CATALOG
1990 - 1992

KINGSBOROUGH COMMUNITY COLLEGE
The City University of New York

2001 Oriental Boulevard
Manhattan Beach, Brooklyn, N.Y. 11235
718-934-5000
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ADMINISTRATIVE OFFICERS

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

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

Michael Zibrin, Provost and Dean of Faculty
A.A., A.B., M.B.A., Ed.D.

Milton Drucker, Dean of Marine Education
B.A., M.A., Ed.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.

David Gomez, Dean of Instructional Services
B.A., M.A., Ed.D

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

Marilyn Chernin, Associate Dean of Students
B.A., M.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.

Elizabeth Miller, Associate Dean of the College
B.A., M.S.

Natalie Rubinton, Associate Dean of Students
B.A., M.S., Ph.D.

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

A. Steven Young, Associate Dean of the College
B.A., J.D.

Otis Hill, Assistant Dean of Students
B.S., M.A., Ed.D.

Angelo Pappagallo, Assistant Dean of Students
B.A., M.S.

Joseph Musicus, Administrator for Business Affairs
A.A.S., B.B.A.
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 are 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.
KINGSBOROUGH COMMUNITY COLLEGE

History

Kingsborough Community College was founded in 1963 as the ninth Community College of The City University of New York and the twenty-seventh State-wide two-year college. It is administered by the Board of Trustees of The City University of New York.

Kingsborough offers three degree programs. The Liberal Arts program leads to the Associate in Arts (A.A) degree; programs in the Arts (Music, Fine Arts and Theatre Arts), Mathematics and the Sciences 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. A wide variety of 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. In the Fall of 1965, the College received its permanent, unique and beautiful, 67-acre site at Manhattan Beach. Cradled on three sides by the waters of Sheepshead Bay, Jamaica Bay and the Atlantic Ocean, the College's ultra-modern campus, composed of a continuous series of inter-connected buildings 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 and microcomputer laboratories, rotational chemistry labs, individual study and experimental stalls; sophisticated learning aids; library and media center; computer center; 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/office administration departments; offices for administration, general services and a power plant.

A recently opened Marina is now in use. A spectacular Marine and Academic Center is nearing completion. It will house the Center for Marine Development and Research with laboratories, aquarium and space for nautical displays, and will provide needed academic facilities, classrooms, offices, conference and meeting rooms, dining facilities and a theatre.

Campus facilities, including maximum accessibility and usability by the physically disabled, is an integral part of 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: open to all high school graduates or persons with equivalent educational backgrounds; operated at low cost to students; be located within reasonable daily commuting distance of students’ homes.

III. Enhancing college performance goals with:
   a. General Education. (To provide post secondary-school general background and experience for all students in conjunction with their major academic fields of study.)
   b. College or University Transfer Education. (To offer the requisite courses for two years of collegiate study to competent students who are interested in continuing for the bachelor’s degree and to develop articulation agreements with four-year institutions so that there is little or no loss of credit upon transfer.)
   c. Occupational or Career Education. (To present 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 that need employees with higher level abilities.)
   d. Adult or Continuing Education. (To assist 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. (To furnish 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.)
   f. Open Admissions. (To provide supportive services, tutorial and remedial assistance and guidance programs which will most effectively help students meet the CUNY standards of competence, a requirement for every Kingsborough graduate.)

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 achieve these objectives Kingsborough:

a. exerts every effort to serve the educational needs of those within the geographic area;
   b. offers educational programs that contribute to a balanced university educational system and avoid duplication where needs are already being met by other university units;
   c. responds as far as possible with educational programs in areas where it has the capacity to fill demonstrated needs not already being met;
   d. furthers its obligation to develop and define logical areas of specialization without scattering its energies;
   e. continues 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. remains 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 grow in order to most effectively meet the ever-changing complexion of the dynamic urban area in which it is situated. New programs will be introduced and existing ones routinely re-examined in light of shifting economic, social, occupational, and recreational requirements of the community. Any defined needs will be translated into educational programs. The College will always attempt to meet its responsibilities by contributing its facilities and its reservoir of talent to the population it serves.

Accreditation

Kingsborough Community College is fully accredited and approved 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

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, education or activities programs or hiring procedures. The Affirmative Action Officer, the Title IX and 504 Coordinator for the Handicapped, is in room A-217, ext. 5650.
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.

Admission Information Center
Room F-123, ext. 5800

Information about attending Kingsborough Community College is available from the Admission 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 35).

Basic Admission Requirements

Applicants who have not previously attended any college require a high school diploma or its equivalent (GED). High school certificates and IEP diplomas are not acceptable.

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

The College has been authorized to admit, each semester, a limited number of matriculated students over the age of 21 who are not high school graduates or equivalent but who are GED examination candidates enrolled in Kingsborough's GED preparation program.

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 Admission Information Center. The Admission Information Center should be contacted for application 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
   Admission Information Center — Room F-123
   2001 Oriental Boulevard
   Brooklyn, New York 11235

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

3. University Application 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
   The 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 deadline dates indicated above are extended on the basis of available space. Kingsborough’s Admission 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 receive 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.

<table>
<thead>
<tr>
<th></th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(12 or more credits + or, 12 or more equated credits ++)</td>
<td>$612.50</td>
</tr>
<tr>
<td></td>
<td>(less than 12 credits + or, less than 12 equated credits ++)</td>
<td>40.00 per credit + or equated credit ++</td>
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</table>

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. The certificate must have been issued within two months prior to the completion of registration and must be filed with the Bursar’s Office before the completion of registration.

OUT-OF-CITY RESIDENTS

OUT-OF-STATE RESIDENTS

FOREIGN STUDENTS

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<tr>
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<th>Full-Time</th>
<th>Part-Time</th>
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<tbody>
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<td></td>
<td>(12 or more credits + or, 12 or more equated credits ++)</td>
<td>$1,012.50</td>
</tr>
<tr>
<td></td>
<td>(less than 12 credits + or, less than 12 equated credits ++)</td>
<td>76.00 per credit + or equated credit ++</td>
</tr>
</tbody>
</table>

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 page 15)

*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 .......................... $45.00
b. Part-time Students ......................... 20.00

Special Fees
a. Application .................................. 25.00
b. Readmission to the College ............... 10.00
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 ......................... 5.00
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
g. Cooperating Teacher—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. Non-payment Service Fee .................. 15.00
D. Payment Reprocessing ..................... 10.00
   (payment with a personal check which is not honored by the bank)

E. 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 Fee. 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 from Course(s) or the College</th>
<th>Fall and Spring Sessions</th>
<th>Winter and Summer Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the scheduled opening date</td>
<td>100%</td>
<td>100%</td>
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<tr>
<td>Within six calendar days after the scheduled opening date</td>
<td>75%</td>
<td>50%</td>
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<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>
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<tr>
<td>Beyond the seventeenth calendar day after the opening day</td>
<td>none</td>
<td>none</td>
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</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.
The Registrar's Office, under the jurisdiction of the Dean of Instructional Services, maintains 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:

<table>
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<tr>
<th>Service</th>
<th>Information</th>
<th>Filing Dates</th>
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<td>Advanced Standing</td>
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<td>Certification to Outside Agencies</td>
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<td>Address</td>
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<td>Curriculum</td>
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<td>Status</td>
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<td>Day to Evening</td>
<td>information-page 35</td>
<td>filing dates—Academic Calendar *</td>
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<tr>
<td>Evening to Day</td>
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<td>Exams:</td>
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<td>Finals—Conflicts</td>
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<td>Finals—Make-Ups</td>
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<td>Graduation</td>
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<td>Permit to Attend Other Colleges</td>
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<td>Readmission</td>
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<td>Residency Determination</td>
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<td>Transcripts</td>
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<tr>
<td>Transfer to CUNY Senior College after completion of two (2) year degree</td>
<td>information—pages 11,44</td>
<td>filing dates—Academic Calendar *</td>
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<tr>
<td>Withdrawal from College and/or Retreat</td>
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<tr>
<td>Withdrawal from Course</td>
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*The latest ACADEMIC CALENDAR, with information on filing dates and deadlines, is available in the Registrar's Office.*
Health Regulations and Services

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 immunization 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, or 5399, 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.

First aid, emergency treatment, psychological counseling and referral, educational, preventive and advisory services are provided. Registered nurses are in attendance when classes are in session. By appointment, a clinical psychologist and college physicians are available to see students and college personnel with specific problems or questions. Any accident or illness incurred during school hours or enroute to the college should be reported immediately.

IMPORTANT NOTE

The College will not monitor 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 whatsoever for any injury students may suffer should they participate without medical advice, or against medical advice, or for any injury suffered as a result of any physical incapacity.
Uda Bradford, Assistant Professor
Marilyn Chernin, Higher Education Officer
Peter Cohen, Instructor
Anthony Colarossi, Associate Professor
Diego Colon, Associate Professor
Vannessa Green, Assistant to HEO
Carolyn Gribben, Instructor
Wayne Harewood, HEO Assistant
Otis Hill, Associate Professor
Rachelle Katz, Assistant Professor
Oliver Klapper, Professor
Desmond Lewis, Assistant Professor
John Lin, Assistant Professor
Angelo Pappagallo, HEO Associate
Marilyn Perez, Assistant to HEO
Murray Plissner, Professor
Manuel Pomales, Assistant Professor
Ella Puccio, Assistant Professor
Morris Rabinowitz, Associate Professor
William Rivers, Professor
Jennie Roman, Assistant Professor
Irwin Rosenthal, Professor
Natalie Rubinton, Associate Professor
Anthony F. Russo, Professor and Chairperson
Barbara Sadownick, HEO Assistant
Charles Schwartz, HEO Assistant
Robert Schwartz, Associate Professor
Norman Toback, HEO Associate
Clyde Wesley, HEO Associate
Eric Willner, Professor
Anne Winchell, Associate Professor
Side view of outside stairwell connecting the award-winning Health and Physical Education Building with the Administration Building.
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.

**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; High Risk Student Advisement; My Turn; Honors Option; New Start; College Now; Diploma Now. For information contact Dean Natalie Rubinton, ext. 5563.

**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 Freshman Seminar**

1 cr. 1 hr.

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 and Life Planning**

1 cr. 1 hr.

Students are given an opportunity to explore careers in relation to their interests, abilities and aptitudes and their college experiences. They learn how to plan for future work and leisure time. Topics include: the nature of work; contemporary changes in careers and work ethic; self assessment; obtaining jobs and changing life styles. Current labor market information is introduced followed by intensive, individual research and exploration of occupations. Instruction and practical assignments explore the dynamics and techniques of job-seeking; decision-making; goal-planning and priority-setting.
Co-Curricular Activities—Office of Student Life

Room U-204, ext. 5597

The Department of Student Development 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 Sciences, 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. For information contact Dean Marilyn Chernin.

Student Handbook

An important resource and guide, the Student Handbook provides students with information on all aspects of college life: campus rules and regulations; academic standards; counseling and related services; special programs; student activities, and more.

Student Publications

Room A-216, ext. 5563

Student publications provide an outlet for the expression of ideas, opinions, creativity and talent. Scepter, the College newspaper, prints college news, reviews college activities and sports, carries letters, opinions, commentary and items of interest to KCC students and faculty. Mace publishes longer articles and thematic work in a magazine format. Antheon, the College literary journal, allows for the expression of student poetry and fiction. Odyssey, offers students an opportunity to produce a yearbook representative of the college, the year, and its graduates.

All publications are written, produced, managed and distributed by KCC students with a faculty advisor. They are supported by the KCC Association, and have been cited for excellence.

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 The 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. For information contact Dr. Oliver Klapper.
Bilingual Program
Room D-206, ext. 5576

The Bilingual Studies Program started at Kingsborough in 1970. It offers academic training toward a 2-year degree for bilingual (Spanish-English) High School Graduates or holders of the GED 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 Spanish-speaking minority communities in New York. For information contact Dr. Diego Colon.

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 12). For information contact Dr. William Rivers.

Day Care Center
Room T-7118, ext. 5157

A limited number of Kingsborough’s day students’ children—who are from 2 years and 9 month 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 student-parents. For information contact Professor Uda Bradford.

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.

Special Services (Disabled)
Room D-205, ext. 5175

Disabled students will find all Career Programs easily accessible due to the special architectural design of the college, as well as its over-all academic structure. Specific assistance such as special registration, tutoring, reserved parking permits, disability related accommodations and individual counseling are offered to students with special needs. Disabled prospective students are invited to visit the College before applying for admission. Contact this office to arrange for an appointment and an information-sharing interview. For information contact Dr. Anthony Colarossi.

Veterans Affairs Program
Room D-206, 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. For information contact Mrs. Joan Gertz.
New Start Program
Room C-102, ext. 5115

The New Start Program assists referred, eligible students who experienced academic difficulty at participating senior colleges. At KCC, these students receive specialized counseling and support services and may use up to 30 previously earned credits toward an associate degree. After graduation from Kingsborough, they may continue their education at a senior college, under the CUNY transfer guarantee policy. For information contact Dr. Anne Winchell.

H.E.L.M. (Health Education for Lifestyle Management) Center
Room C-102, ext. 4909

The H.E.L.M. Center offers a setting that unifies all student wellness, lifestyle management, health referral (including AIDS, substance abuse, family violence, pregnancy, and abortion) and fitness education programs. The Center functions as a natural initiating point to increase students' awareness of the importance of development in each dimension as well as of the holistic and interactive benefits of involvement in all dimensions of campus life. For information contact Professor Judith Perez.

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

The Mature Adults 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 am to 12:30 pm. For information contact Dr. Rachelle Katz.

“My Turn” Program
Room F-219, ext. 5079

“My Turn” is a tuition-free college education program for New York State residents 65 years of age and older. Kingsborough was granted permission to waive CUNY’s admission requirements for a high school or GED diploma from qualified applicants.

“My Turn” students are permitted to take as few or as many credits per semester as they wish. The program includes special counseling and other services.

A $25 registration fee is charged each semester and all penalty fees must be paid. Documentation of age and residence must be submitted with the admission application. Students are accepted on a matriculated or non-degree basis subject to availability of space. To apply as a matriculated student, check appropriate filing dates (page T3). For information contact Dr. Barbara Ginsberg.
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.

* 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.
* All bank loan recipients who are leaving the college MUST SCHEDULE A LOAN EXIT INTERVIEW with the financial aid office.
Financial Aid Programs Currently Available Include:

I. SCHOLARSHIPS AND GRANTS

a. New York State Regents Scholarships—Freshmen holding the Regents College and Nursing Scholarships will be awarded $250, 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 $200 to $2,000, depending on need, family ability to contribute, and availability of funds.
d. Pell 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. Important criteria must be met when considering an applicant’s eligibility:
   1. citizenship or permanent residency status;
   2. either full-time attendance as a student, or, taking less than 6 credits
   3. a student who attempted 30 remedial (equated credits) will not be eligible for Pell Grant payment for remedial credits taken in excess of the 30 credit limit. (ESL courses are excluded).
e. Tuition Assistance Program (TAP)*—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 $42,500 or less. The amount of the award varies and does not have to be repaid.
f. 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.
g. Aid for Part-Time Study (APTS)—Provides tuition assistance to eligible part-time undergraduate students taking between 6-11.5 credits per semester in a degree granting program. Eligibility requirements include good academic standing, filing for PELL, N.Y. State residency and other program requirements. The income limitation for dependent students and their families is $22,000 or less. The net taxable income cut-off for independent students is $15,000 or less. The amount of the award cannot exceed $2,000 or tuition, whichever is less.
h. Mayor’s Scholarship Program (MSP)—This program was established by the Mayor’s Office of New York City and sponsored by the Federal Housing and Urban Development agency. It is designed to provide supplemental financial aid to full-time students enrolled in degree-granting programs. Eligibility is based on financial need and residence in certain designated areas. The amount of each award ranges from $200 to $500.

* Detailed requirements for eligibility to receive and continue in the TAP and STAP Programs are available in the Financial Aid Office. They should be obtained and carefully read by each applicant and/or recipient.
II. LOANS

a. Perkins (Direct) Loans (formerly NDSL)—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 5%, 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 50% of the indebtedness may be canceled for students who enter the teaching profession for a period of five years. Students who teach for seven years, in areas designated as disadvantaged, may have the loan canceled.

b. Stafford Loan (formerly Guaranteed Student Loans GSL)—Loans are available 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 8%. Maximum annual amounts available may not exceed $2,625 a year.

c. Supplemental Loans for Students (SLS—formerly known as ALAS)—The SLS program provides loan amounts that supplement Guaranteed Student Loans. Independent undergraduate students are eligible to borrow up to $4,000 per year with an aggregate maximum of $20,000. However, these annual limits include any amounts borrowed through the SLS. The current interest rate on SLS loans varies up to 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 $4,000 per academic year to a maximum of $20,000 for each child. Repayment is required to begin within 60 days after disbursement. Interest rates vary up to 12%. 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 at least half-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 less. Repayments commence nine months after graduation or termination of studies. Annual interest rate is 6%. 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 20 hours a week while they attend classes and up to 40 hours a week during vacation periods. Students are paid from $3.50 to $3.85 an hour and are employed on-campus or in approved off-campus positions.
ESTIMATED STUDENT EXPENSES

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

- Books and Supplies ........ $300
- Transportation ............. $540
- Personal Expenses .......... $1277
- Room and Board ............ $1500

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

RIGHTS AND RESPONSIBILITIES OF THE STUDENT AS A CONSUMER

Part 176 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.
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.

Center for Marine Development and Research

Room T-301, ext. 5525

Kingsborough Community College’s ideal waterfront site presented still another unique opportunity for the college to play a significant role. The Center for Marine Development and Research provides a locus for community recreation PLUS an outstanding instructional program. Students can prepare for careers in the seafood industry. Courses involve merchandising, marketing, sales, fishery research and development. Shipboard training to seafood processing including development of many other skills currently unavailable in the Port of New York are included.

Program requirements, page 114; course descriptions, page 257.

For information contact Dr. Milton Drucker, Dean of Marine Education.

“College Now” Program

Room L-705, ext. 5170

A Kingsborough Community College cooperative educational venture with CUNY and the NYC Public School System. High School seniors are offered the opportunity, tuition free to: improve their basic academic skills, take college level courses, earn college credit while still attending their own high schools.

Among the College level offerings are courses in Behavioral Sciences (page 146), Business (page 166), English (page 181), Humanities (page 198), Natural Sciences (page 158).

For information contact Dr. Stuart Suss, Program Director.

Computer Center

The Kingsborough Community College Computer Center is available to 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 4381 and a remote job-entry station that links Kingsborough with the CUNY University Computer Center which has an IBM 3090 and an IBM 3081 Computer (See CUNY Computer Facilities, page 351).

Administrative Computing—Room L-117, ext. 5640

(under the auspices of the Dean of Instructional Services)
For information contact Mr. Howard Reznikoff.

Instructional Computing—Room L-116, ext. 5037.

(under the auspices of the Provost)
For information contact Dr. Philip Greenberg.
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.

For information contact Dr. Morton Becker, Chairman, Department of Speech and Theatre (ext. 5591).

CUNY Baccalaureate Degree Program

Room E-309, ext. 5403

Dr. Julio Hernandez-Miyares is available on campus for advice and additional information concerning the program (see page 351).

Fame Program

Room T-301, ext. 5525

Administered by Kingsborough Community College, the FAME (Fisheries and Marine Education) program for high school students is a cooperative project with the NYC public high schools.

To stimulate student interest in higher education and future careers; to help clarify higher education goals; to accelerate academic advancement toward a college degree, the program familiarizes high school seniors with the many career opportunities in the seafood and marine related industries.

Classroom instruction and shipboard experience are combined on the college campus. Accepted high school students can earn 3 college credits each semester and can apply those credits toward the Fisheries and Marine Technology A.A.S. degree. Program requirements page 114; course descriptions page 257.

For information contact Dr. Milton Drucker, Dean of Marine Education.

Health Services Center

Room A-108, ext. 5684

The College Health Office reviews the student medical forms and evaluates health status, facilitates the removal of handicaps to learning and ascertains the need for special adaptations of the college program to ensure the maximum development of each student (see page 18).

First aid, emergency treatment, educational, preventative and advisory services are provided. Registered Nurses are in attendance when classes are in session to assist students with specific health problems. Any accident or illness incurred during school hours or en route to the college should be reported immediately.

For information contact Dr. Alfredo Torres, Director.
"Honors Option" Program

Room F-106, ext. 5365

An enriched, challenging and rewarding curriculum is available to academically skilled, high achieving students. Courses are especially designed to stimulate thinking and research and provide exposure to classical and interdisciplinary studies.

First semester students who are enrolled for at least 9 credits and achieve a scholastic index of 3.20 or better are given the opportunity to apply for this special "Honors Option" program the following semester. Those who are accepted may enroll in one or more of the enrichment courses each semester, are invited to attend faculty lecture programs, receive priority registration and benefit from other privileges and activities.

Students who complete at least 12 credits of the courses offered in this program have the designation "Honors Option" entered on their transcripts. A cumulative index of 3.00 and at least a "B" grade in every course offered by the "Honors Option" is required for retention in the program.

High School graduates who achieve a College Admissions average of 800 or better and who pass the CUNY Freshman Skills Assessment Tests in English Language Skills may apply for Associate membership in this program.

For information contact Dr. Eric Willner, Director.

Institute for Public Service (KIPS)

Room F-309, ext. 5524

The Kingsborough Institute for Public Service, started in 1970, continues to pursue its mission 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. The Institute serves as an initiator and facilitator in the exploration and development of public service projects recommended by faculty, students and community members. In the development of these projects, KIPS does not take any particular political or social point of view, but treads the line between education and activism fairly and objectively by presenting varying approaches, philosophies and viewpoints in its debates, panels, conferences, publications and other programs. Programs include: conferences, lectures and debates primarily in response to campus needs, community requests or joint campus-community involvement; special services such as the annual Health Fair, Community Services Referral, Voter Registration, Volunteer Fair, Clergy Conference and others.

For information contact Prof. Sidney Helfant, Director.

Radio Station WKRB

Room U-228, ext. 5604

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, 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. The station organization allows students to develop skills in engineering, management, public relations, business, news, community relations, and disc-jockey work.

For information contact Dr. Cliff Hesse, Advisor.
Special Advisement/Counseling Program

Room F-102, ext. 5975

Select groups of high risk students are assisted to maintain good academic standing, and progress toward meeting appropriate degree requirements in the Special Academic Advisement Program. Academic advisors assist in planning course schedules, monitoring progress, and help deal with any ongoing academic problems. Counselors provide educational and vocational guidance, assist with individual development and handling personal problems. Advisors and counselors refer the students in the Program to any necessary remedial and supportive services.

For information contact Dr. Margaret Kibbee, Director.

Teacher Studies

Room F-123, ext. 5946

Teachers and other school personnel on sabbatical leave for study, or those taking after school courses for salary differentials, may fulfill course requirements through the Teacher Studies Program. (A Co-Operating teacher fee of $25 per semester is required). The Office of Teacher Studies is staffed by Kingsborough Community College Counselors who are familiar with public and private schools. They provide advisement in submitting courses for approval, arranging programs and time schedules and interpreting regulations. An exclusive pre-registration service is available. Seminars and varied cultural activities offer valuable opportunities for social interaction and professional development and advancement, in a stimulating academic environment with all campus privileges.

For information contact Dr. Lawrence Feigenbaum, Director.

Tutorial Services

Room L-605, ext. 5118

Free tutoring in most 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 auspices of the Dean of Instructional Services.

For information contact Prof. Naomi Campisi, Director.
SPORTS*

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 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 basketball, swimming, tennis, training with weights, and racquetball. Recreational clubs include modern dance, karate and skiing.

**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) the local conference, 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 regional, district and national levels.

Kingsborough is a member of Region XV, District of the NJCAA. There are 24 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.
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. Take required CUNY Skills Assessment Tests.
3. Good academic standing at the end of the current semester (at least a 2.00 cumulative index.)

If a college was attended previously, the following criteria must also be met:
A. Meet requirements in 1, 2, 3 listed above.
B. Have an official copy (copies) of previous college(s) transcript(s) on file in the Registrar's Office.
   If the cumulative average at the previous college(s) was below a 2.00, the completion of a minimum of 12 credits or 12 equated credits, will be required at Kingsborough Community College with at least a 2.00 cumulative index.

*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 (pages 174 and 233).

Basic Skills Proficiency

Each student must meet standards of proficiency in the basic skills 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, to determine whether they meet the minimal University College standards. Those who initially fail to meet these requirements will be given appropriate remedial instruction to assist them to achieve 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 program's degree requirements for graduation are completed.
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.

The following table is used when evaluating a student's academic progress and determining satisfactory progress toward a degree.

<table>
<thead>
<tr>
<th>Attempted Credits or Equated Credits</th>
<th>Minimum Satisfactory Rate of Completion</th>
<th>Minimum Cumulative GPA (Index)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 to 23 1/2</td>
<td>50%</td>
<td>1.50</td>
</tr>
<tr>
<td>24 to 35 1/2</td>
<td>66%</td>
<td>1.75</td>
</tr>
<tr>
<td>36 and over</td>
<td>75%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

(Both the "W" grade and equated credits are included in the determination of a student's rate of completion.)

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 college. 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 college for academic reasons may apply for readmission after one semester. Acceptance will be subject to faculty decisions (see page 40).

*Kingsborough Community College Council action,
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>(Points x 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>
<td></td>
</tr>
<tr>
<td>French</td>
<td>D</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td>C</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Physics</td>
<td>B</td>
<td>3</td>
<td>5</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>F</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Total 16 Grade Point Total 34

Grade Point Index (34 divided by 16) equals 2.125 or just above “C” average.

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 □.

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 +. Some basic courses require prerequisite courses or Department permission. This is indicated with the course description.

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.
GRADES

Grades indicate how well a student is doing academically. 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 (Index)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>4 Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>3 Good</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>2 Fair or Average</td>
</tr>
<tr>
<td>D</td>
<td>60-69% (Lowest Passing Grade)</td>
<td>1 Below Average but Passing</td>
</tr>
<tr>
<td>F</td>
<td>59 and Below</td>
<td>0 Failure</td>
</tr>
<tr>
<td>R</td>
<td>Minimum Level of Proficiency Not Met for Remedial Courses</td>
<td>—</td>
</tr>
<tr>
<td>NC</td>
<td>Minimum Level of Proficiency Not Met for Compensatory Courses</td>
<td>—</td>
</tr>
<tr>
<td>INC</td>
<td>Term's Work Incomplete</td>
<td>—</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew Without Penalty</td>
<td>—</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew Failing (Counts as Failure)</td>
<td>0</td>
</tr>
<tr>
<td>WU</td>
<td>Withdrew Unofficially (Counts as Failure)</td>
<td>0</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit</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”, “NC”, “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 page 247.)

*Riverside Community College Council action.

“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.

Grade Change

Students may appeal 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 a grade should be addressed to the Chairperson, Committee on Academic Review.

Scholastic Standing

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

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

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.

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 248).

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.
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, check the Academic Calendar. For tuition refund, see page 16.

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 15).

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 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 (page 41).

DISMISSAL

A student who is dismissed for academic reasons may not apply for readmission until 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.
STUDENT ATTENDANCE POLICY

As it is to a student's 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><strong>Contact</strong></td>
<td><strong>Course</strong></td>
</tr>
<tr>
<td><strong>Hours per week</strong></td>
<td><strong>Meetings per week</strong></td>
</tr>
<tr>
<td><strong>Absences</strong></td>
<td><strong>Maximum Absences</strong></td>
</tr>
<tr>
<td>2 hours</td>
<td>2 hours</td>
</tr>
<tr>
<td>3 hours</td>
<td>2 absences</td>
</tr>
<tr>
<td>4 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>5 hours</td>
<td>4 hours</td>
</tr>
<tr>
<td>6 hours</td>
<td>4 absences</td>
</tr>
</tbody>
</table>

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

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. Check the Academic Calendar for withdrawal dates.
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 per semester. Independent Study courses are open ONLY to upper freshmen and sophomore students who have an overall B average (3.00 index) in the subject area, and 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.

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.

Eligibility for Graduation requires the completion of one of the programs of study as outlined in the statement of requirements with an overall minimum Cumulative Index of 2.00 (at least a “C” grade) for all courses taken at Kingsborough Community College (see page 37).

In order to receive a Kingsborough degree, a student is required to have completed the final thirty credits toward that degree while enrolled at Kingsborough. Where one or more credit bearing courses to be included in this sum are to be earned at another institution, prior permission must be obtained from the appropriate KCC faculty committee.
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 3.20 grade index or better, and who have not received a "WF," "WF," "F," "R," "NC" or "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 3.20 grade index or better, and who have not received a "WF," "WF," "F," "R," "NC" or "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; receive the recommendation of the Mathematics Department Faculty.

PHI BETA LAMBDA
National Business Honor Society

Students majoring in Secretarial/Office Administration, who maintain a cumulative "B" average after completing 30 credits at Kingsborough and who have given service to the Secretarial/Office Administration Department, are eligible for membership.

HONORS OPTION PROGRAM

For academically skilled, high achieving students. See page 31 for description. Contact Dr. Eric Willner, Program Director Room F-106, ext. 5365 for information.
KCC "TWO-PLUS-TWO" PROGRAM

Articulation agreements are in effect between CUNY, SUNY, and many 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.

TRANSFER TO SENIOR COLLEGES
AND UNIVERSITIES

CUNY ARTICULATION POLICY:* 

WHEREAS, The City University of New York was established as an independent system of higher education governed by its own Board of Trustees responsible for the governance, maintenance, and development of both senior and community colleges; and

WHEREAS, The legislative intent leading to the enactment of The City University Governance and Financing Act stipulates that the University must remain responsive to its urban setting and maintain close articulation between senior and community colleges; and

WHEREAS, The educational mission of The City University includes a commitment to maintain and promote academic excellence while also providing open and equal access to the totality of the University's students; and

WHEREAS, The City University is an integrated, unique and comprehensive system of higher education, mandated in law and in fact to serve the special needs of the people of the City of New York for purposes of upward educational, social and intellectual mobility; and

WHEREAS, The goal of access implies that success on each step of the college ladder should be followed by access to higher levels of learning through vertical linkage between associate in arts, baccalaureate, and graduate programs; and also implies the inter-college transferability of courses and credits in the Liberal Arts and Sciences; and

WHEREAS, The courses in the Liberal Arts and Sciences offered at each college in the University were developed by their respective faculties and approved by the Trustees of The City University and the State Education Department for the University as well as for the relevant college units of the University,

*Adopted by the CUNY Board of Trustees, June 24, 1985.
THEREFORE BE IT RESOLVED,

That the Board policy statement of February 26, 1973 be fully implemented as a basic policy component of the Board of Trustees. This policy states that "All City University Community College Associate in Arts and Associate in Science degree recipients shall be accepted as matriculated students at a senior college of The City University and that these students be given priority for transfer over non-university students seeking transfer and that upon such transfer they be granted a minimum of 64 credits toward a baccalaureate degree and be required to complete only the difference in credits between 64 and the total credits required ..."; and be it further

RESOLVED, That effective September 1, 1986 all Liberal Arts courses taken in one City University college be considered transferable, with full credit, to each college of The City University; and that full credit be granted for these courses in all departments and programs; and be recognized for the fulfillment of degree requirements; and be it further

RESOLVED, That based on a fair and reasonable evaluation of a student's transcript at least nine (9) credits* be granted in the student's major unless the senior college determines that it wishes to grant additional credit in the major; and be it further

RESOLVED, That effective September 1, 1988 all Science courses taken in one City University college be considered transferable, with full credit, to each college of The City University; and that full credit be granted for these courses in all departments and programs and be recognized for the fulfillment of degree requirements; and be it further

RESOLVED, That based on a fair and reasonable evaluation of a student's transcript at least nine (9) credits* in laboratory Science be granted in the student's major unless the senior college determines that it wishes to grant additional credit in the major; and be it further

RESOLVED, That when transferring from a community college to a senior college, credit be granted for course work taken in the Liberal Arts and Sciences in the community college irrespective of whether the student has fulfilled the requirements for the Associate degree; and that a maximum of 68 lower level (freshman and sophomore) credits be transferred from one college to another unless the senior college determines that it wishes to grant additional credit, and that no more than 64 credits be required above the Associate in Arts or the Associate in Science degrees in order to fulfill the requirements for a baccalaureate degree; and be it further

RESOLVED, That excluded from this policy are skills courses, such as writing, and professional courses, such as Nursing or Education, where instruction is begun at the community college and continued at the senior college. Such courses shall be granted credit, but the senior college shall determine the proper level of placement in its course sequence; and be it further

RESOLVED, That in order to maintain academic standards and to insure a higher degree of probable achievement, all community college students be required to pass all three Freshman Skills Assessment Tests, prior to transferring to a senior college. Those students who meet the admission requirements of a senior college, and who wish to transfer to a senior college from outside the University, shall be required to take the Freshman Skills Assessment Tests and be placed at the appropriate skills level as determined by the senior college; and be it further

*It is understood that the relationship of course sequence and credit within the major will vary from college to college and major to major and that the allocation of credits will vary slightly.
RESOLVED, That the President or his/her designee is hereby authorized to grant exceptions to the provisions regarding Freshman Skills placement to select students under special circumstances. The number and nature of exceptions shall be reported annually to the Chancellor; and be it further

RESOLVED, That as part of the foregoing resolutions, vocational and skills courses such as typing, taken independently or as part of a liberal arts degree program not be awarded credit upon transfer except in such cases where the senior college determines that it wishes to grant such credit; and be it further

RESOLVED, That the Office of the Chancellor (through the Vice-Chancellor for Academic Affairs) be responsible for arranging meetings between faculties and administrative staffs of the various colleges of the University, so that articulation in the Sciences will be fully completed by September 1, 1988, and that articulation in the professional and career areas on a course-by-course basis will be substantially improved; and be it further

RESOLVED, That within each discipline meetings shall be held by department chairs and program coordinators of each college or their designees from all branches of CUNY. These meetings shall be co-chaired by one community college and one senior college representative and shall have as their explicit goal the improvement of articulation; and be it further

RESOLVED, That at these meetings the departmental representatives shall review the syllabi, examinations, and student papers, as well as entrance and exit criteria; and be it further

RESOLVED, That the Vice-Chancellor for Academic Affairs shall monitor the progress of the articulation meetings. The co-chairs of each group shall report the results of their group’s deliberations to the Vice-Chancellor, who shall, in turn, transmit these reports, together with a summary of the results to the University Faculty Senate, the heads of the faculty governance bodies of the individual colleges, the Council of Presidents, the Chancellor, and the Board of Trustees; and be it further

RESOLVED, That the Vice-Chancellor shall monitor the implementation of these articulation policies utilizing periodic and systematic audits; and be it further

RESOLVED, That the community colleges and senior colleges establish an articulation advisement unit at each of the colleges in order to counsel students on career goals, courses to be taken at the student’s college prior to transfer, and the requirements expected upon transfer.

