KINGSBOROUGH COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK

CATALOG 1983-1985
KINGSBOROUGH COMMUNITY COLLEGE
— of —
The City University of New York

2001 Oriental Boulevard
Manhattan Beach, Brooklyn, N.Y. 11235
934-5000
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### ACADEMIC CALENDAR

#### FALL 1983 — SEMESTER

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<th>Event</th>
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<tbody>
<tr>
<td>September</td>
<td>Registration — Day &amp; Evening</td>
</tr>
<tr>
<td>1</td>
<td>Registration — DAY ONLY</td>
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<tr>
<td>2</td>
<td>Registration — Day &amp; Evening</td>
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<td>Registration — Day &amp; Evening</td>
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<td>15</td>
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<td></td>
<td>Late Registration — EVENING ONLY</td>
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<tr>
<td>16</td>
<td>NO CLASSES AFTER 4:00 P.M.</td>
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<tr>
<td>26</td>
<td>Period Opens to File Applications for:</td>
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<td>Spring 1984</td>
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<td>Advanced Standing</td>
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<td>Change of Curriculum</td>
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<td>Transfer of Sessions – Day to Evening</td>
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<td>Evening to Day</td>
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<td>LAST DAY to File Petitions for Make-Up Examinations for Preceding Spring &amp;/or Summer Session (Due to Absence from Final Exams)</td>
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<td>10</td>
<td>NO CLASSES — Columbus Day</td>
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<tr>
<td>21</td>
<td>NO CLASSES — Columbus Day</td>
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<td>LAST DAY to File Applications for January 1984 Degrees</td>
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<td>NO CLASSES — Election Day</td>
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<td>LAST DAY for Students doing Passing Work in a Course to Withdraw from that Course with a &quot;W&quot; Grade</td>
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<td>NO CLASSES — Veterans’ Day</td>
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<td>Make-Up Final Exams Administered for Preceding Spring &amp;/or Summer Sessions</td>
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<tr>
<td>23</td>
<td>LAST DAY to File Applications for: Spring 1984</td>
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<td>Transfer of Sessions — Day to Evening</td>
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<td>Evening to Day</td>
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<td>Change of Status — Non-Degree to Degree</td>
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<td>23</td>
<td>Registration for Fall 1983-Winter 1984 Module</td>
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<tr>
<td>26-Jan. 2</td>
<td>NO CLASSES — Winter Recess</td>
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FALL 1983—WINTER 1984 MODULE

January
3   Tues.  . . CLASSES BEGIN—Day & Evening
     . . Late Registration & Program Changes
10  Tues.  . . LAST DAY to Apply for Deletion of Winter Courses
26  Thur.  . . LAST DAY for Students doing Passing Work in
          a Course to Withdraw from that Course with a "W" Grade

February
   1  Wed.  . . LAST DAY for Removal of "INC" for
       . . Spring 1983 &/or Summer 1983 Sessions (except
           . . for Students who received "INC" due to absence
               from Final Exams - See Mon. Oct. 3)
13  Mon.  . . NO CLASSES—Lincoln's Birthday
14  Tues.  . . CLASSES FOLLOW MONDAY SCHEDULE—
            . . Day & Evening
15  Wed.  . . FINAL EXAMS—Day & Evening
ACADEMIC CALENDAR
SPRING 1984—SEMESTER

February
16  Thur.  Registration — EVENING ONLY
17  Fri.  Registration — DAY ONLY
20  Mon.  NO CLASSES — Washington’s Birthday
21-23  Tues.-Thurs.  Registration — Day & Evening
27  Mon.  Late Registration & Program Changes — Day & Evening
28  Tues.  CLASSES BEGIN — Day & Evening
       Program Changes — Day & Evening

March
12  Mon.  Period Opens to File Applications for:
       Fall 1984
       Advanced Standing:
       Change of Curriculum:
       Transfer of Sessions — Day to Evening — Evening to Day
       Change of Status — Non-Degree to Degree
       June 1984 Degrees
16  Fri.  LAST DAY to Apply for Deletion of Spring 1984 Courses
23  Fri.  LAST DAY to File Petitions for Make-Up Exams for Fall 1983 &/or Winter 1984 Sessions (due to absence from final exams)

April
6  Fri.  LAST DAY to File Applications for June 1984 Degrees
9-11  Mon.-Wed.  Make-Up Final Exams Administered for Fall 1983 &/or Winter 1984 Sessions
11  Wed.  CLASSES FOLLOW MONDAY SCHEDULE—DAY & EVENING

May
4  Fri.  LAST DAY for Students doing Passing Work in a Course to Withdraw from that Course with a "W" Grade
18  Fri.  LAST DAY to File Applications for:
       Fall 1984
       Advanced Standing:
       Change of Curriculum:
       Transfer of Sessions — Day to Evening — Evening to Day
       Change of Status — Non-Degree to Degree
28  Mon.  NO CLASSES — Memorial Day
31  Thur.  LAST MEETING — Day & Evening Classes

June
4-13  Mon.-Wed.  FINAL EXAMS — Day & Evening
14  Thur.  Registration — Day & Evening for Summer 1984 Module
15  Fri.  Commencement

NOTE: Occasionally the application dates indicated above are extended on the basis of available space. Kingsborough’s Admissions Information Center should be contacted for any possible changes in filing dates.
SPRING 1984 — SUMMER 1984 MODULE

June

14 Mon. CLASSES BEGIN — Day & Evening
   Late Registration & Program Changes — Day & Evening
25 Mon. LAST DAY to Apply for Deletion of Summer 1984 Courses

July

2 Mon. CLASSES FOLLOW WEDNESDAY SCHEDULE —
   DAY & EVENING
4 Wed. NO CLASSES — Independence Day
9 Mon. LAST DAY to File Applications for Summer 1984 Degrees
16 Mon. LAST DAY for Students doing Passing Work in a
   Course to Withdraw from that Course with a "W" Grade
19 Thurs. LAST DAY for Removal of "INC" for Fall 1983 &/or
   Winter 1984 Sessions (except for students who
   received "INC" due to absence from final exams—see Fri., March 23)
30 Mon. LAST MEETING — Day & Evening Classes
31 Tues. FINAL EXAMS — Day & Evening Classes

ACADEMIC CALENDAR for 1984 - 1985 will be available May 1985

ACADEMIC CALENDAR

Kingsborough conducts classes on an innovative, special academic calendar. Classes are held during a 12-week Fall session, which starts in September, and ends late in December. This is followed by a 6-week Winter module, which ends during February. A 12-week Spring session starts at the beginning of March, and ends in the middle of June. This is followed by a 6-week Summer module which runs until the end of July.

All matriculated students in the degree programs are required to attend both 12-week sessions. Attendance during the 6-week modules are optional. No additional tuition fees required from full-time matriculated students who attended the previous 12-week session. Among the advantages the 6-week modules offer is the opportunity to take added courses that, in some programs, may make it possible to earn the Associate Degree in less than two full years. Students who choose to attend only the two 12-week sessions have an opportunity to seek employment to earn additional funds, obtain field experience, fill co-op requirements, etc., or, to use the periods for rest and relaxation before starting the next regular 12-week session.
ADMINISTRATIVE OFFICERS

Leon M. Goldstein, President
  A.A.S., M.A.

Israel Glasser, Vice-President and Dean of the College
  B.A., M.P.A., Ph.D.

Ralph Edwards, Dean of Administration and Planning
  B.S., M.S., Ed.D.

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

Alfred R. Mascolo, Dean of Instructional Services
  B.S., M.A.

Anthony F. Russo, Dean of Students
  B.A., M.A.

Michael Zibrin, Jr., Dean of Faculty
  A.A., A.B., M.B.A.

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

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

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

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

Joseph Musicus, Business Manager
  A.A.S., B.B.A.
KINGSBOROUGH COMMUNITY COLLEGE

History

Kingsborough Community College, a college of The City University of New York, is administered by the Board of Trustees of The City University of New York. Founded in 1963 as the ninth City University Community College, and twenty-seventh State-wide two-year college, Kingsborough offers three degree programs. The Liberal Arts program leads to the Associate in Arts (A.A.) degree; programs in Mathematics, Sciences, and the Arts (Music, Fine Arts and Theatre Arts) lead to the Associate in Science (A.S.) degree; programs in Business, the Health Sciences and Human Services lead to the Associate in Applied Science (A.A.S.) degree. Daytime and Evening Sessions are held throughout the academic year. Continuing Education non-credit courses are available.

In September 1964, Kingsborough admitted its first students into two temporary locations in Sheepshead Bay and in mid-Brooklyn. The College received its permanent, unique and beautiful, 67-acre site at Manhattan Beach in the Fall of 1965. Cradled on three sides by the waters of Sheepshead Bay, Jamaica Bay and the Atlantic Ocean, the College’s ultra-modern campus is composed of a continuous series of inter-connected buildings (as distinguished from the usual separate buildings seen on most campuses). The Kingsborough campus has been lauded as a forward-looking solution to the problems of College growth and urban pressure. Outstanding features include: spacious classrooms; unusual facilities such as an interactive terminal lab including micro computers, rotational chemistry labs, individual study and experimental stalls; sophisticated learning aids; library; media and computer centers; lecture halls and learning resource center; science technology and visual arts buildings; College Hall lounge, study, counseling and faculty offices; theatre-auditorium, student-faculty center; physical education facilities with two gymnasiums and an Olympic-size indoor swimming pool; special facilities for the nursing, business, and secretarial science departments; offices for administration, general services and a power plant.

Campus facilities were planned for and encourage the maximum accessibility and usability by the physically handicapped. Compliance with revised building code provisions for the disabled, is a primary college concern.
Goals

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

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

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

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

Objectives

Kingsborough is committed to meeting its educational mission by finding and implementing additional innovative features fulfilling its obligations to students and community; contributing to the over-all performance of the CUNY system.

To meet these objectives Kingsborough will:
   a. exert every effort to serve the educational needs of those within the geographic area;
   b. offer educational programs that contribute to a balanced university educational system and avoid duplication where needs are already being met by other university units;
   c. respond as far as possible with educational programs in areas where it has the capacity to fill demonstrated needs not already being met;
   d. further its obligation to develop and define logical areas of specialization without scattering its energies;
   e. continue to focus efforts on Liberal Arts transfer programs, as well as on the career programs in Business, Human and Public Service, Health and Related Services, Fine and Performing Arts.
   f. remain in compliance with existing Federal, State and City rules, regulations and requirements as they apply to educational institutions.
The Future

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

Accreditation

Kingsborough Community College is accredited by the Middle States Association of Colleges and Secondary Schools. The Nursing Program has received accreditation from the National League for Nursing. Academic programs have been approved by the University of the State of New York, and the State Education Department. The College is a member of the American Association of Junior Colleges, American Council on Education, Association of Colleges and Universities of the State of New York, Council of Higher Educational Institutions in New York City, Junior College Council of the Middle Atlantic States, Middle States Association of Colleges and Secondary Schools, New York State Association of Junior Colleges, and the Association of College Unions-International.

Affirmative Action
Room A-217, ext. 5650

Kingsborough Community College is an Affirmative Action Equal Opportunity Institution. The College DOES NOT DISCRIMINATE in any way, on the basis of sex, age, color, race, religion, national or ethnic origin or physical handicap in its admission policy, educational or activities programs or hiring procedures.
ADMISSIONS INFORMATION
AND PROCEDURES

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

Admissions Information Center
Room: F-123, ext. 5800
Information about attending Kingsborough Community College is available from the Admissions Information Center.

Matriculation
Prospective students who plan to attend the College to earn a degree, apply for "Matriculated Status" and may attend either Day or Evening sessions. Day session matriculants should be prepared to carry a minimum of 16 credits or 16 equated credits per semester (see page 17).

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

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

Applicants who have attended any college or university, and wish to be considered for matriculated status, must hold a High School or Equivalency Diploma, and submit an official college transcript. Transfer students are required to meet CUNY Standards of Retention indices as a condition for admission.

Non-Degree Students*
Prospective students who are not interested in earning a degree should apply for admission directly to Kingsborough. The application forms are available only from the College Admissions Information Center.

As application deadline dates (see academic calendar pgs. 5-8) are sometimes extended, the Admissions Information Center should be contacted for any possible changes in filing dates.

Non-degree students and part-time matriculants are classified as Evening Session students but are permitted to take day classes on a space available basis.

* Non-degree students are not eligible for financial aid.

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

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

Matriculated Status

A. United States Citizens and Permanent Residents who have not attended a college or university previously, apply for admission by requesting the "University Application Processing Center (UAPC) Form" from either number 1, 3, 4 or 5 below.

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

B. United States Citizens and Permanent Residents with previous college attendance must file an Advanced Standing (Transfer) application. The application form may be obtained from either number 1 or 4 below.

NOTE: Applicants whose post-secondary school attendance was limited solely to institutions such as Hospital Schools of Nursing, Secretarial Science Schools, non-college-degree-granting Technical Institutes and LPN Training Schools, are considered "applicants without advanced standing" and should apply for admission through the University Application Processing Center (number 3 below).

C. Students with Foreign Educational Experience

Applicants who hold (or expect to obtain) temporary (non-immigrant) visas should apply for admission through number 6 below.

NOTE: Kingsborough is authorized under Federal Law to enroll non-immigrant alien students. The College issues Immigration Form I-20 to international students accepted as full-time matriculants. The College does not issue immigration forms to international students who wish to attend part-time (carrying less than 12 credits or less than 12 equated credits) or who are non-degree students.

1. Kingsborough Community College
   Admissions Information Center — Room F-123
   2001 Oriental Boulevard
   Brooklyn, New York 11235

2. Kingsborough Community College
   Admissions Office — Room A-105
   2001 Oriental Boulevard
   Brooklyn, New York 11235

3. University Applications Processing Center
   Box 136, Bay Station
   Brooklyn, New York 11235

4. Office of Admission Services
   101 West 31st Street
   New York, New York 10001

5. College Advisor's Office of any local High School

6. International Student's Office
   City University of New York
   101 West 31st Street
   New York, New York 10001
Admission Deadline Dates

Students who wish to be assigned to Kingsborough as their first choice of college, should strictly observe the deadline dates for filing their applications to attend the College. Preference may be given to applications received by dates listed.

I. Students who wish admission as matriculants for:

• **September admission**
  apply directly through the University Application Processing Center by ........................................ January 15

• **September admission with advanced standing,**
  apply directly to CUNY Office of Admission Services by .................. March 15

• **February admission**
  apply directly through the University Application Processing Center by .................................................. October 15

• **February admission with advanced standing,**
  apply directly to CUNY Office of Admission Services by .................................................. November 1

II. Students who wish admission as non-degree students for:

• **September admission**
  apply directly to Kingsborough by ........................................ August 15

• **February admission**
  apply directly to Kingsborough by ........................................ January 15

**NOTE:** Occasionally the application dates indicated above are extended on the basis of available space. Kingsborough's Admissions Information Center should be contacted for any possible changes in filing dates.

Advanced Standing

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

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

Score of 50 or higher on subject examinations of the College Level Examination Program (CLEP);

"C" grade or higher, on the New York State College Proficiency Examination (CPE);

"P" (pass) grade on the New York State College Proficiency Examination (CPE) in the area of Foreign Languages.
TUITION

(Tuition is charged each semester* and is payable at registration.)

New York State TAP Awards (where the student can prove eligibility with an Award Certificate) reduces the student’s liability on the day of registration.

NEW YORK CITY RESIDENTS — residents of NYC for 12 consecutive months immediately preceding the first day of classes.

FULL-TIME (12 or more credits + or, 12 or more equated credits++) ...$612.50
PART-TIME (less than 12 credits or, less than 12 equated credits) per credit or equated credit ... 40.00

NOTE: Students who reside in counties outside New York City but within New York State are eligible for New York City resident rates IF they present a valid certificate of residency from their county on the day of registration.

OUT-OF-CITY RESIDENTS
OUT-OF-STATE RESIDENTS
FOREIGN STUDENTS

FULL-TIME (12 or more credits + or, 12 or more equated credits++) $1,012.50
PART-TIME (less than 12 credits or, less than 12 equated credits) per credit or equated credit ... 76.00

FOREIGN STUDENTS WHO HAVE AN ALIEN REGISTRATION CARD MUST PRESENT IT TO THE REGISTRAR. THE REGISTRAR DETERMINES RESIDENCY STATUS FOR TUITION PURPOSES.

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

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

SUPER CITIZENS (65 years of age and over with proof of age and New York State residency) do not pay tuition. However, a registration fee of $25.00 per semester is required.
(See “Required Fees.”)

*A semester consists of either the FALL session plus WINTER module or the SPRING session plus SUMMER module.

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

++ Equated credits pertain to non-credit remedial courses. See course descriptions.

All tuition and fee schedules are subject to change without prior notice, at any time, upon action of the Board of Trustees of The City University, the City and/or State of New York. Should fees or tuition be increased, payments previously made to the College will be counted as partial payment. Notification of additional amounts due, time, and method of payment, will be sent to individuals involved.
REQUIRED FEES
(These Fees are NOT Refundable)

Student Activity Fee Per Semester (including University Senate Fee)
Payable By Mail Before Registration
a. Full-time Students .............................................. $35.00
b. Part-time Students .............................................. 12.00

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

Penalty Fees
A. Late Registration .............................................. 15.00
   (to enroll after last day of regular registration)
*B. Program change ............................................ 10.00
   (a program change involves)
   1. adding a course or courses at the same time;
   2. changing a course section for student’s convenience
   *This fee is waived when:
       a. the College cancels or withdraws a course;
       b. course hours are changed by the College;
       c. a course is dropped without replacement
C. Readmission to the College ................................. 10.00
D. Reinstatement ................................................. 15.00
E. Payment Reprocessing ...................................... 15.00
   (payment with a personal check which is not honored by the bank)
F. Debts
   (no student will be permitted to register for a new term unless, and
   until, any indebtedness is cleared)

NOTE: Payments must be only by personal check or money order, made payable to
Kingsborough Community College. A separate check is required for Student
Activity Fees. Enrollment is not complete until all fees are paid.
Tuition Refund Policy

In general, no portion of the Student Activity, Miscellaneous, Penalty or Special Fees will be refunded. A student who withdraws after the scheduled opening date of the session, or during the term, (full-time students who decrease their credit load, will be charged per credit) will receive tuition refunds according to the following schedule.*

<table>
<thead>
<tr>
<th>Date of Formal Withdrawal</th>
<th>Fall and Spring Sessions</th>
<th>Winter and Summer Modules</th>
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</thead>
<tbody>
<tr>
<td>Before scheduled opening date of session</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Within six (6) calendar days after scheduled opening date</td>
<td>75%</td>
<td>50%</td>
</tr>
<tr>
<td>Between the seventh and twelfth calendar days after the scheduled opening date</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td>Between the thirteenth and seventeenth calendar days after the scheduled opening date</td>
<td>25%</td>
<td>none</td>
</tr>
<tr>
<td>Beyond the seventeenth calendar day after the opening day</td>
<td>none</td>
<td>none</td>
</tr>
</tbody>
</table>

Should the sixth, twelfth, or seventeenth day fall on a weekend, the refund period would be extended to the next business day.

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

Withdrawal from the College

The date that the withdrawal form is completed and submitted—NOT the last date of class attendance—is considered the official date of withdrawal from the college. No portion of the Student Activity, Special, Penalty or Miscellaneous Fees is refundable except when a student’s registration is cancelled or when the College withdraws or cancels courses (see page 44).
Health Regulations

All entering matriculated students should have a complete physical examination including a Chest X-Ray or Tuberculin Skin Test taken within the past year.

Nursing program students require specific immunizations and tests which must be completed prior to attending hospital affiliations. Nursing and Early Childhood Education/Child Care students whose TB tests prove positive require a chest x-ray.

A completed health statement, on the form distributed by the Health Services Office, Room A-108, Ext. 5684, should be completed by the student’s personal physician. The College requires signed authorization (by parent or legal guardian for students under 18 years of age) to release any medical records.

The College reserves the right to reject an applicant because of an existing health condition, if the college medical officer believes it necessary and in the best interest of the student and the College (see pages 28, 34 for additional Health Information).
The Registrar's Office, under the jurisdiction of the Dean of Instructional Services, maintains the academic records for all students and is responsible for the registration of students into classes after they have been admitted to the College.

A prerequisite to attend classes is the completion of registration each semester, following instructions from the Registrar's Office. Students who do not receive registration material by the start of announced registration periods should immediately contact the Registrar's Office. No student is considered registered until all appropriate forms are filed with the Registrar's Office and tuition and fees are paid.

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

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<th>Filing Dates</th>
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<td>Academic Calendar</td>
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<td>Change of Name</td>
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Front view of outside stairwell connecting the award-winning Health and Physical Education Building with the Administration Building.
DEPARTMENT OF STUDENT DEVELOPMENT

Room A-216, ext. 5563

The Department of Student Development is dedicated to helping students achieve self-understanding and direction so that they can develop their maximum educational, social, and personal potential.

To aid students in their adjustments to the college community, and toward the realization of goals during and after college, the Department offers a wide variety of services within a framework designed to highlight individual growth.

Orientation

All incoming Freshmen are invited to participate in an Orientation Program. An integral part of the Department’s offerings are two credit-bearing courses designed to prepare students to obtain maximum personal and scholastic benefit from their attendance at Kingsborough.

Course Offerings

SD 10 Student Development

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

SD 11 Career Decision Making

This course is designed to provide students with an opportunity to explore careers in relation to their interests, abilities and aptitudes and to their college experiences. Dealt with are such topics as the nature of work, contemporary changes occurring in careers and the “work ethic”. An introduction to current labor market information is given, followed by intensive research and exploration of occupations on an individual basis. Instruction, enhanced by practical assignments, is given in the dynamics and techniques of job-seeking.

Counseling and Related Services

Individual and group counseling conferences are scheduled as needed by the counselor, and/or student to deal with academic orientation, pre-registration, mid-semester evaluations and advance program planning.

Counselors are always available to assist with academic planning and to discuss matters of personal, social or vocational concerns.

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

Among the programs available to achieve additional goals, are: Peer Advisor Programs; Health Counseling; Veterans Counseling; Health Services; Special Services for Disabled Students; Foreign Students Counseling; Counseling for Mature Adults; Selected Educational and Vocational Testing.

Career Placement and Transfer Counseling

Room C-102, ext. 5115

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

In addition, counselors explain and interpret policies, particularly as they relate to City University, which guarantees that all CUNY community college graduates be admitted to CUNY senior colleges (see page 44). College acceptance policies, which require that certain conditions be met, are spelled out in the Kingsborough Student Handbook, in various publications, in materials published by CUNY, SUNY, and other public and private senior colleges and universities.

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

Career seminars and recruitment activities are appropriately scheduled with the business community.
Co-Curricular Activities—Office of Student Life
Room U-204, ext. 5597

The Department of Student Development's co-curricular activities program was designed to enrich students' total college experience. These activities make possible: development of leadership skills and a sense of responsibility; contact with individuals of diverse backgrounds and interests; opportunity to serve the college and the community.

Students and faculty work together in making decisions in areas of college governance, discipline, etc. Opportunities are available on the College Council, the Kingsborough Community College Association, and the Faculty Student Committee on Student Discipline.

Over sixty student organizations, organized and administered by students with assistance from faculty advisors, develop programs which are academic, cultural, educational and social. Included are team sports and athletics, dramatics, special interest groups, social groups, a radio station, newspaper, yearbook and a peer advisor program.

There are five Student Government Councils, each representing a different curriculum area (Business, Evening Studies, Liberal Arts, Mathematics and Science, Public and Health Services).
Open to all students, many events are scheduled throughout the semester. They include lectures, films, art shows, dances, and music. Dates and campus locations of each event are published in "What's Happening", the weekly newsletter.
All activities are coordinated by the Office of Student Life.

College Discovery
Room D-102, ext. 5520

The College Discovery Program was designed to assist economically and academically disadvantaged students with good potential to succeed in college. Under the sponsorship of The City University of New York, College Discovery students receive financial assistance, specialized counseling, tutorial and remedial services. Students are accepted into the program through the University Application Processing Center (see page 276).

Bilingual Program
Room D-206, ext. 5576

The Bilingual Studies Program started at Kingsborough in 1970. It offers academic training toward earning a 2-year degree to bilingual (Spanish-English) High School Graduates or holders of the G.E.D. Equivalency Diploma in the fields of business, science, and liberal arts. Assistance offered in English and Spanish includes intensive counseling and orientation, developmental instruction, tutorial services, financial aid, and cultural activities.
The Program's objectives include: offering bilingual students instruction to further their educational goals; increasing their ability to function comfortably within this society's framework; stressing the importance of maintaining a viable identity within the Puerto Rican or other Spanish speaking minority communities in New York.

Health Services
Room A-108, ext. 5684

Before registration all entering students should have a complete health examination, by their family physician or a clinic, and submit a report of this examination to the College Health Services Office. With this required information the College can evaluate health status, facilitate the removal of handicaps to learning and ascertain the need for special adaptations of the college program to ensure the maximum development of each student.
First aid, emergency treatment, educational, preventative and advisory services are provided. A Registered Nurse is in attendance when classes are in session. Physicians have regular office hours. By appointment, they see students with specific health problems. Any accident or illness incurred during school hours or enroute to the college should be reported immediately.
Programs for Disabled Students
Room A-216, ext. 5563

The architectural design of the College, as well as the overall academic structure, make all the Career Programs accessible to disabled students. Specific assistance (such as special registration, tutoring, reserved parking permits, etc.) and individual counseling are offered to students with special needs. Disabled prospective students should visit the College before applying for admission. An appointment and an interview may be arranged by contacting the Director of Special Programs.

Day Care Center
Room T-7118, ext. 5157

A limited number of Kingsborough's day students' children—who are from 2 years and 9 months to 5 years of age—are professionally cared for at the campus Day Care Center while their parents attend classes. Funded by the Kingsborough Community College Association, applicants are accepted on a first come, first served basis. The facility is under the direction of, and administered by, Kingsborough students-parents.

Veterans Affairs
Room F-165, ext. 5159

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

Peer Advisor Program
Room U-204, ext. 5597

The Peer Advisor Program prepares students to play a significant part in assisting freshmen to make an easier adjustment to college. Qualified students are trained to use a student-to-student approach to help with problems and provide needed support.

Mature Adults Resource Center
Room L-516, ext. 5157

The Mature Adult Resource Center offers assistance to adults who return to college by including assessment of their interest in continued college education. Referrals are made for vocational interest tests, support groups, resources and events of particular interest to returning (or new) adult students.

A special meeting place, the Mature Adults Center (L-516), is open and available all day. Mature adults can meet there during the semester to talk with each other, study together, etc. Beginning the second week of classes, meetings are held on Wednesdays from 11:30 a.m. to 12:30 p.m.
Financial Aid*
Room U-201, ext. 5681

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

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

General Information
Prospective students may apply for financial aid when they confirm their acceptance at the College. Applications and detailed financial aid information are available upon request at Kingsborough’s Financial Aid Office.

Continuing Eligibility
All students receiving financial aid must be in good academic standing and making satisfactory progress toward their degree. In addition, they are also subject to the existing rules and regulations of the Federal and State Governments, CUNY Board of Trustees and KCC.

Financial Aid Programs Currently Available Include:

1. SCHOLARSHIPS AND GRANTS
   a. New York State Regents Scholarships—Freshmen holding the Regents College and Nursing Scholarships will be awarded $250 annually without regard for amount of tuition or family income. This award is based on a competitive examination.
   b. Agency Scholarships—Kingsborough students may be eligible for scholarship assistance provided by various religious, fraternal and community agencies, business and industrial firms.
   c. Supplementary Educational Opportunity Grants—Federal funds are allocated for grants to financially needy and educationally deserving students under the Higher Education Act of 1965. Amounts range from $300 to $2,000 depending on need, family ability to contribute, and availability of funds.
   d. Nursing Scholarship Program—Under the Health Manpower Act of 1968, allocation of Federal funds is limited to full-time students enrolled in the Nursing program who have exceptional financial need and require such assistance to pursue the course of study. The maximum Nursing scholarship a student may receive for any 12-month period may not exceed $2,000 or the amount needed, whichever is lesser.
   e. Pell (Basic) Grant Program—A federal aid program authorized by the Education Amendments of 1972. Designed to provide financial assistance for students who could not otherwise attend post-high school institutions. The amount of the grant is based on family contribution, cost of education, and the amount of Federal funds actually available for the program. Two important criteria must be met when considering an applicant’s eligibility:
      1. citizenship or permanent residency status;
      2. at least part-time attendance as a student;
   f. Tuition Assistance Program (TAP) is designed to assist full-time students taking 12 or more credits to pay all or a portion of their tuition. To be eligible, a student must be a U.S. Citizen or permanent resident, a resident of New York State and meet the approved academic and program requirements.
      You may qualify for TAP if you and/or your family’s N.Y. State net taxable income is $25,000 or less. The amount of the award varies and does not have to be repaid.
   g. Supplemental Tuition Assistance Program (STAP). Full-time undergraduate students who received TAP for the first time on or after July 1, 1981, who are educationally disadvantaged and require remedial courses, may be eligible for up to one year of the STAP funds.

*Non-Degree students and those holding foreign students' visas are not eligible for aid.

*Any student required to register with the Military Selective Service, who fails to do so is ineligible for Federal Financial Aid.
II. LOANS

a. National Direct Student Loans—Provided under the National Direct Education Act—these loans, in amounts up to $1,500 per year, are available to eligible students. No payment is required during the student's attendance at college. Repayment, at an annual interest rate of 4%, starts six months after graduation or termination of studies, and may be extended over a ten-year period, depending on the amount borrowed. Up to 60% of the indebtedness may be canceled for students who enter the teaching profession for a period of five years. Students who teach for seven years, in areas designated as disadvantaged, may have the loan canceled.

b. Guaranteed Student Loans (GSL)—Loans are available through this agency for students enrolled in degree programs, who carry at least six credits per semester. The funds may be borrowed from any local bank participating in the program. The student begins to repay the loan six months after studies are terminated, at an annual interest rate of 9%. Maximum amounts available range from $2,500, a year for dependent students, to $3,000, a year for independent students.

c. Auxiliary Loans to Assist Students (ALAS)—The ALAS program provides loan amounts that supplement Guaranteed Student Loans. Independent undergraduate students are eligible to borrow up to $2,500 per year with an aggregate maximum of $12,500. However, these annual limits include any amounts borrowed through the Guaranteed Student Loan Program. The current interest rate on ALAS loans is 12%. A student may not borrow if the estimated costs of attendance minus financial aid shows no need.

d. Parent Loans for Undergraduate Students (PLUS)—Parents of dependent undergraduate students may borrow, for any one student, up to $3,000 per academic year to a maximum of $15,000 for each child. Repayment is required to begin within 60 days after disbursement. Interest rate is 14%. Amount borrowed must not exceed cost of attendance as determined by the institution, minus financial aid received.

e. Nursing Student Loans—For eligible students enrolled full-time in the Nursing program. Maximum amount available to an individual borrower in an academic year may not exceed $2,500, or the amount of the student's need, whichever is lesser. Repayments commence nine months after graduation or termination of studies. Annual interest is 3%. Effective September 29, 1979, with the enactment of Public Law 96-76 loans made from Nursing Loan Funds are not eligible for cancellation for employment. Loans made prior to September 29, 1979 are eligible for cancellation benefits.

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

III. WORK-STUDY PROGRAM

The College Work-Study Program provides jobs for students who must earn money while attending college. Students may work an average of 15 hours a week while they attend classes and up to 40 hours a week during vacation periods. Students are paid from $3.35 to $3.85 an hour and are employed on-campus or in approved off-campus positions.

RIGHTS AND RESPONSIBILITIES OF THE STUDENT AS A CONSUMER

Part 178 of Title 45 U.S. Code of Federal Regulations of the Higher Education Act of 1976 requires that the Financial Aid Office have available certain types of information concerning the rights and responsibilities of prospective students. Accordingly, in compliance with federal and state laws and regulations relating to truth-in-lending, all students are hereby advised to review carefully the appropriate sections, in the College Catalog and Student Handbook, dealing with such areas as academic programs, cost of attendance, types of aid available, need analysis, refund procedures, satisfactory rate of academic progress, complying with deadlines for applications and documentation requests, etc.

ESTIMATED EXPENSES

In addition to tuition and fees, dependent student expenses for an academic year are estimated at approximately:

Books and supplies .................. $200.  Personal Expenses .................. $955.
Transportation ........................ 488.  Room and Board .................. 246.

Additional information is available upon request in the Financial Aid Office.
SPECIAL PROGRAMS

The Administration and faculty have inaugurated a number of far-reaching "Special Programs" designed to benefit Kingsborough students. They are available to the general college population, meeting the needs of a variety of specialized groups.

College Newspaper
Room T-7115, ext. 5615

Scepter, the College newspaper, is written, produced, managed and distributed by KCC students with a faculty advisor. Scepter prints college news, reviews all college activities and sports, carries letters, opinions, commentary, and items of interest to KCC students and faculty. Scepter appears regularly, is supported by the KCC Association, and has been cited for excellence.

Computer Center
Administrative: Room L-117, ext. 5640 • Instructional: Room L-116, ext. 5037

The Kingsborough Community College Computer Center is available for students involved in computer science and data processing, faculty members engaged in research, and administrative departments requiring data processing support. The Computer Center installation includes an IBM 4341 and a remote job entry station that links Kingsborough with the CUNY University Computer Center which has the IBM 3081, 3033, 4341, and an Amdahl 470 thus making the very latest in computing equipment available to KCC students.

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

Cultural Affairs

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

CUNY Baccalaureate Degree Program
Room E-309, ext. 5403

Dr. Julio Hernández-Miyares is available on campus for advice and additional information concerning the program (see page 276).

Institute for Public Service (KIPS)
Room F-309A, ext. 5524

The Kingsborough Institute for Public Service, which was started in 1970, continues to pursue its goal of education and service for the College and the community. It makes it possible for the entire college population to take an active part in social, economic, public service and political action projects. KIPS is involved in the development of selected credit courses which add off-campus service to formal on-campus training. Workshops on timely topics of major campus interest provide a channel for College and community to work on shared problems. KIPS compiles information, edits and distributes the KCC Resources Handbook.

Library
Room L-805, ext. 5637

The Kingsborough Library is a major learning resources facility providing a rich variety of materials and services to support the curriculum, meet information needs, assist in study and research, and stimulate cultural development. Its high-quality collection includes more than 97,000 carefully selected books, over 425 current periodicals, magazines and journals, more than 9,500 bound periodicals and over 8,200 microfilms. Additional resources include 7,000 pamphlets, government documents, career briefs, and special collections of maps and college catalogs. Professional librarians offer reference service and individual teaching assistance for the full utilization of all library resources.
The Media Center is a multi-faceted educational resource which offers a variety of non-print materials and media services. Among the materials available are motion pictures, audio and video tapes, slides, filmstrips, phonograph records and dictation discs. The Center maintains an audio studio for taped lessons, programs for playback and remedial use. Media reference service is available throughout the academic year. A "Learning Lab" provides audio playback facilities for faculty and students on a "walk-in" basis.

The Center is under the Dean of Instructional Services.

Radio Station WKR

Room U-228, ext. 5074

The College's student operated FM radio station broadcasts on 90.9 FM to the entire community of South Brooklyn. It is the first FM license in Brooklyn in over 40 years. It is an affiliate of the American Information Radio Network and a subscriber to the Associated Press News Service. Programming includes heavy news, public affairs commitments, entertainment and music shows. The station organization allows students to develop skills in engineering, management, public relations, business, news, community relations and disc-jockey work.

Study-Travel Abroad

Room E-309, ext. 5403

For students interested in earning credit while taking academic courses overseas, Kingsborough's Department of Foreign Languages and the CUNY COUNCIL on Foreign Language Studies is co-sponsoring several Summer and Winter Session programs of Study-Travel Abroad. On a permanent basis, the College offers study-travel programs in Spain, Italy, France and in the Caribbean. For information and details on the KCC Study-Travel Abroad projects, contact Professor Julio Hernández-Miyares, Chairman, Department of Foreign Languages.

Super Citizens

Kingsborough welcomes New York State residents 65 years of age and over. Those who enroll in credit courses will be exempted from tuition fees. However, a $25. registration fee is charged each semester and all penalty fees must be paid. Some documentation of age and residence must be submitted with the admission application. Students are accepted on a matriculated or non-degree basis, depending on previous educational experience and availability of space at the College. To apply as a matriculated student check appropriate filing dates. Prospective students who wish further information, should call the Admissions Information Center, Room F-123 ext. 5800 or the Mature Adults Resource Center - Room L-516, ext. 5157. (see page 29).

Tutorial Services

Room L-605, ext. 5118

Free tutoring in academic and business courses is available on an individual or small group basis to Day and Evening Session students. Students requiring this service apply in the Institute's Office which is under the Dean of Instructional Services.
The Health, Physical Education and Recreation Department offers a program of intramural, recreation, and athletic activities geared to promote a variety of interests and skills.

**Intramurals**

The intramural program is designed to enable students to participate in a wide variety of athletic and recreational activities on a voluntary basis.

The program consists of individual and team events such as touch football, ping-pong, tennis, swimming, body-building, 3- and 5-man basketball, bowling, soccer, racquetball, weight-lifting, volleyball, and karate. Special events include a 2-mile Kingsborough Classic Run, bike-a-thon, jump-rope-a-thon, and Wheelchair Superstars.

**Recreation**

The recreation program offers students the opportunity to participate in sports and physical fitness activities at their own convenience. Activities include swimming, tennis, training with weights, and racquetball. Recreational clubs include modern dance, karate, skiing and yoga.

**Athletics**

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

For women the growing program includes the following varsity teams: basketball, softball, tennis, and volleyball. The women’s program is sanctioned by the Metropolitan Community College Athletic Conference (MCCAC) locally, and by the National Junior College Athletic Association (NJCAA) on the regional, district and national levels.

Male varsity team programs include baseball, basketball, golf, soccer, and tennis. The men’s program is sanctioned by the Metropolitan Community College Athletic Conference (MCCAC) the local conference, and by the National Junior College Athletic Association (NJCAA) on a regional, district and national basis.

Coed teams include track, swim and bowling.

Kingsborough is a member of Region XV, District of the NJCAA. There are 22 regions and 10 more encompassing districts geographically within the NJCAA. Victorious teams in the Regional structure compete against each other to determine District champions in each sport. The 10 District champions in turn compete for National titles.

**Note**

The College does not monitor individual student participation in physical education or athletics. Students are responsible for following the advice of their Physicians in these matters. The College will take no responsibility for any injury which may be suffered should a student participate without medical advice, or against medical advice or for any injury suffered as a result of any physical incapacity whatsoever.
Olympic-size swimming pool, one of the many outstanding sports and recreation facilities in the Health and Physical Education building.
ACADEMIC INFORMATION

Matriculation

A matriculated student is one who is registered for a specific degree in a particular program (curriculum).

All full-time students must enroll in a program of study carrying a minimum of 12 credits or 12 equated credits during the Fall and Spring sessions. Full-time students usually carry a program of 16 to 18 credits or equated credits.

Part-time students, those carrying fewer than full-time credits, generally attend the Evening Studies Program. It is possible to carry a full-time program during the Evening, however, full-time Evening Study is not available for all Kingsborough degree programs, but can be used for basic necessary courses and credits before completing requirements in Day Session. Counselors are available for consultation and for specific information.

Non-Degree Students* who request a change to Matriculated Status must meet the following requirements:

1. Proof of high school graduation or equivalent on file in the Registrar's Office.
2. Official copy (copies) of previous college(s) transcript(s).
3. Be in good academic standing (minimum of 12 credits or 12 equated credits completed at Kingsborough with at least a 2.00 cumulative index).
4. Take required CUNY Skills Assessment Tests.

*Non-Degree students are NOT eligible for financial aid.

Freshman Course Placement

AFTER acceptance by the College but BEFORE registration each entering matriculated student (and non-degree students attempting to achieve matriculation), will be required to take the CUNY Freshman Skills Assessment Tests. Results of these mandatory placement tests (in reading comprehension, writing and mathematics) determine specific course assignments in appropriate English and Mathematics classes (see pages 144, 186).

Basic Skills Proficiency

Each student must meet standards of proficiency in basic skill areas of reading, writing and mathematics established by the College. In addition, the CUNY Board of Trustees has mandated that students meet a University-wide minimal level of skills proficiency before entrance to the upper division. Consequently, students will be tested in these areas after admission but prior to their freshman year, so as to determine whether they meet the minimal University standards and the College's standards. Those who fail initially to meet these requirements will be given appropriate remedial instruction to assist them in achieving the required skills competency levels. Students who fail to achieve the minimal CUNY standards by the end of their sophomore year* will not be permitted to continue in the University.

*The end of the sophomore year is the semester, or session, in which the programs' degree requirements for graduation are completed.

Basic Courses (+)

Basic courses are courses that individual Kingsborough departments feel are essential for college students so that they may learn the fundamental and basic concepts of a discipline. Basic Courses are designated by a +.

Advanced Courses

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

Remedial Courses (□)

Remedial courses are specifically designed for students whose skills assessment test scores indicate that special remediation assistance is required. Remedial, no credit courses are designated by a □.
MAINTENANCE OF ACADEMIC STANDARDS*

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

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

Non-credit grades, failing grades, withdrawal grades and their equivalents shall be incorporated in a student's cumulative average for the purpose of determining academic standing and satisfactory progress toward a degree.

