science is appropriate for those students interested in mathematics and/or computer science who plan on transferring to a senior college for further study in computer science. Graduating students will be prepared for careers as application programmers.

4. Joint Accounting/Data Processing Option. This program, coordinated by the Accounting and Managerial Studies Department, combines a core of accounting courses with several courses from the Computer Information Systems Department. Since much of today's accounting process is computer-based, the major in Accounting/Data Processing is designed to develop students' understanding of accounting information systems in computer-based general business applications.

BDP100 Introduction to Computers and Their Applications (Formerly: Introduction to Data Processing)
5 hours; 3 credits

This course will introduce the student to the uses of computers in business and will prepare the student for more advanced courses in the computer field. Students will work on business applications software packages on microcomputers and will be introduced to computer programming with emphasis on the BASIC language. The course will familiarize the student with the vocabulary of the computer field. Topics will include: the computer works; basic hardware devices; number systems (binary, octal, hexadecimal); data formats, codes and elementary structures; importance and examples of using software; flowcharting concepts.

This course is required for data processing students prior to their first internship.
Prerequisite: CSE099, ENX/ENG099, MAT099

BDP101 Introduction to Computer Science
5 hours; 4 credits

This is the first course in the computer science option. It is designed to provide a broad overview of the fields of computer science and data processing. An emphasis will be placed on the logic of computer programming using PASCAL as an illustrative language. This course will include topics such as data representation, organization and characteristics of computers, program structure, string processing, data structures and their applications, and trees. Not open to students who have taken BDP100.
Prerequisite: CSE099
Pre- or Corequisite: MAT200
Corequisite: ENX/ENG099

BDP/SSD105 Computers and Society*
4 hours; 3 credits

This course examines the relationship between human values, society and technology. It begins with an explanation of how computers work and then investigates how technology effects such issues as jobs, privacy, and education. Lab work is included.
Prerequisite: CSE098, ENX/ENG099, MAT098

BDP106 Cobol Programming I
5 hours; 3 credits

This course introduces the student to the COBOL programming language. The student becomes familiar with the conceptual and syntactical characteristics of the COBOL language. The student then moves from theoretical to practical COBOL programming by means of programming drills, exercises and writing programs in COBOL utilizing various input and output devices. The course subject matter is woven into the business environment and experience with a variety of applications involving inventory control, accounting, payroll, and personnel records.
Prerequisite: CSE099, ENX/ENG099, MAT099, BDP100 or BDP101

BDP108 Report Program Generator
4 hours; 3 credits

This course introduces the student to RPG, a high-level computer language that can be used on a wide range of small-to-large computer systems for solving business problems. RPG, like other computer programming languages, is a means whereby individuals can communicate with the electronic computer for the purpose of getting the computer to solve some problem. RPG programming language is an excellent language for the beginning student and for the experienced programmer who wishes to learn RPG and RPG II as they are implemented on IBM Computer Systems.
Prerequisite: CSE099, ENX/ENG099, MAT099, BDP100 or BDP101

BDP109 Principles of Programming with BASIC
4 hours; 3 credits

The student will learn to solve problems on the computer by using flowcharts to develop algorithms. The student will use such programming techniques as: input/output operations, arithmetic operations, decisions (simple, complex, compound), looping, control breaks, arrays, file handling (sequential and random), string processing and report formatting. Students will be required to implement algorithms by writing programs in BASIC.
Prerequisite: CSE099, ENX/ENG099, BDP100 or BDP101
Corequisite: MAT110

BDP110 Systems Analysis and Design
4 hours; 3 credits

This course introduces the student to existing manual and electronic data processing systems and the design of computer based systems to replace them, with consideration given to organizational structures, form design, file design, data structures, scheduling, operations research techniques and hardware and software organization. Actual and simulated case studies will be utilized. The student will program and document a comprehensive systems study.
Prerequisite: CSE099, MAT099, BDP195 or BDP200, ENG101
COMPUTER INFORMATION SYSTEMS

BDP120 Assembler Language I
5 hours; 3 credits
This course is designed to provide basic knowledge of the IBM System/370 Computer and Assembler Language Programming with emphasis on the following areas: main storage organization, addressing using base registers, index and displacement registers, fixed and variable length data formats, the condition code; interruptions and the program status word; arithmetic, logical, and branching operations; and writing assembler language programs.
Prerequisite: CSE099, ENX/ENG099, MAT099, BDP100 or BDP101

BDP121 Assembler Language II
4 hours; 3 credits
The student will enhance his knowledge of BAL by writing sophisticated programs utilizing indexing, subroutines and linkage conventions and system and user defined macros. TR, EXEC, BXLE and logical instructions will be covered, as well as others.
Prerequisite: BDP120

BDP125 C Programming
4 hours; 3 credits
This course introduces the C programming language through the implementation of various algorithms. Topics include: input/output, expressions, operators, basic data types, functions, flow-control and macros. The course will emphasize structured design and problem solving. Laboratory assignments will be required.
Prerequisite: CSE099, ENX/ENG099, MAT200, BDP101 or BDP109

BDP195 Structured Programming with Cobol
6 hours; 4 credits
This is the second course in the computer science program. Algorithms discussed in the introductory course will be coded in Cobol. A structured approach will be stressed in the analysis of control break logic, sequential file updates, random file processing, ISAM programs, table handling and subprogram linkage.
Prerequisite: CSE099, ENX/ENG099, BDP100 or BDP101

BDP196 Basic Assembler Language for Computer Science
6 hours; 5 credits
This course is designed as a complete course in Basic Assembler Language covering most of the 360/370 instruction set as well as macros, conditional assembly and privileged instructions. Mathematical, scientific and business applications will be illustrated.
Prerequisite: CSE099, ENX/ENG099, BDP100 or BDP101, MAT200

BDP200 Cobol Programming II
4 hours; 3 credits
This is an advanced course for students majoring in data processing. The course broadens the study of the Cobol language to include the handling of tape and disk files and the use of table structures. Students write and document programs involving the use of these techniques. The subject matter is woven into the business environment and experience with a variety of applications involving inventory control, accounting payroll and personnel records.
Prerequisite: CSE099, ENX/ENG099, MAT099, BDP106

BDP210 PL/1 Programming
4 hours; 3 credits
In this course students will learn the rules and structure of this higher level programming language. It will be assumed that the student already has some familiarity with compiler-oriented languages, and, therefore, will be expected to program and document problems of a more complicated nature than in earlier data processing courses. The student will be encouraged to learn how to read core dumps to find out where the "bugs" are. Students will proceed at their own pace, thereby simulating conditions in commercial data processing installations.
Prerequisite: CSE099, ENX/ENG099, MAT099, BDP100 or BDP101 or MAT200

BDP220 Fortran Programming
4 hours; 3 credits
This course introduces the student to the FORTRAN programming language, which is used primarily in the fields of mathematics and science. Topics covered include definition of constants, variables and expressions, real and integer arithmetic, input/output, control statements, looping, arrays and subprograms.
Prerequisite: CSE099, ENX/ENG099, MAT200

BDP230 Operating Systems
4 hours; 3 credits
This is an advanced course designed to introduce the facilities of computer operating systems to the student. It includes the definition and objectives of an operating system and a detailed description of job management, task management, and data (information) management. There is heavy emphasis on using the control language (OS/JCL) of the IBM computer, including the use of multiple step job stream and catalog procedures. Topics include are the JOB, EXEC, DD, PROC, PEND, DELIMITER and NULL and comments statements and the various parameters used on these statements, instream procedures and use of the IBM utilities. IEBGENER and IEBTPCH to create and retrieve disk data sets.
Prerequisite: CSE099, ENX/ENG099, MAT099, BDP106 or BDP120 or BDP195 or BDP196

BDP250 Data Base Concepts and Programming
4 hours; 3 credits
This comprehensive course covers the concepts of data collection, organization and retrieval. Understanding of data structures and analysis of file organization techniques will be emphasized. The principles of data base design, selection and management will be introduced. Students will be given extensive laboratory experience with programming using a database application package.
Prerequisite: BDP106 or BDP109 or BDP195
BDP260 Introduction to Teleprocessing
4 hours; 3 credits
This course examines the area of data transmission and how it is used to communicate with the computer. Topics covered include the nature of the communication links and of the hardware attached to them; common carriers and their services; configuring data communication systems including a description of the codes, modems, terminals, software and methods of line organization. Both a project and a case study are integral elements of the course and are carried out as a part of laboratory assignments.
Prerequisite: CSE099, ENX/ENG099, MAT099
Pre- or Corequisite: BDP120 or BDP196

BDP261 Introduction to Telephony
4 hours; 3 credits
The purpose of this course is to introduce the student to the technology of voice switching, basic activities of a central office and outside telephone media. Various technologies used in telephony will be examined. The topics covered include numbering plan, voice switching using SS, CROSSBAR, ESS, distributing frames (MDF) and carriers. Other topics include history, organization and regulation of Telephony. Telephone media such as cable, satellite, microwave, fiber optic, carriers, and CO equipment (power, MDF, repeaters), principles of wire and radio transmission, a computer controlled switching, PBX, CMS, PBX, CENTREX, VAN, WATS, bypass and cellular telephone systems, and digital services will be reviewed.
Prerequisite: CSE099, ENX/ENG099, MAT099, BDP260

BDP262 Data Communication Concepts
4 hours; 4 credits
This course covers various methods and techniques used in computer communications. The course is designed for telecommunications majors and will aid them in applying data communications skills to on-the-job situations. The student will be required to become familiar with mini, macro and microcomputer data communications. Main topics include message and packet switching, communication processors, distributed systems, line control techniques and IBM access methods.
Prerequisite: CSE099, ENX/ENG099, MAT099, BDP260
Pre- or Corequisite: BDP261

BDP263 Network Operations
4 hours; 4 credits
This course introduces the student to general network theory with respect to the operations and management of data and voice networks. The student will use laboratory equipment, prepare, analyze, configure and simulate network devices such as PBX, multiplexers, modems, switches and a variety of communication media. Actual cases involving trouble-shooting and reporting and loop-testing are utilized to simulate data switching center environments.
Prerequisite: CSE099, ENX/ENG099, MAT099, BDP261, BDP262, BDP290

BDP265 Computer Hardware Interfacing and Programming
4 hours; 3 credits Formerly BDP265 Minicomputers
The course will introduce the student to techniques in controlling a computer system. The course will include interfacing techniques such as memory mapped and isolated I/O, hardware/software interrupts, polling, and assembler language. Programming to include: addressing modes, arithmetic and logic instructions, conditional branching, stacks, subroutines, etc. Also, the student will program in conditional assembler language and macros. The laboratory portion will utilize a 16 or 32 bit based computer system.
Prerequisite: CSE099, ENX/ENG099, MAT109, BDP100 or BDP101

BDP270 Computer Operations I
4 hours; 3 credits
The study of the operation of computer systems with special attention given to computer organization, operation of peripheral units and terminals, and scheduling and documentation. The students will be required to demonstrate their operational and organizational skills in the Computer Center.
Prerequisite: CSE099, ENX/ENG099, MAT099, BDP100 or BDP101

BDP275 Computer Operations II
4 hours; 3 credits
The student will study operating system concepts illustrated by applications in DOS on a microcomputer. The student will study text editing, PIP, and other CP/M utilities. In addition, further coverage of IBM utilities on the mainframe will be included.
Prerequisite: CSE099, ENX/ENG099, MAT099, BDP270

BDP286 Data Structures
4 hours; 3 credits
This advanced computer science course focuses on data structures. It is assumed that the student is familiar with basic computer concepts and Pascal syntax. Topics will include linear data structures such as linked lists, stacks, queues and trees, file processing concepts, records and sets. Programming assignments will focus on implementing complex algorithms.
Prerequisite: CSE099, ENX/ENG099, MAT200, BDP101

BDP289 Computer Technology Project Lab
2 hours; 2 credits
This course reinforces the student’s concepts of digital circuit-board fabrication and/or telecommunications through the construction of a project. Topics include: lab safety, reading schematic diagrams, soldering, wrapping, PC board layout and construction. The student will be required to purchase a project kit and some additional material for the course. The price range for the kit and materials is about $40.00 to $70.00. The projects will vary.
Prerequisite: BDP262 or BDP292

BDP290 Computer Electronics
6 hours; 4 credits
This is a fundamental course in electrical theory and devices, which will provide a basis for further study and concentration in computer maintenance and repair. Among the topics to be considered are: Ohm’s Law, power, Kirchhoff’s Law, voltage divider rule,
superposition theorem, measurement techniques, and some basic electronic components such as resistors, capacitors, inductors and transformers, including an introduction to diodes, power supplies and transistors.

The laboratory portion of the course will include experiments with voltmeters, ammeters, oscilloscopes, breadboarding, and circuit board fabrication. (The purchase of a small kit is required, $10-$15.)

Prerequisite: ENX/ENG099
Pre- or Corequisite: MAT200

**BDP291 Computer Logic, Design and Implementation I**
5 hours; 4 credits

This course will teach students how a computer logic statement is converted into an actual circuit. Using binary notation and boolean algebra, the student will analyze switching networks of logic gates. The circuits which are mathematically described will then be translated into wiring diagrams and implemented on logic trainers and/or prototype boards.

Prerequisite: CSE099, ENX/ENG099, MAT099, BDP290

**BDP292 Computer Logic, Design and Implementation II**
5 hours; 4 credits

Students will learn to analyze sequential networks. The use of flip-flops in circuits, such as binary counters, serial adders, parallel multipliers and code converters will be studied. Wave form analysis will be done in the lab using oscilloscopes and logic devices.

Prerequisite: CSE099, ENX/ENG099, BDP291

**BDP293 Computer Repair**
5 hours; 4 credits

Students will learn how to maintain, diagnose problems in, and repair power supplies, floppy disk drives and controllers, hard disk drives and controllers, memory devices, main computer boards, serial and parallel ports, video devices and printers. Test equipment to be used will include computerized testers, oscilloscopes and patch boxes.

Prerequisite: BDP292

**BDP295 Computer Architecture**
5 hours; 4 credits

This course is intended for students who are in the computer science program or for students interested in developing a background in hardware concepts. Topics covered include number systems, logic circuits, arithmetic circuits, flip-flops, registers, memories, sample designs of simple computers and an introduction to microprogramming.

Prerequisite: CSE099, ENX/ENG099, BDP120 or BDP196, MAT200

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**Cooperative Education Division**

The Division of Cooperative Education offers students the opportunity to explore the career fields they are interested in pursuing and gain experience. The co-op experience is a 9-credit degree requirement which includes 3 internships, or work experiences, and concurrent evening seminars. Day-admitted students and all students in specialized curricular areas such as Animal Health Technology, Bilingual Education Associate, Dietetic Technology, Human Services, Occupational Therapy, and the Physical Therapy Assistant and Pre-Nursing Program have co-op and/or fieldwork or clinical affiliations as a requirement for graduation. Extended Day students, except those in specialized curricula areas as listed above, may register for these courses as electives, by meeting the required prerequisites.

**Introduction to Cooperative Education/Co-op Prep**
1 hours; 0 credits

The course objectives include: understanding the cooperative education program, developing career and personal goals for the internships, learning resume preparation, practicing interviewing skills, understanding employer expectations and the realities of the job market. The Co-op Prep course is a prerequisite to the first internship and seminar.

Pre- or Corequisite: CSE099, ENX/ENG099, MAT099, introductory courses in the student's major field (See the Cooperative Education Division for introductory course requirements by major.) Students need a permit to register obtainable from the Co-op Advisor.

**CEP201, CEP202, CEP203**
Cooperative Education
7 hours; 3 credits

Each of these three courses includes both the internship and the seminar. The internship is a full-time work
Liberal Arts | Applying Social Science Concepts in the Workplace
Managerial Studies | Management Principles
Occupational Therapy | Clinical Affiliation in Therapy
Physical Therapy | Applying Social Science Concepts in the Workplace

### Cooperative Education in Specialized Curriculum:

Animal Health Technician majors register for CEV201 (Research Animal Practice), CEV202 (Small Animal Practice) and CEV203 (Selected Animal Practice) in place of CEP201, CEP202 and CEP203.

Human Services majors register for HSC200 or HSC201 (child care option) or HSM200 or HSM201 (mental health option) in place of CEP201, CEP202 and CEP203. See Department of Human Services course descriptions for details.

Occupational therapy majors register for SOC290, SOC291, and SOC292 in place of CEP201, CEP202, and CEP203. Course descriptions can be found in the Natural and Applied Sciences Department section.

Dietetic Technician majors register for SCD260, SCD261, SCD262, SCD263, and SCD264 in place of CEP201, CEP202, and CEP203. Course descriptions can be found in the Department of Natural and Applied Sciences section.

A list of seminars by major and co-op internship follows:

### First Internship Seminar

<table>
<thead>
<tr>
<th>Major</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Accounting Information Systems</td>
</tr>
<tr>
<td>Animal Health Tech.</td>
<td>Methodology, Morality, and Use of Animals in Research</td>
</tr>
<tr>
<td>Bilingual Ed. Assoc.</td>
<td>Applying Social Science Concepts in the Workplace</td>
</tr>
<tr>
<td>Computer Info. Systems</td>
<td>Application of Data Processing to the Workplace</td>
</tr>
<tr>
<td>Human Services</td>
<td>Human Relations Field Seminar</td>
</tr>
</tbody>
</table>

### Second Internship Seminar

Career Advancement Opportunities within each major field (sections by curriculum).

Animal Health Technician students take Practice Management for the Animal Health Technician.

Prequsite: CEP201

### Third Internship Seminar

Independent Research: The Application of Course Work to Reality (sections by curriculum).

Animal Health Technician students take Jurisprudence and Ethics for the Animal Health Technician (For seminars in other specialized curricula, see curriculum section).

### CE204 Cooperative Education

7 hours; 3 credits

Students may elect to do an optional fourth internship, for which they will receive three credits which could be applied as an unrestricted elective credit towards their degree. The decision to do a fourth internship must be reached jointly by the Co-op Advisor and the student and is subject to the availability of an appropriate internship.

Students will be responsible for completing an independent seminar project to correspond to the fourth level internship.

Prequsite: CEP203 and permission of the Co-op Advisor

### Counseling Program

Counselors within the Division of Student Services provide programs designed to help students with personal, academic and career concerns. The department also offers a Freshman Seminar course, described below.

### Freshman Seminar

1 hour; 0 credit

Freshman Seminar is designed to provide an orientation to LaGuardia and to provide students with the knowledge and skills they need to be successful in college. Students will learn college policies and requirements; they will learn effective study skills and test-taking strategies. In addition, students will engage in the career exploration process and develop plans for relating classroom learning to cooperative education experiences.

### English Department

The English Department, through a carefully designed curriculum that includes composition, literature and journalism courses, teaches students writing and analytical skills necessary for both academic and career success.

The department offers courses in: journalism, literature, writing, and urban studies. They are presented below in that order.

### Journalism

ENG212 Feature Writing for Newspapers and Popular Magazines (Formerly: Forms and Techniques of Popular Writing)

3 hours; 3 credits

This course introduces students to a variety of feature story forms: the human interest story, investigative...
reporting, lifestyle columns and reviews. Students will learn how to conduct interviews, develop background information, organize articles and write in a lively style. Students will write in their own area of interest—politics, fashion, sports or the arts—and will have an opportunity to publish work in the school newspaper, The Bridge.

**Prerequisite:** ENG101

**ENG217 Elements of Broadcast Journalism: Radio and Television Writing and Programming**  
*3 hours; 3 credits*

This course deals with news writing for radio and television. It also examines the history of these communications media and their impact on American society. Full-coverage news programming will be studied and written. Areas to be covered include the traditional news shows, public and community affairs, music and educational offerings. Students will simulate television news programs with available equipment.

**Prerequisite:** ENG101

**ENG214 Journalism: Its Scope and Uses**  
*3 hours; 3 credits*

This course is an overview of journalism, with emphasis on print and related areas, such as publicity, in-house publications and public relations. Also to be covered are the history, techniques and impact of journalism as an institution. Newswriting, editing, production, organization and management methods are to be practiced through assignment to various college publications. Working press visitors to the classroom, and field trips to newspaper and magazine offices are course components.

**Prerequisite:** ENG101

**ENG215 Journalism: The Craft of Gathering and Reporting The News**  
*3 hours; 3 credits*

This course emphasizes investigative techniques and old fashioned legwork. In addition to working on at least one major investigative and several other writing assignments, in teams or individually, students will be involved in rewriting, editing and headwriting. Students will be assigned to college publications. Field trips and working press visitors are elements of the course.

**Prerequisite:** ENG101

**ENG216 Journalism in the Private Sector: The House Organ, Public Relations and Advertising**  
*3 hours; 3 credits*

Private sector journalism is an examination of house- and group-organ publications and their impact upon the people they are designed to serve. The course will also cover public relations and advertising history and their growth as institutions. Elements of copywriting for these journalism-related industries will be practiced, as well as planning for simulated advertising and public relations campaigns.

**Prerequisite:** CSE099, ENG101

**ENG225 Afro-American Literature**  
*3 hours; 3 credits*

This course is designed to introduce students to the literature of the city and make them more aware of the power, richness, and complexity of urban life. Attention will be given to important urban social issues and cultural developments as seen in novels, short stories, poems and plays. Popular art forms like journalism, songs and films may also be examined from an urban perspective. Such major city writers as Carl Sandburg, Charles Dickens, Daniel Defoe, Nathaniel West, Hart Crane, Lorraine Hansberry, Richard Wright and Ralph Ellison will be considered.

**Prerequisite:** CSE099, ENG101

**ENG205 The Bible as Literature**  
*3 hours; 3 credits*

This course is designed to analyze the Bible critically as a literary compilation with particular consideration to the following forms: myth, epic narrative, drama, poetry, prophecy and parallel. Questions of literary history, canonicity, authorship and source materials are considered. Various translations (e.g., King James, Coverdale, Jerusalem) may be examined comparatively for their use of language. Selections for study are chosen for their impact on subsequent literature, as well as for their artistic merit.

**Prerequisite:** ENG101

**ENG245 Images of Women in Literature**  
*3 hours; 3 credits*

This course is designed to familiarize the student with the ways in which the
role of women has been portrayed in literature. By identifying various stereotypes and certain recurrent themes, students will be made aware of how literature reflects and sometimes determines societal expectations. Works by both male and female authors will be examined, including such authors as Henrik Ibsen, D.H. Lawrence, Ernest Hemingway, Tennessee Williams, Edward Albee, Sylvia Plath, Mary Gordon, Toni Morrison, Alice Walker, and Audre Lorde.

**ENG247 The Woman Writer: Her Vision and Her Art**  
3 hours; 3 credits

This course will explore the unique experience of the woman writer. Studying works written by women from a variety of ethnic groups, geographic locations, and historical periods will reveal how being a woman has influenced the woman writer's creative interpretation of the human condition. Tillie Olsen, Carson McCullers, Joyce Carol Oates, Toni Morrison, Lillian Hellman, and Nadine Gordimer may be studied.

**ENG250 The Short Story**  
3 hours; 3 credits

An examination of the development and conventions of the short story, this course provides an analysis of representative short stories in the context of their biographical, social, intellectual, and artistic backgrounds. Such authors as Edgar Allan Poe, Anton Chekhov, D.H. Lawrence, F. Scott Fitzgerald, James Joyce, Ernest Hemingway, Ralph Ellison, and Nadine Gordimer will be studied.

**ENG252 Sexuality in Literature**  
3 hours; 3 credits

This course will introduce students to literature in which sexuality provides the dominant themes, motifs, or images. Issues such as sex as a metaphor for violence, pornography vs. eroticism, and the idealized lover may be discussed. Authors examined might include Chaucer, Bernard Malamud, Virginia Woolf, Walt Whitman, Donald Goines, Alta, and Victor Hernandez Cruz. Works such as *For Colored Girls . . ., Laila, Lady Chatterley's Lover, The Color Purple,* and *The Picture of Dorian Gray* may be included.