EXPLANATION: The above resolutions represent a clarification of the mission of The City University and will result in removing remaining barriers and arbitrary distinctions which may yet exist with respect to intra-University transfer. These resolutions strengthen the University’s commitment to upward mobility and equality for opportunity for all students regardless of race, ethnicity or economic status.
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 through-out 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.

CATALOG

During the first semester at the college, each Kingsborough student receives the college catalog from a counselor. The catalog is important now and may prove invaluable in the future. Information spelled out in the catalog makes it possible to check on all the courses required for each particular degree. Course descriptions also help decide on those electives which are of the greatest interest and value. Other catalog information alerts students to specific college requirements, rules and regulations and the special opportunities and advantages available on campus. Information on articulation agreements with senior CUNY and private colleges and universities and transfer opportunities are described.

After graduating from Kingsborough, alumni discover that many senior colleges, universities and professional schools may require the Kingsborough Community College catalog course descriptions in order to properly evaluate credits. The catalog information may also be useful for employment consideration.

The Kingsborough catalogs are printed in very limited quantities and replacements may not be possible. Students are urged to carefully keep the catalog they receive.

Prospective students who are interested in attending Kingsborough should request publications about the college from the Admission Information Center.
The Evening Studies Program serves an integral role in the College's educational offerings. 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, Marketing Management, Computer Data Processing, Secretarial/Office Administration, 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 Admission Information Center or Evening Studies Office.
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 Natural Sciences; the Behavioral and Social Sciences; Health and Physical Education. Requirements and credits start on page 59.

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 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 the Pharmacy Transfer Option and concentrations in Pre-Physician Assistant and Food Science), Chemistry (with concentration in Food Science), Community Health, Computer Science, Engineering Science, Environmental Health and Science, Mathematics, Mental Health and Human Services (with concentration in Gerontology), Physics, Pre-Physical Therapy, Fine Arts, Music and Theatre Arts. Requirements and credits start on page 65.

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, Computer Data Processing (with concentrations in Computer Programming and Microcomputer Application), Early Childhood Education, Education Associate, Fashion Merchandising, Fisheries and Marine Technology (with concentrations in Seafood Business Management and Vessel Operations), Journalism and Print Media, Marketing Management, Medical Record Technology, Nursing, Personnel Management and Labor Relations, Physical Therapist Assistant, Secretarial/Office Administration (with four options, Executive, Legal, Medical, School, plus a concentration in Word/Information Processing), Sports, Fitness and Recreation Leadership, Travel and Tourism. Requirements and credits start on page 99.
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.

Non-credit, non-degree courses and programs are offered by Continuing Education (see page 299).
The College observes the 7-year „International Jubilee of Solidarity with and Assistance to the Victims of the Victims of the Vietnam War” and the 10th anniversary of the 9/11 attacks on the Twin Towers in the United States. The event is scheduled to take place on 10/11, 2011, with a special performance by the College's student community.
## DEGREE PROGRAMS*

<table>
<thead>
<tr>
<th>Program</th>
<th>Requirements</th>
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<tr>
<td><strong>Associate in Arts (A.A.)</strong></td>
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<tr>
<td>Liberal Arts</td>
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<tr>
<td><strong>Associate in Science (A.S.)</strong></td>
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<td>Arts Programs</td>
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<td>Fine Arts</td>
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<td>Music</td>
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<td>Sciences and Mathematics Programs</td>
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<td>Biology</td>
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<td>Food Science Concentration</td>
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<td>Pharmacy Transfer Option</td>
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<td>5619</td>
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<tr>
<td>Pre-Physician Assistant Concentration</td>
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<td>Chemistry</td>
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<td>Food Science Concentration</td>
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<td>Community Health</td>
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<td>Engineering Science</td>
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<td>Environmental Health and Science</td>
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<td>Physics</td>
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<td>Pre-Physical Therapy</td>
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<tr>
<td><strong>Associate in Applied Science (A.A.S.)</strong></td>
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<td>Business Career Programs</td>
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<td>Accounting</td>
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<td>Tax Accounting Concentration</td>
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<td>Broadcasting Technology and Management</td>
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<td>Business Administration</td>
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<td>Computer Data Processing</td>
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<td>Micro-Computer Applications Concentration</td>
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<td>Fashion Merchandising</td>
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<td>Fisheries and Marine Technology</td>
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<td>Seafood Business Management Concentration</td>
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<td>Vessel Operations Concentration</td>
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<td>Journalism and Print Media</td>
<td>Page 116</td>
<td>5008</td>
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<tr>
<td>Marketing Management</td>
<td>Page 117</td>
<td>5004</td>
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<tr>
<td>Medical Record Technology</td>
<td>Page 118</td>
<td>5213</td>
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<td>Personnel Management and Labor Relations</td>
<td>Page 121</td>
<td>5099</td>
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<tr>
<td>Secretarial/Office Administration</td>
<td>Page 123</td>
<td>5005</td>
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<tr>
<td>(Executive, Legal, Medical, School) plus</td>
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<td>Word/Information Processing Concentration</td>
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<tr>
<td>Travel and Tourism</td>
<td>Page 127</td>
<td>5011</td>
</tr>
</tbody>
</table>

| Health Programs                                  |              |            |
| Early Childhood Education/Child Care             | Page 111     | 5503       |
| Nursing                                          | Page 119     | 5208       |
| Physical Therapist Assistant                     | Page 122     | 5219       |

| Social Service Programs                          |              |            |
| Education Associate                              | Page 112     | 5503       |
| Sports, Fitness, and Recreation Leadership       | Page 125     | 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**—Four to eight credits in Freshman English courses. Three credit Health and Physical Education course (HPE 12) (required of ALL students except those majoring in Nursing (see page 247) or Vessel Operations (see page 257). 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 five general areas.

4. **Free Electives**—choices from the entire range of course offerings. In some programs, Department or Program Director consultation may be required.

### 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: I) the Performing and Visual Arts; II) Language*, Literature*, and Philosophy; III) Social Sciences; IV) Behavioral Sciences; V) Mathematics and Natural Sciences. These choices are the foundation for future academic studies and depend on background, interests, area of prospective 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. In some programs, Department or Program Director consultation may be required.

*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 general areas. Students may choose from a wide selection of course offerings.
3. **Department Curriculum Requirements**—courses which students must successfully complete in the chosen area of specialization, such as Nursing, Sports, Fitness and 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. In some programs, Department or Program Director consultation may be required.

*Detailed statement of all degree requirements are in the Degree Programs section of the catalog.*
COURSE DESCRIPTIONS

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Behavioral Sciences and Human Services Department  
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Biological Sciences Department  
Courses—page 151

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English Department  
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Foreign Languages Department  
Courses—page 185

Health, Physical Education and Recreation Department  
Courses—page 199

History, Philosophy and Social Sciences Department  
Courses—page 213

Mathematics and Computer Science Department  
Courses—page 225

Music Department  
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Nursing Department  
Courses—page 245

Physical Sciences Department  
Courses—page 253

Secretarial/Office Administration Department  
Courses—page 267

Speech and Theatre Department  
Courses—page 279

Travel and Tourism Department  
Courses—page 291
THE ASSOCIATE IN ARTS (A.A.) DEGREE

Students are exposed to the humanities, social 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

Behavioral Sciences and Human Services • Biological Sciences • English • Fine Arts • Foreign Languages • Health, Physical Education and Recreation • History, Philosophy and Social Sciences • Mathematics • Music • Physical Sciences • Speech and Theatre.
A.A. LIBERAL ARTS
Requirements for Matriculants

Total credits: 64

COLLEGE REQUIREMENTS*

(*Successful completion of the CUNY Freshman Skills 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/Requirement</th>
<th>Credits</th>
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<tr>
<td>ENG 03 &amp;/or 04 (if required)</td>
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<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 M1 &amp; M2 or MAT R2 proficiency</td>
<td>0</td>
</tr>
</tbody>
</table>

GROUP REQUIREMENTS

Select from EACH group—I thru IV
(6 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
   - Foreign Language
   - Literature
   - Philosophy

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

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

V. Mathematics and Sciences (2 areas) ........................................... 11
   - Biological Sciences
   - Mathematics and Computer Science
   - Physical Sciences
   - Chemistry
   - Earth Science

ELECTIVES—Sufficient to meet required total of ............................................. 64 credits
THE ASSOCIATE IN SCIENCE (A.S.) DEGREE

The Sciences, Mathematics, Fine and 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 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

Arts
Mathematics
Sciences

Fine Arts • Music • Theatre Arts
Mathematics • Computer Science

• Biology
(with Pharmacy Transfer Option and concentrations in Pre-Physician Assistant and Food Science)
• Chemistry (with concentration in Food Science)
• Community Health • Engineering Science
• Environmental Health and Science
• Mental Health and Human Services
• Physics • Pre-Physical Therapy

65
A.S. DEGREE PROGRAMS

ARTS PROGRAMS

Fine Arts
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Course Descriptions, page 131

Music
Requirements, page 89
Course Descriptions, page 239

Theatre Arts
Requirements, page 95
Course Descriptions, page 287

HEALTH AND SCIENCES PROGRAMS

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Course Descriptions, page 153

Chemistry
Requirements, page 73
Course Descriptions, page 255

Community Health
Requirements, page 75
Course Descriptions, page 209

Engineering Science
Requirements, page 79

Environmental Health and Science
Requirements, page 81

Mental Health and Human Services
Requirements, page 87
Course Descriptions, page 149

Pharmacy Transfer Option
Requirements, page 69

Physics
Requirements, page 91
Course Descriptions, page 261

Pre-Physical Therapy
Requirements, page 93

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Mathematics
Requirements, page 85
Course Descriptions, page 233
Bookstacks on the first floor of the Robert J. Kibbee Library.
A.S. DEGREE PROGRAMS

ARTS PROGRAMS

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HEALTH AND SCIENCES PROGRAMS

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MATHEMATICS PROGRAMS

Computer Science
Requirements, page 77
Course Descriptions, page 229

Mathematics
Requirements, page 85
Course Descriptions, page 233
A.S. BIOLOGY**
Requirements for Matriculants

Total credits: 64-65

COLLEGE REQUIREMENTS*

(*Successful completion of the CUNY Freshman Skills Assessment Test 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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<tr>
<td>ENG 03 &amp;/or 04 (if required)</td>
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<td>ENG C1 (if required)</td>
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<td>ENG C2 or ENG 12 (based on CUNY Test scores, students may be exempt)</td>
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<td>ENG 22</td>
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</tr>
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<td>HPE 12</td>
<td>3</td>
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<tr>
<td>Corrective Speech (if required)</td>
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<td>MAT M1 &amp; M2 or MAT R2 proficiency</td>
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DEPARTMENT REQUIREMENTS‡

<table>
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<th>Course</th>
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<td>Preparatory Biology (BIO 10 if required, page 153)</td>
<td>0</td>
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<tr>
<td>General Biology I and II (BIO 13-14)</td>
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<tr>
<td>Biology Laboratory Courses (excluding Allied Health Courses)</td>
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<tr>
<td>General Chemistry I and II (CHM 11-12, page 255)</td>
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<tr>
<td>Analytic Geometry and Pre-Calculus Math (MAT 14, page 235)</td>
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PHARMACY TRANSFER OPTION*

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<tr>
<td>General Biology I and II (BIO 13-14)</td>
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</tr>
<tr>
<td>Human Anatomy &amp; Physiology I and II (BIO 11-12)</td>
<td>8</td>
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<tr>
<td>General Chemistry I and II (CHM 11-12)</td>
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<tr>
<td>Organic Chemistry I and II (CHM 31-32)</td>
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<tr>
<td>Analytic Geometry and Pre-Calculus Math (MAT 14)</td>
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<tr>
<td>Calculus I (MAT 15)</td>
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*Courses must be discussed in advance with Department Advisor. Specific recommendations for group distribution courses or electives are dependent upon the requirements of particular pharmacy programs to which the student may wish to transfer.
PRE-PHYSICIAN ASSISTANT CONCENTRATION†

Preparatory Biology (BIO 10, if required) ............................................. 0 credits
Biology (BIO 13-14), Chemistry (CHM 11-12), Mathematics (MAT 14) .............. 20
Human Anatomy and Physiology (BIO 11-12) ...................................... 8
General Psychology (PSY 11 pg. 143) .................................................. 3
Human Growth and Development (PSY 32) .......................................... 3
Recommended Electives
  Microbiology in Health and Disease (BIO 51) ...................................... 4
  Science of Nutrition (BIO 70) ............................................................. 3
  Cardiopulmonary Resuscitation (HE 20 pg. 201) ................................... 1
  Emergency Health Care (NUR 41 pg. 251) ......................................... 2
  Organic Chemistry I-II (CHEM 31, 32, pg. 255) .................................. 10

*Specific electives must be discussed in advance with Department Advisor

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.

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FOOD SCIENCE CONCENTRATION††

Biological Emphasis

Preparatory Biology (BIO 10, if required) ............................................. 0 credits
Biology (BIO 13-14), Chemistry (CHM 11-12), Mathematics (MAT 14) .............. 20
Introductory Food Science (BIO 40) .................................................... 3
General Microbiology (BIO 50) .............................................................. 4
Basic Principles of Molecular Biology (BIO 58) ..................................... 4
Science of Nutrition (BIO 70) ............................................................... 3
Organic Chemistry I (CHM 31) .............................................................. 5
Food Analysis (CHM 40) ........................................................................ 3
Recommended
  Calculus I and II (MAT 15-16, pg. 235) ............................................ 8
  General Physics I (PHY 11, pg. 261) .................................................. 5

— Transfer to Cornell University's College of Agriculture and Life Sciences to earn a B.A. Degree in Food Science is possible 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. For further information contact Department Chairperson.
<table>
<thead>
<tr>
<th>GROUP REQUIREMENTS</th>
<th>12 credits</th>
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<tbody>
<tr>
<td>Select at least three credits from EACH group—I thru IV</td>
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<td>All credits required from groups I, II, III &amp; IV must be in Basic Courses</td>
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<tr>
<td>I. Performing and Visual Arts</td>
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</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>
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<tr>
<td>Literature</td>
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<tr>
<td>Philosophy</td>
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<tr>
<td>III. Social Sciences</td>
<td>3</td>
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<tr>
<td>Economics</td>
<td></td>
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<tr>
<td>History</td>
<td></td>
</tr>
<tr>
<td>Political Science</td>
<td></td>
</tr>
<tr>
<td>IV. Behavioral Sciences</td>
<td>3</td>
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<td>Anthropology</td>
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<td>Psychology</td>
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<td>Sociology</td>
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<tr>
<td>V. Mathematics and Sciences</td>
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<tr>
<td>Biological Sciences</td>
<td>(Met by Departmental Requirements)</td>
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<tr>
<td>Mathematics and Computer Science</td>
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</tr>
<tr>
<td>Physical Sciences</td>
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</table>

**ELECTIVES**—Sufficient to meet required total of 64-65 credits

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 (pages 151-160)**
**A.S. CHEMISTRY**

*Requirements for Matriculants*

**COLLEGE REQUIREMENTS***

(*Successful completion of the CUNY Freshman Skills Assessment Test 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 M1 & M2 or MAT R2 proficiency ................................ 0

**DEPARTMENT REQUIREMENTS‡**

- General Chemistry I and II (CHM 11-12, pg. 255) .................. 8 credits
- Organic Chemistry I and II (CHM 31-32) ........................... 10
- Advanced General Physics I and II (PHY 13-14, pg. 261) ........ 10
- Calculus I and II (MAT 15-16, pg. 235) ........................... 8

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**FOOD SCIENCE CONCENTRATION‡**

**Chemistry Emphasis**

- General Biology I and II (BIO 13-14, pg. 153) .................. 8 credits
- General Microbiology (BIO 50) ..................................... 4
- General Chemistry I and II (CHM 11-12, pg. 255) ................ 8
- Organic Chemistry I and II (CHM 31-32) ........................... 10
- Analytic Geometry and Pre-Calculus Math (MAT 14, pg. 235) .... 4
- Introductory Food Science (BIO 40) ................................ 3
- Science of Nutrition (BIO 70) ..................................... 3
- Food Analysis (CHM 40) ........................................... 3
- Recommended
  - Calculus I and II (MAT 15-16, pg. 235) ..................... 8
  - General Physics I (PHY 11, pg. 261) ......................... 5

---

*Transfer to Cornell University's College of Agriculture and Life Sciences to earn a B.A. Degree in Food Science is possible 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. For further information contact Department Chairperson.*
GROUP REQUIREMENTS ................................................................. 12 credits

Select at least 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
(Excluded from this group are 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 Sciences ............................................................... 3
    Economics
    History
    Political Science

IV. Behavioral Sciences ......................................................... 3
    Anthropology
    Psychology
    Sociology

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

ELECTIVES—Sufficient to meet required total of .......................... 64-65 credits

Departmental requirements may be used to satisfy groups I-V requirements.
† Consultation with the Department Advisor is required.
**This program is within the Physical Sciences Department (pages 253-266)
A.S. COMMUNITY HEALTH**
Requirements for Matriculants

**Total credits: 64

**COLLEGE REQUIREMENTS**

(*Successful completion of the CUNY Freshman Skills Assessment Test 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>
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</tr>
<tr>
<td>HPE 12</td>
<td>3</td>
</tr>
<tr>
<td>Corrective Speech (if required)</td>
<td>0</td>
</tr>
<tr>
<td>MAT M1 &amp; M2 or MAT R2 proficiency</td>
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</tbody>
</table>

**DEPARTMENT REQUIREMENTS‡**

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>Introduction to Community Health (COH 11, pg. 209)</td>
<td>3</td>
</tr>
<tr>
<td>Critical Issues in Community Health (COH 12)</td>
<td>3</td>
</tr>
<tr>
<td>Epidemiology (COH 13)</td>
<td>3</td>
</tr>
<tr>
<td>Drugs, the Individual and Society (HE 40, pg. 202)</td>
<td>3</td>
</tr>
<tr>
<td>Human Sexuality (HE 52)</td>
<td>3</td>
</tr>
<tr>
<td>Health Education Elective‡</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Gerontology (MH 35, pg. 150)</td>
<td>3</td>
</tr>
<tr>
<td>Human Anatomy and Physiology I and II (BIO 11, 12, pg. 153)</td>
<td>8</td>
</tr>
<tr>
<td>Elements of Statistics (MAT 20, pg. 235)</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology (PSY 11, pg. 143)</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development (PSY 32)</td>
<td>3</td>
</tr>
<tr>
<td>Science of Nutrition (BIO 70)</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology (SOC 31, pg. 145)</td>
<td>3</td>
</tr>
</tbody>
</table>
GROUP REQUIREMENTS .......................................................... 12 credits

Select at least 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
(Excluded from this group are 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 Sciences ............................................................. 3
   - Economics
   - History
   - Political Science

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

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

(Electives)—Sufficient to meet required total of .......................... 64 credits

("Specific electives must be discussed in advance with the Department Advisor.

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

†Consultation with the Department Advisor is required.

**This program is within the Health, Physical Education and Recreation Department (pages 199-212)
A.S. COMPUTER SCIENCE**  
Requirements for Matriculants

Total credits: 68

COLLEGE REQUIREMENTS*

(*Successful completion of the CUNY Freshman Skills Assessment Test 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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<tr>
<td>ENG 03 &amp;/or 04 (if required)</td>
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<tr>
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<tr>
<td>ENG C2 or ENG 12 (based on CUNY Test scores, students may be exempt)</td>
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<td>ENG 22</td>
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<tr>
<td>HPE 12</td>
<td>3</td>
</tr>
<tr>
<td>Corrective Speech (if required)</td>
<td>0</td>
</tr>
<tr>
<td>MAT M1 &amp; M2 or MAT R2 proficiency</td>
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</table>

DEPARTMENT REQUIREMENTS†

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Introduction to Computing (CS 12, pg. 229)</td>
<td>4</td>
</tr>
<tr>
<td>Computer and Assembly Language Programming (CS 14)</td>
<td>5</td>
</tr>
<tr>
<td>Discrete Structures (CS 35)</td>
<td>5</td>
</tr>
<tr>
<td>Program Design and Analysis (CS 37)</td>
<td>4</td>
</tr>
<tr>
<td>Calculus I, II and III (MAT 15, 16, 21, pg. 235)</td>
<td>12</td>
</tr>
<tr>
<td>Differential Equations (MAT 55)</td>
<td>3</td>
</tr>
<tr>
<td>Linear Algebra (MAT 56)</td>
<td>3</td>
</tr>
<tr>
<td>Biology I and II (BIO 13-14, pg. 153) OR,</td>
<td></td>
</tr>
<tr>
<td>Physics I and II (PHY 11-12, pg. 261) OR,</td>
<td></td>
</tr>
<tr>
<td>Advanced General Physics I and II (PHY 13-14)</td>
<td>8-10</td>
</tr>
</tbody>
</table>
GROUP REQUIREMENTS

Select at least 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
   (Excluded from this group are 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 Sciences .................................................. 3
     Economics
     History
     Political Science

IV. Behavioral Sciences .............................................. 3
    Anthropology
    Psychology
    Sociology

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

ELECTIVES—Sufficient to meet required total of ...................... 68 credits

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

‡Consultation with the Department Advisor is required.

**This program is within the Mathematics and Computer Science Department (pages 225-236)
## A.S. ENGINEERING SCIENCE**

**Total credits: 69-71**

### Requirements for Matriculants

#### COLLEGE REQUIREMENTS*

(*Successful completion of the CUNY Freshman Skills Assessment Test 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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</tr>
</thead>
<tbody>
<tr>
<td>ENG 03 &amp;/or 04 (if required)</td>
<td>0</td>
</tr>
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<td>ENG C2 or ENG 12 (based on CUNY Test scores, students may be exempt)</td>
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<tr>
<td>ENG 22</td>
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<td>Corrective Speech (if required)</td>
<td>0</td>
</tr>
<tr>
<td>MAT M1 &amp; M2 or MAT R2 proficiency</td>
<td>0</td>
</tr>
</tbody>
</table>

#### DEPARTMENT REQUIREMENTS‡

**ALL Engineering Science Majors Must Take:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Technical Drawing (ART 76, pg. 134)</td>
<td>2</td>
</tr>
<tr>
<td>General Chemistry I and II (CHM 11, 12, pg. 255)</td>
<td>8</td>
</tr>
<tr>
<td>Calculus I, II and III, (MAT 15, 16, 21, pg. 235)</td>
<td>12</td>
</tr>
<tr>
<td>Differential Equations (MAT 55)</td>
<td>3</td>
</tr>
<tr>
<td>Advanced General Physics I and II (PHY 13, 14, pg. 261)</td>
<td>10</td>
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</table>

### PLUS,... SEQUENCES IN ENGINEERING CONCENTRATIONS

#### Chemical Engineering

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Organic Chemistry I and II (CHM 31, 32)</td>
<td>10</td>
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<tr>
<td>Introduction to Engineering Thermodynamics (PHY 23)</td>
<td>3</td>
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</table>

#### Civil Engineering

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Modern Physics (PHY 21)</td>
<td>4</td>
</tr>
<tr>
<td>Physical Geology (GEO 33, pg. 260)</td>
<td>4</td>
</tr>
<tr>
<td>Programming in Fortran (CP 51, pg. 228)</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Engineering Thermodynamics (PHY 23)</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Electrical Engineering

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modern Physics (PHY 21)</td>
<td>4</td>
</tr>
<tr>
<td>Linear Algebra (MAT 56)</td>
<td>3</td>
</tr>
<tr>
<td>Boolean Algebra for Electrical Engineers (MAT 57)</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Pascal (CP 54)</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Electrical Engineering (PHY 22)</td>
<td>3</td>
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</table>

#### Mechanical Engineering

<table>
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<tr>
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<tr>
<td>Modern Physics (PHY 21)</td>
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<tr>
<td>Linear Algebra (MAT 56)</td>
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<tr>
<td>Programming in Fortran (CP 51)</td>
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</tr>
<tr>
<td>Introduction to Engineering Thermodynamics (PHY 23)</td>
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GROUP REQUIREMENTS ................................................................. 12 credits

Select at least 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
(Excluded from this group are 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 Sciences ................................................................. 3
Economics
History
Political Science

IV. Behavioral Sciences .......................................................... 3
Anthropology
Psychology
Sociology

V. Mathematics and Sciences .................................................... 24 credits
Biological Sciences
(Mathematics and Computer Science
Physical Sciences
(Met by Departmental Requirements)

ELECTIVES—Sufficient to meet required total of .......................... 69-71 credits

Departmental requirements may be used to satisfy groups I-V requirements.
†Consultation with the Department Advisor is required.
**This program is within the Physical Sciences Department (pages 253-266)
A.S. ENVIRONMENTAL HEALTH and SCIENCE**
Total Credits: 64-69

COLLEGE REQUIREMENTS*

(*Successful completion of the CUNY Freshman Skills Assessment Test 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>
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<td>3</td>
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<td>Corrective Speech (if required)</td>
<td>0</td>
</tr>
<tr>
<td>MAT M1 &amp; M2 or MAT R2 proficiency</td>
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DEPARTMENT REQUIREMENTS†

†Preparatory Biology (BIO 10 if required, pg. 153) 0 credits
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Biology I and II (BIO 13-14)</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry I and II (CHM 11-12, pg. 255)</td>
<td>OR</td>
</tr>
<tr>
<td>Physics I and II (PHY 11-12 or 13-14, pg. 261)</td>
<td>8-10</td>
</tr>
<tr>
<td>Physical Geology (GEO 33, pg. 260)</td>
<td>4</td>
</tr>
<tr>
<td>Analytic Geometry and Pre-Calculus Math (MAT 14, pg. 235)</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to BASIC (CP 30, pg. 227)</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. 201)</td>
<td>OR</td>
</tr>
<tr>
<td>People and the Environment—BIO Emphasis (BIO 49, pg. 155)</td>
<td>and</td>
</tr>
<tr>
<td>People and the Environment—CHM Emphasis (SCI 51, pg. 265)</td>
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</tbody>
</table>
GROUP REQUIREMENTS .............................. 12 credits

Select at least three credits from EACH group—I thru IV
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I. Performing and Visual Arts .................................................. 3 credits
   (Excluded from this group are 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 Sciences ......................................................... 3
    Economics
    History
    Political Science

IV. Behavioral Sciences .................................................. 3
    Anthropology
    Psychology
    Sociology

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

ELECTIVES—Sufficient to meet required total of .................. 64-69 credits

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 (pages 151-160) and
   Physical Sciences Departments (pages 253-266)
A.S. FINE ARTS**
Requirements for Matriculants

Total credits: 64

COLLEGE REQUIREMENTS*

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

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</tr>
<tr>
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<td>3</td>
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<td>Corrective Speech (if required)</td>
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<tr>
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<td>0</td>
</tr>
</tbody>
</table>

DEPARTMENT REQUIREMENTS‡

**All Fine Arts Majors Must Take:**

Survey of Art History I and II (ART 33-34, pg. 131) ........................................ 6 credits
Design I (ART 55) .......................................................... 3
Drawing I (ART 57) .......................................................... 3

[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
Renaissance Art (ART 38) .......................................................... 3
Recommended Electives‡ ............................................................. 9

**Communication Design**

Illustration (ART 68) .............................................................. 3
Publication Layout and Design (ART 73) .......................................... 3
Typography and Lettering (ART 74) ................................................ 2
Introduction to Graphic Skills and Advertising (ART 75) ....................... 4
Recommended Electives‡ ............................................................. 9

**Drawing and Painting**

Drawing II (ART 58) ................................................................. 3
Painting I and II (ART 59-60) ...................................................... 7
Recommended Electives‡ ............................................................. 7-9

**Graphics and Design**

Photography I (ART 51) .............................................................. 3
Design II (ART 56) ................................................................. 3
Printmaking (ART 66) ............................................................... 3
Recommended Electives‡ ............................................................. 8-10

**Sculpture**

Sculpture I and II (ART 61-62) ................................................... 7
Ceramics I (ART 63) ............................................................... 3
Recommended Electives‡ ............................................................. 7-9
GROUP REQUIREMENTS

Select at least 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
   (Excluded from this group are 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 Sciences ............................................................. 3 credits
     Economics
     History
     Political Science

IV. Behavioral Sciences ....................................................... 3 credits
    Anthropology
    Psychology
    Sociology

V. Mathematics and Sciences ................................................ 6 credits
    Biological Sciences
    Mathematics and Computer Science
    Physical Sciences
    (Met by Departmental Requirements)

VI. Select from among groups II, III, IV, for additional ............ 6 credits

ELECTIVES—Sufficient to meet required total of ..................... 64 credits

Departmental requirements may be used to satisfy groups I-V requirements.
‡Consultation with the Department Advisor is required.
**This program is within the Art Department (pages 129-136)
A.S. MATHEMATICS**
Requirements for Matriculants

COLLEGE REQUIREMENTS*

(*Successful completion of the CUNY Freshman Skills Assessment Test 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 M1 & M2 or MAT R2 proficiency ........................................... 0

DEPARTMENT REQUIREMENTS‡

Calculus I, II and III (MAT 15, 16, 21, pg. 235) ........................................... 12 credits
Differential Equations (MAT 55) .............................................................. 3
Linear Algebra (MAT 56) .................................................................. 3
Programming in Fortran IV (CP 51, pg. 228) ......................................... 4
Mathematics OR, Computer Programming Electives‡ .................................. 8
Laboratory Science ........................................................................... 8-10

Total credits: 68
GROUP REQUIREMENTS .................................................................................. 12 credits

Select at least 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
   (Excluded from this group are 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 Sciences ............................................................................. 3
    Economics
    History
    Political Science

IV. Behavioral Sciences ....................................................................... 3
    Anthropology
    Psychology
    Sociology

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

ELECTIVES—Sufficient to meet required total of ............................... 68 credits

Departmental requirements may be used to satisfy groups I-V requirements.
†Consultation with the Department Advisor is required.
**This program is within the Mathematics and Computer Science Department (pages 225-236)
A.S. MENTAL HEALTH and HUMAN SERVICES**
Requirements for Matriculants

Total credits: 68

COLLEGE REQUIREMENTS*

(*Successful completion of the CUNY Freshman Skills Assessment Test 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 M1 & M2 or MAT R2 proficiency .................................................. 0

DEPARTMENT REQUIREMENTS‡

***General Psychology (PSY II, pg. 143) .................................................. 3 credits
Human Growth and Development (PSY 32) .................................................. 3
Abnormal Psychology (PSY 36) .................................................. 3

***Introduction to Sociology (SOC 31, pg. 145)
Choice of TWO from the following 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. 149) .................................................. 3
Human Services Organizations (MH 30) .................................................. 3
Principles of Interviewing and Group Leadership (MH 31) .................................................. 3
Activities Therapy (MH 34) .................................................. 3
Introduction to Gerontology (MH 35) .................................................. 3
Theories and Principles of Psychotherapy (MH 36) .................................................. 3
Supervised Instructional Experience in Mental Health I and II (MH 96-97) ........... 6