Satisfactory progress toward a degree shall be defined as the satisfactory completion of:
1. At least one-half of the first four (4) courses or twelve (12) credits attempted;
2. At least two-thirds of the first eight (8) courses or twenty-four (24) credits attempted;
3. At least three-quarters of the first twelve (12) courses or thirty-six (36) credits attempted;
4. At least three-quarters of all courses attempted in any subsequent semester and cumulatively by the end of each subsequent semester.

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

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

Students who are dropped from the University for academic reasons may apply for readmission after one semester. Acceptance will be subject to faculty decisions (see page 44).

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

*By action of the CUNY Board April 5, 1976.

EXAMINATIONS

Mid-Term

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

Final

Students are responsible for meeting examination schedules (Final Exam dates pgs. 5-8). Students who have a conflict with a final examination schedule must immediately report to the Registrar's Office for rescheduling.

To receive early notification of grades students may submit postcards to their Instructors at final exams. The Registrar's Office mails grade reports to students at the conclusion of each session.

Make-up Final

Students who miss final examinations for legitimate reasons may apply for make-up examinations. Generally, permission is granted only to students who maintain passing grades up to the final examination period. For each make-up examination, a "Petition for Final Make-up Examination" form, with the Instructor's signature, must be completed and received in the Registrar's Office by deadline dates noted on Academic Calendar (pages 5-8).

Students pay $15, for the first make-up exam plus $5, for each additional exam. A maximum of $25, is charged per semester (see page 21).
Grades

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

Standard Grades*

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Quality Points</th>
<th>Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90—100%</td>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80—90%</td>
<td>3</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>70—79%</td>
<td>2</td>
<td>Fair or Average</td>
</tr>
<tr>
<td>D</td>
<td>60—70% (Lowest Passing Grade)</td>
<td>1</td>
<td>Below Average but Passing</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
<td>Failure</td>
</tr>
<tr>
<td>R</td>
<td>Minimum Level of Proficiency Not Met for Remedial Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit - Limited to Specific Compensatory Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INC</td>
<td>Term’s Work Incomplete</td>
<td></td>
<td>Counts as an F unless Work is Completed within Six Months</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew Failing (Counts as Failure)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>WU</td>
<td>Withdrew Unofficially (Counts as Failure)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>AUD</td>
<td>Audit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Grades cannot be altered by repeating a course. Students may register to repeat a course if they received an “F”, “W”, “R”, “WF”, or “WU” grade.

A course in which a “D” grade was received may be repeated only if a more advanced course in that discipline has not already been completed.

Students who receive a “C” grade or better in any course offered at the college MAY NOT REPEAT that course. In unusual and extenuating circumstances the rule may be waived by the appropriate college committee.

(Regulations above do NOT apply to students in the Nursing Program, (see page 202).

*See CUNY Board guidelines (page 38).

Grade Change

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

“R” Grade

The “R” grade does not count in computing the scholastic index. It is given to a student in a remedial component who does not meet the minimum requirements at the completion of the semester. A student who receives the “R” grade in the same remedial component three times, will NOT be permitted to repeat that course again.

Scholastic Standing

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

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

*Example:* Chemistry 12 — 6 hrs. 4 crs.
History 11 — 3 hrs. 3 crs.
Phys. Ed. 2 — 2 hrs. 1 cr.

Equated Credits

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

*Example:* Math M1 — 4 hrs. 0 crs. AND 4 Equated credits.
English C1 — 5 hrs. 0 crs. AND 5 Equated credits.

Grade Point Index

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Point Value</th>
<th>Credits</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>A</td>
<td>4</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>French</td>
<td>D</td>
<td>1</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Music</td>
<td>C</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Physics</td>
<td>B</td>
<td>3</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>History</td>
<td>F</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
<td></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

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

Change of Curriculum

For any curriculum change, except Nursing* which has special regulations, students must file the appropriate form in the Registrar’s Office, following the deadline dates on the Academic Calendar (pages 5-8). A curriculum change cannot go into effect until one semester in the original choice has been completed. The new curriculum goes into effect the semester following the student’s application. The most recent information on college policy, and all proper forms for a change of curriculum or change from Evening to Day Session, are available in the Registrar’s Office.

*Nursing Curriculum Requirements: Retention, Pre-Nursing Sequence (page 201). Auditing Policy

To audit a course a student must:

a. obtain permission from the Department Chairman and course Instructor. (Permission to remain in the class is on a space available basis.)

b. formally register, as an auditor, for the course under current tuition policy.

The grade of ‘‘AUD’’, which carries no credit and cannot be changed to any other grade will be given at the completion of the term.
Independent Study

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

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

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

Students will be permitted to take no more than 6 credits of Independent Study in any one area and no more than 12 credits toward the degree.

Topical and Pilot Courses

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

Student Attendance Policy

As it is to students’ advantage to attend all scheduled classes and laboratories in which they are enrolled, the College has instituted an attendance policy.

All students are expected to attend all classes regularly and punctually. Students enrolled in remedial courses are required to attend classes regularly to maximize the opportunity to overcome any diagnosed basic skills deficiencies.

A student in any course who has been absent 15% of the number of contact hours a class meets during a session is deemed excessively absent.

<table>
<thead>
<tr>
<th>12-Week Session</th>
<th>6-Week Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Hours</td>
<td>Course</td>
</tr>
<tr>
<td>per week</td>
<td>Maximum</td>
</tr>
<tr>
<td>Excessive</td>
<td>allowable</td>
</tr>
<tr>
<td>absences per</td>
<td>per week</td>
</tr>
<tr>
<td>session</td>
<td>absences</td>
</tr>
<tr>
<td>2 hours</td>
<td>2 hours</td>
</tr>
<tr>
<td>4 hours of</td>
<td>2 absences</td>
</tr>
<tr>
<td>absences</td>
<td></td>
</tr>
<tr>
<td>3 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>6 hours of</td>
<td>3 absences</td>
</tr>
<tr>
<td>absences</td>
<td></td>
</tr>
<tr>
<td>4 hours</td>
<td>4 hours</td>
</tr>
<tr>
<td>8 hours of</td>
<td>4 absences</td>
</tr>
<tr>
<td>absences</td>
<td></td>
</tr>
<tr>
<td>5 hours</td>
<td></td>
</tr>
<tr>
<td>10 hours of</td>
<td></td>
</tr>
<tr>
<td>absences</td>
<td></td>
</tr>
<tr>
<td>6 hours</td>
<td></td>
</tr>
<tr>
<td>12 hours of</td>
<td></td>
</tr>
<tr>
<td>absences</td>
<td></td>
</tr>
</tbody>
</table>

Where the course includes classroom lectures plus another component such as laboratory/field placement, etc., the 15% excessive absences policy applies to either component. If excessive absences were due to special circumstances, timely appeal may be made to the Dean of Students for permission to continue in class. Approval by the Instructor is necessary for reinstatement in class.

Students who officially withdraw from courses within the first seventeen days of a session will have “no grade” recorded on their student transcripts.

Students who register for a course(s), and then do not officially withdraw from the course(s) for which they registered will receive a “WU” grade even if they never attend that class. Consult the College Calendar for withdrawal dates.

GRADUATION REQUIREMENTS

Students in all programs follow courses of study designed to provide a sound general education and a carefully developed program of occupational or pre-professional education.

Graduation with any of the degrees offered requires completion of the required number of credits for a course and degree major, plus a minimum Cumulative Index of 2.00 (at least a “C” grade).
HONORS

DEAN'S LIST

DAY SESSION

Matriculated students in the Day Session who complete at least 15 credits in a Fall or Spring semester with a 3.2 grade index or better, and who have not received a "WF," "WU," "F," "P," or an "INC." for that semester at the time the Dean's List is produced are eligible for the Day Session Dean's List for the semester in which the superior record is achieved. Attainment of the Dean's List becomes a part of the student's permanent record and appears on all transcripts.

EVENING SESSION

Matriculated students in the Evening Session who complete at least 7 credits in a Fall or Spring semester with a 3.2 grade index or better, and who have not received a "WF," "WU," "F," "P," or an "INC." for that semester at the time the Dean's List is produced, are eligible for the Evening Session Dean's List for the semester in which the superior record is achieved. Attainment of the Dean's List becomes a part of the student's permanent record and appears on all transcripts.

Note: Day and Evening work completed during the winter or summer modules is not considered.

HONOR SOCIETIES

PHI THETA KAPPA
National Junior College Honor Society

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

MU ALPHA THETA
Junior College Mathematics Honor Society

Sponsored by the Mathematical Association of America, membership is open to students who complete six credits or more in mathematics courses numbered 14 or higher and in computer science courses; maintain at least a "B" grade in those courses, and receive the recommendation of the Mathematics Department Faculty.

PHI BETA LAMDA
National Business Honor Society

Students majoring in Secretarial Science, who maintain a cumulative "B" average after completing 30 credits at Kingsborough and who have given service to the Secretarial Science Department, are eligible for membership.
TRANSFER TO SENIOR COLLEGES AND UNIVERSITIES

KCC "Two-Plus-Two" Program

Articulation agreements are in effect between many CUNY, SUNY, and private senior colleges. These agreements make it possible for students who complete, and graduate from, specific KCC two-year programs, to transfer directly into the third year of the collaborating four-year institution without any loss of credit. These students, therefore, are able to earn two college degrees in four years.

CUNY Transfer Policies

For Graduates

Kingsborough graduates who meet all CUNY requirements, including the University's standards of proficiency in the basic reading, writing and mathematics skills (guidelines page 37), are guaranteed:
1. admission to a CUNY senior college (not always the first choice);
2. minimum of 64 credits will be transferable to the admitting senior college;
3. it will be unnecessary, under ordinary conditions, to earn more than the 128 credits usually needed to earn a Bachelor's degree. Additional credits may be required if the major field is changed or prerequisites are lacking.

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

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

For Non-Graduates

Students who wish to transfer to another CUNY college before earning their associate degree must:
1. meet that unit's entrance requirements;
2. have completed a certain number of credits and earned a minimum index at Kingsborough before filing a transfer application.

SUNY Transfer Policy

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

Private College Transfer Policies

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

NOTE: Details are available from Kingsborough's Counseling faculty, the KCC Student Handbook, or the Admissions Office of the unit desired.
WITHDRAWAL

From the College

Students who find it necessary to withdraw from the College must complete and file an official form in the Registrar’s Office. Students who contemplate such action should first discuss the matter with a counselor to see if alternatives are possible and advisable. The date that the withdrawal form is completed and submitted to the Registrar’s Office—NOT the last date of class attendance—is considered the official date of withdrawal from the College. For last days to withdraw without academic penalty, see Academic Calendar (pages 5-6). For tuition refund, (see page 20).

A student who expects to return to Kingsborough, should fill out a Readmission Form at the same time. A readmission fee is charged when the form is submitted (page 21). Readmission deadline dates are:

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

From a Course

After consultation with a counselor and before such action is taken, the proper forms must be filed with the Registrar’s Office. The date that a change of program or withdrawal form is completed and submitted to the Registrar’s Office—NOT the last date of class—is considered the official date of withdrawal from the course. See “Grades Assigned” under Student Attendance Policy (see page 41).

DISMISSAL

A student who is dismissed for academic reasons may apply for readmission one semester after dismissal. Application for readmission, with required readmission fee, must be filed with a letter of appeal to the Committee on Admissions and Academic Standing explaining the reason for the poor scholarship. Academic records will then be evaluated by the Committee. If the Committee believes the records indicate that the student will be able to make satisfactory progress toward earning the degree within a reasonable period of time the student may be readmitted. If, at the end of the semester of readmission, the student’s academic level has not been raised to CUNY’s standards nor has adequate progress in achieving the appropriate standards been shown, the student will then be dismissed.

CATALOG

Each Kingsborough student is given a Catalog by a counselor during the first semester at the college. Catalogs are required for reference, for program and course planning, for credit evaluation at senior colleges or universities, and, on occasion, for employment consideration. As the Catalog printings are limited, replacement may not be possible. Students are urged, therefore, to carefully keep the catalog they receive.

Prospective students who are interested in attending Kingsborough should direct requests for publications about the college to the Admissions Information Office.
EVENING STUDIES
Room A-107, ext. 5686

The Evening Studies Program has served an integral role in the College's educational offerings since its inception. Individuals who are unable to attend courses during the day are given an opportunity to pursue part-time and/or full-time studies in the evening. Many courses are offered on Saturdays.

The Evening Studies Program serves:
- Adults eager for a second or new career or, for job upgrading;
- Parents planning to return to the work force;
- Super Citizens (New York State residents 65 years of age and over), who wish to avail themselves of opportunities in higher education under the College's tuition waiver policy for senior citizens. With proof of age and residency, only a $25 registration fee is charged each semester;
- Veterans pursuing their educational objectives by attending College;
- Adults seeking educational opportunities and cultural interests for self-improvement and intellectual stimulation.

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

Evening students may avail themselves of the following services:
- Counseling services, including Career Counseling and Placement;
- Financial Aid advisement;
- Tutoring in most subject areas;
- Accounting, English, Foreign Languages, and Mathematics Laboratories.

For information regarding matriculated and non-degree status in the Evening Program contact the Admissions Information Center or Evening Studies Office.

CONTINUING ADULT EDUCATION
Room A-214, ext. 5051

The Continuing Education Program offers a wide variety of non-credit courses, programs, and activities to meet learning needs not met through the degree programs of the College. Non-credit courses are offered evenings and Saturdays at the College, and at several high schools in the southern part of Brooklyn. Continuing Education Programs serve individuals who: wish to improve their job and career related skills; are interested in leisure time activities (creative and culinary arts, dancing, sports, etc.); are in need of basic skills; seek to obtain the High School Equivalency diploma (the High School Equivalency Institute). The “English as a Second Language Institute” provides instruction at all levels for those whose native language is not English.

More information can be obtained by phone or through a personal visit to the Office. You may be placed on the mailing list for the Continuing Education Catalogs, which are distributed at the start of each of three semesters and at the beginning of the Summer program. Programs are conducted all year — terms begin in late September, mid-January, early April and late June.
Kingsborough Community College offers a choice among three degree programs. Graduates who successfully complete the courses prescribed for the two-year program of their choice can earn the degree that curriculum carries: the Associate in Arts (A.A.) degree, the Associate in Science (A.S.) degree, the Associate in Applied Science (A.A.S.) degree.

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

The Associate in Arts (A.A.) degree is awarded upon satisfactory completion of the required credits for Liberal Arts. Candidates for this degree concentrate their studies in the fields of Languages; Literature and the Arts; Mathematics and the Sciences; the Behavioral and Social Sciences; Health and Physical Education. Requirements and credits start on pages 49 and 53.

The Associate in Science (A.S.) degree is awarded upon satisfactory completion of the required credits for programs offered in Mathematics, in the Sciences and in the Arts. Candidates for this degree follow programs which closely parallel the A.A. program, but have greater concentration in Mathematics or Science, or in one of the Arts areas in which they plan to major. These programs include Biology (with concentrations in Food Science and Pre-Physician Assistant,) Chemistry (with concentration in Food Science), Computer Science, Environmental Health and Science, Mathematics, Mental Health Assistant, Physics, Pre-Physical Therapy, Fine Arts, Music and Theatre Arts. Requirements and credits start on pages 49 and 55.

The Associate in Applied Science (A.A.S.) degree is awarded upon satisfactory completion of the required credits in the Career programs: Business, Health and Social Service. Candidates for this degree follow programs which concentrate in the applied field. The professional fields in which these programs are offered include Accounting (with concentration in Tax Accounting), Broadcasting Technology and Management, Business Administration transfer programs, Data Processing, Early Childhood Education/Child Care, Education Associate, Journalism and Print Media, Nursing, Recreation Leadership, Retail Business Management (with concentrations in Supermarket Management and Food Marketing), Secretarial Science (with four options, Executive/Word Processing, Legal, Medical, School, plus a concentration in Legal Assisting), Travel and Tourism. Requirements and credits start on pages 49 and 75.

The College expects that every Kingsborough student will make consistent and determined progress toward earning a degree; seriously strive to perform well in all courses; spend approximately two hours of outside preparation, study and work for EACH hour of classroom instruction and, is committed to taking full advantage of the opportunities the College offers for a quality education.

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

Students in all programs follow courses of study designed to provide a sound general education and a carefully developed program of occupational or pre-professional education.
DEGREE PROGRAMS*

Program Requirements R EGIS CODE
Associate in Arts (A.A.) Liberal Arts Page 53 5649

Associate in Science (A.S.)
Science and Mathematics Programs
- Biology Page 59 5604
- Food Science Concentration
- Pre-Physician Assistant Concentration
- Chemistry Page 61 5619
- Food Science Concentration
- Computer Science Page 63 5103
- Environmental Health and Science Page 64 5408
- Mathematics Page 67 5617
- Mental Health Assistant Page 68 5216
- Physics Page 70 5619
- Pre-Physical Therapy Page 73 0499

Arts Programs
- Fine Arts Page 65 5610
- Music Page 69 5610
- Theatre Arts Page 72 5610

Associate in Applied Science (A.A.S.)
Business Career Programs
- Accounting Page 79 5003
- Tax Accounting Concentration Page 79 5002
- Broadcasting Technology and Management Page 81 5008
- Business Administration Page 82 5004
- Data Processing Page 83 5101
- Journalism and Print Media Page 86 5008
- Retail Business Management Page 91 5004
- Supermarket Management and Food Marketing Concentration
- Secretarial Science Page 93 5005
  (Executive, Legal, Medical, and School Secretaries)
- Travel and Tourism Page 95 5011

Health Programs
- Early Childhood Education/Child Care Page 84 5503
- Nursing Page 87 5208

Social Service Programs
- Education Associate Page 85 5503
- Recreation Leadership Page 89 5506

*NOTE: Enrollment in other than registered (or otherwise approved) programs may jeopardize a student's eligibility for certain student aid awards.
DEGREES

All matriculated students must successfully complete the total number of required credits for their degree, divided into four basic categories:

1. **College-Wide Requirements**—the three credit Health and Physical Education course (HPE 12) PLUS, four to eight credits in English courses are required. Non-credit courses in Corrective Speech and/or remedial courses in English and/or Mathematics may be required.

2. **Department Requirements**—as specified in all curricula except Liberal Arts.

3. **Group Requirements**—limited courses are offered within six general areas.

4. **Free Electives**—choices from the entire range of course offerings.

**Associate in Arts**

Students matriculated for the A.A. degree must successfully complete a minimum of 64 credits, divided into three basic categories:

1. **College-Wide Requirements**—courses which all students must take (see 1 above).

2. **Group Requirements**—47 credits chosen from the Performing and Visual Arts, Language* and Literature, Social Sciences, Behavioral Sciences, Mathematics and Natural Sciences. These choices are the foundation for future academic studies and depend on background, interests, area of specialization, future career goals.

3. **Free Electives**—Courses to make up the total number of credits required for the degree. Students may choose from groups already mentioned or from any other courses offered by the College.

*Placement recommendations for entering freshmen who wish to continue with a familiar foreign language are made by the Department of Foreign Languages based on language proficiency.

Students who wish to do so, will be permitted to take a Foreign Language Literature Course taught in English to fulfill the literature requirement in this group.

**Associate in Science**

**and**

**Associate in Applied Science**

Students matriculated for the A.S. degree or the A.A.S. degree must successfully complete the number of credits specifically required for that degree. These credits are divided into four basic categories.

1. **College-Wide Requirements**—courses which all students must take (see 1 above).

2. **Group Requirements**—courses which offer limited choices within six general areas. Students may choose from the entire range of course offerings.

3. **Department Curriculum Requirements**—courses which students must successfully complete in the chosen area of specialization, such as Nursing, Recreation Leadership, Chemistry, Biology, etc.

4. **Free Electives**—courses to make up the total number of credits required for the specific curriculum. Students may choose from groups already mentioned or from any other courses offered by the college.

Detailed statement of all degree requirements are in the Degree Programs section of the catalog.
THE ASSOCIATE IN ARTS (A.A.) DEGREE

Students are exposed to the humanities, social sciences, natural sciences and mathematics. The objectives are similar to the prescribed courses frequently found in the first two years of baccalaureate liberal arts programs. Attention is focused on advanced and specialized courses of interest and concern. Students who plan to continue their studies and earn higher degrees, find that their Kingsborough A.A. degree serves as a solid foundation for transfer to a senior or professional college. Provisions for smooth transfer between KCC and CUNY, SUNY and many private colleges are in effect.

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

PROGRAMS

Art • Behavioral Sciences and Human Services • Biological Sciences • English •
Foreign Languages • Health, Physical Education and Recreation • Mathematics •
Music • Physical Sciences • Social Sciences • Speech and Theatre
COURSE DESCRIPTIONS

Art Department
Courses—pages 101-103

Behavioral Sciences & Human Services Department
Courses—pages 107-116

Biological Sciences Department
Courses—pages 119-124

Business Department
Courses—pages 127-140

English Department
Courses—pages 144-151

Foreign Languages Department
Courses—pages 155-165

Health, Physical Education & Recreation Department
Courses—pages 169-177

Mathematics Department
Courses—pages 181-189

Music Department
Courses—pages 193-197

Nursing Department
Courses—pages 201-204

Physical Sciences Department
Courses—pages 207-214

Secretarial Science Department
Courses—pages 217-224

Social Sciences Department
Courses—pages 227-236

Speech & Theatre Department
Courses—pages 239-245
A.A. LIBERAL ARTS
Requirements for Matriculants

Total credits: 64

College Requirements*

(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)

- ENG 03 &/or 04 (if required) .................................................. 0 credits
- ENG C1 (if required) ................................................................. 0
- ENG C2 or ENG 12 (based on CUNY Test scores, students may be exempt) ............................................... 4
- ENG 22 ......................................................................................... 4
- HPE 12 ......................................................................................... 3
- Corrective Speech (if required) .................................................... 0
- MAT R1 &/or R2 proficiency ...................................................... 0

Group Requirements+

Select three credits from EACH group—I thru IV

(16 of the 9 credits required from groups I, II, III & IV must be in Basic Courses)

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

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

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

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

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

Electives (to meet required totals) ................................................. 6 to 10 credits
THE ASSOCIATE IN SCIENCE (A.S.) DEGREE

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

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

PROGRAMS

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Mathematics • Computer Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science</td>
<td>• Biology *</td>
</tr>
<tr>
<td></td>
<td>(with concentrations in Food Science and in Pre-Physician Assistant)</td>
</tr>
<tr>
<td></td>
<td>• Chemistry (with concentration in Food Science) *</td>
</tr>
<tr>
<td></td>
<td>• Environmental Health and Science *</td>
</tr>
<tr>
<td></td>
<td>• Mental Health Assistant *</td>
</tr>
<tr>
<td></td>
<td>• Physics • Pre-Physical Therapy *</td>
</tr>
<tr>
<td>The Arts</td>
<td>Fine Arts • Music • Theatre Arts</td>
</tr>
</tbody>
</table>
A.S. DEGREE PROGRAMS

Course Descriptions

Mathematics Programs

Computer Science
Requirements, page 63
Course Descriptions, page 183

Mathematics
Requirements, page 67
Course Descriptions, page 186

Science Programs

Biology
Requirements, page 59
Course Descriptions, page 119

Chemistry
Requirements, page 61
Course Descriptions, page 207

Environmental Health and Science
Requirements, page 64

Mental Health Assistant
Requirements, page 68
Course Descriptions, page 115

Physics
Requirements, page 70
Course Descriptions, page 211

Pre-Physical Therapy
Requirements, page 71

The Arts

Fine Arts
Requirements, page 65
Course Descriptions, page 101

Music
Requirements, page 69
Course Descriptions, page 193

Theatre Arts
Requirements, page 72
Course Descriptions, page 243
A.S. BIOLOGY**

Requirements for Matriculants

Total credits: 64-65

<table>
<thead>
<tr>
<th>College Requirements*</th>
<th>7 to 11 credits</th>
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</thead>
<tbody>
<tr>
<td>(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or, remedial courses may be required in these subjects.)</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 03 &amp;/or 04 (if required)</td>
<td>0</td>
</tr>
<tr>
<td>ENG C1 (if required)</td>
<td>0</td>
</tr>
<tr>
<td>ENG C2 or ENG 12</td>
<td>4</td>
</tr>
<tr>
<td>(based on CUNY Test scores, students may be exempt)</td>
<td></td>
</tr>
<tr>
<td>ENG 22</td>
<td>4</td>
</tr>
<tr>
<td>HPE 12</td>
<td>3</td>
</tr>
<tr>
<td>Corrective Speech (if required)</td>
<td>0</td>
</tr>
<tr>
<td>MAT R1 &amp;/or R2 proficiency</td>
<td>0</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Department Requirements</th>
<th>28 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Biology I and II (BIO 13-14 pg. 119)</td>
<td>8 credits</td>
</tr>
<tr>
<td>General Chemistry I and II (CHM 11-12 pg. 207)</td>
<td>8 credits</td>
</tr>
<tr>
<td>Analytic Geometry and Pre-Calculus Math (MAT 14 pg. 188)</td>
<td>4 credits</td>
</tr>
<tr>
<td>Biology Laboratory Courses</td>
<td>8 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Food Science Concentration†</th>
<th>42 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Requirements in</td>
<td></td>
</tr>
<tr>
<td>Biology (BIO 13-14), Chemistry (CHM 11-12), Mathematics (MAT 14)</td>
<td>20 credits</td>
</tr>
<tr>
<td>General Microbiology (BIO 50)</td>
<td>4</td>
</tr>
<tr>
<td>Basic Principles of Molecular Biology (BIO 58)</td>
<td>4</td>
</tr>
<tr>
<td>Organic Chemistry I (CHM 31)</td>
<td>5</td>
</tr>
<tr>
<td>Science of Nutrition (SCI 70 pg. 214)</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Food Science (BIO 40)</td>
<td>3</td>
</tr>
<tr>
<td>Food Analysis (CHM 40)</td>
<td>3</td>
</tr>
<tr>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td>Calculus I and II (MAT 15-16 pg. 188)</td>
<td>8 credits</td>
</tr>
<tr>
<td>General Physics I (PHY 11 pg. 211)</td>
<td>5</td>
</tr>
</tbody>
</table>

†Transfer to Cornell University's College of Agriculture and Life Science to earn a B.A. Degree in Food Science is guaranteed, without loss of credit, to a limited number of high average KCC graduates. On a space-available basis, transfer is also available to additional graduates of this KCC program.
### Pre-Physician Assistant Concentration‡

#### Department Requirements in 34 credits

- Biology (BIO 13-14), Chemistry (CHM 11-12), Mathematics (MAT 14) 20 credits
- Human Anatomy and Physiology (BIO 11-12) 8 credits
- General Psychology (PSY 11 pg. 108) 3 credits
- Human Growth and Development (PSY 32) 3 credits

**PLUS** Completion of voluntary program concerned with direct patient care at least one year before transfer to a Senior College offering a program leading to certification as a Physician Assistant.

#### Group Requirements

Select three credits from EACH group—I thru IV

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

<table>
<thead>
<tr>
<th>Group</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Performing and Visual Arts 3 credits</td>
</tr>
<tr>
<td></td>
<td>(This group excludes Art and Music Studio courses,</td>
</tr>
<tr>
<td></td>
<td>Theatre Production and Technique courses)</td>
</tr>
<tr>
<td></td>
<td>Art</td>
</tr>
<tr>
<td></td>
<td>Music</td>
</tr>
<tr>
<td></td>
<td>Speech</td>
</tr>
<tr>
<td></td>
<td>Theatre Arts</td>
</tr>
<tr>
<td>II.</td>
<td>Language and Literature 3 credits</td>
</tr>
<tr>
<td></td>
<td>Foreign Language</td>
</tr>
<tr>
<td></td>
<td>Literature</td>
</tr>
<tr>
<td></td>
<td>Philosophy</td>
</tr>
<tr>
<td>III.</td>
<td>Social Science 3 credits</td>
</tr>
<tr>
<td></td>
<td>Economics</td>
</tr>
<tr>
<td></td>
<td>History</td>
</tr>
<tr>
<td></td>
<td>Political Science</td>
</tr>
<tr>
<td>IV.</td>
<td>Behavioral Science 3 credits</td>
</tr>
<tr>
<td></td>
<td>Anthropology</td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
</tr>
<tr>
<td></td>
<td>Sociology</td>
</tr>
<tr>
<td>V.</td>
<td>Mathematics and Science 24 credits</td>
</tr>
<tr>
<td></td>
<td>Biological Science</td>
</tr>
<tr>
<td></td>
<td>Mathematics and Computer Science</td>
</tr>
<tr>
<td></td>
<td>Physics</td>
</tr>
</tbody>
</table>

Electives (to meet required totals) — credits

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

†Consultation with the Department Advisor is required.

‡‡This program is within the Biological Sciences Department.
A.S. CHEMISTRY**
Requirements for Matriculants

College Requirements*
(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)

- ENG 03 &/or 04 (if required) 0 credits
- ENG C1 (if required) 0 credits
- ENG C2 or ENG 12 (based on CUNY Test scores, students may be exempt) 4 credits
- ENG 22 4 credits
- HPE 12 3 credits
- Corrective Speech (if required) 0 credits
- MAT R1 &/or R2 proficiency 0 credits

Department Requirements†

General Chemistry I and II (CHM 11-12 pg. 207) 8 credits
Organic Chemistry I and II (CHM 31-32) 10 credits
Advanced General Physics I and II (PHY 13-14 pg. 211) 10 credits
Calculus I and II (MAT 15-16 pg. 188) 8 credits

Food Science Concentration ■†

General Biology I and II (BIO 13-14 pg. 119) 8 credits
General Microbiology (BIO 50) 4 credits
General Chemistry I and II (CHM 11-12 pg. 207) 8 credits
Organic Chemistry I and II (CHM 31-32) 10 credits
Analytic Geometry and Pre-Calculus Math (MAT 14 pg. 188) 4 credits
Introductory Food Science (BIO 40) 3 credits
Food Analysis (CHM 40) 3 credits
Recommended
Calculus I and II (MAT 15-16 pg. 188) 8 credits
General Physics I (PHY 11 pg. 211) 5 credits

■Transfer to Cornell University's College of Agriculture and Life Sciences to earn a B.A. Degree in Food Science is guaranteed, without loss of credit, to a limited number of high average KCC graduates. On a space-available basis, transfer is also available to additional graduates of this KCC program.

Total credits: 64-65
### Group Requirements

Select three credits from EACH group— I thru IV

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

<table>
<thead>
<tr>
<th>Group I. Performing and Visual Arts</th>
<th>3 credits</th>
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<tbody>
<tr>
<td>(This group excludes Art and Music Studio courses, Theatre Production and Technique courses)</td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td></td>
</tr>
<tr>
<td>Speech</td>
<td></td>
</tr>
<tr>
<td>Theatre Arts</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group II. Language and Literature</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Language</td>
<td></td>
</tr>
<tr>
<td>Literature</td>
<td></td>
</tr>
<tr>
<td>Philosophy</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Group III. Social Science</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td></td>
</tr>
<tr>
<td>Political Science</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group IV. Behavioral Science</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td>Sociology</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group V. Mathematics and Science</th>
<th>24 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Science</td>
<td></td>
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<tr>
<td>Mathematics and Computer Science</td>
<td></td>
</tr>
<tr>
<td>Physical Science</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives (to meet required totals)</th>
<th>credits</th>
</tr>
</thead>
</table>

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

†Consultation with Department Advisor is required.

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

Requirements for Matriculants

College Requirements*  
(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)

- ENG 03 &/or 04 (if required)  
- ENG C1 (if required)  
- ENG C2 or ENG 12  
- ENG 22  
- HPE 12  
- Corrective Speech (if required)  
- MAT R1 &/or R2 proficiency

Department Requirements†  
†Consultation with Department Advisor is required.

- Introduction to Computing (CS 13 pg. 183)  
- Computer and Assembly Language Programming (CS 14)  
- Mathematical Programming I and II (CS 35-36)  
- Calculus I, II and III (MAT 15, 16, 21 pg. 188)  
- Differential Equations (MAT 55)  
- Linear Algebra (MAT 56)  
- Biology I and II (BIO 13-14 pg. 119) OR,  
  Physics I and II (PHY 11-12 pg. 211) OR,  
  Advanced General Physics I and II (PHY 13-14)  

Group Requirements  
Select three credits from EACH group— I thru IV

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

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

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

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

- IV. Behavioral Science
  - Anthropology  
  - Psychology  
  - Sociology

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

Electives  
(to meet required totals)

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

**This program is within the Mathematics & Computer Science Department.
ENVIRONMENTAL HEALTH and SCIENCE** Total credits: 63-69
Requirements for Matriculants

College Requirements*  
(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 03 &amp;/or 04 (if required)</td>
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</tr>
<tr>
<td>ENG C1 (if required)</td>
<td>0</td>
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<tr>
<td>ENG C2 or ENG 12</td>
<td>4</td>
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<tr>
<td>(based on CUNY Test scores, students may be exempt)</td>
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<tr>
<td>ENG 22</td>
<td>4</td>
</tr>
<tr>
<td>HPE 12</td>
<td>3</td>
</tr>
<tr>
<td>Corrective Speech (if required)</td>
<td>0</td>
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<tr>
<td>MAT R1 &amp;/or R2 proficiency</td>
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Department Requirements†  
(40-46 credits)

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<th>Course</th>
<th>Credits</th>
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<tr>
<td>Biology I and II (BIO 13-14 pg. 119)</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry I and II (CHM 11-12 pg. 207) OR</td>
<td>8-10</td>
</tr>
<tr>
<td>Physics I and II (PHY 11-12 or 13-14 pg. 211)</td>
<td>8</td>
</tr>
<tr>
<td>Physical Geology (GEO 33 pg. 209)</td>
<td>4</td>
</tr>
<tr>
<td>Analytic Geometry and Pre-Calculus Math (MAT 14 pg. 188)</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to BASIC (CP 30 pg. 181)</td>
<td>4</td>
</tr>
<tr>
<td>Electives †- Biology, Chemistry OR Physics</td>
<td>8-10</td>
</tr>
<tr>
<td>Public Health I and II (HE 31 — 32 pg. 164) OR</td>
<td>4-6</td>
</tr>
<tr>
<td>People and the Environment I and II (SCI 50-51 pg. 214)</td>
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</table>

Group Requirements  
12 credits

Select three credits from EACH group—I thru IV
All credits required from groups I, II, III & IV must be in Basic Courses

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

II. Language and Literature  
| Foreign Language | 3       |
| Literature       |         |
| Philosophy       |         |

III. Social Science  
| Economics         | 3       |
| History           |         |
| Political Science |         |

IV. Behavioral Science  
| Anthropology      | 3       |
| Psychology        |         |
| Sociology         |         |

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

Electives (to meet required totals) — credits

Departmental requirements may be used to satisfy groups I-V requirements.
†Consultation with Department Advisor is required.
**This program is within the Biological Sciences and the Physical Sciences Departments.
A.S. FINE ARTS**
Requirements for Matriculants

College Requirements*  Total credits: 64
(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)

- ENG 03 &/or 04 (if required) ........................................ 0 credits
- ENG C1 (if required) .................................................. 0 credits
- ENG C2 or ENG 12 (based on CUNY Test scores, students may be exempt) .......... 4 credits
- ENG 22 ................................................................. 4 credits
- HPE 12 ................................................................. 3 credits
- Corrective Speech (if required) ................................... 0 credits
- MAT R1 &/or R2 proficiency ........................................ 0 credits

Department Requirements† (course descriptions pg. 99)

ALL Fine Arts Majors Must Take:
- Survey of Art History I and II (ART 33-34) .................................................. 6 credits
- Design I (ART 55) ............................................................................... 3 credits
- Drawing I (ART 57) ............................................................................... 3 credits
  [Fine Arts Majors MUST take ART 33, 55 and/or 57 in the FIRST SEMESTER]

PLUS Sequences in Fine Arts Concentrations

Art History
- Modern Art I and II (ART 35-36) .................................................. 6 credits
- African and Primitive Art (ART 37) .................................................. 3 credits
- Renaissance Art (ART 38) ................................................................. 3 credits
- Recommended Music, History, and Comparative Literature electives to total ........ 33 credits

Communication Design
- Illustration (ART 68) ................................................................ 3 credits
- Publication Layout and Design (ART 73) ........................................... 3 credits
- Typography and Lettering (ART 74) .................................................. 2 credits
- Introduction to Advertising Skills (ART 75) ...................................... 3 credits
- Recommended Art electives to total .............................................. 32 credits

Drawing and Painting
- Drawing II (ART 58) ................................................................. 3 credits
- Painting I and II (ART 59-60) ....................................................... 7 credits
- Recommended Art electives to total .............................................. 29-31 credits

Graphics and Design
- Photography I (ART 51) ............................................................. 3 credits
- Design II (ART 56) ................................................................. 3 credits
- Printmaking (ART 66) .............................................................. 3 credits
- Recommended Art electives to total .............................................. 29-31 credits

Sculpture
- Sculpture I and II (ART 61-62) ............................................... 7 credits
- Ceramics I (ART 63) .............................................................. 3 credits
- Recommended Art electives to total .............................................. 29-31 credits
Group Requirements

Select three credits from EACH group—I thru IV

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

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

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

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

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

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

Electives (to meet required totals) ................................................. credits

Departmental requirements may be used to satisfy groups I-V requirements.
†Consultation with Department Advisor is required.
**This program is within the Art Department.
A.S. MATHEMATICS**
Requirements for Matriculants

Total credits: 68

College Requirements*

(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)

- ENG 03 &/or 04 (if required) ......................................................... 0 credits
- ENG C1 (if required) ................................................................. 0
- ENG C2 or ENG 12 (based on CUNY Test scores, students may be exempt) 4
- ENG 22 ......................................................................................... 4
- HPE 12 ......................................................................................... 3
- Corrective Speech (if required) ..................................................... 0
- MAT R1 &/or R2 proficiency ......................................................... 0

Department Requirements†

(38-40 credits)

- Calculus I, II and III (MAT 15, 16, 21 pg. 188) .................................. 12 credits
- Differential Equations (MAT 55) .................................................... 3
- Linear Algebra (MAT 56) ............................................................... 3
- Programming in Fortran IV (CP 51 pg. 181) ................................... 4
- Mathematics OR, Computer Programming Elective† ..................... 8
- Laboratory Science ...................................................................... 8-10

Group Requirements

(12 credits)

Select three credits from EACH group—I thru IV
All credits required from groups I, II, III & IV must be in Basic Courses

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

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

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

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

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

Electives (to meet required totals) ................................................. — credits

Departmental requirements may be used to satisfy groups I-V requirements.
†Consultation with Department Advisor is required.
**This program is within the Mathematics & Computer Science Department.
A.S. MENTAL HEALTH ASSISTANT**

Total credits: 68

Requirements for Matriculants

College Requirements* 7 to 11 credits

(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)

ENG 03 &/or 04 (if required) 0 credits
ENG C1 (if required) 0
ENG C2 or ENG 12 (based on CUNY Test scores, students may be exempt) 4
ENG 22 4
HPE 12 3
Corrective Speech (if required) 0
MAT R1 &/or R2 proficiency 0

Department Requirements† 39 credits

*** General Psychology (PSY II pg. 108) 3 credits
Human Growth and Development (PSY 32) 3
Psychology of Behavior Pathology (PSY 36) 3

*** Introduction to Sociology (SOC 31 pg. 110) 3
Choice from the following 3 courses for 6
Sociology of the Family (SOC 35) 3
Minority Groups in the U.S. (SOC 36) 3
Introduction to Anthropology (SOC 37) 3

Introduction to Human Services (MH 11 pg. 115) 3
Principles of Interviewing and Group Leadership (MH 31) 3
Aging and Mental Health (MH 35) 3
Theories and Principles of Psychotherapy (MH 36) 3
Supervised Instructional Experience in Mental Health I and II (MH 96-97) 6

Group Requirements 12 credits

Select three credits from EACH group—I thru IV
All credits from groups I, II, III & IV must be in Basic Courses

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

II. Language and Literature 3
Foreign Language
Literature
Philosophy

III. Social Science 3
Economics
History
Political Science

IV. Behavioral Science 3
Anthropology
Psychology
Sociology

V. Mathematics and Science 8 credits
Biological Science
Mathematics and Computer Science
Physical Science

Electives (to meet required totals) — credits

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

**Any of these courses may be used to satisfy the Group IV requirement.
†Consultation with Program Director is required.

This program is within the Behavioral Sciences and Human Services Department.
A.S. MUSIC**

Requirements for Matriculants

College Requirements*  
(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)

ENG 03 &/or 04 (if required) ........................................... 0 credits
ENG C1 (if required) ....................................................... 0
ENG C2 or ENG 12  
(based on CUNY Test scores, students may be exempt) ........... 4
ENG 22 .............................................................................. 4
HPE 12 .............................................................................. 3
Corrective Speech (if required) ............................................. 0
MAT R1 &/or R2 proficiency ............................................... 0

Department Requirements† (course descriptions · page 193)  
(One of these performing groups must be taken each semester - 1½ credits per semester)

If Required

Basic Skills: Theory &/or Piano I and II (1 credit each) .............. 1 to 3

Group Requirements  
Select three credits from EACH group—I thru IV
All credits required from groups I, II, III & IV must be in Basic Courses

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

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

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

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

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

Electives (to meet required totals) ........................................... credits

Departmental requirements may be used to satisfy groups I-V requirements.
†Consultation with Department Advisor is required.
**This program is within the Music Department.
## A.S. PHYSICS

### Total credits: 64

#### Requirements for Matriculants

**College Requirements**

(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 03 &amp;/or 04 (if required)</td>
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</tr>
<tr>
<td>ENG C1 (if required)</td>
<td>0</td>
</tr>
<tr>
<td>ENG C2 or ENG 12 (based on CUNY Test scores, students may be exempt)</td>
<td>4</td>
</tr>
<tr>
<td>ENG 22</td>
<td>4</td>
</tr>
<tr>
<td>HPE 12</td>
<td>3</td>
</tr>
<tr>
<td>Corrective Speech (if required)</td>
<td>0</td>
</tr>
<tr>
<td>MAT R1 &amp;/or R2 proficiency</td>
<td>0</td>
</tr>
</tbody>
</table>

**Department Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Advanced General Physics I and II (PHY 13-14 pg. 211)</td>
<td>10 credits</td>
</tr>
<tr>
<td>Advanced Physics Elective</td>
<td>8</td>
</tr>
<tr>
<td>General Chemistry I and II (CHM 11-12 pg. 207)</td>
<td>8</td>
</tr>
<tr>
<td>Calculus I and II (MAT 15-16 pg. 188)</td>
<td>8</td>
</tr>
</tbody>
</table>

**Group Requirements**

Select three credits from EACH group— I thru IV

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

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

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

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

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

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

**Electives** (to meet required totals)

---

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

*Consultation with Department Advisor is required.