**ENG256 Humor in Literature**  
3 hours; 3 credits

This course introduces students to humor in literature from the Classic period to the present in the genres of drama, poetry, and fiction and provides them with interpretive skills required for an appreciation and understanding of the texts. In reading the works of such authors as Aristophanes, Shakespeare, Ishmael Reed, and Fran Lebowitz, the class will define and examine examples of humorous literature such as satire, romantic comedy, parody and farce.

**ENG260 The Novel**  
3 hours; 3 credits

This course explores the structure and growth of the novel—its techniques, its psychological insights, and its startling changes in form. The course provides an analysis of representative works with an emphasis on 19th and 20th Century fiction in the context of its biographical, social, intellectual and artistic backgrounds. Such authors as Daniel Defoe, Jane Austen, Charles Dickens, George Eliot, D.H. Lawrence, E.M. Forster, Ernest Hemingway, Ralph Ellison, John A. Williams, J.D. Salinger and Toni Morrison will be studied.

**ENG265 Humor in Literature**  
3 hours; 3 credits

This course offers an introduction to dramatic literature, with attention given to major periods of development, including ancient Greece, the Elizabethan period, and modern times. Selections will be made from such representative dramatists as Sophocles, William Shakespeare, William Congreve, Oscar Wilde, Henrik Ibsen, Eugene O'Neill, Lillian Hellman, Bertolt Brecht, Lorraine Hansberry, Arthur Miller, Tennessee Williams, Peter Shaffer, and Tom Stoppard.

**ENG266 Shakespeare**  
3 hours; 3 credits

This course is designed to help students appreciate Shakespeare. It is a survey that briefly looks at Elizabethan society in order to help the students understand Shakespeare's world. A selection of sonnets are examined to familiarize the class with the special language of the age. The course concentrates on approximately five representative plays from the history plays, the comedies, the romances and the tragedies. Plays studied might include Henry IV, Part I, Twelfth Night, Hamlet, A Midsummer Night's Dream, As You Like It, Romeo and Juliet, King Lear, and/or Anthony and Cleopatra.

**ENG268 The Immigrant Experience in American Literature**  
3 hours; 3 credits

This course will offer an introduction to literature written by and about immigrants in America. Attention will be given to the immigrant's experiences and struggles as seen in novels, stories, and plays. The works of such major writers as Willa Cather, Arthur Miller, James T. Farrell, Mario Puzo, Philip Roth, Alex Haley, William Saroyan, Rene Marques, Paule Marshall, Claude McKay, and Maxine Hong Kingston will be considered.

**ENG269 Contemporary Black American Fiction**  
3 hours; 3 credits

This is a consideration and analysis of a selected number of major African-American fiction writers from 1952 to the present. Emphasis will be placed on both the survival of older fictional concerns (e.g., racism, violence, the search for identity) and the appearance of new trends (e.g., the employment of folklore materials, the revitalized use of Black dialects, the emergence of a group of women writers). Works by such authors as Ralph Ellison, James Baldwin, John Williams, Toni Morrison, Albert Murray, Alice Walker, Ernest Gaines and Ishmael Reed will be read.

**ENG270 The Drama**  
3 hours; 3 credits

This course is designed to help students appreciate Shakespeare. It is a survey that briefly looks at Elizabethan society in order to help the students understand Shakespeare's world. A selection of sonnets are examined to familiarize the class with the special language of the age. The course concentrates on approximately five representative plays from the history plays, the comedies, the romances and the tragedies. Plays studied might include Henry IV, Part I, Twelfth Night, Hamlet, A Midsummer Night's Dream, As You Like It, Romeo and Juliet, King Lear, and/or Anthony and Cleopatra.

**ENG272 The American Novel**  
3 hours; 3 credits

This course is designed to help students appreciate Shakespeare. It is a survey that briefly looks at Elizabethan society in order to help the students understand Shakespeare's world. A selection of sonnets are examined to familiarize the class with the special language of the age. The course concentrates on approximately five representative plays from the history plays, the comedies, the romances and the tragedies. Plays studied might include Henry IV, Part I, Twelfth Night, Hamlet, A Midsummer Night's Dream, As You Like It, Romeo and Juliet, King Lear, and/or Anthony and Cleopatra.

**ENG273 The American Short Story**  
3 hours; 3 credits

This course is designed to help students appreciate Shakespeare. It is a survey that briefly looks at Elizabethan society in order to help the students understand Shakespeare's world. A selection of sonnets are examined to familiarize the class with the special language of the age. The course concentrates on approximately five representative plays from the history plays, the comedies, the romances and the tragedies. Plays studied might include Henry IV, Part I, Twelfth Night, Hamlet, A Midsummer Night's Dream, As You Like It, Romeo and Juliet, King Lear, and/or Anthony and Cleopatra.
ENG270 Introduction to Poetry
3 hours; 3 credits

This course introduces students to the pleasures and rewards of poetry. The basic elements of poems will be studied. Students will read many kinds of poems from different countries and different historical periods. Such poets as William Shakespeare, William Blake, Walt Whitman, Emily Dickinson, Robert Frost, e.e. cummings, W.B. Yeats, Countee Cullen, Langston Hughes, Gwendolyn Brooks and Adrienne Rich may be studied.
Prerequisite: CSE099, ENG101

ENG/HUC272 Literature and Film
4 hours; 3 credits

This course studies the similarities and differences between literature and film. By comparing and contrasting literary works (complete and excerpts) with films, the course illuminates the methods, structures and contents of the two media, as well as their relationship. Writers to be considered may include Shakespeare, Keats, Dickens, Dickinson, Wright, and West; films to be viewed may include those made by Griffith, Chaplin, Eisenstein, Riefenstahl, Flaherty and Resnais.
Prerequisite: CSE099, ENG102, HUC150 or HUC270

ENG275 The Great Writer
3 hours; 3 credits

This course studies the work of a single major author. Students will examine the author in depth, exploring the writer’s career, major works, literary influence, and cultural context in order to understand his or her contribution to literary history. The author selected might be Chaucer, Milton, Austen, Dickens, Whitman, Dickinson, Wright, Faulkner, Hughes or Morrison.
Prerequisite: CSE099, ENG101

ENG280 Children’s Literature
3 hours; 3 credits

This course is designed to familiarize the student with various types of children’s literature, including folklore, modern fantasy, poetry, picture books and realistic fiction. Students also learn how to evaluate the literature and how to choose books to share with children from pre-school through elementary school. Through a study of the works of such authors as Hans Christian Andersen, E.B. White, A.A. Milne, Louisa R. Shotwell, William H. Armstrong and Maurice Sendak, among others, the basic themes of children’s literature are explored.
Prerequisite: CSE099, ENG101

ENG285 Literature for the Adolescent
3 hours; 3 credits

This course focuses on literature for the adolescent at the junior and senior high school level. Students will learn how to evaluate various genres on the basis of criteria for literary excellence and on the basis of appropriateness for and accessibility to the adolescent. Emphasis is placed on works of literature dealing with the rite of passage into adulthood, and students will explore the various cultural, racial, economic and religious contexts in which that passage is experienced. Readings will include works by Mark Twain, Sherwood Anderson, J.D. Salinger, John Knowles, Sylvia Plath, Nat Hentoff, James Baldwin, Alice Childress, Paul Zindel and others.
Prerequisite: CSE099, ENG101

Writing

ENG097 Basic Writing I
4 hours; ¾ credit

This course is designed to introduce students to the elements of sentence and paragraph writing. The focus is on generating ideas and strategies for composition. Students will also apply basic grammatical principles in practicing proofreading skills. Work will be done individually and in groups both in the classroom and at the Writing Center. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.
Prerequisite: ENG099, ESL sequence (if previously required)

ENG098 Basic Writing II
4 hours; ½ credit

This course is designed to improve students’ fluency in writing through personal experience narratives. The focus is on the development of an idea into a paragraph. The course introduces the student to essential principles of grammar and sentence structure. Students receive personalized instruction in the classroom and in the Writing Lab. In addition, students are encouraged to receive tutoring at the Writing Center. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.
Prerequisite: ENG098; ESL sequence (if previously required)

ENG099 Basic Writing III
4 hours; ¾ credit

This course is designed to develop and/or reinforce students’ rhetorical, organizational and grammatical skills through an understanding of the writing process. The focus is on expressing ideas clearly in formal written English. Grammatical competency is reinforced throughout the term according to students’ individual needs: both the classroom setting and the Writing Lab are used for this purpose. In addition, students are encouraged to receive tutoring at the Writing Center. Students must complete a series of passing in-class essays to complete the course. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.
Prerequisite: ENG098; ESL sequence (if previously required)

ENX099 Basic Writing III
4 hours; ½ credit

This course is equivalent to ENG099, but is offered in a five-hour format for new students in their first quarter at the College. See course description for ENG099 above. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

ENG101 Composition I: An Introduction to Expository Writing
3 hours; 3 credits

In this course students focus on the process of writing clear, correct and effective expository essays in response to selected prose readings. Emphasis is placed on using various methods of organization appropriate to the writer’s purpose and audience. Students are
introduced to argumentation and documentation. They write essays frequently, both in and out of class. This course is required for all majors.

Pre-Requisite: CSE098, ENX/ENG099 (if previously required)

ENG102 Composition II: Writing Through Literature
3 hours; 3 credits

A continuation of the work done in ENG101, this course provides a dual focus: intensified work in writing and an introduction to the study of fiction, poetry, and drama. Students are introduced to a variety of writing strategies used in composing interpretive and analytical essays. Writing assignments include a critical research paper. (This course is required for all liberal arts majors.)

Pre-Requisite: ENG101

ENG103 Preparing and Writing the Research Paper
2 hours; 2 credits

This course takes up the skills needed to prepare and write a formal research paper. It is recommended for students transferring to four-year colleges. The students learn and practice the skills involved in research reports for major disciplines as the social sciences, humanities, human services, and English. These include: choosing an appropriate topic and limiting its focus; using library reference materials; outlining and taking notes; using quotations and paraphrases; preparing footnotes and bibliography; and, finally, incorporating these skills in the development of a typed manuscript.

Pre- or Corequisite: ENG101

ENG104 Intermediate Writing: The Peer-Tutor Experience
5 hours; 4 credits

This course is for students who want to perfect their writing while at the same time engaging in a cooperative learning experience. It is designed to give students a better understanding of themselves and of their writing, and to improve their skills in grammar and composition. Active discussion and criticism of another’s writing will form the core of this course. Carefully supervised peer-tutoring in the Writing Center will give students valuable additional experience and insight into the writing process. Three hours of supervised tutoring in the Writing Center and two class hours will be required of all students taking this course.

Pre- or Corequisite: ENG101

ENG106 Critical Writing: Analysis and Argumentation
3 hours; 3 credits

This course is designed to reinforce and add to the skills developed in Composition 1. Emphasis will be placed on those skills central to planning, composing and revising essays of argumentation and critical analysis. Students will also work on developing greater variety and brevity of style and will write a series of essays, including precepts, analyses and critiques, based on related readings. A final term paper will contain an independent evaluation of secondary sources.

Pre-Requisite: CSE099, ENG101

ENG112 Writing for Business*
3 hours; 3 credits

This course introduces students to the principles of effective business writing and focuses on clarity, precision, brevity, inclusiveness, politeness and correctness. Students are introduced to a variety of different forms of business writing, like the memo, the resume, letters of application, complaint and adjustment letters. The students are also guided through the process of writing a longer research report.

Pre-Requisite: ENG101

ENG197 Media Arts*
3 hours; 3 credits

The chief aim of this course is to reach a fuller understanding of the workings, devices, and effects of four types of mass media: film, newspapers, television and drama. The section on film discusses the very complex questions of when film is fact and when it is fiction. Using this knowledge of film, the course analyzes the portrait of newspapers in film and the ability of television to inform, amuse, and manipulate. Finally, filmed versions of plays will be compared to the written version. Some creative work in one or another media, for those who wish it, is also possible.

Pre-Requisite: ENG101

Urban Study

ENN191 Art, Politics, and Protest
3 hours; 3 credits

This course examines political and/or protest art as expressed in literature, song, drama, and other arts. Issues in New York that stirred or are stirring artistic responses will be given special emphasis. Activities will include visits to museums such as the Metropolitan Museum of Art or the Museum of Modern Art, to galleries in Greenwich Village or Soho, to Ellis Island, to Broadway and off-Broadway productions and to individual communities.

Pre-Requisite: ENX/ENG099, CSE098

ENN193/SSN193 Ideal Societies
3 hours; 3 credits

This course is designed to help students understand utopian movements in urban society from historical, psychological and sociological perspectives. This course will focus on the causes for creating utopian experiments and the ways in which utopias approach family structure, religion, education, power, and economic organization. Literary versions of utopian communities will be studied. Field trips may be taken to such places as Roosevelt Island and Shaker Village.

Pre-Requisite: CSE099, ENX/ENG099, SS1100 or SSE101 or SSY101

ENN195 Violence in American Art and Culture
3 hours; 3 credits

This course investigates the atmosphere of violence in New York life as reflected in urban art forms. Through field trips to television studios, theaters, construction sites, subway stations and selected neighborhoods, students will examine art that reflects the sources and forms of urban violence. Special attention will be given to forms of
popular culture such as films, newspapers, theaters, crime stories and subway art.

Prerequisite: ENX/ENG099

ENN198 Creative Writing Workshop
3 hours; 3 credits

This course introduces students to the elements of creative writing by using New York as a writer's laboratory. Field trips to city places such as schools, streets, parks will lead to writing that uses these places and the people in them as themes. Students will write a variety of creative pieces—sketches, brief narratives, poems, dramatic dialogues dealing with this glimpsed New York life. Reading of and visits with New York writers writing on New York themes will complement these activities.

Prerequisite: ENG101

English as a Second Language

English as a Second Language courses make up the core of the English Language Center, a program within the Division of Adult and Continuing Education. Other Division of Adult and Continuing Education courses are listed in the catalog under the Division's heading.

The English Language Center provides instruction in English in both non-credit and credit courses. Information about non-credit courses can be found in the section titled Division of Adult and Continuing Education.

Credit courses (ESL096, 097, 098 and 099) are open to regular first-year students registered at LaGuardia in preparatory, beginning, intermediate and advanced levels.

ESL096 English as a Second Language Workshop
9 hours; 1½ credits

This course is designed for students who do not know any English or have only a minimal knowledge. They receive intensive practice in the language through listening and reading activities. Pronunciation, speaking and writing are also emphasized. At the end of the course, students are expected to show significant improvement in all of the skills, but especially in listening and reading.

Prerequisite: Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

ESL097 English as a Second Language I
9 hours; 2½ credits

This course helps intermediate level ESL students to improve their reading and writing skills and also provides practice in listening and speaking. All of the activities focus on expanding the students' knowledge of English and developing fluency in all of the skills. At the end of the course, students must demonstrate increased competency in writing as well as in reading, speaking, and listening. Admission is automatic for students who have completed ESL096. For other students, admission is based on the college placement test scores of the Freshman Skills Assessment Program.

Prerequisite: ESL097

ESL098 English as a Second Language II
8 hours; 2½ credits

This course provides extensive practice in reading, writing, listening and speaking using college-level materials. It also helps students to increase their vocabulary and to develop their note-taking skills. Its primary purpose is to enable students to develop the ability to express their ideas in acceptable written and spoken English. At the end of the course, students must demonstrate competency in listening, speaking, reading, and writing. Final compositions, which are read by both ESL and English Department faculty, determine placement in the sequence of English Department courses. Admission is automatic for students who have completed ESL097. For other students, admission is based on the college placement test scores of the Freshman Skills Assessment Program.

Prerequisite: ESL097

ESL099 English as a Second Language III
8 hours; 2½ credits

This course provides extensive practice in reading, writing, listening and speaking using college-level materials. It also helps students to increase their vocabulary and to develop their note-taking skills. Its primary purpose is to enable students to develop the ability to express their ideas in acceptable written and spoken English. At the end of the course, students must demonstrate competency in listening, speaking, reading, and writing. Final compositions, which are read by both ESL and English Department faculty, determine placement in the sequence of English Department courses. Admission is automatic for students who have completed ESL098. For other students, admission is based on the college placement test scores of the Freshman Skills Assessment Program.

Prerequisite: ESL099
ESR098 English as a Second Language for Selected Readers
8 hours; 2½ credits
This is an accelerated course which focuses on expository writing, critical reading skills, and speaking/presentation for the non-native speaker of English and is open only to those students who achieve a predetermined level based on the reading placement test.
Oral presentations and/or themes will follow the discussion of reading selections used to improve the students’ ability to think critically. These selections and the students’ compositions will be used for grammar and vocabulary instruction. Students will practice all the language skills and at the end of the course are expected to use English with greater fluency and facility.
Prerequisite: Based on reading and writing scores achieved on college placement procedures of the Freshman Skills Assessment Program.

Humanities Department

The Humanities Department is composed of seven areas: visual arts, bilingual education, critical thinking and reasoning studies, foreign languages, performing arts, philosophy, and speech communication.
Courses are designed to assist students in understanding and evaluating the cultural and environmental conditions in which they live. More specifically, students learn effective oral communication, comprehension and appreciation of literature from non-Anglophone cultures, artistic appreciation and expression, skills of music listening and performance, the fundamentals of philosophy, critical and creative thinking skills, and the theory and practice of bilingualism.
The department offers courses in: visual arts (art and culture, studio art, film and media), bilingual education, critical thinking and reasoning, speech communication, foreign languages, (Chinese, French, Greek, Italian, Portuguese, and Spanish), performing arts (dance, music and theatre), philosophy, and urban study. These courses are presented below in that order.

Bilingual Education

HUB102 The Bilingual Child in an Urban Environment (Educational Psychology)*
5 hours; 3 credits
This course deals with an examination of the psychological theories of learning and motivation as they apply to bilingual children. Students will be introduced to the general concepts of educational psychology specifically as they apply to bilingual education. Theories of learning and motivation, cognition, learning disabilities and cultural pluralism will be examined in the context of preadolescent development in an urban setting. In addition to class sessions, a two-hour per week field lab and a case study log are required.
Prerequisite: CSE099, ENX/ENC099, SSY101, HUN101
Note: This is a TAR course that follows HUN101 in the Bilingual Education Associate sequence and must be completed before the first internship.

HUB103 Principles and Practices of Bilingual Education*
6 hours; 3 credits
This course deals with a) learning theories and their implications for the bilingual child in his/her total school environment, b) a review of instructional approaches and teaching strategies which could be effectively used to educate bilingual children, c) the nature of first and second language acquisition as well as the materials for the teaching of language to transitional bilingual children.
Prerequisite: CSE098, ENX/ENC099, HUB102

HUB200 Bilingual Language Arts*
6 hours; 3 credits
This course surveys theories, practices, and materials in the teaching of language arts in bilingual programs. It includes examination of the interrelations of listening, speaking, reading, and writing, as well as the influence of culture on language development.
Course work involves developing and presenting mini-lessons and designing a four-week language arts unit. In addition, students will evaluate materials and present written and oral reports. A three-hour weekly field experience is required.
Prerequisite: CSE098, HUB103, ENG101

Critical Thinking And Reasoning Studies

HUP100 Critical Thought Skills
3 hours; 3 credits
This course seeks to aid the development of students’ thinking skills and language abilities. Concrete examples will be employed as a means of improving the students’ everyday use of concepts to organize their experience. The examples will focus on those skills which students need in order to solve problems and to make choices in their academic, career and personal lives.
Corequisite: CSE097 or CSE098 or CSE099, ENC098 or ENX/ENC099 or MAT098 or MAT099; this course is limited to students enrolled in any one or more of these courses.

HUR101 Creative Thinking: Theory and Practice
3 hours; 3 credits
This course is designed to explore the creative thinking process from a Humanities perspective and to develop one’s creative thinking abilities. It includes an analysis of the creative thinking process, opportunities to work on projects and activities requiring creative thinking, and personal appearances by creative people discussing their work.
Prerequisite: CSE099, ENX/ENC099, MAT098

* This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
**Foreign Languages**

**Chinese**

**HUEI01 Modern Chinese I**
4 hours (3 lectures, 1 lab); 3 credits

This basic course in Modern Chinese (Mandarin) is designed to develop primarily listening and speaking skills through work in the classroom and the language laboratory. Students will learn the pronunciation, grammar and vocabulary of Chinese in the context of important aspects of the culture affecting the communication process. Students will be introduced to the romanized writing system (pinyin).

Prerequisite: CSE098, ENX/ENG099; Note: A student must successfully complete HUEI01 before credit towards graduation is granted for HUEI01 Modern Chinese I.

**HUEI02 Modern Chinese II**
4 hours (3 lectures, 1 lab); 3 credits

This is a continuation of Chinese I. Listening and speaking skills will be further developed through work in the classroom and the language lab. Students will learn more about Chinese pronunciation, grammar and vocabulary in selected cultural contexts. The basic Chinese writing system will be introduced.

Prerequisite: CSE098, ENX/ENG099, HUEI01 or exemption exam

**French**

**HUF101 Elementary French I**
4 hours (3 lectures, 1 lab); 3 credits

This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory. This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory. This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory.

Prerequisite: CSE098, ENX/ENG099; Note: A student must successfully complete HUF101 before credit is granted for HUF101 Elementary French I.

**HUF102 Elementary French II**
4 hours (3 lectures, 1 lab); 3 credits

This is a continuation of Elementary French I (HUF101).

Prerequisite: CSE098, ENX/ENG099, HUF101 or permission of chairperson

**Italian**

**HUI101 Elementary Italian I**
4 hours (3 lectures, 1 lab); 3 credits

This course for beginners is designed to develop listening, speaking, reading, and writing skills through work in the classroom and the language laboratory. This course for beginners is designed to develop listening, speaking, reading, and writing skills through work in the classroom and the language laboratory. This course for beginners is designed to develop listening, speaking, reading, and writing skills through work in the classroom and the language laboratory.

Prerequisite: CSE098, ENX/ENG099; Note: A student must successfully complete HUI102 before credit is granted for HUI101 Elementary Italian I.

**HUI102 Elementary Italian II**
4 hours (3 lectures, 1 lab); 3 credits

This is a continuation of Elementary Italian I (HUI101).

Prerequisite: CSE098, ENX/ENG099, HUI101 or permission of chairperson

**Greek**

**HUK103 Intermediate Greek**
3 hours; 3 credits

This course is designed to further develop language skills. The relationship between speaking, reading and writing is emphasized.

Prerequisite: CSE098, ENX/ENG099, HU102, or placement test

**Spanish**

**HUS101 Elementary Spanish I**
4 hours (3 lectures, 1 lab); 3 credits

This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory. This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory.

Prerequisite: CSE098, ENX/ENG099, HUS101 or permission of chairperson

**HUS102 Elementary Spanish II**
4 hours (3 lectures, 1 lab); 3 credits

This is continuation of Elementary Spanish I (HUS101).

Prerequisite: CSE098, ENX/ENG099, HU102 or permission of chairperson

**Portuguese**

**HUZ101 Elementary Portuguese I**
4 hours (3 lectures, 1 lab); 3 credits

This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory. This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory.

Prerequisite: CSE098, ENX/ENG099, Note: A student must successfully complete HUZ102 before credit is granted for HUZ101 Elementary Portuguese I.

**HUZ102 Elementary Portuguese II**
4 hours (3 lectures, 1 lab); 3 credits

This is continuation of Elementary Portuguese I (HUZ101).

Prerequisite: CSE098, ENX/ENG099, HU101 or permission of chairperson
HUS105 Spanish for Fluent Speakers I
4 hours; 3 credits
This course is designed to enable the native speaker of Spanish to master the intricacies of Spanish accentuation and spelling, to expand his/her vocabulary and to allow him/her to conduct a basic grammatical analysis of the sentence.
Prerequisite: Placement Exam

HUS106 Spanish for Fluent Speakers II
4 hours; 3 credits
This course is designed to develop mastery of Spanish orthography, to expand vocabulary and knowledge of perfect tenses and regular verbs, and to develop the ability to construct complex syntactical structures. Students will be expected to write grammatically correct short paragraphs.
Prerequisite: HUS105 or placement examination

HUS200 Latin American Literature I
3 hours; 3 credits
This course deals with an introduction to Latin American literature and its relationship to the dynamics of social change. The course also traces the influence of European, North American, African, and pre-Columbian elements on Latin American literary movements. Topics include pre-Columbian literatures, colonization and exploration, the wars of independence, and abolition.
Prerequisite: HUS105 or placement test

HUS201 Latin American Literature II
3 hours; 3 credits
This course is a continuation of HUS200. The second term deals with urbanization, social consciousness, alienation, black awareness, and the new revolutions.
Prerequisite: HUS105 or placement test.