GERONTOLOGY CONCENTRATION

General Psychology (PSY 11, pg. 143) .................................................. 3 credits
Abnormal Psychology (PSY 36) .................................................. 3
Psychological, Behavioral, and Physical Disorders of the Aged (PSY 38) .................................................. 3
Introduction to Sociology (SOC 31, pg. 145) .................................................. 3
Sociology of the Family (SOC 35) .................................................. 3
Perspectives on Death and Dying (NUR 43, pg. 251) .................................................. 3
Introduction to Human Services (MH 11, pg. 149) .................................................. 3
Human Services Organizations (MH 30) .................................................. 3
Principles of Interviewing and Group Leadership (MH 31) .................................................. 3
Activities Therapy (MH 34) .................................................. 3
Introduction to Gerontology (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 at least 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
   (Excluded from this group are 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 Sciences .............................................................. 3
     Economics
     History
     Political Science

IV. Behavioral Sciences ........................................................ 3
    Anthropology
    Psychology
    Sociology

V. Mathematics and Sciences ................................................. 6 credits
    Choice of—BIO 33 or, SCI 37 or, MAT 13
    PLUS
    Choice of—BIO 32 or, 37 or, 49 or, 70 or, SCI 25

ELECTIVES—Sufficient to meet required total of ....................... 68 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 the Department Advisor is required.
**This program is within the Behavioral Sciences and Human Services Department (pages 137-150)
A.S. MUSIC** Total credits: 64
Requirements for Matriculants

COLLEGE REQUIREMENTS*

(*Successful completion of the CUNY Freshman Skills Assessment Test 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 M1 & M2 or MAT R2 proficiency .............................. 0

DEPARTMENT REQUIREMENTS†

Theory of Music I, II, III and IV (MUS 32, 33, 34, 35, pg. 240) .................. 12 credits
Ear Training I, II, III and IV (MUS 36, 37, 38, 39) ................................. 8
Music Literature I and II (MUS 51, 52) ............................................. 6
Chorus or Band or Orchestra (MUS 91, 92, 93) .................................... 6
[One performing group must be taken each semester - 1/2 credits per semester]
If Required
Basic Skills: Theory and/or Piano I and II (1 credit each) ............. 1 to 3
GROUP REQUIREMENTS ................................................................. 12 credits

Select at least 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
(Excluded from this group are 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 Sciences ................................................................. 3
- Economics
- History
- Political Science

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

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

VI. Select from among groups II, III, IV; for additional ‡ .......................... 6 credits

ELECTIVES—Sufficient to meet required total of ............................ 64 credits

Departmental requirements may be used to satisfy groups I-V requirements.
‡Consultation with the Department Advisor is required.
**This program is within the Music Department (pages 237-244).
A.S. PHYSICS**
Requirements for Matriculants

Total credits: 64

COLLEGE REQUIREMENTS*

(*Successful completion of the CUNY Freshman Skills Assessment Test 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 M1 & M2 or MAT R2 proficiency ...................................... 0

DEPARTMENT REQUIREMENTS‡

Advanced General Physics I and II (PHY 13-14, pg. 261) ............... 10 credits
Advanced Physics Elective ‡ ..................................................... 8
General Chemistry I and II (CHM 11-12, pg. 255) ....................... 8
Calculus I and II (MAT 15-16, pg. 235) ................................... 8
GROUP REQUIREMENTS .................................................... 12 credits

Select at least 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
   (Excluded from this group are 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 Sciences ..................................................... 3
    Economics
    History
    Political Science

IV. Behavioral Sciences ............................................... 3
    Anthropology
    Psychology
    Sociology

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

ELECTIVES—Sufficient to meet required total of ....................... 64 credits

Departmental requirements may be used to satisfy groups I-V requirements.
‡Consultation with the Department Advisor is required.
**This program is within the Physical Sciences Department (pages 253-266).
A.S. PRE-PHYSICAL THERAPY**
Requirements for Matriculants

COLLEGE REQUIREMENTS*
(*Successful completion of the CUNY Freshman Skills Assessment Test 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 M1 & M2 or MAT R2 proficiency ............................ 0

DEPARTMENT REQUIREMENTS ±

Preparatory Biology (BIO 10 if required, pg. 153) .................. 0 credits
General Biology I and II (BIO 13-14) .................................... 8
General Chemistry I and II (CHM 11, 12, pg. 255) ................. 8
General Physics I and II (PHY 11, 12, pg. 261) ..................... 10
Analytic Geometry and Pre-Calculus Math (MAT 14, pg. 235) .. 4
General Psychology (PSY 11, pg. 143) ................................ 3
Human Growth and Development (PSY 32) ......................... 3
Introduction to Sociology (SOC 31, pg. 145) ....................... 3

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) .................................... 3
- First Aid and Personal Safety (HE 35, pg. 201) ................. 2
- Cardiopulmonary Resuscitation (HE 20) ......................... 1

NOTE: Due to limited availability of upper division facilities for training students, completion of the first two years does NOT guarantee admission to a four year program in physical therapy.
GROUP REQUIREMENTS .................................................. 12 credits

Select at least 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
   (Excluded from this group are 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 Sciences ...................................................... 3
     Economics
     History
     Political Science

IV. Behavioral Sciences ................................................. 3
    Anthropology
    Psychology
    Sociology

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

ELECTIVES—Sufficient to meet required total of ..................... 64 credits

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 (pages 151-160)
A.S. THEATRE ARTS**
Requirements for Matriculants

Total credits: 64

COLLEGE REQUIREMENTS*

(*Successful completion of the CUNY Freshman Skills Assessment Test 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 M1 & M2 or MAT R2 proficiency ....................................... 0

DEPARTMENT REQUIREMENTS‡

All Theatre Arts Majors MUST TAKE:

Introduction to Theatre Arts (Th.A 50, pg. 287) .............................................. 3 credits
Play Analysis (Th.A 51) ............................................................. 3
Laboratory/Workshop (Th.A 54) ............................................................ 1
Play Production (Th.A 59) ................................................................ 3
History of the Theatre (Th.A 68) ............................................................. 3

PLUS, ... FOR CONCENTRATIONS IN:‡

Performance

Acting I, II and III (Th.A 52, 53, 62) .................................................. 11 credits
Makeup for the Stage (Th.A 61) .......................................................... 3
Oral Interpretation (SPE 27) ............................................................... 3

Technical

Stagecraft (Th.A 55) ........................................................................ 3 credits
Basic Lighting (Th.A 56) ................................................................. 3
Fundamentals of Costume Design (Th.A 60) ............................................ 3
Basic Sound Technology (Th.A 63) ..................................................... 3
Scenic Design (Th.A 65) .................................................................. 3
Workshop ..................................................................................... 1
GROUP REQUIREMENTS ............................................ 12 credits

Select at least 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>Credits</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>I. Performing and Visual Arts</td>
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<td>(Excluded from this group are Art and Music Studio courses, Theatre Production and Technique courses)</td>
</tr>
<tr>
<td>II. Language and Literature</td>
<td>3</td>
<td>Foreign Language, Literature, Philosophy</td>
</tr>
<tr>
<td>III. Social Sciences</td>
<td>3</td>
<td>Economics, History, Political Science</td>
</tr>
<tr>
<td>IV. Behavioral Sciences</td>
<td>3</td>
<td>Anthropology, Psychology, Sociology</td>
</tr>
<tr>
<td>V. Mathematics and Sciences</td>
<td>6 credits</td>
<td>Biological Sciences, Mathematics and Computer Science, Physical Sciences</td>
</tr>
<tr>
<td>VI. Select from among groups II, III, IV</td>
<td>6 credits</td>
<td>for an additional</td>
</tr>
</tbody>
</table>

ELECTIVES—Sufficient to meet required total of 64 credits

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

Consultation with the Department Advisor is required.

*This program is within the Speech and Theatre Department (pages 279-290)*
View of the Robert J. Kibbee Library from inside the lobby of the KCC Theatre.
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
- Computer Data Processing (with concentrations in Computer Programming and Microcomputer Applications)
- Fashion Merchandising
- Fisheries and Marine Technology (with concentrations in Seafood Business Management and Vessel Operations)
- Journalism and Print Media
- Marketing Management
- Medical Record Technology
- Personnel Management and Labor Relations
- Secretarial/Office Administration (Executive, Legal, Medical, School, Word/Information Processing)
- Travel and Tourism

Health and Social Service

- Early Childhood Education/Child Care
- Education Associate
- Nursing
- Physical Therapist Assistant
- Sports, Fitness, and Recreation Leadership
A.A.S. DEGREE PROGRAMS

BUSINESS CAREER PROGRAMS

Accounting
Requirements, page 103
Course Descriptions, page 163

Broadcasting Technology and Management
Requirements, page 105
Course Descriptions, page 281

Business Administration
Requirements, page 107
Course Descriptions, page 165

Computer Data Processing
Requirements, page 109
Course Descriptions, page 230

Fashion Merchandising
Requirements, page 113
Course Descriptions, page 169

Fisheries and Marine Technology
Requirements, page 114
Course Descriptions, page 257

Journalism and Print Media
Requirements, page 116
Course Descriptions, page 182

Marketing Management
Requirements, page 117
Course Descriptions, page 169

Medical Record Technology
Requirements, page 118
Course Descriptions, page 269

Personnel Management and Labor Relations
Requirements, page 121
Course Descriptions, page 171

Secretarial/Office Administration
(Executive, Legal, Medical, School, Word/Information Processing)
Requirements, page 123
Course Descriptions, page 271

Travel and Tourism
Requirements, page 127
Course Descriptions, page 293

HEALTH and SOCIAL SERVICE CAREER PROGRAMS

Early Childhood Education/Child Care
Requirements, page 111
Course Descriptions, page 147

Education Associate
Requirements, page 112
Course Descriptions, page 139

Nursing
Requirements, page 119
Course Descriptions, page 245

Physical Therapist Assistant
Requirements, page 122
Course Descriptions, page 159

Sports, Fitness and Recreation Leadership
Requirements, page 125
Course Descriptions, page 210
**A.A.S. ACCOUNTING**

Requirements for Matriculants

**COLLEGE REQUIREMENTS**

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

<table>
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<td>ENG 03 &amp;/or 04 (if required)</td>
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<td>4</td>
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</tr>
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**DEPARTMENT REQUIREMENTS**

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<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>6</td>
</tr>
<tr>
<td>Federal Taxation (ACC 41)</td>
<td>4</td>
</tr>
<tr>
<td>Business Management and Organization (BA 11 pg. 165)</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>
</tr>
<tr>
<td>Fundamentals of Economics (ECO 12 pg. 167)</td>
<td>3</td>
</tr>
<tr>
<td>Money and Banking (ECO 14)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Recommended</strong></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>
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</table>

**TAX ACCOUNTING CONCENTRATION**

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<td>Federal Taxation I and II (ACC 41-42)</td>
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<tr>
<td>New York Taxes (ACC 43)</td>
<td>3</td>
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</table>
GROUP REQUIREMENTS

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

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

I. Performing and Visual Arts
   (Excluded from this group are Art and Music Studio courses, Theatre Production and Technique courses)
   - Art
   - Music
   - Speech
   - Theatre Arts

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

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

IV. Behavioral Sciences
    - Anthropology
    - Psychology
    - Sociology

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

ELECTIVES—Sufficient to meet required total of 68 credits

†Prior to preregistration or registration, consultation with the Department Advisor is required.

**This program is within the Business Department (pages 279-290)
A.A.S. BROADCASTING TECHNOLOGY and MANAGEMENT**

Total credits: 64

Requirements for Matriculants

COLLEGE REQUIREMENTS*

(*Successful completion of the CUNY Freshman Skills Assessment Test 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 M1 & M2 or MAT R2 proficiency ...................................... 0

DEPARTMENT REQUIREMENTS‡

Introduction to Broadcasting (MCB 35 pg. 281) ....................... 3 credits
Radio Station Operation (MCB 59) 3 semesters (1 cr. ea.) ............ 3
Three Program Courses‡ (3 crs. ea.) ........................................ 9
Mass Media (MCM 30)

OR

Communication Development and Application (MCM 42) .......... 3

PLUS... FOR CONCENTRATIONS IN:

Advertising

Business Management and Organization (BA 11 pg. 165) .............. 3 credits
Principles of Marketing (BA 14) .............................................. 3
Advertising: Theory and Practice (BA 52) ............................... 3

Engineering

Electronics for Communication I, II and III (PHY 31, 32, 33 pg. 262) 9 credits

Management

Business Management and Organization (BA 11 pg. 165) .............. 3 credits
Public Opinion (POL 55 pg. 221) ............................................. 3

News

Basic Journalism (JRL 31 pg. 182) .......................................... 3 credits
American Government and Politics (POL 51 pg. 221) ............... 3
International Relations (POL 59) ............................................. 3

Performance

Oral Interpretation (SPE 27 pg. 274) ....................................... 3 credits
Training the Speaking Voice (SPE 30) .................................... 3
Training in Articulation (SPE 31) .......................................... 3
GROUP REQUIREMENTS

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

I. Performing and Visual Arts
   (Excluded from this group are Art and Music Studio courses, Theatre Production and Technique courses)
   Art
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II. Language and Literature
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III. Social Sciences
   Economics
   (NOTE: ECO 12 and 14 MAY NOT BE USED to satisfy Group III)
   History
   Political Science

IV. Behavioral Sciences
   Anthropology
   Psychology
   Sociology

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

ELECTIVES—Sufficient to meet required total of ................................................. 64 credits

Departmental requirements may be used to satisfy groups I-V requirements where applicable.
‡Consultation with the Department Advisor is required.
**This program is within the Speech and Theatre Department (pages 279-290)
**A.A.S. BUSINESS ADMINISTRATION**

Total credits: 64

**Requirements for Matriculants**

**COLLEGE REQUIREMENTS***

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

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**DEPARTMENT REQUIREMENTS‡**

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<td>Personnel Administration (BA 31)</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications (BA 33)</td>
<td>3</td>
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<td>Advertising: Theory and Practice (BA 52)</td>
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GROUP REQUIREMENTS

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

I. Performing and Visual Arts
   (Excluded from this group are Art and Music Studio courses,
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   Art
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     (NOTE: ECO 12 and 14 MAY NOT BE USED to satisfy Group III)
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     Political Science

IV. Behavioral Sciences
    Anthropology
    Psychology
    Sociology

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

ELECTIVES—Sufficient to meet required total of ........................................ 64 credits

†Consultation with the Department Advisor is required.
**This program is within the Business Department (pages 161-172).
COLLEGE REQUIREMENTS*

(*Successful completion of the CUNY Freshman Skills Assessment Test 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 M1 & M2 or MAT R2 proficiency ................................ 0

DEPARTMENT REQUIREMENTS‡ for:

COMPUTER PROGRAMMING CONCENTRATION

Introduction to Data Processing (DP 11 pg. 230) ........................................ 4 credits
(NOTE: C grade or better required to continue in this concentration)

COBOL Programming (DP 31) ................................................................. 5
Advanced COBOL Programming (DP 32) ................................................ 4
Assembler Language Programming (DP 12) OR,
  Programming in C (DP 59) ................................................................. 5

Fundamentals of Accounting I and II (ACC 11, 12 pg. 163) ......................... 8

Choice: At least TWO of the following (consult with Department Advisor) for: 7-9
  Microcomputer Applications I (DP 54)
  Microcomputer Applications II (DP 55)
  Microcomputer Applications III (DP 56)
  Using and Programming in UNIX/ZENIX (DP 58)
  Systems Analysis (DP 61)
  Database Programming (DP 63)
  Assembler Language Programming (DP 12) OR,
    Programming in C (DP 59)
    (whichever was not taken previously)

PLUS

Introduction to PASCAL (CP 54 pg. 228)

Choice: ONE of the following for: ......................................................... 4
  Survey of Mathematics (MAT 13 pg. 235) OR,
  Analytic Geometry and Pre-Calculus Math (MAT 14)
MICROCOMPUTER APPLICATIONS CONCENTRATION
(Office Automation Technology)

Introduction to Data Processing (DP 11 pg. 230) ......................................... 4 credits
Introduction to BASIC (CP 30 pg. 227) .......................................................... 4
Microcomputer Applications I, II, III, (DP 54, 55, 56) ..................................... 12
Fundamentals of Account I and II (ACC 11, 12 pg. 163) ................................. 8
Choice: ONE of the following Programming courses: .................................. 3-5
  Assembler Language Programming (DP 12)
  BASIC II (CP 31)
  Introduction to COBOL Programming (CP 52)
  Introduction to PASCAL (CP 54)
  Using and Programming in UNIX/ZENIX (DP 58)
  Programming in C (DP 59)
  Systems Analysis (DP 61)
  Database Processing (DP 63)
Choice: ONE of the following Mathematics courses: ................................. 4
  Finite Mathematics (MAT 11 pg. 234)
  Survey of Mathematics (MAT 13)
  Analytic Geometry and Pre-Calculus Math (MAT 14)

GROUP REQUIREMENTS

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

I. Performing and Visual Arts
   (Excluded from this group are Art and Music Studio courses,
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V. Mathematics and Sciences
   Biological Sciences
   Mathematics and Computer Science
   Physical Sciences

ELECTIVES—Sufficient to meet required total of ............................................. 64 credits

Departmental requirements may be used to satisfy groups I-V requirements where applicable.
†Consultation with the Department Advisor is required.
**These programs are within the Mathematics and Computer Science Department (pages 225-236).
**A.A.S. EARLY CHILDHOOD EDUCATION/ CHILD CARE**

**Total credits: 68**

**Requirements for Matriculants**

### COLLEGE REQUIREMENTS*
(*Successful completion of the CUNY Freshman Skills Assessment Test 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 M1 & M2 or MAT R2 proficiency ........................................... 0

### DEPARTMENT REQUIREMENTS‡

- General Psychology (PSY 11 pg. 143) .................................................. 3 credits
- Human Growth and Development (PSY 32) ........................................... 3
- Introduction to Sociology (SOC 31 pg. 145) ........................................... 3
- Sociology of the Family (SOC 35) ....................................................... 3
- Minority Groups in the U.S. (SOC 36) ................................................... 3
- Interdisciplinary Approach to Human Services (MH 20 pg. 149) ............... 3
- Curriculum in Education (ECE 21 pg. 147) ........................................... 3
- Art Workshop for Students in Education (ECE 22) .................................. 2
- Music and Movement Workshop for Students in Education (ECE 23) ......... 2
- Supervised Instructional Experience in Education I, II, III (ECE 91, 92, 93) ...... 9

**Recommended:**

- Psychological Disorders in Young Children (PSY 24) (ECE 24) .......... 3

### GROUP REQUIREMENTS

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

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

I. Performing and Visual Arts
   (Excluded from this group are Art and Music Studio courses, Theatre Production and Technique courses)
   - Art
   - Music
   - Speech
   - Theatre Arts

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

III. Social Sciences
   - Economics
   - History
   - Political Science

IV. Behavioral Sciences
   - Anthropology
   - Psychology
   - Sociology

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

**Electives—Sufficient to meet required total of ........................................ 68 credits**

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

‡Consultation with the Department Advisor is required.

**This program is within the Behavioral Sciences and Human Services Department (pages 137-150).**

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111
A.A.S. EDUCATION ASSOCIATE**

Total Credits: 64

Requirements for Matriculants

COLLEGE REQUIREMENTS*
(*Successful completion of the CUNY Freshman Skills Assessment Test 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 (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 M1 &amp; M2 or MAT R2 proficiency</td>
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DEPARTMENT REQUIREMENTS†

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Education in Modern Society (EDU 33 pg. 140)</td>
<td>3</td>
</tr>
<tr>
<td>Seminar and Practicum in Education and the Behavioral Sciences (EDU 34)</td>
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</tr>
<tr>
<td>Seminar and Practicum in Education and Communication Skills (EDU 35)</td>
<td>4</td>
</tr>
<tr>
<td>Seminar and Practicum in Education and Art Forms (EDU 36)</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Sociology (SOC 31 pg. 145)</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology (PSY 11 pg. 143)</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development (PSY 32)</td>
<td>3</td>
</tr>
<tr>
<td>Understanding Mathematics: A Practical Approach (MAT 9 pg. 234)</td>
<td>4</td>
</tr>
<tr>
<td>Effective Public Speaking (SPE 21 pg. 283)</td>
<td>3</td>
</tr>
<tr>
<td>Spanish for Students in Career Programs (SPA 40 pg. 195)</td>
<td>3</td>
</tr>
</tbody>
</table>

GROUP REQUIREMENTS

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

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

I. Performing and Visual Arts
   (Excluded from this group are Art and Music Studio courses, Theatre Production and Technique courses)
<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>

II. Language and Literature
    | Program                                      | Credits |
    |---------------------------------------------|---------|
    | Foreign Language                            |         |
    | Literature                                  |         |
    | Philosophy                                  |         |

III. Social Sciences
     | Program                                      | Credits |
     |---------------------------------------------|---------|
     | Economics                                   |         |
     | History                                     |         |
     | Political Science                           |         |

IV. Behavioral Sciences
    | Program                                      | Credits |
    |---------------------------------------------|---------|
    | Anthropology                                |         |
    | Psychology                                  |         |
    | Sociology                                   |         |

V. Mathematics and Sciences
<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Sciences</td>
<td></td>
</tr>
<tr>
<td>Mathematics and Computer Science</td>
<td></td>
</tr>
<tr>
<td>Physical Sciences</td>
<td></td>
</tr>
</tbody>
</table>

ELECTIVES—Sufficient to meet required total of 64 credits

Departmental requirements may be used to satisfy groups I-V requirements where applicable.
†Consultation with the Department Advisor is required.
**This program is within the Behavioral Sciences and Human Services Department (pages 137-150).
A.A.S. FASHION MERCHANDISING**

Total credits: 68
Requirements for Matriculants

COLLEGE REQUIREMENTS*

(*Successful completion of the CUNY Freshman Skills Assessment Test 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 M1 & M2 or MAT R2 proficiency ....................................... 0

DEPARTMENT REQUIREMENTS‡ (course descriptions pg.169)

Computer Concepts for Retailers
and Fashion Marketers (BA 60 or MM 51) ........................................ 3 credits

Elements of Retail Business Management (MM 31) ......................... 3
Salesmanship (MM 33) .................................................................. 3
Fashion Buying and Merchandising (MM 34) .................................. 3
Merchandise Information Analysis (MM 35) .................................... 4
Visual Merchandising and Display (MM 36) .................................... 3
Introduction to Fashion Marketing (MM 38) .................................... 3

Fashion Sales Promotion (MM 39) ................................................ 3
Seminar and Field Experience (MM 92) .......................................... 3
Accounting and Entrepreneurship (ACC 50 pg. 164) ...................... 4
Business Management and Organization (BA 11 pg. 165) ................ 3
Business Law (BA 12) .................................................................. 3
Principles of Marketing (BA 14) .................................................... 3

GROUP REQUIREMENTS

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

I. Performing and Visual Arts
(Excluded from this group are Art and Music Studio courses,
Theatre Production and Technique courses)

Art
Music
Speech
Theatre Arts

12 credits

II. Language and Literature

Foreign Language
Literature
Philosophy

III. Social Sciences

Economics
History
Political Science

IV. Behavioral Sciences

Anthropology
Psychology
Sociology

V. Mathematics and Sciences

Biological Sciences
Mathematics and Computer Science
Physical Sciences

4 credits

ELECTIVES—Sufficient to meet required total of 68 credits

‡Prior to preregistration or registration consultation with the Department Advisor is required.
**This program is within the Business Department (pages 161-172).
# A.A.S. FISHERIES and MARINE TECHNOLOGY

*Requirements for Matriculants*

**Total credits: 65-66**

## COLLEGE REQUIREMENTS

(*Successful completion of the CUNY Freshman Skills Assessment Test 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 (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 M1 &amp; M2 or MAT R2 proficiency</td>
<td>0</td>
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</tbody>
</table>

## DEPARTMENT REQUIREMENTS‡

(*Course descriptions pg. 257)*

### All Program Majors MUST TAKE:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Fishing Industry (FMT 11)</td>
<td>3</td>
</tr>
<tr>
<td>Commercial Fisheries Science (FMT 12)</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Seafood (FMT 13)</td>
<td>4</td>
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</tbody>
</table>

### PLUS, ... FOR CONCENTRATIONS IN:

#### Seafood Business Management

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Seafood Business Management (FMT 20)</td>
<td>3</td>
</tr>
<tr>
<td>Seafood Processing (FMT 21)</td>
<td>3</td>
</tr>
<tr>
<td>Seafood Production Laboratory (FMT 22)</td>
<td>4</td>
</tr>
<tr>
<td>Seafood Retailing (FMT 23)</td>
<td>3</td>
</tr>
<tr>
<td>Accounting and Entrepreneurship (ACC 50 pg. 164)</td>
<td>4</td>
</tr>
<tr>
<td>Business Management and Organizations (BA 11 pg. 165)</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing (BA 14)</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Computer Concepts (BA 60)</td>
<td>3</td>
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</table>

#### Vessel Operations

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Seaman (FMT 30)</td>
<td>3</td>
</tr>
<tr>
<td>Navigation (FMT 31)</td>
<td>3</td>
</tr>
<tr>
<td>Vessel Business Management (FMT 32)</td>
<td>3</td>
</tr>
<tr>
<td>Vessel Technology I and II (FMT 33, 34)</td>
<td>6</td>
</tr>
<tr>
<td>Diesel Technology (FMT 35)</td>
<td>3</td>
</tr>
<tr>
<td>Commercial Fishing Methods (FMT 36)</td>
<td>3</td>
</tr>
<tr>
<td>Auxiliary Systems (FMT 37)</td>
<td>3</td>
</tr>
<tr>
<td>Electrical Systems and Marine Electronics (FMT 38)</td>
<td>4</td>
</tr>
<tr>
<td>Vessel Maintenance (FMT 39)</td>
<td>3</td>
</tr>
</tbody>
</table>
GROUP REQUIREMENTS

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

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

I. Performing and Visual Arts
   (Excluded from this group are Art and Music Studio courses, Theatre Production and Technique courses)
   - Art
   - Music
   - Speech
   - Theatre Arts

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

III. Social Sciences
    - Economics
    - History
    - Political Science

IV. Behavioral Sciences
    - Anthropology
    - Psychology
    - Sociology

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

ELECTIVES—Sufficient to meet required total of ........................................... 65-66 credits

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

‡Consultation with the Department Advisor is required.

**These programs are administered by the Office of the Dean of Marine Education (page 29)
A.A.S. JOURNALISM and PRINT MEDIA**  
Total credits: 64

Requirements for Matriculants

COLLEGE REQUIREMENTS*  
(*Successful completion of the CUNY Freshman Skills Assessment Test 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 M1 & M2 or MAT R2 proficiency .................................. 0

DEPARTMENT REQUIREMENTS † (course descriptions pg. 182)

- Journalism: Basic and Advanced (JRL 31-32) .................. 6 credits
- Community Journalism (JRL 41) .................................. 3
- The Critical Review (JRL 43) .................................. 3
- Print Media Production (JRL 71) .................................. 2
- Internship (JRL 92) ............................................. 3

† CHOICE from the following FIVE courses for .................. 6
- Investigative and Interpretive Journalism (JRL 42) ........ 3
- Independent Study (JRL 81) .................................. 3
- Publication Layout and Design (ART 73 pg. 134) .......... 3
- Typography and Lettering (ART 74) .......................... 2
- Business of Print Media (BA 70 pg. 166) .................. 3

PLUS, . . . FOR SPECIALIZATION IN:
- Writing and Reporting OR Production
- Appropriate course to be determined by Department Advisor for .................. 6

GROUP REQUIREMENTS

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

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

I. Performing and Visual Arts
   (Excluded from this group are Art and Music Studio courses,
   Theatre Production and Technique courses)
   - Art
   - Music
   - Speech
   - Theatre Arts

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

III. Social Sciences
    - Economics
    - History
    - Political Science

IV. Behavioral Sciences
    - Anthropology
    - Psychology
    - Sociology

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

    4 credits

ELECTIVES—Sufficient to meet required total of ................. 64 credits

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

† Consultation with the Department Advisor is required.

**This program is within the English Department (pages 173-184).
A.A.S. MARKETING MANAGEMENT**
Total credits: 68
Requirements for Matriculants

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

<table>
<thead>
<tr>
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<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 (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 M1 &amp; M2 or MAT 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. 163)</td>
<td>8</td>
</tr>
<tr>
<td>Business Management and Organization (BA 11 pg. 165)</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 Marketing Management (MM 31 pg. 169)</td>
<td>3</td>
</tr>
<tr>
<td>Salesmanship (MM 33)</td>
<td>3</td>
</tr>
<tr>
<td>Fashion Buying and Merchandising (MM 34)</td>
<td>3</td>
</tr>
<tr>
<td>Merchandise Information Analysis (MM 35)</td>
<td>4</td>
</tr>
<tr>
<td>Data Processing for Retailers (MM 31) OR, Introduction to Computer Concepts (BA 60)</td>
<td>3</td>
</tr>
<tr>
<td>Field Experience (MM 92)</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Economics (ECO 12 pg. 167)</td>
<td>3</td>
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</table>

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

I. Performing and Visual Arts
(Excluded from this group are Art and Music Studio courses, Theatre Production and Technique courses)
- Art
- Music
- Speech
- Theatre Arts

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

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

IV. Behavioral Sciences
- Anthropology
- Psychology
- Sociology

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

**ELECTIVES—Sufficient to meet required total of 68 credits**

‡Consultation with the Department Advisor is required.**
**This program is within the Business Department (pages 161-172).
A.A.S. MEDICAL RECORD TECHNOLOGY**  Total credits: 66
Requirements for Matriculants

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

<table>
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<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 (based on CUNY Test scores, students may be exempt)</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>
</tr>
<tr>
<td>MAT M1 &amp; M2 or MAT R2 proficiency</td>
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DEPARTMENT REQUIREMENTS† (course descriptions pg. 269)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Record Technology I, II, III and IV, (MRT 11, 13, 14, 17)</td>
<td>12</td>
</tr>
<tr>
<td>Medical Terminology (MRT 12)</td>
<td>3</td>
</tr>
<tr>
<td>Pathophysiology (MRT 15)</td>
<td>3</td>
</tr>
<tr>
<td>Coding (MRT 16)</td>
<td>3</td>
</tr>
<tr>
<td>Medical Information Processing (MRT 18)</td>
<td>3</td>
</tr>
<tr>
<td>Internship I and II, (MRT 91, 92)</td>
<td>6</td>
</tr>
<tr>
<td>Human Anatomy and Physiology I and II (BIO 11, 12 pg. 153)</td>
<td>8</td>
</tr>
<tr>
<td>Elementary Keyboarding (SEC II pg. 271)</td>
<td>2</td>
</tr>
<tr>
<td>Medical Machine Transcription (SEC 66)</td>
<td>3</td>
</tr>
</tbody>
</table>

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

I. Performing and Visual Arts
   (Excluded from this group are Art and Music Studio courses, Theatre Production and Technique courses)
   - Art
   - Music
   - Speech
   - Theatre Arts

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

III. Social Sciences
   - Economics
   - History
   - Political Science

IV. Behavioral Sciences
   - Anthropology
   - Psychology
   - Sociology

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

ELECTIVES—Sufficient to meet required total of ............................................. 66 credits

Departmental requirements may be used to satisfy groups I-V requirements where applicable.
†Consultation with the Department Advisor is required.
**This program is within the Secretarial/Office Administration Department (pages 267-278).
A.A.S. NURSING**
Requirements for Matriculants

Total credit: 68

COLLEGE REQUIREMENTS*

(*Successful completion of the CUNY Freshman Skills Assessment Test 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 M1 & M2 or MAT R2 proficiency .................................... 0

DEPARTMENT REQUIREMENTS† (course descriptions pg. 247)

Students in the Pre-Nursing Sequence must complete the five semester-sequences as specified below.

First Semester
- Applied Physical Sciences for Allied Health Careers (SCI 25 pg. 264) ........ 3 credits
- General Psychology (PSY 11 pg. 143) ........................................... 3
- Human Anatomy and Physiology (BIO 11 pg. 153) ................................... 4
- English (ENG 12 or ENG C2 pg. 175) ............................................... 4

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

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

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

Fifth Semester
- Introduction to Sociology (SOC 31 pg. 145) ..................................... 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 required to take any or all of the following prior to taking the Pre-Nursing Sequence.

Preparatory Biology (BIO 10)
Remedial Math (M1 and M2, or MAT 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 semester-sequences in the following order.