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

Requirements for Matriculants

College Requirements*  
(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 03 &amp;/or 04 (if required)</td>
<td>0</td>
</tr>
<tr>
<td>ENG C1 (if required)</td>
<td>0</td>
</tr>
<tr>
<td>ENG C2 or ENG 12</td>
<td></td>
</tr>
<tr>
<td>(based on CUNY Test scores, students may be exempt)</td>
<td>4</td>
</tr>
<tr>
<td>ENG 22</td>
<td>4</td>
</tr>
<tr>
<td>HPE 12</td>
<td>3</td>
</tr>
<tr>
<td>Corrective Speech (if required)</td>
<td>0</td>
</tr>
<tr>
<td>MAT R1 &amp;/or R2 proficiency</td>
<td>0</td>
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</table>

Total credits: 64

7 to 11 credits

Department Requirements †

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>General Biology I and II (BIO 13-14 pg. 119)</td>
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</tr>
<tr>
<td>General Chemistry I and II (CHM 11, 12 pg. 207)</td>
<td>8</td>
</tr>
<tr>
<td>General Physics I and II (PHY 11, 12 pg. 211)</td>
<td>10</td>
</tr>
<tr>
<td>Analytic Geometry and Pre-Calculus Math (MAT 14 pg. 188)</td>
<td>4</td>
</tr>
<tr>
<td>General Psychology (PSY 11 pg. 108)</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development (PSY 32)</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology (SOC 31 pg. 110)</td>
<td>3</td>
</tr>
<tr>
<td>First Aid and Personal Safety (HE 35 pg. 169)</td>
<td>2</td>
</tr>
<tr>
<td>Cardiopulmonary Resuscitation (HE 20)</td>
<td>1</td>
</tr>
</tbody>
</table>

PLUS Completion of 50-100 hours of volunteer or paid work in a physical therapy facility approved by the Program Director.

Recommended
- Elements of Statistics (MAT 20 pg. 188) 3

Group Requirements  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select three credits from EACH group—I thru IV</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

Electives (to meet required totals) — credits

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

†Consultation with the Program Director is required.

**This program is within the Biological Sciences Department.

NOTE: Due to limited availability of upper division facilities for training students, completion of the first two years does NOT guarantee admission to the four year program.
A.S. THEATRE ARTS**
Requirements for Matriculants

College Requirements*  
(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 03 &amp;/or 04 (if required)</td>
<td>0</td>
</tr>
<tr>
<td>ENG C1 (if required)</td>
<td>0</td>
</tr>
<tr>
<td>ENG C2 or ENG 12</td>
<td></td>
</tr>
<tr>
<td>(based on CUNY Test scores, students may be exempt)</td>
<td>4</td>
</tr>
<tr>
<td>ENG 22</td>
<td>4</td>
</tr>
<tr>
<td>HPE 12</td>
<td>3</td>
</tr>
<tr>
<td>Corrective Speech (if required)</td>
<td>0</td>
</tr>
<tr>
<td>MAT R1 &amp;/or R2 proficiency</td>
<td>0</td>
</tr>
</tbody>
</table>

Department Requirements † (course descriptions pg. 243)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Theatre Arts (Th. A 50)</td>
<td>3</td>
</tr>
<tr>
<td>Play Analysis (Th. A 51)</td>
<td>3</td>
</tr>
<tr>
<td>Acting (Th. A 52)</td>
<td>4</td>
</tr>
<tr>
<td>Stagecraft (Th. A 55)</td>
<td>3</td>
</tr>
<tr>
<td>Lighting Design (Th. A 56)</td>
<td>3</td>
</tr>
<tr>
<td>Play Production (Th. A 59) (3 semesters, 1 credit each)</td>
<td>3</td>
</tr>
<tr>
<td>Department Electives †</td>
<td>7-9</td>
</tr>
</tbody>
</table>

Group Requirements  
Select three credits from EACH group—I thru IV  

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

Electives (to meet required totals)  

Total credits: 64

Departmental requirements may be used to satisfy groups I-V requirements.
†Consultation with Department Advisor is required.
**This program is within the Speech & Theatre Department.
A.A.S. DEGREE PROGRAMS
Course Descriptions

Business Career Programs

Accounting
  Requirements, page 79
  Course Descriptions, page 127
Broadcasting Technology and Management
  Requirements, page 81
  Course Descriptions, page 239
Business Administration
  Requirements, page 82
  Course Descriptions, page 131
Data Processing (Computer Programming)
  Requirements, page 83
  Course Descriptions, page 184
Journalism and Print Media
  Requirements, page 86
  Course Descriptions, page 151
Retail Business Management
  Requirements, page 91
  Course Descriptions, page 136
Secretarial Science (Executive, Legal, Medical, School)
  Requirements, page 93
  Course Descriptions, page 217
Travel and Tourism
  Requirements, page 95
  Course Descriptions, page 139

Health and Social Service Career Programs

Early Childhood Education/Child Care
  Requirements, page 84
  Course Descriptions, page 111
Education Associate
  Requirements, page 85
  Course Descriptions, page 113
Nursing
  Requirements, page 87
  Course Descriptions, page 201
Recreation Leadership
  Requirements, page 89
  Course Descriptions, page 175
THE ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE

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

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

### CAREER PROGRAMS

| Business | Accounting (with Concentration in Tax Accounting) • Broadcasting Technology and Management • Business Administration • Data Processing (Computer Programming) • Journalism and Print Media • Retail Business Management (with concentration in Supermarket Management and Food Marketing) • Secretarial Science (Executive, Legal, Medical and School Secretaries) • Travel and Tourism • |
| Health and Social Science | Early Childhood Education/Child Care • Education Associate • Nursing • Recreation Leadership • |
**A.A.S. ACCOUNTING**

**Requirements for Matriculants**

**Total credits: 68**

**College Requirements**

(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENG 03 &amp;/or 04 (if required)</td>
<td>0</td>
</tr>
<tr>
<td>ENG C1 (if required)</td>
<td>0</td>
</tr>
<tr>
<td>ENG C2 or ENG 12 (based on CUNY Test scores, students may be exempt)</td>
<td>4</td>
</tr>
<tr>
<td>ENG 22</td>
<td>4</td>
</tr>
<tr>
<td>HPE 12</td>
<td>3</td>
</tr>
<tr>
<td>Corrective Speech (if required)</td>
<td>0</td>
</tr>
<tr>
<td>MAT R1 &amp;/or R2 proficiency</td>
<td>0</td>
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</table>

**Department Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Accounting I and II (ACC 11-12 pg. 127)</td>
<td>8</td>
</tr>
<tr>
<td>Intermediate Accounting I and II (ACC 21-22)</td>
<td>6</td>
</tr>
<tr>
<td>Cost Accounting I and II (ACC 31-32)</td>
<td>4</td>
</tr>
<tr>
<td>Federal Taxation (ACC 41)</td>
<td>4</td>
</tr>
<tr>
<td>Business Management and Organization (BA 11 pg. 131)</td>
<td>3</td>
</tr>
<tr>
<td>Business Law (BA 12)</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Computer Concepts (BA 60)</td>
<td>3</td>
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<tr>
<td>Fundamentals of Economics (ECO 12 pg. 133)</td>
<td>3</td>
</tr>
<tr>
<td>Money and Banking (ECO 14)</td>
<td>3</td>
</tr>
<tr>
<td>Recommended</td>
<td></td>
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<tr>
<td>Advanced Federal Taxation (ACC 42)</td>
<td>3</td>
</tr>
<tr>
<td>New York Taxes (ACC 43)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Concentration in Tax Accounting**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Fundamentals of Accounting I and II (ACC 11-12 pg. 127)</td>
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</tr>
<tr>
<td>Intermediate Accounting I and II (ACC 21-22)</td>
<td>6</td>
</tr>
<tr>
<td>Federal Taxation I and II (ACC 41-42)</td>
<td>7</td>
</tr>
<tr>
<td>New York Taxes (ACC 43)</td>
<td>3</td>
</tr>
<tr>
<td>Business Management and Organization (BA 11 pg. 131)</td>
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<tr>
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<tr>
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<td>3</td>
</tr>
<tr>
<td>Money and Banking (ECO 14)</td>
<td>3</td>
</tr>
</tbody>
</table>
Group Requirements†

Course selections, from groups I through IV, must be from three different groups.
All credits required from groups I, II, III & IV must be in Basic Courses.

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

II. Language and Literature
   Foreign Language
   Literature
   Philosophy

III. Social Science
   Economics
   (NOTE: ECO 12 and 14 MAY NOT BE USED to satisfy Group III.)
   History
   Political Science

IV. Behavioral Science
   Anthropology
   Psychology
   Sociology

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

Electives (to meet required totals) — credits

12 credits

Departmental requirements may be used to satisfy groups I-V requirements
†Prior to preregistration or registration consultation with the Department Advisor is required.
**This program is within the Business Department.
# A.A.S. BROADCASTING TECHNOLOGY and MANAGEMENT**

Total credits: 67

## Requirements for Matriculants

### College Requirements*  
7 to 11 credits

(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 03 &amp;/or 04 (if required)</td>
<td>0</td>
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<tr>
<td>ENG 22</td>
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<tr>
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### Department Requirements†  
25 credits

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Introduction to Broadcasting (MCB 35 pg. 239)</td>
<td>3</td>
</tr>
<tr>
<td>Choice of three Program Courses (3 cr. each)</td>
<td></td>
</tr>
<tr>
<td>Recommended Courses in consultation with Dept. Advisor</td>
<td>13</td>
</tr>
</tbody>
</table>

## For Concentration in:

### Management

- Business Management and Organization (BA 11 pg. 131)  
- Public Opinion (POL 55 pg. 235)

### Advertising

- Business Management and Organization (BA 11 pg. 131)  
- Principles of Marketing (BA 14)
- Advertising Theory and Practice (BA 52)

### Performance

- Oral Interpretation (SPE 27 pg. 242)  
- Development of Voice (SPE 30)  
- Development of Articulation (SPE 31)

### Engineering

- Electronics for Communication I, II, III (PHY 31, 32, 33 pg. 212)  

*Note: The total number of credits provided may not add up to the total credits listed due to the inclusion of credits from different sections.*
Group Requirements 18 credits

Course selections, from groups I through IV, must be from three different groups.
All credits required from groups I, II, III & IV must be in Basic Courses.

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

   (At least 1 course must be selected from each group II, III, IV) 15 credits

II. Language and Literature 6 credits
    Foreign Language
    Literature
    Philosophy

III. Social Science
    Economics
    History
    Political Science

IV. Behavioral Science
    Anthropology
    Psychology
    Sociology

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

Electives (to meet required totals)

Departmental requirements may be used to satisfy groups I-V requirements.
 Consultation with Department Advisor is required.
 **This program is within the Speech & Theatre Department.
# A.A.S. BUSINESS ADMINISTRATION**

**Total credits: 64**

**Requirements for Matriculants**

<table>
<thead>
<tr>
<th>College Requirements*</th>
<th>7 to 11 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)</td>
<td></td>
</tr>
<tr>
<td>ENG 03 &amp;/or 04 (if required)</td>
<td>0 credits</td>
</tr>
<tr>
<td>ENG C1 (if required)</td>
<td>0 credits</td>
</tr>
<tr>
<td>ENG C2 or ENG 12</td>
<td>0 credits</td>
</tr>
<tr>
<td>(based on CUNY Test scores, students may be exempt)</td>
<td>4 credits</td>
</tr>
<tr>
<td>ENG 22</td>
<td>4 credits</td>
</tr>
<tr>
<td>HPE 12</td>
<td>3 credits</td>
</tr>
<tr>
<td>Corrective Speech (if required)</td>
<td>0 credits</td>
</tr>
<tr>
<td>MAT R1 &amp;/or R2 proficiency</td>
<td>0 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Requirements†</th>
<th>35 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Accounting I and II (ACC 11-12 pg. 127)</td>
<td>8 credits</td>
</tr>
<tr>
<td>Business Management and Organization (BA 11 pg. 131)</td>
<td>3 credits</td>
</tr>
<tr>
<td>Business Law (BA 12)</td>
<td>3 credits</td>
</tr>
<tr>
<td>Principles of Marketing (BA 14)</td>
<td>3 credits</td>
</tr>
<tr>
<td>Personnel Administration (BA 31)</td>
<td>3 credits</td>
</tr>
<tr>
<td>Business Communications (BA 33)</td>
<td>3 credits</td>
</tr>
<tr>
<td>Advertising: Theory and Practice (BA 52)</td>
<td>3 credits</td>
</tr>
<tr>
<td>Introduction to Computer Concepts (BA 60)</td>
<td>3 credits</td>
</tr>
<tr>
<td>Fundamentals of Economics (ECO 12 pg. 133)</td>
<td>3 credits</td>
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<tr>
<td>Money and Banking (ECO 14)</td>
<td>3 credits</td>
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</table>

<table>
<thead>
<tr>
<th>Group Requirements</th>
<th>12 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course selections, from groups I through IV, must be from three different groups</td>
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<tr>
<td>All credits required from groups I, II, III &amp; IV must be in Basic Courses</td>
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</table>

<table>
<thead>
<tr>
<th>I. Performing and Visual Arts</th>
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</tr>
</thead>
<tbody>
<tr>
<td>(This group excludes Art and Music Studio courses, Theatre Production and Technique courses)</td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td></td>
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<tr>
<td>Music</td>
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</tr>
<tr>
<td>Speech</td>
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<tr>
<td>Theatre Arts</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Language and Literature</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Language</td>
<td></td>
</tr>
<tr>
<td>Literature</td>
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<tr>
<td>Philosophy</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>III. Social Science</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics</td>
<td></td>
</tr>
<tr>
<td>(NOTE: ECO 12 &amp; 14 MAY NOT BE USED to satisfy Group III.)</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td></td>
</tr>
<tr>
<td>Political Science</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IV. Behavioral Science</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
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</tr>
<tr>
<td>Psychology</td>
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<tr>
<td>Sociology</td>
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</table>

<table>
<thead>
<tr>
<th>V. Mathematics and Science</th>
<th>4 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Science</td>
<td></td>
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<tr>
<td>Mathematics and Computer Science</td>
<td></td>
</tr>
<tr>
<td>Physical Science</td>
<td></td>
</tr>
</tbody>
</table>

| Electives (to meet required totals) | — credits |

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

†Consultation with Department Advisor is required.

**This program is within the Business Department.**

83
A.A.S. DATA PROCESSING**

(Computer Programming)

Total credits: 64

Requirements for Matriculants

College Requirements*  
(Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 03 &amp;/or 04 (if required)</td>
<td>0</td>
</tr>
<tr>
<td>ENG C1 (if required)</td>
<td>0</td>
</tr>
<tr>
<td>ENG C2 or ENG 12 (based on CUNY Test scores, students may be exempt)</td>
<td>4</td>
</tr>
<tr>
<td>ENG 22</td>
<td>4</td>
</tr>
<tr>
<td>HPE 12</td>
<td>3</td>
</tr>
<tr>
<td>Corrective Speech (if required)</td>
<td>0</td>
</tr>
<tr>
<td>MAT R1 &amp;/or R2 proficiency</td>
<td>0</td>
</tr>
</tbody>
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Department Requirements†  

<table>
<thead>
<tr>
<th>Departmental Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Data Processing (DP 11 pg. 184)</td>
<td>4</td>
</tr>
<tr>
<td>Assembler Language Programming (DP 12)</td>
<td>5</td>
</tr>
<tr>
<td>Cobol Programming (DP 31)</td>
<td>5</td>
</tr>
<tr>
<td>Advanced Programming (DP 32)</td>
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<tr>
<td>RPG Programming (DP 41) OR Database Processing (DP 63) OR Systems Analysis (DP 61)</td>
<td>3-4</td>
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<tr>
<td>Survey of Mathematics (MAT 13 pg. 188) OR Analytic Geometry and Pre-Calculus Math (MAT 14)</td>
<td>4</td>
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<tr>
<td>Fundamentals of Accounting I and II (ACC 11-12 pg. 127)</td>
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Group Requirements  

<table>
<thead>
<tr>
<th>Group</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>I. Performing and Visual Arts</td>
<td></td>
</tr>
<tr>
<td>(This group excludes Art and Music Studio courses, Theatre Production and Technique courses)</td>
<td></td>
</tr>
<tr>
<td>Art</td>
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<tr>
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<tr>
<td>Speech</td>
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<td>Theatre Arts</td>
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<tr>
<td>II. Language and Literature</td>
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<tr>
<td>Foreign Language</td>
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<td>Literature</td>
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<td>Philosophy</td>
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<td>III. Social Science</td>
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<td>Mathematics and Computer Science</td>
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<td>Physical Science</td>
<td></td>
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</tbody>
</table>

Electives (to meet required totals)  

Departmental requirements may be used to satisfy groups I-V requirements.
†Consultation with Department Advisor is required.
**This program is within the Mathematics & Computer Science Department.
**A.A.S. EARLY CHILDHOOD EDUCATION/CHILD CARE**

**Total credits: 68**

**Requirements for Matriculants**

<table>
<thead>
<tr>
<th>College Requirements*</th>
<th>7 to 11 credits</th>
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<tbody>
<tr>
<td>(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)</td>
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<tr>
<td>ENG 03 &amp;/or 04 (if required)</td>
<td>0 credits</td>
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<td>4</td>
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<td>HPE 12</td>
<td>3</td>
</tr>
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<td>0</td>
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<tr>
<td>MAT R1 &amp;/or R2 proficiency</td>
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<table>
<thead>
<tr>
<th>Department Requirements†</th>
<th>34 credits</th>
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</thead>
<tbody>
<tr>
<td>General Psychology (PSY 11 pg. 108)</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development (PSY 32)</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology (SOC 31 pg. 110)</td>
<td>3</td>
</tr>
<tr>
<td>Sociology of the Family (SOC 35)</td>
<td>3</td>
</tr>
<tr>
<td>Minority Groups in the U.S. (SOC 36)</td>
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</tr>
<tr>
<td>Interdisciplinary Approach to Human Services (MH 20 pg. 111)</td>
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<tr>
<td>Curriculum in Education (ECE 21 pg. 111)</td>
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</tr>
<tr>
<td>Art Workshop for Students in Education (ECE 22)</td>
<td>2</td>
</tr>
<tr>
<td>Music and Movement Workshop for Students in Education (ECE 23)</td>
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</tr>
<tr>
<td>Supervised Instructional Experience in Education I, II and III (ECE 91, 92, 93)</td>
<td>9</td>
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<tr>
<td>Recommended Psychological Disorders in Young Children (PSY 24) (ECE 24)</td>
<td>3</td>
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<td>Anthropology</td>
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<td>V. Mathematics and Science</td>
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<tr>
<td>Mathematics and Computer Science</td>
<td></td>
</tr>
<tr>
<td>Physical Science</td>
<td></td>
</tr>
<tr>
<td>Electives (to meet required totals)</td>
<td>— credits</td>
</tr>
</tbody>
</table>

Departmental requirements may be used to satisfy groups I-V requirements.
†Consultation with the Program Director required.
**This program is within the Behavioral Sciences and Human Services Department.**

85
A.A.S. EDUCATION ASSOCIATE**

Requirements for Matriculants

**Total credits: 64**

<table>
<thead>
<tr>
<th>College Requirements*</th>
<th>7 to 11 credits</th>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENG 03 &amp;/or 04 (if required)</td>
<td>0</td>
</tr>
<tr>
<td>ENG C1 (if required)</td>
<td>0</td>
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<tr>
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<td>4</td>
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</tr>
<tr>
<td>ENG 22</td>
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</tr>
<tr>
<td>HPE 12</td>
<td>3</td>
</tr>
<tr>
<td>Corrective Speech (if required)</td>
<td>0</td>
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<tr>
<td>MAT R1 &amp;/or R2 proficiency</td>
<td>0</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Department Requirements†</th>
<th>37 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education in Modern Society (EDU 33 pg. 113)</td>
<td>3 credits</td>
</tr>
<tr>
<td>Seminar and Practicum in Education and the Behavioral Sciences (EDU 34)</td>
<td>4 credits</td>
</tr>
<tr>
<td>Seminar and Practicum in Education and Communication Skills (EDU 35)</td>
<td>4 credits</td>
</tr>
<tr>
<td>Seminar and Practicum in Education and Art Forms (EDU 36)</td>
<td>4 credits</td>
</tr>
<tr>
<td>Introduction to Sociology (SOC 31 pg. 110)</td>
<td>3 credits</td>
</tr>
<tr>
<td>General Psychology (PSY 11 pg. 108)</td>
<td>3 credits</td>
</tr>
<tr>
<td>Human Growth and Development (PSY 32)</td>
<td>3 credits</td>
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<tr>
<td>Recommended</td>
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<tr>
<td>Understanding Mathematics: A Practical Approach (MAT 9 pg. 187)</td>
<td>4 credits</td>
</tr>
<tr>
<td>Effective Public Speaking (SPE 21 pg. 241)</td>
<td>3 credits</td>
</tr>
<tr>
<td>Spanish for Students in Career Programs (SPA 40 and 82 pg. 164)</td>
<td>3 credits</td>
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</tbody>
</table>

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

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

III. Social Science
   - Economics
   - History
   - Political Science

IV. Behavioral Science
   - Anthropology
   - Psychology
   - Sociology

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

Electives (to meet required totals) — credits

Departmental requirements may be used to satisfy groups I-V requirements.
†Consultation with Department Advisor is required.
**This program is within the Behavioral Sciences & Human Services Department.
A.A.S. JOURNALISM and PRINT MEDIA**

Requirements for Matriculants

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<th>College Requirements*</th>
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<tr>
<td>MAT R1 &amp;/or R2 proficiency</td>
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<tr>
<td>Department Requirements†</td>
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<tr>
<td>Journalism: Basic and Advanced (JRL 31-32 pg. 151)</td>
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<tr>
<td>Print Media Production (JRL 71)</td>
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<tr>
<td>CHOICE from the following 6 courses for</td>
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<tr>
<td>Community Journalism (JRL 41)</td>
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<tr>
<td>Investigative and Interpretive Journalism (JRL 42)</td>
<td>3</td>
</tr>
<tr>
<td>The Critical Review (JRL 43)</td>
<td>3</td>
</tr>
<tr>
<td>Publication Layout and Design (ART 73 pg. 103)</td>
<td>3</td>
</tr>
<tr>
<td>Business of Print Media (BA 82 pg. 132)</td>
<td>3</td>
</tr>
<tr>
<td>Computerized Printing Processes (SEC 82 pg. 223)</td>
<td>4</td>
</tr>
<tr>
<td>Internship (JRL 92)</td>
<td>3</td>
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<tr>
<td>PLUS for Specialization in</td>
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<tr>
<td>Writing and Reporting OR Production</td>
<td></td>
</tr>
<tr>
<td>Appropriate courses to be determined by Department Advisor for</td>
<td></td>
</tr>
</tbody>
</table>

Group Requirements | 12 credits |
| All credits required from groups I, II, III & IV must be in Basic Courses |
| I. Performing and Visual Arts | |
| (This group excludes Art and Music Studio courses, Theatre Production and Technique courses) | |
| Art | |
| Music | |
| Speech | |
| Theatre Arts | |
| II. Language and Literature | |
| Foreign Language | |
| Literature | |
| Philosophy | |
| III. Social Science | |
| Economics | |
| History | |
| Political Science | |
| IV. Behavioral Science | |
| Anthropology | |
| Psychology | |
| Sociology | |
| V. Mathematics and Science | 4 credits |
| Biological Science | |
| Mathematics and Computer Science | |
| Physical Science | |
| Electives | (to meet required totals) |
| Departmental requirements may be used to satisfy groups I-V requirements. |
| †Consultation with Department Advisor is required. |
| **This program is within the English Department. |
A.A.S. NURSING
Requirements for Matriculants

Total credits: 68

College Requirements* ........................................... 4 to 8 credits
(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading,
Writing, and Mathematics Placement Examinations, or remedial courses may be required in
these subjects.)

ENG 03 &/or 04 (if required) ........................................... 0 credits
ENG C1 (if required) .................................................. 0
ENG C2 or ENG 12
(based on CUNY Test scores, students may be exempt) ........... 4
ENG 22 ................................................................. 4
Corrective Speech (if required) ...................................... 0
MAT R1 &/or R2 proficiency ......................................... 0

Students in the Pre-Nursing Sequence must complete the five semester sequence
in the following order. Nursing Course Descriptions pg. 201)

First Semester
Applied Physical Sciences for Allied Health Careers (SCI 25 pg. 213) .... 3 credits
General Psychology (PSY 11 pg. 108) .................................. 3
Human Anatomy & Physiology (BIO 11 pg. 119) ......................... 4
English (ENG 02 or ENG C2 pg. 146) .................................. 4

Second Semester
Human Anatomy & Physiology II (BIO 12 pg. 119) ...................... 4
Human Growth and Development (PSY 32 pg. 108) ...................... 3
Drug Calculations in Nursing (NUR 17) .................................. 1
Fundamental of Nursing (NUR 18) ....................................... 7

Third Semester
Microbiology in Health and Disease (BIO 51 pg. 121) .................... 4
Nursing the Ill Adult I (NUR 21) ......................................... 9

Fourth Semester
Varieties of Expression (ENG 22 pg. 146) ................................ 4
Nursing the Emotionally Ill. (NUR 20) ................................... 4
Nursing the Ill Adult II (NUR 22) ...................................... 5

Fifth Semester
Introduction to Sociology (SOC 31 pg. 110) ................................ 3
Family-Centered Maternity Nursing (NUR 19) ............................ 4
Nursing of Children (NUR 23) .......................................... 5
Issues in Nursing (NUR 24) ............................................. 1

Students requiring remediation based upon College placement test scores may be re-
quired to take any or all of the following prior to taking the Pre-Nursing Sequence.
Preparatory Biology (BIO 10)
Remedial Math (R1 &/or R2)
English Skills (ENG 03, 04, or C1)
Those students (not more than 5% of each class) who complete the degree in two years will take the course sequence in the following order.

First Semester

Applied Physical Sciences for Allied Health Careers (SCI 25 pg. 213) ................. 3 credits
General Psychology (PSY 11 pg. 108) ......................................................... 3
Human Anatomy & Physiology I (BIO 11 pg. 119) ......................................... 4
Drug Calculations in Nursing (NUR 17) ......................................................... 1
Fundamentals of Nursing (NUR 18) ............................................................... 7

Winter or Summer Module ‡

Human Anatomy & Physiology II (BIO 12) ..................................................... 4

Second Semester

Microbiology in Health and Disease (BIO 51) .................................................. 4
English (ENG 12 or ENG C2 pg. 146) ............................................................ 4
Nursing the Ill Adult I (NUR 21) .................................................................. 9

Third Semester

Human Growth and Development (PSY 32 pg. 108) ..................................... 3
Introduction to Sociology (SOC 31 pg. 110) .................................................. 3
Nursing the Emotionally Ill. (NUR 20) ......................................................... 4
Nursing the III Adult II (NUR 22) .............................................................. 5

Fourth Semester

Varieties of Expression (ENG 22 pg. 146) ....................................................... 4
Family-Centered Maternity Nursing (NUR 19) ............................................. 4
Nursing of Children (NUR 23) ................................................................. 5
Issues in Nursing (NUR 24) ...................................................................... 1

‡Students may elect to take required courses other than nursing courses during the Winter and Summer Modules.

**This program is within the Nursing Department.
A.A.S. RECREATION LEADERSHIP**
Total credits: 64
Requirements for Matriculants

College Requirements*  
(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)

- ENG 03 &/or 04 (if required) ........................................... 0 credits
- ENG C1 (if required) ............................................................ 0
- ENG C2 or ENG 12  
  (based on CUNY Test scores, students may be exempt) ........ 4
- ENG 22 .................................. 4
- HPE 12 .................................. 3
- Corrective Speech (if required) ....................................... 0
- MAT R1 &/or R2 proficiency ......................................... 0

Department Requirements†  
†47 credits

- Introduction to Recreation (REC 11 pg. 175) ............... 3 credits
- Recreation Leadership Principles (REC 12) ......................... 3
- Social Recreation (REC 13) ........................................... 3
- Outdoor Recreation (REC 14) ....................................... 2
- Methods and Materials for Teaching Folk and Square Dance (REC 15) ........................................... 2
- Recreation for Special Populations (REC 31) .................. 3
- Organization of a Recreation Program (REC 32) ............ 3
- Methods and Materials in Arts and Crafts (REC 34) ....... 3
- Field Experience in Recreation Leadership I and II (REC 91, 92) ........................................... 6
- First Aid and Personal Safety (HE 35 pg. 169) .............. 2
- General Psychology (PSY 11 pg. 108) ............................. 3
- Introduction to Sociology (SOC 31 pg. 110) ................. 3
- Introduction to Modern Concepts of Biology (SCI 33 pg. 123) ........................................... 4
- Mathematics and/or Science ........................................ 4
- Recommended
  - Summer Camp Leadership (REC 15) .......................... 2
  - Recreation for the Aging and Mentally Ill (REC 35) ...... 3
  - Commercial and Industrial Recreation (REC 37) .......... 3

Special articulation agreements with Lehman College make it possible for KCC graduates interested in this field to continue to study ON the KCC Campus to earn the Bachelor of Science Degree FROM Lehman.
Group Requirements

(Course selections, from groups I through IV, must be from three different groups+)
(+All credits required from groups I, II, III & IV must be in Basic Courses)

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

II. Language and Literature
   Foreign Language
   Literature
   Philosophy

III. Social Science
   Economics
   History
   Political Science

IV. Behavioral Science
   Anthropology
   Psychology
   Sociology

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

Electives (to meet required totals)

Departmental requirements may be used to satisfy groups I-V requirements.
†Consultation with Department Advisor is required.
**This program is within the Health, Physical Education and Recreation Department.
A.A.S. RETAIL BUSINESS MANAGEMENT**
Total credits: 68
Requirements for Matriculants

College Requirements*  
(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 03 &amp;/or 04 (if required)</td>
<td>0</td>
</tr>
<tr>
<td>ENG C1 (if required)</td>
<td>0</td>
</tr>
<tr>
<td>ENG C2 or ENG 12 (based on CUNY Test scores, students may be exempt)</td>
<td>4</td>
</tr>
<tr>
<td>ENG 22</td>
<td>4</td>
</tr>
<tr>
<td>HPE 12</td>
<td>3</td>
</tr>
<tr>
<td>Corrective Speech (if required)</td>
<td>0</td>
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<tr>
<td>MAT R1 &amp;/or R2 proficiency</td>
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Department Requirements†  
(39 credits)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Fundamentals of Accounting I and II (ACC 11-12 pg. 127)</td>
<td>8</td>
</tr>
<tr>
<td>Business Management and Organization (BA 11 pg. 131)</td>
<td>3</td>
</tr>
<tr>
<td>Business Law (BA 12)</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing (BA 14)</td>
<td>3</td>
</tr>
<tr>
<td>Elements of Retail Business Management (RBM 31 pg. 136)</td>
<td>3</td>
</tr>
<tr>
<td>Salesmanship (RBM 33)</td>
<td>3</td>
</tr>
<tr>
<td>Fashion Buying and Merchandising (RBM 34)</td>
<td>4</td>
</tr>
<tr>
<td>Merchandise Information Analysis (RBM 35)</td>
<td>3</td>
</tr>
<tr>
<td>Data Processing for Retailers (RBM 51) OR,</td>
<td></td>
</tr>
<tr>
<td>Introduction to Computer Concepts (BA 60)</td>
<td>3</td>
</tr>
<tr>
<td>Field Experience (RBM 92)</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Economics (ECO 12 pg. 133)</td>
<td>3</td>
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| Supermarket Management Concentration†  
(41 credits)

<table>
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<th>Course</th>
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<tr>
<td>Fundamentals of Accounting I and II (ACC 11-12 pg. 127)</td>
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<tr>
<td>Business Management and Organization (BA 11 pg. 131)</td>
<td>3</td>
</tr>
<tr>
<td>Supermarket Personnel Performance Management (RBM 15 pg. 138)</td>
<td>3</td>
</tr>
<tr>
<td>Supermarket Sales Production (RBM 16)</td>
<td>3</td>
</tr>
<tr>
<td>Salesmanship (RBM 33)</td>
<td>3</td>
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<tr>
<td>Field Experience (RBM 92)</td>
<td>3</td>
</tr>
<tr>
<td>Data Processing for Retailers (RBM 51) OR,</td>
<td></td>
</tr>
<tr>
<td>Introduction to Computer Concepts (BA 60)</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Food Marketing (FM 11 pg. 138)</td>
<td>3</td>
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<tr>
<td>Elements of Food Retailing (FM 12)</td>
<td>3</td>
</tr>
<tr>
<td>Supermarket Operation and Management (FM 13, 14)</td>
<td>6</td>
</tr>
<tr>
<td>Fundamentals of Economics (ECO 12 pg. 133)</td>
<td>3</td>
</tr>
</tbody>
</table>
Group Requirements

Course selections from groups I through IV, must be from three different groups
All credits required from groups I, II, III & IV must be in Basic Courses

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

II. Language and Literature
   Foreign Language
   Literature
   Philosophy

III. Social Science
   Economics
   (NOTE: ECO 12 & 14 MAY NOT BE USED to satisfy Group III requirements)
   History
   Political Science

IV. Behavioral Science
   Anthropology
   Psychology
   Sociology

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

Electives (to meet required totals)

--- credits

Departmental requirements may be used to satisfy groups I-V requirements
*Consultation with the Department Advisor is required.
**This program is within the Business Department.
A.A.S. SECRETARIAL SCIENCE**

Requirements for Matriculants

College Requirements*  
(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)

- ENG 03 &/or 04 (if required) ........................................ 0 credits
- ENG C1 (if required) .................................................. 0 credits
- ENG C2 or ENG 12  
  (based on CUNY Test scores, students may be exempt) ........ 4 credits
- ENG 22 ................................................................. 4 credits
- HPE 12 ........................................................................ 3 credits
- Corrective Speech (if required) ...................................... 0 credits
- MAT R1 &/or R2 proficiency .......................................... 0 credits

Department Requirements† (Course descriptions pg. 217)

All Secretarial Science Majors must take:
- Elementary Typewriting (SEC 11) .................................... 2 credits
- Intermediate Typewriting (SEC 12) ................................. 2 credits
- Elementary Shorthand (SEC 13, 14, 15) ............................ 2 credits
- Intermediate Shorthand (SEC 16, 17, 18) .......................... 3 credits
- Basic Dictation (SEC 19) ................................................ 2 credits
- Advanced Shorthand and Transcription (SEC 31) .............. 3 credits
- Production Typewriting (SEC 33) ..................................... 2 credits
- Business Communication (SEC 37) .................................. 3 credits
- Field Experience (SEC 92) ............................................. 3 credits

PLUS — FOR CONCENTRATIONS IN

Executive
- Advanced Stenography and Transcription II (SEC 32) ....... 4 credits
- Secretarial Practice (SEC 34) ......................................... 3 credits

Legal
- Secretarial Practice (SEC 34) ....................................... 3 credits
- Legal Shorthand and Procedures (SEC 51) ....................... 3 credits
- Legal Shorthand and Transcription (SEC 52) ................. 4 credits

Medical
- Biology (4 credit Lab course pg. 119) ........................... 4 credits
- Medical Secretary Practice (SEC 67, 68) ................. 4 credits
- Medical Dictation and Terminology (SEC 69, 70) ........ 7 credits

School
- Advanced Stenography and Transcription II (SEC 32) ....... 4 credits
- Secretarial Practice (SEC 34) ....................................... 3 credits
- School Secretary I and II (SEC 53, 54) ...................... 4 credits
- School Records and Accounts (SEC 65) ....................... 2 credits

Word Processing Concentration

- Basic Word/Information Processing (SEC 21) .............. 3 credits
- Advanced Word/Information Processing (SEC 22) .......... 3 credits
- Machine Transcription (SEC 23) .................................. 3 credits
- Field Experience (SEC 92) .......................................... 3 credits

Recommended
- Data Processing for Secretarial Majors (CP 29 pg. 181) .. 4 credits
- Office Systems and Procedures (SEC 24) ...................... 3 credits
Group Requirements

Course selections from groups I through IV, must be from three different groups.
All credits required from groups I, II, III & IV must be in Basic Courses.

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

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

III. Social Science
   - Economics
   - History
   - Political Science

IV. Behavioral Science
   - Anthropology
   - Psychology
   - Sociology

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

Electives (to meet required totals) — credits

*SEC 11 and 13, 14 or 15 are required for students entering without one year of typing and shorthand.
SEC 12, 13, 14, 15, 16, 17 and 18 may be waived.

Departmental requirements may be used to satisfy groups I-V requirements.
†Consultation with the Department Advisor is required.
**This program is within the Business Department.
A.A.S. TRAVEL AND TOURISM**
Requirements for Matriculants

Total credits: 65

College Requirements* 7 to 11 credits
(*Successful completion of the CUNY Assessment Tests with passing scores on the Reading, Writing, and Mathematics Placement Examinations, or remedial courses may be required in these subjects.)

ENG 03 &/or 04 (if required) ........................................... 0 credits
ENG C1 (if required) ....................................................... 0
ENG C2 or ENG 12
(based on CUNY Test scores, students may be exempt) ........... 4
ENG 22 ................................................................. 4
HPE 12 ................................................................. 3
Corrective Speech (if required) .......................................... 0
MAT R1 &/or R2 proficiency ............................................... 0

Department Requirements† 35 credits

Introduction to Travel and Tourism (TAT 1 pg. 139) ................. 3 credits
The Travel Industry I and II (TAT 2 and 3) ......................... 6
Choice from following for ............................................. 6
The Travel Agent and Wholesaler (TAT 11 and 12) OR
The Hospitality Industry (TAT 21 and 22) OR
Transportation (TAT 31 and 32)
Internship ............................................................... 3
Fundamentals of Accounting I and II (ACC 11 and 12 pg. 127) .... 8
Business Management and Organization (BA 11 pg. 131) ........ 3
Principles of Marketing (BA 14) ....................................... 3
Introduction to Computer Concepts (BA 60) ......................... 3

Group Requirements 12 credits

Course selections from groups I through IV, must be from three different groups
All credits required from groups I, II, III & IV must be in Basic Courses

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

II. Language and Literature
Foreign Language
Literature
Philosophy

III. Social Science
Economics
History
Political Science

IV. Behavioral Science
Anthropology
Psychology
Sociology

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

Electives (to meet required totals) — credits

Departmental requirements may be used to satisfy groups I-V requirements
†Consultation with the Department Advisor is required.
**This program is within the Business Department.
ART

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

+ART 33 SURVEY OF ART HISTORY:
FROM ANCIENT TO RENAISSANCE ART
Fall 3 crs. 3 hrs.
This historical view of Western Art History is designed to survey, in chronological sequence, the evolution of style and form in the major arts—from pre-history through the Renaissance. Required of Art Majors in first semester. See Department Advisor.

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

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

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

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

+ART 38 RENAISSANCE ART 3 crs. 3 hrs.
The history of the development of art from the Gothic to the Humanist movement is studied. The Renaissance is integrated into the course content with an analysis of the new concepts of nature, history and man in Italy.

+ART 51 PHOTOGRAPHY I 3 crs. 4 hrs.
An introductory course to the rudimentary ideas and techniques of photography. Camera, film, development process and artistic possibilities realized with the photographic print are considered.

ART 52 PHOTOGRAPHY II 3 crs. 4 hrs.
In this introduction to "Professionalism in Photography" course, students are taught to understand the place photography has in our society and how to realize one's potential through photography in that society. Problems deal with an analysis of professional standards and how to mold personal work to attain those standards.
Prerequisite: ART 51

+Basic Course
ART 55 DESIGN I

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

ART 56 DESIGN II

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

ART 57 DRAWING I

3 crs. 4 hrs.
This course introduces students to the basic concepts of drawing. In order to cultivate the ability to see, create form, and enjoy visual experiences, students draw from still life and live models. Required of Art Majors in first semester. See Department Advisor.