HUS204 Latin American Civilization
3 hours; 3 credits
This course deals with an in-depth study of the peoples and cultural institutions of Latin America through the examination of selected topics such as caudillismo, machismo, mestizaje, honor, slavery, and aboriginal traditions as reflected in different forms of literary and artistic expression. Students will learn to comment critically on Latin American civilization and to make significant comparisons with their own backgrounds and experiences.
Prerequisite: HUS105 or permission of instructor

HUS210 Advanced Spanish Composition
3 hours; 3 credits
This course is designed as an introduction to the study of fiction and stylists in the Spanish language. Students learn to identify and utilize effective communicative strategies in written Spanish. They also build an adequate vocabulary for career or academic purposes. Weekly assignments will stress critical and composition skills.
Prerequisite: HUS105 or exemption exam

HUS220 Commercial Spanish*
3 hours; 3 credits
This course is designed to reinforce advanced composition and research techniques in the field of business. Emphasis is placed on types of business communications and the preparation and analysis of research reports. Students will become familiar with the main similarities and differences between commercial terminology in Spanish and English.
Prerequisite: CSE098, ENG101, HUS210 or placement exam

HUS270 Literature of the Caribbean
3 hours; 3 credits
This course deals with a comparative study of the novel, drama, poetry, and essay of the countries in the Caribbean basin. Course content will change according to instructor and student preferences. Representative authors may include Marti, Hostos, Llorens Torres, Guillei, Lezama Lima, Mir, Bosch, Cesaire, Carpentier, and Fanon.
Prerequisite: HUS105 or placement test

HUF150, HUI150, HUK150, HUS150 Skills Maintenance in Foreign Language
2 lab hours; 1 credit
This laboratory course is designed to maintain foreign language skills during an interruption in the study sequence. Individual instruction is directly related to students’ particular field of interest. Hours individually arranged.
Prerequisite: CSE098, ENX/ENG099

Performing Arts

Dance

HUD101 Theatrical Dance I*
2 hours; 1 practice hour; 2 credits
This course will introduce students to ballet, modern jazz and selected ethnic dance through dance history and class performance. Students will utilize the basic techniques of each of these dance forms, including barre exercises, center practice and combinations across the floor. The basic theory of the positions and movements of the body will be explored. Leotards and tights or loose-fitting athletic wear is recommended. Students will be required to attend one live dance performance estimated cost: $5.00 to $10.00.
Studio time (one hour) will be recommended for use by students for practice. This will be an unsupervised practice time and students will not be required to pay tuition for this hour.
Prerequisite: CSE098, ENX/ENG099

Music Performance

HUM150 Choir*
3 hours; 1 credit
Emphasis is on the preparation of choral music for performance. The repertory will include traditional masterpieces of choral literature, Broadway show tunes and currently popular works. Choir will provide the student with an opportunity to learn and perform masterpieces of the choral literature from ancient chants to the latest

*This course can only be used to fulfill the unrestricted elective requirement. It cannot by used to fulfill the liberal arts requirement.
contemporary works. Choir members will study the form and structure of choral works from different historical periods and learn to recognize their stylistic differences. In addition to classwork (rehearsals), the students will be prepared for public performances before audiences and on radio and TV. A student may take Choir five quarters for credit, or audit without credit. A student may earn a total of 10 credits in Band, Contemporary Vocal Ensemble and/or Choir.

Prerequisite: CSE098
Corequisite: ENX/ENG099, MAT098

HUM151 Contemporary Vocal Ensemble*
3 hours; 1 credit

Emphasis is on the preparation for public performance of contemporary choral music for small vocal ensemble with two to four voices on each part. The repertoire will include arrangements in a variety of contemporary vocal idioms: gospel, musical theatre, jazz. Performances of original works will also be encouraged. Enrollment will be limited to 20 students.

Prerequisite: CSE098 A student may take Contemporary Vocal Ensemble five quarters for credit, or audit without credit. (A student may earn a total of 10 credits in Choir, Band and/or Contemporary Vocal Ensemble.)

HUM155 Voice Class I*
3 hours; 3 credits

Emphasis is on the development of the voice for solo performance. Each student will explore the music most suitable for his or her individual voice or singing style. Class work includes basic music reading, vocal exercises, stage conduct and vocal styles. There will be both individual and group vocal work in class, including daily solo stage performance. Use of recording and TV taping for development of style and stage professionalism is included.

Prerequisite: CSE098, ENX/ENG099, MAT098

HUM156 Voice Class II*
3 hours; 3 credits

Based on foundations and experience in HUM155, emphasis is on individual vocal and professional development in performance. Class work includes advanced vocal exercises, stage conduct and style, daily solo performance, use of recording techniques, stage and TV taping. Experience involves preparation of resumes and professional programs in various styles of vocal music. Actual working experience will include techniques and adaptations required on TV, recording, opera, clubs, orchestras, and combos. Business aspects of the vocal music profession will be investigated, including: agents, publicity, managers, and contracts. Public performance on campus is required. Opportunities for auditions in New York City for professional and semi-professional engagements are provided.

Prerequisite: HUM101 or HUM150 or equivalent; HUM155 or equivalent

HUM160 Band*
3 hours; 1 credit

The Band will provide the student with an opportunity to learn and perform masterpieces of the instrumental literature from the Renaissance to the latest contemporary works of today. Members of the band will study the form and structure of instrumental works from different historical periods and learn to recognize their stylistic differences.

In addition to classwork (rehearsals), the students will be prepared for public performances before audiences and on radio and TV. A student may take Band for 5 quarters for credit, or audit without credit. A student may earn a total of 10 credits in Choir, Contemporary Vocal Ensemble and/or Band.

Prerequisite: CSE098, ENX/ENG099, MAT098 or waivers. By audition only (ability to read music, performance techniques equivalent to grade 5 music)

HUM165 Wind Instruments I*
3 hours; 3 credits

A continuation of HUM165, students in this course will continue to develop ensemble and solo performance skills on the instrument of their choice. Special emphasis will be placed on advanced concepts of tone, intonation, fingering, embouchure, breathing, breath control, rhythm, articulation, scales, improvisation and composition. Students will use these skills in expressive musical performance.

Prerequisite: HUM165 or equivalent; HUM101 recommended but not required
Corequisite: HUM160 desirable but not required

HUM166 Wind Instruments II*
3 hours; 3 credits

A continuation of HUM165, students in this course will continue to develop ensemble and solo performance skills on the instrument of their choice. Special emphasis will be placed on advanced concepts of tone, intonation, fingering, embouchure, breathing, breath control, rhythm, articulation, scales, improvisation and composition. Students will use these skills in expressive musical performance.

Prerequisite: HUM165 or equivalent; HUM101 recommended but not required
Corequisite: HUM160 desirable but not required

HUM170 Guitar I*
3 hours; 3 credits

This course is designed to introduce students to the fundamentals of acoustic guitar techniques: strumming/picking technique, correct fingerings and tuning the guitar. Students will be introduced to the rudiments of music (types of notes, note values, time signatures, chord structure and scales). Students will learn to read and perform simple guitar melodies/chords and they need not have had previous guitar instruction. Guitars will be provided for student use.

Prerequisite: CSE098, MAT098

HUM171 Guitar II*
3 hours; 3 credits

This course is a continuation of Guitar I (HUM170). Guitar techniques, including: strumming, slurring, guitar picking and exercises to facilitate more advanced left hand with right hand coordination will be continued. Further study in music theory, chord analysis and the essentials of various styles (classical, pop and jazz) will also be included. Guitars will be provided for student use.

Prerequisite: CSE099, MAT098, HUM170 (Guitar I) with a grade of "C" or better or by audition

HUM180 Piano I*
3 hours; 3 credits

This course is open to all students interested in playing a wind instrument but who have had no previous experience. Students in this class will develop the abil-
Music Theory and History

HUM101 Introduction to Music
3 hours; 3 credits

This course is designed to develop an understanding and appreciation of various forms of music. Emphasis will be placed on the elements of musical organization, expression, and style. Students will gain understanding by listening to selections and by discussing significant features of musical compositions from the Middle Ages to the present time.
Prerequisite: CSE098, ENX/ENG099

HUM110 Introduction to Jazz
3 hours; 3 credits

This course is designed to develop an understanding and appreciation of jazz as a folk art. The music and characteristics of various styles, including Dixieland, blues, ragtime, boogie-woogie, bop, cool, funky, eclectic, and jazz fusion rock, will be studied through recordings and classroom performances. Emphasis will be on the stylistic characteristics of jazz piano, jazz/blues vocalists, the rhythm section, alto saxophone, tenor saxophone, trumpet and trombone. The course will involve outside reading and listening, as well as performances and lecture/demonstrations.
Prerequisite: CSE098, ENX/ENG099

HUM111 Theory of Musical Improvisation
3 hours; 2 credits

This course will be concerned with the art of performing music as an immediate response to creative ability, that is, without the aid of manuscript, sketches or memory. Students will study the technique of spontaneous composition and improvisation, and learn how to extemporize on their principal instrument (including the singing voice).
Prerequisite: CSE098, ENX/ENG099, MAT098. Any one of the following: HUM150, HUM155, HUM160, HUM165, HUM170 or HUM180

HUM140 Music Theory I
3 hours; 3 credits

This course is concerned primarily with learning to read music. A study will be made of both the sight and sound of major scales. Diatonic intervals, primary chords and key signatures also will be emphasized, and students will learn to write simple melodies in staff notation from melodic dictation.
Prerequisite: HUM170 or HUM180 or by permission

HUM141 Music Theory II
3 hours; 3 credits

This course is a continuation of HUM140. A study will be made by sight and sound of melodic, harmonic and natural minor scales. Key signatures and intervals in minor modes will be emphasized. Secondary chords and their inversions as well as suspensions and passing tones will be introduced in both major and minor keys. Students will learn to write melodies in minor keys and will learn to use both primary and secondary chords and their inversions in harmonizing melodies. Students will analyze music for keys, modulations, and chord progressions.
Prerequisite: HUM140 with grade of “C” or better

HUM200 Electronic Music*
3 hours; 3 credits

After a brief investigation into the nature and history of electronic music, students become involved in a "hands-on" discovery of the various techniques of electronic music composition, including sound collecting, sound modification, tape techniques, tape experiments, acoustics, synthesizers and synthesizer experiments. The work of each student will culminate in the creation of an electronic composition which may involve a multimedia presentation.
Prerequisite: CSE098, ENX/ENG099, MAT098

HUM201 The American Musical Theater: A Production Workshop*
4 hours; 3 credits

The student will participate in the preparation and public performance of a Broadway musical. Emphasis will be placed on individual and group learning experiences, and specific techniques required for performing in musicals, including such techniques as characterization, coordination of acting and body movement with singing, transition from speech to song, group movement for singing chorus, techniques of memorization, and overall production and publicity responsibilities. Additional rehearsal hours are part of the course requirement.
Prerequisite: HUM140 or 180, and both HUM155 and HUM156

HUM210 American Music
3 hours; 3 credits

This exploration of musical development in America over the past 350
years will concentrate on three major areas: the origins and changing form and character of American folk music, musical theater and "pop" music, and the evolution of the American symphonic tradition. These will be examined in the light of present and probable future developments in each area. 
Prerequisite: HUM101

Theatre

HUC170 Art of Theatre
3 hours; 3 credits
This course introduces the student to the theories, techniques, and literature of the theatre. Subject matter includes the fundamental tools of playwriting, basic techniques of acting, function of the designer, and evaluation and criticism of performance. Readings, seminars, field trips to New York theatres, and class projects provide the student with an understanding of theatre as a social force and as an art form. 
Prerequisite: CSE099, ENG099

HUC180 Creative Drama
3 hours; 3 credits
This course examines the theories, procedures, and means of assessing improvisational drama in such non-traditional settings as day-care centers, rehabilitation centers, and a variety of social work areas. Also explored is the relation of creative drama to such fields as occupational therapy, geriatrics, media and education. In addition, the student will have an opportunity to develop a resource file of dramatic materials applicable to his or her chosen field. 
Prerequisite: CSE099, ENG099

HUC190 Acting I
3 hours; 3 credits
This course examines the theoretical perspectives and the practical demands of acting as an art form. Readings in theory are supplemented by student presentations of short scenes and possible seminar visits to New York theatres. 
Prerequisite: CSE098, ENG099 (HUC170 recommended but not required)

HUC191 Acting II
3 hours; 3 credits
This course offers an advanced exploration of the theory and practice of acting as an art form. The study of scene preparation, characterization and improvisation will be emphasized. Study scenes will be taken from comedy, farce and serious drama, offering practice in a variety of acting styles. The spatial characteristics of the stage, rehearsal procedures and the use of props, costumes and make-up will be examined. Attendance at two theatre performances will be arranged and required, at a total cost of approximately $25.00. 
Prerequisite: CSE099, ENG099, HUC190 or by audition.

HUC195 Theatre Production Workshop*
4 hours; 3 credits
This course will involve the study and practical application of basic aesthetic and technical aspects of theatrical production. Through participation in a public production, the student will have a major responsibility in one of the following areas: acting, directing, stage management, rehearsal techniques, set design and lighting, makeup and costuming, and publicity or promotion. Additional time for rehearsals and technical production will be required as a part of this course. 
Prerequisite: HUC170 or HUC190 recommended but not required
Pre- or Corequisite: CSE099, ENG099

Philosophy

HUP101 Introduction to Philosophy
3 hours; 3 credits
This course introduces students to the process of philosophical reflection. Utilizing the concept of freedom extensively, it seeks to develop the student's ability to analyze concepts and to explore life experience in a structured and coherent fashion. Students are encouraged to develop their perceptions by critically examining their own beliefs, attitudes and assumptions in light of the philosophical analyses they encounter. 
Prerequisite: CSE099, ENG099

HUP210 Ethics
3 hours; 3 credits
This course investigates the nature of morality and its place in human experience. Among the questions posed and discussed are: Is morality simply relative to specific cultures? What are criteria for right and wrong? What is moral agency? Does love have a place in the moral life? Students are encouraged to explore how morality functions in their own lives. 
Prerequisite: CSE099, ENG099, HUP101

HUP215 Philosophy of Love and Sexuality
3 hours; 3 credits
This course involves a philosophical analysis of the basic structures of love and sexuality, their relationship to each other and their place in human existence. Among the questions posed and discussed are: What is the nature of love? What is the relationship between love and sexuality? What is the significance of the language of sexuality? Is there a specific sexual morality? Students will be encouraged to explore and develop the philosophical implications of their perceptions in these areas. Philosophers to be studied include Nagel, Moulton and Solomon. 
Prerequisite: HUP101, ENG101, and any additional 3 credit philosophy course, with the exception of HUP100, Critical Thought Skills

HUP220 Political and Social Philosophy
3 hours; 3 credits
The course will explore the following questions: What are sources of political authority? What are the limits of political authority? What are the rights and duties of the individual in relation to the state? How do social institutions influence human personality? What is the nature of social control? What are its consequences? These questions will be examined in terms of both a logical and a normative point of view. 
Prerequisite: CSE099, ENG099, HUP101
HUP230 Philosophy of Religion
3 hours; 3 credits
An examination of humanity's basic perceptions of itself as they are reflected in religion. Both Western Theism and Eastern Non-Theism will be explored and evaluated. Special attention will be given to the phenomenon of religious experience as it occurs in the different traditions. Prerequisite: CSE099, ENX/ENG099, HUP101 or permission of instructor.

HUP240 Freedom and Life Experience
3 hours; 3 credits
This course applies the concept of freedom, as developed in HUP101, across the spectrum of one's daily activities, including work, leisure, time with family and time alone. Analysis of concepts such as work, leisure and obligation provide the framework within which students maintain logs of their daily activities and assess these activities from the standpoint of freedom. Prerequisite: HUC099, HUP101.

HUP250 Individual Freedom and Work Experience
1½ hours; 1 credit
This course will help students explore and examine various features and dimensions of their internship/work experiences from the standpoint of freedom. Students will maintain journals in which they will respond to questions concerning the degree of freedom they have and want on the internship. Prerequisite: HUP101. Corequisite: Internship placement or waiver.

Speech Communication

HUC098 Basic Communication Strategies I
4 hours; ½ credit
This course will introduce students to a core of fundamental communication skills needed to express themselves clearly. Students will work on listening skills, and standard American English pronunciation and grammar. The course is taught together with basic reading and writing courses and is designed to integrate speech with reading and writing skills. This course prepares students for HUC099. Prerequisite: based on college placement procedures.

HUC099 Basic Communications Strategies II
4 hours; ½ credit
This course builds on the communication concepts and skills introduced in HUC098. Students will continue to practice their communication skills of listening effectively and speaking standard American English and will explore such issues as: connecting ideas, distinguishing between facts and opinions, developing specificity in language and practicing effective interviewing techniques. The course is taught together with basic reading and writing courses and is designed to integrate speech with reading and writing skills.

HUC101 Oral Communication
3 hours; 3 credits
This course is designed to introduce the student to communication theories, concepts and skills which students use in both personal and professional settings. Topics include: communicator characteristics, listener characteristics, strategies and skills which influence audience perceptions. Prerequisite: CSE098, ENX/ENG099, HUC101.

HUC104 Speech: Voice and Diction
4 hours (3 lectures, 1 lab); 3 credits
This course is designed for students who wish to improve their speaking skills. Course content will include the basic theory of the production of speech and voice, study of the speech and hearing mechanism and a survey of the sound system of regional standard English. Students will participate in an analysis of their speaking skills and use drills to modify their voice and articulation patterns. Prerequisite: CSE098, ENX/ENG099.

HUC106 Public Speaking
3 hours; 3 credits
This course is a continuation of Oral Communication (HUC101) and is designed to provide the student with critical understanding and increased skill in formal public speaking. In addition to examining oral rhetoric theory, students learn and practice skills in research, organization, delivery and criticism of speeches. Prerequisite: CSE099, ENX/ENG099, HUC101.

HUC210 Group Communication
3 hours; 3 credits
This course is an extension of Oral Communication (HUC101), but its focus is on the group, rather than on the interpersonal situation. It will introduce the student to communication theories, concepts and skills which groups use in a variety of social and professional settings. Topics include: communicator characteristics which promote discussion, leadership skills, effective discussion roles and the effect of sexism on discussion roles, nonverbal messages, techniques for organizing an effective discussion, patterns of problem solving, communication skills for establishing a cooperative climate, effective ways of dealing with verbal conflicts. Prerequisite: CSE098, ENX/ENG099, HUC101.

HUL099 Oral Practice for the Non-Native Speaker
4 hours; 1 credit
This is a listening/speaking course for students who are not native speakers of English. The course emphasizes use of Standard American English pronunciation and grammar in conversational tasks or functions such as introducing oneself, giving directions, describing a
process and reporting information. Students learn to express these and other functions appropriately in formal and informal situations. They will also become familiar with some important values which shape social interaction in this society. During the lab period, students will work on particular problems in pronunciation.

Prerequisite: ESL097
Pre- or Corequisite: ESL098

HUL100 Communication and the Non-Native Speaker
(Formerly: HUC110)
4 hours; 3 credits

This course is designed to help the student develop facility with English when it is not his or her native language. It is especially designed to provide students with insight into interpersonal relations in various cultural settings. Course content will include communication theory, interpersonal skills in both verbal and non-verbal communication, and reinforcement of oral language skills. Students will survey the sound system for Standard English, learn listening skills and self corrections for pronunciation and grammar.

Prerequisite: ESL097 or permission

Visual Arts

Art Appreciation and History

HUA101 Introduction to Art
3 hours; 3 credits

This course is designed to develop the students' ability "to see," while it examines the fundamental nature, meaning and humanistic value of art. Attention will be given to an examination of the creative process and to the role of the spectator as an active participant in the understanding of Art. Relevant readings will be discussed in relation to specific works of Art. The function of basic compositional elements will be examined. (Museum visits required.)

Prerequisite: CSE099, ENX/ENG099

HUA200 Art of the Twentieth Century
3 hours; 3 credits

This course explores the history of various styles and forms of Western painting and sculpture from the Impressionist period to the present. Such diverse styles of Modern Art as Cubism, Dada and Surrealism, Expressionism and the more recent styles of Pop and Conceptual Art, will be examined and discussed. Consideration will be given to the understanding of abstract and non-objective art as well as the influences which African and Eastern art have had on the development of modern art styles. Illustrated with slides. Museum visits required.

HUA201 Art in New York: A Museum/Gallery Workshop
3 hours; 3 credits

Museum and gallery visits will comprise the major portion of this course. Through first-hand observation and discussion, students will examine the form and content of contemporary painting, drawing and sculpture. The class will discuss selected art exhibits in an effort to explore the nature of art criticism.

HUA215 Art of the Renaissance in Italy
3 hours; 3 credits

The painting, sculpture, and architecture of Renaissance Italy will be examined for humanistic content as well as for the visual qualities of composition, style and technique. Works of art will be discussed within the historical context of the Renaissance. Such renowned works as Michelangelo's Sistine Ceiling and Leonardo's Last Supper will be compared to earlier styles. Renaissance Art as a foundation of Modernism will also be discussed.

HUA220 Art History Workshop
3 hours; 3 credits

Museum and gallery visits will be the major portion of this course. Through first-hand observation and discussion, students will examine the form and content of contemporary painting, drawing and sculpture. The class will discuss selected art exhibits in an effort to explore the nature of art criticism.

HUA225 Art of the Baroque
3 hours; 3 credits

The painting, sculpture, and architecture of Baroque will be examined for their visual qualities of composition, style and technique. Works of art will be discussed within the historical context of the Baroque period. Such renowned works as Rembrandt's Night Watch and Bernini's statues will be compared to earlier styles. Baroque Art as the foundation of Modernism will also be discussed.

HUA230 Art of the Modern Period
3 hours; 3 credits

This course examines the history of modern art from the end of the Renaissance to the present. The major trends and movements of the modern period will be discussed, including Impressionism, Post-Impressionism, Fauvism, Expressionism, Cubism, Dada, Surrealism, and various forms of abstract art. Museum visits required.

Prerequisite: CSE099, ENX/ENG099

HUA240 Art of the Contemporary Era
3 hours; 3 credits

This course examines the history of contemporary art from the 1950s to the present. The major trends and movements of the contemporary period will be discussed, including Pop Art, Conceptual Art, Minimalism, Postmodernism, and various forms of non-objective art. Museum visits required.

Prerequisite: CSE099, ENX/ENG099

Film

HUC150 The Art of Film
4 hours; 3 credits

This course provides an overview of film history and theory. The student learns about aesthetic and technological innovations in the medium, while developing critical skills through screening films selected as representative of a type or concept.

Prerequisite: CSE098, ENX/ENG099

HUC165 Film and the Supernatural
4 hours; 3 credits

This course will explore major films which have reflected and helped to define the concept of "supernatural horror" in Western culture. The films will be related to the themes in folklore and fiction that inspired their scripts. Students will learn to identify the basic themes in supernatural film and fiction and will acquire the basic methodology required to analyze these films as unconscious reflections and/or semi-unconscious projections of archetypal fears.

Prerequisite: CSE098, ENX/ENG099

HUC270 American Film
4 hours; 3 credits

This course is a survey of artistic, technological, and industrial developments of cinema in America. The films screened are representative of major developments in American film history: technological, aesthetic, industrial and sociocultural. Through readings and screenings, the student considers such topics as: major genres that reflect and project American attitudes and values, the work of the great American film artists, and the role of films by Black Americans.