First Semester

- Applied Physical Sciences for Allied Health Careers (SCI 25 pg. 264) 3 credits
- General Psychology (PSY II pg. 143) 3 credits
- Human Anatomy and Physiology I (BIO II pg. 153) 4 credits
- Drug Calculations in Nursing (NUR 17) 1 credit
- Fundamentals of Nursing (NUR 18) 7 credits

Winter or Summer Module Δ

- Human Anatomy and Physiology II (BIO 12) 4 credits

Second Semester

- Microbiology in Health and Disease (BIO 51) 4 credits
- English (ENG 12 or ENG C2 pg. 175) 4 credits
- Nursing the Ill Adult (NUR 21) 9 credits

Third Semester

- Human Growth and Development (PSY 32 pg. 143) 3 credits
- Introduction to Sociology (SOC 31 pg. 145) 3 credits
- Nursing the Emotionally Ill (NUR 20) 4 credits
- Nursing the Ill Adult II (NUR 22) 5 credits

Fourth Semester

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

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

‡ Consultation with the Department Advisor is required.

** This program is within the Nursing Department (pages 245-252)
A.A.S. PERSONNEL MANAGEMENT and
LABOR RELATIONS**

Requirements for Matriculants

Total credits: 65

COLLEGE REQUIREMENTS*

("Successful completion of the CUNY Freshman Skills Assessment Test 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 M1 & M2 or MAT R2 proficiency ...................................... 0

DEPARTMENT REQUIREMENTS‡

Fundamentals of Accounting I and II (ACC 11-12 pg. 163) ......................... 8 credits
Business Management and Organization (BA 11 pg. 165) .......................... 3
Business Law (BA 12) .................................................................... 3
Personnel Administration (BA 31) ....................................................... 3
Introduction to Computer Concepts (BA 60) ......................................... 3
Fundamentals of Economics (ECO 12 pg. 167) ....................................... 3
Industrial and Organizational Psychology (PLM 20 pg. 171) .................... 3
Labor Economics (PLM 21) ............................................................. 3
Labor Law and Collective Bargaining (PLM 22) ..................................... 3
Personnel: Selection, Development and Evaluation (PLM 23) .................. 3
Field Experience (PLM 92) ................................................................ 3

GROUP REQUIREMENTS

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

I. Performing and Visual Arts
   (Excluded from this group are Art and Music Studio courses,
   Theatre Production and Technique courses)
   Art
   Music
   Speech
   Theatre Arts

II. Language and Literature
   Foreign Language
   Literature
   Philosophy

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

IV. Behavioral Sciences
   Anthropology
   Psychology
   Sociology

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

ELECTIVES—Sufficient to meet required total of ........................................ 65 credits

‡Consultation with the Department Advisor is required.
**This program is within the Business Department (pages 161-172).
A.A.S. PHYSICAL THERAPIST ASSISTANT
Total credits: 66

COLLEGE REQUIREMENTS*
(*Successful completion of the CUNY Freshman Skills Assessment Test 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 M1 & M2 or MAT R2 proficiency ............................................. 0

DEPARTMENT REQUIREMENTS‡
Human Anatomy and Physiology I and II (BIO 11, 12 pg. 153) .............. 8 credits
Kinesiology (BIO 15) ......................................................................... 3
General Psychology (PSY 11 pg. 143) ............................................... 3
Human Growth and Development (PSY 32) ......................................... 3
Introduction to Physical Therapy (PTA 101 pg. 159) .............................. 3
Physical Therapist Assistant I, II, III and IV
(PTA 201, 202, 203, 204) ............................................................... 26

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

I. Performing and Visual Arts
   (Excluded from this group are Art and Music Studio courses,
    Theatre Production and Technique courses)
   Art
   Music
   Speech
   Theatre Arts

II. Language and Literature
   Foreign Language
   Literature
   Philosophy

III. Social Sciences
   Economics
   History
   Political Science

IV. Behavioral Sciences
   Anthropology
   Psychology
   Sociology

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

ELECTIVES—Sufficient to meet required total of ................................. 66 credits

Departmental requirements may be used to satisfy groups I-V requirements where applicable.
‡ Consultation with the Department Advisor is required.
** This program is within the Biological Sciences Department (pages 151-160).
A.A.S. SECRETARIAL/OFFICE ADMINISTRATION**

Total credits: 64

Requirements for Matriculants

**COLLEGE REQUIREMENTS**

(*Successful completion of the CUNY Freshman Skills Assessment Test 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 (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 M1 &amp; M2 or MAT R2 proficiency</td>
<td>0</td>
</tr>
</tbody>
</table>

**DEPARTMENT REQUIREMENTS**† (course descriptions pg. 269)

All Majors MUST TAKE:

- Elementary Keyboarding (SEC 11) ........................................ 2 credits
- Intermediate Keyboarding (SEC 12) ....................................... 2
- *Elementary Shorthand (SEC 13, 15) .................................... 2
- *Intermediate Shorthand (SEC 16, 18) ................................... 3
- *Basic Dictation (SEC 19) .................................................. 2
- Secretarial Practice (SEC 34) ......................................... 3
- *Advanced Keyboarding (SEC 33) ....................................... 2
- Business Communications (SEC 37) ..................................... 3
- Field Experience (SEC 92) ............................................... 3

PLUS, ... FOR CONCENTRATIONS IN:

**Executive**

- Advanced Stenography and Transcription II (SEC 32) .................. 4 credits

**Legal**

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

**Medical**

- Biology (4 credit Lab course pg. 153) ................................. 4 credits
- Medical Secretary Practice (SEC 67, 68) ................................ 4
- *(Specialized course in place of Secretarial Practice)*
- Medical Dictation and Terminology (SEC 69, 70) ..................... 7

**School**

- Advanced Stenography and Transcription II (SEC 32) .................. 4 credits
- School Secretary I and II (SEC 53, 54) ................................ 4
- School Records and Accounts (SEC 55) .................................. 2
**WORD/INFORMATION PROCESSING CONCENTRATION**

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

**Recommended**
- Data Processing for Program Majors (CP 29 pg. 227) ................................. 4
- Office Systems and Procedures (SEC 24) .................................................. 3
- Office Information Processing Applications (SEC 25) .................................. 3

*May be taken in lieu of Elementary, Intermediate and Advanced Shorthand courses.
*Not required of students in this concentration.

**GROUP REQUIREMENTS**

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

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

I. Performing and Visual Arts  
(Excluded from this group are Art and Music Studio courses,  
Theatre Production and Technique courses)  
- Art  
- Music  
- Speech  
- Theatre Arts

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

III. Social Sciences  
- Economics  
- History  
- Political Science

IV. Behavioral Sciences  
- Anthropology  
- Psychology  
- Sociology

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

**ELECTIVES**—Sufficient to meet required total of ........................................... 64 credits

Elementary keyboarding and shorthand required of students who do not meet Department requirements.  
Intermediate keyboarding and shorthand may be waived for students who meet Department requirements.

Departmental requirements may be used to satisfy groups I-V requirements where applicable.  
†Consultation with the Department Advisor is required.  
**These programs are within the Secretarial/Office Administration Department (pages 267-278).
A.A.S. SPORTS, FITNESS and RECREATION LEADERSHIP**

Requirements for Matriculants

COLLEGE REQUIREMENTS*
(*Successful completion of the CUNY Freshman Skills Assessment Test 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 Requirement</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 (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 M1 &amp; M2 or MAT R2 proficiency</td>
<td>0</td>
</tr>
</tbody>
</table>

DEPARTMENT REQUIREMENTS† (course descriptions pg. 210)

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Recreation (REC 11)</td>
<td>3</td>
</tr>
<tr>
<td>Recreation Leadership Principles (REC 12)</td>
<td>3</td>
</tr>
<tr>
<td>Recreation for Special Populations (REC 31)</td>
<td>3</td>
</tr>
<tr>
<td>Organization of a Recreation Program (REC 32)</td>
<td>3</td>
</tr>
<tr>
<td>Field Experience in Sports, Fitness and Recreation I and II (REC 91, 92)</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology (PSY 11 pg. 143)</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology (SOC 31 pg. 145)</td>
<td>3</td>
</tr>
<tr>
<td>Spanish for Students in Career Programs (SPA 40 pg. 195)</td>
<td>3</td>
</tr>
</tbody>
</table>

(Students with at least 1 year of Foreign Language background are exempt)

Additional courses as recommended by Program Director —

PLUS, ... FOR CONCENTRATIONS IN:

Sports, Fitness

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial and Industrial Recreation (REC 37)</td>
<td>3</td>
</tr>
<tr>
<td>Sport and American Society (REC 40)</td>
<td>3</td>
</tr>
</tbody>
</table>

Therapeutic Recreation

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methods and Materials in Arts and Crafts (REC 34)</td>
<td>3</td>
</tr>
<tr>
<td>Recreation for the Aging and Mentally Ill (REC 35)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits: 64

125
GROUP REQUIREMENTS

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

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

I. Performing and Visual Arts
   (Excluded from this group are Art and Music Studio courses, Theatre Production and Technique courses)
   - Art
   - Music
   - Speech
   - Theatre Arts
   - 12 credits

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

III. Social Sciences
   - Economics
   - History
   - Political Science

IV. Behavioral Sciences
   - Anthropology
   - Psychology
   - Sociology

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

ELECTIVES—Sufficient to meet required total of 64 credits
(Specific electives must be discussed in advance with the Department Advisor.)

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

†Consultation with the Department Advisor is required.

**This program is within the Health, Physical Education and Recreation Department (pages 199-212)
A.A.S. TRAVEL and TOURISM**
Requirements for Matriculants

COLLEGE REQUIREMENTS*

(*Successful completion of the CUNY Freshman Skills Assessment Test 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>
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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 (if required)</td>
<td>4</td>
</tr>
<tr>
<td>ENG 22</td>
<td>4</td>
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<tr>
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<td>3</td>
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<tr>
<td>MAT M1 &amp; M2 or MAT R2</td>
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</table>

DEPARTMENT REQUIREMENTS† (course descriptions pg. 293)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Travel and Tourism (TAT 1)</td>
<td>3</td>
</tr>
<tr>
<td>The Travel Industry I and II (TAT 2, 3)</td>
<td>6</td>
</tr>
<tr>
<td>Computer Reservations Systems (TAT 4)</td>
<td>3</td>
</tr>
<tr>
<td>The Travel Agent and Wholesaler (TAT 11, 12)</td>
<td>6</td>
</tr>
<tr>
<td>The Hospitality Industry (TAT 21)</td>
<td>3</td>
</tr>
<tr>
<td>Transportation (TAT 31)</td>
<td>3</td>
</tr>
<tr>
<td>Accounting and Entrepreneurship (ACC 50 pg. 164)</td>
<td>4</td>
</tr>
<tr>
<td>Business Management and Organization (BA 11 pg. 165)</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing (BA 14)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits: 64
GROUP REQUIREMENTS

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

I. Performing and Visual Arts
   (Excluded from this group are Art and Music Studio courses, Theatre Production and Technique courses)
   - Art
   - Music
   - Speech
   - Theatre Arts

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

III. Social Sciences
   - Economics
   - History
   - Political Science

IV. Behavioral Sciences
   - Anthropology
   - Psychology
   - Sociology

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

ELECTIVES—Sufficient to meet required total of ........................................... 64 credits

Departmental requirements may be used to satisfy groups I-V requirements where applicable.
†Consultation with the Department Advisor is required.
**This program is within the Travel and Tourism Department (pages 291-294).
Jack L. Bolen, Professor
Peter E. Hanssen, Associate Professor
Michel Kanter, Assistant Professor
Peter Malone, College Laboratory Technician
Anthony Martin, Professor
Thomas I. Nonn, Professor and Chairperson
Anthony Padovano, Associate Professor
Maurice Poirier, Associate Professor
Michael Z. Sherker, Professor
Frederic Thursz, Professor
Lilly K. Wei, Senior College Laboratory Technician
ART

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

+ ART 33 SURVEY of ART HISTORY: from ANCIENT to RENAISSANCE ART 3 crs. 3 hrs.
Fall
This historical view of Western art 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 3 crs. 3 hrs.
Spring
The study of Western art, from the Renaissance to the mid-nineteenth century, noting changes and growth in style and form.

+ ART 35 MODERN ART I: from 1880 to 1945 3 crs. 3 hrs.
Fall
Students are introduced to the early development of Modern Art. Study 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 components of the course.

+ ART 36 MODERN ART II: from 1945 to Present 3 crs. 3 hrs.
Spring
International and American trends in painting, sculpture and architecture during the second part of the twentieth century, leading to current directions in the visual arts. The interrelationship of art and contemporary culture is discussed in slide lectures supplemented by personal research and visits 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. The Renaissance is integrated into the course content with an analysis of the new concepts of nature, history and man in Italy.

+ Basic Course
ART 51 PHOTOGRAPHY I
3 crs. 4 hrs.
Introduction 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.
During this “Professionalism in Photography” course, students are taught to understand the place photography has in our society and how to realize one’s potential through photography in that society. Problems deal with an analysis of professional standards and how to mold personal work to attain those standards.
Prerequisite: ART 51

ART 53 PHOTOJOURNALISM I
3 crs. 4 hrs.
Photojournalism covers the dual techniques involved with photography and documentary storytelling. The course encompasses use of written and photographic skills with journalism, can be used by itself as art, or in conjunction with commercial art.
Prerequisite: ART 52

ART 54 PHOTOJOURNALISM II
3 crs. 4 hrs.
For students who studied photography and journalism, this advanced course combines the photo essay with spot news reporting. Photojournalism as it applies to the daily newspaper, illustrated magazine and photo agency.
Prerequisite: ART 53

ART 55 DESIGN I
3 crs. 4 hrs.
This course supplies the groundwork necessary to all studio courses as the principles of design are introduced. Using basic materials and techniques, the study of line, value, color, shape, and texture in two-dimensional composition, is included.
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. The study of concepts in three-dimensional design includes problems of volume and space.
Prerequisite: ART 55

ART 57 DRAWING I
3 crs. 4 hrs.
Introduction to the basic concepts of drawing. 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.
Continued study of various drawing media. The figure model is used to explore traditional and experimental drawing techniques.
Prerequisite: ART 57 or permission of the Department
ART 59 PAINTING I
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
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
During study and work in a studio setting, emphasis is on the techniques and aesthetics of modern sculptural concepts.

ART 62 SCULPTURE II
Advanced students in the field of creative sculpture explore new techniques including welding and casting.
Prerequisite: ART 61 or permission of the Department

ART 63 CERAMICS I (BEGINNING CERAMICS)
Students are introduced 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)
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
This course enables students to make use of combinations of drawing, painting and sculpture techniques, new materials, light, sound and phonetic processes.

ART 66 PRINTMAKING I
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 67 PRINTMAKING II
A continuation of intaglio and relief printmaking which allows students to explore the use of multicolor printing, and the time needed for edition printing.
Prerequisite: ART 66
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 70 JEWELRY I
3 crs. 4 hrs.
Introduction to the design and construction of contemporary jewelry. Students receive directed experience in using materials, tools, chemical processes and necessary technology.

ART 71 JEWELRY II
3 crs. 4 hrs.
During this continuation of jewelry making, students concentrate on a specialized area, and further development of skills in specific areas of interest.

Prerequisite: ART 70

ART 73 PUBLICATION LAYOUT and DESIGN
3 crs. 4 hrs.
A practical course in layout design for publications emphasizing newspapers, magazines, newsletters and pamphlets. Students strive for the greatest artistic and practical effect obtainable from applying the principles of design.

ART 74 TYPOGRAPHY and LETTERING
3 crs. 4 hrs.
A practical course toward understanding 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 GRAPHIC SKILLS and ADVERTISING
3 crs. 4 hrs.
This introductory course focuses on the conceptual aspects of problem solving in the areas of Graphic Skills and Advertising. The class will be geared toward creating a portfolio on a professional level.

ART 76 TECHNICAL DRAWING
2 crs. 5 hrs.
Technical drawing for engineering students. Theory of orthographic projection; freehand sketching and instrument drawing; spatial analysis, visualization and interpretation; auxiliary and sectional views and conventional practices; axonometric drawings; graphical mathematics; basic dimensioning.

Required of Engineering Science Majors (see page 79)
ART 77  ART of SPAIN
3 crs. 3 hrs.
An introduction to the art and architecture of Spain, demonstrating the diversity of the Iberian artistic heritage which spans millenia, from the Paleolithic caves to Picasso, emphasizing its integration of many cultural forms. The cities of Madrid, Burgos Cuenca, Escorial, Toledo, Avila, Segovia, Salamanca and La Granja will be visited. Students will become familiar with examples of Roman and Islamic architecture; Spanish interpretation of Romanesque churches and Gothic cathedrals; and the paintings of Bosch, El Greco, Rubens, Titian, the great Spanish painters Velazquez and Goya as well as other masterpieces. Special attention will be given to the famous collection of Philip II and Philip IV, housed at Escorial and in the Prado in Madrid, one of the world's great museums.

ART 78  ART of FRANCE
3 crs. 3 hrs.
An introduction to the art and architecture of France from the Early Medieval period to the Modern era. Students will visit a variety of architectural monuments ranging from Romanesque churches to the Arc de Triomphe in Paris and local museums where painting and sculpture of the various historical periods can be studied. Of particular significance among the cities to be visited will be Toulouse, Carcassonne, Montpellier Albi, Moissac, Nimes. The itinerary includes the natural scenic beauty of the Midi. In Paris special attention will be given to the Louvre Museum and its unique collection of masterpieces.

ART 79  ART of ITALY
3 crs. 3 hrs.
An introduction to the art and architecture of Italy, touching upon the treasures dating from ancient Pompeii and Herculaneum through the Early and High Renaissance to the modern era. The transitions from epoch to epoch, style to style, and the relatedness among them will be emphasized. Students will visit the cities and regions around Milan, Venice, Florence, Pisa and Rome with short excursions to Naples (Pompeii and Herculaneum) and San Gimignano. Special emphasis will be placed on examples of Renaissance and Baroque works and the connections between the two.

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 interest of various student populations. It is offered for a maximum of two semesters.

ART 83 FIGURE MODELING and CARVING 3 crs. 4 hrs.
The human figure at rest will be studied from the anatomical and compositional points of view. A live model, slides and figurative works, are part of the course. Materials to be used are clay and stone.
Prerequisite: ART 61

ART 84 INTERMEDIATE FIGURE MODELING and CARVING 3 crs. 4 hrs.
Study of the representation of the human figure in motion. Clay and stone will be predominant materials used.
Prerequisite: ART 83
ART 85  LANDSCAPE PAINTING

Methods of oil and/or acrylic painting in a concentrated approach to the expressive possibilities of the landscape as subject matter.
Prerequisite: ART 59

ART 86  INTERMEDIATE LANDSCAPE PAINTING

3 crs. 4 hrs.
The experimental approach to landscape painting introduced in ART 85 will be extended within a more personally directed context.
Prerequisite: ART 85

ART 87  TRANSPARENT WATERCOLOR PAINTING

3 crs. 4 hrs.
The interactions of brush and color with paper and water will be studied. Different color-wash techniques will be explored.
Prerequisite: ART 59

ART 88  INTERMEDIATE WATERCOLOR PAINTING

3 crs. 4 hrs.
Advancing the study of transparent watercolor painting started in ART 87, using wet-into-wet and glazing techniques.
Prerequisite: ART 87

ART 90  INTRODUCTION to WELDED SCULPTURE

3 crs. 4 hrs.
The different processes of joining metals used in the creation of a welded sculpture will be studied as various techniques of sculpting in metal are explored.
Prerequisite: ART 61

A.S. Degree
FINE ARTS
Requirements—Page 83
BEHAVIORAL SCIENCES and
HUMAN SERVICES DEPARTMENT
Room D-309B  ext. 5630

Louis Altschul, Professor
Leslie Arberman, Assistant Professor
John Barlow, Professor
Elinor Barr, Associate Professor
Myron I. Brender, Professor
William Burger, Associate Professor
    Director, Mental Health and Human Services Program
Geraldine Chapey, Professor
Edwin Cooperman, Associate Professor
Alline C. DeVore, Associate Professor
Connie Goldfarb, Associate Professor
    Director, Early Childhood Education/Child Care Program
Richard M. Graf, Professor
Benjamin Pacheco, Associate Professor
Paul Schmolling, Professor
Marvin I. Shapiro, Assistant Professor
Laurence Simon, Professor
Philip Stander, Professor and Chairperson
Vimla P. Vadhan, Associate Professor
Merrill Youkeles, Professor
ANTHROPOLOGY

+ ANT 37  INTRODUCTION to ANTHROPOLOGY
(formerly listed as SOC 37)

3 hrs.

A variety of aspects of the human condition, such as evolution and the diversity of primitive societies are approached. The relationship of anthropological concepts with our knowledge of our own civilization and its history are compared.
EDU 24  PSYCHOLOGICAL DISORDERS in YOUNG CHILDREN
(also listed as ECE 24 and PSY 24)
3 hrs. 3 hrs.
Psychological disorders in young children and the practices required to deal with them in early childhood settings. The problems and needs of gifted children, children who are mentally retarded or minimally brain-damaged, deaf, blind, orthopedic or speech handicapped. Causes, diagnostic, therapeutic and educational procedures and teaching methods are reviewed for each category based upon principles learned in introductory psychology courses.
Required for Education Associate Majors
Prerequisite: PSY 11 or permission of the Department

EDU 25  THE EMOTIONALLY DISTURBED and NEUROLOGICALLY IMPAIRED CHILD:
ETIOLOGY, CHARACTERISTICS, and ANALYSIS of LEARNING NEEDS
3 hrs. 3 hrs.
Knowledge and understanding of causes, characteristics, and learning needs of emotionally disturbed and neurologically impaired school children. Emphasis is 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.
Required for Education Associate Majors
Prerequisite: PSY 24 or permission of the Department

EDU 26  METHODS of TEACHING the EMOTIONALLY DISTURBED and
NEUROLOGICALLY IMPAIRED CHILD BASED on INDIVIDUAL NEEDS
3 hrs. 3 hrs.
Methods of teaching in programs for the emotionally disturbed and neurologically impaired child are explained. How existing materials may be modified and how new original materials and techniques can be developed will be investigated. Principles of behavior management will be discussed in the context of curriculum planning and teaching methodology. Emphasis will be on implementation of teaching strategies based upon individual assessment of learning needs, the use of resources to ensure the least restrictive environment. A hands-on approach will be used to develop materials.
Required for Education Associate Majors
Prerequisite: PSY 24 or permission of the Department

EDU 27  SEMINAR in ADMINISTRATION and SUPERVISION of
SPECIAL EDUCATION PROGRAMS
3 hrs. 3 hrs.
This colloquium course provides information relating to the administration and supervision of Special Education programs in New York City Public Schools. Guest lecturers discuss specific aspects of Special Education programs in the area of their expertise.
Required for Education Associate Majors
Prerequisite: PSY 24 or permission of the Department

EDU 29  SCIENCE for ELEMENTARY SCHOOL TEACHERS
4 hrs. 4 hrs.
Designed as a "Science Information" and "Methods-of-Teaching Science" course for Elementary School teachers. Participants explore Physical and Biological Science concepts to enhance their own learnings of these subjects. In alternate sessions they consider methods of adapting these concepts to children in the elementary schools. Stress will be on development of scientific processes and integration of science into the curriculum.
Required for Education Associate Majors
Prerequisite: Elementary School Teacher or permission of the Department.
EDU 32  HUMAN GROWTH and DEVELOPMENT
(also listed as PSY 32)
3 hrs. 3 crs.
Focus is 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 hrs. 3 crs.
Education is studied in relation to contemporary society. Cultural forces and influences as well as institutions which help shape education are analyzed in the light of resulting issues and challenges. The various roles of the school, its personnel and the community are related to accepted theories and current practices.
Required for Education Associate Majors

EDU 34  SEMINAR and PRACTICUM in EDUCATION and BEHAVIORAL SCIENCES
4 hrs. 12 crs.
The role of the paraprofessional in education. Selected aspects of education 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.
Required for Education Associate Majors
Prerequisites: EDU 33, PSY 11

EDU 35  SEMINAR and PRACTICUM in EDUCATION and COMMUNICATION SKILLS
4 hrs. 12 crs.
The nature of task-oriented and pupil-oriented activities in relation to communication skills. How to help pupils improve and develop special written and spoken communication skills. Ten hours of field work is required.
Required for Education Associate Majors
Prerequisites: EDU 34, 2 semesters of English

EDU 36  SEMINAR and PRACTICUM in EDUCATION and ART FORMS
4 hrs. 12 crs.
Students 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 younger's world. Ten hours of field work a week is required.
Required for Education Associate Majors
Prerequisites: EDU 35, MUS 31, ART 31

EDU 37  HISTORICAL DEVELOPMENT of EDUCATION in the UNITED STATES
3 hrs. 3 crs.
The history, growth and development of education in the United States from colonial times to the present. Emphasis is 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.
Required for Education Associate Majors
EDU 40 ORIENTATION for STUDENTS with SPECIAL BACKGROUNDS

1 cr. 1 hr.
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.

MAT 9 UNDERSTANDING MATHEMATICS

4 crs. 4 hrs.
Primarily designed for Education Associate Program Majors (see page 234)

A.A.S. Degree

EDUCATION ASSOCIATE
Requirements—Page 112
PSYCHOLOGY

PSY 11  GENERAL PSYCHOLOGY
The nature of psychology, its fields and divisions, including individual differences, learning, motivation, perception, and personality.

PSY 12  PRINCIPLES of PARAPSYCHOLOGY
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
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
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 and EDU 24)
Psychological disorders in young children and the practices required to deal with them in early childhood settings. The problems and needs of gifted children, children who are mentally retarded, or minimally brain-damaged, deaf, blind, orthopedic or speech handicapped. Causes, diagnostic, therapeutic and educational procedures and teaching methods are reviewed for each category based upon principles learned in introductory psychology courses.
Prerequisite: PSY 11 or permission of the Department

PSY 32  HUMAN GROWTH and DEVELOPMENT
(Also listed as EDU 32)
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

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

+Basic Course
PSY 34  PSYCHOLOGY of PERSONALITY
Various personality theories are examined in order to demonstrate the diverse ways of dealing with basic personality problems.
Prerequisite: PSY 11

PSY 35  EDUCATIONAL PSYCHOLOGY
Current scientific theory and research relating to formal learning environments. Areas studied include: process of human learning; concept-formation; language affecting acquisition and retention; new approaches to motivate and direct learning; new methods of organizing and transmitting information and knowledge.
Prerequisite: PSY 11

PSY 36  ABNORMAL PSYCHOLOGY
Concepts of normality and abnormality, and significant theoretical contributions to personality disorganization. Historical factors and current trends in the field of Mental Health and 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
Study of psychological factors specifically related to women, including the traditional models of femininity in such areas as social, occupational, and sex roles. The approach is analytical, beginning with denotative and connotative definitions of terms, analyzing traditional and new female models and identities and some problems these models present in personality integration. Recent psychological research on women is reviewed. Personal experiences of male and female students are used to help support, or refute, theories presented.
Prerequisite: PSY 11

PSY 38  PSYCHOLOGICAL, BEHAVIORAL and PHYSICAL DISORDERS of the AGED
The psychological, behavioral and physical disorders of the aged. Various theoretical positions and review of preventive and treatment modalities will be studied.
Prerequisite: PSY 11

PSY 52  INDUSTRIAL and ORGANIZATIONAL PSYCHOLOGY
(Also listed as PLM 20)
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
Independent study of Psychology is developed individually between student and faculty member and must be approved by the Department.

PSY 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.
SOCIOLOGY

SOC 31 INTRODUCTION to SOCIOLOGY
3 crs. 3 hrs.
The social dimensions of human existence with stress on social structure and culture as governing factors in the lives of individuals. The basic concepts of sociology, major theoretical positions and findings are considered. 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.
An overview of the metropolis 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.
The social ills currently facing American society. Areas of analysis include the major conflicts and social changes in community institutions. Each problem is approached as a crisis facing a particular institution. Appropriate changes in policy are suggested as the solutions needed to resolve the problems.
Prerequisite: SOC 31

SOC 34 URBAN ANTHROPOLOGICAL and SOCIOLOGICAL FIELDWORK:
OBSERVATION and ETHNOGRAPHY
3 crs. 4 hrs.
Introduction to observational field work in anthropology and sociology. Students acquire basic anthropological and sociological concepts, become familiar with procedures followed in conducting observational ethnographic studies, select a social situation for study, then conduct field work as "participant-observers". Step-by-step instructor guidance is included in analysis of the group and completion of the field work project. Students may select non-human primates for field study.
Prerequisite: SOC 31 or 37

SOC 35 SOCIOLOGY of the FAMILY
3 crs. 3 hrs.
The sociology of the family is reviewed. Study areas 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.
Selected minority groups in American society are studied. Topics discussed include: nature of prejudice and discrimination; social meaning of minority, annihilation, assimilation, competition, conflict, exploitation; social and cultural change; past and present trends and developments.
Prerequisite: SOC 31
+ SOC 37  INTRODUCTION to ANTHROPOLOGY  
(listed as ANT 37 - for course description see page 138)

SOC 40  ISRAELI SOCIETY  
3 crs. 3 hrs. 
An integrated exposition and analysis of the dominant social, political and economic aspects of Israeli society to understand 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.

HUM 11  CULTURE as CONTEXT  
3 crs. 3 hrs. 
A study of those features of contemporary society which make up its cultural context. Political, social, and artistic institutions will be examined to understand their effect upon the average citizen. Special attention will be paid to the institutions and processes which operate within New York City. 
Corequisite: ENG CR
EARLY CHILDHOOD EDUCATION/CHILD CARE PROGRAM

Due to the special nature of the Early Childhood Education/Child Care Program, students are 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 must submit report of a Tuberculin Skin Test (which has to be updated every year thereafter), and any other pertinent information required by outside school agencies.

ECE 21 CURRICULUM in EDUCATION
3 crs. 3 hrs.
The objectives of the program in education including the selection, guidance and evaluation of learning experiences. Emphasis is on methods and materials in language arts and story-telling.
Prerequisite: MH 20 (see pg. 149)

ECE 22 ART WORKSHOP for STUDENTS in EDUCATION
2 crs. 2 hrs.
A variety of art media are explored to understand the principles, methods, planning and classroom organization necessary to achieve the curricular and behavioral objectives of programs in education.
Prerequisites: ECE 21, 91 or permission of the Department

ECE 23 MUSIC and MOVEMENT WORKSHOP for STUDENTS in EDUCATION
2 crs. 2 hrs.
Musical literature, methods and techniques for utilizing music and dance to achieve the curricular and behavioral objectives of programs in education.
Prerequisites: ECE 22, 92 or permission of the Department

ECE 24 PSYCHOLOGICAL DISORDERS in YOUNG CHILDREN
(also listed as EDU 24 and PSY 24)
3 crs. 3 hrs.
Psychological disorders in young children and the practices required to deal with them in early childhood settings. The problems and needs of gifted children, children who are mentally retarded, or minimally brain-damaged, deaf, blind, orthopedic or speech handicapped. Causes, diagnostic, therapeutic and educational procedures and teaching methods are reviewed for each category based upon principles learned in introductory psychology courses.
Prerequisite: PSY 11 or permission of the Department

ECE 28 TECHNIQUES in MATH, SCIENCE and SOCIAL STUDIES TEACHING for EARLY CHILDHOOD EDUCATION
2 crs. 2 hrs.
Knowledge and understanding of the methods of teaching pre-mathematics, science, and social studies in early childhood classrooms. Hands-on methods that permit young children to learn through discovery as well as the theoretical underpinnings of these methods are given special emphasis.
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.

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. 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.
Prerequisites: ECE 91, 21
Corequisite: ECE 22

ECE 93 SUPERVISED INSTRUCTIONAL EXPERIENCE in EDUCATION III
3 crs. 6 hrs.
Students are assigned increasing responsibility within the limits of the agency structure. Leadership of group activities is included.
For ECE Majors only.
Prerequisites: ECE 92, 22
Corequisite: ECE 23

A.A.S. Degree
EARLY CHILDHOOD EDUCATION/CHILD CARE
Requirements—Page 111
MENTAL HEALTH AND HUMAN SERVICES
formerly COMMUNITY MENTAL HEALTH ASSISTANT PROGRAM

The program is designed for students who wish to pursue careers in such human services fields as: rehabilitation, social work, psychology, special education, counseling and mental health. The emphasis is on learning ways of helping people lead satisfying productive lives, and/or preventing the onset of serious emotional or psychological problems.

+ MH 11 INTRODUCTION to HUMAN SERVICES 3 crs. 3 hrs.
Introduction to the nature and scope of human services in America today. A variety of human services, settings and programs, career options, including occupational therapy, social work, psychology, art and dance therapy, counseling, mental health and gerontology will be described. Prevention efforts and the effects of social policies on the provision of needed services and the development of the human services movement will be examined in the light of changing societal values.