ART 58 DRAWING II

3 crs. 4 hrs.
In this continued study of various drawing media, students use the figure model to explore traditional and experimental drawing techniques. Prerequisite: ART 57 or permission of the Department

ART 59 PAINTING I

3 crs. 4 hrs.
A studio course in oil and acrylic painting which serves as an aesthetic foundation for solutions to expressive problems of representational and abstract form, color and space.

ART 60 PAINTING II

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

ART 61 SCULPTURE I

3 crs. 4 hrs.
Students are given the opportunity to study and work in a studio setting. Emphasis is placed on the techniques and aesthetics of modern sculptural concepts.

ART 62 SCULPTURE II

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

ART 63 CERAMICS I (BEGINNING CERAMICS)

3 crs. 4 hrs.
This course was designed to introduce students to problems in ceramic design, materials and techniques. Emphasis is on the use of the potter's wheel, high-fire ware production, glazing and firing.

ART 64 CERAMICS II (INTERMEDIATE CERAMICS)

3 crs. 4 hrs.
Students are involved with solutions to the intermediate problems in ceramic design. Emphasis is on further use of the potter's wheel, high-fire ware production, glazing and firing of intricate designs and pieces. Prerequisite: ART 63

ART 65 MIXED MEDIA—MULTI-MEDIA OPEN STUDIO

3 crs. 4 hrs.
This course enables students to make use of combinations of drawing, painting and sculptural techniques, new materials, light, sound and phonetic processes.

+Basic Course
ART 66 PRINTMAKING
3 crs. 4 hrs.
A studio course introducing techniques of intaglio and relief printmaking. Students learn to expand upon drawing experiences by refining visual expression into terms of the original print.
Prerequisite: ART 55, or 57, or permission of the Department

+ART 68 ILLUSTRATION I
3 crs. 4 hrs.
Introduction to basic concepts and skills of drawing and painting for illustration. Acquiring various techniques appropriate to communication formats. Analyzing thematic material for visual exposition.

+ART 73 PUBLICATION LAYOUT AND DESIGN
3 crs. 3 hrs.
A practical course in layout design for publications. Particular emphasis is on newspapers, magazines, newsletters, pamphlets. Thrust of the course will strive for greatest artistic and practical effect from principles of design.

+ART 74 TYPOGRAPHY AND LETTERING
2 crs. 3 hrs.
A practical course to understand the effect of typography on design. Emphasis is on type specification for display advertising, books, publications, brochures, etc. The actual designing of new letters and alphabets is included.

+ART 75 INTRODUCTION TO ADVERTISING SKILLS
3 crs. 3 hrs.
Designed to give students the skills and techniques needed to produce and design layouts, art work, mechanicals, and paste-ups. The course includes imparting the knowledge required to be able to acquire the production of graphics necessary to complete a commercial project.

ART 81 INDEPENDENT STUDY
1-3 crs. 1-3 hrs.
Independent study of Art is developed individually between student and faculty member and must be approved by the Department.

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

Chairman: Dr. Philip Stander
Room — D-309B
Ext. — 5630
EDUCATION

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

This course focuses on human development from infancy through childhood, adolescence and adulthood. Intellectual growth, personal and social adjustment, the relationship between physical and mental development and typical problems in various stages of the life-cycle.
Prerequisite: PSY 11

+ EDU 33 EDUCATION IN MODERN SOCIETY 3 crs. 3 hrs.

Education is studied in relation to contemporary society. Cultural forces and influences as well as institutions helping to shape education are analyzed in the light of resulting issues and challenges. The various roles of the school, its personnel and community are related both to accepted theories and current practices.

+ EDU 37 HISTORICAL DEVELOPMENT OF EDUCATION IN THE UNITED STATES 3 crs. 3 hrs.

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

+ EDU 40 ORIENTATION FOR STUDENTS WITH SPECIAL BACKGROUNDS 1 cr. 1 hr.

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

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

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

EDU 82 1-3 crs. 1-3 hrs.

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

+ Basic Course
PSYCHOLOGY

+PSY 11 GENERAL PSYCHOLOGY
3 hrs.
A basic course during which students are introduced to the nature of psychology, its fields and divisions, including individual differences, learning, motivation, perception, and personality.

PSY 12 PRINCIPLES OF PARAPSYCHOLOGY
3 hrs.
This general course introduces students to the interdisciplinary nature of parapsychology, its fields and sub-divisions, such as telepathy, precognition, psychokinesis and clairvoyance. Current theoretical and experimental research will be reviewed.
Prerequisite: PSY 11

PSY 14 EXPERIMENTAL ANALYSIS OF BEHAVIOR
3 hrs.
A laboratory course dealing with the experimental analysis of human and animal behavior. Practical applications and ethical implications of the scientific study of man are included.
Prerequisite: PSY 11

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

PSY 24 PSYCHOLOGICAL DISORDERS IN YOUNG CHILDREN
(also listed as ECE 24) 3 hrs.
Students learn about psychological disorders in young children and the practices required to deal with them in early childhood settings. Included will be the study of children who are mentally retarded, gifted, deaf, blind, orthopedic or speech handicapped, or minimally brain-damaged. Causes, diagnostic, therapeutic and educational procedures and teaching methods are reviewed for each category based upon principles learned in introductory psychology courses.
Prerequisites: PSY 11,
(PSY 32, ECE 21, 91, or permission of the Department for ECE program majors only)

PSY 32 HUMAN GROWTH AND DEVELOPMENT
(also listed as EDU 32) 3 hrs.
This course focuses on human development from infancy through childhood, adolescence, and adulthood. Intellectual growth, personal and social adjustment, the relationship between physical and mental development, and typical problems in various stages of the life-cycle are considered.
Prerequisite: PSY 11

PSY 33 SOCIAL PSYCHOLOGY
3 hrs.
The basic concepts and selected research findings in social psychology are examined. Emphasis is placed on the process of communication, group interaction, leadership, interpersonal perception, attitude and opinion formation.
Prerequisite: PSY 11

PSY 34 PSYCHOLOGY OF PERSONALITY
3 hrs.
Various personality theories are examined in order to demonstrate the variety of ways with which to deal with basic personality problems.
Prerequisite: PSY 11

+Basic Course
PSY 35  EDUCATIONAL PSYCHOLOGY  3 crs. 3 hrs.
Current scientific theory and research relating to formal learning environments are considered in this course. Areas studied include: process of human learning; concept-formation; language affecting acquisition and retention; new approaches to motivate and direct learning; new approaches to organizing and transmitting information and knowledge.
Prerequisite: PSY 11

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

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

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

PSY 81  INDEPENDENT STUDY  1-3 crs. 1-3 hrs.
Independent study of Psychology is developed individually between student and faculty member and must be approved by the Department.

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

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

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

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

SOC 35 SOCIOLOGY OF THE FAMILY 3 crs. 3 hrs.
The sociology of the family is reviewed in this course. Areas of study include: definitions; pattern variations; developmental theories; specialized functions and their effect on socialization; courtship, marriage, divorce and the life cycle.
Prerequisite: SOC 31

SOC 36 MINORITY GROUPS IN THE UNITED STATES 3 crs. 3 hrs.
Study of selected minority groups in American society. Among topics discussed are: nature of prejudice and discrimination; social meaning of minority, assimilation, assimilation, competition, conflict, exploitation; social and cultural change, past and present trends and developments.
Prerequisites: SOC 31 and Upper Freshman standing

+ SOC 37 INTRODUCTION TO ANTHROPOLOGY 3 crs. 3 hrs.
The aim of the course is to approach a variety of aspects of the human condition, such as evolution, the diversity of primitive societies, and to compare the relationship of anthropological concepts with our knowledge of our own civilization and its history.

SOC 40 ISRAELI SOCIETY 3 crs. 3 hrs.
This course provides an integrated exposition and analysis of the dominant social, political and economic aspects of Israeli society. It gives students understanding of the dynamics of the component elements of that society, and insight into the ideas and goals of its people.
Prerequisite: SOC 31 or 37

SOC 81 INDEPENDENT STUDY 1-3 crs. 1-3 hrs.
Independent study of Sociology is developed individually between student and faculty member and must be approved by the Department.

SOC 82 1-3 crs. 1-3 hrs.
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
Because of the special nature of the Early Childhood Education/Child Care Program, students will be evaluated at the conclusion of each semester to determine whether it is advisable for them to continue in the Program. Students enrolled in the Program are required to submit a report of a Tuberculin Skin Test which must be renewed every year thereafter. Positive results require that a Chest X-Ray be taken within a week to ten days.

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

ECE 21 CURRICULUM IN EDUCATION 3 crs. 3 hrs.
The objectives of the program in education are considered, including the selection, guidance and evaluation of learning experiences. Specific emphasis is placed on methods and materials in language arts and story-telling.
Prerequisite: MH 20

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

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

ECE 24 PSYCHOLOGICAL DISORDERS IN YOUNG CHILDREN 3 crs. 3 hrs.
(also listed as PSY 24)
Students learn about psychological disorders in young children and the practices required to deal with them in early childhood settings. Included will be children who are mentally retarded, gifted, deaf, blind, orthopedic or speech handicapped, or minimally brain-damaged. Causes, diagnostic, therapeutic and educational procedures and teaching methods are reviewed for each category based upon principles learned in introductory psychology courses.
Prerequisites: ECE 21, 91, PSY 32 or permission of the Department

ECE 81 INDEPENDENT STUDY 1-3 crs. 1-3 hrs.
Independent study of Early Childhood Education is developed individually between student and faculty member and must be approved by the Department.

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

+ Basic Course
FIELD COURSES

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

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

For ECE majors only.
Prerequisite: MH 20
Corequisite: ECE 21

ECE 92 SUPERVISED INSTRUCTIONAL EXPERIENCE IN EDUCATION II 3 crs. 6 hrs.

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

For ECE majors only.
Prerequisite: ECE 91
Corequisite: ECE 22

ECE 93 SUPERVISED INSTRUCTIONAL EXPERIENCE IN EDUCATION III 3 crs. 6 hrs.

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

For ECE majors only.
Prerequisite: ECE 92
Corequisite: ECE 23
EDU 25 THE EMOTIONALLY DISTURBED AND NEUROLOGICALLY IMPAIRED CHILD: ETIOLOGY, CHARACTERISTICS, AND ANALYSIS OF LEARNING NEEDS

This course provides knowledge and understanding of causes, characteristics, and learning needs of emotionally disturbed and neurologically impaired school children. Emphasis will be placed on the educational needs and problems of these children, methods of identifying and diagnosing them, and the possibilities for treatment and intervention, in a variety of educational settings.

Prerequisite: PSY 24 or permission of the Department

EDU 26 METHODS OF TEACHING THE EMOTIONALLY DISTURBED AND NEUROLOGICALLY IMPAIRED CHILD BASED ON INDIVIDUAL NEEDS

This course will explore methods of teaching, in programs for the emotionally disturbed and neurologically impaired child. How existing materials may be modified and how new original materials and techniques can be developed will be explored. Principles of behavior management will be discussed in the context of curriculum planning and teaching methodology. Emphasis will be placed on the implementation of teaching strategies based upon individual assessment of learning needs. The use of resources to ensure the least restrictive environment will be explored. A hands-on approach will be used to develop materials.

Prerequisite: PSY 24 or permission of the Department.

EDU 33 EDUCATION IN MODERN SOCIETY

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

EDU 34 SEMINAR AND PRACTICUM IN EDUCATION AND BEHAVIORAL SCIENCES

The role of the paraprofessional in education is examined in this course. Selected aspects of educational foundations, sociology and child psychology provide a base from which the paraprofessional's relationships to students, peers, teachers and supervisors are studied. Ten hours of field work a week is required.

For Education Associate Program students only.

Prerequisites: EDU 33, PSY 11

EDU 35 SEMINAR AND PRACTICUM IN EDUCATION AND COMMUNICATION SKILLS

Students explore the nature of task-oriented and pupil-oriented activities in relation to communication skills. Students learn how to help pupils improve and develop special written and spoken communication skills. Ten hours of field work a week is required.

For Education Associate Program students only

Prerequisites: EDU 34, 2 semesters of English

EDU 36 SEMINAR AND PRACTICUM IN EDUCATION AND ART FORMS

Students in this course are assisted to develop understanding of the functions of art activities for the young child. The goal is to encourage a child's creative thinking by including art and music into the youngster's world. Ten hours of field work a week is required.

For Education Associate Program students only.

Prerequisites: EDU 35, MUS 31, ART 31

MAT 9 UNDERSTANDING MATHEMATICS

Primarily designed for students in the Education Associate Program (see page 187)

A.A.S. Degree

EDUCATION ASSOCIATE

Requirements — Page 86

+Basic Course
MENTAL HEALTH ASSISTANT PROGRAM

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

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

MH 31 PRINCIPLES OF INTERVIEWING AND GROUP LEADERSHIP 3 crs. 3 hrs.
The basic principles of gathering information through the use of interviewing techniques will be examined. The nature of group formation, function and leadership, and how they relate to one another will be analyzed. Emphasis is placed upon providing service to the mentally ill. Role playing and classroom practice sessions are structured as part of the course.
For Mental Health majors or permission of Program Director.
Prerequisite: MH 11
Corequisite: MH 96

MH 34 ACTIVITIES THERAPY 3 crs. 3 hrs.
The theories and principles of using activities as a therapeutic tool are examined in this course. Learning selected basic skills and their use will be emphasized, demonstrated, discussed and practiced in the classroom.
For Mental Health majors or permission of Program Director.
Prerequisite: MH 11

MH 35 AGING AND MENTAL HEALTH 3 crs. 4 hrs.
Issues and problems pertaining to aging and the aged are explored in this course. The aging process and roles of the older adult in our society are examined and analyzed. Emphasis is placed on learning methods for the prevention and treatment of mental illness in older people.
Open to all students.

MH 36 THEORIES AND PRINCIPLES OF PSYCHOTHERAPY 3 crs. 3 hrs.
The array of treatment modalities for the emotionally disturbed are surveyed during this course. Theory, methods and historical background of individual and group therapies are reviewed. Special treatment approaches for out-patients, transitional facilities, and treatment of behavior problems in the school setting are discussed. A review of conditioning therapies, recent innovations in group therapy and self-help groups is included.
For Mental Health majors or permission of Program Director.
Prerequisites: MH 11 and PSY 36

MH 81 INDEPENDENT STUDY 1-3 crs. 1-3 hrs.
Independent study of Mental Health is developed individually between student and faculty member and must be approved by the Department.

+ Basic Course
MH 96 SUPERVISED INSTRUCTIONAL EXPERIENCE IN MENTAL HEALTH I

3 crs. 6 hrs.

Under faculty supervision, students are assigned to work in a Mental Health Agency where the focus is on preventive and therapeutic measures.

For Mental Health majors or permission of Program Director.

Prerequisite: MH 11
Corequisite: MH 31

MH 97 SUPERVISED INSTRUCTIONAL EXPERIENCE IN MENTAL HEALTH II

3 crs. 6 hrs.

In this advanced course students are assigned to work with patients afflicted with a variety of emotional disorders. The student's responsibilities for patients are carried out under faculty supervision.

For Mental Health majors or permission of Program Director.

Prerequisites: MH 11 and 96
BIOLOGY

+ BIO 10 PREPARATORY COURSE* 0 crs. 4 hrs. (4 equated credits)
Designed for Biology Majors or Allied Health Science students who have had insufficient, or no, previous biology course instruction and who, therefore, require background preparation before starting with advanced biology courses. Students are introduced to fundamental concepts in biology and related physical and chemical processes through demonstrations, "hands-on" experiences, readings, discussions and presentations. Various basic skills and procedures related to biological laboratory practices are introduced and practiced. Students are encouraged to seek assistance in reading skills programs offered through the college.

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

+ BIO 11, 12 HUMAN ANATOMY AND PHYSIOLOGY I and II 4 crs. 6 hrs. (each semester)
During this two-semester, one year course, classroom and laboratory sessions focus on the normal anatomical and physiological interrelationships of the 10 major human body systems. Emphasis is on the dynamic aspects of ongoing adjustments to external and internal information so that the body can make appropriate adjustments to constantly changing conditions. Dissections and other laboratory experiences are integrated with course content.

Recommended for students pursuing careers in the allied health fields, physical education areas, or those simply interested in knowing more about their own bodies as part of a lifetime preparation for taking responsibility for one's own well-being.

Prerequisites: BIO 11 for BIO 12
CUNY test placement beyond the level of mathematics M1 or equivalent and ENG 04 or equivalent or satisfactory completion of BIO 10 or permission of the Department.

+ BIO 13, 14 GENERAL BIOLOGY I and II 4 crs. 6 hrs. (each semester)
A two-semester, one year course, in which the first semester serves as a prerequisite for the second. Designed for students planning to major in the biological sciences, preparing for careers in this field, classroom and laboratory sessions focus on plant and animal topics in general biology. Major classic and contemporary biological concepts are considered, with consideration given to most recent scientific findings. Emphasis is on the many biological forces at work in the total environment, and how these forces influence all organisms.

Prerequisites: BIO 13 for BIO 14
CUNY test placement beyond the level of mathematics M1 or equivalent and ENG 04 or equivalent or satisfactory completion of BIO 10 or permission of the Department.
Corequisite: CHM 11 for BIO 14

BIO 20 LABORATORY COURSE IN HUMAN ANATOMY and PHYSIOLOGY 2 crs. 4 hrs.
A laboratory course designed to meet the needs of respiratory therapy students who have successfully completed one year of Human Anatomy and Physiology at Central School of Respiratory Therapy and need the laboratory component. Upon successful completion of this course, credit will be granted for BIO 11-12. Open to students in the Central School of Respiratory Therapy only.

BIO 21 COMPARATIVE ANATOMY Fall 4 crs. 6 hrs.
This course deals with the form, structure, classification and evolution of vertebrates, animals with backbones. As examples, detailed laboratory studies are made of the dogfish and the cat. Vertebrates similarities and differences, the relationships between form and function, and how certain structures serve them in their specific environment will be discussed.

Prerequisite: BIO 14

+ Basic Course □ Remedial Course

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BIO 22 EMBRYOLOGY  
Spring  
4 crs. 6 hrs.  
Comparative study will be made of the embryonic development of the echinoderms, frog, chick, and mammal. The course includes consideration of fertilization, differentiation, morphogenesis, and regeneration in invertebrates and vertebrates.  
Prerequisite: BIO 14

+ BIO 27 HUMAN BIOLOGY  
3 crs. 4 hrs.  
This course is designed to provide a basic understanding of the structure and function of the human body. Wherever appropriate, common pathological conditions and relevant medical terminology will be included. Required for Secretarial Science—Medical Option Majors.  
Prerequisites: SEC 67 and 69  
Corequisites: SEC 68, 70, and 92  
Open to non-secretarial science students with Department permission.

+ BIO 29 BIOLOGICAL RHYTHMS AND INTERNAL CLOCKS  
3 crs. 3 hrs.  
This course considers some of the major physiological processes that occur in various animals and plants according to daily, tidal, seasonal and annual rhythms and cycles. These processes occur with periodic regularity, are vital for individuals and the species, and are directly related to the organism’s evolution. Some examples of rhythmic activities that will be studied are: cosmic rhythms; mating and reproduction; hormone production and control systems; sleep/wakefulness cycles in various animals; rhythms of growth and energy; and rhythms of health, disease onsets, illness. There will be an emphasis on human rhythms and internal biological clock mechanisms. The effects of such modifications as jet travel, shift work, stress, space travel, and environmental seasons will also be considered.

+ BIO 35 INTRODUCTORY HORTICULTURE  
3 crs. 3 hrs.  
This course deals with various aspects of plants whose cultivation yields rewards which are monetary, or aesthetic, or both. Three major aspects of Horticulture: Biology, Technology and Industry are studied. To accommodate Liberal Arts students, as well as science-oriented students, the approach in this course is as non-technical as possible.

+ BIO 37 HUMAN GENETICS  
3 crs. 3 hrs.  
This is a one semester course designed to introduce, in an uncomplicated manner, the principles of genetics with applications to human beings. The different systems by which characteristics are inherited will be considered and representative human hereditary problems will be studied. The roles of heredity and environment will be explored. Students will be introduced to the basic concepts of population genetics.

+ BIO 40 INTRODUCTORY FOOD SCIENCE  
3 crs. 3 hrs.  
An introductory course dealing with the constituent properties of foods, methods of food preservation, the major food groups including their handling and processing, and current problems such as chemical additions, and world feeding needs. The interrelationships between chemical and physical properties, processing, and food quality are stressed.

BIO 48 FOOD MICROBIOLOGY  
3 crs. 3 hrs.  
This elective course, designed for students majoring in the biological sciences, in food sciences, in nutrition or related course programs, may be chosen as well by non-science majors to fulfill their science requirement. The course deals with specific food-borne micro-organisms, diagnostic methods, and control.  
Prerequisite: Biology course or permission of the Department

BIO 50 GENERAL MICROBIOLOGY  
4 crs. 6 hrs.  
This lecture and laboratory course includes the study of the methods of pure culture techniques, growth of micro-organisms, morphological and physiological characteristics of micro-organisms microbial biochemistry, as well as microbial genetics. Special attention is given to water, food and dairy microbiology.  
Prerequisites: BIO 14, CHM 11  
Recommended: CHM 12

+Basic Course
BIO 51 MICROBIOLOGY IN HEALTH and DISEASE  
4 crs. 6 hrs.  
A classroom and laboratory course which involves the study of the principles and practices of  
microbiology; pure culture techniques; micro-organisms and their environments; physical and  
chemical factors affecting growth, immunology, epidemiology; and the relationship between  
man and the microbiological world.  
Suggested for students in the allied health sciences only  
Prerequisites: BIO 12 and SCI 25

BIO 52 MARINE BIOLOGY  
Spring and Summer  
4 crs. 6 hrs.  
Students in this course attend laboratory and classroom sessions during which they study the  
interrelationships between various environmental factors (physical, chemical and biological)  
and the distribution and physiology of selected marine organisms. Special attention is given to  
ecological techniques and taxonomic methods. Field trips supplement laboratory work.  
Prerequisites: BIO 14 and CHM 11 or permission of the Department

BIO 53 TERRESTRIAL ECOLOGY  
Spring or Summer  
4 crs. 6 hrs.  
Terrestrial ecology is a study of: concepts and principles relating to the structure and function  
of populations, communities, and ecosystems; energy flow, biogeochemical cycling, community  
structure, population growth and population interactions, disturbed and undisturbed  
ecosystems. Designed for science majors, the course includes lectures, films, field trips,  
discussion, research project and report.  
Prerequisites: Biology course with permission of the Department.

BIO 54 BIOLOGY OF GREEN PLANTS  
Winter  
4 crs. 6 hrs.  
In this course, students learn the basic concepts of green plant biology with particular emphasis  
on their structure, growth and physiology. Laboratory experiences emphasize the growth and  
study of live specimens, including greenhouse and field projects.  
Prerequisite: BIO 14 or one semester of college biology with permission of the Department

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

BIO 56 UNDERSTANDING ENVIRONMENTAL POLLUTION  
3 crs. 3 hrs.  
This course deals with living organisms, both plant and animal, whose environments are  
constantly being altered and whose continued existence is threatened because of man’s developing  
technologies and growth. Its theme demonstrates how those chief requirements of living  
systems, water, oxygen and nutrients, have been affected by specific organic, inorganic and  
radioactive waste materials bringing about population decline through intrusion upon tissues,  
organs and organ systems.  
Open to all students in partial fulfillment of their science requirement.

BIO 58 BASIC PRINCIPLES OF MOLECULAR BIOLOGY  
4 crs. 6 hrs.  
Students study the structure and function of cells at the biochemical level. The course begins  
with a systematic study of the chemistry of carbohydrates, liquids, proteins and nucleic acids,  
followed by an integration of cell structure and function with the chemistry of the biomolecules  
just studied and introduces the study of enzymes and their co-factors. The final part of the  
course considers the major metabolic pathways for energy production, for utilizing their energy  
to carry out life processes as well as an introduction to the regulation of enzyme catalyzed  
reactions and the regulation of the synthesis of enzymes. Laboratory experiments require students  
to master a wide variety of commonly used laboratory techniques and to intelligibly present  
data.  
Prerequisites: BIO 14 and CHM 12

+-Basic Course
BIO 63 LIMNOLOGY  
_Spring or Summer_  
4 crs. 6 hrs.

Limnology is the science of inland waters dealing with the physical, chemical and biological characteristics of streams, lakes, and their watersheds. During lectures, in laboratories and in field work, students study the organisms as well as the processes whereby matter and energy are transformed within a lake, pond, river, or stream.  
*Prerequisites: Course in Biology and permission of the Department*

BIO 71 BIOLOGICAL PHOTOGRAPHY  
3 crs. 4 hrs.

The basic principles underlying the architecture of living organisms from the microscopic to the macroscopic levels are outlined and studied in depth. Photography is used as an investigative tool for the study of living structure. Emphasis is placed on the unique ways in which photography has been an important scientific tool in the past, and on the ever expanding new photographic techniques currently in use. Students are given ample time for experimentation with the major photographic variables—lighting, filter, films, which have revealed aspects of living motion structure and function only previously suspected.  
*Prerequisite: Biological science course*

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

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

BIO 82  
1-3 crs. 1-3 hrs.

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

BIO 92 FIELD EXPERIENCE IN HUMAN ECOLOGY  
3 crs. 4 hrs.

This interdisciplinary course acquaints students with the fundamentals of ecology so they are better able to cope with the ecological problems confronting man. An essential component of the course is the participation of students in projects geared to correct certain existing ecological conditions. Guests lecturers are invited. Open to all students, regardless of degree objective.

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A.S. Degree

**BIOLOGY**

Requirements — Page 61

**ENVIRONMENTAL HEALTH and SCIENCE**

Requirements — Page 66
+ SCI 31 HISTORY AND PHILOSOPHY OF SCIENCE I 2 crs. 2 hrs.

For complete course description refer to Department of Physical Sciences (page 213).

+ SCI 32 HISTORY AND PHILOSOPHY OF SCIENCE II 2 crs. 2 hrs.

The historical and philosophical developments of biology are studied. Concepts emphasized during the semester include the scientific method, and individuals' changing view of themselves and the universe. The impact of human beings on their world is considered.

For non-science majors.

NOTE: This is a basic course which does NOT require any prerequisite.

+ SCI 33 INTRODUCTION TO MODERN CONCEPTS OF BIOLOGY 4 crs. 5 hrs.

Designed for non-science majors and those who will transfer to senior colleges, this course focuses on major biological topics and principles, with special emphasis on how biology influences human issues and problems. Through lectures, discussions and hands-on laboratory experiences, students gain insight into past, present and future aspects of life on earth. Major topics considered are: genetics, ecology, evolution, and cell biology.

+ SCI 42 CONTEMPORARY TOPICS IN BIOLOGY 3 crs. 3 hrs.

This course is designed to foster an increased awareness and understanding of current problems and advances in biology that affect the human condition. Students are encouraged to bring matters of concern to the attention of the class for study and discussion.

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

+ SCI 43 FIELD BIOLOGY 4 crs. 5 hrs.

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

Prerequisite: A science course or permission of the Department

+ SCI 50 PEOPLE AND THE ENVIRONMENT I 2 crs. 2 hrs.

A general education course designed to help students recognize mankind's interdependence with the environment and to instill individual—and mankind's—responsibility for environmental quality. The biological sciences will be emphasized, and will deal with such topics as pollution control, the ecological balance in nature and the growth and control of human populations.

+ SCI 70 THE SCIENCE OF NUTRITION 3 crs. 3 hrs.

With an increase in the processing of food and the increased addition of chemical substances to food, it is important for students to understand the basic ideas of modern nutrition for their own well being. This interdisciplinary course, taught jointly by the Biological Sciences, Physical Sciences and the Health, Physical Education and Recreation Departments, attempts to teach these ideas. Such concepts as biochemical individuality as related to nutrition for optimum health are integrated with surveys of carbohydrate, protein and fat metabolism. The role of vitamins and minerals in metabolic processes, and their still-controversial role in orthomolecular nutrition, is examined. Other topics such as food selection, diet during pregnancy and infancy, special diets during illness, and the safety of the food supply, are discussed. Students are asked to analyze their own diet.
**SCI 72 ANATOMY FOR ART STUDENTS**

2 crs. 2 hrs.

A one-semester interdisciplinary course offered with the cooperation of the Art Department. It is designed to provide students with a structural and functional knowledge of the muscles and skeleton of the human body.

(Fulfills Group V requirement for Art students only)

*Prerequisite: A studio course or permission of this Department*
Chairman: Dr. Melvin L. Levine
Room—T-7212
Ext.—5555
ACCOUNTING

+ ACC 11 FUNDAMENTALS OF ACCOUNTING I

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

Supplemental Laboratory work is required.

ACC 12 FUNDAMENTALS OF ACCOUNTING II

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

Prerequisite: ACC 11
Corequisite: For Accounting Majors only—ACC 41

ACC 21 INTERMEDIATE ACCOUNTING I

The worksheet as a fundamental tool of the accountant is reviewed and underlying accounting principles, concepts and conventions, are applied to the corporate organization. Areas of course concentration include: inventory valuation, analysis of working capital, source and application of working capital funds, installment sales, consignments, and other relevant material. Emphasis is placed on pronouncements of the American Institute of Certified Public Accountants (AICPA), Accounting Principles Board (APB), the new Financial Accounting Standards Board (FASB), and their impact on business management, decision-making and financial statement reporting.

Prerequisite: ACC 12

ACC 22 INTERMEDIATE ACCOUNTING II

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

Prerequisite: ACC 21

ACC 31 COST ACCOUNTING I

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

Prerequisite: ACC 12

ACC 32 COST ACCOUNTING II

The use of cost accounting principles and practices in managerial planning and control are studied with emphasis placed on the decision-making role of management. The course includes: study of product pricing and production efficiency with the aim of maximizing profits; standard cost systems (including analysis of variances using the 2 variance, 3 variance and 4 variance methods); joint products and by-products costs; profit-volume analysis; capital budgeting, and break-even analysis.

Prerequisite: ACC 31

+ Basic Course
ACC 41 FEDERAL TAXATION 4 crs. 4 hrs.
Students in this course study the current Federal income tax laws regulations including: concepts of taxable gross and net income, deductions and exemptions as applied to various classes of individual taxpayers. Preparation of individual income tax returns on actual governmental forms is required.

ACC 42 ADVANCED FEDERAL TAXATION 3 crs. 3 hrs.
Primarily concerned with the federal taxation of business (individual proprietors, partnerships and corporations), this course is based on the fundamentals of federal taxation mastered in ACC 41 Federal Taxation. In addition, the areas of gift and estate taxation are surveyed.
Prerequisites: ACC 12 and 41

ACC 43 NEW YORK TAXES 3 crs. 3 hrs.
The prevailing New York State and New York City income and business tax laws and regulations are studied. Preparation of individual and business tax returns is required.
Required for "Taxation Concentration" A.A.S. Accounting Degree Students.
Highly recommended for ALL A.A.S. Accounting Degree Students.
Prerequisite: ACC 41

ACC 81 INDEPENDENT STUDY 1-3 crs. 1-3 hrs.
Independent study of Accounting is developed individually between student and faculty member and must be approved by the Department.

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

A.A.S. Degree ACCOUNTING Requirements—Page 79

+ Basic Course
BANKING

+ BKG 14 MONEY AND BANKING*
   (also listed as ECO 14)
   3 crs. 3 hrs.
This course involves a study of the nature and functions of money, monetary systems and monetary standards. A detailed analysis of the organization, policies, and operation of our public and private financial institutions, commercial banking, investment banking, central banking, and other financial intermediaries is included. The relationships of money and banking to economic activity is also considered.
Prerequisite: ECO 12

*This course DOES NOT meet the Group III requirement for students majoring in Accounting, Business, or Retail Business Management.

+Basic Course
+ BA 11 BUSINESS MANAGEMENT AND ORGANIZATION 3 crs. 3 hrs.
Students in this course study business firms in terms of environment and functional requirements. Planning problems and the structure of decision-making for policy and action are analyzed. The strategy and behavior of organizations, divisions of labor, flow of authority, delegation and communication are reviewed. The focus is on enterprise types, management functions, operations, and the leadership role in an integrated framework of principles and concepts.

+ BA 12 BUSINESS LAW I 3 crs. 3 hrs.
The American legal system: the problems and consideration of the essential principles of the law of business contracts and its relationship to typical business situations. Appropriate New York State legal cases and recent decisions are studied.

BA 13 BUSINESS LAW II 3 crs. 3 hrs.
The legal principles of agency, partnership and corporations are considered. Legal problems arising out of the corporate and non-corporate forms of organizations as well as consideration of the rights, duties and obligations of employment and other special contractual and business relationships are analyzed.
Prerequisite: BA 12

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

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

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

BA 35 SALES MANAGEMENT 3 crs. 3 hrs.
The field of sales management will be analyzed as a major area of marketing. Focus is on the major responsibilities of a sales manager in managing a sales force and/or in the maintenance of relationships with independent middlemen. The functions of planning and administering the company's personnel, selling operations, as well as other marketing campaigns, are considered. Participation in, and sometimes joint responsibility for making decisions on the product line, pricing, physical distribution, marketing channels, promotion, and brand management are discussed. Examination of the sales managers job, duties, and responsibilities, are made with an application of the management approach.
Prerequisite: RBM 33

+ Basic Course
+ BA 52 ADVERTISING: THEORY AND PRACTICE

Advertising, its methods and its role in business is studied. Students are introduced to the areas of media, copy, research, layout, production, direct mail, and campaign strategy.

*Prerequisite: BA 14*

+ BA 60 INTRODUCTION TO COMPUTER CONCEPTS

3 crs. 3 hrs.

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

**BA 81 INDEPENDENT STUDY**

1-3 crs. 1-3 hrs.

Independent study of Business Administration is developed individually between student and faculty member and must be approved by the Department.

**BA 82**

1-3 crs. 1-3 hrs.

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

+ ECO 12 FUNDAMENTALS OF ECONOMICS*

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

+ ECO 14 MONEY AND BANKING*

(also listed as BKG 14) 3 hrs.
The nature and functions of money, monetary systems and monetary standards are studied. Detailed analysis of the organization, policies, and operation of our public and private financial institutions, commercial banking, investment banking, central banking and other financial intermediaries is included. The relationships of money and banking to economic activity is also considered.

Prerequisite: ECO 12

*: ECO 12 and ECO 14 DO NOT meet the Group III requirements for students majoring in Accounting, Business or Retail Business Management.

+ ECO 24 CONSUMER ECONOMICS

The process of consumer choice is examined. Topics studied include marginal utility, budget restraint, supply and demand, consumer patterns of buying behavior, money, advertising and consumer protection.

+ Basic Course
INSURANCE

+ INS 31 PRINCIPLES AND PRACTICE OF INSURANCE I
   Fall
   Contracts for fire, automobile, casualty, fidelity and surety, and burglary insurance are analyzed as students in the course survey insurance laws, risks insured against exclusions and endorsements, types of carriers, claims adjustments and allied subjects.
   4 crs. 4 hrs.

+ INS 32 PRINCIPLES AND PRACTICE OF INSURANCE II
   Spring
   The course includes the following kinds of insurance contracts: inland and ocean marine, public liability and negligence, workers' compensation, accident and health, and miscellaneous lines of coverage. Agents' and brokers' duties and responsibilities are analyzed.
   4 crs. 4 hrs.

INS 35 RISK AND INSURANCE MANAGEMENT
   3 crs. 3 hrs.
   Risk and insurance management concepts—objectives of risk management—decision making process—methods of risk control and financing—types of insurers—insurance marketing, underwriting and claims administration, are taught.

INS 37 LIFE, ACCIDENT AND HEALTH INSURANCE
   3 crs. 3 hrs.
   Various types of insurance (life, accident, health), and related area concepts and techniques as well as a variety of plans, cost factors, and types of companies are studied. Governmental insurance and regulations will be examined. The way to program coverages and how to enter the profession at all levels (insurer, agent, broker, consultant, corporate) will be considered.

INS 81 INDEPENDENT STUDY
   1-3 crs. 1-3 hrs.
   Independent study of insurance is developed individually between student and faculty member and must be approved by the Department.

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

RE 31 PRINCIPLES AND PRACTICE OF REAL ESTATE I
3 crs. 4 hrs.
A survey course which considers interests in realty, real estate principles and related business law, real estate contracts, bonds and mortgages, deeds, liens, easements and leases.

RE 32 PRINCIPLES AND PRACTICE OF REAL ESTATE II
3 crs. 4 hrs.
This advanced course includes study of agency, taxes and assessments, closing, forms of voluntary and involuntary alienation, license law, management, real estate valuation and appraisal, rent regulation, subdivisions and developments, operation of broker's office.
Prerequisite: RE 31

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

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

+ Basic Course
RETAIL BUSINESS MANAGEMENT

+ RBM 31 ELEMENTS OF RETAIL BUSINESS MANAGEMENT
  **Fall**
  3 crs. 3 hrs.
  Students are introduced to management techniques considered essential to the planning, organization, control and operation of retail establishments. The fundamentals underlying modern merchandising practices, recent development in trading area analysis, shopping centers, consumer relations, warehousing, transportation, stock control, and data processing are examined. Retail case studies and field trips are included.

+ RBM 33 SALESMANSHIP
  **Spring**
  3 crs. 3 hrs.
  Principles of selling based on modern marketing concepts are taught. Consumer needs and desires combined with company objectives; contributions of the behavioral sciences to the study of consumer behavior and buying patterns; organization and control of the wholesale, industrial, and retail sales force are considered.

RBM 34 FASHION BUYING AND MERCHANDISING
  **Spring**
  3 crs. 3 hrs.
  Course topics include: dynamics of the world of fashion, selection and merchandising of fashion products, market evaluation, forecasting fashion trends, consumer buying habits, stock planning, buying committees, resident buying offices, domestic and foreign markets. Field trips are required.

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

RBM 36 MERCHANDISE DISPLAY
  **Spring**
  3 crs. 4 hrs.
  Basic principles of display are studied in the classroom and laboratory. Practice is included in designing and building interior, window, and point-of-purchase merchandise displays. Field trips and guest demonstrations are held.

RBM 38 INTRODUCTION TO FASHION MARKETING
  **Spring**
  3 crs. 3 hrs.
  An introduction to the fashion industry. Students develop an understanding of many different types of career opportunities in the world of fashion; economic and social factors which influenced its history and growth; producers, retailers, and specialized agencies involved in the production and distribution of fashion commodities— their characteristics, activities and relationships; consumer power and the marketing concept as it affects products and practices in the fashion business.

+ Basic Course
RBM 51 DATA PROCESSING FOR RETAILERS  
Fall  
3 crs. 3 hrs.  
Electronic data processing as an aid to retail management is studied. The course includes recording of data at point-of-sale, back-office data recording, inventory control, automatic ordering of staples, perpetual open-to-buy, fashion forecasting, merchandising by classification, sales trends, warehousing, accounts receivable and payable. 
Open only to RBM Majors.

RBM 81 INDEPENDENT STUDY  
1-3 crs. 1-3 hrs.  
Independent study of Retail Business Management is developed individually between student and faculty member and must be approved by the Department.

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

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

A.A.S. Degree  
RETAIL BUSINESS MANAGEMENT  
Requirements — Page 92  
+ Basic Course
SUPERMARKET MANAGEMENT
and FOOD MARKETING

A concentration of Real Business Management
(See Department representatives for degree requirements)

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

+ FM 12 ELEMENTS OF FOOD RETAILING
3 cts. 3 hrs.
This course embodies the elements of retailing which helped the supermarket achieve its present dominance of the retail food industry. The supermarket concept is applied to all product categories and all types of food stores, including the convenience store, the discount store and the superette. Ways to obtain buying advantages, to balance pricing to achieve a desired margin, to increase sales volume and turnover, to stock and display goods, and how to reorder are included.

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

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

+ RBM 15 SUPERMARKET PERSONNEL PERFORMANCE MANAGEMENT
3 cts. 3 hrs.
Designed to prepare managers to improve personnel performance among new and old employees, the course objectives are: improve employee productivity as an integral part of the management role, institute procedural controls for minimum performance standards, maintain an effective customer relations program and store image, build employee moral and productivity to reduce turnover and increase sales and profits.

+ RBM 16 SUPERMARKET SALES PRODUCTION
3 cts. 3 hrs.
The object of this course is to teach that the responsibility of attracting and holding customers is on all employees: store president, advertising manager, store manager, and checkout clerks. Included are: the determination of the how, when, where, why and what, for urban store sales promotions; how to attract customers with effective advertising, sales promotion, displays, public relations and services; planning, implementing, and evaluating sales promotions.

+ Basic Course
TRAVEL and TOURISM

+ TAT 1 INTRODUCTION TO TRAVEL AND TOURISM

An overview of the many and varied organizations and agencies that make up the travel and tourism industry, their roles and interrelationships. Topics include transportation, lodgings, restaurants, wholesale and retail operations, attractions, government owned parks and facilities, trade organizations, and governmental agencies.

+ TAT 2 THE TRAVEL INDUSTRY I

A comprehensive introduction to two of the major components of the Travel and Tourism Industry: Hotel/Hospitality and Retailing (Retail Travel Agent).

Topics covered in the Hotel/Hospitality area include hotels, motels, resorts, alternative accommodations and related professions. Topics covered in the Retailing area include travel agency organization, operations, administration, personnel and sales.