Prerequisite: CSE098, ENX/ENG099; HUC150 recommended but not required

HUC/ENG272 Literature and Film
4 hours; 3 credits

This course studies the similarities and differences between literature and film.
By comparing and contrasting literary works (complete and excerpts) with films, the course illuminates the methods, structures and contents of the two media, as well as their interrelations. Writers to be considered may include Shakespeare, Keats, Dickens, Dickinson, Wright, and West; films to be viewed may include those made by Griffith, Chaplin, Eisenstein, Riefenstahl, Flaherty and Resnais.

**HUC205 American Film Comedy**
4 hours; 3 credits

This course surveys American film comedy through the study of comic performers and comic styles of filmmaking. It explores such areas as the difference between physical and verbal comedy and why we laugh at slapstick. The course includes in-class screenings and discussions. Contributions by comedians from a variety of ethnic backgrounds are highlighted. Suggested comic artists include Charlie Chaplin, Bill Cosby, W.C. Fields, the Marx Brothers and Mae West.

**HUC240 Video Production Workshop**
(Formerly: HUC240 Media Production Workshop)
4 hours; 3 credits

This course introduces the student to the theory, vocabulary and production techniques of the video medium. Students, functioning as a production team, create and produce short video projects during the quarter which culminate in a final production created, organized and produced by the class. Students are assigned, on a rotating basis, specific production roles such as director, switcher, camera operator, floor manager, audio technician, production assistant or VCR operator. Projects vary from term to term as deemed appropriate by the instructor.

**Studio Art**

**HUA103 Beginning Drawing**
3 hours; 3 credits

This course is an introduction to drawing through basic examination of the visual fundamentals of line, texture, value, space and form. Problems in descriptive drawing will be explored. There will be individual and group criticism. Sketchbooks are required.

**HUA104 Introduction to Design**
3 hours; 3 credits

This course provides an introduction to the fundamentals of design through an investigation of visual elements such as line, shape and composition. Students will develop designs in two-dimensional form. The design principles will relate to a number of visual arts forms.

**HUA110 Beginning Painting**
3 hours; 3 credits

This course is an introduction to painting techniques related to landscape, still life and abstract composition. Emphasis will be on color expression and color mixing. There will be individual and group critiques.

**HUA115 Color Theory**
3 hours; 3 credits

This course is an introduction to the theory and application of color in two-dimensional design. The basic principles of design will be demonstrated in relation to the interaction of colors. Students will develop two dimensional designs through techniques in color mixing and collage.

**HUA120 Beginning Sculpture**
3 hours; 3 credits

Problems in three-dimensional form will be examined through projects in clay and papier-mache. There will be group and individual criticism.

**HUA125 Introduction to Computer Art**
3 hours; (1 lab); 3 credits

This course provides an introduction to all phases of computer graphics applications, including draft and paint modes, fills, textures, brushes, graphic tools, and color blending through exercises in drawing, painting, graphic design, illustration and advertising techniques. Electronic publishing and software design will also be presented through field trips and video tapes. Students will have hands-on experience with microcomputers utilizing graphics, draw and paint software programs. No previous experience with computers or graphics is necessary.

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*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.*
HUA130 Beginning
Photography*
4 hours (1 lecture, 3 labs); 3 credits

This course is an introduction to photography covering the 35mm camera, lighting exposure, processing and printing. The creative use of photography techniques as they relate to individual expression will be considered. Special projects and final portfolio are required. It is recommended that students provide their own 35mm cameras.

Prerequisite: MAT098
Pre-or Corequisite: CSE098, ENX/ENG099

Note: An additional hour of lab is required per week so that students may practice technique in the darkroom. Proficiency in basic photography developing and printing is the goal of this scheduling. The additional lab hour is supervised by a college technician.

HUA145 Studio Lighting I
4 hours; (3 lecture, 1 lab); 3 credits

This course introduces the students to studio photography. Professional equipment, including the 4 x 5 view camera, 35mm camera, and studio tungsten lighting, will be utilized. Basic studio lighting techniques will be addressed in “table-top” (still-life) situations. Most assignments will be in black & white; students’ ability to produce commercial quality black & white negatives and prints will be emphasized. Students must have a 35mm camera, and should expect to spend about $5 for materials.

Prerequisite: CSE099, ENG099, MAT099, HUA120

HUA150 Beginning
Printmaking*
3 hours; 3 credits

This course is an introduction to printmaking. Students work to produce original designs in relief and collagraph printing techniques. Operation of the printing press, registration, inking and other printing techniques in black and white and color will be demonstrated. Edition printing and final portfolio are required.

Prerequisite: CSE098, ENX/ENG099

HUA180 Life Drawing*
3 hours; 3 credits

In this course techniques are developed in descriptive and interpretive drawing. Special emphasis will be placed on drawing from the human figure. Textbook readings, studies in human anatomy and sketchbooks will be required.

Prerequisite: CSE098, ENX/ENG099, HUA103 recommended but not required

HUA190 Technical Drawing*
3 hours, 3 credits

This drawing course is designed to meet the needs of both art and pre-engineering students. It begins with the concept that technical drawing is a communicative tool and proceeds to explore the major areas of drafting. Students taking this course will develop a proficiency in multi-view projection and pictorial drawing by learning the proper use of basic drafting equipment.

Prerequisite: CSE099, ENX/ENG099, MAT099

HUA210 Intermediate
Painting*
3 hours; 3 credits

This course is a continuation of the investigations of landscape and still life and their implicit abstract qualities. A special emphasis will be placed on the function of surface, color saturation, scale and multiple relations in contemporary painting. Projects will include finished paintings and sketchbooks. Studio projects will be analyzed and evaluated.

Prerequisite: CSE098, ENX/ENG099, HUA110 or permission of the instructor.

HUA220 Intermediate
Sculpture*
3 hours; 3 credits

This course is a continuation of problems in three-dimensional form related to the human figure, portraiture and their abstract qualities. Emphasis will be placed on individual expression and the development of technical skills in plaster and clay.

Prerequisite: CSE098, ENX/ENG099, HUA120 or permission of instructor

HUA230 Intermediate
Photography*
4 hours (1 lecture, 3 labs); 3 credits

An intermediate course in photographic instruction, darkroom technique and aesthetics. Students will be exposed to classic examples of photojournalism, and instructed in appropriate techniques in each area. Students will begin to build a portfolio in a chosen area. Each person will be expected to have a camera.

Prerequisite: MAT098, CSE098, ENX/ENG099, HUA130

HUA290 Studio Art
Workshop*
3 hours; 3 credits

Students work on independent art projects in drawing, painting, or sculpture. The nature and direction of the art project will be established during the first week of class by the student with direction from the studio instructor. Students will learn techniques in drawing, painting, or sculpture. Projects will be determined during the first week of class by the student with the direction from the instructor. The course encompasses special assignments including a research report and sketchbooks. There will also be discussions and group critiques.

Prerequisite: CSE098, ENX/ENG099, any one of the following: HUA103, HUA110, HUA120, HUA180 or consent of instructor, Portfolio required.

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
Urban Study

HUN101 Introduction to Bilingualism
3 hours; 3 credits

This course will cover the basic rationale, principle, and applications of a bilingual philosophy of learning. A historical overview will be presented which will include a review of present and past legislation affecting the present bilingual education movement. Specific emphasis will be given to the social and psychological factors of bilingual education. Theories of language acquisition will also be studied with special focus on the application of these theories in representative bilingual programs. Models of bilingual instruction will be examined through visits to bilingual classes, the NYC Office of Bilingual Education, Centro de Estudios Puertorriqueños and through invited speakers.

Prerequisite: CSE098, ENX/ENG099 or equivalent in Spanish (as per exam) or waiver

HUN192 Art and Society
3 hours; 3 credits

This course examines the relationships among various art forms and the societies out of which they arise. The focus is to establish the connection between the human drive to create and the social attitudes which influence that creation and provide it with a context. Using the rich cultural resources of New York City, students will have the opportunity to explore characteristics and functions of art in other historical and cultural settings. Field trips to various art institutes in the city will constitute a significant part of this course.

Prerequisite: CSE099, ENX/ENG099

HUN194 Puerto Rican Community: Minority Group Experience
3 hours; 3 credits

This course examines the Puerto Rican community in order to provide an enhanced awareness of and sensitivity to the value systems of New York City's minorities. Students will experience first hand the cultural heritage of one of the city's largest minorities and will learn about their contributions, conditions, and problems. Field trips will include El Barrio, Office of the Commonwealth of Puerto Rico, the Puerto Rican Traveling Theatre, and other organizations.

Prerequisite: CSE098, ENX/ENG099

HUN245 The New York Theatre Experience*
4 hours; 3 credits

This course involves the study of current professional and semi-professional theatre in New York City. Students will be required to attend a total of six Broadway, Off-Broadway, and Off-Off Broadway plays in order to compare their content, underlying aesthetic concepts, and production techniques. (Plays may be seen on Sunday afternoons. Students will pay a total of approximately $30-$40 for theatre tickets.)

Prerequisite: CSE098, ENX/ENG099

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.

Liberal Arts Seminar

Departments of: English, Humanities, Mathematics, Natural and Applied Sciences, and Social Sciences

LIB200 Humanism and Technology: Liberal Arts Seminar
3 hours; 3 credits

The Liberal Arts Seminar explores aspects of the relationship between humanism and technology. The course deals with such questions as: What does it mean to be a man or woman in a world of machines? Are the values we cherish in conflict with those imposed on us by mechanization? The course probes these and other issues in class discussions based on selected readings; student seminar reports and papers; attention to current developments as covered, for example, in The Science Times; and trips to various museums.

Prerequisite: CSE099, ENX/ENG099, MAT099, and 39 credits.
Library/Media Resources Center

The Library/Media Resources Center provides a comprehensive collection of reference materials to meet the needs of all LaGuardia students. The Center currently contains 54,000 volumes in the reference and circulating collection plus nonprint media, career pamphlet files, and college catalogs.

Instruction in the use of library resources is a regular part of LaGuardia's educational program. Librarians and instructors arrange integrated lessons in which library lectures are tied in with class assignments to aid students in successfully completing their coursework.

The Library/Media Center also offers the academic course listed below.

LRC101 Introduction to Library Research Methods*  
3 hours; 3 credits

This course is designed to teach the basic concepts of systematic library research and information retrieval and evaluation. It will provide the skills necessary to make informed selections from today's vast information marketplace by teaching students the various information sources and how to adapt their research strategies to their career and academic needs. Successful completion of this course will also prepare a student for a library-aide position.

Prerequisite: CSE099, ENX/ENG099

Mathematics Department

The Mathematics Department offers a great variety of courses to students at all levels: from basic arithmetic and algebra to linear algebra, calculus and differential equations. From these courses, students gain skills and confidence for advanced work while learning to apply their coursework to other disciplines.

MAT098 Basic Mathematics I  
5 hours; 1 credit

This course develops arithmetic concepts and skills, particularly in the areas of whole numbers, fractions, decimals, and percents. An emphasis is placed on problem solving skills incorporating the use of the hand-held calculator. Admission to this course is based on college placement test scores.

MAT099 Basic Mathematics II  
4 hours; 1 credit

This course will introduce students to basic algebraic concepts and skills, including numerical and algebraic expressions, signed numbers, solving equations, laws of exponents and graphing points. In addition, computational and problem solving skills will be reinforced. Admission to this course is based on college placement test scores.

Prerequisite: CSE098, MAT098

MAT104 Mathematics in Elementary Education  
(Formerly: Structure of the Number System II)  
3 hours; 3 credits

This is the second course of a two-quarter sequence devoted to the study of how children learn mathematics. The course examines the mathematics curriculum of the elementary school with an emphasis on how to teach it. Among the topics included are operations on rational numbers, measurement and basic notions of statistics of particular value to prospective school teachers and paraprofessionals.

Prerequisite: CSE098, MAT103

MAT106 Mathematics of Medical Dosages  
2 hours; 2 credits

This course is designed for nursing majors and will aid them in applying basic mathematical concepts to on-the-job situations. Students will learn the various techniques of calculations. These include conversions using metric, household, and apothecary systems of measurement as well as the computational methods used in the preparation of oral medication, solutions, parenteral therapy, and pediatric dosages.

Prerequisite: CSE099, ENX/ENG099, MAT099

Corequisite: SCR101

MAT107 Mathematics and the Modern World  
3 hours; 3 credits

This course introduces selected topics in mathematics which have significant application in other fields. For each topic studied, emphasis will be placed first on the mathematics itself, and then on one or more significant applications of the mathematics. Topics to be included will be chosen from the areas of number theory, algebra, probability and statistics, topology, computers, and geometry.

Prerequisite: CSE098, ENX/ENG099, MAT099

MAT109 Algebra and Problem Solving  
6 hours; 4 credits

This course will introduce students to
basic algebraic concepts including numerical and algebraic expressions, signed numbers, solution of equations, law of exponents and graphing. Problem-solving skills will also be reinforced. Working closely with the mathematic laboratories, students will be able to work at their own pace during the quarter. Further topics to be covered will include the theory of linear equations, products and factors, quadratic equations and coordinate geometry. This course is a combination of MAT099 and MAT110. Registration is restricted to students who score in a special range on the FSAP test and who have MAT110 as part of their required curriculum.

Pre-requisite: CSE097, MAT098

MAT110 Algebra
4 hours; 3 credits

This is a first course in algebra. Students will be able to work in close conjunction with the Mathematics Laboratory, enabling them to work at their own pace. Topics to be covered include: signed numbers, linear equations, products and factors, exponents, quadratic equations, and coordinate geometry.

Pre-requisite: CSE098, MAT099

MAT120 Elementary Statistics I
3 hours; 3 credits

This course serves as a study of the basic concepts and computational techniques of elementary statistics. Among the topics studied are measures of central tendency, standard deviation, per­centiles, statistical graphs, binomial distribution, normal distribution, probability and hypothesis testing.

Pre-requisite: MAT099
Pre- or Corequisite: CSE098

MAT121 Elementary Statistics II
3 hours; 3 credits

As a sequel to Elementary Statistics I, this course develops the methods of statistical inference including experimental design, sampling, estimation, hypothesis testing and decision making.

Pre-requisite: CSE098, MAT120

MAT130 Logic and Computers
3 hours; 3 credits

An introduction to logic, with emphasis on the organization and analysis of ideas, symbolic methods and the application of logic to computers and models of the brain. Beginning with deductive reasoning, the course covers formal methods, the concept of “proof,” and the use of logic in science and technology. Students will learn a simple computer language (BASIC) and use it to develop programs.

Pre-requisite: CSE098, ENX/ENG099, MAT110 or high school algebra or permission of the department

MAT132 History of Mathematics
3 hours; 3 credits

This course serves as an examination of the theoretical developments of mathematics from antiquity to the end of the last century. Mathematical thought will be studied in relation to the social, economic and technological forces of various crucial periods. Among the topics treated historically are systems of numeration, logic (including an introduction to modern formalism), geometry from Euclid through Riemann, and the development of the modern computer beginning with primitive instruments.

Pre-requisite: CSE098, ENX/ENG099, MAT099

MAT200 Precalculus
4 hours; 4 credits

This course is intended as a preparation for the study of calculus. Topics to be covered include a study of coordinate geometry and the analysis of the following functions: polynomial, exponential, logarithmic, and trigonometric.

Pre-requisite: MAT110
Pre- or Corequisite: CSE098

MAT201 Calculus I
4 hours; 4 credits

This course is the first of a three-course sequence designed to provide students with an appreciation of the usefulness and power of calculus. The course covers the fundamentals of the differential calculus of algebraic functions and includes an introduction to integral calculus. Among the topics studied are limits, derivatives, applications of the derivative, and integrals.

Pre-requisite: CSE098, MAT200

MAT202 Calculus II
4 hours; 4 credits

This is a course designed to provide students with an appreciation of the usefulness and power of calculus. Emphasis will be placed on the application of calculus to various disciplines. Among the topics studied are the definite integral, area, formal integration and applications of integration.

Pre-requisite: CSE098, MAT201

MAT203 Calculus III
4 hours; 4 credits

This is the third course in the calculus sequence and is designed to build upon the concepts and techniques of MAT201-202 and provide a more rigorous conceptual grounding for the entire Calculus sequence. Topics to be covered include limits and continuity, indeterminate forms, infinite series, the Taylor expansion and applications, solid geometry, the calculus of several variables, and an introduction to partial derivatives.

Pre-requisite: CSE098, MAT202

MAT204 Elementary Differential Equations
4 hours; 4 credits

This course will consider selected problems and mathematical models which generate first and second order differential equations. Both numerical and analytical methods will be used to obtain solutions for first and second order differential equations. Power series solutions will be emphasized, and where feasible, solutions utilizing computer methods will be explored.

Pre-requisite: MAT202 or equivalent
Pre- or Corequisite: MAT203

MAT210 Linear Algebra
3 hours; 3 credits

This course is designed to introduce the students to the theory and applications of algebraic structures. This is done by studying the structure and properties of
the matrix. The matrix is viewed both as an object possessing algebraic structure and an aid to computation. Systems of equations and their solutions are studied, and the concepts of basis and dimension are developed. Applications are discussed, including linear programming and computer programs in BASIC.

Prerequisite: CSE099, ENX/ENG099, MAT201 or equivalent.

MAT230 Introduction to Discrete Mathematical Structures
4 hours; 4 credits

This course covers mathematical concepts essential for continued study in computer science and related fields. The topics of study include: the mathematical concept of algorithm with emphasis on the process of recursion, Boolean algebra with applications to logic, switching circuits, an introduction to combinatorics with applications to probability, linear algebra with applications to programming, and graph theory.

Prerequisite: CSE099, ENX/ENG099, MAT201 and BDP101 or any programming language course
Pre- or Corequisite: MAT202

MAT235 Mathematics Using Microcomputers
4 hours; 4 credits

This course will introduce students to topics in Number Theory, Geometry, Algebra, Analysis and Statistics using Microcomputers. Emphasis will be placed on techniques of structured programming to build a library of mathematical programs in BASIC and PASCAL. Students will also learn the elements of Computer Graphics, LOGO and MuMath.

Prerequisite: MAT 201

*This course can only be used to fulfill the unrestricted elective requirement. It cannot by used to fulfill the liberal arts requirement.

Natural and Applied Sciences Department

The Department of Natural and Applied Sciences offers LaGuardia students a wide choice of courses and programs, of both a theoretical and practical nature.

Students who wish to pursue a fundamental knowledge of the basic sciences may choose courses in biology, chemistry, and physics. These courses may also be directed towards fields such as medicine and engineering.

Those students who are interested in one of the applied sciences can specialize in fields such as dietetic technology, EMT/Paramedic, Human Services, nursing, mortuary science, animal health technology, occupational therapy and physical therapy.

Finally, the department also has a number of courses directed at the general, non-science student population, such as Topics in Biological Sciences, Topics in Physical Science, and History of Science.

The Department offers courses in natural sciences (biology, chemistry, general science, health science, and physics), applied sciences, (animal health technician, dietetic technician, nutrition care services and foodservice management, school foodservice management, EMT/Paramedic, human services, American Sign Language, child development, gerontology, mental health, nursing, occupational therapy, and physical therapy), and urban study.

Applied Sciences

Animal Health Technician

SCN101 Introduction to Animal Health Technology
(Formerly: SCV101)
3 hours; 3 credits

This is a comprehensive introduction to

the fundamental principles of animal science. Subjects covered include genetics and breeding, growth and senescence, environmental physiology, nutrition and feeding, and animal behavior. In addition students will begin the study of basic animal care and management, dosage calculations and animal diseases. There will be visits to selected animal facilities in the metropolitan area.

Prerequisite: CSE099, ENX/ENG099, MAT099

SCV201: Research Animal Technology
6 hours (3 lectures, 3 labs); 4 credits

This course prepares students to work with rodents, rabbits and other animals used in research. Laboratory sessions provide hands-on training in restraint, drug administration, sample collection, anaesthesia and research techniques. Classroom periods will cover husbandry, diseases, and sanitation, as well as the principles and ethics of animal research. Students will participate in the operation of the College’s animal facility.

Prerequisite: CSE099, ENX/ENG099, MAT099, SCN101
Corequisite: SCB210

SCV210 Veterinary Nursing I
6 hours (3 lectures, 3 labs); 4 credits

This course introduces students to the technical procedures of humane veterinary practice. The major disciplines to be covered in lecture sessions are anesthesia, parasitology and small animal diseases. In the laboratory students will anesthetize dogs and cats and perform basic diagnostic and therapeutic techniques. They will also prepare patients for aseptic surgery, employ techniques of surgical assisting, and learn the principles of cardiopulmonary resuscitation.

Prerequisite: CSE099, ENX/ENG099, MAT099, SCN210

SCV211 Veterinary Nursing II
6 hours (3 lectures, 3 labs); 4 credits

This course deals with advanced technical procedures in veterinary practice and laboratory animal science. Lecture sessions will cover animal diseases, emergency care, pharmacology and gnotobiology. In the laboratory, students will receive training in the care
SCV212 Veterinary Radiography*
5 hours (2 lectures, 3 labs); 3 credits

This course will provide lectures which explore the theory and principles of radiography. The laboratory will provide students with training in the operation and maintenance of the x-ray machine, automatic and manual film processing, animal restraining and positioning, health and safety precautions and radiograph evaluation and storage.

Prerequisite: CSE099, ENX/ENG099, MAT099, SCV210

SCV213 Veterinary Laboratory Techniques*
5 hours (2 lectures, 3 labs); 3 credits

This course deals with the examination of blood, urine, and other body substances for diagnostic and prognostic purposes in veterinary practice. Students will learn to perform complete blood counts, blood chemistries, serological tests and urinalysis. Lecture periods will cover the theories on which the tests are based and the relevance of laboratory results in the evaluation of the health of animals.

Prerequisite: CSE099, ENX/ENG099, MAT099, SCV211

SCV214 Farm Animal Nursing
5 hours (2 lectures, 3 labs); 3 credits

In this course, students will study the application of animal health technology to farm animals. Class sessions will cover diseases, government health regulations and programs, emergency care, orphan animal care, and relevant farm management procedures. Using various species of animals and types of equipment, students will learn techniques for restraint, administration of medication, sample collection, bandaging, surgical preparation and assistance, and positioning for radiology.

Prerequisite: CSE099, ENX/ENG099, MAT099, SCB210, SCV210

Pre- or Corequisite: SCB260

SCD200 Nutrition I—Introduction to Nutrition,
(Formerly: SCD210)
3 hours; 3 credits

This course is an introduction to the scientific principles of human nutrition. The following aspects of dietary nutrients are studied: physical and chemical properties, physiological functions, effects of deficiency or excess, dietary allowances, food sources, and availability of nutrients from various foods. Current experimental and population studies data will be discussed. Projects will be required.

Prerequisite: MAT099, ENG101
Pre- or Corequisite for Dietetic Program students: SCB203

SCD201 Nutrition II
(Formerly: SCD211 Nutrition Care II)
3 hours; 3 credits

This course is a study of the relationship between diet and disease. Students learn methods of nutritional assessment, obtaining nutrition histories, and calculating and planning prescribed diets. Students will explore the relationship of diet to various disease conditions such as diabetes, weight control, cardiovascular disease, hypertension and allergies.

Prerequisite: CSE099, ENG101, MAT110, SCD200
Pre- or Corequisite: SCB204
Corequisite: SCD221 for D.T. students only

SCD202 Nutrition III*
3 hours; 3 credits

This course is a continuation of the study of the relationship between diet to disease begun in Nutrition II. Emphasis will be placed on the dietary implications of gastrointestinal diseases, disease of the liver, pancreas, gallbladder and kidney, cancer, surgery and burns.

Prerequisite: CSE099, ENG101, MAT110, SCD201
Corequisite: SCD222 for D.T. students only

SCD203 Nutrition IV*
3 hours; 3 credits

This course is a study of the nutritional requirements of individuals throughout the lifecycle. Emphasis is placed on the physiological, socioeconomic and cultural factors affecting nutritional status. Nutrition intervention by government and private agencies for population groups at nutritional risk will be addressed.