+ MH 20 INTERDISCIPLINARY APPROACH to HUMAN SERVICES 3 crs. 3 hrs.
The effects of society, culture and institutions on the developmental needs of children. Students investigate past and present solutions in the context of society's conflicting and changing values and goals. They visit and evaluate schools and related institutions.
For ECE Majors or permission of the Department

MH 30 HUMAN SERVICES ORGANIZATIONS 3 crs. 3 hrs.
Development, functions, and purposes of human services organizations. Different types of human services organizations are described with emphasis on the duties and roles of workers and supervisors. The effects of the policies, practices, and pressures of the agency upon the worker will be explored.
Required for Mental Health Majors or permission of the Department
Prerequisite: MH 11

MH 31 PRINCIPLES of INTERVIEWING and GROUP LEADERSHIP 3 crs. 3 hrs.
Basic principles of gathering information through the use of interviewing techniques. The nature of group formation, function and leadership, and how they relate to one another. Emphasis is on providing preventative and therapeutic service to the mentally ill. Role playing and classroom practice sessions are structured as part of the course.
Required for Mental Health Majors or permission of the Department
Prerequisite: MH 11
Corequisite: MH 96

MH 34 ACTIVITIES THERAPY 3 crs. 3 hrs.
Theories and Principles of using activities as a preventive and/or a therapeutic tool. Learning selected basic skills and their use will be emphasized, demonstrated, discussed and practiced in the classroom.
Required for Mental Health Majors or permission of the Department
Prerequisite: MH 11

+ Basic Course
MH 35  INTRODUCTION to GERONTOLOGY  3 crs. 4 hrs.
Issues and problems pertaining to aging and the aged, the aging process and roles of the older adult in our society. Emphasis is 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. Theory, methods and historical background of individual and group therapies. Special treatment approaches for out-patients, transitional facilities, and treatment of behavior problems in the school setting. Conditioning therapies, recent innovations in group therapy and self-help groups are reviewed.
Required for Mental Health Majors or permission of the Department
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.

FIELD COURSES

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.
Required for Mental Health Majors or permission of the Department
Prerequisite: MH 11
Corequisite: MH 31

MH 97  SUPERVISED INSTRUCTIONAL EXPERIENCE in MENTAL HEALTH II  3 crs. 6 hrs.
Under faculty supervision students are assigned to work with patients afflicted with a variety of emotional disorders.
Required for Mental Health Majors or permission of the Department
Prerequisites: MH 11, 96

A.S. Degree
MENTAL HEALTH and HUMAN SERVICES
Requirements—Page 187
Isaiah A. Benathen, Associate Professor  
Carol Biermann, Associate Professor  
James C. Goetz, Assistant Professor  
I. Ronald Hecht, Associate Professor  
Judith Hugo, College Laboratory Technician  
Miriam Kittrell, Professor  
Barbara Ladman, Senior College Laboratory Technician  
Peter A. Lanzetta, Professor  
Vincent R. Liguori, Professor  
Theodore C. Markus, Associate Professor  
Joseph N. Muzio, Professor and Chairperson  
Peter Pilchman, Professor  
Marion T. Saccardi, Senior College Laboratory Technician  
Gary B. Sarinsky, Assistant Professor  
Dorothy Schweitzer, Assistant Professor  
Director, Pre-Physical Therapy Program  
Arthur N. Zeitlin, Assistant Professor
**BIOLOGY**

- **BIO 10 PREPARATORY BIOLOGY**
  - 0 crs. 4 hrs.
  - (4 equated crs.)
  - For Biology Majors or Allied Health Science students who have had little or no previous biology course instruction and require background preparation before enrolling in advanced biology courses. Introduction to fundamental concepts in biology and related physical and chemical processes through demonstrations, "hands-on" experiences, readings, discussions and presentations. Basic skills and procedures related to biological laboratory practices. Students are encouraged to obtain assistance in the college’s reading skills programs.
  - *Enrollment is limited to recommended students based on science background and placement examination scores. Does not fulfill the science requirements for any degree. Students who are assigned to MAT M1 or ENG 03 are required to successfully complete BIO 10 before enrolling in BIO 11 or BIO 13.*

- **BIO 11, 12 HUMAN ANATOMY and PHYSIOLOGY I and II**
  - 4 crs. 6 hrs.
  - (each semester)
  - A one year, two-semester course of study in human anatomy and physiology examines the complementary relationships between structure and function. Emphasis is on the action and the integration of organs and organ systems in the maintenance of normal functioning of the whole organism. Dissections and other laboratory experiences are integrated with course content.
  - Recommended for students pursuing careers in allied health fields, physical education, or those interested in knowing more about their own bodies as part of a life-time preparation for taking responsibility for one’s own well-being.
  - *Prerequisites: BIO 11 for BIO 12; Placement at MAT R2, ENG 04 level or better or, successful completion of MAT 01 or BIO 10 or permission of the Department.*

- **BIO 13, 14 GENERAL BIOLOGY I and II**
  - 4 crs. 6 hrs.
  - (each semester)
  - A one year, two-semester course for students planning to major in the biological sciences, or preparing for a pre-professional program. Classroom and laboratory sessions focus on classical biological topics as they apply to all life. Special consideration is given to recent scientific findings and how they advance our understanding of the classical concepts. The interaction of environmental and biological forces to produce life will be considered.
  - *Prerequisites: BIO 13 for BIO 14; Placement at MAT R2, ENG 04 level or better or, successful completion of MAT 01 or BIO 10 or permission of the Department.*
  - Corequisite: CHM 11 for BIO 14

- **BIO 15 KINESIOLOGY**
  - 3 crs. 3 hrs.
  - This study of normal human motion and the ranges of movement in an individual is based on understanding pertinent areas of anatomy, physiology, biomechanics and physics together with such medical modalities as orthopedics, neurology and pathology. Motor dysfunction involving the major body regions is included to serve the needs of persons who will work in rehabilitation of the physically handicapped.
  - *Prerequisite: BIO 11*
  - Corequisite: BIO 12
BIO 21 COMPARATIVE ANATOMY  
Fall  
4 crs. 6 hrs.  
Form, structure, classification and adaptive modifications of vertebrates, animals with backbones. Through detailed dissections, representative vertebrates, the dogfish and the cat, are studied. The vertebrates' major body systems and the development of various representative structures are compared. The relationships between form and function are considered, and the use of certain structure in specific environments are discussed.  
Prerequisite: BIO 14 or permission of the Department

BIO 22 EMBRYOLOGY  
Spring  
4 crs. 6 hrs.  
Embryonic development of various organisms including the frog (amphibian), chick (aves), pig and human (mammal) and the related processes of reproduction, fertilization, implantation and embryonic support systems. Through microscopic studies, films, drawings and models, students are able to understand the vital stages of development and the dynamic activities of formation. Various research techniques used in embryological studies are introduced. Current research findings are interwoven with more established knowledge of this subject. As examples of embryonic disturbances some pathologies are included.  
Prerequisite: BIO 14 or permission of the Department

BIO 28 BIOLOGY of WOMEN  
3 crs. 3 hrs.  
Study of those aspects of biology that are unique to women. Understanding of normal function is augmented by consideration of frequently encountered female disorders. Discussion and exploration of myths and mysteries that gave rise to the "feminine mystique." Through increased awareness and understanding, students are better able to increase potential and contributions a woman can make to herself, to her family and to society. Open to all students in partial fulfillment of their science requirement.

BIO 29 BIOLOGICAL RHYTHMS and INTERNAL CLOCKS  
Spring  
3 crs. 3 hrs.  
Some major physiological processes in animals and plants according to daily, tidal, seasonal and annual rhythms and cycles are considered. These processes are vital for individuals and the species, and are directly related to the organisms' evolution. Rhythmic activities studied are: cosmic rhythms; mating and reproduction; hormone production and control systems; sleep/wakefulness cycles; rhythms of growth; energy and health; disease onsets; illness. Emphasis will be on human rhythms and internal biological clock mechanisms, the effects of jet travel, shift work, stress, space travel, and environmental seasons. Open to all students in partial fulfillment of their science requirement.

BIO 32 HISTORY and PHILOSOPHY of BIOLOGICAL SCIENCE  
(Formerly SCI 32)  
2 crs. 2 hrs.  
A survey of the origin and scientific development of mankind from the emergence of the human species to modern times. Major scientific and technological developments are studied within the context of human culture and philosophical ideas. Presented from a biological point of view, the course draws on other disciplines as they have major impact on how humans view themselves and their effect on scientific efforts. Open to all students in partial fulfillment of their science requirement.

BIO 33 INTRODUCTION to MODERN CONCEPTS of BIOLOGY  
(Formerly SCI 33)  
4 crs. 5 hrs.  
For non-science and liberal arts majors and those who plan to transfer to senior colleges. Focus is on major biological topics and principles, with 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. Topics considered include: genetics, ecology, evolution, and cell biology. Open to all students in partial fulfillment of their science requirement.
+ BIO 39  THE BIOLOGY of AGING  
3 hrs.  
The biological aspects of the aging process, including definitions, characteristics and biological theories of aging. Recent biological research, the effects of disease and prescription drugs, and the determination of each student’s aging profile are included. Factors which modify the rate of the aging process including nutrition and exercise are discussed. Open to all students in partial fulfillment of their science requirement.

+ BIO 40  INTRODUCTORY FOOD SCIENCE  
3 hrs.  
An introductory course dealing with constituent properties of foods; methods of food preservation; the major food groups; (including handling and processing); current problems such as chemical additions, and world feeding needs. The interrelationships between chemical and physical properties, processing, and food quality are stressed.  
Prerequisite: Students who are not Biological Science majors must obtain permission of the Department.

+ BIO 42  CONTEMPORARY TOPICS in BIOLOGY  
(Formerly SCI 42)  
3 hrs.  
To make biology available and relevant for liberal arts students who wish to increase their understanding of biology although their career choices are focused on other disciplines, the course explains biological topics relating to the human condition that are of interest to all. Students are expected to bring matters of concern to the attention of the class for study and discussion and to question the myths and fallacies often associated with the human condition. Open to all students in partial fulfillment of their science requirement.

+ BIO 43  FIELD BIOLOGY  
(Formerly SCI 43)  
Spring and Summer  
4 hrs.  
For liberal arts students, teachers and recreation instructors this course offers an opportunity to study living organisms in their environments. Each week a portion of the class is devoted to an illustrated lecture on a specific world biome vividly illustrating plant and animal interrelationships. Field trips involve an interdisciplinary approach: fauna, geology and human involvement in each ecosystem visited. Studies are undertaken of ponds, streams, seashore, marsh and various forest types.  
Prerequisite: Biological Science course or permission of the Department

+ BIO 48  FOOD MICROBIOLOGY  
3 hrs.  
For students majoring in the biological sciences, in food sciences, in nutrition or related course programs, this elective course may also be chosen by non-science majors to fulfill their science requirement. Specific food-borne micro-organisms, and diagnostic methods to identify their presence and their appropriate scientific control are considered.  
Prerequisite: Biological Science course or permission of the Department

+ BIO 49  PEOPLE and the ENVIRONMENT—BIOLOGICAL EMPHASIS  
(Formerly SCI 50)  
Fall  
2 hrs.  
A general education course to help students recognize mankind’s interdependence with the environment and to instill individual—and mankind’s—responsibility for environmental quality. The biological sciences are emphasized, and deal with such topics as pollution control, the ecological balance in nature and the growth and control of human populations.
BIO 50  GENERAL MICROBIOLOGY  
Spring  
4 crs. 6 hrs.  
This lecture and laboratory course includes: study of the methods of pure culture techniques; growth of micro-organisms; morphological and physiological characteristics of micro-organisms; microbial biochemistry; microbial genetics. Special attention is given to water, food and dairy microbiology.  
Prerequisites: BIO 14, CHM 11  
Recommended: CHM 12  

BIO 51  MICROBIOLOGY in HEALTH and DISEASE  
4 crs. 6 hrs.  
Classroom and laboratory 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 primarily for students in the allied health sciences  
Prerequisites: BIO 12, SCI 25  
FOR NURSING STUDENTS ONLY: BIO 51 must be taken BEFORE or WITH NUR 21. Students cannot continue in NUR 21 if they withdraw from BIO 51.  

BIO 52  MARINE BIOLOGY  
Summer  
4 crs. 6 hrs.  
Classroom and laboratory study of 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 are undertaken to supplement laboratory work.  
Prerequisites: BIO 14, CHM 11 or permission of the Department  

BIO 53  TERRESTRIAL ECOLOGY  
Summer or Fall  
4 crs. 6 hrs.  
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: Biological Science course and permission of the Department  

BIO 54  BIOLOGY of GREEN PLANTS  
Winter  
4 crs. 6 hrs.  
The basic concepts of green plant biology with emphasis on their structure, growth and physiology. Laboratory experiences emphasize the growth and study of live specimens. Greenhouse and field projects are integrated into course activities.  
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, involving lectures and laboratories for students who intend to continue in the biological sciences 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 experiments will be performed on particular organisms. Fundamental biological concepts will be stressed.  
Prerequisite: BIO 13 or 33
+ BIO 56  UNDERSTANDING ENVIRONMENTAL POLLUTION
  Fall  
  3 hrs. 3 hrs.
Living organisms—plant and animal—whose environments are constantly being altered and whose continued existence is threatened because of man's developing technologies. Course theme demonstrates how those chief requirements of living systems—water, oxygen and nutrients—have been affected by specific organic, inorganic and radioactive waste materials resulting in 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 hrs. 6 hrs.
The course, on the structure and function of cells at the biochemical level, begins with a systematic study of the chemistry of carbohydrates, liquids, proteins and nucleic acids. Integration of cell structure and function with the chemistry of the biomolecules previously studied. Study of enzymes and their co-factors follow. The major metabolic pathways for energy production, to carry out life processes, are considered as an introduction to the enzyme catalyzed reaction and the enzymes synthesis regulation. Laboratory experiments require students to master a variety of commonly used laboratory techniques and to effectively present data from these procedures.  
Prerequisites: BIO 14, CHM 12

BIO 63  LIMNOLOGY
  Summer  
  4 hrs. 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: Biological Science course and permission of the Department

+ BIO 70  THE SCIENCE of NUTRITION
  (Formerly SCI 70)  
  3 hrs. 3 hrs.
Increased food processing and additional chemical substances in food, makes it important for students to understand the basic ideas of modern nutrition for their own well being. This interdisciplinary course, is taught jointly by the Biological Sciences and Physical Sciences Departments. Such concepts as biochemical individuality as related to nutrition for optimum health are integrated with surveys of carbohydrate, protein and fat metabolism. Additional topics include: the role of vitamins and minerals in metabolic processes, and their still-controversial role in orthomolecular nutrition, food selection, diet during pregnancy and infancy, special diets during illness, and the safety of the food supply. Students are asked to analyze their own diet. Open to all students in partial fulfillment of their science requirement.

BIO 71  BIOLOGICAL PHOTOGRAPHY
  Spring  
  3 hrs.4 hrs.
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 on the unique ways in which photography has been an important scientific tool in the past, and on expanding new photographic techniques. Students are given ample time for experimentation with the major photographic variables—lighting, filter, films—which reveal aspects of living motion structure and function only previously suspected.  
Prerequisite: Biological Science course or permission of the Department.

+Basic 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.

+ SCI 1  ISSUES and ADVENTURES in SCIENCE
3 crs. 3 hrs.

The most recent and important discoveries in the biological and physical sciences are presented, observed, discussed, and experimented with, to acquaint students with the world around them. Brain research, studies of aging, disease, fertility, immunity, and the origin of life are explored. Human studies are emphasized in relation to man's place in the universe, his explorations into himself, and his technological achievements.
Prerequisite: Enrollment in the "College Now" Program

A.S. Degree
BIOLOGY
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A.S. Degree
ENVIRONMENTAL HEALTH and SCIENCE
Requirements—Page 81

A.S. Degree
PRE-PHYSICAL THERAPY
Requirements—Page 93

A.S. Degree
PRE-PHYSICIAN ASSISTANT
Requirements—Page 70

+Basic Course
PHYSICAL THERAPIST ASSISTANT

+ PTA 101 INTRODUCTION TO PHYSICAL THERAPY 3 crs. 3 hrs.

Introduction to physical therapy assisting from a historical perspective. Professional activities and responsibilities and the philosophical and ethical aspects of the assistant’s role as a member of a health team will be defined. Work settings will be explored by supervised field trips to health care facilities.

PTA 201 PHYSICAL THERAPIST ASSISTANT I 4 crs. 6 hrs.

The first in a progression of four courses permits early insight into physical therapy assisting through lecture and laboratory experiences. Emphasis is on basic patient care skills including measurement and understanding vital signs, use of aseptic techniques, understanding disinfection and sterility. Emergency procedures, bandaging techniques, theory and application of heat and cold, use of selected physical therapy equipment will be studied and practiced.

Corequisite: PTA 101

PTA 202 PHYSICAL THERAPIST ASSISTANT II 5 crs. 9 hrs.

Theory and application of physical therapy equipment and procedures, including application of heat and cold hydrotherapy and the principle and practice in the application of massage techniques. Attention will center on preparation and maintenance of a suitable treatment environment and the use of physical therapy in medical and surgical clinical conditions. Psychological aspects of patient care and medical-legal problems applicable to physical therapy practice will be considered.

Prerequisite: PTA 201

PTA 203 PHYSICAL THERAPIST ASSISTANT III 8 crs. 15 hrs.

The principles and techniques of therapeutic exercises; rehabilitation procedures; application and use of supportive equipment for the handicapped; communication skills and record keeping; continued use of physical therapy procedures in selected medical and surgical conditions. Laboratory and clinical practice will continue.

Prerequisite: PTA 202

PTA 204 PHYSICAL THERAPIST ASSISTANT IV 9 crs. 21 hrs.

Students will be trained in the use of electrical energy in therapeutic practice: infra-red, ultra-violet, microwave diathermy, ultra-sound and electrical stimulation. Theory and application in the use of artificial limbs and orthotic devices and basic principles of selected physical therapy testing procedures will be considered. Students will be synthesizing information and refining techniques in continuing clinical experiences.

Prerequisite: PTA 203

A.A.S. Degree

PHYSICAL THERAPIST ASSISTANT

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++Basic Course
Richard Adelson, Associate Professor
Susan Aranoff, Associate Professor
Renato Bellu, Assistant Professor
Joseph H. Berliner, Associate Professor
George Buchman, Assistant Professor
Joseph Consolo, Instructor
John Dydo, Associate Professor
Jay Gelbein, Associate Professor
Leonard Goldman, Senior College Laboratory Technician
Gene Goldstein, Associate Professor
Joseph Guardino, Assistant Professor
Morton Hirsch, Associate Professor
Nat Hirschfeld, Assistant Professor
Joseph Karasyk, Associate Professor
Melvin L. Levine, Professor and Chairperson
Rose Litvack, Assistant Professor
Consolacion Magdangal, Assistant Professor
Edward Martin, Professor
Fredric Mayerson, Associate Professor
Irene Mittlemark, Associate Professor
Andre Montero, Associate Professor
Jacqueline Scerbinski, Lecturer
David Singer, Assistant Professor
Gerald van de Vorst, Assistant Professor
Walter Weintraub, Professor
David Zwibel, Assistant Professor
ACCOUNTING

ACC 11  FUNDAMENTALS of ACCOUNTING I  4 crs. 4 hrs.
This first half of a year's course introduces the accounting cycle and the fundamental concepts and
techniques of accounting for business transactions. Areas of concentration include: business
records, journals and ledgers, theory of debit and credit, analysis of business transactions, adjusting
and closing entries, worksheets, preparation of financial statements, payroll preparation, taxation,
the computer and accounting. Supplemental Laboratory work is required.

ACC 12  FUNDAMENTALS of ACCOUNTING II  4 crs. 4 hrs.
The second half of this two-semester course covers partnership, corporation and manufacturing
financial transactions (including accounting for long-term debt), financial statement analysis and
introduction to cost accounting, the use of accounting data and analysis for managerial decision-
making. Supplemental Laboratory work is required.
Prerequisite: ACC 11
Corequisite: ACC 41—for Accounting Majors only

ACC 21  INTERMEDIATE ACCOUNTING I  3 crs. 3 hrs.
The worksheet, a fundamental tool of the accountant, is reviewed and underlying accounting
principles, concepts and conventions, are applied to the corporate organization. Areas of concen-
tration include: inventory valuation, analysis of working capital, source and application of working
capital funds, installment sales, consignments, and other relevant material. Emphasis is on pro-
nouncements 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  3 crs. 3 hrs.
Course concentrates on tangible, intangible, fixed and other non-current assets, home and branch
office accounting. Discussion and illustration of the impact of recent accounting developments on
financial statements and business management. Accounting Principles Board and Financial
Accounting Standards Board pronouncements are given intensive study.
Prerequisite: ACC 21

ACC 31  COST ACCOUNTING I  3 crs. 3 hrs.
Techniques and methods of cost accounting 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  3 crs. 3 hrs.
The use of cost accounting principles and practices in managerial planning and control with
emphasis on the decision-making role of management. Study of product pricing and production
efficiency with the aim of maximizing profits; standard cost systems (including analysis of variances
using the 2 variance, 3 variance and 4 variance methods); joint products and by-products costs;
profit-volume analysis; capital budgeting, and break-even analysis.
Prerequisite: ACC 31
+ **ACC 41 FEDERAL TAXATION**

Study of current Federal income tax law regulations include: 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.

*Corequisite: ACC 12—for Accounting Majors only*

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**ACC 42 ADVANCED FEDERAL TAXATION**

*Fall*  

3 crs. 3 hrs.

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

*Prerequisites: ACC 12 and 41*

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**ACC 43 NEW YORK TAXES**

*Spring*  

3 crs. 3 hrs.

Prevailing New York State and New York City income and business tax laws and regulations. Preparation of individual and business tax returns is required.

*Required for “Tax Accounting Concentration” A.A.S. Accounting Degree Students.*

Highly recommended for ALL A.A.S. Accounting Degree Students.

*Prerequisite: ACC 41*

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**+ ACC 50 ACCOUNTING and ENTREPRENEURSHIP**

4 crs. 4 hrs.

This course integrates a financial analysis perspective with the business decision-making process. The double-entry system, Recording of Business transactions and the interpretation of Financial Statements represents the financial segment. Cash Management, Federal Income Taxes and Measures of Profitability reflect the Management role of Accounting.

*Not open to students whose major is in: Accounting, Business Administration, Computer Data Processing, Marketing Management or Personnel and Labor Relations.*

*Not transferable to any four year college for above listed majors.*

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**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.

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**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.

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**A.A.S. Degree**

**ACCOUNTING**

**Requirements—Page 103**

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+Basic Course
BUSINESS ADMINISTRATION

+ BA 11  BUSINESS MANAGEMENT and ORGANIZATION  3 hrs.
The environment and functional requirements of a business firm. Problems of planning, the
structure of decision-making for policy and action, strategy and behavior of organizations, flow of
authority, delegation and communication, managerial functions, and the leadership role in an
integrated framework of principles and concepts.

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

BA 13  BUSINESS LAW II  3 hrs.
The legal principles of agency, partnership and corporations. Legal problems rising 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.
Prerequisite: BA 12

BA 14  PRINCIPLES of MARKETING  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 includes product pricing, promo-
tion, distribution channels, market research, governmental regulations.
Prerequisite: BA 11

BA 31  PERSONNEL ADMINISTRATION  3 hrs.
Methods and procedures used by business management in the selection, development, mainte-
nance, and utilization of an efficient work force. Study includes 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 hrs.
The principles of writing effective business communications, including letters, reports, memo-
randa, directives. Emphasis is on organization, language, personal relations and the application of
business psychology in writing.

BA 35  SALES MANAGEMENT  3 hrs.
Sales management will be analyzed as a major area of marketing. Focus is on the major responsibili-
ties of a salesmanager 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, other marketing campaigns. Participation in, and sometimes joint responsibility
for making decisions on the product line, pricing, physical distribution, marketing channels,
promotion, and brand management. Examination of the sales managers job, duties, and responsi-
bleilities, are made with an application of the management approach.
Prerequisite: MM 33

BA 52  ADVERTISING: THEORY and PRACTICE  3 hrs.
Advertising, its methods and its role in business. Students are introduced to media, copy, research,
layout, production, direct mail, and campaign strategy.
Prerequisite: BA 14

+Basic Course


**BA 60 INTRODUCTION to COMPUTER CONCEPTS** 3 crs. 4 hrs.
Understanding and appreciating 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.

*NOT open to Data Processing Majors nor to students who completed DP 21 or 22.*

**BA 61 MICROCOMPUTER APPLICATIONS in BUSINESS** 3 crs. 3 hrs.
Microcomputers have changed the way managers evaluate data, make decisions, and communicate. This lab-oriented course extends the business student’s knowledge of the “Big Four” business applications: Electronic Spreadsheets; Data Management; Word Processing; Graphics. Concentrating on actual business software, students learn conceptual and operational skills necessary to successfully compete in the modern microcomputer business environment.

*Prerequisite: BA 60 or equivalent*

**BA 62 MICROCOMPUTER APPLICATIONS for ACCOUNTANTS** 3 crs. 3 hrs.
Offered to C.P.A’s for the purpose of introducing the terminology and operation of standard business microcomputers. This course will earn full C.P.A. credit to satisfy New York State Department of Education requirements. No previous computer experience required.

**BA 70 BUSINESS of PRINT MEDIA** 3 crs. 3 hrs.
General principles and practices of the business management function in the newspaper industry are identified and analyzed with specific emphasis on the importance of planning, organizing, supervising, directing, and controlling. Working definitions are developed within the context of prevailing theoretical models and practical applications for use in the business setting. Students receive necessary information to learn about and perform the publishing of a newspaper through understanding its operations, functions and services.

*Open only to Journalism and Print Media Majors who have NOT taken BA 11.*

**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.

**BA 10 BUSINESS ADMINISTRATION: Introduction to Business** 3 crs. 3 hrs.
An introduction to the dynamic world of the business environment. Students are introduced to the business organization, from the sole proprietor (entrepreneur) to the corporate entity. The four functions of management (planning, organizing, leading and controlling) and the four elements of the marketing mix (product, price, promotion and distribution) are explored. Practical applications of management and marketing skills in small business, as well as in large corporations, are studied. Additional topics covered include the profit motive as a key feature in the American free enterprise system, legal aspects of operating a business, and the role of computers in business.

*Prerequisite: Enrollment in the “College Now” Program.*

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**A.A.S Degree**

**BUSINESS ADMINISTRATION**

Requirements—Page 107

+Basic Course
ECONOMICS

+ ECO 12 FUNDAMENTALS of ECONOMICS
3 crs. 3 hrs.
The nature and methods of economics include: 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, problems of economic growth and stability.

+ ECO 14 MONEY and BANKING
3 crs. 3 hrs.
The nature and functions of money, monetary systems and monetary standards. 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. The relationships of money and banking to economic activity.
Prerequisite: ECO 12
*ECO 12 and ECO 14 DO NOT meet the Group III requirements for students majoring in Accounting, Business Administration, Fashion Merchandising, Marketing Management or Personnel Management and Labor Relations.

+ ECO 24 CONSUMER ECONOMICS
2 crs. 2 hrs.
The process of consumer choice. Topics include marginal utility, budget restraint, supply and demand, consumer patterns of buying behavior, money, advertising and consumer protection.

ECO 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
INSURANCE

+ INS 31 PRINCIPLES and PRACTICE of INSURANCE I
   Fall
   4 crs. 4 hrs.
   Insurance contracts for fire, automobiles, casualty, fidelity and surety, and burglary are analyzed as students survey insurance laws, risks insured against exclusions and endorsements, types of carriers, claims adjustments and allied subject.

INS 32 PRINCIPLES and PRACTICE of INSURANCE II
   Spring
   4 crs. 4 hrs.
   Various insurance contracts including: inland and ocean marine, public liability and negligence, workers' compensation, accident and health, miscellaneous lines of coverage, duties and responsibilities of agents and brokers.
   Prerequisite: INS 31

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.

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

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.
MARKETING MANAGEMENT

+ MM 31 ELEMENTS of MARKETING MANAGEMENT 3 crs. 3 hrs.
Introduction to management techniques considered essential to the planning, organization, control and operation of retail establishments. The fundamentals underlying modern merchandising practices, recent developments in trading area analysis, shopping centers, consumer relations, warehousing, transportation, stock control, and data processing. Retail case studies and field trips are included.

+ MM 33 SALESMANSHIP 3 crs. 3 hrs.
Principles of selling based on modern marketing concepts. 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.

MM 34 FASHION BUYING and MERCHANDISING 3 crs. 3 hrs.
Basic merchandising principles for stores or potential retailers to understand the principles of good merchandise planning and decision making. Students acquire the ability to adjust to continually changing conditions in the retailing environment. Topics include; stock planning, market evaluation, fashion forecasting and pricing.
Prerequisite: MM 31

MM 35 MERCHANDISING INFORMATION ANALYSIS 4 crs. 4 hrs.
Fashion fabrics and non-textile merchandise information, including their identification, characteristics, merits, limitations and care are considered. This lecture and laboratory course includes study of natural and man-made fibers, types of yarns, construction, finishes, coloring of fabrics, sales, leather, rubber, plastic, paint, papers, furs, jewelry, cosmetics, soaps, synthetic detergents, and other non-textile products.
Prerequisite: MM 31

MM 36 VISUAL MERCHANDISING and DISPLAY 3 crs. 4 hrs.
Visual merchandising communicates merchandise information to customers and encourages people to buy. The purpose, value, and methods of display as a part of sales promotion and how it fits into the total marketing picture, designing and building interior window and point-of-purchase merchandise displays.
Prerequisite: MM 31

+ MM 38 INTRODUCTION to FASHION MARKETING 3 crs. 3 hrs.
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 concepts as they affect products and practices in the fashion business.

+ Basic Course
MM 39  FASHION SALES PROMOTION  
3 hrs.  
Fashion activities that promote and stimulate the sale of fashion goods; practical experience in the preparation of special events; sales promotions and publicity similar to those initiated by apparel manufacturers, wholesalers and retailers; criteria to analyze and evaluate these activities.  
Prerequisite: MM 38

+ MM 51  DATA PROCESSING for RETAILERS  
3 hrs.  
Electronic data processing as an aid to retail management 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.  
For Fashion Merchandising and Marketing Management majors only.

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

MM 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.

MM 92  FIELD EXPERIENCE-MARKETING MANAGEMENT  
3 hrs.  
Eight hours per week of supervised field experience in marketing management, plus one hour a week devoted to seminar discussion of relevant field experience, is required.  
For Fashion Merchandising and Marketing Management seniors only.

A.A.S. Degree
FASHION MERCHANDISING
Requirements—Page 113

A.A.S. Degree
MARKETING MANAGEMENT
Requirements—Page 117

+Basic Course
PERSONNEL MANAGEMENT and LABOR RELATIONS

PLM 20 INDUSTRIAL and ORGANIZATIONAL PSYCHOLOGY
(also listed as PSY 52) 3 crs. 3 hrs.
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 aspect of applied research during the term.
Prerequisite: PSY 11

PLM 21 LABOR ECONOMICS 3 crs. 3 hrs.
Human choices and their effect on labor markets. Topics include: wages, jobs, employment, and their compatibility with other economic goals such as price stability, growth in productivity and industrial peace.
Pre or Corequisites: BA 31, ECO 12

PLM 22 LABOR LAW and COLLECTIVE BARGAINING 3 crs. 3 hrs.
The nature of the development and other essential aspects of collective bargaining. Major trends in labor legislation and their effect on the functioning of labor negotiations. The practice of collective bargaining in the United States, with examination of the negotiation process.
Pre or Corequisites: BA 12, BA 31

PLM 23 PERSONNEL: SELECTION, DEVELOPMENT and EVALUATION 3 crs. 3 hrs.
Design, implementation and evaluation of personnel programs in the procurement, development and utilization of human resources. Job analysis, job requirements, recruitment, selection, training and compensation.
Pre or Corequisites: BA 31, PLM 20

PLM 92 FIELD EXPERIENCE: PERSONNEL and LABOR MANAGEMENT 3 crs. 9 hrs.
Supervised field experience in personnel and labor management environments, plus weekly classroom discussions of relevant field experiences.
Pre or Corequisites: BA 31; PLM 20, 21, 22, 23
For Personnel Management and Labor Relations seniors only.

A.A.S. Degree
PERSONNEL MANAGEMENT

and
LABOR RELATIONS
Requirements—Page 121
FRESHMAN ENGLISH PROGRAM

The City University of New York mandates that students pass the CUNY Reading Assessment Test and the CUNY Writing Assessment Test in order to advance from the sophomore to the junior year.

Kingsborough's approach to remediation emphasizes a full grounding in the reading, writing, and study skills that students need to cope successfully with their academic and career training programs. Such skills, appropriately taught at various levels, also improve student potential for passing the mandatory CUNY Tests. Students may fulfill their remediation requirements by passing the remedial/compensatory courses required of them through initial placement. CUNY retests are offered as supplementary components of ENG 04, ENG C1, and ENG C2 and, in some circumstances, are used to help determine student progress.