Prerequisite: TAT 1

TAT 3 THE TRAVEL INDUSTRY II

Transportation and Wholesaling, two of the other major components of the Travel and Tourism Industry are studied. Topics covered in the Transportation area include regulation and deregulation, fare structure, charters, administration and marketing. Topics covered in the Wholesaling area include services, tour packaging and legal aspects.

Prerequisite: TAT 2

TAT 11 THE TRAVEL AGENT AND WHOLESALER I

Students learn to understand the operation and management of a travel agency. Emphasis is placed on development skills and practical experiences on ticketing and the use of domestic and international reference guides. Special attention is given to financial responsibility as it pertains to travel agency operation and management structure.

Prerequisite: TAT 2
Corequisite: TAT 3

TAT 12 THE TRAVEL AGENT AND WHOLESALER II

Students are given an understanding of the role of governmental and quasi-governmental bodies as they affect the operation and financial status of travel retailers and wholesalers. Introduced to the use of computer systems, students develop a familiarity with governmental regulations and financial sales reports.

Prerequisite: TAT 11
Corequisite: TAT 92

TAT 21 THE HOSPITALITY INDUSTRY I

Students learn about operation and management of hospitality enterprises. Specific emphasis is placed on the application of management principles and financial operations as they exist in hotels, motels, restaurants, and resorts.

Prerequisite: TAT 2
Corequisite: TAT 3

TAT 31 TRANSPORTATION I

This course provides a detailed analysis of the regulatory environment, pricing structure, marketing and sales considerations as they interact with economic and social factors in both passenger and cargo transportation. All modes of surface and air transportation are discussed.

Prerequisite: TAT 2
Corequisite: TAT 3

+ Basic Course
TAT 92 FIELD EXPERIENCE IN TRAVEL AND TOURISM

This course provides students with the opportunity to integrate theory and practice by applying acquired skills in an actual work environment. Eight hours per week of supervised field experience in Travel and Tourism plus one hour a week on campus devoted to seminar discussion of relevant topics are required.

Prerequisite: TAT 11 or 21 or 31
Corequisite: TAT 12 or 22 or 32

A.A.S. Degree
Travel and Tourism
Requirements — Page 96
FRESHMAN ENGLISH PROGRAM

The City University of New York mandates that students pass the CUNY Reading Test and the CUNY Writing Assessment Test in order to advance from the sophomore to the junior year. At Kingsborough Community College, students whose CUNY tests indicate that they are in need of remediation, are placed in Remedial English courses. They fulfill their remediation requirements on the basis of their performance on subsequent CUNY tests. Depending on their test scores, students in need of remediation in reading are assigned to ENG 03 or ENG 04. Students in need of remediation in writing are assigned to ENG C1 as their first course. Students who do not require a full semester of remediation in reading are assigned to the sequence of ENG 12 and ENG 22, or ENG C2 and ENG 22. On admission, students may be exempted, without credit, from ENG 12.

READING

In order to be graduated from Kingsborough, all KCC students are required to pass the CUNY Reading Test at the Kingsborough cut-off score. In order to transfer from KCC to the junior year of a CUNY senior college, KCC students are required to meet the CUNY passing score, which is a few points higher. KCC offers courses in remedial reading to enable students to reach these levels. The remedial reading requirement is deferred for one semester for students who, on entrance, score slightly below the Kingsborough cut-off score. At the end of one semester, these students are retested. If they still have not achieved the passing score, they are required to take remedial reading. Those students whose reading requirement is officially deferred may take the introductory English writing courses (ENG C1, ENG C2, or ENG 12). However, no student will be permitted to take ENG 22 unless the CUNY Reading Test has been passed at the Kingsborough cut-off score.

WRITING

Students are placed in the introductory writing courses on the basis of the score achieved on the CUNY Writing Assessment Test. If the controlling score is 4, the proper English course is ENG 12. If the controlling score is 3, the required course is ENG C2 (the compensatory equivalent of ENG 12). The required course which follows both ENG 12 and ENG C2 is ENG 22. If the controlling score is 2 or 1, the required course is ENG C1 (a non-credit writing course).

Only those students who, on entrance to the College, score 5 or 6 on the CUNY Writing Assessment Test and pass the CUNY Reading Test at the Kingsborough cut-off score, are exempt from ENG 12. They need to take only ENG 22 to complete the Freshman English requirement.

Kingsborough's Freshman English requirement is either 4 or 8 credits. Students who are exempt from ENG 12 take ENG 22 for 4 credits. All other students need to take 8 credits of required English courses.

Prerequisite for all English courses numbered 30-78: ENG 12, or ENG C2.

Co or prerequisite for ENG 49: ENG 22.
ENGLISH

- ENG C1 BASIC WRITING SKILLS* 0 crs. 5 hrs. (5 equated hrs.)

An introductory course in writing skills which deals with the basic elements of sentences, paragraphs, and essays. The course also continues the development and refinement of college-level reading skills.

Required of students who have scored below 3-3 on the CUNY Writing Assessment Test, irrespective of score on the CUNY Reading Test.

- ENG S2 CORRECTIVE WRITING SKILLS* 0 crs. 2 hrs. (2 equated credits)

An elective course for students who scored 3-3 on the CUNY Writing Assessment Test. Intensive instruction in grammar, syntax, and usage, is designed to help students eliminate persistent errors in composition in order to enable them to pass the CUNY Writing Assessment Test.

Students who pass ENG S2 before taking their first Freshman English course will be able to enroll in ENG 12, provided their CUNY Reading Test scores are satisfactory. Students who take ENG S2 along with ENG C2 and pass both courses will go on to take ENG 22.

+ ENG C2 FRESHMAN ENGLISH SKILLS* 4 crs. 5 hrs. (5 equated hrs.)

An introductory course in reading and writing skills emphasizing organization in paragraphs and essays and an understanding of how language functions in communication of facts, ideas, and attitudes.

Required of students who have scored 3-3 on the CUNY Writing Assessment Test, either on entrance or at the end of ENG C1. Students who are required to take ENG 03 or ENG 04 may not take ENG C2 until the reading requirement has been met or officially deferred.

- ENG 03 BASIC READING SKILLS* 0 crs. 3 hrs. (3 equated hrs.)

A course designed to help students improve skills in reading through guided instruction and intensive practice in basic vocabulary, comprehension, and study skills.

Required of students who fail to attain the equivalent of the 8.5 grade level on the CUNY Reading Assessment Test.

- ENG 04 ANALYTICAL READING* 0 crs. 3 hrs. (3 equated hrs.)

A course designed to help students achieve improved efficiency in reading through guided instruction and intensive practice in vocabulary, comprehension, and study skills development.

Required of students who score between the equivalent of the 8.5 grade level and the passing grade on the CUNY Reading Assessment Test. In addition, students who have scored in this range on the CUNY Reading Test at the end of ENG 03 will also be required to take this course.

- ENG 07 BASIC LANGUAGE SKILLS FOR STUDENTS LEARNING ENGLISH AS A SECOND LANGUAGE 0 crs. 10 hrs. (10 equated hrs.)

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

*One hour a week is devoted to individualized and small group instruction in the appropriate Skills Center.
ENG 08 READING AND WRITING SKILLS IMPROVEMENT FOR STUDENTS LEARNING ENGLISH AS A SECOND LANGUAGE

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

ENG 12 FRESHMAN ENGLISH

An introductory course in reading and writing skills emphasizing organization in paragraphs and essays and an understanding of how language functions in communication of facts, ideas, and attitudes. After passing ENG 12 students must take ENG 22. Required of students who have scored 4-4 on the CUNY Writing Assessment Test, either on entrance or at the end of ENG C1. Students who are required to take ENG 03 or ENG 04 may not take ENG 12 until the requirement has been met or officially deferred. Students who on entrance, score at least 5-5 on the CUNY Writing Assessment Test and pass the CUNY Reading Test, are not required to take ENG 12 and need only ENG 22 to fulfill the KCC Freshman English requirement.

ENG 15 through 17

Designed for students in the Bilingual Studies Program. See page 150 for course descriptions.

ENG 22 VARIETIES OF EXPRESSION

An intensive study of the various types of writing that students encounter in college. ENG 22 is a reading and writing skills course, using readings drawn from various subject areas as the basis for writing assignments and class discussions. These readings are organized around a unifying theme. Writing assignments during the semester build to increasingly greater length and complexity, and include a research paper.

Prerequisites: ENG C2 or ENG 12, and a passing grade on the CUNY Writing Assessment Test and the CUNY Reading Test (KCC cut-off), or exemption from ENG 12 on admission to the College.

ENG 30 INTRODUCTION TO LITERATURE

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

Prerequisite: ENG 12 or ENG C2

ENG 31 CLASSICAL AND BIBLICAL LITERATURE

Readings in classic Western literature, including the Bible, Homer, the Greek dramatists, Thucydides, Plato, Aristotle and Virgil. Appropriate writing assignments.

Prerequisite: ENG 12 or ENG C2

ENG 32 WORLD LITERATURE

Readings in European and non-Western literature from the time of Dante to the 19th century. The focus is on classics related to the enrichment of modern cultural patterns. Appropriate writing assignments.

Prerequisite: ENG 12 or ENG C2
+ ENG 35 MODERN CONTINENTAL LITERATURE
A study of significant European literary works from the 19th century to the present. Course deals with such figures as Ibsen, Chekhov, Kafka, Hesse, Gide, and Camus. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG C2

+ ENG 40 SHORT FICTION—THE SHORT STORY AND NOVELETTE
Examples of American and British short fiction contrasted with other selected works, including such writers as Poe, James, Mansfield, Salinger and Roth: comparative analysis of short and long narrative fiction, theme, language, focusing on the unique position of the short story in literature.
Prerequisite: ENG 12 or ENG C2

+ ENG 41 THE NOVEL
An introduction to the novel, including analysis of its components and themes, and study of its historical development. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG C2

+ ENG 42 POETRY
An introduction to the different styles, forms, and themes of poetry, with attention to their purpose and effect. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG C2

+ ENG 43 DRAMA
An analysis of dramatic structure and a study of plays representing major dramatic styles. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG C2

+ ENG 44 THE TRAGIC VISION
Study of tragic literature from ancient times until the present day, in an attempt to understand the patterns and changing concepts in various literary genres. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG C2

+ ENG 45 THE COMIC SPIRIT
An investigation of comedy in prose and verse, its meaning, uses, and techniques. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG C2

+ ENG 46 SATIRE
A study of verse and prose satire in the ancient and modern worlds, using a critical, historical, and creative approach. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG C2

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

+ Basic Course
ENG 54 ADVANCED COMPOSITION

This is an advanced course designed to offer students the opportunity to achieve the precision, sophistication, and logical rigor associated with sound and mature written expression. This course emphasizes the analysis and writing of extended essays based upon traditional, contemporary, and experimental rhetorical modes.

Prerequisite: ENG 22 or ENG C2

ENG 56 CREATIVE WRITING: FICTION

Instruction and practice in the forms and types of fiction. Analysis of peer writing on a workshop basis with a view toward assisting students to develop mastery of the form of fiction best suited for them.

Prerequisite: ENG 12 or ENG C2

ENG 57 CREATIVE WRITING: POETRY

Instruction and practice in writing traditional and new forms of poetry.

Prerequisite: ENG 12 or ENG C2

ENG 61 SEMINAR: THE HISTORY OF LITERARY THEMES

An intensive study of how significant ideas and themes are transmitted in literature. Each semester one major theme is chosen for examination. Appropriate writing assignments.

Prerequisite: ENG 12 or ENG C2

+ ENG 63 SHAKESPEARE

A survey of Shakespeare's work, emphasizing his plays, and including some consideration of his non-dramatic verse. Appropriate writing assignments.

Prerequisite: ENG 12 or ENG C2

ENG 65 LITERATURE AND FILM

A study of novels, plays, and screenplays and the films made from them. Emphasis is on the different aesthetic problems facing the writer and the filmmaker. Additional time will be scheduled for film viewing. Appropriate writing assignments.

Prerequisite: ENG 12 or ENG C2

+ ENG 67 WOMEN IN LITERATURE

A study of the treatment of women in various genres and eras, and a consideration of women as writers, using sociological, psychological, mythic, and formal literary critical methods.

Prerequisite: ENG 12 or ENG C2

+ ENG 68 GOTHIC AND HORROR FICTION

A study of major works of horror fiction, including short stories, novels, and some narrative poetry, dealing primarily with the evocation of horror; an attempt to trace a narrative pattern common to much horror fiction; an analysis of gothic trappings and such psychosexual creatures as vampires and werewolves, as they appear in literature. Appropriate writing assignments.

Prerequisite: ENG 12 or ENG C2

+ Basic Course
ENG 71 ENGLISH LITERATURE: MEDIEVAL TO NEO-CLASSICAL
Readings in selected major works of English literature from Chaucer to Swift. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG C2

ENG 72 ENGLISH LITERATURE: ROMANTIC TO EDWARDIAN
A study of significant works from the time of Swift up to World War I. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG C2

ENG 73 AMERICAN LITERATURE: PURITANISM TO ROMANTICISM
Readings in selected major works of American literature from colonial writers to Whitman. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG C2

ENG 74 AMERICAN LITERATURE: THE AGE OF REALISM
Readings in selected major works of American literature from the time of Mark Twain up to World War I. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG C2

ENG 75 MODERN BRITISH AND AMERICAN LITERATURE
A study of English and American poetry, fiction, and drama from World War I to the present. Includes Yeats, T.S. Eliot, Lawrence, Faulkner, Ellison. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG C2

ENG 77 THE ROOTS OF BLACK LITERATURE
Analysis of black literature in the United States and study of its history and development to 1950. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG C2

ENG 78 CONTEMPORARY BLACK LITERATURE
Analysis of black literature in the United States and study of its development from 1950 to the present. Appropriate writing assignments.
Prerequisite: ENG 12 or ENG C2

ENG 81 INDEPENDENT STUDY
Independent study of English is developed individually between student and faculty member and must be approved by the Department.

ENG 82
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
English courses open only to students in the Bilingual Studies Program.

Students are placed into English 15-17 on the basis of a series of proficiency tests given by the Bilingual Studies Program.

☐ + ENG 15 ENGLISH I FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH
2 crs. 12 hrs.
(12 equated credits)
Intensive work on the basic structures and grammar of English with development of elementary reading and writing skills. Small group sessions are required.

☐ + ENG 16 ENGLISH II FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH
2 crs. 10 hrs.
(10 equated credits)
A course in advanced English grammar and structure with increasing emphasis on reading and writing skills. Small group sessions are required.

☐ + ENG 17 ENGLISH III FOR STUDENTS WHOSE NATIVE LANGUAGE IS SPANISH
2 crs. 8 hrs.
(8 equated credits)
Provides intensive practice in listening, speaking, reading and writing skills needed prior to entering college. Courses taught in English. Small group sessions are required.

+ Basic Course

+ Remedial Course
**JOURNALISM**

**JRL 31 BASIC JOURNALISM**
(Formerly ENG 50)
3 crs. 3 hrs.
An introductory course dealing with the history of journalism, writing leads, rewrites, reporting hard news stories, covering beats, copy preparation, research, operation of a campus newspaper, special interests. May not be taken by students who completed ENG 50 and ENG 52. Corequisite: ENG 12

**JRL 32 ADVANCED JOURNALISM**
(Formerly ENG 52)
3 crs. 3 hrs.
This advanced course deals with further study of newspaper techniques: advanced research, in-depth coverage, interviews, sidebars, profiles, basic reviews, writing styles, headlines and typefaces, copyreading and proofreading, editorials, freedom of the press, legalities. Prerequisites: ENG 22, JRL 31

**JRL 41 COMMUNITY JOURNALISM**
3 crs. 3 hrs.
A practical course designed to focus on matters of local concern: community standards, problems, economics, political influences and pressures. Students will learn techniques in covering local stories. Prerequisite: JRL 32

**JRL 42 INVESTIGATIVE AND INTERPRETIVE JOURNALISM**
3 crs. 3 hrs.
This course focuses on developing techniques of interviews, research and analysis. Students will select an issue to investigate and will prepare one or more major stories researching and interpreting the information. Prerequisite: JRL 32

**JRL 43 THE CRITICAL REVIEW**
3 crs. 3 hrs.
This is a course on journalistic criticism of the arts: literature, film, theater, architecture, art and related fields. Students will read and analyze examples of criticism and will write original criticisms. Prerequisite: JRL 32

**JRL 71 PRINT MEDIA PRODUCTION**
2 crs. 4 hrs.
A practical course in the techniques of producing a newspaper, literary magazine or yearbook. Students are required to participate in workshops in two or more departments and handle materials at several stages of the publication. At the end of the course, students will have portfolios for presentation to potential employers. Prerequisite: JRL 32

**JRL 81 INDEPENDENT STUDY**
1-3 crs. 1-3 hrs.
Independent study of Journalism is developed individually between student and faculty member and must be approved by the Department.

**JRL 92 JOURNALISM INTERNSHIP**
3 crs. 6 hrs. (variable hours)
Students will be placed in Community papers or in Community relations offices for practical work in the operations of a community publication.

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A.A.S. Degree

JOURNALISM and PRINT MEDIA

Requirements — Page 87

+ Basic Course
FOREIGN LANGUAGES DEPARTMENT

Chairman: Dr. Julio E. Hernández-Miyares
Room—E-309A
Ext.—5403
LIT 1 INTERNATIONAL PERSPECTIVES IN LITERATURE

A study of selected works of French, Spanish and Italian literature, in English translation, with emphasis on national traditions, cultures and linguistic heritage. Special attention is given to questions of language and style of the original text. Course is taught by three instructors. Four weeks are devoted to each of the literature areas. Entire course is conducted in English.

Prerequisite: ENG 12

LIT 2 LITERATURE OF THE HOLOCAUST

A study of literary responses to the Nazi Holocaust. Readings are selected from a variety of genres including diaries, memoirs, eye-witness testimonies, novels, plays and poetry. Emphasis is placed on the interpretation of a major historical event from both human and artistic points of view. Aspects of the Holocaust to be examined are: the roles of the victim, perpetrator, bystander and witness; life in the ghetto; the concentration camp experiences; resistance; post-war survival and world reaction. Films and visits by survivors will supplement the readings.

Prerequisite: ENG 12

FRENCH

+ FR 1 ELEMENTARY FRENCH I

4 crs. 4 hrs.

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

+ FR 2 ELEMENTARY FRENCH II

4 crs. 4 hrs.

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

Prerequisite: FR 1 or Acceptable Language Placement Examination score

+ FR 3 INTERMEDIATE FRENCH I

3 crs. 3 hrs.

Progressive development of language skills, based on the foundations established in elementary French. Grammar review is supplemented by readings of modern French literature.

Prerequisite: FR 2 or Acceptable Language Placement Examination score

FR 4 INTERMEDIATE FRENCH II

3 crs. 3 hrs.

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

Prerequisite: FR 3 or Acceptable Language Placement Examination score

+ FR 17 INTENSIVE REVIEW OF FRENCH GRAMMAR

3 crs. 4 hrs. (4 equated credits)

Designed for students who have had three or more years of high school French but have not studied the language for a substantial period of time.

Prerequisite: Acceptable Language Placement Examination score

FR 18 READINGS IN MODERN FRENCH

3 crs. 3 hrs.

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

Prerequisite: FR 4 or equivalent

+ FR 22 CONVERSATIONAL FRENCH

3 crs. 3 hrs.

To develop fluency in speaking, basic vocabularies and conversational patterns are stressed. Open to all students.

Prerequisite: FR 1 or permission of the Department

+ Basic Course
FR 30 FRENCH MASTERPIECES IN TRANSLATION I

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

FR 31 FRENCH MASTERPIECES IN TRANSLATION II

3 hrs.
For non-French speaking students, the course focuses on the major novelists, essayists, dramatists and poets of the 20th century. The works of Gide, Proust, Malraux, Celine, Cocteau, Apollinaire, Ionesco, Sartre, Camus, Robbe-Grillet, and Beckett, among others, are read and discussed in English.

FR 51 SURVEY OF FRENCH LITERATURE

3 hrs.
French literature from selected writings of representative authors from the Middle Ages through the 18th century is studied. Instruction in this course is entirely in French.

Prerequisite: FR 4 or permission of the Department

FR 53 FRENCH LITERATURE OF THE 20TH CENTURY

3 hrs.
A survey course of 20th century literature with particular focus on the major poets, playwrights and novelists. Conducted entirely in French on an advanced level, it includes explanation of the text, composition and discussion.

Prerequisite: FR 4 or permission of the Department

FR 55 HISTORY AND CIVILIZATION OF FRANCE

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

Prerequisite: FR 4 or equivalent

FR 56 ADVANCED FRENCH GRAMMAR AND COMPOSITION

3 hrs.
This course is for students who wish further French language study at an advanced level through analysis of grammar, reading and composition. Emphasis is on developing written linguistic ability.

Prerequisite: FR 4 or equivalent

FR 71 BLACK FRENCH LITERATURE I

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

Prerequisite: FR 4 or equivalent

FR 72 BLACK FRENCH LITERATURE II

3 hrs.
A study of the contemporary period devoted to the analysis of the major works of gifted black French writers of West Indies, Africa, such as Rene Depestre, Camara Laye, Bernard Dadie, Jacques S. Alexis and Mongo Beti.

Prerequisite: FR 4 or 71 or equivalent

FR 81 INDEPENDENT STUDY

1-3 hrs.
Independent study of French is developed individually between student and faculty member and must be approved by the Department.

FR 82

1-3 hrs.
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
+ GER 1 ELEMENTARY GERMAN I

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

+ GER 2 ELEMENTARY GERMAN II

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

+ GER 22 CONVERSATIONAL GERMAN

To develop fluency in speaking, basic vocabularies and conversational patterns are stressed. Open to all students. Prerequisite: GER 1 or permission of the Department.

GER 51 SURVEY OF GERMAN LITERATURE

German literature with selected writings of representative authors is studied. An analysis of literary values and movements is included. Instruction in this course is entirely in German. Prerequisite: permission of the Department.

GER 81 INDEPENDENT STUDY

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

GER 82

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
+ HEB 1 ELEMENTARY HEBREW 1
4 crs. 4 hrs.
A one-year, two-semester course designed for students with no previous training in the language, or for those assigned there by the Foreign Languages Department. Emphasis is on correct pronunciation through intense oral practice, the acquisition of basic vocabulary and the presentation of those elements of grammar most necessary for conversation, comprehension, reading and writing.

+ HEB 2 ELEMENTARY HEBREW II
4 crs. 4 hrs.
In this continuation of HEB 1, students receive further development of their language skills, comprehension, speaking, reading, and writing.
Prerequisite: HEB 1 or permission of the Department

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

+ HEB 4 INTERMEDIATE HEBREW II
3 crs. 3 hrs.
In this continuation of HEB 3, advanced grammar, composition and readings of modern Hebrew literature are stressed.
Prerequisite: HEB 3 or Acceptable Language Placement Examination score.

+ HEB 30 LITERATURE IN TRANSLATION I
3 crs. 3 hrs.
Designed for non-Hebrew speaking students, the course stresses reading and analysis of Hebrew classics in cultural and historical context. All readings and discussions are in English.

+ HEB 31 HEBREW LITERATURE IN TRANSLATION II
3 crs. 3 hrs.
Designed for non-Hebrew speaking students, course consideration is on the emergence of Hebraic writers in the modern world. Emphasis is on the main literary personalities and their major contributions. All readings and discussions are in English.

HEB 51 SURVEY OF HEBREW LITERATURE
3 crs. 3 hrs.
This survey of modern Hebrew literature from selected writings of representative authors includes an analysis of Hebraic values as reflected in their writing. Instruction in this course is entirely in Hebrew.
Prerequisite: HEB 4 or equivalent

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

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

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

HEB 81 INDEPENDENT STUDY 1-3 crs. 1-3 hrs.
Independent study of Hebrew is developed individually between student and faculty member and must be approved by the Department.

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

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

++ IT 2 ELEMENTARY ITALIAN II

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

Prerequisite: IT 1 or Acceptable Language Placement Examination score.

++ IT 3 INTERMEDIATE ITALIAN I

Progressive development of language skills, based on the foundations established in elementary Italian. Grammar review is supplemented by readings of modern Italian literature.

Prerequisite: IT 2 or Acceptable Language Placement Examination score.

++ IT 4 INTERMEDIATE ITALIAN II

In this continuation of IT 3, advanced grammar, composition and reading of modern Italian authors are stressed.

Prerequisite: IT 3 or Acceptable Language Placement Examination score.

++ IT 18 READINGS IN MODERN ITALIAN

Readings are selected from contemporary short stories, novels, plays, magazine and newspaper articles, theater and cinema reviews. The emphasis is on rapid reading, composition and discussion in Italian.

Prerequisite: IT 4 or equivalent.

++ IT 22 ITALIAN CONVERSATION

To develop fluency in speaking, basic vocabularies and conversational patterns are stressed.

May be taken as a co-elective with IT 2.

Prerequisite: IT 1 or permission of the Department.

++ IT 30 LITERATURE IN TRANSLATION

Designed for non-Italian speaking students, the course includes reading and analysis of representative works of Italian literature in their cultural and historical context. Reading and discussion is in English.

Prerequisite: ENG 12.

++ IT 51 SURVEY OF ITALIAN LITERATURE

A survey of Italian literature. Selected writings of representative authors are studied. Instruction in this course is entirely in Italian.

Prerequisite: IT 4 or permission of the Department.

++ IT 52 ITALIAN LITERATURE OF THE RENAISSANCE

Principal Italian authors of the Renaissance and their relation to the intellectual currents of the time. Contributions of the Italian Renaissance to Western civilization in the fields of literature, art, politics, science and education. Course conducted in Italian.

Prerequisite: IT 4 or permission of the Department

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

IT 54 READINGS IN THE TWENTIETH CENTURY ITALIAN NOVEL
3 crs. 3 hrs.
Selected passages of novels from contemporary representative Italian authors are studied. Class discussion is supplemented by lectures on the cultural and literary backgrounds of these authors. Course conducted in Italian.
Prerequisite: IT 4 or permission of the Department.

IT 81 INDEPENDENT STUDY
1-3 crs. 1-3 hrs.
Independent study of Italian is developed individually between student and faculty member and must be approved by the Department.

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

4 crs. 4 hrs.
A one-year, two-semester course designed for students with no previous training in the language, or, with less than two years of Spanish in High School. Emphasis is on correct pronunciation through intensive oral practice, extensive use of the language laboratory, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.

+ SPA 2 ELEMENTARY SPANISH II

4 crs. 4 hrs.
In this continuation of SPA I, students receive further development of their language skills, comprehension, speaking, reading and writing.
Prerequisite: SPA I or two years of Spanish in High School, or Acceptable Language Placement Examination score.

+ SPA 3 INTERMEDIATE SPANISH

3 crs. 3 hrs.
Progressive development of language skills, based on the foundations established in elementary Spanish. Grammar review is supplemented by readings of modern Spanish literature.
Prerequisite: SPA 2 or three years of Spanish in High School, or Acceptable Language Placement Examination score.

SPA 4 READINGS IN HISPANIC LITERATURE

3 crs. 3 hrs.
Progressive development of language skills, advanced grammar and composition through selected readings in Hispanic literature.
Prerequisite: SPA 3 or Acceptable Language Placement Examination score.

SPA 16 SPANISH PHONETICS

3 crs. 3 hrs.
A systematic study of the sound system and patterns of intonation. The organized development of vocabulary and idiomatic expressions are included. The course aims to improve pronunciation, the ability to understand the spoken language, and use it with fluency.
Prerequisites: SPA 4 or native conversational ability and Acceptable Language Placement Examination score.

+ SPA 17 INTENSIVE REVIEW OF SPANISH GRAMMAR

3 crs. 4 hrs.
(4 equated credits)
This course is designed for students who have had three or more years of high school Spanish but have not studied the language for a substantial period of time, or for Spanish native speakers with limited formal training in the language.
Prerequisite: Acceptable Language Placement Examination score.

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

3 crs. 3 hrs.
Designed for Spanish-speaking students, this course places stress on improvement of reading and writing skills.
Prerequisites: SPA 17, Native conversational ability and/or Acceptable Language Placement Examination score, or permission of the Department.

+ SPA 22 ELEMENTARY SPANISH CONVERSATION

3 crs. 3 hrs.
A course stressing basic conversational skills for students who wish to use the Spanish language to communicate with Spanish-speaking people.
Prerequisite: Three years of High School Spanish, or SPA 2 or permission of the Department.

+ Basic Course
SPA 31 READINGS IN SPANISH—AMERICAN LITERATURE IN TRANSLATION  
3 crs. 3 hrs.
Designed for students who wish to explore the high points of Spanish American literature. This course is taught in English. Open to all students.

SPA 32 READINGS IN PUERTO RICAN HISTORY AND LITERATURE  
3 crs. 3 hrs.
Designed for all students who would like to gain insight into Puerto Rican literature and culture. Depending on Spanish proficiency, students may register in either the English or Spanish sections.
Prerequisite: SPA 4, or equivalent, or permission of the Department.

SPA 33 INTERMEDIATE SPANISH CONVERSATION  
2 crs. 2 hrs.
Designed for students who wish to use the Spanish language to communicate with Spanish-speaking people in everyday situations. Intensive practice in spoken Spanish is included. This course may be selected as a co-elective with SPA 3.
Prerequisite: SPA 2 or 22 or, permission of the Department.

SPA 34 SPANISH AMERICA: ITS CULTURE, ART AND MUSIC  
3 crs. 3 hrs.
A presentation of the outstanding facets of Spanish American culture. Students in this course examine all important historic, political, literary and artistic movements. Important individuals, ideas and periods are highlighted. Grammar, literature and composition are emphasized through reading selected representative authors and works of each period. Course is taught in both Spanish and English.
Prerequisite: SPA 4, or 18, or permission of the Department.

SPA 36 SPANISH SYNTAX AND COMPOSITION  
3 crs. 3 hrs.
Designed to improve and reinforce the student's skills. Orthography, vocabulary, syntax, analytical writing and stylistics are stressed.
Prerequisite: SPA 18 or Acceptable Language Placement Examination score.

SPA 40 SPANISH FOR STUDENTS IN CAREER PROGRAMS  
3 crs. 3 hrs.
An introduction to the fundamentals of Spanish language specifically prepared for Education Associate, Early Childhood Education and Nursing students. This course is not intended for native Spanish speakers.

SPA 44 ADVANCED SPANISH CONVERSATION  
2 crs. 2 hrs.
Designed for students who wish to speak fluently and correctly in current idiom. Stress is placed on student practice in class group discussions, prepared and impromptu, with emphasis on growth in oral expression and vocabulary building. May be selected as a co-elective with SPA 4.
Prerequisite: SPA 3, or 33, or permission of the Department.

SPA 47 SPANISH BUSINESS WRITING I*  
3 crs. 3 hrs.
The first course in a two-semester sequence for students in the Bilingual Secretary track (see page 224). Designed to reinforce and improve writing skills stressing the mastering of orthography, and the development of an ample commercial and business vocabulary. Preparation, composition, transcription and editing of various samples of business letters and documents is included. The course will be conducted in Spanish.
Open only to students in the Bilingual Program.
Prerequisite: SPA 36 or Acceptable Language Placement Examination Score
*NOTE: To receive credit for SPA 47, Students must complete SPA 48.

SPA 48 SPANISH BUSINESS WRITING II  
3 crs. 3 hrs.
The second half of a two-semester sequence for students in the Bilingual Secretary track. The course will be conducted in Spanish and is required for students who wish to receive credit for SPA 47.
Open only to students in the Bilingual Program.
Prerequisite: SPA 47

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

SPA 52 THE LITERATURE OF THE GENERATION OF 1898 AND THEREAFTER
3 crs. 3 hrs.
The literature of the period from the Generation of 1898 to 1925, including the works of Garcia Lorca, Unamuno, Jimenez, and Galiivet, with emphasis on specific full-length works.
Prerequisite: SPA 4, or equivalent

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

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

SPA 55 HISTORY AND CIVILIZATION OF SPAIN
3 crs. 3 hrs.
A chronological study of major Spanish historical trends and developments up to the present time are undertaken in this course. Political, literary and artistic movements highlighting important individuals, ideas and periods are examined. Selected texts representative of each period are read.
This course is taught in both Spanish and English.
Prerequisite: SPA 4 or equivalent

SPA 57 SPANISH LITERATURE SINCE THE CIVIL WAR
3 crs. 3 hrs.
This course will present the main developments in Spanish literature since the outbreak of the Civil War in 1936 to date and will concentrate on developing the major thematic concerns of Spain's chief novelists, essayists and poets with special emphasis on Spain's New Wave writers who emerged after 1950. This course is taught in both Spanish and English.
Prerequisite: SPA 4 or equivalent, or permission of the Department.

SPA 70 SPANISH CINEMA
3 crs. 3 hrs.
A thorough study of the best films and film scripts in the Spanish cinema. This course is taught in Spanish with a view toward developing an appreciation of the history, art and aesthetics of the Spanish cinema and increasing Spanish language experience.
Prerequisite: SPA 4, or equivalent, or permission of the Department.

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

SPA 81 INDEPENDENT STUDY
1-3 crs. 1-3 hrs.
Independent study of Spanish is developed individually between student and faculty member and must be approved by the Department.

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

+ YID 1 ELEMENTARY YIDDISH I  
A one-year, two-semester course designed for students with no previous training in the language, or for those assigned there by the Foreign Languages Department. Emphasis is on correct pronunciation through intense oral practice, the acquisition of basic vocabulary and the presentation of those elements of grammar most necessary for conversation, comprehension, reading and writing.

+ YID 2 ELEMENTARY YIDDISH II 
In this continuation of YID 1, students receive further development of their language skills, comprehension, speaking, reading, and writing.  
Prerequisite: YID 1 or permission of the Department.

+ Basic Course
HEALTH EDUCATION

HPE 12 FOUNDATIONS OF HEALTH AND PHYSICAL EDUCATION* 3 crs. 3 hrs.
This fundamental course covers a broad spectrum of health related topics. This course seeks to make students aware of the causes of mental and physical illnesses and their prevention, and demonstrates how one's life style, perceptions, and decisions affects health. Guidelines and criteria are presented to determine good mental, emotional, and physical health. Opportunities for personal assessment will be provided.
* All students, except Nursing students, are REQUIRED to take HPE 12.

HE 20 CARDIOPULMONARY RESUSCITATION 1 cr. 1 hr.
Skills required to perform cardiopulmonary resuscitation (external cardiac massage and mouth-to-mouth resuscitation) are taught. Students successfully completing the course receive American Red Cross certificates.

+ HE 31 ENVIRONMENTAL PUBLIC HEALTH 3 crs. 3 hrs.
Public health operations in urban society are reviewed including: epidemiology, radiation hazards, waste disposal, water supply protection and treatment, pesticide control, air pollution, consumer and swimming facilities protection, food sanitation, safety, accident prevention.

HE 32 PRINCIPLES OF PUBLIC HEALTH 3 crs. 3 hrs.
This overview of public health services includes: organization and nature of public health programs, public health laws, patterns of medical care, health career opportunities, methods of public health education, communication techniques in working with the public.

HE 33 STRESS MANAGEMENT 2 crs. 2 hrs.
This course is designed to help students understand and cope more effectively with stress in their daily lives. Topics covered include: the causes, components and consequences of stress; how to measure stress; strategies/techniques to control stress.

+ HE 35 FIRST AID AND PERSONAL SAFETY 2 crs. 2 hrs.
Principles for first aid and personal safety are dealt with in terms of theory and practice of first aid procedures. Qualified students receive American Red Cross Certification. This course fulfills the safety and first aid requirement for those contemplating a teaching career.

HE 40 DRUGS, THE INDIVIDUAL AND SOCIETY 3 crs. 3 hrs.
This course is intended to provide students with the opportunity to gain a deeper perspective into the psychology of the dependent personality, reasons for drug use, misuse, abuse, and possible solutions.

HE 52 HUMAN SEXUALITY 3 crs. 3 hrs.
This course seeks to provide up-to-date information on the biological basis of sex, sexual behavior, sexual problems and sex therapy, and the social aspects of sexuality in an atmosphere that is conducive to free expression and inquiry.

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

+ SCI 70 THE SCIENCE OF NUTRITION 3 crs. 3 hrs.
For course description see page 214

+Basic Course
PHYSICAL EDUCATION

Course Information

All Physical Education courses include the fundamental development of specifically related rules and history, skills and techniques, strategy and game experience. Fitness and lifetime carry-over values are inherent within course content. No credit shall be given for repeating a course previously passed. Students should not ordinarily carry more than one Physical Education course per semester.

Medical Clearance

Neither the College nor the Department assumes any responsibility for students' participation in physical education or in athletics. Students, faculty and staff participate at their own risk. All Physical Education, athletic and recreation participants are strongly advised to have a medical check-up before participating in physical activities, and to follow the advice of their own physicians. Medical report forms are available in the Health Service Office—Room A 108.

Co-educational Activities

All the following courses meet for 2 hours a week and earn 1 credit for each semester.

PEC 2 WALK, JOG, RUN
This course will introduce students to the principles and practices for assessing and improving cardiovascular fitness.

PEC 4 WEIGHT TRAINING AND BODY BUILDING
This course will introduce the student to the techniques of weight training. It will provide the student with an opportunity to increase muscle strength and endurance in relation to various sports activities and to improve physical appearance.

PEC 11 BEGINNING TENNIS
This course is designed to help students learn the basic skills of tennis and develop an appreciation for tennis as a lifetime sport. Students will be exposed to the forehand and backhand drives, Beginner's Serve, service return and net volley. Students will examine the rules of the singles and doubles game and gain an understanding of the integration of the fundamental techniques and basic strategies within the game of Tennis.
(Students must supply own rackets and tennis balls).

PEC 12 INTERMEDIATE TENNIS
This course is designed to increase the student's proficiency in tennis through the introduction to intermediate tennis skills. Students will be exposed to the lob, mid-court volley, flat and slice serves and ball spin in order to further their development of a well-rounded tennis game. Emphasis is placed on the student's use of offensive strategy in competition.
(Students must supply own rackets and tennis balls).

PEC 14 ARCHERY
This course is designed for the student who wishes to learn the competitive and recreational aspects of archery. Emphasis will be placed on skill development and safety.

PEC 15 BADMINTON
This course will provide the student with basic skills necessary for play, the rules of the game and offensive and defensive strategy.

PEC 18 FENCING
The student will be introduced to the history, skills, and theory necessary for effective participation and appreciation of fencing. Emphasis is placed upon body mobility and weapon control as they relate to effective performance in competition.
PEC 20 PRINCIPLES OF CLASSIC BALLET
Introductory course which presents principles and techniques of this traditional art form. It includes exercises and movement combinations which will develop body alignment; endurance and strength; and, fluidity of movement.

PEC 22 SOCIAL, FOLK AND SQUARE DANCE
This course should be taken for pleasure and exercise benefits typical of dancing and to prepare for participation in dance, as an on-going, lifetime recreational activity. As you learn the dances you will be introduced to the steps and patterns, rhythms, movements and music.

PEC 23 BOWLING
This course is designed for students who want to learn the basic skills which lead to optimum bowling performance and pleasure. Although instruction for beginners will be emphasized, the experienced bowler will get helpful hints to correct faults, and generally improve game for competitive bowling. (Costs for activity will be paid by student).

PEC 24 SKIING
The basic concepts of skiing are presented: cross country, downhill, ski equipment purchase and maintenance, costs of skiing, conditioning exercises and places to ski. The course includes a ski trip to a local ski area. (Costs for activity will be paid by student).

PEC 25 TAI CHI CHUAN
The Short Form (Yang Style) of Tai Chi Chuan—a slow, precise, non-strenuous rhythmical movement pattern will be presented for the purpose of exercise, meditation, and self-defense. Appropriate for all ages.

PEC 26 GOLF
The game of golf is a popular leisure time participation sport. Emphasis is placed on mechanics of movement involved in the performance of basic fundamental skills. The performance skills are broken down into the following skills: The Basic Swing, Short and long Irons, The Woods, and Putting.

PEC 27 BEGINNING KARATE AND SELF—DEFENSE
The course is designed to introduce formal Karate and practical self-defense techniques. Areas covered will include history and background of Karate, fundamental stances, blocks, punches, kicks, conditioning, safety, methods of avoidance and personal self-defense movements. In addition the student will be exposed to oriental tradition (Karate costumes, respect and Buddhist philosophy).

PEC 28 INTERMEDIATE KARATE AND SELF—DEFENSE
This course is designed to increase the knowledge and appreciation gained in PEC 27. This course will cover advanced stances, blocks, punches, kicks, conditioning and stretching exercises, advanced self-defense techniques, semi and pre-arranged and free style fighting technique, as well as an introduction into form competition.
Prerequisite: PEC 27

PEC 29 INTRODUCTION TO HATHA YOGA
A survey of the principles and practices of hatha yoga for beginners. Each lesson will include slow motion stretching, deep breathing, and relaxation.

PEC 30 SWIMMING FOR NON—SWIMMERS AND BEGINNERS
Students will learn the basic skills needed to swim properly. Non-swimmers will be given special attention and will learn in shallow water. At the end of the course students will be able to jump or dive into the water, swim in a prone position and on the back.
PEC 31 ADVANCED LIFESAVING
Students will learn skills necessary to effect water rescues, as well as to supervise swimmers in a safe environment. At the conclusion of the course, students will be able to pass both a written examination and a skills test.
Prerequisite: Swimming skills equivalent to Red Cross Swimmer Course.