Prerequisite: CSE099, MAT110, ENG101, SCD203, SCD200

SCD221 Nutrition Field Experience II*
1 seminar hour, 16 fieldwork hours; 2 credits

This fieldwork course is an application of the principles learned in Nutrition II. With supervision, students review medical records; interview patients to obtain nutrition histories, and develop and document nutrition care plans. Students calculate and plan diets for weight control, diabetes and cardiovascular diseases. Attendance at a weekly seminar is required. Students must provide proper uniform, liability insurance, and evidence of physical examination.

Prerequisite: SCD203, SCD220, ENG101, MAT110, and permission of D.T. coordinator.
Corequisite: SCD204, SCD201

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
SCD222 Nutrition Field Experience III*
1 seminar hour, 16 fieldwork hours; 2 credits

This fieldwork course is an application of the principles learned in Nutrition III. With supervision, students refine skills in interviewing and nutrition care plan development and documentation. Students calculate and plan diets for gastrointestinal, liver, and kidney diseases, as well as cancer, surgery, trauma, and burns. Attendance at a weekly seminar is required. Students must provide proper uniform, liability insurance, and evidence of a physical examination.
Prerequisite: CSE099, ENG101, MAT110, SCD204, SCD221, and permission of D.T. coordinator.
Corequisite: SCD202

SCD252 Foodservice Management III*
3 hours; 3 credits

This course covers the technical aspects and procedures involved in forecasting and institutional procurements for foodservice systems. Topics include market analysis, buying ethics, legal aspects, and effective control of food costs. The development and implementation of accurate and precise food commodity specifications, purchasing strategies, portion control methods, inventory controls, and receiving procedures are introduced. Food cost accounting topics and relevant calculations are presented. Term projects are required.
Prerequisite: MAT110, SCD250

SCD253 Foodservice Management IV*
3 hours; 3 credits

This course deals with the organization and administration of foodservice systems in institutions. Topics include the functions of management, personnel procedures and management, marketing and promotional activities, and human relations techniques for employees and clients. Also administrative leadership topics are presented such as legal, organizational, and cost control aspects of management. Term projects and case studies are required.
Prerequisite: SCD250
Corequisite: SCD263 for DT students only.

SCD250 Foodservice Management I*
3 hours; 3 credits

This course covers the basic principles involved in the planning, preparation, and service of large quantities of food in foodservice facilities. Topics include food selection variables, menu planning techniques, forecasting procedures, "front and back of the house" management, and recipe standardization, conversion, and costing. Term projects are required.
Prerequisite: CSE099, MAT099, ENG101, SCD100
Corequisite: SCD260 for DT students only

SCD260 Dietetic Field Experience I*
8 fieldwork hours per week; 1 credit

Fieldwork experiences apply and reinforce the theoretical aspects of administration introduced in Foodservice Management IV. The student, under supervision, will: evaluate policies and procedures in a health care institution; participate in supervisory and administrative duties; develop menus, work schedules, job descriptions, and reports; conduct in-service training sessions; propose simplified cost-effective procedures; inspect foodservice facility for compliance with health and sanitation codes. Proper uniform, liability insurance, physical examination, seminars, and reports are required.
Prerequisite: SCD250, SCD222 and permission of D.T. coordinator.
Corequisite: SCD253

SCD263 Dietetic Field Experience IV*
8 fieldwork hours per week; 1 credit

Fieldwork experiences apply and reinforce the theoretical aspects of administration introduced in Foodservice Management IV. The student, under supervision, will: evaluate policies and procedures in a health care institution; participate in supervisory and administrative duties; develop menus, work schedules, job descriptions, and reports; conduct in-service training sessions; propose simplified cost-effective procedures; inspect foodservice facility for compliance with health and sanitation codes. Proper uniform, liability insurance, physical examination, seminars, and reports are required.
Prerequisite: SCD250, SCD222 and permission of D.T. coordinator.
Corequisite: SCD253

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
# Emergency Medical Technician/Paramedic

**SCE200 Introduction to Paramedic Technology**
2 hours; 2 credits

The course will introduce students to the roles and responsibilities of the EMT/Paramedic including major job functions, medical/legal implications, medical ethics, and death and dying. An overview of body systems will be used to introduce the techniques and methods of patient assessment. Laboratory work will focus on paramedic skills with emphasis on vital signs, physical examination, history-taking, the general scene survey, and the overall approach to the acute patient.

Prerequisite: CSE099, ENG099, MAT099, EMT-A Certification, SCB203
Pre- or Corequisite: SCB204

**SCE202 Cardiovascular Physiology and Pathophysiology**
3 hours; 5 credits

A review of the anatomy and physiology of the cardiovascular system will be the basis for a study of its pathophysiology. Specific disorders will include artery disease, angina, myocardial infarction, heart failure, syncope, cardiogenic shock, dysrhythmias, cardiac arrest and surgical emergencies. Patient assessment techniques and treatment modalities will be presented. Students will practice the following skills: CPR, ECG interpretation, defibrillation, cardioversion, and heart/lung sound evaluation. Interpretation of ECG’s will be stressed.

Prerequisite: CSE099, ENG099, MAT099, EMT-A Certification, SCE210, SCE251
Pre- or Corequisite: SCE265

**SCE210 Fluid Dynamics, Shock and Clinical**
4 hours; 4 credits

A review of the anatomy and physiology of the cardiovascular system and body fluid dynamics will be the basis for a study of disease processes in fluid and electrolyte imbalance, dehydration, overhydration and shock. Patient treatment modalities will be presented. Students will practice skills such as phlebotomy, IV cannulation, fluid administration and the application of the anti-shock garment. Clinical work involves the administration of these skills in a patient care environment.

Prerequisite: CSE099, ENG099, MAT099, EMT-A Certification
Pre- or Corequisite: SCB204, SCE200

**SCE224 Clinical Rotation**
19 hours; 3 credits

This course consists of clinical rotations in the emergency department and on the paramedic ambulance. The student will participate with increasing levels of responsibility in the care of the emergent patient. The role of the student will vary from observation to the direct application of the interactive, assessment, management and treatment skills and techniques learned throughout the program. The student will be supervised by paramedics, emergency nurses and physicians.

Prerequisite: CSE099, ENG099, MAT099, EMT-A Certification, or permission of the Director
Pre- or Corequisite: SCE266, SCE275

**SCE251 Pharmacology for the EMT-Paramedic**
3 hours; 3 credits

This course provides an introduction to the major mediators of body systems and clinical prehospital pharmacology. Emphasis is placed on the action of drugs on the major body systems, as well as the indications, contraindications, complications, methods of administration and routes of administration of prehospital drugs. Lab work involves computing dosages and preparing medications for administration and practice with various administration techniques, sublingual, intravenous, intramuscular, subcutaneous and endotracheal instillation. Skills taught in this course are necessary for later application in the sequence of paramedic courses during clinical rotations in the emergency department and paramedic ambulance.

Prerequisite: CSE099, ENG099, MAT099, EMT-A Certification
Pre- or Corequisite: SCB204, SCE200

**SCE252 Musculoskeletal/Soft Tissue and Medical Emergencies**
3 hours; 3 credits

The etiology and management of a variety of medical emergencies such as: alcohol and drug abuse, poisonings, diabetic emergencies, anaphylaxis, and abdominal emergencies will be presented. An overview of the skin, soft tissues and musculoskeletal system will provide the basis for the recognition and treatment of fractures, wounds, and environmental emergencies. Practice will include immobilization techniques for extremity fractures, bandaging, and the sterile techniques of wound and burn management.

Prerequisite: CSE099, ENG099, MAT099, EMT-A Certification
Pre- or Corequisite: SCE210, SCE251

**SCE265 Etiology of Respiratory Diseases and Clinical**
4 hours; 4 credits

A review of respiratory anatomy and physiology will be the basis for a study of disease processes in respiratory emergencies. Patient assessment and treatment modalities will be presented. Students will practice related oxygen, ventilation and airway skills. Clinical rotations in the operating room will require performance of advanced airway management techniques.

Prerequisite: CSE099, ENG099, MAT099, EMT-A Certification
Pre- or Corequisite: SCE200, SCE265

**SCE266 Obstetric and Pediatric Pathophysiology and Clinical**
4 hours; 4 credits

This course explores gynecological emergencies, emergency childbirth, and pediatric emergencies. A review of the anatomy and physiology of the reproductive system and of the developing child is included. Assessment and management will be emphasized. Clinical rotations in the delivery room and pediatric emergency department are required.

Prerequisite: CSE099, ENG099, MAT099, EMT-A Certification, SCE210, SCE265
Pre- or Corequisite: SCE202, SCE252, SCE271
SCE271 Physiology and Pathophysiology of the Nervous System
2 hours; 2 credits

The anatomy and physiology of the nervous system will be the basis for a study of the pathophysiology of neurological emergencies. Patient assessment, the neurological examination and treatment modalities will be presented. Emphasis will be on lifethreatening problems and the management of head and spinal injuries. Students will practice spinal immobilization techniques.
Pre-requisite: CSE099, ENG099, MAT099, EMT-A Certification
Pre or Corequisite: SCE210, SCE251

SCE275 Operations, Crisis, Behavioral Emergencies and Clinical
2 hours; 2 credits

An overview of behavioral emergencies, related medical/legal issues, methods of evaluation and management will be presented. Techniques specific to the geriatric patient will be stressed. EMS and paramedic field operations will be presented, emphasizing triage, radio/telemetry and unusual incidents. Discussion of stress on the paramedic will be the basis to study its management. Clinical observation in the psychiatric unit is required.
Pre-requisite: CSE099, ENG099, MAT099, EMT-A Certification
Pre or Corequisite: SCE200

SCE285 Seminar in Paramedic Technology and Clinical
25 hours (1 lecture, 24 clinical); 1 credit

Medical and trauma scenarios will enable students to practice paramedic techniques, develop diagnostic abilities, and decision-making skills and to apply treatment modalities. Case studies from clinical rotations will be discussed and their management will be evaluated. Clinical rotations with the medical examiner and in the intensive care units will be required.
Pre-requisite: CSE099, ENG099, MAT099, EMT-A Certification
Pre or Corequisite: SCE224

Human Services Core Curriculum

HSC101 Orientation to Human Services
3 hours; 3 credits

This course is designed to provide students with a broad view of human services through a combination of field visits to community agencies and classroom presentations. Topics include an overview of human services as a profession; similarities and differences in program functions and service delivery styles; issues and concerns of workers and consumers. Prerequisite: CSE098, ENX/ENG099

HSC102 Principles of Human Relations
3 hours; 3 credits

Students will be given the opportunity to learn fundamental concepts and skills needed for relating to and working with people. The course work will focus on the principles of human relationships through discussions, exercises, and role-playing activities. Topics will include: self-understanding, the helping relationship, using communication tools, and the professional self. Prerequisite: CSE098, ENX/ENG099

HSC130 Activities for Human Services Settings*
3 hours; 3 credits

This course will enable the student to understand the reasons for and uses of activity in human services settings. Topics covered will include theoretical frameworks underlying different approaches, an introduction to the range of activities, and a consideration of the processes involved in using activities with clients. Students will participate in selected activities and will develop a resource portfolio. Prerequisite: CSE099, ENX/ENG099, MAT099, HSC102, SSI101
Corequisite: A cooperative education internship in a related setting.

HSC135 Human Services Roles and Systems*
3 hours; 3 credits

The students in this course will explore the concepts related to worker, supervisor and client roles in human services settings. Guidelines for specific roles will be identified. The dynamics of bureaucratic organization will be discussed in relation to students' experiences as interns. Understanding of elementary systems theory will be reinforced, and alternative types of service delivery systems will be compared with the agencies known by the students. Prerequisite: CSE099, ENX/ENG099, HSC101, HSC102, SSI100
Corequisite: A cooperative education internship in a related setting.

American Sign Language

HSI180 American Sign Language I
3 hours; 3 credits

This is a beginning course designed to develop skills in a form of manual communication used primarily by American both hearing impaired persons in interpersonal (face-to-face) relations. Emphasis will be on the use of the body for visually-based communication, and the structure, vocabulary and development of American Sign Language. Prerequisite: CSE098, ENX/ENG099

*This course can only be used to fulfill the unrestricted elective requirement. It cannot by used to fulfill the liberal arts requirement.
HSI181 American Sign Language II
3 hours; 3 credits

This course is a continuation of American Sign Language I with emphasis on vocabulary building in conjunction with appropriate use of the body and grammatical patterns.
Prerequisite: HSI180

HSI182 American Sign Language III
3 hours; 3 credits

In this course, students who have learned some of the vocabulary and grammatical principles of American Sign Language in ASL I and ASL II will begin to apply what they have learned in a conversational context. Students will become acquainted with a variety of ASL communication styles and dialects used by deaf people.
Prerequisite: HSI181

Child Development

HSC200 Cooperative Education, Child Development*
7 hours; 1½ credits

The cooperative education program for Human Service students consists of 13-week part-time internships for each of the six quarters with coordinated internship seminars. Students learn to interrelate practice with theory through the internship taken each quarter along with other Human Service courses.
Prerequisite: HSS014 (Co-op Prep), HSC101 and HSC102
Corequisites: HSD170, HSD171, HSD172

HSC201 Cooperative Education Child Development*
7 hours; 3 credits

This is a full-time internship for advanced students, with permission of the coordinator.
Prerequisite: HSS014 (Co-op Prep), HSC101 and HSC102
Corequisites: HSD170, HSD171, HSD172

HSD170 Integrated Curriculum A: Framework for the Developing Child*
3 hours; 3 credits

This first course in the Child Development sequence introduces the concept of the integrated curriculum as the preferred approach in early childhood education. Experiences in social living for young children will be developed on the basis of sound development principles and theories of learning. The emphasis on the acquisition of language and its sequential development will provide a framework for understanding the significance of language in interpersonal relationships. Curriculum experiences for children will be planned and tested in a variety of co-op field settings.
Prerequisite: CSE099, ENX/ENG099, HSC102, SSI100
Corequisite: SSY101, approved co-op internship

HSD172 Integrated Curriculum C: Developing Creativity*
3 hours; 3 credits

This course will consider the media through which children’s creativity is expressed. The content will focus on the use of imaginative play, music and movement, and art materials. The continuing emphasis on language development will focus on increasing competency in conversation and developing the use of expressive language (i.e., original stories, poems, dramatizations). In their co-op field settings students will plan curriculum experiences which will enable children to engage in activities which stimulate spontaneity and originality.
Prerequisite: HSD170 or HSE109
Pre- or Corequisite: HUA101 or HUM101, SSY240
Corequisite: approved co-op internship

Gerontology

HSG150 Introduction to Gerontological Services
3 hours; 3 credits

This course introduces students to the theoretical base of practice in the area of gerontological services in the urban environment. Substantive areas covered include: an overview of the social forces, policy issues and institutions affecting the elderly; major legislation designed to meet the service needs of the elderly, service delivery programs for the elderly, career and job opportunities. Field visits to a variety of service programs and facilities required.
Prerequisite: CSE099, ENX/ENG099

Human Services Electives

HSE105 Understanding and Working with Handicapped Children
3 hours; 3 credits

This course is designed to link an understanding of the normal growth and development of children with an understanding of the special developmental problems of children with handicapping conditions. Students will learn to identify the cognitive, affective, physical and social dimensions along which handicapped children vary from normally developing children. They will develop competence in evaluating activities and materials appropriate for use with children with a range of handicapping conditions.
Prerequisite: CSE099, ENX/ENG099, SSY240

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
HSE106 Communication Problems of Handicapped Children  
3 hours; 3 credits
This course is designed to acquaint students with the natural development of language and an understanding of communication disorders. Students will examine the specific characteristics of communication-impaired persons and how they relate to their environment; the alternative modes of communication in relation to language utilization; and issues and concerns of workers and consumers in related educational settings.  
Prerequisite: CSE099, ENX/ENG099, SSY240 or equivalent  
Pre- or Corequisite: HSE105 or equivalent

HSE109 Principles and Practice of Early Childhood*  
3 hours; 3 credits
This course examines principles underlying behavior and personality development from birth to adolescence and relates classroom behavior to these two factors. Insights into normal life crises are enriched through the study of important contributions from psychology, sociology and allied fields. Tasks and growth potential of the child are examined in the light of dynamic cultural settings. In providing insight into curricula for young children, students will become familiar with some theories of learning, and will document environmental factors that promote learning.  
Prerequisite: CSE099, ENX/ENG099, SSI100

Mental Health
HSM120 Survey of Psychological Treatment Approaches  
3 hours; 3 credits
In this course students will learn about the various treatment approaches used in mental health settings. The development, theoretical framework and uses of each approach will be considered. Psychoanalysis, behavior modification, Rogerian and other common treatment systems will be covered. The class will review case studies demonstrating each approach.  
Prerequisite: CSE099, ENX/ENG099, HSC102, SSI101, internship in a human services setting or permission of the instructor

HSM200 Cooperative Education: Mental Health/Gerontology*  
7 hours; 1½ credits
The cooperative education program for Human Service students consists of part-time internships for each of six quarters with coordinated internship seminars. Students learn to interrelate practice with theory through the internship taken each quarter along with other Human Service courses.  
Prerequisite: HSS014 (Co-op Prep), HSC101 and HSC102, or current employment in an approved mental health or gerontological setting  
Corequisite: HSM120, HSC130, HSC135

HSM201 Cooperative Education: Mental Health/Gerontology*  
7 hours; 3 credits
A full-time internship for advanced students, with permission of the coordinator.  
Prerequisite: HSS014 (Co-op Prep), HSC101 and HSC102

Urban Study
HSN103 Community Dynamics: Impact on Human Services  
3 hours; 3 credits
Students will examine the urban community as an action system in the delivery of human services, the decision-making process at various community levels, the nature and interaction of special interest groups in the community decision-making process, community planning and development in the human services area, community change techniques, and special dimensions of community life in the New York City setting. Field visits will be made to community decision-making groups.  
Prerequisite: CSE099, ENX/ENG099, HSC101, SSI100

HSN110 Perspectives on Homelessness  
3 hours; 3 credits
Students in this course will study homelessness as a social problem. Among the topics surveyed will be factors contributing to the rise of homelessness, the meaning of homelessness to homeless people and to the general public, and the emerging role of services to homeless people as a significant element of the human services system. The course will cover the national scope of homelessness, but will focus primarily on the problem in New York City. Field trips will be made to program sites.  
Prerequisite: CSE099, MAT098, SSI110 or SSI101 or SSY101  
Pre- or Corequisite: ENG101

Nursing
SCR101 Introduction to the Nursing Process*  
10 hours (3 lecture, 3 labs, 4 clinical); 5 credits
This course is an introduction to the five interrelated roles of the associate degree nurse, with emphasis on the role of provider of care. Students focus on the assessment phase of the nursing process to identify baseline data related to basic health needs. Campus laboratory experiences stress the development of fundamental nursing skills. Clinical practice in area hospitals and health related facilities involves care of clients with health problems. Proper uniform, liability insurance and physical examinations are required. Students provide their own transportation to hospitals.  
Prerequisite: CSE099, ENG101, Pre-nursing index of 2.5 or above and permission of Nursing Program Director, SCC203, SCC140, SSI101  
Corequisite: MAT106, SCC204

SCR201 Nursing Process I*  
12 hours (3 lecture, 3 labs, 6 clinical); 6 credits
This course stresses the application of nursing and scientific concepts to the care of childbearing families and their infants. The effects of pregnancy on the needs of the mother and family are considered. Emphasis is placed on the formulation of nursing diagnoses and
the implementation of plans of care. Experiential learning offers opportunities to provide care during the antepartal, intrapartal and postpartal periods of the maternity cycle and during the pre/postoperative obstetrical procedures.

Prerequisite: MAT106, SCB204, SCR101
Pre- or Corequisite: SCR295

SCR295 Contemporary Issues in Nursing*
2 hours; 1 credit
This course provides students with the opportunity to discuss contemporary nursing issues and trends in light of their historical perspective as well as their impact on nurses and the nursing profession. Emphasis will be placed on the role of the Associate Degree nurse and the transition from student status to member of the health team.

Prerequisite: SCR250
Pre- or Corequisite: SCR290

Occupational Therapy

CEO201 Introductory Co-op in OT: Psychosocial Dysfunction*
3½ hours; 1½ credits
The student is assigned to a mental health setting under professional supervision. The student learns to observe and record behavior of individuals and groups, and participates in evaluation and treatment. Placement is for one week prior to beginning of quarter in which student takes SCO201, and continues for four hours weekly throughout the quarter. A weekly seminar is required.

Prerequisite: CSE099, ENG101, MAT098
Corequisite: SCO201
Pre- or Corequisite: SCO202
(The student attends a clinical site for approximately 80 hours of fieldwork.)

CEO202 Introductory Co-op in OT: Physical Dysfunction*
3½ hours; 1½ credits
The student is assigned to a clinical facility under professional supervision. The student will observe and participate in occupational therapy program for clients with physical dysfunction. Placement is for one week prior to the beginning of the quarter in which the student takes SCO202. Placement continues for four hours weekly throughout the quarter. A weekly seminar

SCCO202 Occupational Therapy Theory and Practice in Psychosocial Dysfunction*
3 hours; 3 credits
This course examines the philosophy, theories and techniques of occupational therapy for clients with psychosocial dysfunction. This includes concepts of observation and assessment, group and individual treatment, the use of self in the therapeutic relationship, selection of appropriate media, and professional communication. The role of the occupational therapy assistant in psychiatry and the principles of supervision are also introduced. This course is linked to CEO201, which must be taken in the same quarter.

Prerequisite: CSE099, SCO210
Corequisite: CEO201
Pre- or Corequisite: SCO201

SCO210 Occupational Therapy Practice in Physical Dysfunction*
3 hours; 3 credits
This course will examine theory and application of occupational therapy for patients of all ages with physical disabilities. It will also include various approaches in prevention, evaluation of capabilities and deficits in functioning, and methods of treatment.

Prerequisite: CSE099, ENG101, SCN195, SCO210
Corequisite: CEO202
Pre- or Corequisite: SCO203

 SCO210 Occupational Therapy Skills and Application I*
5 hours (1 lecture, 4 labs); 3 credits
The student will learn basic principles of occupational therapy and general methods for instructing activities. The student will also acquire skills in various handicrafts and recreational activities. The analysis and adaptation of activities to meet the therapeutic needs of patients will be a major emphasis. Skills will include fiber crafts, leather, metal, mosaics, art and scrap crafts.