READING

In order to transfer from KCC into the junior year of a CUNY senior college, KCC students are required to meet the passing score on the CUNY Reading Assessment Test. KCC offers courses in remedial reading, ENG 03 and ENG 04, to help students overcome reading deficiencies and to prepare them for college-level reading assignments.

The remedial reading requirement is deferred for one semester for students who, on entrance to the college score slightly below the CUNY 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 ENG 04. Students whose reading requirement is officially deferred may take the introductory English writing courses (ENG C1, ENG C2, or ENG 12). However, students will not be permitted to take ENG 22 until they have passed the CUNY Reading Test or ENG 04.

Students placed in remedial reading may complete their freshman English requirement and graduate from the college after they pass ENG 04. The concentrated instruction and practice in the full range of reading skills offered by this course should also lead to improved performance on the CUNY Reading Assessment Test.

WRITING

Students are placed in the introductory writing courses on the basis of their 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). Students scoring 1 may be placed in ENG CR, a developmental reading and writing skills course with an individualized approach.

Only those students who, on entrance to the college, score 5 or 6 on the CUNY Writing Assessment Test and pass the CUNY Reading Assessment 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: ENG 12, or ENG C2 for all English courses numbered 30-78.

Co or prerequisite: ENG 22 for ENG 49.
ENG CR DEVELOPMENTAL LANGUAGE SKILLS
0 crs. 6 hrs.
(6 equated crs.)
A preliminary course in reading, writing, and academic survival skills for students whose scores fall substantially below CUNY passing grades. Emphasis is on individual assessment and development of skills in a workshop setting, with additional support services. Small group sessions are required. For students who scored one (1) on the CUNY Writing Assessment Test, or two (2) on the CUNY Writing Assessment Test and at the ENG 03 level on the CUNY Reading Assessment Test.

ENG W CORRECTIVE WRITING SKILLS *
0 crs. 2 hrs.
(2 equated crs.)
An elective course for students who scored 3-3 on the CUNY Writing Assessment Test. Offering intensive instruction in grammar, syntax, and usage, this course is designed to help students eliminate persistent errors in composition in order to enable them to pass the CUNY Writing Assessment Test. ENG W may be repeated, but may not be taken more than once in a 12-week semester.
Students may take ENG W along with ENG C2, and they must take ENG W before or along with ENG 22 if they pass ENG C2 but have not passed the CUNY Writing Assessment Test.

ENG C1 BASIC WRITING SKILLS*
0 crs. 5 hrs.
(5 equated crs.)
An introductory course in writing skills which deals with the basic elements of sentences, paragraphs, and essays in order to enable students to write college-level themes and essays. The course also develops and refines college-level reading skills.
Required of students who scored two (2) on the CUNY Writing Assessment Test and either passed the CUNY Reading Assessment Test or scored at the ENG 04 level.

ENG C2 FRESHMAN ENGLISH SKILLS*
4 crs. 5 hrs.
(1 equated cr.)
This reading and writing skills introductory course emphasizes organization of paragraphs and essays and develops understanding of how language functions in communication of facts, ideas, and attitudes. One hour per week is devoted to eliminating problems with basic elements of writing.
Required of students who scored 3-3 on the CUNY Writing Assessment Test and either passed the CUNY Reading Assessment Test or passed ENG 04. Students who are required to take ENG 03 or ENG 04 may not take ENG C2 until the reading requirement has been met.

ENG 03 BASIC READING SKILLS*
0 crs. 3 hrs.
(3 equated crs.)
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. 4 hrs.
(4 equated crs.)
To help students improve reading proficiency through guided instruction and intensive practice in basic and specialized vocabulary, comprehension, and study skills development. Students are required to read and analyze specially selected interdisciplinary materials, both in and out of class, to help them prepare for the required readings in their regular academic courses.
Required of students who fail to pass the CUNY Reading Assessment Test but have either scored above the ENG 03 level or have passed ENG 03. Students who pass ENG 04 are permitted to complete the Freshman English sequence.

*One hour a week is devoted to individualized and small group instruction in the appropriate Skills Center.

Remedial Course
ENG 12  FRESHMAN ENGLISH

Introductory course in reading and writing skills emphasizing organization in paragraphs and essays and understanding how language functions in communication of facts, ideas, and attitudes. After passing ENG 12 students must take ENG 22.

Required of students who scored 4-4 on the CUNY Writing Assessment Test. Students who are required to take ENG 03 or ENG 04 may not take ENG 12 until they pass ENG 04 or pass the CUNY Reading Assessment Test. Students who on entrance score at least 5-5 on the CUNY Writing Assessment Test and pass the CUNY Reading Assessment Test are not required to take ENG 12 and need only ENG 22 to fulfill the KCC Freshman English requirement.

ENG 15 through 17
Designated for students in the Bilingual Studies Program. See page 181 for course descriptions.

ENG 22  VARIETIES of EXPRESSION

Intensive study of the various types of writing 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 build to increasingly greater length and complexity, and include a research paper.

Prerequisite: ENG C2 or ENG 12
Students who are exempt from ENG 12 on admission to the College may take ENG 22.

ENG 30  INTRODUCTION to LITERATURE

For students who wish a general introduction to literature. Literary genres in their cultural context, literary terms and major movements in literature. Appropriate writing assignments.

Prerequisite: ENG 12 or ENG C2

ENG 31  CLASSICAL and BIBLICAL LITERATURE

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

Prerequisite: ENG 12 or ENG C2

ENG 32  WORLD LITERATURE

Readings, primarily from the time of Dante to the 19th century. Authors such as Dante, Austen, Cervantes, Voltaire, Goethe, Flaubert, Balzac will be included. Appropriate writing assignments.

Prerequisite: ENG 12 or ENG C2

ENG 35  MODERN CONTINENTAL LITERATURE

Study of significant European literary works from the 19th century to the present. Course deals with authors such as Ibsen, Chekhov, Kafka, Hesse, Mann, and DeBeauvoir. Appropriate writing assignments.

Prerequisite: ENG 12 or ENG C2

+ Basic Course
+ **ENG 40** **SHORT FICTION—THE SHORT STORY**  
3 crs. 3 hrs.  
Examples of short fiction including such writers as Poe, Gogol, Hemingway, Salinger, Chekhov, Ellison and Oates. Focus is on the unique position of the short story in literature.  
**Prerequisite:** ENG 12 or ENG C2

+ **ENG 41** **THE NOVEL**  
3 crs. 3 hrs.  
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**  
3 crs. 3 hrs.  
Introduction to poetry including the different styles, forms, and themes, with attention given to their purpose and effect. Appropriate writing assignments.  
**Prerequisite:** ENG 12 or ENG C2

+ **ENG 43** **DRAMA**  
3 crs. 3 hrs.  
An analysis of dramatic structure and a study of plays representing major dramatic styles. Appropriate writing assignments.  
**Prerequisite:** ENG 12 or ENG C2

+ **ENG 44** **THE TRAGIC VISION**  
3 crs. 3 hrs.  
Tragic literature, from ancient times until the present is studied 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**  
3 crs. 3 hrs.  
Comedy in prose and verse, its meaning, use, and techniques. Appropriate writing assignments.  
**Prerequisite:** ENG 12 or ENG C2

+ **ENG 46** **SATIRE**  
3 crs. 3 hrs.  
Study of satire—the art of ridiculing human weaknesses as exhibited in their social and political activities. Appropriate writing assignments.  
**Prerequisite:** ENG 12 or ENG C2

+ **ENG 49** **SCIENCE FICTION**  
3 crs. 3 hrs.  
Study of significant themes in some contemporary works in this genre. An attempt is made to discover non-traditional meanings of reality while at the same time relating science fiction to the literary tradition.  
**Prerequisite:** ENG 12 or ENG C2
ENG 54  ADVANCED COMPOSITION  
This advanced course offers students the opportunity to achieve the precision, sophistication, and logical rigor associated with sound and mature written expression. Analysis and writing of extended essays based upon traditional, contemporary, and experimental rhetorical modes.  
Prerequisite: ENG 22  
Course does NOT satisfy Group II "Literature" requirement.

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 develop mastery of the form of fiction that is best suited for them.  
Prerequisite: ENG 12 or ENG C2  
Course does NOT satisfy Group II "Literature" requirement.

ENG 57  CREATIVE WRITING: POETRY  
Instruction and practice in writing traditional and new forms of poetry.  
Prerequisite: ENG 12 or ENG C2  
Course does NOT satisfy Group II "Literature" requirement.

ENG 61  SEMINAR: THE HISTORY of LITERARY THEMES  
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  
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  
Study of novels, plays, screenplays and the films that are made from them. Emphasis is on the different aesthetic problems facing the writer and the filmmaker. Time is scheduled for film viewing. Appropriate writing assignments.  
Prerequisite: ENG 12 or ENG C2

+ ENG 67  WOMEN in LITERATURE  
The treatment of women in various genres and eras. Consideration is given to women as writers, using sociological, psychological, mythic, and formal literary critical methods.  
Prerequisite: ENG 12 or ENG C2

+ ENG 68  GOTHIC and HORROR FICTION  
Study of major works of horror fiction, includes short stories, novels, and some narrative poetry, dealing primarily with the evocation of horror. Attempts are made to trace a narrative pattern common to much horror fiction. 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

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

Study of English and American poetry, fiction, and drama from World War I to the present. Authors such as Yeats, Eliot, Lawrence, Faulkner, Ellison, Oates, Woolf are included. 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.

+Basic Course
English Courses open only to students who are non-native speakers of English. Students are placed into the following English as a Second Language (ESL) Courses on the basis of their performance on English skills proficiency tests.

- **ESL 03 BASIC READING SKILLS for STUDENTS LEARNING ENGLISH as a SECOND LANGUAGE**
  - 0 crs. 3 hrs.
  - (3 equated hrs.)
  - A course designed to help speakers of other languages improve their reading skills through guided instruction and intensive practice in basic vocabulary, comprehension, and study skills. ESL 03 is usually offered together with ESL 08.

- **ESL 04 ANALYTICAL READING for STUDENTS LEARNING ENGLISH as a SECOND LANGUAGE**
  - 0 crs. 4 hrs.
  - (4 equated hrs.)
  - Designed to help speakers of other languages improve reading proficiency through guided instruction and intensive practice in basic and specialized vocabulary, comprehension, and study skills development. To help prepare them for the required readings in their regular academic courses, students are required to read and analyze specially selected interdisciplinary materials, both in and out of class.

Required of students who fail to attain the CUNY mandated passing score on the CUNY Reading Assessment Test but have either scored above the ESL 03 level or have passed ESL 03.

- **ESL 06 BEGINNING DEVELOPMENTAL ENGLISH LANGUAGE SKILLS for STUDENTS LEARNING ENGLISH as a SECOND LANGUAGE**
  - 0 crs. 9 hrs.
  - (9 equated hrs.)
  - Designed for students who have very limited English language skills proficiency. The course focuses on all four language skills; listening, speaking, reading and writing. Appropriate teaching materials and ESL methodology are used in intensive units of study.

- **ESL 07 BASIC LANGUAGE SKILLS for STUDENTS LEARNING ENGLISH as a SECOND LANGUAGE**
  - 0 crs. 10 hrs.
  - (10 equated hrs.)
  - A one-semester course for non-native English speakers who demonstrate, on a battery of diagnostic tests, that they are not fluent in the use of the language. The course consists of various activities designed to improve English language communication skills, emphasizing correctness in structure, grammar, and vocabulary. Small group activities reinforce the skills introduced in the classroom and allow intensive, individualized practice under supervision.

- **ESL 08 READING and WRITING SKILLS IMPROVEMENT for STUDENTS LEARNING ENGLISH as a SECOND LANGUAGE**
  - 0 crs. 6 hrs.
  - (6 equated hrs.)
  - A one-semester course for non-native English speakers who demonstrate on a battery of diagnostic tests that they are not fluent readers or writers of the language. The course consists of various activities designed to improve those English language skills, emphasizing correctness of structure, grammar, and vocabulary. Small group activities reinforce the skills being introduced in the classroom and allow intensive, individualized practice under supervision.

- **ESL 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 (in order to enable students to write college-level themes and essays). The course continues to develop and refine college-level reading skills.
  - Required of students who scored two (2) on the CUNY Writing Assessment Test, and either passed the CUNY Reading Assessment Test or scored at the ESL 04 level.

*Studies are supplemented each week by required English Skills Center instruction.

□ Remedial Course
English Courses open only to students in the Bilingual Studies Program. Students are placed into the following English as a Second Language (ESL) courses on the basis of their performance on a series of English skills proficiency tests.

- **ESL 15 English I for Students whose Native Language is Spanish**
  2 crs. 12 hrs.
  Intensive work on the basic structures and grammar of English with development of elementary reading and writing skills. Small group sessions are required.

- **ESL 16 English II for Students whose Native Language is Spanish**
  2 crs. 10 hrs.
  A course in intermediate English grammar and structure with increasing emphasis on reading and writing skills. Small group sessions are required.

- **ESL 17 English III for Students whose Native Language is Spanish**
  2 crs. 8 hrs.
  Intensive practice in advanced reading and writing skills. Small group sessions are required.

- **SPE 23 Speech for Foreign-Speaking Students**
  3 crs. 3 hrs.
  For course description see page 284.

- **SPE 28 Language and Speech for ESL Students**
  3 crs. 3 hrs.
  For course description see page 284.

**ENG BW: Foundations for College-Level Writing**

Students develop their ability to write in a logical and coherent style. Emphasis is placed on how to prepare well organized material that says what you want it to say.

Prerequisite: Enrollment in "College Now" Program

**ENG BR: Foundations for College-Level Reading**

This course helps students increase their ability to read, to outline, to summarize and to draw conclusions from their readings.

Prerequisite: Enrollment in "College Now" Program.
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 or ENG 52.
  Prerequisite: ENG C2
  Pre or 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.
  Prerequisite: JRL 31

JRL 41 COMMUNITY JOURNALISM  3 crs. 3 hrs.
  A practical course focusing on matters of local concern: community standards, problems, economics, political influences and pressures. Students learn the techniques of covering local stories.
  Prerequisite: JRL 31

JRL 42 INVESTIGATIVE and INTERPRETIVE JOURNALISM  3 crs. 3 hrs.
  Developing techniques of interviews, research and analysis. Students select an issue to investigate and then prepare one or more major stories researching and interpreting the information.
  Prerequisite: JRL 31

JRL 43 THE CRITICAL REVIEW  3 crs. 3 hrs.
  Journalistic criticism of the arts including: literature, film, theater, architecture, art and related fields. Students read and analyze examples of criticism and write original critiques.
  Prerequisite: JRL 31

JRL 44 FEATURE and MAGAZINE WRITING  3 crs. 3 hrs.
  The techniques of writing feature news stories that require understanding basic news writing combined with the ability to utilize the creative approach contained in human interest stories.
JRL 71 PRINT MEDIA PRODUCTION

2 crs. 4 hrs.

A practical course on 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 31 or permission of the Department

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. 9 hrs.

Students will be placed on community newspapers or in community-relations offices for practical work in the operations of a community publication.

Prerequisite: JRL 41

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A.A.S. Degree

JOURNALISM and PRINT MEDIA

Requirements—Page 116
Elio Alba, Professor
Ellen Fine, Professor
Irving Gersh, Professor
Margaret R. Kibbee, Professor
Joyce Miller, Associate Professor
Julio Hernández-Miyares, Professor and Chairperson
Ronald Schwartz, Professor
FRENCH

+ FR 1 ELEMENTARY FRENCH I

4 crs. 4 hrs.
The first semester of a one year 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, 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.
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.
Advanced grammar, composition and reading of modern French authors.
Prerequisite: FR 3 or acceptable Language Placement Examination score

+ FR 17 INTENSIVE REVIEW of FRENCH GRAMMAR

3 crs. 4 hrs.
(4 equated crs.)
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.
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 or acceptable Language Placement Examination score

+ FR 22 FRENCH CONVERSATION

3 crs. 3 hrs.
Practice in conversational patterns and basic vocabulary leading to fluency in everyday situations. Open to all students.
Prerequisite: FR 1 or acceptable Language Placement Examination score

+ FR 30 FRENCH MASTERPIECES in TRANSLATION I

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

FR 31 FRENCH MASTERPIECES in TRANSLATION II

3 crs. 3 hrs.
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.

+Basic Course
FR 51  SURVEY of FRENCH LITERATURE  3 crs. 3 hrs.
French literature from selected writings of representative authors from the Middle Ages through the 18th century. Instruction is entirely in French.
Prerequisite: FR 4 or permission of the Department

FR 53  FRENCH LITERATURE of the 20TH CENTURY  3 crs. 3 hrs.
A survey course of 20th century literature focusing on the major poets, playwrights and novelists. Conducted entirely in French on an advanced level, explanation of the text, composition and discussion is included.
Prerequisite: FR 4 or permission of the Department

FR 55  HISTORY and CIVILIZATION of FRANCE  3 crs. 3 hrs.
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. Selected texts representative of each period are read.
Prerequisite: FR 4 or equivalent or permission of the Department

FR 56  ADVANCED FRENCH GRAMMAR and COMPOSITION  3 crs. 3 hrs.
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 or permission of the Department

FR 57  HAITIAN CULTURE and CIVILIZATION  3 crs. 3 hrs.
Chronological study of major trends and developments in Haitian culture and civilization from Columbus to the present. Political, literary and artistic movements, significant historical and intellectual figures and various areas of Haiti will be included. Class will be taught in English.

FR 71  BLACK FRENCH LITERATURE I  3 crs. 3 hrs.
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 or permission of the Department

FR 72  BLACK FRENCH LITERATURE II  3 crs. 3 hrs.
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 or permission of the Department

FR 81  INDEPENDENT STUDY  1-3 crs. 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 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.

ART 78  ART OF FRANCE  3 crs. 3 hrs.
For course description see page 135.
+ **GER 1 ELEMENTARY GERMAN I**

4 crs. 4 hrs.

The first semester of a one year 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, use of the language laboratory and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.

+ **GER 2 ELEMENTARY GERMAN II**

4 crs. 4 hrs.

Students receive further development of their language skills, comprehension, speaking, reading and writing.

*Prerequisite: GER 1 or acceptable Language Placement Examination score*

+ **GER 22 GERMAN CONVERSATION**

2 crs. 2 hrs.

Practice in conversational patterns, basic vocabulary, leading to fluency in everyday situations. Open to all students.

*Prerequisite: GER 1 or acceptable Language Placement Examination score*

**GER 51 SURVEY of GERMAN LITERATURE**

3 crs. 3 hrs.

German literature with selected writings of representative authors. Analysis of literary values and movements is included. Instruction is entirely in German.

*Prerequisite: Permission of the Department*

**GER 81 INDEPENDENT STUDY**

1-3 crs. 1-3 hrs.

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

**GER 82**

1-3 crs. 1-3 hrs.

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

+ HEB 1 ELEMENTARY HEBREW I

4 crs. 4 hrs.
The first semester of a one year 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, use of language laboratory and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.

+ HEB 2 ELEMENTARY HEBREW II

4 crs. 4 hrs.
Students receive further development of their language skills, comprehension, speaking, reading, and writing.
Prerequisite: HEB 1 or acceptable Language Placement Examination score

+ HEB 3 INTERMEDIATE HEBREW I

3 crs. 3 hrs.
Progressive development of language skills, based 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.
Advanced grammar, composition and readings of modern Hebrew literature.
Prerequisite: HEB 3 or acceptable Language Placement Examination score

+ HEB 30 HEBREW LITERATURE in TRANSLATION I

3 crs. 3 hrs.
Designed for non-Hebrew speaking students, the course stresses reading and analysis of Hebrew classics in cultural and historical context. All 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 or permission of the Department

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 or permission of the Department

+ Basic Course
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 or permission of the Department

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

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.
+ **ITALIAN**

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

The first semester of a one year 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, use of the language laboratory and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.

**+ IT 2 ELEMENTARY ITALIAN II**
4 crs. 4 hrs.

Students receive further development of their language skills, comprehension, speaking, reading and writing.  
*Prerequisite: IT 1 or acceptable Language Placement Examination score*

**+ IT 3 INTERMEDIATE ITALIAN I**
3 crs. 3 hrs.

Progressive development of language skills, based on the foundations established in elementary Italian. Grammar review is supplemented by readings of modern Italian literature. 
*Prerequisite: IT 2 or acceptable Language Placement Examination score*

**+ IT 4 INTERMEDIATE ITALIAN II**
3 crs. 3 hrs.

Advanced grammar, composition and reading of modern Italian authors.
*Prerequisite: IT 3 or acceptable Language Placement Examination score*

**+ IT 18 READINGS in MODERN ITALIAN**
3 crs. 3 hrs.

Readings selected from contemporary short stories, novels, plays, magazine and newspaper articles, theater and cinema reviews. Emphasis is on rapid reading, composition and discussion in Italian.  
*Prerequisite: IT 4 or equivalent*

**+ IT 22 ITALIAN CONVERSATION**
3 crs. 3 hrs.

Practice in conversation on an elementary level. Emphasis on the vocabulary and idioms of everyday usage. 
*Prerequisite: IT 1 or equivalent*

**+ IT 30 LITERATURE in TRANSLATION**
3 crs. 3 hrs.

Designed for non-Italian speaking students, the course includes reading and analysis of representative works of Italian literature in their cultural and historical context. Reading and discussion is in English. 
*Prerequisite: ENG 12*
IT 51   **SURVEY of ITALIAN LITERATURE**

A survey of Italian literature. Selected writings of representative authors from Renaissance to the twentieth century. Course is conducted 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*

**IT 53  LIFE and WORKS OF DANTE ALIGHIERI**

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**

Selected passages of novels from contemporary representative Italian authors. Class discussion is supplemented by lectures on the cultural and literary backgrounds of the authors. Course conducted in Italian.

*Prerequisite: IT 4 or permission of the Department*

**IT 70  ITALIAN CINEMA**

The history of Italian Cinema from the silent era and Fascist period to the present, with emphasis on postwar neorealism and the major directors of the sixties and seventies. Films in Italian with English subtitles. Course conducted in English.

*Prerequisite: ENG 12 or ENG C2 see page 175.*

**IT 81  INDEPENDENT STUDY**

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

**IT 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.

**ART 79  ART OF ITALY**

For course description see page 135.
SPANISH

+ SPA 1  ELEMENTARY SPANISH I  4 crs. 4 hrs.

The first semester of a one year 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, use of language laboratory and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.

+ SPA 2  ELEMENTARY SPANISH II  4 crs. 4 hrs.

Students receive further development of their language skills, comprehension, speaking, reading and writing.

Prerequisite: SPA 1 or acceptable Language Placement Examination score

+ SPA 3  INTERMEDIATE SPANISH  3 crs. 3 hrs.

Progressive development of language skills, based on the foundations established in elementary Spanish. Grammar review is supplemented by readings of modern Spanish literature.

Prerequisite: SPA 2 or acceptable Language Placement Examination score

SPA 4  READINGS in HISPANIC LITERATURE  3 crs. 3 hrs.

Advanced grammar and composition through selected readings in Hispanic literature.

Prerequisite: SPA 3 or acceptable Language Placement Examination score

+ SPA 11  SPANISH for ELEMENTARY SCHOOL TEACHERS I  4 crs. 4 hrs.

Elementary School Teachers are introduced to the fundamentals of the Spanish Language. Stress is on development of basic conversational ability, grammar patterns, understanding writing and reading through intensive practice in the classroom Language lab drills use computer software, audio-visual and musical materials. Different approaches for teaching Spanish to children will be practiced.

OPEN to TEACHERS ONLY or permission of the Department

SPA 12  SPANISH for ELEMENTARY SCHOOL TEACHERS II  4 crs. 4 hrs.

Further development of Spanish language skills for Elementary School Teachers includes: study of basic grammatical patterns; development and acquisition of new vocabulary; ample utilization of language lab and classroom drills; use of computer software, audio-visual and musical materials. Various approaches for teaching Spanish to children will be stressed.

OPEN to TEACHERS ONLY or permission of the Department

Prerequisite: SPA 11 or equivalent

SPA 16  SPANISH PHONETICS  3 crs. 3 hrs.

Sound system and patterns of intonation with organized development of vocabulary and idiomatic expressions included. The course aims to improve pronunciation, the ability to understand the spoken language, and use it with fluency.

Prerequisites: SPA 4 and acceptable Language Placement Examination score.
+ SPA 17  INTENSIVE REVIEW of SPANISH GRAMMAR  3 crs. 4 hrs.  
(4 equated crs.)
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.
For Spanish-speaking students, stress is on improvement of reading and writing skills.
Prerequisites: Native conversational ability, acceptable Language Placement Examination score and permission of the Department

+ SPA 22  ELEMENTARY SPANISH CONVERSATION  3 crs. 3 hrs.
Basic conversational skills for students who wish to use the Spanish language to communicate with Spanish-speaking people.
Prerequisite: SPA 2 or three years of high school Spanish or permission of the Department

+ SPA 31  READINGS in SPANISH—AMERICAN LITERATURE in TRANSLATION  3 crs. 3 hrs.
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.
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  3 crs. 3 hrs.
Intensive practice in spoken Spanish for students who wish to use the Spanish language to communicate with Spanish-speaking people, and with other students of Spanish in familiar day to day situations.
Prerequisite: SPA 2, 22 or permission of the Department

+ SPA 34  SPANISH AMERICA: ITS CULTURE, ART and MUSIC  3 crs. 3 hrs.
Outstanding facets of Spanish American culture, includes all important historic, political, literary and artistic movements, important individuals, ideas and periods. 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.
To improve and reinforce student 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.
Introduction to the fundamentals of Spanish language specifically prepared for Education Associate, Early Childhood Education, Nursing, Sports, Fitness and Recreation Leadership students. This course is not intended for native Spanish speakers.
Prerequisite: Permission of Major Program Advisor

+ Basic Course
SPA 44  ADVANCED SPANISH CONVERSATION  
3 crs. 3 hrs.
For students who wish to speak fluently and correctly in current idiom. Intensive practice and group discussions on general and cultural topics. Through study of selected short fiction, brief plays and journalistic materials from well known authors, students enlarge their vocabulary, their knowledge of native idiomatic expressions, and their literary concepts. 
Prerequisite: SPA 3 or 33 or permission of the Department.

SPA 47  SPANISH BUSINESS WRITING I*
3 crs. 3 hrs.
This first course in a two-semester sequence for students in the Bilingual Secretary track (see page 174). 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. Course is conducted in Spanish. 
Open to students in the Bilingual Program only.
Prerequisite: SPA 36 or acceptable Language Placement Examination Score or permission of the Department
*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. Course is conducted in Spanish and is required for students who wish to receive credit for SPA 47. 
Open to students in the Bilingual Program only.
Prerequisite: SPA 47.

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

SPA 52  THE LITERATURE of the GENERATION of 1898 and THEREAFTER
3 crs. 3 hrs.
The literature of the period from the Generation of 1898 to 1925, including the works of Garcia Lorca, Unamuno, Jimenez, and Ganivet, with emphasis on specific full-length works. 
Prerequisite: SPA 4 or equivalent or permission of the Department.

SPA 53  SPANISH AMERICAN LITERATURE
3 crs. 3 hrs.
A survey 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. Course is conducted in Spanish. 
Prerequisite: SPA 4 or equivalent or permission of the Department.

SPA 54  ADVANCED SPANISH GRAMMAR
3 crs. 3 hrs.
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.
Chronological study of major Spanish historical trends and developments up to the present time. Political, literary and artistic movements highlighting important individuals, ideas and periods are examined as selected texts representative of each period are read. Course is taught in both Spanish and English.
Prerequisite: SPA 4 or equivalent or permission of the Department

SPA 57  SPANISH LITERATURE SINCE the CIVIL WAR
3 crs. 3 hrs.
The main developments in Spanish literature since the outbreak of the Civil War in 1936 to date, concentrates 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. 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.
Study of the best films and film scripts in the Spanish cinema. Course is taught in English with a view toward developing an appreciation of the history, art and aesthetics of the Spanish cinema and increasing Spanish language experience. Open to all students

SPA 71  PUERTO RICAN FOLKLORE
3 crs. 3 hrs.
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. 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.

ART 77  ART OF SPAIN
3 crs. 3 hrs.
For course description see page 135.
YIDDISH

+ YID 1 ELEMENTARY YIDDISH I 4 crs. 4 hrs.
The first semester of a one year 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, use of language laboratory and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.

YID 2 ELEMENTARY YIDDISH II 4 crs. 4 hrs.
Students receive further development of their language skills, comprehension, speaking, reading, and writing.
Prerequisite: YID 1 or permission of the Department

LIT 1 INTERNATIONAL PERSPECTIVES in LITERATURE 3 crs. 3 hrs.
In English translations, selected works of French, Spanish and Italian literature are studied. Emphasis is on national traditions, cultures and linguistic heritage, 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 3 crs. 3 hrs.
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

+Basic Course
HEALTH, PHYSICAL EDUCATION and RECREATION DEPARTMENT

Room G-201  ext. 5696

Pat Amedure, College Laboratory Technician
Lee Ciardiello, Lecturer
Catherine A. Dachtera, Senior College Laboratory Technician
Helen P. Gerardi, Professor
Ronald Gerwin, Professor
Barbara Ginsberg, Professor
    Director, “My Turn” Program
Rachelle Goldsmith, Professor
    Assistant Director, “College Now” Program
Stanley J. Gross, Assistant Professor
Sherry H. Harris, Assistant Professor
Patricia Hazlewood, Lecturer
    Director, Community Health Program
Richard Kamen, Assistant Professor
    Director, Sports, Fitness and Recreation Leadership Program
Richard Kaye, Associate Professor
Edward Nober, Assistant Professor
Judith A. Perez, Associate Professor
Angelica Petrides, Professor
Samuel Scherek, Professor and Chairperson
Louis Shor, Assistant Professor
Nikola Zlata, Assistant Professor
Rear entrance to the ultra modern award winning Physical Education building.
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 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.
  *HPE 12 REQUIRED OF ALL students except students majoring in Nursing (see page 57, 119) and in Vessel Operations (see page 57, 114).

+ HE 20 CARDIOPULMONARY RESUSCITATION
  1 cr. 1 hr.
  Skills required to perform cardiopulmonary resuscitation (external cardiac massage and mouth-to-mouth resuscitation). 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 protection, swimming facilities protection, food sanitation, safety, accident prevention.

+ HE 32 PRINCIPLES of PUBLIC HEALTH
  3 crs. 3 hrs.
  Overview of public health services including organization and nature of public health programs, public health laws, patterns of medical care, health career opportunities, methods of public health education and communication techniques in working with the public.

+ HE 33 STRESS MANAGEMENT
  2 crs. 2 hrs.
  To help students understand and cope more effectively with stress in their daily lives. Course topics 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. Course fulfills the safety and first aid requirement for those contemplating a teaching career.

+ HE 36 MARINE SAFETY and FIRST AID*
  3 crs. 4 hrs.
  Provides knowledge and skills necessary to meet emergency medical situations and implement appropriate safety measures in a marine environment. Completion of this course can qualify students for American Red Cross Certification in cardiopulmonary resuscitation and first aid.
  *Required of Vessel Operations Majors (see page 114)
  Prerequisites: Intermediate Swimming certificate or ability to perform skills in the Intermediate course and permission of the Department

+Basic Course
+ HE 40  DRUGS, the INDIVIDUAL and SOCIETY  3 crs. 3 hrs.
Provides 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.
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.

+ THE SCIENCE of NUTRITION  3 crs. 3 hrs.
For course description see page 157 or 265.
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 will 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 Services Office—Room A-108.

Co-educational Activities
All the following courses meet for 2 hours a week and earn 1 credit each semester.

+ **PEC 2  WALK, JOG, RUN**
  Introduction to the principles and practices for assessing and improving cardiovascular fitness.

+ **PEC 3  MODIFIED PHYSICAL EDUCATION**
  To meet the needs of students who have medical restrictions on the extent of physical activity permitted, the modified program includes general and specific conditioning, individual and dual activities, team sports, rhythmic activities and outdoor recreation.
  *Prerequisite: Open only to selected students screened by the Health Service Office, course advisors and the College physician.*

+ **PEC 4  TRAINING WITH WEIGHTS**
  Study of weight training techniques to increase muscle strength and endurance in relation to various sports activities and to improve physical appearance.

+ **PEC 5  BODY BUILDING**
  Increases knowledge and appreciation of the physical attributes involved in body building. Course covers beginning, intermediate and advanced training techniques to increase muscular strength, muscular endurance and flexibility, and to improve physical appearance as desired by the student.

+ **PEC 11 BEGINNING TENNIS**
  Learning basic tennis skills develops an appreciation for tennis as a lifetime sport. Students are exposed to the forehand and backhand drives, Beginner’s Serve, service return, net volley. They examine the rules of the singles and doubles game and gain understanding of the integration of the fundamental techniques and basic strategies within the game of Tennis.
  (Students must supply their own rackets and tennis balls).