PEC 32 WATER SAFETY INSTRUCTOR
Students will learn skills necessary to enable them to teach swimming and water safety courses as offered by the Red Cross. At the conclusion of the course, students will be able to pass both a written examination and a skills test.
Prerequisite: Valid Red Cross Advanced Lifesaving Certificate and either a Red Cross Swimmer Certificate or the ability to perform skills in the Swimmer course.

PEC 36 SAILING
Students will learn skills enabling them to sail aboard the most common sailing vessels. Skills will include techniques such as: leaving a mooring, coming about, jibbing, and mooring. Safety Skills afloat will be stressed.
Prerequisite: Intermediate Swimming certificate or ability to perform skills in the Intermediate course.

PEC 37 INTERMEDIATE SAILING
Students will learn more advanced techniques of sailing which include basic navigation and racing skills.
Prerequisite: PEC 36

PEC 38 MODERN DANCE TECHNIQUES
Introductory course which presents the fundamental principles of various schools of modern dance. It includes an analysis of movement; conditioning techniques; and, basic combinations.

PEC 39 MODERN DANCE COMPOSITION
An exploration of ideas and movement forms are introduced in this course. Systematic creativity through improvisation studies, formal compositions, and critical appraisal is presented through experimentations with time, space, rhythm and with correlations to art, poetry and music.

PEC 40 PHYSICAL EDUCATION FOR MATURE ADULTS
For individuals who have not exercised in years and would like to start again. Topics include how to get started and what to do.

PEC 41 INTERMEDIATE SWIMMING
Students will be taught a wide variety of skills and learn the elements of good swimming. Swimmers will practice parts of strokes as well as whole stroking movements.
Prerequisite: Students must be able to swim safely in deep water.

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

All the following courses meet for 2 hours a week and earn 1 credit each semester.

**PEM 1 FUNDAMENTALS OF FITNESS AND CONDITIONING**
This course is designed to provide the students with an appreciation of the various components of physical fitness. The students will make an appraisal of their own fitness levels in order to enhance their self-knowledge in these areas. The students will perform activities to improve their agility, strength-endurance, flexibility, and cardiovascular efficiency.

**PEM 2 BASEBALL**
Spring
This course will provide students with an opportunity to develop individual and team techniques involved in the game of "College Baseball". Conditioning, sportsmanship, team play and an appreciation of the game and its rules and other benefits to be derived.

**PEM 3 TOUCH FOOTBALL**
Fall
The student will be exposed to the history, rules and regulations of football. In addition, individual and team skills and strategies will be stressed.

**PEM 5 BASKETBALL TECHNIQUES**
This course is designed to teach in depth the various aspects of the game of basketball (basic skills, drills used to practice these skills, individual and team responsibilities in man to man and zone defenses, offenses against man to man and zone defenses, coaching techniques and basketball strategy).

**PEM 6 SOFTBALL AND VOLLEYBALL**
Spring
Softball will be taught in the second half of the semester. It will include the rules of softball and how they differ from that of baseball. Emphasis will be placed on the development of individual skills and team strategy involved in the game of softball.

**PEM 7 SOCCER TECHNIQUES**
Fall
Soccer is currently the fastest growing team sport in the country and can be played by both sexes and all ages. The course emphasizes technical development, tactical understanding and overall appreciation of the world's popular sport.

**PEM 8 POWER VOLLEYBALL**
This course is designed to introduce the student to the skills and techniques of a highly competitive game referred to as Power Volleyball. Entailed within the course will be the history, rules, scoring, terminology, general conditioning individual skills as well as team strategy.

**PEM 19 BEGINNING GYMNASTICS**
This course is designed to offer an opportunity to engage in basic elements of gymnastic activity. Inherent fitness components include the areas of strength, stamina, coordination, agility, and flexibility. It covers skills on the mat, parallel bars, high bar, side horse, trampoline, buck, vaulting box, long horse and rings.

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

All the following courses meet for 2 hours a week and earn 1 credit each semester.

PEW 1 SLIMNASTICS
This course is designed to guide the student in appraising the present status of her body shape, body function and ability to relax. A variety of exercise programs will be introduced to help the student attain desired goals for improving or maintaining a positive self-image.

PEW 2 BASKETBALL
Students will learn about the game of Basketball, develop individual skills required to participate successfully and learn strategies necessary for team play.

PEW 6 SOFTBALL
This course is designed to develop skill in throwing, catching, batting and running so that the game of softball can be played with greater enjoyment and satisfaction. Strategies of play and rules of the game will be emphasized.

PEW 7 POWER VOLLEYBALL
This course is designed to introduce the student to the techniques of a highly skilled game of volleyball called power volleyball. Course content covers the history, rules, scoring and terminology of the game, general conditioning, individual volleyball skills, as well as team play elements, and specific offense and defense tactics.

PEW 10 BEGINNING GYMNASTICS
This course is designed to teach basic elements of gymnastic activity. It is designed for the development of the total body. This includes strength, flexibility, balance, grace, poise, coordination, agility, timing, control, and stamina. It covers skills on the balance beam, trampoline, uneven parallel bars, side vaulting horse, the mats, and floor exercise.
RECREATION LEADERSHIP

+ REC 11 INTRODUCTION TO RECREATION 3 crs. 3 hrs.
This introductory course to the historical and philosophical foundations of recreation and leisure includes the study of institutions providing recreation services, and the socio-economic factors which influence the growth and development of recreation. Open only to Recreation Leadership Majors

REC 12 RECREATION LEADERSHIP PRINCIPLES 3 crs. 3 hrs.
The importance of obtaining knowledge of human dynamics, leadership abilities and related techniques of teaching recreational skills are stressed. Recreation leadership, personnel practices and policies and techniques of supervision are presented. 

Pre or Corequisite: REC 11

+ REC 13 SOCIAL RECREATION 3 crs. 3 hrs.
Students are taught how to conduct, plan and program social recreation activities in camps, centers, clubs, institutions and playgrounds. Under supervision, individual leadership abilities are developed and performance is evaluated.

+ REC 14 OUTDOOR RECREATION 2 crs. 2 hrs.
Trends in outdoor recreation are traced as the place of the recreation leader in outdoor programs, the scope and extent of programs in conservation, camping, aquatics and nature are considered. A weekend camping trip is required.

+ REC 15 SUMMER CAMP LEADERSHIP 2 crs. 2 hrs.
This course aims to prepare students as future camp counselors by presenting a basic camping philosophy, examining camping objectives, studying problems in the camping field, and providing opportunities to acquire skills and leadership essential in camp life. A weekend camping trip is required.

REC 16 METHODS AND MATERIALS FOR TEACHING FOLK AND SQUARE DANCE 2 crs. 2 hrs.
Students become familiar with basic dance movements, dance positions, dance etiquette and dance terminology, and learn how to teach and direct folk and square dances in various forms. Open only to Recreation Leadership Majors

REC 31 RECREATION FOR SPECIAL POPULATIONS 3 crs. 3 hrs.
The philosophy and history of therapeutic recreation is studied during this course. Class discussions consider areas of disability, physical development, psychological and emotional problems and social adjustment. Attitudes toward the disabled are examined and attempts are made to rectify those founded on myth and misinformation. Students are taught medical terms, the role of therapeutic recreation as part of the rehabilitation team's efforts and how to plan recreation programs to fit the needs and capabilities of specific disabilities. Two off-campus class trips to therapeutic agencies are required.

Prerequisite: REC 12

REC 32 ORGANIZATION OF A RECREATION PROGRAM 3 crs. 3 hrs.
The underlying principles for effective recreation programming are presented in this course. An overview of the operation of recreation facilities, including budget, public relations, records, reports, equipment and evaluation is included. Open only to Recreation Leadership Majors

Prerequisite: REC 12

+ Basic Course

175
+ REC 33 SKILLS IN ARTS AND CRAFTS
The course provides students with opportunities to learn skills with various materials and to teach the use of clay, paper, paint, yarn, wire, soap and wood. Emphasis is on encouraging creativity and providing enjoyment for all ages and special groups.

REC 34 METHODS AND MATERIALS IN ARTS AND CRAFTS
The purpose of this course is to provide students with the maximum skill levels in arts and crafts projects while emphasizing the recreational values inherent in different programs. Stress will be placed upon the different techniques necessary for the proper presentation of arts and crafts programs to groups of different ages and physical abilities. Students will learn different methods of teaching the developed skills to such special groups.
Open only to Recreation Leadership Majors

REC 35 RECREATION FOR THE AGING AND MENTALLY ILL
This course deals with two special populations · the aging and the mentally ill. In the area of the aging, the course examines biological, psychological, and sociological aspects of aging. Through this study, students gain an understanding of the aging process and the problems affecting the aged, and become aware of the recreational and leisure needs of the aged.
Mental illness is a complex form of human disorder. The course approaches mental health in the framework of personal adjustment, personality integration, personal maturity and growth and social involvement. Through guidelines developed in the course students will be able to prepare recreation analysis, develop leadership techniques and plan recreation programs for the mentally ill.
Open only to Recreation Leadership Majors
Prerequisite: REC 31

REC 37 COMMERCIAL AND INDUSTRIAL RECREATION
This course examines the trends, programs and special skills involved in commercial and industrial recreation settings. The course will focus on the history, development, administrative patterns and programs in these two areas.
Prerequisite: REC 12

REC 40 SPORT AND AMERICAN SOCIETY
Students will become acquainted with the development of selected sports in America and of the numerous controversial contemporary issues in sport.

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

REC 91 FIELD EXPERIENCE IN RECREATION LEADERSHIP I

3 crs. 6 hrs.

Students are assigned to supervised field work in a variety of recreation agency settings in the community. The course includes one hour seminar, student field reports and class discussions of these experiences.

Open only to Recreation Leadership Majors

Prerequisites: REC 11, 12, 13, 16, 34

REC 92 FIELD EXPERIENCE IN RECREATION LEADERSHIP II

3 crs. 6 hrs.

This advanced field experience program involves increased student participation in the work of the assigned recreation agencies, assignment to a second type of agency for varied experience, and includes one hour seminar.

Open only to Recreation Leadership Majors

Prerequisite: REC 91
COMPUTER PROGRAMMING

COMPUTER PROGRAMMING courses are offered as electives to all students

+ CP 29 INTRODUCTION TO COMPUTER PROGRAMMING FOR SECRETARIAL SCIENCE STUDENTS

An introduction to programming in the BASIC language with more emphasis placed on string and character manipulation and less on mathematical programming. Students receive hands-on experience using one or more of the following microcomputers: the Apple, the Pet, the North Star, or the TRS 80 Radio Shack Computer. Disk operations and proper use of a printer for producing hard copy will also be emphasized. Open to Secretarial Science Majors only.

Prerequisite: Elementary Algebra or MAT R2, or score of 25 or higher on Math Placement Exam.

+ CP 30 INTRODUCTION TO BASIC

BASIC is a general-purpose computer language used in both conversational mode and time-sharing computer centers. It is a simple and natural language requiring a minimum of programming skills, yet bringing about an appreciation of the power of a computer. In this "hands-on" course, with direct interaction between students and the computer, problems in mathematics, the sciences and the social sciences are explored to awaken and augment student interest in the problem areas of today's civilization.

Prerequisite: MAT 08 or Intermediate Algebra

CP 35 INTRODUCTION TO APL

APL is a computer language developed about 15 years ago primarily for application in Math and Science. As the development of the language continued, it was realized that its capability was broad enough to encompass a variety of disciplines, including Business, Computer Assisted Instruction (in such things as spelling, arithmetic, languages, etc.), text analysis, statistical analysis, etc. The reason this language is so important is that it has the capability of doing with one instruction what it would take 10 or more instructions to do in FORTRAN, for example. It is far more efficient than many other programming languages.

Computer Science Majors WILL receive credit for this course. Recommended as an elective for Data Processing Majors.

Prerequisite: 11th Year Math through Intermediate Algebra or MAT 03.

+ CP 50 INTRODUCTION TO PROGRAMMING

An introduction to RPG (Report Program Generator) programming. This language enables students to write programs which will produce a wide variety of business reports. Programs written by the students will be run on the remote job entry communication network connected to the University Computer Center's IBM 3033 and Amdahl 470.

Data Processing Majors WILL NOT receive credit for this course.

Prerequisite: Elementary Algebra or MAT 01, or MAT R2

+ CP 51 PROGRAMMING IN FORTRAN IV

An introduction to programming including flow-charting using the FORTRAN IV program language. Examples are from business and mathematical applications. Programs written by the students will be run on the remote job entry communication network connected to the University Computer Center's IBM 3033 and Amdahl 470.

Computer Science Majors WILL NOT receive credit for this course.

Prerequisite: Three years of high school mathematics including Intermediate Algebra or Eleventh Year Math, or MAT 03

+ Basic Course
+ CP 52 INTRODUCTION TO COBOL PROGRAMMING

An introduction to programming using Common Business Oriented Language. Typical business applications will be considered. Programs written by the students will be run on the remote job entry communication network connected to the University Computer Center's IBM 3033 and Amdahl 470.

This course is recommended as an elective for students who wish to learn how to program a computer using a language which is oriented to the solution of business problems.

Data Processing Majors WILL NOT receive credit for this course.

Prerequisite: MAT 01, or Elementary Algebra, or MAT R2

+ CP 53 PL/1 PROGRAMMING

A detailed study of PL/1 programming during which business and scientific applications will be considered. Programs written by the students will be run on the remote job entry communication network connected to the University Computer Center's IBM 3033 and Amdahl 470.

Recommended as an elective for Data Processing Majors.

Computer Science Majors WILL NOT receive credit for this course.

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

CP 54 INTRODUCTION TO PASCAL

In this introduction to programming in Pascal, students will write and run several scientific and commercial programs. This course also serves as a preparation for other high-level languages.

Prerequisites: Familiarity with one programming language and Intermediate Algebra or its equivalent.

+ Basic Course
COMPUTER SCIENCE

+ CS 13 INTRODUCTION TO COMPUTING
4 crs. 4 hrs.
Corequisite: MAT 15

CS 14 COMPUTERS AND ASSEMBLER LANGUAGE PROGRAMMING
5 crs. 5 hrs.
Computer structure, machine language and assembler language programming. Digital representation of data; addressing techniques; macro, machine and assembler instruction sets. Emphasis on computing techniques for numerical applications will be supplemented by several computer projects. Programs written by students will be run on the remote job entry communication network connected to the University Computer Center's IBM 3033 and Amdahl 470.
Prerequisite: CS 13

CS 35 MATHEMATICAL PROGRAMMING I
5 crs. 5 hrs.
The first part of this one-year course introduces numerical analysis and programming, covers solution of an equation, solution of sets of linear and non-linear equations, and matrix operations including inversion. FORTRAN IV or a similar sophisticated compiler is applied for the solution to these problems.
Prerequisites: CS 14 and MAT 16
Corequisites: MAT 21 and 55 or 56

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

CS 81 INDEPENDENT STUDY
1-3 crs. 1-3 hrs.
Independent study of Computer Science is developed individually between student and faculty member and must be approved by the Department.

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

A.S. Degree
COMPUTER SCIENCE
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DATA PROCESSING
(COMPUTER PROGRAMMING)

DATA PROCESSING courses do not satisfy Group V requirements.

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

Detailed introduction to the concepts, structure and operation of electronic data processing systems including such topics as components of a computer system; input/output devices; principles of arithmetical operation, decimal, binary and hexadecimal; coding representations of information in computers; flowcharting and coding of problems; machine language and assembler language programming; a brief introduction to procedure-oriented languages such as FORTRAN and COBOL.

An introduction to IBM System 370 assembler language programming.

Prerequisite: MAT 01, 05 or Elementary Algebra.

DP 12 ASSEMBLER LANGUAGE PROGRAMMING 5 crs. 5 hrs.

Detailed study of assembler language programming. Typical business applications will be considered. Programs written by the students will be run on the remote job entry communication network connected to the University Computer Center's IBM 3033 and Amdahl 470.

Prerequisite: DP 11

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

Detailed study of advanced assembler language programming techniques and sophisticated applications. Programs written by the students will be run on the remote job entry communication network connected to the University Computer Center's IBM 3033 and Amdahl 470.

Prerequisite: DP 12

DP 31 COBOL PROGRAMMING 5 crs. 5 hrs.

Detailed study of COBOL programming including magnetic tape programming. Typical business applications will be considered. Programs written by the students will be run on the remote job entry communication network connected to the University Computer Center's IBM 3033 and Amdahl 470.

Prerequisite: DP 11, 12, or permission of the Department.

DP 32 ADVANCED PROGRAMMING 4 crs. 4 hrs.

Magnetic disk programming.

A thorough introduction to operating systems including such topics as: system control and system service programs such as the Supervisor, Job Control, and the Linkage Editor; interaction of the control program and the problem program within the systems environment; Job Control Language; program libraries; channels and interrupts; data management and I/OCS; Sequential Access Method; Indexed Sequential Access Method; Direct Access Method; utility programs; multiprogramming considerations; introduction to virtual storage.

Prerequisites: DP 12 and 31

+ Basic Course
DP 61 SYSTEMS ANALYSIS
3 crs. 3 hrs.
Course introduces the tools and methods used by management to develop systems for computer applications. Topics covered are: Systems investigation, input design, output design, file design, documentation, system testing, system implementation, hardware and software.
Prerequisite: DP 31

DP 63 DATABASE PROCESSING
4 crs. 4 hrs.
This course includes: Concepts and structures necessary to design and implement a database management system (DBMS); Physical file organization and data organization techniques; Network, hierarchical and relational models applied to DBMS; the CODASYL DBTG model; Commercial DBMS systems. Students will use a database management system on the CUNY computer system network.
Corequisite: DP 32 or, CS 36 or, permission of the Department.

DP 81 INDEPENDENT STUDY
1-3 crs. 1-3 hrs.
Independent study of Data Processing is developed individually between student and faculty member and must be approved by the Department.

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

A.A.S. Degree
DATA PROCESSING
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MATHEMATICS

- MAT M1 BASIC MATHEMATICS
  0 crs. 4 hrs.
  (4 equated credits)
  A course in arithmetic which stresses quantification and manipulative skills as well as applications for students who are deficient in that subject.
  NOTE: Students may attempt the CUNY Mathematics Examination at the end of the term. A student who passes this course, but does not pass the CUNY Examination, then takes MAT M2.
  Required of all students who score 14 or less on the Mathematics Examination.

- MAT M2 ALGEBRA
  0 crs. 4 hrs.
  (4 equated credits)
  An introductory algebra course for students who have completed MAT M1 but have not passed the CUNY Mathematics Skills examination. The course stresses solution of elementary algebraic equations, word problems and applications.

- MAT R2 INTRODUCTORY MATHEMATICS
  0 crs. 5 hrs.
  (5 equated credits)
  An introductory algebra course for students whose skills do not meet the CUNY Examination standards. The course stresses elementary solution of algebraic equations, word problems and applications.
  NOTE: Required of all students who score between 15 and 19 on the mathematics portion of the CUNY Mathematics Examination. During their first semester Freshmen who scored between 21 and 24 on the mathematics test should use the Tutoring services, and the skills material in the Media Center and the Math Skills Center, to upgrade their skills.

- MAT 01 ELEMENTARY ALGEBRA
  0 crs. 4 hrs.
  (4 equated credits)
  A comprehensive treatment of the topics outlined for the Ninth Year course by the University of the State of New York, and some topics in geometry.
  Not open to students who have taken MAT 05 or equivalent.

- MAT 03 ELEVENTH YEAR MATHEMATICS
  0 crs. 4 hrs.
  (4 equated credits)
  Same course as Eleventh Year Mathematics in high school.
  Prerequisite: MAT 01, R2, 05, or Elementary Algebra

+ MAT 2 BASIC CONCEPTS OF STATISTICS
  3 crs. 4 hrs.
  (4 equated credits)
  This course introduces students to the rationale of statistical methods in an intuitive way. Students are expected to learn by doing. Most of the computation is done by use of calculators/time-sharing terminals. Topics include mean, median, mode, standard deviation, histograms, hypothesis testing, and confidence intervals.
  Not open to students who have taken MAT 03, or Intermediate Algebra.
  Prerequisite: Competence in Mathematics Placement Examination or "A" or "B" grade in MAT 01, R2, or 05

+ MAT 3 BUSINESS AND CONSUMER MATHEMATICS
  3 crs. 3 hrs.
  Course topics include: credit cards; automobile, life, health and property insurance; compound interest; savings plans; mortgages; checkbook records; taxes and income tax forms.
  Recommended for all non-transfer students.
  Not open to students who have taken Intermediate Algebra or MAT 03.
  Prerequisite: Competence in Mathematics Placement Exam.
MAT 6 MATHEMATICS OF FINANCE
This course provides mathematical concepts readily applicable to business situations. Topics include: logarithms, progressions, simple and compound interest, equations of equivalence, nominal and effect rates, simple annuities, ordinary general annuities, amortization, depreciation, sinking funds, stocks and bonds, introduction to life insurance and graphic presentation of data.
Prerequisite: Intermediate Algebra or MAT 03

MAT 7 PRINCIPLES OF MATHEMATICS
A basic course in mathematical discovery during which student participation is emphasized in the development and investigation of topics such as: number sequences, calculating devices, extrapolation, mathematical mosaics and curves, probability and topology. Not open to students who have taken a mathematics course number 11 or higher or Intermediate Algebra or MAT 03.
Prerequisite: MAT 01, R2, 05, or Ninth Year Mathematics

MAT 8 MATHEMATICS—AN HISTORICAL SURVEY
Topics are presented in an historical setting and include numerical systems, sets, number bases, logic and mathematical systems. Recommended as an alternate or sequence course to MAT 7. Not open to students who have taken a mathematics course number 11 or higher or Intermediate Algebra or MAT 03.
Prerequisite: MAT 01, R2, 05, or Elementary Algebra

MAT 9 UNDERSTANDING MATHEMATICS: A PRACTICAL APPROACH
Course primarily designed for Education Associate Program students. Mathematics laboratory equipment is used to gain insight into basic mathematics concepts and principles which are further developed through formal discussions and the completion of a required term project.
Prerequisite: MAT 01, R2, or 05

MAT 10 COLLEGE TRIGONOMETRY
This course includes functions, graphing techniques, angle measurement, functions of right angles, linear interpolation, inverse functions, laws of Sines and Cosines, circular functions, formulas, identities, waves and conditional equations. Open to students who have had intermediate algebra, but no trigonometry. It can be taken with, or before, MAT 14. Taken with MAT 14, will adequately prepare the student for MAT 15.

MAT 11 FINITE MATHEMATICS
Course includes analysis of polls, linear programming by graph, introduction to probability, games and game theory, Markov chains, growth and decay problems, savings plans, annuities, amortization and other problems in the mathematics of management, such as PERT, simulation and forecasting. Calculators and/or minicomputers are used to do calculations. Designed as an elective for liberal arts or business students interested in some practical problems solved by mathematics.
Prerequisite: MAT 03, or Eleventh Year Mathematics

MAT 12 CONCEPTS OF MODERN MATHEMATICS I
A basic course designed to introduce A.A. and A.A.S. students to the beauty and structure of mathematics and to recent developments in the field. Topics include the Fundamental Theorem of Arithmetic, the Euclidean Algorithm, network theory, tiling and congruences. Recreational mathematics is also introduced. Students may take MAT 12 and/or MAT 13 during the same or different semesters in either order.
Prerequisite: Intermediate Algebra, or MAT 03, or "A" Grade in MAT 7

+Basic Course
MAT 13 SURVEY OF MATHEMATICS AND COMPUTER CONCEPTS  

This course is designed to introduce A.A. and A.A.S. students to several branches of mathematics. Topics include probability and statistics, computer programming, logic, the real number system, and linear programming. Students may take MAT 12 and/or MAT 13 during the same or different semesters in either order.  

Prerequisite: Intermediate Algebra or MAT 03 or "A" grade in MAT 7

+ MAT 14 ANALYTIC GEOMETRY AND PRE-CALCULUS MATHEMATICS  

This pre-calculus course stresses real numbers, fields, open sentences, functions and relations, and serves as an introduction to analytic geometry and to probability. Recommended for students planning to continue with calculus and/or mathematics electives. Not open to students who completed Advanced Algebra or MATH 12A in high school.  

Prerequisite: Eleventh Year Mathematics or MAT 03

MAT 15 CALCULUS I  

This is the first part of a three-semester integrated course in the elements of coordinate geometry, differential and integral calculus, with applications. Emphasis here is on algebraic functions of a single variable. Among topics to be covered are the derivative, differentiation formulas, and application to geometry, physics and maximization. Not open to students who have completed at least one term of calculus in high school.  

Prerequisites: Advanced Algebra, 12th yr. High School Math or MAT 14, PLUS Passing grade on 11th yr. Regent's Math Exam or, MAT 10

MAT 16 CALCULUS II  

A continuation of MAT 15, with the emphasis placed on transcendental functions, special methods of integration, and hyperbolic functions.  

Prerequisite: One term of High School Calculus or MAT 15

+ MAT 20 ELEMENTS OF STATISTICS  

Students are introduced to probability and statistics including tabulation and graphing of distributions, central and dispersion tendencies, comparison techniques, correlations and predictive techniques. Instruction and practice in the use of desk calculators and the basic language. Recommended for students planning careers in economics, education, psychology, sociology, data processing and environmental technology.  

Prerequisites: Intermediate Algebra, MAT 03

MAT 21 CALCULUS III  

This continuation of MAT 16 places emphasis on partial differentiation, polar coordinates, multiple integration, solid geometry, vectors, and hyperbolic functions.  

Prerequisite: MAT 16 with "C" grade or better

MAT 22 CONCEPTS OF MODERN MATHEMATICS II  

A continuation in greater depth of MAT 12. Course includes some independent reading under the guidance of the Instructor to introduce students to research mathematics.  

Prerequisite: MAT 12 or 13 with "B" grade or better, or permission of the Department

+ Basic Course
MAT 23 HISTORY OF MATHEMATICS 4 crs. 4 hrs.
An introduction to the history of mathematics from Babylonian and Egyptian civilizations to the present time. Course emphasis is on mathematics as a cultural force in the development of Western civilization. Recommended for prospective teachers of junior high school and secondary school mathematics.
Not open to students who have completed MAT 8.
Prerequisite: MAT 11 or higher

MAT 24 INTRODUCTION TO THE THEORY OF NUMBERS 3 crs. 3 hrs.
This course covers the classical number theory, and such related topics as divisibility, congruences, quadratic residues, continued fractions, Diophantine equations, prime and perfect numbers.
Prerequisite: MAT 11 or higher

MAT 55 DIFFERENTIAL EQUATIONS 3 crs. 4 hrs.
This course delves into the solution of ordinary linear differential equations, operational techniques, solution by series, numerical solutions, Laplace transforms, and applications in engineering and the sciences.
Prerequisite: MAT 16 or 18 with "C" grade or better

MAT 56 LINEAR ALGEBRA 3 crs. 4 hrs.
Course consists of a study of vector spaces, matrix algebra transformation, and vector analysis.
Prerequisite: MAT 15 or 17 with "C" grade or better

MAT 81 INDEPENDENT STUDY 1-3 crs. 1-3 hrs.
Independent study of Mathematics is developed individually between student and faculty member and must be approved by the Department.

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

A.S. Degree
MATHEMATICS
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+ Basic Course
Chairman: Prof. Simeon P. Loring
Room—T-8206
Ext.—5628
### MUS 21 INTRODUCTION TO JAZZ
3 crs. 3 hrs.
An historical approach to the jazz idiom through readings and guided listening. Topics include: the roots of jazz music, New Orleans jazz, Chicago style, Kansas City style, swing, hop, new wave, and progressive jazz.

### MUS 22 CONTEMPORARY MUSIC
3 crs. 3 hrs.
An introduction to the varied sounds of the world of twentieth-century music. The major emphasis of the course is on the major musical achievements of the century by European and American composers, including Igor Stravinsky, Bela Bartok, Arnold Schonberg, George Gershwin, Leonard Bernstein, Aaron Copland and John Cage.

### MUS 30 RUDIMENTS OF THEORY
3 crs. 3 hrs.
A first course in music theory for students who have no previous musical training, but who are interested in acquiring basic skills in music reading, writing, and performance. Topics include: note reading and writing in treble and bass clef, major and minor scales, intervals and chords.

### MUS 31 INTRODUCTION TO MUSIC
3 crs. 3 hrs.
Included in this course is the development of perceptive awareness of music through guided listening. Materials and forms of music and their use in musical literature are studied.

**MUS 91 CHORUS**
1 ½ cr. 3 hrs.

**MUS 92 BAND**
1 ½ cr. 3 hrs.

**MUS 93 ORCHESTRA**
1 ½ cr. 3 hrs.

*One of these Performing groups MUST be taken EACH semester. Students may enroll for more than one of the above performing groups. However, credit is allowed for only one activity.*
COURSES FOR MUSIC MAJORS

Courses listed for Music Majors may be open to other students with the permission of the Department.

+ MUS 1 BASIC SKILLS: THEORY 1 cr. 2 hrs.
A review of basic skills in Music Theory and Ear Training.

+ MUS 2 BASIC SKILLS: PIANO I 1 cr. 1 hr.
A beginning piano course for music majors.

+ MUS 3 BASIC SKILLS: PIANO II 1 cr. 1 hr.
The second piano course in this sequence for music majors.
Prerequisite: MUS 2
MUS 1, 2, and 3 required of Music majors who have not demonstrated competency in these areas

MUS 32 THEORY OF MUSIC I 3 crs. 3 hrs.
Prerequisite: MUS 1 or permission of Department.
Corequisite: MUS 36

MUS 33 THEORY OF MUSIC II 3 crs. 3 hrs.
Continuation of MUS 32: voice leading, inversions, phrase structure and cadences. Appropriate exercises in analysis, composition and copywork.
Prerequisite: MUS 32
Corequisite: MUS 37

MUS 34 THEORY OF MUSIC III 3 crs. 3 hrs.
Continuation of MUS 33: principles of harmonic progression, harmonization, non-harmonic tones. Appropriate exercises in analysis, composition and copywork.
Prerequisite: MUS 33
Corequisite: MUS 38

MUS 35 THEORY OF MUSIC IV 3 crs. 3 hrs.
Continuation of MUS 34: seventh chords, secondary dominants, borrowed chords: beginning modulation. Appropriate exercises in analysis, composition and copywork.
Prerequisite: MUS 34
Corequisite: MUS 39

MUS 36 EAR TRAINING I 2 crs. 2 hrs.
Fundamentals of notation, rhythms, key signatures, tempo and dynamics, are studied with practice in elementary sight-singing and dictation. This course is designed to enable students to sing melodies at sight and to develop hearing perception.
Prerequisite: MUS 1 or permission of the Department
Corequisite: MUS 32

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

+Basic Course
MUS 38 EAR TRAINING III

A continuation of MUS 37 during which sound recognition and sight-singing is applied to the principles of theory. Analysis of melodic construction and harmonization, study of form in music, regular and irregular rhythms are included.
Prerequisite: MUS 37

MUS 39 EAR TRAINING IV

A continuation of MUS 38, this course includes advanced study and application of ear-training learned in previous classes.
Prerequisite: MUS 38

MUS 51 MUSIC LITERATURE I
Spring

3 crs. 3 hrs.

Analytical study of cadences and phrase structures, utilizing monophonic and homophonic examples is made in the course. Included is formal analysis of chorales, piano miniatures and art songs in simple (binary and ternary) forms, and freer types (keyboard preludes and fantasies). Several kinds of variation and compositions in rondo form are examined. Symphonic works are utilized and the suite is studied as a complete form.
Prerequisite: MUS 51

MUS 52 MUSIC LITERATURE II
Fall

3 crs. 3 hrs.

This advanced course includes analysis of various types of canons, inventions and motets, the fugue and sonata form as applied in literature for the keyboard, chamber combinations, and symphony orchestra, and the extension of rondo and figure forms to the Baroque concerto. Simpler concertos by Corelli, Vivaldi, and Bach are studied, as well as relatively uncomplicated keyboard, chamber and symphonic works by Haydn, Mozart, Beethoven, and Schubert. Fugues from Bach’s “Well-Tempered Clavier” and “Art of the Fugue” are examined.
Prerequisite: MUS 51

MUS 60, 61, 62, 63 PERFORMANCE AND PRACTICE

4 crs. 3 hrs. plus private instruction

A four-semester sequence during which students are given a private lesson each week and are required to participate in Orchestra, Chorus, or Band. Acceptance into the course is based on an audition to demonstrate student readiness to begin on the literature of the first semester. (Guidelines regarding minimum preparation are available from the Music Department.) At the end of each semester students perform before a jury. Students who fail this examination may not continue the course sequence. Under special circumstances, petition for a new audition will be considered. Courses in the sequences described may not be repeated.

A.S. Degree

MUSIC

Requirements—Page 71
The following courses are open ONLY to students in the CUNY BA program in Music.

**MUS 4 PIANO I**
A beginning course for music majors in the CUNY BA program.  
1 cr. 1 hr.

**MUS 5 PIANO II**
The second course in this sequence for music majors in the CUNY BA program.  
1 cr. 1 hr.

**MUS 12 HARMONY AND COUNTERPOINT I**
Prerequisite: MUS 1, or equivalent, or permission of the Department  
Corequisite: MUS 16  
3 crs. 3 hrs.

**MUS 13 HARMONY AND COUNTERPOINT II**
Prerequisite: MUS 12  
Corequisite: MUS 17  
3 crs. 3 hrs.

**MUS 14 CHROMATIC HARMONY**
Continuation of MUS 13: seventh chords; chromatic harmony including secondary dominants, borrowed chords and augmented-sixth chords; beginning modulation. Introduction to 18th-century counterpoint. Appropriate analysis, composition and copywork.  
Prerequisite: MUS 13  
Corequisite: MUS 18  
3 crs. 3 hrs.

**MUS 15 20th CENTURY MUSIC THEORY**
Continuation of MUS 14: chromatic harmony including Neapolitan sixth and diminished seventh chords, altered mediant, ninth, eleventh and thirteenth chords; further studies in modulation. 18th-century counterpoint: studies in small binary forms and two-part inventions. Appropriate analysis, composition and copywork.  
Prerequisite: MUS 14  
Corequisite: MUS 19  
3 crs. 3 hrs.

**MUS 16 EAR TRAINING I**
Training for aesthetic aural perception of music. Concentration on recreating (through sight-singing) and identification (through dictation) of diatonic melodies in major and minor using common simple and compound meters and rhythmic patterns. Musicianship, as well as accuracy, will be stressed.  
Corequisite: MUS 12  
2 crs. 2 hrs.

**MUS 17 EAR TRAINING II**
Continuation of MUS 16. New topics include modulation, chromaticism, modes, and contemporary syncopation. Dictation of harmonic progressions will include all diatonic harmonies in major and minor.  
Prerequisite: MUS 16  
Corequisite: MUS 13  
2 crs. 2 hrs.
MUS 18 EAR TRAINING III

Continuation of MUS 17. New topics include advanced chromatic usage in melody and harmony. Complex rhythmic problems, and the recognition of intervals without tonal orientation. Four-part chorale dictation will be introduced through two-part dictation, progressing through four-part dictation of primary triads.

Prerequisite: MUS 17
Corequisite: MUS 14

MUS 19 EAR TRAINING IV

Continuation of MUS 18. Increasingly complex rhythmic and chromatic problems, leading to metrically ambiguous atonal melodies. Four-part choral dictation will conclude with complete settings of Bach chorales.

Prerequisite: MUS 18
Corequisite: MUS 15

MUS 65, 66, 67, 68 PERFORMANCE AND PRACTICE

A four-semester sequence during which students are given a private lesson each week and are required to participate in Orchestra, Chorus, or Band. Acceptance into the course is based on an audition to demonstrate the students' readiness to begin work on the literature of the first semester.

2 crs. 2 hrs.

2 crs. 2 hrs.

4 crs. 3 hrs.

plus private instruction
NURSING

To matriculate for the Nursing A.A.S. degree, students MUST first complete the Pre-Nursing Program at the College. No student will be allowed to enter the Nursing Program from any but the Pre-Nursing sequence. No entry directly into the Nursing Program will be permitted.

Students who successfully complete the Pre-Nursing sequence, (a pre-nursing concentration within a special Liberal Arts program) may then formally file for a change of curriculum into the Nursing Program to work toward the A.A.S degree. They will be admitted into the program based on their index and on space availability.

Students who fail to meet the transfer requirements into Nursing will, on completion of 25 credits attempted at Kingsborough, be required to complete the requirements for the Liberal Arts (A.A.) Degree or to file an application to transfer to another degree program. Exception to this rule can be made only by the appropriate appeals committee.

Students who are admitted to the Nursing Program must comply with the following:

A. Complete the Pre-Nursing sequence of four courses:
   ENG 12, ENG C2, or ENG 22 if exempted from ENG 12; PSY 11; BIO 11; SCI 25

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

C. Students who repeat courses in the Pre-Nursing sequence due to unsatisfactory initial grades must achieve an index of 2.5 based on ALL COURSES taken in this sequence.

D. All grades received for courses taken in the Pre-Nursing sequence, either at Kingsborough or at other colleges, will be included in determining the Pre-Nursing index. All grades for these courses will be included, whether or not transfer credit is granted.

E. Satisfactory score on an examination to be approved by the CUNY Board of Trustees

Based on their College placement test scores, students must complete any required remediation prior to completion of the above (A) four courses.

Passing scores on the Reading, Writing, and Mathematics CUNY Placement Examinations are required.

Up to 5% of the students who are admitted to the Nursing Program may be allowed directly into the first Nursing course and can thus complete the program in four semesters. These students are selected on the basis of their high school admission average and Nursing Department approval. Group Requirements are specific in the Nursing Program Curriculum.

Change of curriculum forms are available in the Registrar's Office (A-101). Completed forms must be filed in the Nursing Office (T-4122) during the Fall or Spring semester in which students expect to complete the pre-nursing sequence.

Pre-Nursing index will be evaluated as follows: courses taken during the Summer Module will be evaluated for the following Spring Semester; courses taken during the Winter Module will be evaluated for the following Fall Semester.

Students accepted into the Nursing Program who are Licensed Practical Nurses may receive credit for NUR 18 (Fundamentals of Nursing) by passing the State Education Department College Proficiency Examination in "Fundamentals" with a score of 55 or better. Information may be obtained in the Nursing Office (T-4122)
Retention Criteria

Criteria for retention in the Program mandates that students must:

a. earn a minimum final grade of "C" in every Nursing course in a required sequence;
b. receive no more than two grades under "C" in any Nursing course;
c. receive no more than two grades under "C" in any pre or corequisites; no more than one grade under "C" in the Sciences; no more than one grade under "C" in Psychology and Sociology;
d. repeat any Nursing course for which a "D" or "F" grade was received.

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

As of Fall 1983, Nursing students who enter NUR 17 and 18 for the first time MUST complete the Nursing Program within four years from the date of entry into core nursing courses. (Students who risk not completing the program within four years will be encouraged to seek academic counseling. Students who do not complete the program in four years may appeal to the appropriate college committee.)

As of Fall 1983, any student who has not attended nursing courses for two or more consecutive years cannot be readmitted into the Nursing Program unless he/she passes qualifying examinations in sequential order in the courses previously completed. In accordance with the retention criteria of the Nursing Department, qualifying examinations can be repeated only once.

Drug Calculation Policy

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

Beginning with the second semester (NUR 21) promotion to the next semester requires a "C" or better in the nursing course(s) and a passing grade of 80% in the Drug Calculations Test given during that semester.

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

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

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

Failure to pass the third test will result in the student's dismissal from the Nursing Program.

Malpractice Insurance

Students entering nursing courses must carry malpractice insurance. Information is available in the Nursing Office (T-4122).
Nursing Courses Must Be Taken in the Following EXACT Sequence:

+ NUR 17 DRUG CALCULATIONS IN NURSING

1 cr. 1 hr.
This course, required for Nursing students, provides opportunities to acquire knowledge in computing medical dosages.
Prerequisites: MAT 05, MAT R1, and/or MAT R2 if necessary
Corequisite: NUR 18 or equivalent

+ NUR 18 FUNDAMENTALS OF NURSING

7 crs. 13 hrs.
This course serves to introduce the knowledge, skills, and understanding which are basic to nursing. The dependent and independent functions of a nurse practitioner are explored. Selected facts, principles, and concepts, derived from the biological and behavioral sciences, are applied to common elements of nursing care during lecture and laboratory sessions. Laboratory sessions may be off campus in hospitals or other health agencies.
Pre or Corequisites: BIO 11, 12; PSY 11; SCI 25; ENG 12 or C2, or 22 if exempted from ENG 12
Corequisite: NUR 17

NUR 21 NURSING THE ILL ADULT I

9 crs. 16 hrs.
This course is designed to present methods of nursing during illnesses which are major health problems to society. Nursing intervention, based on physiological and psychological needs of adult patients, is studied. Opportunities are provided in classroom and laboratory, to adapt and combine the nursing skills needed when caring for patients with health problems such as infectious processes, respiratory, cardio-pulmonary, nutrition, elimination disorders and accidents. Laboratory sessions may be off campus in hospitals or other health agencies.
Pre or Corequisites: NUR 17, 18
Pre or Corequisite: BIO 51

NUR 20 NURSING THE EMOTIONALLY ILL

4 crs. 14 hrs.
(one-half semester)
This course introduces students to the intricacies of nursing individuals who have emotional illnesses. The major topics are organized to show how emotional illness affects the needs of the individual and the family. Lecture-discussions are used in the classroom and laboratory to relate concepts and principles of psychodynamics to the behavior of these patients. Laboratory sessions may be off campus in hospitals or other health agencies.
Prerequisite: NUR 21
Pre or Corequisites: BIO 51; PSY 32
Recommended: SOC 31

NUR 22 NURSING THE ILL ADULT II

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

NUR 19 FAMILY-CENTERED MATERNITY NURSING

4 crs. 14 hrs.
(one-half semester)
This course introduces students to family-centered maternity nursing. During lecture and laboratory sessions, facts, principles and concepts relevant to the care of individuals and families during the reproductive years of the life-cycle are discussed. Laboratory sessions may be off campus in hospitals or other health agencies.
Prerequisites: NUR 20, 22; BIO 51; PSY 32
Pre or Corequisite: SOC 31

+ Basic Course

203
NUR 23 NURSING OF CHILDREN

This course is designed to teach the special skills necessary for the nursing of children afflicted with illnesses that are major health problems to society. Topics are organized to show how the needs of children, from infancy through adolescence, are affected by illness. Laboratory sessions may be off campus in hospitals or other health agencies.