Prerequisite: CSE098, ENX/ENG099, MAT098
SC0212 Occupational Therapy Skills/Application III: Life Tasks*
5 hours (1 lecture, 4 labs); 3 credits
This course will identify and examine the roles and skills essential for an individual's adaptation to the home situation or institutional setting, assessment of the nature and level of work and recreational capacities and self-care skills. Activities include orthotics, prosthetics, activities of daily living, homemaking for the handicapped, adaptive equipment and administration of pre-vocational tests.
Prerequisite: CSE098, MAT098, ENG101, SC0210

SC0220 Physical and Developmental Aspects of Therapeutic Activity*
1 hour; 1 credit
This course will emphasize body mechanics; theories and principles of motor development, exercise physiology and their application in occupational therapy treatment. Students will also learn emergency procedures and precautions important in rehabilitation.
Prerequisite: CSE098, ENX/ENG099, MAT098, SCB203
Pre- or Corequisite: ENG101

SC0225 Occupational Therapy Skills and Application II*
4 hours; 2 credits
This course provides a basic experience in woodworking, weaving and ceramics, emphasizing their therapeutic use in occupational therapy. Students will engage in construction of projects with a focus on developmental, motor, cognitive, perceptual, interpersonal and affective components. Students will also have an opportunity to instruct a simulated patient.
Prerequisite: CSE098, MAT098, SC0210
Pre- or Corequisite: ENG101

SC0230 Functional Pathology*
3 hours; 3 credits
This course is a systems approach to the study of pathophysiology. Emphasis will be on the normal and abnormal response to disease and injury, and effects on bodily systems. Consideration will be given to selected disorders, including a survey of etiology, pathology, symptomatology, management and prognosis. Knowledge of proper terminology and techniques of literature review will also be emphasized.
Prerequisite: SCB204 or equivalent

SC0290 Occupational Therapy Internship in Psychosocial Dysfunction*
7 hours (1 quarter full-time); 3 credits
The student is assigned full time to a clinical facility under professional supervision. The internship provides exposure to clients with psychosocial dysfunction, (psychiatric patients whose diagnosis may include schizophrenia, affective disorders, organic mental disorders, substance abuse disorders, etc.) The student will have opportunities to practice treatment approaches and the use of activities with this population. Communication (written and oral) with other treatment professionals is required. A biweekly seminar provides reinforcement of career concepts. (Scheduled 2 hours every other week.)
Prerequisite: CSE098, MAT098, ENG101, CEO201, SCO201, and permission of Occupational Therapy coordinator

SC0291 OT Clinical Internship Physical Dysfunction*
7 hours (1 quarter full-time); 3 credits
The student is assigned full-time to a clinical facility (e.g. rehabilitation center, school for the handicapped, general hospital) under professional supervision. The internship provides exposure to clients with physical dysfunction, (e.g., stroke, paraplegia, arthritis) and opportunities to practice, under supervision, a variety of treatment approaches. Communication (written & oral) with other treatment professionals is required. A bi-weekly seminar provides reinforcement of career concepts. (Scheduled 2 hours every other week.)
Prerequisite: CSE098, MAT098, ENG101, CEO201, SCO202 and permission of O.T. coordinator
Corequisite: SCO212

SC0292 Health and Humanities—Creative Arts Therapy*
7 hours; 3 credits
This course will focus on how such areas as art, drama, dance, music, are used in activities therapy as an adjunctive means of achieving health-related goals. The student will explore career opportunities available in the activity therapies, and will review their academic and clinical requirements. In addition, the student will become familiar with the competencies of specific activity therapists, and learn how such knowledge and skills facilitate the patient's development. On-site practical periods and/or co-op placements (ranging from 3 partial day/weeks to full time for the quarter) will provide the student with an opportunity to critically observe and analyze the practical application of the creative arts therapies as an approach to health care.
Prerequisite: CSE098, ENX/ENG099, MAT098, and permission of instructor

Physical Therapy

SCT101 Introduction to Physical Therapy*
2 hours; 2 credits
This course introduces the concepts and scope of physical therapy, its professional organization and its relationship with other health professions. Subjects include: the role and function of health personnel, professional ethics and conduct, and medico-legal aspects of physical therapy services, vital signs, bandaging, medical terminology, communication skills, and record keeping.
Prerequisite: CSE098, ENX/ENG099, MAT099
Corequisite: SCB203

SCT201 Kinesiology and Functional Activities*
6 hours (2 lectures, 4 labs); 4 credits
This course introduces principles of kinesiology, locomotion, prosthetics and orthotics, functional activities and activities of daily living (ADL). Topics include: biomechanics, muscle action, prosthetics, orthotics, use of assistive and supportive devices (canes, crutches, walkers, splints), wheelchair specifica-


**Natural Sciences**

### Biology

**SCB101 Topics in Biological Sciences**

4 hours (2 lectures, 2 labs); 3 credits

This course gives an introduction to the scientific method, the origin and organization of life, and reproduction and ecology. The relevance of modern biological theory to human life in particular areas will be emphasized using selected topics such as urban pollution and population control.

Prerequisite: MAT099, CSE099, ENX/ENG099

**SCB150 Introduction to Histology**

5 hours (1 lecture, 4 labs); 3 credits

This course is an introduction to the theory of histology and practice of histotechnique. Special emphasis will be given to the actual preparation of histological specimens from animal tissue, including the proper procedures for the fixation, embedding, sectioning, staining and mounting of various tissue types.

Prerequisite: CSE099, ENX/ENG099, MAT099, SCC101 or SCC140 or SCC201

**SCB160 Food Microbiology**

6 hours (3 lectures, 3 labs); 4 credits

This course is an introduction to the science of food, with emphasis on microorganisms which affect it. Digestive processes and fundamental chemistry of food are studied, as well as the complex interactions which exist between food and microorganisms, including handling, preparation and storage. The laboratory will focus on morphological and physiological characteristics of microorganisms associated with contamination, spoilage, preservation, and foodborne disease. This course does not fulfill the Dietetic Technology General Microbiology requirement (spring).

Prerequisite: CSE099, ENX/ENG099, MAT099, SCD100

This course satisfies the New York City Department of Personnel requirement for the foods course for eligibility for School Lunch Manager.
SCB201, 202 Fundamentals of Biology I and II
6 hours (3 lectures, 1 recitation, 2 labs each quarter); 4 credits

This course is an integrated two-quarter laboratory-based sequence, stressing major concepts of biology designed to assist the student in relating these concepts to the environment. The scientific method of thinking and the experimental approach will be stressed.

Among the topics studied are:
SCB201: Cellular and molecular basis of life, heredity, evolution of various organism systems (fall and winter).
SCB202: Diversity of animal, plant, and protist life, evolution, and relationship to man. The principles of ecology and problems of urban development (spring and summer).

Prerequisite: For SCB201: CSE099, ENX/ENG099, MAT099; for SCB202: SCB201

SCB203 Fundamentals of Human Biology I
6 hours (3 lectures, 1 recitation, 2 labs); 4 credits

This course is an introduction to the anatomy and physiology of the human body. The architecture and function of cells, tissues and organ systems will be studied. The laboratory includes physiological experiments and gross and microscopic anatomy using the cat as a dissection subject. Topics will include the chemistry of life, the cell, skeletal, muscular, digestive and excretory systems.

Prerequisite: CSE099, ENX/ENG099, MAT099

SCB204 Fundamentals of Human Biology II
6 hours (3 lectures, 1 recitation, 2 labs); 4 credits

This course is an introduction to the anatomy and physiology of the human body. The architecture and function of cells, tissue and organ systems will be studied. The laboratory includes physiological experiments and gross and microscopic anatomy experiments, using the cat as a dissection subject. Topics will include the cardiovascular, nervous, endocrine, respiratory, and reproductive systems.

Prerequisite: CSE099, ENX/ENG099, MAT099, SCB203

SCB210 Comparative Vertebrate Anatomy and Physiology
7 hours (3 lectures, 4 labs); 5 credits

This course is a survey of the evolution, anatomy and physiology of the major vertebrate classes. The course will include dissection of representative vertebrates and a comparative study of their organ systems.

Prerequisite: CSE099, ENX/ENG099, MAT099, SCC140, SCN101 for students in Animal Health Technician Program; SCB201 and SCB202 for all Associate of Science students

SCB260 General Microbiology
6 hours (3 lectures, 3 labs); 4 credits

This course offers an introduction to microorganisms found in nature, industry and disease. The student is introduced to virology, bacteriology, immunology, epidemiology, pathology and other related areas of microbial physiology. The laboratory will deal with the isolation and identification of common pathogenic and nonpathogenic organisms utilizing techniques of staining, culturing, fermentation reactions and microscopic inspection.

Prerequisite: SCB202 or SCB204 or equivalent

Chemistry

SCC101 Topics in Chemistry
4 hours (2 lectures, 2 labs); 3 credits

This course is a one-quarter survey of the principles and applications of chemistry. Emphasis will be placed upon descriptive chemistry in areas such as food and drugs, synthetics and biological chemistry. Lecture and discussion will be complemented by laboratory experiments in which chemical principles and techniques are applied to the analysis and synthesis of familiar items.

Note: This course is not open to students with credit in SCC140 or SCC201

Prerequisite: CSE099, ENX/ENG099, MAT099

SCC140 Biological Chemistry
4 hours (2 lectures, 2 labs); 3 credits

This course is an introduction to the chemical basis of life. Topics will include an introduction to basic chemical principles, atomic structure, bond formation, and structure and mechanism in organic and bio-chemical systems. These will be related to the basic life processes of reproduction development, growth, nutrition and health.

Prerequisite: CSE099, ENX/ENG099, MAT099

SCC200 Essentials of Inorganic Chemistry
6 hours (3 lectures, 3 labs); 4 credits

This is a one-quarter course surveying the basic principles of general chemistry with particular emphasis on their role in health-related disciplines. Topics include atomic structure, classes of chemical reactions, solutions, chemical equilibrium, acids and bases, electrolytes and nuclear chemistry. Laboratory exercises complement the lecture instruction.

Prerequisite: CSE099, ENX/ENG099
Pre- or Corequisite: MAT110

SCC201, 202 Fundamentals of Chemistry I and II
6 hours (3 lectures, 1 recitation, 2 labs each quarter); 4 credits

This is a two-quarter sequence covering the basic concepts of chemistry and their historical development. The experimental nature of chemistry as well as the role of chemistry in many aspects of daily life are stressed.

Among the topics studied are:
SCC201: Atomic structure, chemical bonding, chemical reactivity, quantitative relationships in chemical reactions; (Fall, Winter).
SCC202 Solutions, acid-base theory, chemical equilibrium, electrochemistry, (Spring)

Prerequisite: For SCC201: CSE099, ENX/ENG099, MAT110; for SCC202: SCC201

SCC250 Essentials of Organic Chemistry
6 hours (3 lecture, 3 labs); 4 credits

This is a one-quarter course surveying the basic principles of organic chemistry stressing their role in the health science. Topics include nomenclature, classes of organic compounds and their characteristic properties and reactions. Proteins, enzymes, and an introduction
to metabolism are also included. Laboratory exercises provide practical experience of the lecture concepts.

Prerequisite: CSE099, ENC099, MAT099, SCC200 or SCC202

**General Science**

**SCS100 Topics in Ecology**

*3 hours; 3 credits*

This course is a study of the interrelationships between organisms and their environment. Special emphasis will be placed on the physical and biological factors that influence man's adaptation to the urban environment. Laboratory work will center around methods of study of urban ecology and pollution analysis.

Prerequisite: CSE098, ENC099, MAT099

**SCS101 History of Science**

*3 hours; 3 credits*

This course presents science as an evolving and ever-changing dynamic area of study. The course begins with Greek theories of the solar system and theories of motion. It traces changes in scientific theories from Greek times until the 20th century. History of astronomy, physics, chemistry and biology is surveyed. The role of perseverance, luck and inventiveness in science also is highlighted. The rise and fall of theories as well as reasons for supporting and rejecting the various theories are surveyed.

Prerequisite: CSE098, ENC099, MAT099

**SCS110 Science and Modern Society**

*3 hours; 3 credits*

This is a study of the interaction between science and society in the modern world. Topics are to be chosen from underdevelopment, use and misuse of technology, medical care, computers and unemployment, pollution, present day genetics, funding for science, and alienation from science and technology. No scientific background is needed.

Prerequisite: CSE098, ENC099, MAT099

**SCS150 Mentoring: The Helping Relationship**

*3 hours; 3 credits*

This course offers a study of and experience in the helping relationship. Theoretical approaches dealing with the helping process will be covered as well as specific skills. Topics and guest presentations include peer tutoring, problem solving, adolescence, peer counseling, and use of a mentor to promote career development. Students will be involved in seminar discussions, training, field visits. Each participant will serve as mentor in supervised experience with a high school student.

Prerequisite: CSE099, MAT099, ENC101 and one of the following: ENC014 or HUC101 or HSC102 or SSY101; minimum cumulative GPA of 2.0

**SCS150 Topics in Ecology**

*3 hours; 3 credits*

This course is a study of the interrelationships between organisms and their environment. Special emphasis will be placed on the physical and biological factors that influence man's adaptation to the urban environment. Laboratory work will center around methods of study of urban ecology and pollution analysis.

Prerequisite: CSE098, ENC099, MAT099

**SCS111 Science and Modern Society**

*3 hours; 3 credits*

This is a study of the interaction between science and society in the modern world. Topics are to be chosen from underdevelopment, use and misuse of technology, medical care, computers and unemployment, pollution, present day genetics, funding for science, and alienation from science and technology. No scientific background is needed.

Prerequisite: CSE098, ENC099, MAT099

**Health Science**

**SCH110 Therapeutic Approaches in Pediatrics in the Community**

*3 hours; 3 credits*

This course is designed as a basic orientation to therapeutic approaches in pediatrics. Topics will include: types of disabilities; types of facilities; roles of the therapist working with a pediatric population; the relationship of various members of the health care team; specific approaches to therapeutic technology, e.g., modification, perceptual motor training and future trends in pediatric services.

Prerequisite: SCN195; O.T. Majors or students with an equivalent background upon receipt of permission from the instructor.

**SCH111 Aging as a Health Process**

*3 hours; 3 credits*

This course will discuss the aging process and the effect of biological changes on the mental processes and functioning of the individual. The relationship between aging and chronic disease will be reviewed with special consideration given to prevention of the effects of physical and mental deterioration. Role playing, exercises and group discussions will be used to increase the knowledge of the aging process and consider the relationship between the emotional, social and physical forces of aging.

Prerequisite: CSE098, MAT098, ENC101

**SCH112 Techniques with the Visually Impaired: Scopes/Uses**

*2 hours; 2 credits*

This course will provide the student with an awareness of, and a basic orientation to approaches used in services for the blind and visually impaired. Topics related to the visually impaired will include: attitudes toward the blind, common dysfunction of the eye, agencies and programs available and specific living techniques, e.g., skills in eating, cooking, grooming and communication.

Prerequisite: CSE099, ENC099

**SCH120 Human Sexuality**

*3 hours; 3 credits*

This is a survey course designed to provide students with knowledge of sexuality as related to their physical, mental, and emotional maturation. Topics to be addressed include: anatomy and physiology of the reproductive system, sexual health concerns, alternative lifestyles (i.e., bisexuality, homosexuality, and erotic minorities). Emphasis is placed on the positive functional aspects of sexuality rather than the dysfunction.

Prerequisite: CSE098, ENC099

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*This course can only be used to fulfill the unrestricted elective requirement. It cannot by used to fulfill the liberal arts requirement.*
Physics

SCP101 Topics In Physical Sciences
4 hours (2 lectures, 2 labs); 3 credits

This course consists of a survey of the major concepts in physics, astronomy, chemistry and geology. The physics section includes the theory of motion (Kinetematics); the law of conservation of energy; different forms of energy, especially electrical and atomic; and the laws of wave motion and optics. The astronomy section deals with both planetary and stellar astronomy. The unit on chemistry, emphasizes the structure of atoms and their combination into molecules. Finally, the segment on geology centers around the theory of plate tectonics and how it is used to explain phenomena such as earthquakes and volcanos.

Prerequisite: CSE099, ENXIENC099, MAT099

SCP140 Topics in Astronomy
4 hours (2 lectures, 2 labs); 3 credits

This course surveys modern astronomy with special emphasis on recent developments in space, astrophysics, and radio astronomy. Among the topics to be covered will be: planetary astronomy—life on other worlds, energy production in stars; stellar evolution; pulsars, quasars, "black holes," and cosmological theories. Laboratory periods will include use of LaGuardia’s Astronomy Center—including the planetarium and telescope—plus field trips to planetariums and observatories in the N.Y.C. area.

Prerequisite: CSE099, ENXIENC099, MAT099

SCP201, 202 Fundamentals of Physics I and II
6 hours (3 lectures, 1 recitation, 2 labs each quarter); 4 credits

Fundamentals of Physics I and II are a two-quarter sequence covering the basic laws of physics with an emphasis on laboratory experience and mathematical solutions of problems. This is a basic course for students intending to continue their studies in the physical and biological sciences, since more advanced courses in the natural sciences assume knowledge of this material. Among the topics studied are: SCP201: The basic concepts of mechanics; kinematics; Newton's gravitational law; conservation of momentum and energy; heat, emphasizing the kinetic theory; and electrostatics: charge, forces, fields, electrical energy. SCP202: The basic concept of electrodynamics (currents and magnetism; electromagnetism); optics (wave theory, lenses); and modern physics (relativity, atomic theory; quantum mechanics).

Prerequisite: for SCP201: CSE098, MAT110; for SCP202: SCP201

SCP240, 241, 242 General Physics I, II and III
6 hours (3 lectures, 1 recitation, 2 labs each quarter); 4 credits

General Physics I, II and III are together a three-quarter sequence in physics for science and preengineering students. The topics covered in the first quarter include: motion in one, two and three dimensions; vectors; forces and moments; Newton's Laws; work and energy; center of mass; momentum and collisions; rotational motion; moment of inertia; hydrostatics and hydrodynamics. The topics covered in the second quarter include: heat and temperature; the laws of thermodynamics; kinetic theory; entropy, oscillations; wave motion; properties of light; optics. The topics covered in the third quarter include: Electrostatics; DC circuits; magnetism and magnetic materials; AC circuits, special relativity, modern physics. This is a calculus-based physics course.

Prerequisite: for SCP240: CSE099
Pre- or Corequisite: MAT200
Prerequisite: for SCP241: SCP240
Pre- or Corequisite: MAT201
Prerequisite: for SCP242: SCP241
Pre- or Corequisite: MAT202

SCP250 Engineering Mechanics: Statics
2 hours; 2 credits

This course is an intermediate study of mechanics covering the fundamental principles of force, moments, centroids, shear, friction, virtual work; (offered in the Fall).

Prerequisite: MAT201, SCP240

Urban Study

SCN195 Community Health*
2 hours; 2 credits

This course is a basic orientation to the organization of health care systems in New York City and the position of the health care worker within these systems. Topics will include health careers, the nature of health and disease, prevention of disease, public health measures, types of facilities, payment sources, medical care available, and future trends. Visits to local health facilities (i.e., hospitals, nursing homes) are included.

Prerequisite: CSE098, ENXIENC099, MAT098, major in Allied Health or permission of instructor
Office Technology Department

In order to meet the general and vocational needs of students, the Office Technology Department offers six major programs in office education that enable students to attain an office position upon graduation.

Students may choose to study any of the following options: Executive Secretary, Legal Secretary, Bilingual Secretary, Administrative Office Assistant Option, or the Office Technology Program.

In addition, the Office Technology Department offers a one-year program in Word/Information Processing. This certificate program represents a thorough, well-rounded approach to the field of word processing. It offers training on the latest equipment and prepares students to enter the employment market as skilled word processing specialists.

SEC100, 101, 103 Stenography I (Gregg, Pitman, ABC)
4 hours; 2 credits
Students will receive an intensive presentation of the basic theory of shorthand. At the conclusion of the quarter, students are expected to have mastered the basic principles of shorthand and to have acquired a minimum writing speed of 40 words a minute and the ability to read shorthand from textbook plates, homework notes, and classroom dictation.
Prerequisite: CSE098, ENG098

SEC102 Stenography I (Machine Shorthand)
4 hours; 2 credits
Students will receive an intensive presentation of the basic theory of Machine Shorthand. At the conclusion of the quarter, students are expected to have mastered the basic principles of Machine Shorthand and to have acquired a minimum writing speed of 40 words a minute and the ability to read shorthand from textbook plates, homework notes, and classroom dictation.
Prerequisite: CSE098, ENG098

SEC105 Spanish Stenography I
4 hours; 2 credits
Students who have not previously studied Spanish shorthand receive an intensive presentation of the basic theory of Spanish shorthand. At the conclusion of the quarter, students are expected to have mastered the basic principles and to have acquired a writing speed of 40 words a minute for three minutes, and the ability to read Spanish shorthand from textbook plates, homework notes, and classroom dictation. (Fluency in Spanish is required.)
Prerequisite: Spanish Language Proficiency Examination—oral or written

SEC110, 111, 113 Stenography II (Gregg, Pitman, ABC)
4 hours; 2 credits
This course completes the presentation of the basic principles of shorthand and provides for speedbuilding in both reading and writing of shorthand. Final writing speed is a minimum of 50 words per minute. Pre-transcription drills are commenced in preparation for typewritten transcription.
Prerequisite: CSE099, ENG099, SEC100 or SEC101 or SEC103, SEC140

SEC112 Stenography II (Machine)
4 hours; 2 credits
This course completes the presentation of the basic principles of Machine Shorthand and provides for speedbuilding in both reading and writing of shorthand. Final writing speed goal is a minimum of 50 words per minute. Pre-transcription drills are commenced in preparation for typewritten transcription.
Prerequisite: CSE099, ENX/ENG099, SEC102, SEC140

SEC115 Spanish Stenography II
4 hours; 2 credits
Students will continue the training commenced in Spanish Stenography I. Correct techniques for forming short-hand characters, fluency in writing, rapid reading, and review of principles learned in Spanish Shorthand I will be provided, together with concomitant learning materials; such as, punctuation, spelling, and grammar. Intensive speed dictation and transcription will be commenced, with a final goal of minimum dictation speed of 60 words a minute based on three minutes of sustained dictation.
Prerequisite: CSE098, ENX/ENG099 or waiver, SEC103, SEC140, HUS105 or equivalent, HUS101 or equivalent, HUS102 or equivalent

SEC120, 121, 123 Stenography III (Gregg, Pitman, ABC)
6 hours; 3 credits
Speedbuilding to a minimum speed of 70 words a minute is the primary focus of this course. Emphasis on spelling, grammar, and punctuation continues. Transcription skill is developed from textbook plates, homework notes, and new-matter dictation. Mailability on average-length letters from unfamiliar material is required.
Prerequisite: CSE099, SEC110 or SEC111 or SEC113
Pre- or Corequisite: ENG101, SEC142

SEC122 Stenography III (Machine)
6 hours; 3 credits
Speedbuilding to a minimum speed of 70 words a minute is the primary focus of this course. Emphasis on spelling, grammar, and punctuation continues. Transcription skill is developed from textbook plates, homework notes, and new-matter dictation. Mailability on average-length letters from unfamiliar material is required.
Prerequisite: CSE099, SEC112
Pre- or Corequisite: ENG101, SEC142

SEC140 Typewriting I
4 hours; 2 credits
This course is designed to develop keyboard mastery for beginners and those who have had a minimum of instruction in typewriting. Keyboard mastery will be followed by skill building and training in setting up basic business correspondence, tabulations, and manuscripts. Proofreading and proper correction techniques will be stressed.
The final minimum speed goal is 30 words per minute.
Prerequisite: ESL098

SEC141 Typewriting II
4 hours; 2 credits
This course is designed to increase the skills of students who possess speeds of 35 to 40 words per minute. Emphasis will be based on speed and accuracy development. Basic business correspondence will be reviewed and more complicated business forms and tabulations will be introduced. The final minimum speed goal is 40 words a minute.
Prerequisite: ESL098, SEC140 or equivalent

SEC142 Typewriting III
3 hours; 2 credits
This course is designed to develop the students' abilities to perform a variety of typewriting production tasks; i.e., legal, medical, statistical, and technical correspondence. The final minimum speed goal is 50 words a minute.
Prerequisite: CSE098, ENXIENG099, SEC141

SEC143 Power Typing
4 hours; 2 credits
This course is designed to meet the individual needs of students desiring to improve their typing skills. Through diagnostic testing and error analysis techniques, students will be able to achieve higher degrees of speed and accuracy. A final minimum goal of 55 words a minute is required.
Prerequisite: CSE098, ENXIENG099, SEC142

SEC145 Word Processing I
4 hours; 2 credits
This is an introductory word processing course, providing the student with hands-on training. The techniques covered include creation, formatting, editing, and printing of documents. In this course, the student will develop the ability to function in an entry-level word processing position.
Prerequisite: CSE099, ENXIENG099, SEC141

SEC146 Word Processing II
4 hours; 2 credits
This course is a continuation of the applications and principles covered in Word Processing I, SEC 145. The students will develop advanced word processing capabilities such as the merge and glossary functions as well as the sort and math options.
Prerequisite: SEC145

SEC147 Administration of Information Processing
3 hours; 3 credits
Students will develop the ability to supervise people and manage procedures in an office incorporating information processing. Emphasis will be given to the selection of equipment and personnel. Students will analyze productivity in information processing and gain an awareness of ergonomics involved in office automation.
Prerequisite: SEC145 or SEC150, ENXIENG101

SEC150 Word Processing on the Microcomputer
4 hours; 2 credits
This course is an introduction to word processing on the microcomputer. Emphasis is placed on developing understanding of the role of word processing in the business office. Through practice exercises and lectures, students will master the microcomputer to create, edit, print, store, and retrieve documents, as well as to use advanced functions such as merging documents.
Prerequisites: CSE098, ENXIENG098, SEC140