+ **PEC 12 INTERMEDIATE TENNIS**
  To increase proficiency in tennis through the introduction to intermediate tennis skills, students are exposed to the lob, mid-court volley, flat and slice serves and ball spin. Emphasis is on use of offensive strategy in competition.
  (Students must supply their own rackets and tennis balls).
  *Prerequisite: PEC 11 or permission of the Department*
• PEC 14  ARCHERY
For students who wish to learn the competitive and recreational aspects of archery. Emphasis will be placed on skill development and safety.

• PEC 15  BADMINTON
Provides basic badminton skills necessary for play plus knowledge of the rules of the game and offensive and defensive strategy.

• PEC 17  BASIC VOLLEYBALL
A beginner-intermediate level of volleyball. Team play uses male/female players on the court at the same time. Course covers rules, basic individual skills, offensive/defensive systems, considerations for team coordination, training, conditioning, prevention of injury, evaluation of performance.

• PEC 18  FENCING
Introduction to the history, skills, and theory necessary for effective participation and appreciation of fencing. Emphasis is on body mobility and weapon control as they relate to effective performance in competition.

• PEC 19  AEROBIC DANCE
Aerobic Dance is a fitness program that combines vigorous calisthenic exercises with dance steps to music for improved cardiovascular endurance, muscle toning and flexibility.

• PEC 20  BEGINNER'S BALLET
An introductory course presents principles and techniques of this traditional art form; includes exercises and movement combinations to develop body alignment; endurance, strength, and fluidity of movement.

• PEC 21  JAZZ DANCE
Introduction to basic jazz techniques includes a step-by-step breakdown and explanation of percussive movements and combinations of movements based on the forms which lead to various styles.

• PEC 22  BASIC INTERNATIONAL FOLK DANCING
This course should be taken for pleasure, for exercise benefits typical of dancing, and as a preparation for participation in dance as an on-going, lifetime recreational activity. As the dances are learned, steps and patterns, rhythms, movements and music are introduced.

• PEC 23  BOWLING
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 must 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 must 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
Golf is a popular leisure time participation sport. Emphasis is on mechanics of movement involved in the performance of the following basic fundamental skills: Basic Swing, Short and Long Irons, Woods, and Putting.

+Basic Course
PEC 27 BEGINNING KARATE and SELF-DEFENSE
Introduction to formal Karate and practical self-defense techniques. Areas covered include history and background of Karate, fundamental stances, blocks, punches, kicks, conditioning, safety, methods of avoidance and personal self-defense movements. Students are exposed to oriental tradition (Karate costumes, respect and Buddhist philosophy.)

PEC 28 INTERMEDIATE KARATE and SELF-DEFENSE
Advanced stances, blocks, punches, kicks, conditioning, stretching exercises, advanced self-defense techniques, semi and pre-arranged and free style fighting technique, includes introduction into form competition.
Prerequisite: PEC 27

PEC 29 INTRODUCTION to HATHA YOGA
Survey of the principles and practices of Hatha Yoga for beginners. Each lesson includes slow motion stretching, deep breathing, and relaxation.

PEC 30 SWIMMING for NON-SWIMMERS and BEGINNERS
Learn the basic skills needed to swim properly. Special attention is given to non-swimmers who 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
Learn the skills necessary to effect water rescues, and 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
Learn the skills necessary 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.
Prerequisites: Valid Red Cross Advanced Lifesaving Certificate and either a Red Cross Swimmer Certificate or the ability to perform skills in the swimmer course

PEC 33 SWIMMING for FITNESS
Students are given an opportunity to improve cardiovascular fitness. Emphasis is on swimming efficiently and on swimming long distances.
Prerequisite: PEC 41 or Deep-Water Swimming Skill

PEC 34 FUNDAMENTALS of CANOEING and KAYAKING
Skills that permit students to safely paddle the canoe and/or kayak on lakes and slow-moving rivers. Emphasis is on skills and safety afloat.
Prerequisite: Swimming proficiency at the American Red Cross Intermediate level

PEC 35 SNORKELING and SCUBA DIVING TECHNIQUES
With explicit step-by-step instruction students are guided to proficiency in snorkeling and scuba diving. Special emphasis is placed on safety.
Prerequisite: Swimming proficiency at the American Red Cross Swimmer level
PEC 36 SAILING
Students learn skills enabling them to sail aboard the most common sailing vessels. Included are techniques such as: leaving a mooring, coming about, jibbing, and mooring. Safety Skills afloat are stressed.

PEC 36 SAILBOARDING
A certified course in handling a sailboard (windsurfer). Sailing, theory, safety and physical conditioning, tacking, jibbing, and self-rescue techniques are taught. Certificate awarded upon completion.

PEC 37 INTERMEDIATE SAILING
More advanced techniques of sailing include basic navigation and racing skills.
Prerequisite: PEC 36

PEC 38 MODERN DANCE TECHNIQUES
The fundamental principles of various schools of modern dance, includes an analysis of movement, conditioning techniques, and basic combinations.

PEC 39 MODERN DANCE COMPOSITION
Ideas and movement forms are introduced. Systematic creativity through improvisation studies, formal compositions, and critical appraisal is presented through experimentations with time, space, rhythm and correlations to art, poetry and music.

PEC 40 PHYSICAL EDUCATION for MATURER 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
The elements of good swimming and a variety of skills are taught. Students practice parts of strokes as well as whole stroking movements.
Prerequisite: Ability to swim safely in deep water

PEC 42 SQUARE DANCE
A one semester foundation program designed for learning the basic program of American Square Dancing as specified by CALLERLAB and the International Association of Square Dance Callers.

PEC 59 DANCE PRODUCTION
In addition to participating in workshops, choreography and performance, students give time and effort in technical theatre production and publicity to enhance their primary focus. Students can earn up to a total of four credits (one each semester) for successful contribution in a particular area of the dance production.

PEC 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
Men's Activities

The following courses meet for 2 hours a week and earn 1 credit each semester.

+ **PEM 2 BASEBALL**
  *Spring*
  An opportunity to develop individual and team techniques involved in the game of "College Baseball." Conditioning, sportsmanship, team play, appreciation of the game and its rules, and other benefits.

+ **PEM 3 TOUCH FOOTBALL**
  *Fall*
  History, rules and regulations of football. Individual and team skills and strategies are stressed.

+ **PEM 5 BASKETBALL TECHNIQUES**
  In depth teaching of various aspects of basketball include: 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**
  *Spring*
  Development of individual and team skills required to successfully compete in this sport is emphasized. Concommitant values to be derived include conditioning, appreciation of team play and sportsmanship, knowledge of history and rules.

+ **PEM 7 SOCCER TECHNIQUES**
  *Fall*
  Soccer, the fastest growing team sport in the country, can be played by both sexes and all ages. Course emphasizes technical development, tactical understanding and overall appreciation of the popular sport.

+ **PEM 19 BEGINNING GYMNASTICS**
  An opportunity to engage in basic elements of gymnastic activity. Inherent fitness components include the areas of strength, stamina, coordination, agility, and flexibility. Skills on the mat, parallel bars, high bar, side horse, trampoline, buck, vaulting box, long horse and rings are covered.

**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

The following courses meet for 2 hours a week and earn 1 credit each semester.

+ **PEW 1  SLIMNASTICS**
  Each student is guided to self-appraisal of the present status of her body shape, body function and ability to relax. A variety of exercise programs help attain desired goals for improving or maintaining a positive self-image.

+ **PEW 2  BASKETBALL**
  Students learn about Basketball, develop individual skills required to participate successfully and learn strategies necessary for team play.

+ **PEW 6  SOFTBALL**
  Throwing, catching, batting and running skills are developed so the game of softball can be played with enjoyment and satisfaction. Strategies of play and rules of the game are emphasized.

+ **PEW 7  POWER VOLLEYBALL**
  Introduction 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, team play elements, and specific offense and defense tactics.

+ **PEW 10 BEGINNING GYMNASTICS**
  The basic elements of gymnastic activity are taught for total body development. Strength, flexibility, balance, grace, poise, coordination, agility, timing, control, and stamina. Skills on the balance beam, trampoline, uneven parallel bars, side vaulting horse, the mats, and floor exercise are included.
INTRODUCTION TO COMMUNITY HEALTH SERVICES

3 crs. 3 hrs.

The organization, history and development of the American Health Care Delivery System. Emphasis is on the purpose of current health services: Prevention or Treatment.

CRITICAL ISSUES in COMMUNITY HEALTH

3 crs. 3 hrs.

The ethical, social, legal and scientific issues underlying contemporary health problems. Emphasis is on helping students evaluate and relate basic health facts and concepts to contemporary critical health issues.

EPIDEMIOLOGY

3 crs. 3 hrs.

Introduction to the factors which determine the occurrence of disease in populations. Emphasis is on applying basic principles to the prevention of disease and promotion of health at institution and community levels.

Prerequisite: MAT 20 (see page 235)
SPORSTS, FITNESS and RECREATION LEADERSHIP

+ REC 11 INTRODUCTION to RECREATION 3 crs. 3 hrs.
Introduction 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.
For Program Majors only.

REC 12 PRINCIPLES of SPORTS, FITNESS and RECREATION LEADERSHIP 3 crs. 3 hrs.
The importance of obtaining knowledge of human dynamics, leadership abilities and related techniques for teaching recreational skills, personnel practices, policies and supervision techniques.
Pre or Corequisite: REC 11

+ REC 13 SOCIAL RECREATION 3 crs. 3 hrs.
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.
Pre or Corequisite: REC 11

+ REC 14 OUTDOOR RECREATION 2 crs. 2 hrs.
Trends in outdoor recreation, the place of the recreation leader in outdoor programs, the scope and extent of programs in conservation, camping, aquatics and nature. A weekend camping trip is required.

+ REC 15 SUMMER CAMP LEADERSHIP 2 crs. 2 hrs.
To prepare as future camp counselors, students examine basic camping philosophy, camping objectives, problems in the camping field, 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.
Basic dance movements, dance positions, dance etiquette, dance terminology, and how to teach and direct folk and square dances in various forms.
For Program Majors only

REC 31 RECREATION for SPECIAL POPULATIONS 3 crs. 3 hrs.
The philosophy and history of therapeutic recreation. 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, 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

+Basic Course

210
REC 32 ORGANIZATION and ADMINISTRATION of RECREATION PROGRAMS

The underlying principles for effective recreation programming. Overview of the operation of recreation facilities, including budget, public relations, records, reports, equipment and evaluation.

For Program Majors only.

Prerequisites: REC 12, 31, 91

+ REC 33 SKILLS in ARTS and CRAFTS

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

Students develop maximum skill levels in arts and crafts projects. Recreational values inherent in different programs are emphasized and stress is placed on the different techniques necessary for proper presentation of arts and crafts programs to groups of different ages and physical abilities. Students learn different methods of teaching the developed skills to such special groups.

For Program Majors only

REC 35 RECREATION for the AGING and MENTALLY ILL

Course deals with two special populations—the aging and the mentally ill.

In the area of aging, biological, psychological, and sociological aspects of aging are examined. Students gain understanding of the aging process, the problems affecting the aged, and become aware of their recreational and leisure needs.

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 are able to prepare recreation analysis, develop leadership techniques and plan recreation programs for the mentally ill.

For Program Majors only.

Prerequisite: REC 31

REC 37 COMMERCIAL and INDUSTRIAL RECREATION

Trends, programs and special skills involved in commercial and industrial recreation settings.

Course focuses on the history, development, administrative patterns and programs in these two areas.

Prerequisite: REC 12

REC 40 SPORT and AMERICAN SOCIETY

Students become acquainted with the development of selected sports in America and of the numerous controversial contemporary issues in sport.

REC 45 ADVANCED ARTS and CRAFTS

Advanced arts and crafts skills including macrame, enameling, weaving, stained glass and silk screen printing.

Pre or Co-requisite: REC 33 or 34

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.

+Basic Course
FIELD COURSES

REC 91 FIELD EXPERIENCE in SPORTS, FITNESS and RECREATION I

Students are assigned to supervised field work in a variety of community recreation agency settings. The course includes one hour seminar, student field reports and class discussions of these experiences.
For Program Majors only.
Prerequisites: REC 12, 13, 16, 34

REC 92 FIELD EXPERIENCE in SPORTS, FITNESS and RECREATION II

Advanced field experience involving increased student participation in the work of the assigned recreation agencies, assignment to a second type of agency for varied experience, and includes one hour seminar.
For Program Majors only.
Prerequisite: REC 91

A.A.S. Degree
SPORTS, FITNESS and
RECREATION LEADERSHIP
Requirements—Page 125
Patrick J. Abbazia, Professor
Betty Caroli, Professor
Norman Hanover, Assistant Professor
Robert A. Hecht, Professor
Sidney Helfant, Professor
Alphonse Homeha, Assistant Professor
Thomas Kessner, Professor
Bernard Klein, Professor and Chairperson
Francis Kralij Curran, Professor
Richard J. Nachtsheim, Assistant Professor
Mitchell Okum, Associate Professor
Arnold E. Perlmutter, Assistant Professor
Stuart Suss, Professor
Director, "College Now" Program
Morton Wagman, Professor
AMERICAN HISTORY

+ HIS 11  AMERICAN CIVILIZATION I
3 crs. 3 hrs.
History of the American people from colonial times to the Civil War. Discussion includes 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.
The American people from the Civil War to the present. Discussion includes: 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.
Foundations of American civilization from its European origins to the French and Indian Wars. Discussion includes: 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, the structure and basis of American politics.

HIS 15  ERA of the CIVIL WAR, 1828 to 1877
3 crs. 3 hrs.
America, from the age of Jackson to Reconstruction, the growth of a national society, reform movements, the problem of slavery and race, sectionalism and nationalism, the Civil War and the triumph of American capitalism.

+ HIS 20  THE IMMIGRANT in AMERICAN SOCIETY
3 crs. 3 hrs.
The changing pattern of immigration from the 17th century to the present, the motives and ambitions of the immigrant, (background, role in American society, and contributions to American life).

+ HIS 21  POPULAR CULTURE in AMERICA
3 crs. 3 hrs.
Development of sports, fads, and folklore in America including additional significant aspects of American Society from the colonial era to the present.

HIS 23  THE AMERICAN FRONTIER
3 crs. 3 hrs.
Movement of the American frontier from colonial times to the 20th century. Discussion includes the impact of the frontier on the settler, confrontation between Indian and settler, the settler’s efforts to tame the American wilderness, 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. Indian culture and its place in Indian history, Indian-white conflict, and Indian problems in contemporary American society.

+ Basic Course
HIS 50 THE BLACK in AMERICAN HISTORY

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 issue of race.

HIS 55 HISTORY of ITALIAN AMERICANS

The circumstances of Italian immigration to the United States from the colonial period to the present. The Italians’ contributions to American culture, their treatment in American literature, and the changes they experienced in their own lives, as a result of living in the United States.

HIS 58 AMERICAN REVOLUTION and the EARLY NATIONAL PERIOD, 1763 to 1828

The unique nature of American colonial society and the forces that led to the American Revolution, 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

Development of the United States from 1920 to the present. 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

Development of American thought from the colonial period to the present is traced. The ideas and values which influenced and directed American society.

HIS 62 HISTORY of NEW YORK CITY

The history of the City of New York from its founding to the present day. New York City’s development touching such aspects of its history as its origin as a Dutch trading post; position in colonial culture and society; role in the American Revolution and the founding of the American Republic; growth as a great commercial, transportation, manufacturing, and banking center; citizens’ attitude toward slavery and race relations; importance as the center of immigration; 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

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

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, and contemporary issues.

+Basic Course
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 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.

+ HIS 33 AFRICA: PAST and PRESENT 3 crs. 3 hrs.
The historical development of Africa with emphasis 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.
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.

+ HIS 36 EUROPE in the TWENTIETH CENTURY 3 crs. 3 hrs.
The transformation of European society in the 20th century. Emphasis is on political, military, economic and cultural factors as well as on 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 for non-violent political change. Emphasis is on the anti-colonial reactions, insurrections and the role of the military in shaping African society.
HIS 42  THE CARIBBEAN, 1492 to the PRESENT

The development of the Caribbean Islands from 1492 to the present. Topics include pre-Columbian cultures, European colonization and rivalries, slavery, and the development of modern Caribbean culture.

HIS 43  THE HISTORY of the PUERTO RICAN IMMIGRANT

The history of Puerto Rico from pre-Columbian times to the modern era. Focus will be on the nature of and reasons for Puerto Rican immigration to the mainland, 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

Origins of civilization and the emergence of the great cultures of the Near East. 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. 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

Reform and revolution in Russia and the establishment of the Soviet regime, analysis and evaluation of the U.S.S.R. under its several leaders.

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 skepticism, the 17th and 18th centuries.

+ HIS 57  LATIN AMERICAN HISTORY

The development of Latin America from colonial times to the present. Emphasis is on the intermingling of cultures, ideas, and the formation of a Latin American civilization.
HIS 64  MODERN JEWISH HISTORY  
3 crs. 3 hrs.
History of the Jewish people from the mid-17th century to the present. Topics include: the Messianic and Hassidic movements, enlightenment, emancipation and assimilation, the rise of new religious forms, the great migrations, nationalism, anti-semitism, 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  
3 crs. 3 hrs.
The ideological basis of industrialism, laissez-faire, doctrines of reform and transformation, the co-related movements in the 19th and 20th centuries. Topics include: 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.
High points of Jewish development from the Babylonian exile to the mid-17th century. Topics include: 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.
Students become familiar with geographic sources, their interpretation and evaluation. The development of student’s geographical sense to gain greater insight and understanding in learning history, or any other liberal arts discipline. The course includes a survey of the history, methodology and various theoretical approaches to geography, emphasizes and gives 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.
PHILOSOPHY

+ PHI 71 HISTORY of PHILOSOPHY: THE CLASSICAL PHILOSOPHERS
3 crs. 3 hrs.
Philosophical thought and its influence on modern man with emphasis on classical Greece, India, and China. Focus is on the work of Plato, Aristotle, Confucius, Lao Tsu.

+ PHI 72 HISTORY of PHILOSOPHY: THE MODERN PHILOSOPHERS
3 crs. 3 hrs.
Philosophical thought from the Renaissance to the present with emphasis on Cartesian thought, natural religion, skepticism, idealism and existentialism. Focus is on the work of Descartes, Spinoza, Hume, Nietzsche, Kierkegaard.

PHI 73 LOGIC: THEORIES of ARGUMENTATION
3 crs. 3 hrs.
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.

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.
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 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 hrs.
Introduction to the structure of the national government and the way it operates. Topics include 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 hrs.
Analysis of the major types of political systems in selected foreign countries. Topics include study of the role of ideology, economics, elite groups, political institutions, comparison of Western and non-Western systems, with emphasis on Britain, France, Germany, Italy, the Soviet Union and selected African, Asian, and Latin American countries.

+ POL 53 STATE and LOCAL GOVERNMENTS and POLITICS 3 hrs.
The role of state and local governments in the American Political system. Special attention is given to New York State, New York City and 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 hrs.
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.

+ POL 55 PUBLIC OPINION 3 hrs.
Mass media's impact on the political process and the public's impact through the polling technique. Introduction to the area of public opinion and propaganda, the contribution of the mass media and polling, the linkages of public opinion, decision-making, political socialization and the problem of political analysis.

+ POL 56 URBAN COMMUNITY RELATIONS 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
+ POL 57 THE POLITICS of ECONOMICS: INTRODUCTION to POLITICAL ECONOMY
3 crs. 3 hrs.
Political economy within a social, political and historical context and the problems of recession, inflation and resource insufficiency. "Getting and spending" and their concomitant politico-economic costs and benefits are dealt with in discussions and readings which are institutionally oriented rather than theoretically contrived. Attention is 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. 3 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. 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 with emphasis 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.

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 political environment of public-sector administrative units, 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.
Prerequisite: POL 51 or 53 or permission of the Department

+ POL 63 INTRODUCTION to CRIMINAL JUSTICE
3 crs. 3 hrs.
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.
The central American heritage issues of freedom and equality of opportunity, the development of freedom of speech, press, religion, guarantees of assembly and petition, civil rights, women's rights, and affirmative action are among the current issues considered.
POL 81  INDEPENDENT STUDY

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

POL 82

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

BSS 1  BEHAVIORAL and SOCIAL SCIENCE:
THE INDIVIDUAL & HIS/HER WORLD

This course uses the concepts and methodologies of sociology, psychology, economics, political science and history to help students understand issues of current significance.
Prerequisite: Enrollment in "College Now" Program.
MATHEMATICS and
COMPUTER SCIENCE DEPARTMENT
Room F-309B  ext. 5931

Jack Arnow, Assistant Professor
Gordon Bassen, Assistant Professor
Daniel T. Davis, Assistant Professor
Bernard Eisenberg, Professor
Harold S. Engelsohn, Professor
Joseph Feit, Associate Professor
Ronald Forman, Assistant Professor
Samuel Gale, Professor and Chairperson
Philip J. Greenberg, Professor
   Director, Instructional Computing
Daniel Grimaldi, Assistant Professor
Louise Grinstein, Professor
William E. Heierman, Lecturer
Moses Karman, Assistant Professor
Rachel B. Lieff, Assistant Professor
Max Mlynarski, Professor
Dianna Oratz, Associate Professor
Stanley Rabinowitz, Associate Professor
Julius I. Rosenthal, Assistant Professor
Richard Staum, Professor
Marvin Yanofsky, Assistant Professor
Rina J. Yarmish, Associate Professor
COMPUTER PROGRAMMING

COMPUTER PROGRAMMING courses are offered as electives to all students.

+ CP 11 INTRODUCTION to COMPUTERS and COMPUTER APPLICATIONS 4 crs. 4 hrs.

Computer literacy course introducing uses of computers in society; components of a computer system; input/output devices; flowcharting and programming in BASIC; a brief introduction to other programming languages. Computer Applications covered include word processing, spreadsheets, graphics, and database management systems. An overview of computer concepts and information processing, as an area of general knowledge for the informed individual and how the computer can be used as a tool at home and at work.

Computer Data Processing Majors WILL NOT receive credit for this course. 
Prerequisite: Passing score on CUNY Mathematics Examination Test.

+ CP 28 MICROCOMPUTER APPLICATIONS in EDUCATION 4 crs. 4 hrs.

Introduction to computers through software teaching, mathematics and the sciences, as well as the elements of the language LOGO. Participants develop their own skills and explore methods of presenting these concepts to children.

Prerequisites: Intermediate Algebra, MAT 03 or permission of the Department

+ CP 29 INTRODUCTION to COMPUTER PROGRAMMING for SECRETARIAL/OFFICE ADMINISTRATION STUDENTS 4 crs. 4 hrs.

Introduction to programming in the BASIC language with more emphasis on string and character manipulation and less on mathematical programming. Students receive hands-on experience using IBM microcomputer, disk operations and proper use of a printer for producing hard copy. Open to Secretarial Word/Information Processing Majors only.

Prerequisite: Elementary Algebra or MAT R2, or score of 25 or higher on Math Placement Examination.

+ CP 30 INTRODUCTION to BASIC 4 crs. 4 hrs.

BASIC is a general-purpose computer language used in both conversational mode and time-sharing computer centers. It is a simple and natural language requiring a minimum of programming skills, yet bringing about an appreciation of the power of a computer. This hands-on course, with direct interaction between students and the computer, problems in mathematics, the sciences and the social sciences awakens and augments student interest in the problem areas of today's civilization.

Prerequisite: MAT 03 or equivalent

+ CP 31 BASIC II 4 crs. 4 hrs.

A second course in computer programming using the language BASIC. Topics covered include arrays, matrix manipulation, introduction to file and data management, sequential and direct access files with various applications, computer graphics and games.

Prerequisites: CP 30 and MAT 03 or equivalent
CP 32  APPLICATIONS of BASIC to COMPOSITION  3 crs. 3 hrs.
Investigation of computer programming concepts which relate to the world of the working musician. The theoretical basis behind the use of the microcomputer in synthesized music is discussed and, using IBM BASIC, practical musical applications are attempted. 
Prerequisites: A music theory course at the level of MUS 12 or 32 and completion of mathematics remediation as mandated by the CUNY Skills Assessment Test

+ CP 35  INTRODUCTION to APL  4 crs. 4 hrs.
APL, a powerful computer language developed in the early 1960's for application to math and science has broadened its capability to include applications in Business, Computer Assisted Instruction, text analysis and statistical analysis. Students have "hands-on" experience at APL terminals for programming practice and assignments.
Prerequisite: MAT 03 or equivalent

+ CP 51  PROGRAMMING in FORTRAN  4 crs. 4 hrs.
Introduction to programming including flow-charting using the FORTRAN program language. Both 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.
Prerequisite: MAT 03 or equivalent

+ CP 52  INTRODUCTION to COBOL PROGRAMMING  4 crs. 4 hrs.
Introduction to programming in COBOL (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. Recommended elective for students who wish to learn how to program a computer using a language oriented to the solution of business problems.
Students who completed DP 31 will NOT receive credit for this course.
Prerequisite: MAT 01, or Elementary Algebra, or MAT R2

+ CP 54  INTRODUCTION to PASCAL  4 crs. 4 hrs.
Introduction to programming in PASCAL. Students write and run several scientific and commercial programs. Course serves as preparation for other higher-level languages.
Recommended as an elective for Computer Data Processing Majors.
Prerequisites: Familiarity with at least one programming language and MAT 03 or equivalent.
COMPUTER SCIENCE

+ CS 12  INTRODUCTION to COMPUTING with PASCAL  4 hrs.

The course deals with algorithms, programs, data representation, debugging and verification of programs. Numeric and non-numeric programming applications include searching and sorting algorithms, function and procedures, and number theory problems. Programming is done in the PASCAL language and structured program design is stressed.
Corequisite: MAT 14

CS 14  COMPUTERS and ASSEMBLER LANGUAGE PROGRAMMING  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 is 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.
Prerequisite: CS 12

CS 35  DISCRETE STRUCTURES  5 hrs.

Sets, Matrices, Relations, and Digraphs, Functions, Order Relations and Structures, Trees and Languages, Semigroups and Groups, Finite-State Machines and Languages.
Prerequisite: MAT 56

CS 37  PROGRAM DESIGN and ANALYSIS  4 hrs.

Introduction to data structures using PASCAL. Topics include: structures, arrays, stream files, stacks, recursive processes, recursive procedures and elementary simulation techniques.
Prerequisite: CS 12

CS 81  INDEPENDENT STUDY  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 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

Requirements—Page 77
DATA PROCESSING

DATA PROCESSING courses do not satisfy Group V requirements.

+ DP 11 INTRODUCTION to DATA PROCESSING 4 crs. 4 hrs.
Introduction to the concepts, structure, and operation of electronic data processing systems including: 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; introduction to procedure-oriented languages such as BASIC and COBOL, and to IBM assembler language programming.
Not open to students who are required to take MAT M1
Prerequisite: MAT 01 or Elementary Algebra

DP 12 ASSEMBLER LANGUAGE PROGRAMMING 5 crs. 5 hrs.
Study of assembler language programming and typical business applications. Programs written by the students will be run on the remote job entry communication network connected to the University Computer Center.
Prerequisites: Two of the following: DP 31, 32, 55; CP 30, 51, 54

DP 13 ADVANCED ASSEMBLER LANGUAGE PROGRAMMING 4 crs. 4 hrs.
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.
Prerequisite: DP 12

DP 31 COBOL PROGRAMMING 5 crs. 5 hrs.
Study of structured COBOL programming and typical business applications. Programs written by the students will be run on the remote job entry communication network connected to the University Computer Center.
Prerequisite: DP 11

DP 32 ADVANCED COBOL PROGRAMMING 4 crs. 4 hrs.
Magnetic tape and disk programming in COBOL. Introduction to operating systems including: 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; Paging; Virtual Storage Access Method.
Prerequisites: DP 31

+ DP 54 MICROCOMPUTER APPLICATIONS I 4 crs. 4 hrs.
Introduction to microcomputer applications used in data processing environments including: microcomputer hardware, microcomputer operating systems, word processing systems, and electronic spreadsheets.
Prerequisite: DP 11 or BA 60 or "C" grade or better in CP 11

DP 55 MICROCOMPUTER APPLICATIONS II 4 crs. 4 hrs.
Microcomputer applications used in a data processing environment. Introduction to database management systems, and integrated software systems and packages.
Prerequisite: DP 54

+Basic Course
DP 56 MICROCOMPUTER APPLICATIONS III
4 hrs. 4 crs.
Microcomputer applications used in a data processing environment including: microcomputer operating systems, graphics, microcomputer architecture and hardware, telecommunications, connecting personal computers via a local area network, and other selected topics.
Prerequisite: DP 55

DP 58 USING and PROGRAMMING in UNIX/XENIX
5 hrs. 5 crs.
Introduction to the UNIX operating system and to programming using its functions and subpro-
grams including: file structures, directories, security, utility programs, pointers, functions, screen handling with termcap definitions and interfaces to languages and data bases.
Prerequisites: DP 56 PLUS one of the following: CP 51, 54, DP 31, 55

DP 59 PROGRAMMING in C
5 hrs. 5 crs.
Introduction to Programming in the C language including: variables, definitions, pointers, func-
tions, loops, arrays, screen handling and interfaces to UNIX and other languages.
Prerequisites: TWO of the following: CP 30, 51, 54, DP 31, 55

DP 61 SYSTEMS ANALYSIS
3 hrs. 3 crs.
Tools and methods used by management to develop systems for computer applications including:
system investigation, input design, output design, file design, documentation, system testing,
system implementation, hardware and software.
Prerequisite: ONE of the following: DP 12, 31, 55

DP 63 DATABASE PROCESSING
4 hrs. 4 crs.
Introduction to the concepts and structures necessary to design and implement a Database
Management System (DBMS) using FOCUS, a Fourth Generation computer language. Students
prepare reports, describe external files, describe and maintain FOCUS files. Batch and online
processing, interactive programming techniques, and the design of user friendly screen formats.
Students work in a mainframe CMS environment and learn basic VM/CMS commands. The editor,
XEDIT, will be used.
Prerequisite: DP 55

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

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

A.A.S. Degree
COMPUTER DATA PROCESSING
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MATHEMATICS

- **MAT M1 BASIC MATHEMATICS**
  0 crs. 4 hrs.
  (4 equated crs.)
  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 Skills 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 crs.)
  Introductory algebra for students who 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 crs.)
  Introductory algebra 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 Skills 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 crs.)
  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 crs.)
  Same course as Eleventh Year Mathematics in high school.
  Prerequisite: MAT 01, R2, M2 or Elementary Algebra

- **MAT 3 BUSINESS and CONSUMER MATHEMATICS**
  3 crs. 3 hrs.
  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 MAT 03 or equivalent.
  Prerequisite: Competence in Mathematics Placement Examination

+ Basic Course

□ Remedial Course
MAT 6  MATHEMATICS of FINANCE  
4 crs. 4 hrs.  
Mathematical concepts readily applicable to business situations including: 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: MAT 03 or equivalent

MAT 7  PRINCIPLES of MATHEMATICS  
4 crs. 4 hrs.  
A basic course in mathematical discovery during which student participation is emphasized in the development and investigation of topics such as: number sequences, calculating devices, extrapolation, mathematical mosaics and curves, probability and topology. Not open to students who have taken a mathematics course number 11 or higher or Intermediate Algebra or MAT 03.  
Prerequisite: MAT 01, R2, or Ninth Year Mathematics

MAT 9  UNDERSTANDING MATHEMATICS: A PRACTICAL APPROACH  
4 crs. 4 hrs.  
Primarily 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 or R2

MAT 10  COLLEGE TRIGONOMETRY  
3 crs. 3 hrs.  
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 not trigonometry. It can be taken with, or before, MAT 14. Taken with MAT 14, will adequately prepare students for MAT 15.