Prerequisites: NUR 20, 22; BIO 51; PSY 32
Pre or Corequisite: SOC 31

NUR 24 ISSUES IN NURSING

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

Open only to fourth semester nursing students.

Required of students who entered NUR 17 and 18 in the Spring 1981 term.

Electives

NUR 41 EMERGENCY HEALTH CARE

The course introduces students to existing and potential environmental hazards, to the planning and implementation of precautions in daily living, to the basic structure and function of the healthy heart and circulatory system, the techniques of taking the vital signs, and teaches techniques of basic life support for cardiopulmonary emergencies. The course is designed to increase the students’ knowledge of environmental hazards, to increase skills in identifying, preventing, and taking appropriate action(s).

NUR 42 PARENTING

An exploration of the attitudes and functions of the American family during the childbearing and child-rearing years. Discussion will relate to those areas of parenting that will assist in developing approaches to family life.

NUR 43 PERSPECTIVES ON DEATH AND DYING

The primary focus of this course is to examine the dynamics of death and dying for the purpose of understanding one’s own feelings and attitudes so that meaningful assistance may be given to the dying individual and the family.

Prerequisites: PSY 11 and SOC 31

NUR 44 DIET IN HEALTH AND ILLNESS

An exploration of food and fluid intake. Cultural differences, age variables, and dietary modifications are examined.

Co or Prerequisite: BIO 11

NUR 82

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

A.A.S. Degree

NURSING

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PHYSICAL SCIENCES DEPARTMENT

Chairman: Prof. Miles Goodman
Room—S-243A
Ext.—5746
CHEMISTRY

+ CHM 01 PREVIEW OF GENERAL CHEMISTRY
0 crs. 2 hrs.
(2 equated credits)
Combined lecture and workshop course introduces students to chemical nomenclature, symbolism, structure of atoms and molecules, simple chemical reactions and basic stoichiometry. As needed, mathematics for these topics and solution of simple verbal problems, will be taught. Critical reading of chemistry texts are encouraged. Each student receives intensive help with weak areas.
Corequisite: MAT 03 or equivalent

+ CHM 11 GENERAL CHEMISTRY I
4 crs. 6 hrs.
In this two-semester classroom and laboratory course, the first term introduces students to chemical equations, stoichiometry, chemical nomenclature, atomic structure, periodic properties, bonding, (especially of carbon compounds), the gaseous, liquid and solid states, phase changes, electrolytes, and the properties of selected elements in relation to environmental problems.
Prerequisites: MAT 03 or equivalent, also CHM 01 or, competence on Department Placement Examination.

CHM 12 GENERAL CHEMISTRY II
4 crs. 6 hrs.
The second term continues with study of chemical kinetics, equilibrium, acids, bases, and salts, weak electrolytes and pH, solubility, thermochemistry, electrochemistry, and transition metal chemistry. Laboratory experiments give students a feeling for the classical and modern methods of chemistry.
Prerequisite: CHM 11

CHM 13 GENERAL CHEMISTRY LABORATORY
2 crs. 4 hrs.
This laboratory course was designed to meet the needs of respiration therapy students who have successfully completed the equivalent of one year of General Chemistry Theory at the Metropolitan Hospital School of Respiration Therapy and need the laboratory component. Upon successful completion of this course, credit would be granted for CHM 11-12.
Open only to students in the Metropolitan Hospital Respiration Therapy Program.

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

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

+ Basic Course

Remedial Course

207
CHM 40 FOOD ANALYSIS 3 crs. 5 hrs.
Designed to acquaint students with chemical tests used by food analysts. Emphasis is on understanding and use of good analytical techniques, including gravimetric, volumetric and spectrophotometric methods. Procedures for screening, and for routine quality control, plus the official tests for fats, protein, carbohydrates, and selected minor nutrients are introduced. For Food Science Concentration students and other interested students.
Prerequisite: CHM 12

CHM 81 INDEPENDENT STUDY 1-3 crs. 1-3 hrs.
Independent study of Chemistry is developed individually between student and faculty member and must be approved by the Department.

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

A.S. Degree
CHEMISTRY
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ENVIRONMENTAL HEALTH and SCIENCE
Requirements—Page 66
GEOLOGY

+ GEO 31 METEOROLOGY 3 crs. 3 hrs.
In this introduction to the fundamental physical and chemical structure of the atmosphere, the topics covered deal with weather, climate, meteorological instrumentation, and air pollution.

+ GEO 32 PHYSICAL OCEANOGRAPHY 3 crs. 3 hrs.
Factors that have a major influence on the physical and chemical structure of the oceans are considered in this course. Topics covered deal with tides, waves, currents, oceanographic instrumentation and coastal oceanography.

+ GEO 33 PHYSICAL GEOLOGY 4 crs. 5 hrs.
Physical geology is a study of the nature of the Earth and its processes. During the course, students consider the following topics: mineral and rock classification: analysis of the agents of weathering and erosion: dynamics of the Earth's crust as manifest in mountain building, volcanos and earthquakes: review of recent data concerning the geology of other planets: field and laboratory techniques of the geologist.

+ GEO 35 HISTORICAL GEOLOGY 3 crs. 3 hrs.
Presented in this course is the history of the geological development and changes of the planet Earth through the course of geological time as revealed by rock and fossil records.

GEO 37 PHYSICAL GEOGRAPHY 3 crs. 3 hrs.
The course content will feature the climatic and geological systems of the Earth, and the impact of these processes upon mankind's economic and demographic development. Contemporary ecological problems will receive a comprehensive description and analysis. Outside readings will be assigned to broaden the students' acquaintance with geographical literature.
PHYSICS

+ PHY 11 GENERAL PHYSICS I 5 crs. 6 hrs.
This is the first term of a non-calculus two-semester college lecture and laboratory course in classical and modern physics. It is recommended for students in liberal arts, pre-medical, pre-dental, pre-pharmacy, pre-optometry and allied health. Topics include study of mechanics, heat, hydrostatics and hydrodynamics, harmonic motion and waves. In the accompanying laboratory, physical principles are demonstrated and students are given “hands on” laboratory experience.
Prerequisite: MAT 03 or equivalent.

PHY 12 GENERAL PHYSICS II 5 crs. 6 hrs.
This is the second term of General Physics. Topics covered include sound, electricity, magnetism, atomic and nuclear physics and optics. Laboratory sessions are included.
Prerequisite: PHY 11

+ PHY 13 ADVANCED GENERAL PHYSICS I 5 crs. 6 hrs.
This is the first term of a calculus two-semester college lecture and laboratory course in classical and modern physics. It is recommended for students in science and engineering. Pre-medical and allied health students who desire a more comprehensive treatment than what is given in PHY 11 should consider taking this course. During laboratory sessions physical principles are demonstrated and students are given “hands on” laboratory experience.

PHY 14 ADVANCED GENERAL PHYSICS II 5 crs. 6 hrs.
This is the second term of Advanced General Physics. Topics include sound, electricity, magnetism, atomic and nuclear physics and optics. Laboratory sessions are included.
Prerequisite: PHY 13
Corequisite: MAT 16

PHY 21 MODERN PHYSICS 4 crs. 5 hrs.
This up-to-date course in atomic and nuclear physics is recommended for science, engineering and certain allied health students. It includes kinetic theory, the failure of classical physics, wave mechanics, special relativity, radioactivity, nuclear reactions, fission, fusion and nuclear energy and its economic and ecological impact. A laboratory gives students an opportunity to do experiments in some of the above areas.
Prerequisite: PHY 12 or 14

PHY 29 BASIC ELECTRONICS 4 crs. 5 hrs.
Lecture and laboratory work in the fundamentals of AC and DC circuits, vacuum tubes, transistors, circuit design and electronic instrumentation are included in this course.
Prerequisite: A college level laboratory physics course or permission of the Department

+ PHY 30 PHYSICS FOR EVERYDAY LIVING 3 crs. 3 hrs.
Especially designed for liberal arts and career students desiring an up-to-date narrative of developments in physics. Such non-traditional topics as space travel, atomic energy and the atomic bomb, ecological problems and the computer will be covered.
PHY 31 ELECTRONICS FOR COMMUNICATION I 3 crs. 4 hrs.
This is the first course of a three term sequence. Topics include: atomic structure, simple DC circuits, Ohm's Law, resistors, magnetism, meters, motors, generators, broadcast equipment, antennas and Rules and Regulations for the F.C.C. Radio Telephone License Exam. The laboratory gives practical experience in these topics. Fulfills Group V requirements for Radio Broadcast Majors only.
Prerequisite: Elementary Algebra, MAT 05 or MAT R2

PHY 32 ELECTRONICS FOR COMMUNICATION II 3 crs. 4 hrs.
The second course of a three term sequence. Topics include: DC circuits, Kirchhoff's equations, AC circuits, resonance, tubes, transistors, power sources, amplifiers, oscillators, AM and FM antennas, test and measuring equipment, and Rules and Regulations for the F.C.C. Second Class Radio Telephone License Exam. The laboratory gives practical experience in these topics. Fulfills Group V requirements for Radio Broadcast Majors only.
Prerequisite: PHY 31 or permission of the Department

PHY 33 ELECTRONICS FOR COMMUNICATION III 3 crs. 4 hrs.
During this third course of a three term sequence, topics include: advanced DC and AC circuits, resonance, broadcast station components, audio circuits, AM, FM, and TV systems, antenna and coaxial lines, transmitter services, digital and IC components and Rules and Regulations for the F.C.C. First Class Radio Telephone License Exam. The laboratory gives practical experience in these topics.
Fulfills Group V requirements for Radio Broadcast Majors only.
Prerequisite: PHY 32 or permission of the Department

PHY 35 INTRODUCTION TO ASTRONOMY 3 crs. 3 hrs.
An introduction to the concepts and methods of astronomical science. In systematic fashion, the course covers the early theories of the universe, astronomical instruments, the solar system and its members, the stars, galaxies, recently discovered objects, and concludes with a study of modern cosmological ideas. Students who wish to add the laboratory part of this course should take ASTRONOMY LABORATORY, SCI 41, 1 cr. 2 hrs. This course, when taken at the same time, would be the equivalent of a 4 credit lab course.
Prerequisite: Elementary Algebra or MAT 05

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PHYSICS

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+ Basic Course
This first part of a college-level two-semester sequence in Physical Science covers astronomy, mechanics, electricity and magnetism. It may be taken with SCI 38, a two-hour laboratory course for a total of 3 credits.

**SCI 22 PHYSICAL SCIENCE II**

The second semester of this college-level Physical Science course covers light, atomic structure, chemistry, meteorology and geology. It may be taken with SCI 39, a two-hour laboratory course for a total of 3 credits.

*Prerequisite: SCI 21 or permission of the Department*

**SCI 25 APPLIED PHYSICAL SCIENCES FOR ALLIED HEALTH CAREERS**

This lecture and laboratory course is designed to survey selected topics in chemistry and physics that have a direct bearing on the health services. Topics include: mechanics, electricity, optics, atomic energy, radioactivity, atomic structure, chemical bonding, chemical equations, behavior of gases, respiration and oxygen therapy, properties of liquids and solutions including hydrostatics and hydrodynamics, acids and bases, and an introduction to organic and biochemistry.

*Prerequisite: MAT 05 or equivalent*

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

A modern course in science emphasizing the historical, philosophical and political viewpoints. It begins with the work of the ancients in astronomy, then the revolution in science during the Renaissance is discussed with emphasis on the works of Copernicus, Galileo and Newton. The course continues with a discussion of the rise of modern physics and chemistry, including nuclear energy and space travel.

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

For complete course description refer to Department of Biological Sciences (page 125).

**SCI 34 INTRODUCTION TO MODERN CHEMISTRY**

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

Recommended for Liberal Arts and Career students.

**SCI 35 INTRODUCTION TO MODERN PHYSICS**

A one-semester lecture and laboratory college-level survey course in classical and modern physics. Areas covered encompass such topics as mechanics, heat, wave motion, electricity, optics, atomic and nuclear physics.

Recommended for Liberal Arts and Career students.

**SCI 36 INTRODUCTION TO EARTH SCIENCE**

During this course, emphasis is placed on the earth's environment, meteorology, geology, astronomy, and oceanography. Field trips and a laboratory are included.

Recommended for Liberal Arts and Career students.

+ Basic Course
+ SCI 37 CHEMISTRY AND THE ENVIRONMENT 4 crs. 5 hrs.
Through lectures and outside reading, students will learn many aspects of air and water pollution, food additives, and lead poisoning of children. The emphasis is on chemical understanding, and basic principles are presented for students to achieve this. Attention is also given to medical, social, and governmental aspects. Laboratory work is coordinated with lectures. Recommended for Liberal Arts and Career students.

+ SCI 38-39 PHYSICAL SCIENCE LABORATORY 1 cr. 2 hrs. (each semester)
This course was designed to promote understanding of activities of physicists, chemists, and earth scientists, for students desiring a basic laboratory course in science. Important principles of physical sciences will be illustrated.

+ SCI 41 ASTRONOMY LABORATORY 1 cr. 2 hrs.
During this laboratory course in astronomical instruments, telescopes, transit spectrometers, and cameras are used to solve selected problems. Evening observations will be made of the sky using the naked eye, binoculars, and telescopes.

+ SCI 51 PEOPLE AND THE ENVIRONMENT II 2 crs. 2 hrs.
From a chemical point of view, this course assesses what is known of the environment and of how to conserve it. Actions designed to expand that knowledge and its use are examined. A very important contemporary problem of energy consumption and related pollution problems, waste disposal, and recycling are also considered.
Note: This is a Basic Course. It does NOT require any prerequisite.

+ SCI 70 THE SCIENCE OF NUTRITION 3 crs. 3 hrs.
With an increase in the processing of food and the increased addition of chemical substances to food, it is important for students to understand the basic ideas of modern nutrition for their own well-being. This interdisciplinary course, taught jointly by the Biological Sciences, Physical Sciences, and the Health, Physical Education and Recreation Departments, attempts to teach these ideas. Such concepts as biochemical individuality as related to nutrition for optimum health are integrated with surveys of carbohydrate, protein and fat metabolism. The role of vitamins and minerals in metabolic processes and their still-controversial role in orthomolecular nutrition is examined. Other topics, such as food selection, diet during pregnancy and infancy, special diets during illness, and the safety of the food supply, are discussed. Students are asked to analyze their own diet.

+ Basic Course
SECRETARIAL SCIENCE DEPARTMENT

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

+ SEC 11 ELEMENTARY TYPEWRITING 2 crs. 4 hrs.
Basic skills necessary for the operation and care of the typewriter are developed. These skills are applied to the typing of simple personal and business forms. (With approval, students who completed one year of high school typing, or the equivalent, may enroll in SEC 12.)

SEC 12 INTERMEDIATE TYPEWRITING 2 crs. 4 hrs.
The development of typing speed and control is stressed. With emphasis placed on business standards, beginning production skill in typing business forms, reports, letters, tabulated materials, and manuscripts, is developed. (With approval, students who satisfactorily completed the equivalent of this course may be exempted.)
Prerequisite: SEC 11 or equivalent

SEC 12X INTERMEDIATE Typing: Intensive 4 crs. 4 hrs.
This intensive program seeks to develop the attainment levels of SEC 11 and SEC 12, for students with educational and/or experiential background of 30 wpm for five minutes with a 3 percent error limitation. Each student will be evaluated by the instructor, and individual prescriptions will be determined to eliminate the gaps in knowledge and understandings and/or inadequacies in skills. The individual prescriptions will include completion of special skills projects in secretarial laboratories, development of mailability standards, and tutorial instruction.
Prerequisite: Permission of the Department

+ SEC 13 ELEMENTARY SHORTHAND (PITMAN) 2 crs. 3 hrs.
Pitman shorthand theory is presented in this course. Practice in reading and writing contextual materials and pre-transcription training are included. Open to students who studied Pitman in high school for less than one year. (With approval, students who satisfactorily completed the equivalent of this course may be exempted.)

SEC 14 ELEMENTARY CENTURY 21 SHORTHAND 2 crs. 3 hrs.
Century 21 Shorthand theory is presented in this course. Practice in reading and writing contextual materials and pre-transcription training are included. Open to students who studied Century 21 in high school for less than one year. (With approval, students who satisfactorily completed the equivalent of this course may be exempted.)

+ SEC 15 ELEMENTARY SHORTHAND (GREGG) 2 crs. 3 hrs.
Gregg shorthand theory is presented in this course. Practice in reading and writing contextual materials and pre-transcription training are included. Open to students who studied Gregg in high school for less than one year. (With approval, students who satisfactorily completed the equivalent of this course may be exempted.)

SEC 16 INTERMEDIATE SHORTHAND (PITMAN) 3 crs. 4 hrs.
Stress is on the continued development of Pitman shorthand language skills and continued pre-transcription training. The emphasis is on taking dictation at sustained speeds and reading shorthand fluently. (With approval, students who satisfactorily completed the equivalent of this course may be exempted.)
Prerequisites: SEC 13 or equivalent and SEC 19 or equivalent
Corequisite: SEC 12

+ Basic Course
SEC 16X INTERMEDIATE SHORTHAND (PITMAN): INTENSIVE

4 hrs. 4 hrs.

An intensive program to develop the skill attainment levels of SEC 13, and SEC 16. Designed for students with educational and/or experiential background that includes the complete theory of Pitman Shorterhand and the ability to take dictation at 60 wpm for two minutes with 95 percent accuracy. Each student will be evaluated by the instructor to measure inadequate understanding of the principles of Pitman Shorterhand, and to ascertain the level of skill in dictation and transcription. Individual prescriptions will be given to the student including use of tapes for the development of shorthand principles, and of the ability to take dictation, the completion of transcription projects in the secretarial laboratory, and tutorial instruction.

Prerequisite: Permission of the Department

SEC 17 INTERMEDIATE CENTURY 21 SHORTHAND

3 hrs. 4 hrs.

The continued development of Century 21 Shorthand language skills and continued pre-transcription training. Emphasis is on taking dictation at sustained speeds and reading shorthand fluently. (With approval, students who satisfactorily completed the equivalent of this course may be exempted.)

Prerequisites: SEC 14 or equivalent and SEC 19 or equivalent

Corequisite: SEC 12

SEC 17X INTERMEDIATE CENTURY 21 SHORTHAND: INTENSIVE

4 hrs. 4 hrs.

An intensive program to develop the skill attainment levels of SEC 14, and SEC 17. Designed for students with educational and/or experiential background that includes the complete theory of Century 21 Shorthand and the ability to take dictation at 60 wpm for two minutes with 95 percent accuracy. Each student will be evaluated by the instructor to measure inadequate understandings of the principles of Century 21 Shorthand and to ascertain the level of skill in dictation and transcription. Individual prescriptions will be given to the student that will include the use of tapes for the development of shorthand principles and of the ability to take dictation, the completion of transcription projects in the secretarial laboratory, and tutorial instruction.

Prerequisite: Permission of the Department

SEC 18 INTERMEDIATE SHORTHAND (GREGG)

3 hrs. 4 hrs.

The continued development of Gregg shorthand language skills and continued pre-transcription training are stressed. Emphasis is on taking dictation at sustained speeds and reading shorthand fluently. (With approval, students who satisfactorily completed the equivalent of this course may be exempted.)

Prerequisites: SEC 15 or equivalent and SEC 19 or equivalent

Corequisite: SEC 18X

SEC 18X INTERMEDIATE SHORTHAND (GREGG): INTENSIVE

4 hrs. 4 hrs.

An intensive program to develop the skill attainment levels of SEC 15, and SEC 18. Designed for students with educational and/or experiential background that includes the complete theory of Gregg shorthand and the ability to take dictation at 60 wpm for two minutes with 95 percent accuracy. Each student will be evaluated by the instructor to measure inadequate understandings of the principles of Gregg shorthand and to ascertain the level of skill in dictation and transcription. Individual prescriptions will be given to the student that will include the use of tapes for the development of shorthand principles and of the ability to take dictation, the completion of transcription projects in the typewriting laboratory, and tutorial instruction.

Prerequisite: Permission of the Department

SEC 19 BASIC DICTATION (GREGG, PITMAN, CENTURY 21)

2 hrs. 3 hrs.

Dictation of short business letters is stressed. All dictation materials are previewed. Shorthand theory is reviewed through homework and laboratory assignments. Required for all Secretarial Science Majors

Prerequisite: SEC 13 or 14, or 15, or permission of the Department
+ SEC 21 BASIC WORD/INFORMATION PROCESSING 3 crs. 4 hrs.
Study of modern word/information processing concepts in the organization, operation, and control of office functions. Special emphasis is given to the secretary's dual role as an administrative assistant and/or as a correspondence secretary. The keyboarding of letters, memorandums, and tables on electronic word processing equipment will be stressed. Basic word processing terminology will be introduced.
Prerequisite: SEC 11 or equivalent
Corequisites: SEC 37, 12

+ SEC 22 ADVANCED WORD/INFORMATION PROCESSING 3 crs. 4 hrs.
Study of the applied use of word/information processing procedures and equipment in a simulated word processing environment. The total work flow of office communications will be covered from input through output. The keyboarding on electronic word processing equipment of tables, reports, letters, and form letters with variable information will be stressed.
Prerequisite: SEC 21
Corequisites: SEC 23, 33

+ SEC 23 MACHINE TRANSCRIPTION 3 crs. 4 hrs.
The transfer of recorded dictation by a typist/transcriber at the typewriter or word processor into a usable or mailable format. The recorded dictation will consist of memoranda, letters, manuscripts, business reports, and other communications. Students will also use dictating equipment in their composition of letters, memoranda, and business reports. Associated language-arts skills including punctuation, spelling, capitalization, word usage, proofreading, and editing will be stressed.
Prerequisites: SEC 12, 37
Corequisite: SEC 21

SEC 24 OFFICE SYSTEMS AND PROCEDURES 3 crs. 3 hrs.
The systems and procedures of the electronic office for the executive secretary and word processor. It will include planning and organizing office operations, leadership and human relations in the office, and controlling office operations. Theory, concepts, and practices relating to office systems and procedures, employee performance, output and job satisfaction will be stressed.
Prerequisite: SEC 21

+ SEC 27 LEGAL ASSISTING I 3 crs. 3 hrs.
Students are prepared to function as a non-lawyer assistant under the direction and supervision of a lawyer. The basic curriculum necessary to every legal assistant—the introduction to law and the legal profession, the legal system, its sources of law and the methodology of legal research; law office management; litigation and trial management is covered.

SEC 28 LEGAL ASSISTING II 3 crs. 3 hrs.
Specialized training is provided for the legal assistant in the procedural aspects of Surrogate Court practice.
Prerequisite: SEC 27

SEC 29 LEGAL ASSISTING III: MATRIMONIAL AND FAMILY LAW SPECIALIZATION 3 crs. 3 hrs.
Stress is on preparing students for specialized training as a non-lawyer assistant, while working under the direction and supervision of an attorney, in the procedural aspects of Supreme Court and Family Court practice. The procedural aspects to be stressed include: divorce, uncontested and contested; separation; child custody; alimony and support payments; annulment; separation agreements, and orders of protection.
Prerequisite: SEC 27

+ Basic Course
SEC 31 ADVANCED SHORTHAND AND TRANSCRIPTION I

3 crs. 4 hrs.

Students' shorthand skills are intensified with development of the ability to take dictation at rates of 80 to 100 words per minute for sustained periods. Transcription techniques to meet office standards in the production of mallable transcripts are developed.

Prerequisites: SEC 12 and 16, 17 or 18 or equivalent

Corequisites: SEC 33, 37

SEC 31X ADVANCED SHORTHAND AND TRANSCRIPTION II

4 crs. 4 hrs.

This intensive program will develop dictation speeds of 60 to 100 wpm, will review the principles of stenography, reinforce patterns of writing at high speeds, introduce and develop skill in transcription. This program enables students to meet the performance objectives for SEC 16, 17 or 18 and SEC 31. Each student will be evaluated by the instructor. Gaps in learning and inadequate understandings that do not reflect the standards of the executive secretary will be corrected through individual prescriptions that include the use of the tapes in the Secretarial Resource Center and Media Center, transcription projects in the secretarial laboratory, and tutorial services.

Prerequisite: Permission of the Department

SEC 32 ADVANCED SHORTHAND AND TRANSCRIPTION III

4 crs. 6 hrs.

Speed dictation for sustained periods is increased to 100 to 120 wpm. Transcription skills to meet office production standards of the executive secretary are attained.

Prerequisites: SEC 31, 33 and 37

SEC 33 PRODUCTION TYPEWRITING

2 crs. 4 hrs.

This course involves student mastery of typewriting skills and high-speed techniques. Course work includes integrated office typewriting projects involving business communications, directives, business reports, manuscript and statistical typewriting with emphasis on the responsibilities of the executive secretary.

For Secretarial Science Majors or, permission of the Department

Prerequisite: SEC 12 or equivalent

SEC 33X PRODUCTION TYPEWRITING: INTENSIVE

4 crs. 4 hrs.

An intensive program to develop the skill attainment and the production levels of SEC 12, and SEC 33, for students with educational and/or experiential background of 40 wpm for five minutes with a 2 percent error limitation. The instructor evaluates each student and provides individual prescriptions that include specialized projects, use of the secretarial laboratory for skill building, and use of tutorial services.

Prerequisite: Permission of the Department
SEC 34 SECRETARIAL PRACTICE 3 crs. 4 hrs.
A broadly-based, comprehensive course which simulates on-the-job secretarial duties concerning correspondence responsibilities, use of transmittal service, records management, receptionist and telephone techniques, travel procedures, financial and legal duties, procedures for preparing business reports and the use of machine transcribers, word processing equipment. Attention to fostering good human relations in the office and to developing attitudes and traits of the successful executive secretary are stressed. Open only to Secretarial Science Majors.
Prerequisites: SEC 31, 33, 37

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

SEC 37 BUSINESS COMMUNICATIONS 3 crs. 3 hrs.
Detailed attention is given to the principles of writing effective business communications, including letters, reports, memoranda, directives. Emphasis is on organization, language arts, human relations and the application of business psychology in writing.
Open only to Secretarial Science Majors

SEC 51 ELEMENTARY LEGAL SHORTHAND AND PROCEDURES 3 crs. 4 hrs.
The course focuses on the development of a comprehensive legal shorthand vocabulary through dictation and transcription of legal materials. Skill is developed in taking dictation of 80 to 100 wpm and in transcribing nonlitigation forms and communications including letters, contracts, proxies, wills, bonds, releases, and legal documents involving the settlement of estates, land, and real estate sales, leases, mortgages, partnerships and incorporation procedures.
Open only to Legal Secretarial Science Majors.
Prerequisites: SEC 12 and 16, 17 or 18 or equivalent
Corequisites: SEC 31, 33 and 37

SEC 52 ADVANCED LEGAL SHORTHAND AND TRANSCRIPTION 4 crs. 6 hrs.
Course includes rapid dictation of 100 to 120 wpm of litigation materials, continued legal vocabulary development and accurate transcription according to legal office standards. Structure of the courts and their relationship to one another, typical civil and criminal proceedings from initiation to enforcement of judgment, various documents used in litigation and responsibilities of the legal secretary are included.
Open only to Legal Secretarial Science Majors.
Prerequisites: SEC 33, 37, 51

+Basic Course
In this two-semester course, consideration is given to the educational principles relating to the school secretary’s work, with emphasis on the organization of school systems, particularly that of New York City. Open only to School Secretarial Science Majors.

Students are introduced to the activities and responsibilities of the school secretary, including the preparation of a variety of reports usually completed in the school office; records of school personnel, textbooks and supplies, and school accounts. Open only to School Secretarial Science Majors.

The course is an introduction to the medical office responsibilities of a medical secretary. It includes analysis of medical care plans and their respective forms, the development of skill in the use of office machines, and medical filing techniques and procedures. Open only to Medical Secretarial Science Majors.

Prerequisites: SEC 12 and 16, 17 or 18
Corequisites: SEC 31, 33 and 69

This course involves a comprehensive study of medical terminology, including shorthand outlines, spelling, pronunciation and definitions in the areas of: cardiology, thoracic medicine, dermatology, eye, ear, nose, throat, urology, endocrinology, mental health. Medical dictation at rates of 80 to 100 words per minute and transcription ability are developed. Open only to Medical Secretarial Science Majors.

Prerequisites: SEC 12 and 16, 17 or 18
Corequisites: SEC 31, 33, 37, 67

Stress in the course is on the continued development of medical shorthand vocabulary in the areas of: gynecology, obstetrics, and pediatrics, gastroenterology, chemotherapy, orthopedics, neurology, and medical abbreviations. Included are high-speed drills in dictation and transcription, development of skill in taking dictation of 100 to 120 wpm, accurate transcription of case histories, letters, hospital records, medical journal articles, and medical reports. Open only to Medical Secretarial Science Majors.

Prerequisites: SEC 31, 33, 37, 67, 69
Corequisite: SEC 68
SEC 81 INDEPENDENT STUDY
1-3 crs. 1-3 hrs.
Independent study of Secretarial Science is developed individually between student and faculty member and must be approved by the Department.

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

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

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

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

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

SEC 92e FIELD EXPERIENCE—WORD/INFORMATION PROCESSING
3 crs. 9 hrs.
Actual experience in using word/information processing machines to complete projects in business offices is stressed in this course. Each student works a minimum of 100 hours as a word/information processing operator in business. Students attend lectures and seminars at the College to develop insight into the personnel and management problems of the electronic office.
Prereq or Corequisites: SEC 22, 23, 34

A.A.S. Degree
SECRETARIAL SCIENCE
Requirements — Page 94
BILINGUAL SECRETARY

Students in the Bilingual Program who are concentrating in Secretarial Science must fulfill:

1. College Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Crs</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>ENG 17.04 (if needed) C1 or C2, 22 (page 150)</td>
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<tr>
<td>MAT M1/M2 or R2 (if needed) (page 186)</td>
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<td>HPE 12 (page 169)</td>
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2. Course Requirements

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<tr>
<th>Course</th>
<th>Crs</th>
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<tbody>
<tr>
<td>Typewriting - Elementary &amp; Intermediate (SEC 11-12 page 217)</td>
<td>4</td>
<td>8</td>
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<tr>
<td>Shorthand - Elementary &amp; Intermediate (SEC 15 &amp; 18)</td>
<td>7</td>
<td>8</td>
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<tr>
<td>Basic Dictation (SEC 19 page 218)</td>
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<td>2</td>
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<tr>
<td>Shorthand and Transcription - Advanced I &amp; II (SEC 31-32 page 220)</td>
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<tr>
<td>Production Typewriting (SEC 33)</td>
<td>2</td>
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<tr>
<td>Secretarial Practice (SEC 34 page 221)</td>
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<td>4</td>
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<tr>
<td>Business Communications (SEC 37)</td>
<td>3</td>
<td>3</td>
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<td>Field Experience (SEC 92 page 223)</td>
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<td>9</td>
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<tr>
<td>Intensive Review of Spanish Grammar (SPA 17 page 162)</td>
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<td>4</td>
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<tr>
<td>Proper Models of Spanish Grammar and Conversation for Native Speakers</td>
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<tr>
<td>(if needed) (SPA 18)</td>
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<tr>
<td>Spanish Syntax and Composition (SPA 36 page 163)</td>
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<td>Spanish Business Writing I &amp; II (SPA 47 &amp; 48)</td>
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<tr>
<td>Listening and Learning Skills (SPE 11 page 241)</td>
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<td>Effective Public Speaking (SPE 21)</td>
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<td>Voice and Articulation (SPE 29 page 242)</td>
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<tr>
<td>Principles of Mathematics (MAT 7 page 187) OR</td>
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<tr>
<td>Introduction to Modern Concepts of Biology (SCI 33 page 123)</td>
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<tr>
<td>The Caribbean: 1492 to Present (HIS 42 page 229) OR</td>
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<tr>
<td>Introduction to Sociology (SOC 31 page 108)</td>
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3. Electives (to meet required totals for degree)

Students selecting specializations such as Legal, School, Medical or Executive/Word Processing secretary will do so on completion of SEC 31. Selection is to be made AFTER consultation with department adviser.
AMERICAN HISTORY

+ HIS 11 AMERICAN CIVILIZATION I 3 crs. 3 hrs.
A history of the American people from colonial times to the Civil War. Topics discussed include: the birth and development of American society, the American Revolution, the rise of the common man, the conquest of the frontier, slavery and the Old South.

+ HIS 12 AMERICAN CIVILIZATION II 3 crs. 3 hrs.
A history of the American people from the Civil War to the present. Topics discussed include: reuniting the country after the Civil War, the role of the Black in American society, the growth of American business, immigration, the rise of the United States as a world power, and American Society in the 20th century.

HIS 13 AMERICAN COLONIAL HISTORY, 1492 to 1763 3 crs. 3 hrs.
The foundations of American civilization from its European origins to the French and Indian Wars are traced. Topics such as the expansion of Europe, the Indian’s struggle for survival, the origins of American Slavery and the roots of prejudice, the Puritan impact on American culture, and the structure and basis of American politics are covered.

HIS 15 ERA OF THE CIVIL WAR, 1828 to 1877 3 crs. 3 hrs.
The changing pattern of immigration from the 17th century to the present is studied. The immigrant’s motives and ambitions, background, role in American society, and contributions to American life are discussed.

+ HIS 20 THE IMMIGRANT IN AMERICAN SOCIETY 3 crs. 3 hrs.
The changing pattern of immigration from the 17th century to the present is studied. The motives and ambitions of the immigrant, his background, his role in American society, and his contributions to American life are discussed.

+ HIS 21 POPULAR CULTURE IN AMERICA 3 crs. 3 hrs.
The development of sports, fads, and folklore in America. The course will also include other significant aspects of American Society from the colonial era to the present.

HIS 23 THE AMERICAN FRONTIER 3 crs. 3 hrs.
The movement of the American frontier from colonial times to the 20th century. Discussion includes the impact of the frontier on the settler, the confrontation between the Indian and the settler, and the settler’s efforts to tame the American wilderness. Also covered are topics such as the cotton and cattle kingdoms, the problem of law and order in the West, and the continuing legacy of the frontier in American society and culture.

+ HIS 41 THE INDIAN IN AMERICAN HISTORY 3 crs. 3 hrs.
The history of the American Indian from the time of Columbus to the present. Emphasis will be on Indian culture and its place in Indian history, Indian-white conflict, and an examination of Indian problems in contemporary American society.

+ HIS 50 THE BLACK IN AMERICAN HISTORY 3 crs. 3 hrs.
A study of Black Americans within the context of American civilization. Their role in the growth of the nation is examined with the aim of understanding their contributions, their problems and the attitudes of all Americans, black and white, on the issues of race.

+ Basic Course
**+ HIS 55 HISTORY OF ITALIAN AMERICANS**

This course examines the circumstances of the immigration of Italians to the United States from the colonial period to the present. The contributions of Italians to American culture, their treatment in American literature, and the changes which they experienced in their own lives as a result of living in the United States will be considered.

**HIS 58 AMERICAN REVOLUTION AND THE EARLY NATIONAL PERIOD, 1763 to 1828**

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

**+ HIS 59 MODERN AMERICA, 1920 to PRESENT**

The development of the United States from 1920 to the present. The course considers the Jazz Age, the Great Depression, the New Deal, World War II, the Cold War, the Civil Rights Revolution, and the protest movements of the 1960's.

**+ HIS 60 HISTORY OF AMERICAN THOUGHT**

The course traces the development of American thought from the colonial period to the present. The ideas and values which influenced and directed American society are examined.

**+ HIS 62 HISTORY OF NEW YORK CITY**

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

**+ HIS 68 WOMEN IN AMERICAN HISTORY**

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

**HIS 69 AMERICAN JEWISH HISTORY**

A study of Jews within the context of American History, with emphasis on the settlement of America as part of the Diasporic experience. The historical causes for the unique aspects of American Judaism, economic and geographical mobility, the Jewish labor movement, the radical intellectuals of the '30's, as well as contemporary issues are considered.
WORLD HISTORY

+ HIS 31 EUROPE FROM NAPOLEON TO HITLER, 1789 to 1945 3 crs. 3 hrs.
A social, cultural, political, and economic approach to the development of European civilization from the French Revolution to the 20th century. Emphasis in this course is on industrialism, nationalism, imperialism, world wars, and totalitarianism.

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

+ HIS 33 AFRICA: PAST AND PRESENT 3 crs. 3 hrs.
The historical development of Africa is studied. Emphasis is on the cultural interchange, colonialism and the nationalist revolts, new governments and the problem of modernization, conflicts of interest of the great powers, and 20th-century nationalistic rivalries.

HIS 34 MILITARY HISTORY 3 crs. 3 hrs.
Study of modern military history with emphasis on the strategic, tactical, and technological factors relating to warfare. Topics include classic warfare, the age of limited war, modern nationalism and total war, modern guerrilla and contemporary warfare.

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

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

+ HIS 37 THE MIDDLE EAST FROM WORLD WAR I TO THE PRESENT 3 crs. 3 hrs.
Analysis of the major political, social, religious, economic, and cultural developments in the Near East. Emphasis is on the attempts of Islamic society to adjust to the Western way of life, the rise of nationalism, recent developments such as the emergence of the State of Israel and the role of oil in world diplomacy.

HIS 38 REVOLUTION AND POLITICAL PROTEST IN AFRICA, 1860 to PRESENT 3 crs. 3 hrs.
Examination of the historical causes for political protest and revolution in sub-Saharan Africa as well as the prospects of non-violent political change. The emphasis will be on the anti-colonial reactions, insurrections and the role of the military in shaping African society.

HIS 42 THE CARIBBEAN, 1492 TO THE PRESENT 3 crs. 3 hrs.
This course covers the development of the Caribbean Islands from 1492 to the present. Topics studied include pre-Columbian cultures, European colonization and rivalries, slavery, and the development of the modern Caribbean culture.

+Basic Course

229
The history of Puerto Rico from pre-Columbian times to the modern era. The particular focus will be on the nature of Puerto Rican immigration to the mainland, the reasons behind it, the development of Puerto Rican Communities in North American urban centers, and the migration back to Puerto Rico.

+ HIS 44 THE NAZI HOLOCAUST

Examination of the rise of Nazism and its legislative, political, and destructive machinery; the internal life of the Jew in the Ghettos and Concentration Camps; the Jewish Councils and Resistance movements; the attitude of the “Free World,” the Allies, the Church; negotiations for rescue; the scope of the Final Solution, and the literature of the holocaust.

+ HIS 51 THE ANCIENT WORLD

This course traces the origins of civilization and the emergence of the great cultures of the Near East, including the religious, social, economic, and political ideas and institutions of Egypt, Mesopotamia, the Hebrews, Greece, and Rome, which shaped Western civilization.

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

The main themes of Western civilization from the Middle Ages to the 18th century. Topics covered include the nature of medieval society, the birth of modern capitalism, the expansion of Europe, the Renaissance, the religious revolution of the 16th century, the emergence of modern science, and the Age of Reason.

HIS 53 RUSSIAN HISTORY FROM 1860 TO THE PRESENT

This course deals with reform and revolution in Russia and the establishment of the Soviet regime. An analysis and evaluation of the U.S.S.R. under its several leaders is included.

HIS 56 WITCHCRAFT—AN HISTORICAL STUDY

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

+ HIS 57 LATIN AMERICAN HISTORY

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

+ HIS 64 MODERN JEWISH HISTORY

A history of the Jewish people from the mid-17th century to the present. Topics covered are the Messianic and Haskidic movements, enlightenment, emancipation and assimilation, the rise of new religious forms, the great migrations, nationalism, antisemitism, the growth of Hebrew and Yiddish literature, the emergence of Zionism and the establishment of the State of Israel.

HIS 65 modern radical movements in western civilization

The course examines the ideological basis of industrialism, laissez-faire, doctrines of reform and transformation, as well as the co-related movements in the 19th and 20th centuries. It traces the emergence of post-democratic totalitarianism in Russia, Italy, and Germany, contemporary expressions of Socialism, Marxism-Leninism, and revisionist views of liberalism and democracy.
HIS 67 JEWISH HISTORY FROM POST-BIBLICAL TIMES TO THE ENLIGHTENMENT 3 crs. 3 hrs.
The high points of Jewish development from the Babylonian exile to the mid-17th century. The role of the exile, Ezra and Nehemiah, the political, social and religious developments during the Second Commonwealth, the Talmud and its influence, the relationship with Christianity and Islam, and the communal institutions developed in the various parts of the Diaspora.