SEC210, 211, 215 Transcription I (Gregg, Pitman, ABC)
6 hours; 3 credits
This course integrates stenographic and typewriting training, which will enable the student to attain a dictation speed of 85 to 105 words a minute and a minimum typewriting speed of 50 words a minute. Office style dictation is introduced to enable the student to transcribe "ready-for-signature" correspondence. Proofreading, grammar, punctuation, and spelling skills are reinforced.
Prerequisites: CSE099, ENXIENG101, SEC120 or SEC121 or SEC123, ENXIENG112, SEC142, SEC145

SEC216, 221, 225 Transcription II (Gregg, Pitman, ABC)
8 hours; 4 credits
This final course in stenographic training brings students to a professional level of competence. Stenographic dictation at 95-110+ words a minute and a minimum typewriting speed of 60 words a minute are the end goals for this course. Office style dictation is reinforced and emphasis is placed on properly formatted, ready-for-signature transcripts. All transcription is done on electronic office equipment.
Prerequisites: CSE099, ENXIENG112, SEC145, SEC219

SEC218 Bilingual Transcription I
8 hours; 4 credits
Stenographic and typewriting training are correlated in this course to produce stenographic dictation speed at 90 words a minute in English and 80 words a minute in Spanish; typewriting speed of 50 words a minute and transcription rate of 15-25 words a minute. Use of carbon copies, proofreading, collating, correcting grammar, punctuation, and spelling in both languages are emphasized.
Prerequisites: CSE099, ENXIENG101, SEC115, SEC120, SEC142, HUS210, or permission of the instructor
Corequisite: ENXIENG112, SEC142, HUS220

SEC219 Bilingual Transcription II
8 hours; 4 credits
This final course in stenographic training brings students to a professional level of competence. Stenographic dictation at 100 words a minute in English and 90 words in Spanish, typewriting speed of 60 words a minute, and transcription rates of 25-30 words a minute are the end goals for this course.
Prerequisites: CSE099, SEC218, HUS220, ENXIENG112
OFFICE TECHNOLOGY

SEC235, 236, 237 Legal Office Technology I (Gregg, Pitman, Machine)
3 hours; 3 credits

This course is designed to provide the student with the vocabulary and background information required to prepare legal documents. Development of typing speed, machine transcription of legal documents and correspondence, spelling, and punctuation will be stressed.
Pre-requisite: CSE099, ENX/ENG099, AMM110, SEC120 or SEC121 or SEC122, SEC142
Pre- or Corequisite: SEC145
Corequisite: SEC265 or SEC266 or SEC267

SEC245, 246, 247 Legal Office Technology II (Gregg, Pitman, Machine)
3 hours; 3 credits

This course is a continuation of Legal Office Technology I. It includes more advanced terminology and legal documents, further development of typing, writing speed, machine transcription on word processors, and continued exercises in spelling and punctuation.
Pre-requisite: CSE099, ENG101, SEC235 or SEC236 or SEC237
Pre- or Corequisite: SEC245 or SEC246 or SEC247
Corequisite: SEC250 or SEC255 or SEC257

SEC250 Educational Problems of the School Secretary: Part I
2 hours; 2 credits

This course is one of three courses designed to prepare a student for the School Secretary License Examination. It will cover the By-laws of the Board of Education, guidance procedures, practical psychology for the school secretary, ethics of the school secretary, and issues of special education.
Pre-requisite: CSE099, ENX/ENG099

SEC251 Educational Problems of the School Secretary: Part II
2 hours; 2 credits

This course is a continuation of Educational Problems of the School Secretary I. It deals with the organization of the New York City public school system, circulars and directives as they apply to the School Secretary. The philosophy of education and the interpretation of educational statistics is also introduced.
Pre-requisite: CSE099, ENX/ENG099

SEC255 School Records and Accounts
2 hours; 2 credits

This course is designed to develop an understanding of New York City public school records, accounts, and administrative procedures related to pupil and staff. Classwork will consist of actual analysis of selected school records and accounts. Day-to-day procedures will be reviewed, discussed, and analyzed.
Pre-requisite: CSE099, ENX/ENG099, MAT099

SEC257, 258, 277 Legal Dictation and Transcription II (Gregg, Pitman, Machine)
6 hours; 3 credits

This course is designed to provide advanced training and instruction in the preparation of legal documents and legal correspondence, building upon the work completed in Legal Dictation and Transcription I. Emphasis will be placed upon the stenographic transcription and format aspects of such documents and correspondence. An understanding of the nature, purpose, and terminology of legal documents will be provided. Proofreading, editing, and writing skills will also be refined.
Pre-requisite: CSE099, SEC265 or SEC266 or SEC267
Corequisite: SEC245 or SEC246 or SEC247

SEC260 Business Communications
3 hours; 3 credits

This course provides instruction and practice for the secretary in how to exercise various communication tasks in business. Written activities will focus on business letters, memoranda, application letters, cover letters, and resumes. Oral activities will include simulation of office situations, telephone inquiries, etc. Special consideration will be given to the mechanics of written English.
Pre-requisite: CSE099
Pre- or Corequisite: ENG101

SEC270 Electronic Office Procedures
6 hours; 3 credits

Business skills such as word processing and machine transcription will be developed, integrated, and refined. Human relations skills, interoffice relationships, and organizational structure will be covered through job-related projects. Basic filing rules, mail procedures, electronic mail, telephone techniques, and telecommunications will also be discussed. Hands-on training will be conducted in electronic calendaring and filing. The Teletrainer will be used for hands-on telephone training.
Pre- or Corequisite: ENG101, SEC145
Note: This is the first TAR course and must be completed before your first internship.

SEC275, 276, 277 Legal Dictation and Transcription II (Gregg, Pitman, Machine)
6 hours; 3 credits

This course is designed to provide advanced training and instruction in the preparation of legal documents and legal correspondence, building upon the work completed in Legal Dictation and Transcription I. Emphasis will be placed upon the stenographic transcription and format aspects of such documents and correspondence. An understanding of the nature, purpose, and terminology of legal documents will be provided. Proofreading, editing, and writing skills will also be refined.
Pre-requisite: CSE099, SEC265 or SEC266 or SEC267
Corequisite: SEC245 or SEC246 or SEC247

SEC280 Microcomputer Applications—Spreadsheets
4 hours; 2 credits

This course will familiarize the students with the menu commands and uses of spreadsheets software packages. Through hands-on practice the students will develop the ability to create spreadsheets for multiple purposes. Emphasis will be placed on record-keeping for general business applications.
Pre-requisite: CSE099, ENX/ENG099, MAT099, SEC140
SEC281 Microcomputer Applications—Data Base
3 hours; 3 credits

This course introduces the software application of a data base. Students will explore the uses of a data base through extensive hands-on experience. The course will emphasize the use of alternative methods of searching the data base, selective retrieval of information, and report preparation. Students will explore the use of advanced functions in order to combine files, modify original design, update records and become familiar with the use of temporary storage.
Prerequisite: CSE099, ENG099, MAT099, BDP100, SEC150

Social Science Department

Social Science courses examine why people behave the way they do; why society is the way it is; who has power, wealth, and prestige; and how they got them. Many of the courses emphasize the themes of ethnicity, class, gender, and power through which students can better understand themselves, society, and the world in which they live.

The department offers interdisciplinary courses as well as courses in anthropology, economics, history, political science, psychology, sociology, and urban study. Courses are presented in that order.

Prerequisite: ESR098 or ESL099

SSI210 Women in Society
3 hours; 3 credits

The course will examine the role of women in society from a historical and cross-cultural perspective. It will examine women’s psychological issues, economic functions and their relationships to social institutions. The debates surrounding women at work, women in politics and women’s movements will be discussed.
Prerequisite: CSE099, ENX/ENG099, SSI100

SSI240 The Minority Aged in the Inner City
3 hours; 3 credits

This course will examine the life style and experiences of minority elderly living in the inner city. The course is designed to provide an enhanced awareness of and sensitivity to the multiple jeopardy of ageism, racism, and poverty experienced by many inner city minority aged. A major focus will be placed on the Black and Hispanic aged. Substantive topics to be covered will include: The psycho-social, political and economic forces that influence the quality of life in the inner city.
Field trips to service programs, facilities and visits to the homebound will be required.
Prerequisite: CSE099, ENX/ENG099, MAT099, SSI100

Anthropology

SSA100 Introduction to Anthropology
3 hours; 3 credits

In this course, students will be introduced to the fields of Anthropology—Physical Anthropology, Archeology, Cultural Anthropology, and Anthropological topics in Linguistics. The aim shall be to explore the origins and development of some of the world’s hunter-gatherer, agricultural, peasant and industrial societies. Utilizing examples from both extinct and modern-day societies, the student will gain
an appreciation of the wide diversity of human cultures.
Prerequisite: CSE099, ENX/ENG099, SS1100

SSA101 Cultural Anthropology
3 hours; 3 credits

This course examines the similarities and differences found in the various types of human cultures and societies. It acquaints students with the basic concepts that help explain differences and similarities. The role of culture and language in determining human behavior is examined as is the interrelationship of aspects of behavior (economics, politics, family and religion) in different types of societies. Patterns of cultural change will also be discussed.
Prerequisite: CSE099, ENX/ENG099, SS1100

SSA106 Anthropology of Latin America
3 hours; 3 credits

This course will focus on the different peoples and cultures of Latin America, including Indian groups, rural communities of peasants, blacks and other plantation workers, urbanized peasants, urban workers, new middle classes and elites. The social and cultural organization of each of these groups will be examined, particularly in their relationship to the larger society. The impact of the global economy on Latin American cultures will also be examined.
Prerequisite: CSE099, ENX/ENG099, SS1100

SSA150 The Dynamics of Culture Change
3 hours; 3 credits

This course examines the responses of the peoples and cultures of the Third World to the expansion of Western Society. It focuses on the changes brought about by colonialism, modernization, development, nation building and the emergence of a global economy in selected societies of Asia, Africa and Latin America. Case studies are examined to understand the factors that promote stability, change and revolution.
Prerequisite: CSE099, MAT099, SS1100
Pre- or Corequisite: ENG101

SSA205 Human Evolution, Variation and Biology
6 hours; (3 lecture, 3 lab); 6 credits

This course introduces students to the evidence for human evolution and the relationship of humans to the rest of the biological world. Through class discussions, readings and laboratory studies, students will examine how the scientific process is applied to the study of human biological variation and development. The unique cultural and social development and characteristics of the human species will also be covered.
Prerequisite: CSE099, ENX/ENG099, MAT099, SS1100

Economics

SSE101 Introductory Economics I
3 hours; 3 credits

This course serves as an introduction to some of the major economic principles, institutions and policies in the United States. Among the topics included are: the nature and methods of economics; the historical development of the market and other systems; supply and demand; the roles of industry and government in the market place; money and banking; income levels; and the problems of inflation and unemployment.
Prerequisite: For Accounting, Business Administration or Management majors: CSE098, ENX/ENG099; for all others: SS1100, CSE098, ENG099
Pre- or Corequisite: MAT099

SSE125 World Geography
3 hours; 3 credits

This course examines the role of the consumer in the American market economy. In addition, it seeks to illuminate consumer concerns in daily economic transactions. Topics include: consumer behavior, the relation of consumption to the nation's wealth, the consumer movement and consumer organizations, consumer protection laws, and the consumer's stake in such economic policies as protective tariffs, monetary policy, agricultural supports and anti-inflation measures.
Prerequisite: CSE099, ENX/ENG099, MAT099, SSE101 for accounting or business majors; SS1100 for liberal arts majors

History

SSH101 Themes in American History to 1865
3 hours; 3 credits

This course will focus on the major themes in American History from the colonial period to the Civil War. Topics such as slavery, women's roles, expansion, urbanization, reform movements and the development of the American character will be examined in this course.
Prerequisite: CSE099, ENX/ENG099, SS1100
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSH102</td>
<td>Themes in American History since 1865</td>
<td>3</td>
<td>This course will examine American history since 1865. Such topics as industrialization, labor unions, immigration, organization, political parties, reform movements, foreign policy and the rise of the U.S. as the major force in the world will be covered in this course. Prerequisite: CSE099, ENX/ENG099, SSI100</td>
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<tr>
<td>SSH103</td>
<td>Western Civilization from Ancient Times to the Renaissance</td>
<td>3</td>
<td>This course investigates the main features of human civilization from ancient times to the Renaissance. The importance of geography, religion, custom and ideology are explored for the purpose of capturing the spirit of the past as well as understanding its relationship to the present. Prerequisite: CSE099, ENX/ENG099, SSI100</td>
</tr>
<tr>
<td>SSH104</td>
<td>Western Civilization from the Renaissance to Modern Times</td>
<td>3</td>
<td>This course discusses the major ways in which Western Society has changed over the past 250 years. It covers the scientific revolution, the industrial revolution, and the major political revolutions. It also explores the impact of ideas such as liberalism, Marxism, Darwinism, Nazism, and Freudianism. The two World Wars and prospects for world peace are examined. Prerequisite: CSE099, ENX/ENG099, SSI100</td>
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<tr>
<td>SSH210</td>
<td>Work in America (Formerly: Labor History)</td>
<td>3</td>
<td>This course will investigate the changing circumstances of workers in America from the Colonial period to the present. It will cover the rise of the labor movement and the role of women and minorities in the changing labor market. The impact of technology on work will also be discussed. Prerequisite: CSE099, ENX/ENG099, SSI100 or SSE101</td>
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<tr>
<td>SSH231</td>
<td>Afro-American History</td>
<td>3</td>
<td>This is an introduction to some of the basic issues in the black American's struggle against slavery and racist oppression in the United States. Special attention is given to the following: the methods that blacks have used in their attempts to bring about social change; important persons and institutions from the African beginning to the present; and the contributions blacks have made to American society. Prerequisite: CSE099, ENX/ENG099, SSI100</td>
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<tr>
<td>SSH232</td>
<td>Survey of Latin America and Caribbean History</td>
<td>3</td>
<td>This course begins with a study of the interaction between the Indian, European, and African peoples who shaped the history of Latin America and the Caribbean. It then considers the colonial period, the Independent movements, and the challenge of modernization in selected Latin American and Caribbean nations. The relationship between Latin America and the United States will also be discussed. Prerequisite: CSE099, ENX/ENG099, SSI100</td>
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<tr>
<td>SSH260</td>
<td>History of Minorities</td>
<td>3</td>
<td>This course focuses on the experiences of and challenges to minorities in the United States. It examines changing patterns of the immigration, settlement and employment of various minority groups including Afro-Americans, Irish-Americans, Hispanic-Americans and Asian-Americans. In addition, the situation of the Native Americans, women, gays and the aged will be discussed in an historical context. Prerequisite: CSE099, ENG099, SSI100</td>
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<tr>
<td>SSP101</td>
<td>U.S. Power and Politics (Formerly: Power and Politics in America)</td>
<td>3</td>
<td>This course analyzes the relationship between the theory, form, and practice of American government. The course studies the strengths and weaknesses of the American political system. A major concern of the course is the nature of power in America and the options for reforming the American political system. Prerequisite: CSE099, ENX/ENG099, SSI100</td>
</tr>
<tr>
<td>SSP200</td>
<td>World Politics</td>
<td>3</td>
<td>This course will investigate the dynamics of international power politics. After an introduction to alternative forms of political organization, the class will study the problems of achieving a balance of power between nations and the ultimate breakdown of that balance in war. It will examine the role of the superpowers, the impact of emerging nations and the Third World as well as the function of alliances in world relations. The class will also evaluate the feasibility of various plans for international order and peace. Prerequisite: CSE099, ENX/ENG099, SSI100</td>
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<tr>
<td>SSP220</td>
<td>Politics of Latin America and the Caribbean</td>
<td>3</td>
<td>This course will examine the major groups which seek power in Latin America and the Caribbean, and analyze the various strategies they use including revolution, populism, democratic reform, socialism and military authority. The prospects for modernization will be drawn from a variety of Latin American and Caribbean countries. The course includes discussion of the role of foreign nations in the politics of this area. Prerequisite: CSE098, ENX/ENG099, MAT099, SSI100</td>
</tr>
</tbody>
</table>
SSP240 Crime and Punishment
3 hours; 3 credits
This course deals with the purposes and problems of penal systems, old and new, national and international. The course will investigate the relationship between the criminal, punishment, society, and politics. Selected famous cases will be studied in detail as will the American criminal justice system and the issue of the death penalty.
Prerequisite: CSE099, ENX/ENG099, SS1100

SSP245 Law and Human Rights in America (Formerly: The Law, Politics and the Individual)
3 hours; 3 credits
This course will focus on the legal aspects of human rights issues in America. Starting with the origins of democracy and the Bill of Rights, students will explore major Supreme Court cases and Constitutional amendments dealing with such topics as freedom of speech, freedom of the press, freedom of religion, the right to vote, equality before the law, and the rights of the accused. Controversial contemporary issues such as abortion, privacy, and gun control will also be discussed in a legal context.
Prerequisite: CSE099, ENX/ENG099, SS1100

Psychology

SSY101 General Psychology
3 hours; 3 credits
This is an introduction to some of the major fields of study in the science of psychology. Areas covered include learning, perception, theories of personality, mental illness and therapy, social psychology, and the research methods of psychology.
Prerequisite: For Occupational Therapy, Pre-Nursing, Physical Therapy majors: CSE099, ENX/ENG099. For all others: CSE099, ENX/ENG099, SS1100

SSY110 Psychology of Relationships
3 hours; 3 credits
The course focuses on the dynamics of personal relationships, especially as applied to work, school, family and community settings. Students will examine topics such as job satisfaction, maintained needs, infatuated families, sexual norms, and values. The course will explore issues of adjustment and mental health in both traditional and contemporary families.
Prerequisite: ENX/ENG099, CSE099, SSY101

SSY200 Personality
3 hours; 3 credits
Theories, methods, and selected issues in the field of personality will be discussed in the context of achieving greater self-awareness and insight into the behavior of others. Among the topics discussed are: psychoanalytic, behavioristic and phenomenological theories of personality types and traits, the achievement of self-knowledge, psychological testing and personality research methods.
Prerequisite: CSE099, ENX/ENG099, SSY101

SSY230 Abnormal Psychology
3 hours; 3 credits
This course introduces the major categories of mental illness, their symptoms, causes and treatment. Among the mental disorders covered are personality disorders, the neuroses, schizophrenic psychosis, and the major affective disorders. Theoretical models for understanding mental disorders will also be discussed.
Prerequisite: CSE099, ENX/ENG099, SSY101

SSY240 Developmental Psychology I
3 hours; 3 credits
This course examines the physiological and psychological factors in individual development from birth through adolescence. It includes a study of emotional and behavioral disorders of children as well as principles of child guidance. Issues such as battering, drug usage and discipline will be discussed. The course emphasizes cognitive, moral and personality development.
Prerequisite: CSE099, ENX/ENG099, SSY101

SSY241 Developmental Psychology II
3 hours; 3 credits
This course examines the biological, psychological, and social changes of adults and the principles underlying these changes. The course explores such topics as social sex roles, self-identity, self-esteem, worker productivity, ideas and values. Students will learn about adult life crisis issues such as marriage, divorce, mid-life crisis, menopause, unemployment and aging.
Prerequisite: CSE099, ENX/ENG099, SSY101, SSY100

SSY246 Psychology in Business and Organizations
3 hours; 3 credits
This course will examine and analyze human behavior in the workplace from an organizational psychology perspective. Students will investigate the relationship between the individual and the organization climate. Specifically, the course will explore relationships, communication, groups, motivation, attitudes and individual development in the workplace. Finally, the nature of organizational systems and their interaction with society will be analyzed.
Prerequisite: CSE099, ENX/ENG099, MAT099, SS1100 or SSY101 or AMM103

SSY250 Social Psychology
3 hours; 3 credits
This course examines how the individual's personality is affected by the influences of other people and the physical environment. Among the topics discussed are: forming attitudes, conformity in groups, helping others, prejudice, and environmental stress. Research methods will also be introduced.
Prerequisite: CSE099, ENX/ENG099, SSY101 or permission of instructor

SSY260 Group Dynamics
3 hours; 3 credits
This is an introduction to the theory, research and practice of group dynam-
Social Science

This course examines the social relations which exist in educational institutions and processes. It also analyzes the reciprocal influences of family, school, economic, political, and other social institutions. The relationships between changes in society and in education are explored in depth. Focus is on the educational system of the U.S.A.

Prerequisite: CSE099, ENX/ENG099, SSH100

SSY290 Psychology of Aging
3 hours; 3 credits

This course will examine the principles underlying the biological, psychological, and social changes that occur during the latter part of the life span. It will also explore the determinants of aging—cognition, personality, role changes, and attitudes and adjustments towards dying and death.

Prerequisite: CSE099, ENX101, SSY101; recommended: SSY241

Sociology

SSS175 Sociology of Organizations (Formerly: Sociology of Complex Organizations)
3 hours; 3 credits

This course will analyze the social structure and dynamics of large scale organizations such as the corporation, the government agency, and the labor union. It will examine the significance of these organizations in the larger world as well as investigate the social worlds which exist within these organizations. Through this course, the student will come to understand the interaction between individual personality and bureaucratic structure.

Prerequisite: CSE099, ENX/ENG099, SSH100

SSS185 Sociology of Education
3 hours; 3 credits

This course examines the social relations which exist in educational institutions and processes. It also analyzes the reciprocal influences of family, school, economic, political, and other social institutions. The relationships between changes in society and in education are

SSS182 Urban Anthropology
3 hours; 3 credits

This course examines urban culture and society in different parts of the world. It includes an examination of the role cities play in different societies, urbanization in developing societies and a comparison of urban society and culture in developing societies with urban life in the United States. Field trips to sites in New York City such as new immigrant communities will be included to familiarize the students with recent changes in urban culture.

Prerequisite: CSE099, ENX/ENG099, MAT099, SSH100 or SSE101 or SSY101

SSN182 Urban Anthropology
3 hours; 3 credits

This course examines urban culture and society in different parts of the world. It includes an examination of the role cities play in different societies, urbanization in developing societies and a comparison of urban society and culture in developing societies with urban life in the United States. Field trips to sites in New York City such as new immigrant communities will be included to familiarize the students with recent changes in urban culture.

Prerequisite: CSE099, ENX/ENG099, MAT099, SSH100 or SSE101 or SSY101

SSN184 Urban Studies: Environmental Psychology
3 hours; 3 credits

This course explores the relationship between the urban physical environment and human behavior. Topics to be considered include the effects of personal space, noise, crime, crowding, architectural design, and urban blight on the actions and feelings of urban dwellers. Two field trips in this course will be based on research projects aimed at understanding behavior in such urban settings as subways, parks, and neighborhoods.

Prerequisite: CSE099, ENX/ENG099, SSH100 or SSE101 or SSY101

SSN186 Sociology of the Black Community
(Formerly: SSS230 Sociology of the Black Community)
3 hours; 3 credits

This course is about the social dynamics of Black communities in urban America. With special reference to New York City, it examines the socialization process, the family, education, and organizational life within urban Black communities. Current problems and future prospects for the urban Black community are discussed. Field trips to communities such as Harlem and Bedford-Stuyvesant are included.

Prerequisite: CSE099, ENX/ENG099, SSH100 or SSE101 or SSY101

SSN187 Urban Sociology
(Formerly: SSS11 Urban Sociology)
3 hours; 3 credits

This course examines changing ideas about the city and the changing impact of the city on American lifestyles. With reference to New York City, the course explores the origins and the social structure of the city. It focuses on the relationship of class to family, gender, education, ethnicity, religion, politics and economics. Visits to housing projects, community organizations, or service delivery agencies will familiarize the students with the issues of planning and change in the city.

Prerequisite: CSE099, ENX/ENG099, SSH100 or SSE101 or SSY101
**SSN188 Archeology**  
3 hours; 3 credits

In this course, students will be introduced to the development, history, techniques, and methods of the discipline of Archeology. The aim shall be to explore the reconstruction of the lifeways of past societies such as the Aztecs, Incas, Nubians, and others. The student will read selected writings on current problems as well as gain practical experience by participating in two site visits in the New York City area, such as Weeksville in Brooklyn, Indian Caves in Inwood Park, and others.