HIS 70 HISTORICAL GEOGRAPHY 3 crs. 3 hrs.
This course will familiarize students with geographic sources, their interpretation and evaluation. The development of student's geographical sense to gain greater insight and understanding in learning history, or for that matter any other liberal arts discipline. The course will include a survey of the history, methodology and the various theoretical approaches to geography. It will also emphasize and give practical training in the skills of map reading, interpretation and library organization and utilization.

HIS 81 INDEPENDENT STUDY 1-3 crs. 1-3 hrs.
Independent study of History is developed individually between student and faculty member and must be approved by the Department.

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

Basic Course
PHILOSOPHY

+ PHI 71 HISTORY OF PHILOSOPHY: THE CLASSICAL PHILOSOPHERS 3 crs. 3 hrs.
The development of philosophical thought and its influence on modern man with emphasis on classical Greece, India, and China. Attention will focus on the works of Plato, Aristotle, Confucius, Lao Tsu.

+ PHI 72 HISTORY OF PHILOSOPHY: THE MODERN PHILOSOPHERS 3 crs. 3 hrs.
A study of philosophical thought from the Renaissance to the present with emphasis on Cartesian thought, natural religion, skepticism, idealism and existentialism. Attention will be given to works of Descartes, Spinoza, Hume, Nietzsche, Kierkegaard.

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

PHI 74 ETHICS: A STUDY OF ETHICAL PROBLEMS 3 crs. 3 hrs.
Ethical and moral theories from the Greek philosophers to the present. Problems which are constant in human history will be examined against the background of various classical and modern writers.

PHI 75 AESTHETICS: THEORIES OF THE BEAUTIFUL 3 crs. 3 hrs.
A study of the aesthetic experience in the philosophies of Plato, Aristotle, Schopenhauer, Nietzsche and Kierkegaard. Examination of the criteria of the theories of beauty with reference to art, literature and music.

PHI 81 INDEPENDENT STUDY 1-3 crs. 1-3 hrs.
Independent study of Philosophy is developed individually between student and faculty member and must be approved by the Department.

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

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

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

+ POL 52 COMPARATIVE GOVERNMENT  3 crs. 3 hrs.
Analysis of the major types of political systems in selected foreign countries. The course includes study of the role of ideology, economics, elite groups, political institutions, the comparison of Western and non-Western systems, with emphasis on Britain, France, Germany, Italy, the Soviet Union and selected African, Asian, and Latin American countries.

+ POL 53 STATE AND LOCAL GOVERNMENT AND POLITICS  3 crs. 3 hrs.
The role of state and local governments in the American Political system is the emphasis of this course. Special attention is given to New York State, New York City and to representative urban problems. Governmental structure is presented as the permanent yet changing framework within which urban-centered political action takes place.

+ POL 54 THE AMERICAN PRESIDENCY  3 crs. 3 hrs.
The major emphasis of the course is on the description and analysis of the Presidency as a post-World War II political institution. An historical introduction to the role of the President, the growth of the Presidency from 1789 to the present, and the factors currently affecting presidential elections, and presidential powers, is included.

+ POL 55 PUBLIC OPINION  3 crs. 3 hrs.
Mass media's impact on the political process and the public's impact through the polling technique. Following an introduction to the area of public opinion and propaganda, the contribution of the mass media and polling are discussed. The linkages of public opinion, decision-making, political socialization and the problem of political analysis are highlighted.

+ POL 56 URBAN COMMUNITY RELATIONS  3 crs. 3 hrs.
The course is concerned with looking at the inclusive political nature of our society: analyzing the concerns of the man on the street as he relates to government; and studying the ways in which the community initiates political action and responds to policies and services received from the government. Urban Community Politics grow from the ethnic, racial, religious, economic and geographic neighborhoods. Majority-minority groups increasingly function as political blocs within and outside of political party lines. The average citizen, seeking social and economic goals through political activity, is more concerned about public services than political structures.

+ Basic Course

235
POL 57 THE POLITICS OF ECONOMICS: INTRODUCTION TO POLITICAL ECONOMY
3 crs. 3 hrs.
This course introduces the subject of political economy within a social, political and historical context. The major focus is on the problems of recession, inflation and resource insufficiency, "getting and spending" and their concomitant politco-economic costs and benefits are dealt with in discussions and readings which are institutionally oriented rather than theoretically contrived. Special attention is focused on existing and emerging public agencies and their constituencies, and on the nature of policy making and administration.

POL 58 WORK EXPERIENCE SEMINAR
3 crs. 2 hrs. plus work experience
The work seminar combines work experience in political/social/governmental activity with study of the structural and functional role of selected offices in our political system. Emphasis on the theoretical understanding of the role of public officials/agencies serves as the basis for class reports. Work experience must total a minimum of 90 hours.
Prerequisites: POL 51, 53, 56, 61 or permission of the Department

POL 59 INTERNATIONAL RELATIONS
3 crs. 3 hrs.
Analysis of the role of America in international relations is the major focus of this course, with emphasis placed on sovereignty, state power, colonialism, imperialism, nationalism and ideologies. The role of international organizations and law, collective security and regionalism in the maintenance of international order is included.

POL 61 PRINCIPLES OF PUBLIC ADMINISTRATION AND PUBLIC AGENCIES
3 crs. 3 hrs.
Examination of the practice of American public administration with emphasis on the role of the bureaucracy in the American political system. The subject matter of the course includes a study of the political environment of public-sector administrative units, and the process of policy-making and policy implementation in the American political context. The policy-making function of administrators and their relationships with other factors in the political process will be scrutinized.
Prerequisite: POL 51 or 53, or permission of the Department

POL 63 INTRODUCTION TO CRIMINAL JUSTICE
3 crs. 3 hrs.
This introduction to the criminal justice system in the United States, includes the study of crime and the three elements which comprise the criminal justice system: the police, the courts and corrections. In addition to analysis of each of these elements, attention is given to the civil liberties issues which involve the procedural due process rights of persons accused of crime.

POL 65 CIVIL RIGHTS AND LIBERTIES
3 crs. 3 hrs.
This course opens up the central American heritage issues of freedom and equality of opportunity. The development of freedom of speech, press, religion, and guarantees of assembly and petition are among the areas discussed. Civil rights, women's rights, and affirmative action are among the current issues considered.

POL 82
1-3 crs. 1-3 hrs.
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
Chairman: Dr. Mortimer Becker
Room—E-309B
Ext-5591
MASS COMMUNICATIONS

MCB 34 SALES AND ADVERTISING—RADIO AND TELEVISION 3 crs. 3 hrs.
This course prepares students to plan and write advertising copy; to write and make radio and television commercials; to design and market an advertising campaign; and to understand the ethics, propaganda, budget and copyright laws as they apply to advertising.
Prerequisite: MCB 35 or permission of the Department

+ MCB 35 INTRODUCTION TO BROADCASTING 3 crs. 3 hrs.
Comprehensive study of the historical development, social philosophy and technology of radio and television is made in this course which includes radio and television studio practice and technique. Videotaping and playback, field trips and guest lectures are included during the semester.

MCB 36 ANNOUNCING—RADIO AND TELEVISION 3 crs. 3 hrs.
This course serves as an introduction to the techniques of broadcasting. The theory underlying the use of the equipment employed and the practical aspects of their proper use is discussed. Correct voice production procedures for announcing are studied. Methods of sight reading and oral reading are taught.
Prerequisite: SPE 290 or permission of the Department

MCB 37 BROADCAST JOURNALISM 3 crs. 3 hrs.
An understanding of the role of radio and television in reporting and shaping the news is offered in this course. The difference between these media and the press is observed and discussed. Reporting, writing and editing newscasts is taught. Practical experience in working against a deadline is emphasized.
Prerequisite: MCB 35

MCB 38 BROADCAST MANAGEMENT 3 crs. 3 hrs.
A course designed to acquaint students with the decision-making roles in contemporary broadcast operations; emphasizing traffic flow, governmental requirements, ethics, community needs, inter-media relationships, and responsive programming.
Prerequisite: MCB 35

+ MCB 39 STUDIO OPERATIONS AND PRODUCTION TECHNIQUES 3 crs. 3 hrs.
Examination of and practice with all of the studio processes and equipment necessary for the reproduction of sound. Includes work and sound theory, acoustics, microphones and all types of control and mechanism units.

+ MCB 41 INTRODUCTION TO TELEVISION 3 crs. 4 hrs.
This classroom and studio course includes: an intense analysis of the experience of television viewing through a survey of its individual components and their logic. Television planning and coordination; set and lighting design; camera placement; lenses and angles; video control. Editing, directing, criticism, are included.
Prerequisite: MCB 39

+ Basic Course
MCB 59 RADIO STATION OPERATIONS

A course designed to acquaint students with the many facets of day-to-day operations in a broadcast environment; airing of news and music, network feeds, community interviews, scheduling, writing, and editing.

*Class meets once per week; other five hours arranged.

MCB 81 INDEPENDENT STUDY

1-3 crs. 1-3 hrs.

Independent study of Mass Communications is developed individually between student and faculty member and must be approved by the Department.

+ MCF 40 FILM: THE CREATIVE MEDIUM

3 crs. 3 hrs.

In this course students learn to recognize the film medium as a creative art. The historical, social, psychological and aesthetic elements of selected films are studied as illustrations of this creative force.

+ MCM 30 MASS MEDIA

3 crs. 3 hrs.

An analysis is made of mass media to discover their effect on the way information is perceived and influences behavior. Extensive use is made of films, tapes, recordings and video tapes to examine the message systems employed by individuals, groups, institutions and politics. Study focuses on radio, television, newspapers, magazines, film and advertising.

MCM 42 COMMUNICATIONS DEVELOPMENT AND APPLICATIONS

3 crs. 3 hrs.

Examination of the origins of human communication and communication technologies with the goal of applying this knowledge to everyday business and personal life.

A.A.S. Degree

BROADCASTING TECHNOLOGY and MANAGEMENT

Requirements—Page 81

+ Basic Course

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+ SPE 11 LISTENING AND SPEAKING SKILLS 3 crs. 3 hrs.
This course helps students develop and strengthen such language skills as listening, comprehension, fluent and coherent verbalization of ideas. Students also study acceptable American pronunciation.

+ SPE 12 INTRAPERSONAL/INTERPERSONAL COMMUNICATION 3 crs. 3 hrs.
The communicator's development of self-concepts and the ability to understand and project a comfortable and confident self-image is explored. Methods to improve and use this knowledge when interacting and communicating with other individuals and with groups are examined.

+ SPE 14 COMMUNICATION SKILLS FOR PRESCHOOL AND ELEMENTARY TEACHERS 3 crs. 3 hrs.
Through assignments that include research, brief written reports, oral presentation and class critiques, students develop skills in the classroom presentation of written materials such as short stories, poetry, and essays for children. They also develop skills in listening to student feedback as the children express their ideas concerning what has been read to them.

+ SPE 15 SPEECH ARTS FOR PRE AND ELEMENTARY SCHOOL GRADES 3 crs. 3 hrs.
Methods and materials for teaching the speech arts in nursery and elementary schools are studied in this course. Students learn to understand children and to work with them on such activities as dramatic play, pantomime, creative dramatics, puppetry, storytelling, reading aloud, choral speaking, group discussions and talks.

+ SPE 16 SPEECH PROBLEMS OF CHILDREN 3 crs. 3 hrs.
A study of the normal speech and language development in children is offered to students in this course. Future speech majors, classroom teachers, child care workers and parents are taught to diagnose and help remediate children's major speech and language disorders.

[ ] SPE 20 PERSONAL IMPROVEMENT IN COMMUNICATION 0 crs. 3 hrs.
(3 equated credits)
Correction is provided to overcome problems in the articulation of sounds, pronunciation of words, voice production, stress and rhythm in connected speech. Attention is given to eliminate regional accents. Standard American speech is emphasized. The underlying theory of proper voice production and speech formation is discussed.

+ SPE 21 EFFECTIVE PUBLIC SPEAKING 3 crs. 3 hrs.
The basic elements for clear and effective public speaking are presented. Practice and study in skills such as organizing and outlining speeches, developing ideas and using audio-visual materials for clarification and amplification of ideas is provided. The techniques of extemporaneous and impromptu speaking are developed. Methods of delivery are examined and practiced. All the basic elements are brought together through the presentation of several speeches.

+ SPE 22 THE ART OF CONVINCION AND PERSUASION 3 crs. 3 hrs.
An introduction to the art of discourse and the practical applications of this art in all aspects of human activities: law, politics, literature and science. It is the aim of the course to make students aware that every form of human endeavor must be persuasively and convincingly presented to a community of reasonable beings.
Prerequisite: SPE 21 or permission of the Department

+ Basic Course

[ ] Remedial Course

241
SPE 23 SPEECH FOR FOREIGN-SPEAKING STUDENTS
3 crs. 3 hrs.

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

SPE 24 CAREER COMMUNICATION
3 crs. 3 hrs.

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

SPE 25 GROUP DISCUSSION
3 crs. 3 hrs.

Principles and techniques of group interaction are studied in this course. Conference leadership and participation skills are learned through reading, discussion and practice as well as observation and evaluation of group discussions. Focus is on how learned concepts may be applied to educational, social and business situations.

SPE 27 ORAL INTERPRETATION
3 crs. 3 hrs.

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

SPE 29 VOICE AND ARTICULATION
3 crs. 3 hrs.

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

SPE 30 DEVELOPMENT OF VOICE
3 crs. 3 hrs.

For students who wish to develop the quality of their voices, this study of the theory of voice production includes: the physiology of vocal production, studied as a prelude to understanding the mechanics of pitch, resonance, projection and quality; breathing and relaxation for speech as supports for good tone production. Totality of the expressive voice is emphasized. Practice is provided in overcoming voice problems and attention is given to proper articulation.

SPE 31 DEVELOPMENT OF ARTICULATION
3 crs. 3 hrs.

Emphasis is placed on the correct articulation of the sounds of speech, proper pronunciation, the elimination of regionalism and the development of speech patterns which will enhance students' verbal communication skills. Attention is provided to the faults of vocal production.

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

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

SPE 82
1-3 crs. 1-3 hrs.

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

+ Th.A 50 INTRODUCTION TO THEATRE ARTS

3 crs. 3 hrs.

The various elements which compose theatre are studied both as art forms and as parts of an integrated whole. Study ranges from classical to modern times. The cultural role, as well as the business of theatre, is considered as an institution in society. Films, slides, projects, and guest lecturers are involved to help comprehend the nature of theatre art. Students will be required to participate in technical aspects of a current major theatre production, or the equivalent. Required for Theatre Arts Majors. Recommended for non-Theatre Arts Majors in Liberal Arts, Business, and the Fine Arts.

+ Th.A 51 PLAY ANALYSIS

3 crs. 3 hrs.

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

+ Th.A 52 ACTING I

4 crs. 4 hrs.

Students explore the basic techniques of sensory awareness, memory, improvisation, character study and role preparation with emphasis on the works of Constantin Stanislavsky. Special projects include presentations and rehearsal techniques for scene study.

Th.A 53 ACTING II

4 crs. 4 hrs.

A continuation of Th.A 52, this advanced classroom and laboratory course furthers sensory awareness, memory and character study for the preparation of a role. Basic vocal and body techniques are employed to explore the psychophysical actions, objectives and superobjectives of characters. Theories of acting are studied and practiced in laboratory situations.

Prerequisite: Th.A 52 or permission of the Department

Th.A 54 LABORATORY/WORKSHOP

1 cr. 3 hrs.

Under faculty supervision students present workshop productions in areas of theatre that require the use of theatrical materials in an experimental manner. Unusual theatrical spaces, masks, puppets, experimental approaches to classic dramas are areas to be explored. Public performances will be given. Student directors and stage designers will be involved.

Th.A 55 STAGECRAFT

3 crs. 4 hrs.

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

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

Th.A 56 LIGHTING DESIGN

3 crs. 3 hrs.

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

Prerequisite: Th.A 50

+ Th.A 57 PUPPETRY

3 crs. 3 hrs.

Appreciation of puppets and puppetry is developed as their history, production and manipulation is studied. Students apply the techniques of building and using puppets as effective theatre.

+ Basic Course
+ **Th.A 59 PLAY PRODUCTION**

1 cr. 6 hrs.

Performance, technical theatre production, box office management and stage management are areas covered. Students who participate in theatre production while at Kingsborough can earn up to a total of four credits (one each semester) for successful contribution to a production. Required for all Theatre Arts Majors.

**Th.A 60 FUNDAMENTALS OF COSTUME DESIGN**

3 crs. 3 hrs.

Through lecture and demonstration, students are taught the basic craft of costume construction and design. In the costume shop, students learn shop layout, machinery, and materials which compose the costume design. Laboratory sessions in this craft are required in connection with regularly scheduled theater productions.

*Prerequisite: Th.A 50*

**Th.A 61 MAKE-UP FOR STAGE, SCREEN AND TELEVISION**

3 crs. 3 hrs.

An introduction to the design and application of stage make-up. Students will learn the principles for designing make-up and the actual applications of corrective and three dimensional make-up for production work. Through lecture-demonstrations, laboratory situations, and actual production work, students will be trained in this subject. Each student will be expected to participate in the complete process of designing, applying and maintaining make-up during a production.

*Prerequisite: Th.A 50*

**Th.A 62 ACTING III**

3 crs. 3 hrs.

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

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

**Th.A 65 SCENIC DESIGN**

3 crs. 3 hrs.

An introduction to the techniques of scenic design. Students will develop scenic designs based on a sound and thorough knowledge of the theatre. The designer’s procedure and method of working will be studied in laboratory conditions as well as in actual production.

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

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

3 crs. 4 hrs.

An introduction to the principles of play interpretation, the directorial concept, and methods of focusing audience’s attention on dramatic values by synthesizing character, language, idea and plot with exciting design and purpose.

*Prerequisites: Th.A 50 and permission of the Department*

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

3 crs. 3 hrs.

A study of the history of the theatre from its primitive origins to modern times. The course includes the study of historical documents, contemporary writings and slides of theatre architecture, costumes, scenic designs and related artifacts.

* + Basic Course
Th.A 69 STREET THEATRE 4 crs. 4 hrs.
A study of, and involvement in, elements which compose street theatre. Students participate in exercises which help create ensemble acting, adaptation of materials to fit the street, and writing and composing music and dance for a particular production. 
Recommended Prerequisites: Th.A 50, 51, 52 or 53

Th.A 81 INDEPENDENT STUDY 1-3 crs. 1-3 hrs.
Independent study of Theatre Arts is developed individually between student and faculty member and must be approved by the Department.

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

Patrick J. Abbazia, Professor, Social Sciences
B.A., Brooklyn College; M.A., University of California; Ph.D., Columbia University

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

Richard Adelson, Associate Professor, Business
B.S., M.A., New York University

Emily Aibel, Adjunct Assistant Professor, Student Development
B.S., M.A., New York University

Elio Alba, Professor, Foreign Languages
B.A., Havana Institute, Cuba; M.A., Rutgers University; L.L.D., University of Havana, Cuba; Ph.D., New York University

Louis Altschul, Associate Professor, Behavioral Sciences and Human Services
A.B., New York University; Ph.D., Adelphi University

Pat Amedure, College Laboratory Technician, Health, Physical Education and Recreation

Sheldon I. Aptekar, Associate Professor, Speech and Theatre
B.A., Brooklyn College; M.A., Trinity University

Isidor Apterbach, Assistant Professor, English
B.A., Yeshiva University; M.A., M.Phil., Columbia University

Susan Aranoff, Instructor, Business
B.A., Barnard College; M.Phil., Columbia University

Leslie Arberman, Assistant Professor, Behavioral Sciences and Human Services
B.A., Brooklyn College; M.S., City College of New York

Frances Armer, Adjunct Assistant Professor, English
B.A., University of Northern Colorado; M.A., University of Iowa; Ph.D., Columbia University

Jack Arnow, Assistant Professor, Mathematics and Computer Science
B.S., Brooklyn College; M.A., Queens College

Jane Atlas, Senior College Laboratory Technician, Computer Center
B.S., Brooklyn College

Bonne August, Assistant Professor, English
B.A., D'Youville College; M.A., Ph.D., New York University

Marcia Babbitt, Lecturer, English
B.A., Temple University; M.A., State University of Iowa

Jan Baybusky, Assistant to Higher Education Officer, Fringe Benefits Officer

Yvette Bader, Professor, Music
B.A., Brooklyn College; B. Music, M. Music, Manhattan School of Music; M.A., New York University; Ed.D., Columbia University

Bobby L. Baldwin, Assistant Professor, Secretarial Science
B.S., M.S., Prairie View A & M College

John Barlow, Professor, Behavioral Sciences and Human Services
A.B., Oberlin College; Ph.D., Duke University

Melvyn Baron, Lecturer, English
B.A., Kenyon College; M.A., Teachers College, Columbia University

Elinor Barr, Assistant Professor, Behavioral Sciences and Human Services
B.A., Brooklyn College; M.S., Bank St. College of Education; Ph.D., Union Graduate School

Catherine S. Barry, Professor, Secretarial Science
B.B.A., St. John's University; M.S., Hunter College; Ph.D., Fordham University
Gordon Bassen, Instructor, Mathematics and Computer Science
B.S., M.A., Brooklyn College

Mortimer Becker, Professor and Chairman, Speech and Theatre
B.A., Brooklyn College; M.A., Ed.D., Teachers College, Columbia University

Halice K. Beckett, Assistant Professor, Nursing
B.S., M.A., New York University; R.N., Bellevue Hospital, School of Nursing

Dorothy A. Beckmann, Associate Professor, Speech and Theatre
B.A., M.A., Queens College; Ph.D., Teachers College, Columbia University

Rita Bell, Adjunct Lecturer, Speech and Theatre
B.A., Hunter College; M.F.A., Brooklyn College

Joseph Beller, Medical Officer, Adjunct Professor, Student Development
B.A., New York University; M.D., Middlesex Medical College

Isaiah A. Benathen, Associate Professor, Biological Sciences
B.S., City College of New York; M.S., Long Island University; Ph.D., City University of New York

David J. Berger, Higher Education Associate, Computer Center
B.A., University of Colorado; M.B.A., Pace College

Alfred E. Berkowitz, Professor, Business
B.S., M.S., Long Island University; Ed.D., Temple University

Joseph H. Berliner, Associate Professor, Business
B.S., Brooklyn College; J.D., New York University; M.B.A., Long Island University; C.P.A., State of New York

José M. Bermudez, Senior College Laboratory Technician, Computer Center
A.A.S., Kingsborough Community College

Aaron Bernstein, Adjunct Lecturer, Business
B.S., United States Military Academy, West Point; L.L.B., Columbia Law School

Robert E. Berryman, Director, Personnel Services; Labor Relations Designee; Higher Education Officer, Adjunct Lecturer, Business
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Carol Bierman, Assistant Professor, Biological Sciences
B.A., M.A., Brooklyn College

Murray Blasz, Adjunct Lecturer, Business
B.A., M.S., Long Island University

Irwin Bloom, Senior College Laboratory Technician, Biological Sciences

John Blunt, Assistant Professor, Physical Sciences
B.A., B.S., University of Michigan; M.S., Michigan State University; M.A., New York University

Jack L. Bolen, Associate Professor, Art
B.F.A., M.F.A., Kansas City Art Institute

Alfred Borrello, Professor, English
B.A., St. John's University; M.A., New York University; Ph.D., St. John's University

Uda Bradford, Assistant Professor, Student Development
B.A., New York University; M.S.W., Hunter College

Myron I. Breder, Associate Professor, Behavioral Sciences and Human Services
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B.S., Long Island University

Michael Zibirin, Jr., Dean of Faculty; Professor, Business
A.A., Chicago City College; A.B., M.B.A., University of Chicago

Nikola Zlatar, Assistant Professor, Health, Physical Education and Recreation; Director, Recreation Leadership Program
B.S., M.A., New York University

Roslyn R. Zuckerman, Adjunct Lecturer, English
B.A., M.S., Brooklyn College

In addition to the preceding faculty members, the College anticipates the services of Adjunct Faculty as follows:

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PROFESSORS EMERITI

Warner S. Bass, Professor, Music
B. Music, New York College of Music; M.A., New York University

Henry Chupack, Professor, English
B.A., Brooklyn College; Ph.D., New York University

Martin E. Danzig, Professor, Behavioral Sciences and Human Services
B.A., St. John's University; M.A., Ph.D., New York University

Irving Alan Dodes, Professor, Mathematics and Computer Science
B.S., City College of New York; M.A., Columbia University; Ph.D., New York University

Irene R. Kiernan, Professor, Behavioral Sciences and Human Services
B.A., College of Mount St. Vincent; M.A., Fordham University; Ph.D., New York University

Eunice Miller, Professor, Secretarial Science
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Michael Newman, Professor, Student Development
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Evelio Penton, Associate Professor, Foreign Languages
Bachiller, Instituto de Santa Clara, Cuba; Ph.D., Universidad de la Habana, Cuba; Diploma de Estudios, Centro de Estudios del I.N.P.R.S., Cuba; M.A., Columbia University

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Gordon A. Rowell, Professor, Library
B.A., Bowdoin College; B.S., Columbia University; M.A., Teachers College, Columbia University

John O. H. Stigall, Professor, English
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BUSINESS OFFICE

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A.A.S., Bronx Community College; B.A.A., Bernard M. Baruch College

William Correnti, Assistant Business Manager
A.S., Kingsborough Community College; B.S., St. John’s University

Margaret Messina, Assistant Business Manager
B.B.A., Bernard M. Baruch College

Leonore Dick, Purchasing Officer and Assistant to Business Manager
A.A.S., Kingsborough Community College

Harriet Katz, Assistant to Business Manager

Marcia Retrey, Assistant to Business Manager
B.A., Brooklyn College

Marilyn Moskowitz, Assistant to Higher Education Officer,
Office of the Business Manager

Ruth Oaklander, Assistant to Higher Education Officer,
Office of the Business Manager

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B.A., Long Island University; M.A., New York University

Benjamin N. Eskenazi, Registrar
B.S., M.S., City College of New York

Jerry B. Chase, Assistant Registrar
B.S., University of Colorado

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Joseph F. Schaefer, Director, Safety and Security; Higher Education Associate
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Richard Cockrell, Deputy Director, Safety and Security, Higher Education Assistant
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Jeffery Leibowitz, Assistant to Director, Safety and Security, Higher Education Assistant

Patricia J. Coyle, Assistant to Higher Education Officer,
Assistant to Director, Safety and Security
A.S., State University of New York at Farmingdale; B.A., Hofstra University
SCHOLASTIC AWARD

An annual Scholastic Achievement Award in the field of Hebrew-Yiddish studies, has been established by the Milrod Family in loving memory of Louis Milrod, a 1972 Kingsborough Community College graduate who, in his 85th year completed his doctoral studies and earned the D.J.L. degree.

GIFTS and BEQUESTS

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

The Kingsborough Community College Foundation Inc., a Not-For-Profit Corporation welcomes gifts, grants, awards and bequests from business, industry and public spirited citizens to support and expand these activities.

The Foundation is located at the college, 2001 Oriental Blvd., Brooklyn, New York 11235.
NOTIFICATION OF POLICY

"Kingsborough Community College complies with the Federal Education Rights and Privacy Act of 1974. The full text of CUNY's Student Records Access Policy is posted for review in the Registrar's Office and in the Library."

Education Law Section 224-a

Students unable because of religious beliefs to attend classes on certain days.

1. No person shall be expelled from or be refused admission as a student to an Institution of Higher Education for the reason that he is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.

2. Any student in an Institution of Higher Education who is unable, because of his religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

3. It shall be the responsibility of the faculty and of the administrative officials of each Institution of Higher Education to make available to each student who is absent from school, because of his religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the Institution for making available to the said student such equivalent opportunity.

4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.

5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each Institution of Higher Education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the Supreme Court of the County in which such Institution of Higher Education is located for the enforcement of his rights under this section.

7. As used in this section the term "Institution of Higher Education" shall mean schools under the control of the Board of Trustees of the State University of New York or of the Board of Trustees of The City University of New York or any Community College.
Rules and Regulations for the Maintenance of Public Order
(Henderson Rules)

The tradition of the university as a sanctuary of academic freedoms and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedom; the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility and trust among teachers and students, only when members of the university community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the university campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends or who violate the norms of conduct established to protect that freedom. Against such offenders the university has the right and indeed the obligation, to defend itself. Therefore, the following rules and regulations are in effect at Kingsborough Community College and will be administered in accordance with the requirements of the process as provided in the Bylaws of CUNY’s Board of Trustees.

To enforce these rules and regulations the Bylaws of CUNY’s Board provide that:
THE PRESIDENT, with respect to his educational unit, shall:

a. Have the affirmative responsibility of conserving and enhancing the education standards of the college and schools under his jurisdiction;
b. Be the advisor and executive agent to the Board and of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions and policies of any of its committees and the policies, programs and lawful resolutions of the several faculties;
c. Exercise general superintendence over the concerns, officers, employees and students of his education unit.

Rules

1. No member of the academic community shall intentionally obstruct and/or forcibly prevent others from the exercise of their rights, or interfere with the institution’s educational process or facilities, or with the rights of those who wish to avail themselves of any of the institution’s instructional, administrative, recreational, and community services.

2. Individuals are liable for failure to comply with lawful directions issued by representatives of the university/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.

3. Unauthorized occupancy of university/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation and use of university/college equipment and/or supplies.

4. Theft from or damage to university/college premises is prohibited.

5. Each member of the academic community, or an invited guest, has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds, shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.

6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution’s educational process or facilities, or the rights of those who wish to avail themselves of any of the institution’s instructional, personal, administrative, recreational, and community services.

7. Disorderly or indecent conduct on college-owned or controlled property is prohibited.

8. No individual shall have in his possession a rifle, shotgun or firearm, or knowingly have in his possession any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the college.

9. It is a violation of acceptable standards of conduct at the college, and it is prohibited for any individual, group or organization to engage in the practice of “hazing”:
   “Hazing is defined as any action or situation which recklessly or intentionally endangers mental or physical health or involves forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.”
Penalties

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-9 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix:
   - admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.

2. Any tenured or non-tenured faculty member, or tenured or non-tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-9 shall be subject to the following range of penalties: warning, censure, restitution, fine (not exceeding those permitted by law or by the Bylaws of the CUNY Board), or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection and/or arrest by the civil authorities. In addition, in the case of a tenured faculty member, or tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-9 shall be entitled to be treated in accordance with applicable provisions of the Education Law or Civil Service Law.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-9 shall be subject to ejection, and/or arrest by the civil authorities.

Sanctions Defined

A. ADMONITION: An oral statement to the offender that University rules have been violated.

B. WARNING: Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.

C. CENSURE: Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any university regulation within a period stated in the letter of reprimand.

D. DISPLINARY PROBATION: Exclusion from participation in privileges or extracurricular university activities as set forth in the notice of disciplinary probation for a specified period of time.

E. RESTITUTION: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

F. SUSPENSION: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

G. EXPULSION: Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

H. COMPLAINT TO CIVIL AUTHORITIES:
I. EJECTION.

Adopted by the Board of The City University of New York, June 23, 1969, Calendar No. 3(b).

In addition to Henderson Rules, student conduct and discipline is governed by Article XV of the Bylaws of The City University of N.Y. Students are urged to familiarize themselves with the content of this Article. Copies of the Bylaws are available in the Library.
"Kingsborough Community College has provided us with a sense of pride and accomplishment. I offer my own congratulations to all members of the Kingsborough Community for their dedication, their imagination, and their professionalism. Kingsborough can serve as a model both within the CUNY system and to community colleges everywhere as to what can be done when talent and commitment are focused on real objectives under fair and inspiring leadership."

Robert J. Kibbee, Chancellor,
The City University of New York
1971 - 1982
THE CITY UNIVERSITY OF NEW YORK

is a public institution composed of 9 senior colleges, 7 community colleges, a technical college, a law school, the Graduate School and University Center, and an affiliated medical school.

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

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

Graduate Division
THE GRADUATE SCHOOL AND UNIVERSITY CENTER, founded in 1961
   Harold M. Proshansky, President
THE CUNY LAW SCHOOL AT QUEENS COLLEGE, founded in 1973
   Charles R. Halpern, Dean

Senior Colleges
THE CITY COLLEGE, founded in 1847
   Bernard W. Harleston, President
HUNTER COLLEGE, founded in 1870
   Donna E. Shalala, President
BROOKLYN COLLEGE, founded in 1930
   Robert L. Hess, President
QUEENS COLLEGE, founded in 1937
   Saul Cohen, President
NEW YORK CITY TECHNICAL COLLEGE, founded in 1946;
   affiliated with The City University in 1964
   Ursula C. Schwerin, President
JOHN JAY COLLEGE OF CRIMINAL JUSTICE, founded in 1964
   Gerald M. Lynch, President
YORK COLLEGE, founded in 1966
   Milton G. Bassin, President
BERNARD M. BARUCH COLLEGE, founded in 1968
   Joel Segall, President
HERBERT H. LEHMAN COLLEGE, founded in 1968
   Leonard Lef, President
MEDGAR EVERS COLLEGE, founded in 1968
   Denis M. Paul, Acting President
THE COLLEGE OF STATEN ISLAND, founded in 1976
   Edmond Volpe, President

Community Colleges
BRONX COMMUNITY COLLEGE, founded in 1957
   Roscoe Brown, President
QUEENSBOROUGH COMMUNITY COLLEGE, founded in 1958
   Kurt R. Schmeller, President
KINGSBOROUGH COMMUNITY COLLEGE, founded in 1963
   Leon M. Goldstein, President
BOROUGH OF MANHATTAN COMMUNITY COLLEGE, founded in 1963
   Joshua L. Smith, President
EUGENIO MARIA de HOSTOS COMMUNITY COLLEGE, founded in 1968
   Flora Mancuso-Edwards, President
FIORELLO H. LAGUARDIA COMMUNITY COLLEGE, founded in 1968
   Joseph Shenker, President

Affiliated Institution
MOUNT SINAI SCHOOL OF MEDICINE, affiliated with The City University in 1967
   James F. Glenn, President
CITY UNIVERSITY SPECIAL PROGRAMS

Baccalaureate Degree Program

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

Information and applications are available from the campus coordinator (page 32) or from the Coordinator of the CUNY Baccalaureate Program, The Graduate School and University Center, 33 West 42nd Street, New York, New York 10036.

College Discovery

Students who meet certain requirements, particularly with regard to family income, may be eligible for admission to one of City University’s special programs. The Community College level program is called College Discovery. A “first-time admission” applicant, who may be qualified for this program, should complete the section on the admissions application form which pertains to Special Programs. Candidates are selected by a special, selective system. Those not chosen for the Special Programs are automatically considered for admission under regular admissions procedures (page 28).

Computer Facilities

The University Computer Center provides Kingsborough students, faculty, and staff access to a large-scale computing facility for academic and administrative purposes. Batch job processing and teleprocessing services are provided. All standard IBM languages, numerous mathematical, social science, and scientific application packages and comprehensive Database services are available. A portion of the computer is dedicated to a ‘free class’ of job execution that does not require the establishment of a UCC allocation account. The teleprocessing systems include WYLBUR for text editing and remote job entry, CMS for instructional interactive usage, and APL for scientific uses. Graphic hardware and software is also available to users. In conjunction with the KCC Computer Center, consulting, documentation, and educational services are provided.

The University Computer Center is located at 555 West 57 Street in Manhattan, but KCC’s remote job entry stations and public terminals enable access from the campus. For more information, contact the UCC Coordinator of User Services (212) 977-8000, or KCC Computer Center 934-5640.

Foreign Students Program

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

New York State residents, 65 years of age and over, may attend CUNY colleges under a policy of the Board of Trustees. No tuition is charged to state residents, but a $25. registration fee is charged each semester. Some documentation of age and residency must be submitted.

Students are accepted on a matriculated or non-degree basis, depending upon previous educational experience and the availability of space at the College. Students wishing to apply as matriculated students should check the appropriate filing dates on pages 5-8.

The Office of Admission Services

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

The Information Center: Provides information on: CUNY Admissions Procedures, International Student Admissions, Financial Aid, CUNY Programs and GED information. The Center is open Monday through Thursday from 9:00 A.M.-6:00 P.M., and Friday from 9:00 A.M.-5:00 P.M. Phone—947-4800

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

Computer Based Educational Opportunity Center (CBEOC): CBEOC is a federally funded program operating in conjunction with CUNY’s Office of Admission Services, whose prime goal is to assist persons from low-income areas to enroll in a post-secondary educational program. Phone: 868-6200.

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

In addition, OAS administers the College Level Examination Program (CLEP) and the Test of English as a Foreign Language (TOEFL). Other functions include the preparation of CUNY publications such as The Guide to Admissions and The CUNY Community Newsletters.
TRAVEL DIRECTIONS TO KINGSBOROUGH

SUBWAY

BMT

BRIGHTON LINE
D, QB or M Train
  to Sheepshead Bay Station; B-49 Bus* or,
  to Brighton Beach Station; B-1 Bus*

SEA BEACH LINE
N Train to 86 Street Station; B-1 Bus*

WEST END LINE
B Train to 25 Avenue Station; B-1 Bus*

FOURTH AVENUE LINE
RR Train to 59 Street Station; change for Sea Beach N Train to 86 Street Station; B-1 Bus*

IRT

LEXINGTON AVENUE LINE
Trains #4 or 5 to Atlantic Avenue Station; or, to Borough Hall Station;
  change to Brighton Line Train and Bus*

SEVENTH AVENUE LINE
Trains #2 or 3 to Atlantic Avenue Station; or, to Borough Hall Station;
  change to Brighton Line Train and Bus*

IND

SIXTH AVENUE LINE
D Train to Sheepshead Bay Station; B-49* or, to Brighton Beach Station;
  B-1 Bus*
  F Train to Avenue X Station; B-1 Bus*

EIGHTH AVENUE LINE
A Train to Franklin Avenue Station; Shuttle to Prospect Park Station;
  change to Brighton Line Train and Bus*

BUS

B-1*, B-49*
B-4, B-36 and B-68 connect with B-1*
B-2, B-3, B-6, B-9, B-12, B-25, B-31, B-35, B-36, B-45
B-47, B-48, and B-50 connect with B-49*

*Take these buses to the last stop. Walk straight along Oriental Boulevard directly into the College.
From Manhattan

Belt Parkway eastbound to Coney Island Avenue - Exit 8. (Note that Exit 8 follows very closely upon Exit 7 and can easily be missed.) Watch for the directional signs leading to the campus. They point the way along the following route: Cross Coney Island Avenue and continue along Guider Avenue to the Stop sign. Turn right on East 12th Street for one block. Turn left on Neptune Avenue to the traffic light. Turn right at light on Cass Place and proceed until next traffic light. Turn right on West End Avenue. Turn left at traffic light to Oriental Boulevard which leads directly to the College.

From Queens and Nassau

Belt Parkway westbound to Coney Island Avenue - Exit 8. Watch for the directional signs leading to the Campus. They point the way along the following route: Turn right at exit to Voorhies Avenue. Turn right at first traffic light to Sheepshead Bay Road. At second traffic light turn right to Emmons Avenue. At first traffic light turn left to West End Avenue. Turn left at the second traffic light to Oriental Boulevard which leads directly to the College.
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HOLIDAYS and EMERGENCY COLLEGE CLOSING

Holidays on which the College is scheduled to be closed and no classes held, are listed in the Academic Calendar (pages 5-8).

In the event of Emergency College Closing, due to inclement weather or other factors over which the College has no control, students can get up-to-the minute information by listening to the following radio stations for instructions:

<table>
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<td>WABC</td>
<td>770 AM</td>
<td>WMCA</td>
<td>570 AM</td>
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<tr>
<td>WADO</td>
<td>1230 AM (Spanish Speaking)</td>
<td>WNBC</td>
<td>660 AM</td>
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<td>880 AM, 101.1 FM</td>
<td>WNEW</td>
<td>1130 AM, 102.7 FM</td>
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<td>WINS</td>
<td>1010 AM</td>
<td>WNYC</td>
<td>830 AM, 93.9 FM</td>
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<td>1190 AM</td>
<td>WOR</td>
<td>710 AM</td>
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WKRB-FM 90.9 (Kingsborough Station)

NOTE: Programs and requirements, tuition and fee schedules listed in the catalog, are necessarily subject to change at any time at the discretion of the administration and/or action by Kingsborough Community College, the CUNY Board of Trustees, City University or State University of New York.
Aerial view of Kingsborough Community College looking North. Facing the College's private beach (foreground) is the College Center with dining facilities, student lounges, WKRB the College FM Radio Station, general meeting rooms, etc. In the air-conditioned "Cluster Hall" (right) are classrooms, lecture rooms, workshops, faculty lounges, Admissions Information Center, etc. The 8-story building (far right) houses the Library, the Media and the Computer Centers. The wedge-shaped Performing Arts Center faces the award-winning Physical Education Building in which are two gyms, Olympic-sized swimming pool, handball and tennis courts, dancing and calesthenics studios, etc. Separating the College from the Belt Parkway and Plum Beach (rear right) are the intermingled waters of Sheepshead and Jamaica Bays.