Prerequisite: CSE099, ENX/ENG099, MAT098, SS1100 or SSE101 or SSY101

**SSN189 The Urban Economy**  
3 hours; 3 credits

This course examines key economic problems facing cities and urban neighborhoods, particularly those of New York City. The students will study how supply and demand, land use, taxation, national product, unions, and state and federal policies affect the local economy. Through visits in their neighborhoods, and such places as the Office Economic Development and the Stock Exchange, students will apply the above concepts to local issues of employment, housing, transportation, and business activity.

Prerequisite: CSE099, ENX/ENG099, SS1100 or SSE101 or SSY101

**SSN190 Leadership**  
3 hours; 3 credits

This course explores alternative leadership theories and styles. It focuses on leadership within the urban context and on the importance of New York City figures such as Boss Tweed, Fiorello H. LaGuardia, and Shirley Chisholm. Special reference will be made to the particular leadership problems presented by cities. The course will include speakers and field trips to centers of leadership in New York City, either on the citywide or community level, in the public or private sector.

Prerequisite: CSE099, ENX/ENG099, SS1100 or SSE101 or SSY101

**SSN192 Practical Politics in New York City**  
3 hours; 3 credits

This course examines New York City as a unique political entity within the context of urban politics in America. It explores the roles of elected officials, community boards, unions, minority groups, and business interests in political decision making. The course includes guest speakers and field trips.

Prerequisite: CSE099, ENX/ENG099, SS1100 or SSE101 or SSY101

**SSN/ENN193 Ideal Societies**  
3 hours; 3 credits

This course is designed to help students understand utopian movements in urban society from historical, psychological, and sociological perspectives. This course will focus on both the causes for creating utopian experiments and the ways in which utopias approach family structure, religion, education, power, and economic organization. Literary versions of utopian communities will be studied. Field trips may be taken to such places as Roosevelt Island and Shaker Village.

Prerequisite: CSE099, ENX/ENG099, SS1100 or SSE101 or SSY101

**SSN194 Religion and Social Change**  
3 hours; 3 credits

This course will trace the evolution of traditional and nontraditional religions among various groups within the New York City religious community. The course will focus on Latin groups, and Eastern religions as well as social action projects sponsored by mainline major denominational groups. Field interviews by students will be made.

Prerequisite: CSE099, ENX/ENG099, SS1100 or SSE101 or SSY101

**SSN199 Neighborhood History**  
3 hours; 3 credits

This course will study the social, economic, and political changes of New York City neighborhoods. The focus will be on the people who migrated into, lived, and then moved out of these neighborhoods. Through field research, students will look closely at such things as immigration, housing, businesses, government legislation, and mass transit lines that have significantly affected neighborhood changes. The course will include field trips such as walking tours and a visit to Ellis Island.

Prerequisite: CSE099, ENX/ENG099, SS1100 or SSE101 or SSY101

**SSN240 History of New York City**  
(Formerly: SSY280 Black Psychology)  
3 hours; 3 credits

This course is about the development of New York City from colonial times to the present. It deals with changes in housing, transportation, immigration, politics, and social classes. The rise of New York City as a financial and cultural center will be discussed. New York City's current problems and future prospects will be assessed. The course includes a walking tour of old New York and a museum trip.

Prerequisite: CSE099, ENX/ENG099, SS1100 or SSE101 or SSY101

**SSN280 Urban Black Psychology**  
(Formerly: SSY280 Black Psychology)  
3 hours; 3 credits

This course introduces students to psychological theories and issues relating to Blacks in America. Emphasizing the shift from rural to urban environments, it examines the impact of slavery and racism on Blacks. With special reference to New York City, the course investigates the relationship between Black personality and family education, work, culture, and mental health. There will be field trips to Harlem and to a community mental health center.

Prerequisite: CSE099, ENX/ENG099, SS1100 or SSE101 or SSY101
**Interdepartmental Offering**

**SSD/BDP105 Computers and Society**

*4 hours; 3 credits*

This course examines the relationship between human values, society and technology. It begins with an explanation of how computers work and then investigates how technology effects such issues as jobs, privacy, and education. Lab work is included.

**Prerequisite:** CSE098, ENX/ENG099, MAT098

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**HEGIS Codes**

The following is an official list of State approved programs, H.E.G.I.S. (Higher Education General Information System) codes and approved degrees.

LaGuardia Community College—New York State Institution No. 1100.

<table>
<thead>
<tr>
<th>N.Y.S. Program Name</th>
<th>Degree</th>
<th>Approved Code</th>
<th>Code No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>AAS</td>
<td>5002</td>
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<tr>
<td>Business Administration</td>
<td>AS</td>
<td>5004</td>
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<tr>
<td>Business Management</td>
<td>AAS</td>
<td>5004</td>
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<tr>
<td>Secretarial Science—Bilingual Option</td>
<td>AAS</td>
<td>5005</td>
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<tr>
<td>Secretarial Science—Executive Sub-Option</td>
<td>AAS</td>
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<tr>
<td>Secretarial Science—Legal Sub-Option</td>
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<td>Word Processing</td>
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<td>Secretarial Science—Administrative Sub-Option</td>
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<td>Programming and Systems</td>
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<td>Computer Science</td>
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**Note:** In compliance with Federal regulations, it is the policy of LaGuardia Community College to recruit, employ, retain and promote employees, and to admit and provide services for students without regard to sex, age, race, color, religion or handicap. As a public college, LaGuardia Community College believes, in accordance with the requirements of Title IX of the Education Amendments Acts of 1972 and the implementing Federal regulations, in a policy of non-discrimination on the basis of sex in the operation of the college’s educational programs and activities. Federal requirements of non-discrimination on the basis of sex include employment by the college and admissions to LaGuardia Community College.
Glossary of LaGuardia Terms

**A**
- @: a symbol that may appear on a student's transcript which indicates a waiver of a requirement (without credit).
- AA: Associate in Arts
- AAS: Associate in Applied Sciences
- AS: Associate in Science

**Academic Advisement:** a service provided by Student Services counselors and faculty advisors to assure that students receive accurate information on courses they must take and other degree requirements they must meet.

**Accounting/Managerial Studies:** the academic department that offers courses in accounting, business administration and management, credit management, and travel and tourism.

**Associate in Arts:** the degree awarded in the following programs: Bilingual Education, Associate, Human Services, Liberal Arts.

**Associate in Applied Sciences:** the degree awarded in the following programs: Accounting, Animal Health Technician, Bilingual Secretary, Business Management, Commercial Photography, Computer Technician, Data Processing, Emergency Medical Technician, Mortuary Science, Office Technology, Paramedic, Physical Therapist Assistant, Pre-Nursing (Nursing), Secretarial Science and Travel & Tourism.

**General in Science:** the degree awarded in the following programs: Business Administration, Computer Science, Dietetic Technology, Emergency Medical Technician, Liberal Arts and Sciences, Occupational Therapy Assistant, Paramedic, School Foodservice Management.

**Academic Year:** composed of four equal quarters: Fall, Winter, Spring, and Summer.

**Adjunct:** a part-time instructor.

**Advisement Form:** required form which must be signed by a counselor or faculty advisor before registration. It lists the courses for which a student has been advised to register.

**Articulation:** an agreement between a four-year college and LaGuardia to accept certain courses for credit towards a BA or BS degree at that senior college or, an agreement between LaGuardia and a high school for automatic advanced placement credit.

**B**

**Basic Skills:** required courses in reading, writing, math, and oral skills based upon students' performance on the Freshman Skills Placement Test (FSAP).

**Bursar:** the college cashier. In the Bursar's Office all fees and tuition are collected, and all refunds and financial aid checks are given out. The Bursar's Office accepts payment in the form of cash, checks, Mastercard, Visa, and money orders.

**C**

**Co-op:** see Cooperative Education below.

**CR:** a symbol that may appear on a student's transcript which indicates a course for which a student earned credit by examination or on the basis of an articulation agreement with the student's high school.

**CWS:** College Work Study—a form of financial aid.

**Campus:** all buildings and surrounding areas which the college occupies.

**Career and Transfer Center:** offers assistance to students making career decisions, setting occupational goals, and learning about training and educational requirements of various careers. The Center also assists students in transferring to 4-year colleges and universities. The Center houses a library of occupational and educational information.

**Career Preparation Elective Pattern:** a group of no more than five courses designed to give students a foundation for a career in areas such as art, journalism, and legal studies with related co-op experiences (AA degree in Liberal Arts only).

**Cleared:** a term used by the Bursar's Office to indicate that a student has paid or has made acceptable arrangements to pay all of the money owed to the college.

**Club Hours:** Wednesday afternoons from 1:30-3:30 p.m. Classes are not usually scheduled during this time.

**College Discovery Program:** a comprehensive program of basic skills courses, counseling, tutoring and financial aid to students who meet the eligibility requirements.

**Communication Skills:** the academic department that offers courses in reading.

**Confirmation:** a student's official schedule of classes issued after tuition has been paid.

**Continuing Education:** a college division which offers various credit and noncredit programs to adult students.

**Co-op Advisor:** a faculty member who teaches co-op prep courses and advises students throughout their three co-op internships.

**Co-op Internship:** credit-bearing work experience.

**Co-op Prep:** a required non-credit course which prepares students for co-op internships. Eligibility for placement on a co-op internship is dependent upon satisfactory completion of Co-op Prep. Course activities include identifying personal co-op internship objectives, interviewing for internships, resume writing and practice interviews.

**Co-op Seminar:** evening class taken during internship quarter. In the seminar, students examine their work experiences in relation to career and educational objectives, and academic concepts.

**Computer Information Systems:** the academic department that offers courses in computer science, data processing, and computer technology.

**Core:** in the Liberal Arts curriculum only, a twelve-credit requirement of introductory-level courses taken in four out of five liberal arts departments.

**Corequisite:** course which must be taken during the same quarter as another course.

**Counselor:** college faculty trained to help students examine educational, career and personal concerns. Counselors conduct Freshman Seminars, lead workshops, and are available to see students on an individual and group basis.

**Course Code:** each course code (listed in the Schedule of Classes) identifies the department offering the course, the name of the course, and the particular section (days and times) a course is scheduled to meet. (e.g., ENG110.01).

**Curriculum:** a student's major field of study at LaGuardia.

**D**

**Degree Requirements Checklist (DRC):** a computerized list of courses including students' basic skills requirements (if any), required courses, and academic progress and history.

**E**

**Elective:** course not required for a major which a student may choose to take to meet overall degree requirements. Liberal arts electives include courses from the Departments of English, Humanities, Human Services, Natural and Applied Sciences, Math
and Social Science, except those courses listed on page 44. Unrestricted electives may be chosen from any department of the college.

English: the academic department that offers courses in writing, literature and journalism.

ESL: the academic department that offers courses in English As A Second Language.

Extended Day: evening (after 5 p.m.) and Saturday courses.

F

Faculty: professional staff of the college (teachers, counselors, co-op coordinators, etc.).

Faculty Advisor: an instructor in a student’s major who can assist with academic and career planning.

Freshman Seminar: a required, counselor-led course which helps orient students to the college.

FSAP (Freshman Skills Assessment Program): a three-part test for new students to the college that determines whether they will be placed in basic reading, writing, oral communication and/or math classes.

Full-time student: generally, a student registered for 7-12 tuition units or credit equivalents per quarter. Since each financial aid program has a different definition for full-time status, students should see a financial aid counselor for information about how to maintain eligibility for all forms of financial aid. Veterans should speak with a counselor in the Veterans Affairs Office.

G

GPA: grade point average.

Guaranteed Student Loan: a form of financial aid.

H

Human Services: the program area that offers courses in child development, mental health, and gerontology.

Humanities: the academic department that offers courses in the areas of speech/communication, art, music, foreign languages, bilingual education, philosophy, critical thinking and reasoning, dance, film and media.

I

INC: a symbol that may appear on a student’s transcript indicating an incomplete course.

IOL (Internship Opportunities List): a complete listing by major of internships available through the Division of Cooperative Education.

ISR (Integrated Skills Reinforcement): a LaGuardia program that helps students master the content of college courses. Faculty participating in this program create course guides for their students, guides that organize the reading, writing, and oral communication in a course in a way that fosters learning.

Independent Study: a course of study designed by a faculty member and a student which focuses on a specific body of knowledge tailored to a student’s interests.

Intensive: see Urban Study Requirement.

International High School: a Board of Education high school on LaGuardia’s campus.

Internship: see Co-op Internship.

Internship Seminar: see Co-op Seminar.

Job Placement Office: available to all students and alumni. Offers full and part-time job referrals based on a student’s interests, skills, experience, and class schedule; placement referrals for alumni; placement in temporary positions; and assistance in preparing interview techniques and the preparation of a resume.

L

Liberal Arts: a college major which includes courses from the Departments of English, Humanities, Human Services, Natural and Applied Sciences, Mathematics, and Social Science or electives taken from those departments.

Mathematics: the academic department that offers courses in all levels of mathematics.

Middle College: a Board of Education high school on LaGuardia’s campus.

Natural and Applied Sciences: the academic department that offers courses in biology, chemistry, physics, general science and many allied health areas (Animal Health Technology, Dietetic Technology, EMT/Paramedic, Occupational Therapy Assistant, Physical Therapist Assistant, and Nursing).

NC: a symbol which may appear on a student’s transcript which indicates no credit was earned for the course.

NDSL: National Direct Student Loan—a form of financial aid.

Non-cleared: term used by the Bursar’s Office to indicate that a student owes money to the college. The account must be settled before the student will be permitted to register for the next quarter’s classes.

Non-credit Programs: college programs that offer non-credit courses, designed to meet the interests and needs of a variety of individuals and groups.

O

Option: a subset of a curriculum indicating the degree requirements for that particular degree (for example, Administrative Office Assistant is an option within the Secretarial Science curriculum).

Office Technology: the academic department that offers courses in office technology, secretarial science and word processing.

P

P: a symbol that may appear on a student’s transcript which indicates the student passed the course. Used prior to Fall, 1975. Not calculated towards GPA.

Part-time Student: generally, a student registered for less than seven tuition units is considered part-time at LaGuardia. Since each financial aid program has a different definition for part-time status, students should see a financial aid counselor for information about how to maintain eligibility for all forms of financial aid. Veterans should speak with a counselor in the Veterans Affairs Office.

Pell Grant: a form of financial aid (formerly BEOG).

Perkins Loan: a form of financial aid.

Prerequisite: a course that must be completed prior to taking another course.

Probation: a trial period of two quarters which permits students to improve a low grade point average.

R

R: a symbol that may appear on a student’s transcript which indicates that the course must be repeated.

Regents Award for Children of Deceased or Disabled Veterans: a form of financial aid.

Regents College Scholarship: a form of financial aid.
Registrar's Office: coordinates and implements the registration process. In addition, it handles the following services: transcript requests, tuition refund requests, verification of attendance, change of data (name, address, etc.), maintenance of students' records, transfer credit evaluations, CUNY Assessment Test scores, graduation checks, student enrollment data, readmission applications, reinstatement applications.

Registration Appointment: a specific appointment assigned by the Registrar's Office indicating the day and time a student is invited to register.

Requirements: necessary courses for completion of a degree.

Retention: college policy specifying conditions for maintaining student status.

Social Science: the academic department that offers courses in economics, history, psychology, sociology, political science, and anthropology.

Social Security Payments to Children of Deceased or Disabled Parents: a form of financial aid.

Special Programs: programs offered by the Division of Continuing Education which generally focus on educational preparation, occupationally related skills and training, vocational counseling, or professional development. These programs are usually offered at off-campus locations.

Student Activities Department: a college department which includes the Student Activities Committee, student clubs and organizations, and Student Government.

Student Services: a college division which offers programs including Counseling, Student Activities, Health Services, Early Childhood Learning Center, Career and Transfer Center, and Financial Aid.

Supplemental Educational Opportunities Grant: a form of financial aid.

Suspension: the result of a student's failure to raise a low grade point average during probation. Students on suspension cannot register for classes in the college for two quarters.

T
TAP: Tuition Assistance Program—a form of financial aid.
TAR: LaGuardia's way of linking the concepts students learn in the classroom with their experiences on co-op internships. TAR stands for the Teaching of concepts in classes, their Application on internships, and their Reinforcement in co-op seminars and later classes.
TCR: a symbol that may appear on a student's transcript which indicates that credit was transferred to LaGuardia from a school the student previously attended.
Transcript: report of grades. Students receive a transcript at the end of each quarter of study.

U
Urban Study Requirement: all students are required to take at least one of the special series of courses which utilize the facilities of New York City for focusing learning in a given discipline (formerly referred to as an Intensive).

Veterans Administration Educational Benefits: a form of financial aid.

W
W: a symbol that may appear on a student's transcript which indicates official withdrawal from a course prior to the sixth week of classes.
WU: a symbol that may appear on a student's transcript which indicates unofficial withdrawal from a course prior to the sixth week of classes. WU grades are counted as F grades in the calculation of students' grade point averages.

Y
Y: a symbol that may appear on a student's transcript which indicates that the student completed the first quarter of a two quarter course. Used prior to Fall 1980 and is not calculated towards GPA.

Z
Z: a symbol that may appear on a student's transcript which indicates that the instructor was delayed in submitting a grade. Students completing a co-op internship normally receive the temporary grade of "Z." The "Z" grade will be changed to the student's correct grade by the fifth week of the quarter following the internship. The "Z" grade is also given to students who have passed all requirements of Basic Reading III except the CUNY retest. When the CUNY retest is passed, the "Z" grade changes to the grade the student has earned in Basic Reading III.
LaGuardia Community College Administration

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William D. Freeland, Assistant Dean for Communications
Janet E. Lieberman, Special Assistant to the President for Educational Collaboratives
Jeffrey Kleinberg, Executive Associate to the President

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Stephen J. Brown, Assistant Vice President/Associate Dean of Faculty
Arthur R. Greenberg, Dean of Freshman Skills, Associate Dean of Faculty
Max Rodriguez, Assistant Dean of Faculty
Michael C. T. Brookes, Facilitator for New Program Development and Special Projects
Barbara Coleman, Registrar

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Social Science
Affirmative Action Policy
It is the policy of LaGuardia Community College of the City University of New York to recruit, employ, retain and promote employees; and to admit and provide services to students without regard to race, color, religion, sex, age, national origin, handicap, or veteran's status. In addition, the college will neither discriminate against nor exclude staff or students who are AIDS (Acquired Immune Deficiency Syndrome) victims. The college is committed to taking any and all steps necessary to identify and alter policies, practices or other institutional barriers which cause or perpetuate inequality.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against any qualified individual solely on the basis of his or her disability. Students with disabilities have the college's commitment to provide physical and programmatic accessibility. The college's Section 504 Coordinator, Paula Nesoff, (718) 482-8535 (voice) or (718) 482-8560 (TTY), and Affirmative Action Officer, Yvette Urquhart, (718) 482-5050, have been designated by the President as his representatives to handle informal complaints and formal grievances from all members of the college community.

Procedures for making informal complaints and formal grievances are outlined in the Student's Rights and Responsibilities Handbook.

Policy Against Sexual Harassment
LaGuardia Community College is committed to maintaining and fostering a fair, humane and supportive environment for all of its students and staff. As such, the harassment of employees or students on the basis of sex is prohibited. The college's policy relates to and conforms with the equal employment opportunity policy of the Board of Trustees of the City University of New York to recruit and admit students and to recruit, employ, retain and promote employees without regard to sex, age, race, color, religion, national origin, handicap or veteran's status.

Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken. Inquiries, concerns or complaints should be directed to Yvette Urquhart, Affirmative Action Officer, Office of the President, (718) 482-5050.

Annually, LaGuardia Community College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the corrections of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the Registrar's Office, M-101. The Registrar's Office also maintains a Directory of Records which lists all education records maintained on students by this institution.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's Office.

Middle States Accreditation
LaGuardia Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

Credit Values at LaGuardia
Even though LaGuardia operates on a quarterly calendar, instructional time is allocated in such a way as to be equal to that of a college on a semester system. Therefore, LaGuardia awards semester credits for its courses.

Graduation Rates
Graduation rates at LaGuardia compare favorably with those for other CUNY community colleges. While most students require more than two years to complete an Associate's degree, studies have shown that approximately 20% of entering students may require up to five years. An important factor to consider in addition to the graduation rates is the number of students who attend part-time and require additional quarters to complete their studies.
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LAGUARDIA COMMUNITY COLLEGE

TRAVEL DIRECTIONS:

BY SUBWAY
The college can be reached easily by both the IND and IRT lines.
The Queens and Queensborough Plaza stations are serviced by the E, F, G, N, R, and 7 trains. The college is an 8-minute walk from these stations.
The Rawson St. station of the Flushing IRT line is serviced by the number 7 train, which connects in Manhattan with the Lexington IRT and the B, D, and F lines. The college is a three-minute walk from this station.

BY BUS
From Queens: Number 60 bus west along Queens Blvd. to Thomson Avenue.
From the Bronx: The QBX-1 bus from Coop City to Main Street, Flushing, and transfer to the IRT number 7 train to Rawson St. Or the Q44 bus to Main St., Flushing, and transfer to the IRT number 7 train to Rawson St.
From Manhattan: The M32 bus along Madison Avenue and across 57th Street and the 59th Street Bridge to the intersection of Queens Blvd. and Thomson Avenue.

BY CAR
The college is located on Thomson Ave., three blocks west of its intersection with Queens Blvd.
From Queens: The Long Island Expressway, west, to Van Dam St. exit. Make a right at light and go to Thomson Ave., where you make a left.
From Brooklyn: Brooklyn-Queens Expressway, north, to Long Island Expressway exit (toward Midtown Tunnel) to Van Dam St. exit. Make a right at light and go to Thomson, where you make a left.
From the Bronx: Triboro Bridge to Brooklyn-Queens Expressway south. Exit at Queens Blvd. west, and when Queens Blvd. forks, turn left onto Thomson Ave.
From Manhattan: Upper level of the 59th Street Bridge to Queens Blvd. and turn left at Thomson Avenue.
CALENDAR 1988/89

FALL QUARTER

September 6
First official day of Co-op Internships

September 12-13
Rosh Hashana

September 24-25
Yom Kippur—no classes

September 28
First day of regular classes

October 10
Columbus Day—no classes

October 12
Last day to apply for graduation this quarter. Last day to add Independent Study/Individualized Course. Last day of tuition refund period.

November 8
Election Day—no classes

November 24-27
Thanksgiving—no classes

December 10
Last day of Fall Quarter for Day Classes.

WINTER QUARTER

December 12
First official day of Co-op Internship.

January 3
First day of regular classes.

January 16
Martin Luther King, Jr. Day—no classes

January 17
Last day to add Independent Study/Individualized Course. Last day to apply for graduation this quarter. Last day of tuition refund period.

February 8
Classes will meet according to a Monday schedule.

February 13
Lincoln’s Birthday—no classes

February 20
Washington’s Birthday—no classes

February 23
Classes will meet according to Monday schedule.

February 23
Last day to apply as a non-degree student (Applications accepted on a space available basis).

March 16
Last day of Winter Quarter.

March 17
Last official day of Co-op Internship.

SPRING QUARTER

March 20
First official day of Co-op Internship

April 24-26
Spring Recess—no classes

April 17
Last day to apply for graduation with quarter. Last day to add Independent Study/Individualized Course. Last day of tuition refund period.

May 25
Last day to apply as a non-degree student. (Applications accepted on a space available basis).

May 29
Memorial Day—no classes

June 14
Last day of Spring Quarter.

June 16
Last official day of Co-op Internship.

SUMMER QUARTER

June 26
First official day of Co-op Internship

June 26
First day of regular classes

July 4
Independence Day—no classes

July 10
Last day to apply for graduation this quarter. Last day to add Independent Study/Individualized Course. Last day of tuition refund period.

July 27
Last day to withdraw from a course officially.

August 31
Last day of Summer Quarter.

September 1
Last official day of Co-op Internship.
OPEN DOORS OPEN MINDS
LaGuardia Community College/CUNY 1989 Catalog