MAT 11  FINITE MATHEMATICS  
4 crs. 4 hrs.  
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 equivalent

MAT 12  CONCEPTS of MODERN MATHEMATICS I  
4 crs. 4 hrs.  
Introduction to the spirit of mathematical investigation and mathematical logic including: the prime numbers, the Fundamental Theorem of Arithmetic, the rational and irrational numbers, tiling, congruence and number bases. Students may take MAT 12 and/or MAT 13 during the same or different semesters in either order.  
Prerequisite: MAT 03 or equivalent
+ MAT 13  SURVEY of MATHEMATICS and COMPUTER CONCEPTS  
4 crs. 4 hrs.  
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: MAT 03 or equivalent or "A" grade in MAT 7

+ MAT 14  ANALYTIC GEOMETRY and PRE-CALCULUS MATHEMATICS  
4 crs. 4 hrs.  
This pre-calculus course stresses real numbers, fields, open sentences, functions and relations, and serves as an introduction to analytic geometry and to probability. Recommended for students planning to continue with calculus and/or mathematics electives. Not open to students who completed Advanced Algebra or MATH 12A in high school.  
Prerequisite: MAT 03 or equivalent

MAT 15  CALCULUS I  
4 crs. 4 hrs.  
The first part of a three-semester integrated course in the elements of coordinate geometry, differential and integral calculus, with applications. Algebraic functions of a single variable, the derivative, differentiation formulas, and application to geometry, physics and maximization. Not open to students who 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  
4 crs. 4 hrs.  
Continuation of MAT 15, with emphasis 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  
3 crs. 3 hrs.  
Introduction 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  
4 crs. 4 hrs.  
Continuation of MAT 16 with emphasis on partial differentiation, polar coordinates, multiple integration, solid geometry, vectors, and hyperbolic functions.  
Prerequisite: MAT 16 with "C" grade or better

+Basic Course
MAT 23 HISTORY of MATHEMATICS 4 crs. 4 hrs.
Introduction to the history of mathematics from Babylonian and Egyptian civilizations to the present time. 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.
Prerequisite: MAT 11 or higher

MAT 24 INTRODUCTION to the THEORY of NUMBERS 3 crs. 3 hrs.
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.
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 with "C" grade or better

MAT 56 LINEAR ALGEBRA 3 crs. 4 hrs.
Study of vector spaces, matrix algebra transformation, and vector analysis.
Prerequisite: MAT 15 with "C" grade or better

MAT 57 BOOLEAN ALGEBRA for ELECTRICAL ENGINEERS 2 crs. 2 hrs.
Introduction to Boolean Algebra and switching theory for electrical engineers. Boolean postulates, definitions, principles and theorems; applications, special forms of Boolean expressions. Logic circuits and diagrams; tabular, consensus and map methods of minimization.
Prerequisite: MAT 16

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
Monroe Couper, Assistant Professor
Marta Ghezzo, Associate Professor
Charles Jacobs, Distinguished Professor
Kwatei Jones-Quarkey, College Laboratory Technician
Simeon Loring, Professor and Chairperson
David Maslanka, Associate Professor
William B. McKinney, Professor
Edward Rohrlich, College Laboratory Technician
Introduction to Jazz 3 hrs.
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, bebop, new wave, and progressive jazz.

Music of the Twentieth Century 3 hrs.
Introduction to the varied sounds of twentieth century music. Emphasis 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.

Introduction to Songwriting 3 hrs.
Introduction to song composition. Designed for beginners, it deals with music notation, melody writing, chord choice, song forms, setting words to music, making scores and lead sheets. Prerequisites: ENG C2 or ENG 12 and permission of the Department.

Introduction to Synthesizer/Computer Music Operations 3 hrs.
Introduction to microcomputer applications in the area of music composition. Topics include the MIDI protocol, Digital Sound Synthesis, MIDI-driven Sequencer and Patch Librarian Software. Prerequisite: One music theory course at the level of MUS 30 or higher (e.g. MUS 12, 32 or equivalent).

Music of the World's People 3 hrs.
A listening survey of the folk and ethnic music of various people of the world. Songs and dances of love, war, the harvest, chanting, drumming evocations. Included are the instruments and languages and their relationships to musical characteristics plus geographical, sociological and historical themes as they are reflected in the music.

Rudiments of Theory 3 hrs.
A first course in music theory for students who have no previous musical training, but 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.

The Musical Experience 3 hrs.
Development of perceptive awareness of music through guided listening. Materials and forms of music and their use in musical literature.

Chorus* 1 cr. 3 hrs.
Band* 1 cr. 3 hrs.
Concert Band; Stage Band; Guitar Ensemble or Percussion Ensemble.
Orchestra* 1 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.

+Basic Course
Courses listed for Music Majors may be open to other students with Department permission.

- **MUS 1** BASIC SKILLS: THEORY
  Review of basic skills in Music Theory and Ear Training.
  1 cr. 2 hrs.

- **MUS 2** BASIC SKILLS: PIANO I
  Beginning piano course for music majors.
  Prerequisite: MUS 30
  1 cr. 1 hr.

- **MUS 3** BASIC SKILLS: PIANO II
  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
  1 cr. 1 hr.

- **MUS 32** THEORY of MUSIC I
  Introduction to traditional harmony: formation of chords, chord functions, triads in root position.
  Beginning analysis. Basic exercises in composition and copywork.
  Prerequisite: MUS 1 or permission of Department.
  Corequisite: MUS 36
  3 crs. 3 hrs.

- **MUS 33** THEORY of MUSIC II
  Voice leading, inversions, phrase structure and cadences. Appropriate exercises in analysis, composition and copywork.
  Prerequisite: MUS 32
  Corequisite: MUS 37
  3 crs. 3 hrs.

- **MUS 34** THEORY of MUSIC III
  Principles of harmonic progression, harmonization, non-harmonic tones. Appropriate exercises in analysis, composition and copywork.
  Prerequisite: MUS 33
  Corequisite: MUS 38
  3 crs. 3 hrs.

- **MUS 35** THEORY of MUSIC IV
  Seventh chords, secondary dominants, borrowed chords; beginning modulation. Appropriate exercises in analysis, composition and copywork.
  Prerequisite: MUS 34
  Corequisite: MUS 39
  3 crs. 3 hrs.

- **MUS 36** EAR TRAINING I
  Fundamentals of notation, rhythms, key signatures, tempo and dynamics, are studied with practice in elementary sight-singing and dictation. Course enables students to sing melodies at sight and to develop hearing perception.
  Prerequisite: MUS 1 or permission of the Department
  Corequisite: MUS 32
  2 crs. 2 hrs. plus supplementary laboratory assignment

- **MUS 37** EAR TRAINING II
  Sight-singing and dictation of melodies, rhythm, harmony, major and minor modes, intervals and chords, and rhythmic patterns.
  Prerequisite: MUS 36
  Corequisite: MUS 33
  2 crs. 2 hrs. plus supplementary laboratory assignment

+Basic Course
MUS 38 EAR TRAINING III

2 crs. 2 hrs.

plus supplementary laboratory assignments

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
Corequisite: MUS 34

MUS 39 EAR TRAINING IV

2 crs. 2 hrs.

plus supplementary laboratory assignments

Advanced study and application of ear-training learned in previous classes.

Prerequisite: MUS 38
Corequisite: MUS 35

+ MUS 51 MUSIC LITERATURE I

3 crs. 3 hrs.

Analytical study of cadences and phrase structures, utilizing monophonic and homophonic examples. Formal analysis of chorales, piano miniatures and art songs in simple (binary and tenary) forms, and other types of music (keyboard preludes and fantasies). Variation and compositions in rondo form. Symphonic works are utilized and the suite is studied as a complete form.

MUS 52 MUSIC LITERATURE II

3 crs. 3 hrs.

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. 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.”

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.

MUS 81 INDEPENDENT STUDY

1-3 crs. 1-3 hrs.

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

A.S. Degree

MUSIC

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HUM 1 HUMANITIES: FREEDOM and CONTROL: CULTURE in the 20th CENTURY

3 crs. 3 hrs.

Course explores literature, drama, art, and music in today’s world. Attempts are made to place 20th century developments into an historical context and illustrate the continuity of culture.

Prerequisite: Enrollment in “College Now” Program.

+Basic Course
The following courses are open to students in the CUNY BA program in Music ONLY.

+ **MUS 4** PIANO I

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.

Prerequisite: MUS 4

+ **MUS 12** HARMONY I

3 crs. 3 hrs.


Prerequisite: MUS 1, or equivalent, or permission of the Department

Corequisite: MUS 16

**MUS 13** HARMONY II

3 crs. 3 hrs.


Prerequisite: MUS 12

Corequisite: MUS 17

**MUS 14** CHROMATIC HARMONY and COUNTERPOINT I

3 crs. 3 hrs.

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

**MUS 15** CHROMATIC HARMONY and COUNTERPOINT II

3 crs. 3 hrs.

Chromatic harmony including Neapolitan sixth and diminished seventh chords, altered medians, 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

+Basic Course
MUS 16 EAR TRAINING I

2 crs. 2 hrs.
plus supplemental laboratory assignment

Training for aesthetic aural perception of music, concentration on recreation (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

MUS 17 EAR TRAINING II

2 crs. 2 hrs.
plus supplemental laboratory assignment

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

MUS 18 EAR TRAINING III

2 crs. 2 hrs.
plus supplemental laboratory assignment

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

2 crs. 2 hrs.
plus supplemental laboratory assignment

Continuation of MUS 18. Increasingly complex rhythmic and chromatic problems, leading to metrically ambiguous atonal melodies. Four-part chorale dictation will conclude with complete settings of Bach chorales.
Prerequisite: MUS 18
Corequisite: MUS 15

MUS 65, 66, 67, 68 PERFORMANCE and PRACTICE

4 crs. 3 hrs.
plus private instruction

A four-semester sequence during which students are given a weekly private lesson and are required to participate in Orchestra, Chorus, or Band. Acceptance into the course is based on an audition to demonstrate readiness to begin on the literature of the first semester. 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.
NURSING DEPARTMENT
Room T-4122  ext. 5522

Halice K. Beckett, Associate Professor
Catherine Carr, Associate Professor and Chairperson
Laura DiCapua, Senior College Laboratory Technician,
   Adjunct Lecturer
Valerie Gill, Assistant Professor
Barbara Gurski, Professor
Gloria P. Hartman, Associate Professor
Louise James, Associate Professor
Bella Kanturek, Associate Professor
Joann Lavin, Assistant Professor
Sylvia F. Martin, Professor
Marjorie McDonough, Assistant Professor
Monica Murray, Assistant Professor
Theresa M. Rodin, Assistant Professor
Dolores Shrimpton, Assistant Professor
Delores Washington, Associate Professor
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 permitted to enter the Nursing Program from any but the Pre-Nursing sequence. No entry directly into the Nursing Program will be permitted except as indicated below.

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.

On completion of 25 credits attempted at Kingsborough, students who fail to meet the transfer requirements into Nursing will be required to complete the requirements for the Liberal Arts (A.A.) Degree or, to file 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 exempt from ENG 12); PSY 11; BID 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 BID 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 the National League for Nursing Pre-admission Test.

Based on their College placement test scores, students must complete any required remediation prior to completion of the four courses in the Pre-Nursing sequence (A above).

Passing scores on the CUNY Reading, Writing, and Mathematics 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, CUNY Placement Scores and Nursing Department approval.

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 National League for Nursing Mobility I Profile Examination in “Fundamentals” with a score of 55 or better.

Credit for NUR 17 (Drug Calculations in Nursing), may be obtained by passing a Nursing Department examination with a score of 70% or better.

Information is available in the Nursing Office (T-4122)
Retention Criteria

Criteria for retention in the Program mandates that students must:

a. 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;

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

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

d. receive no more than two grades under “C” in any required Nursing course;

e. 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.)

Any student who has not attended nursing courses for two or more consecutive years cannot be readmitted into the Nursing Program unless qualifying examinations have been passed 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—as of Fall 1989

NUR 17, “Drug Calculations in Nursing” is a pre or corequisite of NUR 18 and a prerequisite to all other nursing courses. Throughout the rest of the program, drug knowledge and skills will be integrated and tested in every nursing course.

Beginning with the second semester (NUR 21) promotion to the next semester requires a “C” or better in the nursing course(s), a passing grade of 80% in the Drug Calculation Test given during that semester.

Malpractice Insurance—Health Clearance

Students entering nursing courses in which there are laboratory experiences in hospitals are required to have malpractice insurance, and health clearance prior to registration.

Information is available in the Nursing Office (T-4122) and/or in the College Health Services Office (A-108).

Legal Limitations for State Licensure

Requirements for licensure as a registered nurse in New York State include having attained the age of eighteen years or more, the successful completion of the A.A.S. Program in Nursing, passing the National Council Licensing Examination and being of good moral character. The Office of Professional Discipline investigates all applicants with prior criminal conviction (s) and/or pending criminal charges (felony or misdemeanor). Following its investigation, a determination will be made as to the applicant’s eligibility for licensure.
Nursing Courses Must Be Taken in the Following EXACT Sequence:

+ NUR 17 DRUG CALCULATIONS in NURSING  
  1 cr. 1 hr.
  Required for Nursing students, this course provides opportunities to acquire knowledge in computing medical dosages.
  Prerequisites: MAT M1, M2 and MAT R2 if necessary
  Pre or Corequisite: NUR 18 or equivalent

+ NUR 18 FUNDAMENTALS of NURSING  
  7 crs. 13 hrs.
  Introduction to the knowledge, skills, and understanding which are basic to nursing. The dependent and independent functions of the nurse are explored. During lecture and laboratory sessions, selected facts, principles and concepts, derived from the biological and behavioral sciences, are applied to common elements of nursing care. Laboratory sessions may be held on or 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 exempt from ENG 12
  Pre or Corequisite: NUR 17

NUR 21 NURSING the ILL ADULT I  
  9 crs. 16 hrs.
  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, accidents, respiratory, cardiopulmonary, nutrition and elimination disorders. Laboratory sessions may be off campus in hospitals or other health agencies.
  Prerequisites: NUR 17, 18
  Pre or Corequisite: BIO 51 (see page 156)
  NOTE: BIO 51 must be taken BEFORE or WITH NUR 21. Nursing students cannot continue in NUR 21 if they withdraw from BIO 51.

NUR 20 NURSING the EMOTIONALLY ILL  
  4 crs. 14 hrs.  
  (one-half semester)
  Introduction to the nursing intricacies of emotionally ill individuals. 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 psycho-dynamics to the behavior of these patients. Laboratory sessions may be off campus in hospitals or other health agencies.
  Prerequisite: NUR 21
  Corequisite: PSY 32
  Recommended: SOC 31; ENG 22.

+Basic Course
NUR 22  NURSING the ILL ADULT II
5 crs. 17 hrs.
(one-half semester)
Lecture-laboratory continuation of NUR 21 presents 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 Corequisite: PSY 32
Recommended: SOC 31; ENG 22.

NUR 19  FAMILY-CENTERED MATERNITY NURSING
4 crs. 14 hrs.
(one-half semester)
Introduction to family-centered maternity nursing. Lecture and laboratory sessions present facts, principles and concepts relevant to the care of individuals and families during the reproductive years of the life-cycle. Laboratory sessions may be off campus in hospitals or other health agencies.
Prerequisites: NUR 20, 22
Pre or Corequisite: SOC 31

NUR 23  NURSING of CHILDREN
5 crs. 17 hrs.
(one-half semester)
The special nursing skills necessary for children within a family that is 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
Pre or Corequisite: SOC 31

NUR 24  ISSUES in NURSING
1 cr. 1 hr.
Survey of the role of the beginning nurse practitioner as an individual and as a member of the nursing profession. Major facts in the history of American nursing with emphasis on legal aspects, issues and trends in nursing.
Open to fourth semester nursing students only.
Corequisite: NUR 19, 23
Electives

+ **NUR 41  EMERGENCY HEALTH CARE**  
2 crs. 2 hrs.

Introduction to: existing and potential environmental hazards; planning and implementation of precautions in daily living; basic structure and function of the healthy heart and circulatory system; techniques of taking the vital signs; techniques of basic life support for cardiopulmonary emergencies; enhanced knowledge of environmental hazards, and increased skills in identifying, preventing, and taking appropriate action(s).

+ **NUR 42  PARENTING**  
3 crs. 3 hrs.

The attitudes and functions of the American family during the childbearing and child-rearing years. Discussions relate to those areas of parenting that assist in developing approaches to satisfactory family life.

+ **NUR 43  PERSPECTIVES on DEATH and DYING**  
3 crs. 3 hrs.

The primary focus 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. The ethical/moral and legal problems arising from such controversial issues as advanced medical treatment, strategies, abortion, suicide and euthanasia.

*Prerequisites: PSY 11 and SOC 31*

**NUR 44  DIET in HEALTH and ILLNESS**  
2 crs. 2 hrs.

The nature of food and fluid intake in healthy and in ill individuals. Cultural differences, age variables, and dietary modifications.

*Co or Prerequisite: BIO 11*

**NUR 82**  
1-3 crs. 1-3 hrs.

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

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A.A.S. Degree

NURSING

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+Basic Course
John Blunt, Associate Professor
Harvey F. Carroll, Professor
    Director, Engineering Science Program
Gearlen M. Crump, Senior College Laboratory Technician
Anthony D. DiLernia, Associate Professor
    Fisheries and Marine Technology
Sidney L. Emerman, Associate Professor
Aston G. Gillies, Senior College Laboratory Technician
Miles Goodman, Associate Professor and Chairperson
Baila G. Gulkowitz, Senior College Laboratory Technician
Samuel Jaffe, Associate Professor
Laxman Kanduri, Instructor
    Fisheries and Marine Technology
Thomas O. Meeks, Associate Professor
Kenneth R. Neuberger, Associate Professor
Irving Resnick, Professor
Rose K. Rose, Professor
Harvey A. Yablonsky, Professor
CHEMISTRY

- **CHM 01 PREVIEW of GENERAL CHEMISTRY**
  0 crs. 2 hrs. (2 equated credits)
  Combined lecture and workshop introduces 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 included. 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: 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, CHM 01 or competence on Department Placement Examination.

- **CHM 12 GENERAL CHEMISTRY II**
  4 crs. 6 hrs.
  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.
  Laboratory course meets the needs of respiration therapy students who 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 will be granted for CHM 11-12.
  Open to students in the Metropolitan Hospital Respiration Therapy Program only.

- **CHM 31 ORGANIC CHEMISTRY I**
  5 crs. 9 hrs.
  Introduction to modern concepts of organic chemistry includes: structure and bonding, reaction mechanisms, stereochemistry, nomenclature and synthesis. 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.
  Continued 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, 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

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CHM 40 FOOD ANALYSIS

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, proteins, carbohydrates, and selected minor nutrients. For Food Science Majors and other interested students.

Prerequisite: CHM 12

CHM 81 INDEPENDENT STUDY

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

CHM 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.

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CHEMISTRY

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A.S. Degree

ENGINEERING SCIENCE

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ENVIRONMENTAL HEALTH

and SCIENCE

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FISHERIES and MARINE TECHNOLOGY

+ **HE 36  MARINE SAFETY and FIRST AID**
  3 crs. 3 hrs.
  Provides knowledge and skills necessary to meet emergency medical situations and to implement appropriate safety measures in a marine environment. Completion of course can qualify students for American Red Cross certification in cardiopulmonary resuscitation and first aid.
  **Required of Vessel Operations Majors.**

+ **FMT 09  BOAT OPERATIONS and TRAINING**
  1 cr. 2 hrs.
  Topics in this introductory vessel course include: historical boating perspective; importance of New York Harbor; boating terms; seamanship; boat construction; vessel maintenance; navigation and recreational sail and power boating. Students learn about career opportunities in the recreational boating field.

+ **FMT 10  TOPICS in FISHERIES and MARINE TECHNOLOGY**
  2 crs. 3 hrs.
  Overview of the commercial fishing and recreational boating industries. Topics include: the 2-mile limit law and its impact; survey of fishing gear; vessel orientation; fishing at sea; fish as food; seafood business management including marketing and distribution; seafood retailing; marina design and operations; the charter and party boat industry.

+ **FMT 11  AMERICAN FISHING INDUSTRY**
  3 crs. 3 hrs.
  History and socio-cultural traditions of the commercial fishing industry. The industry in the United States is examined in the context of international and federal fisheries laws, world activity in harvesting, marketing and environmental constraints.

+ **FMT 12  COMMERCIAL FISHERIES SCIENCE**
  4 crs. 6 hrs.
  Biological and oceanographic background to commercial fisheries. Concepts are presented to understand the life cycles, abundance, distribution and behavior patterns of marine species. Identification, nomenclature of finfish and shellfish, fishery resource management, aquaculture and marine pollution.

+ **FMT 13  INTRODUCTION to SEAFOOD**
  4 crs. 6 hrs.
  Introduction to the biological, chemical and nutritional aspects of seafood includes: basic elements of seafood bacteriology, public health concerns and factors that affect quality. Laboratory exercises involve chemical, microbiological, physical and sensory analysis in evaluating seafood.

**FMT 20  SEAFOOD BUSINESS MANAGEMENT**
  3 crs. 3 hrs.
  Examination of: the seafood industry; trade systems for sales; processing operations; transportation; the market distribution system. International marketing procedures, supply and demand, price structures, policy making and regulatory agencies that affect business operations.
  **Prerequisite: BA 11**

**FMT 21  SEAFOOD PROCESSING**
  3 crs. 4 hrs.
  Introduction to seafood processing focusing on a detailed review of how to handle and process fresh and frozen fish and shellfish, the relationship of handling to quality.
  **Prerequisites: FMT 12, 13**
FMT 22  SEAFOOD PRODUCTION LABORATORY  
4 crs. 6 hrs.
Practical experience in the principles and techniques of traditional and advanced seafood processing methods. Actual plant operations are performed.  
Prerequisite: FMT 21

FMT 23  SEAFOOD RETAILING  
3 crs. 3 hrs.
Overview of seafood sales and marketing techniques with emphasis on product ordering and handling, facility design, sanitation, merchandising, regulations, retail business skills and sales promotion.  
Prerequisites: BA 14, FMT 20

FMT 30  SEAMANSHIP  
3 crs. 4 hrs.
The principles and practice of seamanship, including nautical terminology, introduction to vessels, vessel handling, deck equipment, Rules of the Road, marlinspike seamanship and meteorology.

FMT 31  NAVIGATION  
3 crs. 4 hrs.
Introduction to navigation emphasizing nautical charts, the compass, piloting, tides and currents, position determination, aids to navigation and marine electronics.  
Prerequisite: Placement at Math R2 level or above.

FMT 32  VESSEL BUSINESS MANAGEMENT  
3 crs. 3 hrs.
The business and management aspects of operating a fishing vessel and fishing fleet.

FMT 33  VESSEL TECHNOLOGY I  
3 crs. 5 hrs.
During application of seamanship theory and fundamentals to vessel operations, students undertake vessel handling, piloting, all phases of applied engineering technology, operate rigging and deck machinery.  
Prerequisites: HE 36, FMT 30

FMT 34  VESSEL TECHNOLOGY II  
3 crs. 5 hrs.
Practical experience in commercial fishing trip planning, working the fishing grounds, handling the catch with concern for quality, and evaluating the productivity of a fishing vessel.  
Prerequisites: FMT 31, 33, 36

FMT 35  DIESEL TECHNOLOGY  
3 crs. 4 hrs.
Introduction to diesel engine principles, construction, operation, testing, maintenance and overhaul. The basics of marine diesel engine designs and their accompanying fuel, exhaust, cooling, lubricating and starting systems.  
Prerequisite: Passing score on CUNY Mathematics Assessment Test

FMT 36  COMMERCIAL FISHING METHODS  
3 crs. 4 hrs.
The principal forms of commercial fishing gear and methods and the factors influencing their choice for a particular species are considered. Trawling gear and techniques, seine operations, gillnetting, long-lining, trap fishing and dredge fisheries are reviewed and their respective fishing gear demonstrated.

+Basic Course
+ **FMT 37  AUXILIARY SYSTEMS**

3 crs. 4 hrs.

The basic hydraulic and refrigeration principles, system components and common shipboard system design including: installation, application, operation, maintenance and troubleshooting of vessel hydraulic and refrigeration systems.

*Prerequisite:* Passing score on CUNY Mathematics Assessment Test

+ **FMT 38  ELECTRICAL SYSTEMS and MARINE ELECTRONICS**

4 crs. 6 hrs.

Electrical theory as it applies to marine vessels and fishing. Types of electrical circuits, batteries, system design, installation, operation, maintenance, and repair of electrical systems and electronic equipment.

*Prerequisite:* Passing score on CUNY Mathematics Assessment Test.

+ **FMT 39  VESSEL MAINTENANCE**

3 crs. 5 hrs.

Basic skills required for maintaining and repairing wooden, fiberglass and steel vessels with emphasis on hulls, fluid and propulsion systems, rigging and welding.

**FMT 40  SEAFOOD BUSINESS ISSUES and TRENDS**

3 crs. 3 hrs.

The course ties together the key concepts learned in the other fisheries and seafood courses and focuses on current issues and trends in the industry. Guest lecturers from industry, academia and government augment class instruction and discussions. A research project on an important fishery or seafood problem or trend is undertaken. Successful individuals and companies are profiled.

*Recommended:* Course should be taken in last semester.
**GEOLOGY**

+ **GEO 31 METEOROLOGY**
  3 crs. 3 hrs.
  Introduction to the fundamental physical and chemical structure of the atmosphere. 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. 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. Topics covered include: 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; recent data concerning the geology of other planets; field and laboratory techniques of the geologist.

+ **GEO 35 HISTORICAL GEOLOGY**
  3 crs. 3 hrs.
  Presentation of 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 climatic and geological systems of the Earth, and the impact of these processes upon mankind's economic and demographic development. Contemporary ecological problems receive comprehensive description and analysis. To broaden students' acquaintance with geographical literature, outside readings are assigned.
First term of a non-calculus two-semester college lecture and laboratory course in classical and modern physics. 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.

Second term of General Physics. Topics 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.

First term of a calculus two-semester college lecture and laboratory course in classical and modern physics. 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.

*Corequisite: MAT 15*

**PHY 14 ADVANCED GENERAL PHYSICS II**

5 crs. 6 hrs.

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.

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. Laboratory sessions give students an opportunity to do experiments in some above areas.

*Prerequisite: PHY 12 or 14*

**PHY 22 INTRODUCTION to ELECTRICAL ENGINEERING**

3 crs. 3 hrs.

First course in electrical engineering. Topics include; circuit elements and their voltage-current relations; Kirchhoff’s laws; elementary circuit analysis; continuous and discrete signals; differential and difference equations; first order systems.

*Required of all Engineering Science Majors with a concentration in electrical engineering.*

*Prerequisites: MAT 21, MAT 56, CP 51, PHY 14.*

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*Basic Course*
**PHY 23  INTRODUCTION to ENGINEERING THERMODYNAMICS**

3 crs. 3 hrs.

First course in engineering thermodynamics. Topics covered include: Zeroth Law and absolute temperature; work, heat, First Law and applications; Second Law, Carnot theorems, entropy, thermodynamic state variables and functions, reversibility, irreversibility, and availability functions; ideal gas mixtures, mixtures of vapors and gas, humidity calculations.

Required of all Engineering Science Majors with a concentration in mechanical, civil or chemical engineering.

Prerequisites: CHM 12, PHY 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.

Prerequisite: A college level laboratory physics course or permission of the Department

**PHY 30  PHYSICS for EVERYDAY LIVING**

3 crs. 3 hrs.

Up-to-date coverage of developments in physics, with minimal use of mathematics, for liberal arts and career students. An integrative approach to traditional topics of mechanics, heat, liquids (at rest and in motion), wave sound, electricity and magnetism, atomic energy and nuclear physics, atomic bombs, space travel, and ecological problems.

**PHY 31  ELECTRONICS for COMMUNICATION I**

3 crs. 4 hrs.

First course of a three term sequence. Topics include: atomic structure, simple AC and DC circuits, Ohm's Law, resistors, Watt's Law, meters, motors, batteries, inductance, capacitance, series circuits, parallel circuits, resonance and FCC rules and regulations. The central theme of the course is the passive electronic components and their use. The laboratory gives practical experience in these topics.

Fulfills Group V requirements for Radio Broadcast Majors.

Prerequisites: Elementary Algebra, MAT 03 or MAT R2

**PHY 32  ELECTRONICS for COMMUNICATION II**

3 crs. 4 hrs.

Second course of a three term sequence. Topics include: tubes, transistors, common transistor amplifiers, power sources, audio frequency amplifiers, radio frequency amplifiers, oscillators, test and measuring equipment, integrated circuits, and digital fundamentals. The central theme of the course is the simple active electronic components and their use in circuits. The laboratory gives practical experience in these topics.

Fulfills Group V requirements for Radio Broadcast Majors.

Prerequisite: PHY 31 or permission of the Department

**PHY 33  ELECTRONICS for COMMUNICATION III**

3 crs. 4 hrs.

Third course of a three term sequence. Topics include: advanced AC and DC circuits, the fundamentals of AM, FM, and television systems, transmitters, antennas, and coaxial lines. Preparation is made for the General Class FCC License Exam. The central theme of the course is broadcast systems. The laboratory gives practical experience in these topics.

Fulfills Group V requirements for Radio Broadcast Majors.

Prerequisite: PHY 32 or permission of the Department

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+Basic Course
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. which, when taken at the same time, would be equivalent to a 4 credit lab course.

Prerequisite: 11th year Math or MAT 03 or permission of the Department

A.S. Degree

PHYSICS

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+Basic Course
SCIENCE

+ SCI 21 PHYSICAL SCIENCE I

2 crs. 2 hrs.
First part of a college-level two-semester sequence in Physical Science covers astronomy, mechanics, electricity and magnetism. It may be taken with SCI 38, a two-hour laboratory course for a total of 3 credits.

SCI 22 PHYSICAL SCIENCE II

2 crs. 2 hrs.
Second semester covers light, atomic structure, chemistry, meteorology and geology. It may be taken with SCI 29, a two-hour laboratory course for a total of 3 credits.
Prerequisite: SCI 21 or permission of the Department

+ SCI 25 APPLIED PHYSICAL SCIENCES for ALLIED HEALTH CAREERS

3 crs. 5 hrs.
This lecture and laboratory course surveys 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, plus an introduction to organic and biochemistry.
For Pre-Nursing students only.
Prerequisites: CUNY test placement beyond the level of MAT M1 or equivalent and ENG 04 or equivalent or satisfactory completion of BIO 10 or permission of the Department.

+ SCI 29 SCIENCE for ELEMENTARY SCHOOL TEACHERS

4 crs. 4 hrs.
Both a Science-Information and a Methods-of-Teaching Science course for Elementary School teachers. Participants explore Physical and Biological Science concepts to enhance their own mastery of these subjects. Methods of adapting these concepts to children in the elementary schools and the development of scientific processes and integration of science into the curriculum are considered in alternate sessions.

+ SCI 31 HISTORY and PHILOSOPHY of PHYSICAL SCIENCE

2 crs. 2 hrs.
A modern science course emphasizing historical, philosophical and political viewpoints, begins with the work of the ancients in astronomy. The revolution in science during the Renaissance is discussed with emphasis on the works of Copernicus, Galileo and Newton. Modern physics and chemistry, nuclear energy and space travel are included.

+ SCI 34 INTRODUCTION to MODERN CHEMISTRY

4 crs. 5 hrs.
A one-semester, non-mathematical survey course focusing on the role of chemistry in society. Chemical principles are woven into the study of current topics such as drugs, plastics, energy production and air pollution. Laboratory work illustrates these principles. Recommended for Liberal Arts and Career students.

+ Basic Course
+ SCI 35 INTRODUCTION to MODERN PHYSICS 4 crs. 5 hrs.
A one-semester lecture and laboratory college-level survey course in classical and modern physics. Areas covered include mechanics, heat, wave motion, electricity, optics, atomic and nuclear physics. Recommended for Liberal Arts and Career students.

+ SCI 36 INTRODUCTION to EARTH SCIENCE 4 crs. 5 hrs.
Emphasis is on the earth’s environment, meteorology, geology, astronomy, and oceanography. Field trips and laboratory work are included. Recommended for Liberal Arts and Career students.

+ SCI 37 CHEMISTRY and the ENVIRONMENT 4 crs. 5 hrs.
Through lectures and outside reading, students learn many aspects of air and water pollution, food additives, and lead poisoning of children. Emphasis is on chemical understanding, and basic principles. Attention is 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)
Promotes 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.
Using traditional experiments in spectroscopy and optics, the heavens will be observed during day and evening with telescope and naked eye. Methods and tools used by astronomers will be illustrated as students gain familiarity with the heavenly bodies. Can be taken with PHY 35—Introduction to Astronomy

+ SCI 51 PEOPLE and the ENVIRONMENT—CHEMISTRY EMPHASIS 2 crs. 2 hrs.
From a chemical point of view, course assesses what is known of the environment and how to conserve it; the actions designed to expand that knowledge and its use. Important contemporary problem of energy consumption and related pollution problems, waste disposal, and recycling. Note: This is a Basic Course. It does NOT require any prerequisite.

+ SCI 70 THE SCIENCE of NUTRITION 3 crs. 3 hrs.
Increased food processing and addition of chemical substances in foods make it important for students to understand the basic ideas of modern nutrition for their own well-being. This interdisciplinary course is taught jointly by the Biological Sciences and Physical Sciences Departments. Such concepts as biochemical individuality as related to nutrition for optimum health are integrated with surveys of carbohydrate, protein and fat metabolism. Additional topics include: the role of vitamins and minerals in metabolic processes and their still-controversial role in orthomolecular nutrition, food selection, diet during pregnancy and infancy, special diets during illness, and the safety of the food supply. Students are asked to analyze their own diet. Open to all students in partial fulfillment of their science requirement.

+Basic Course
MEDICAL RECORD TECHNOLOGY

Open to Program Majors ONLY

+ MRT 11 MEDICAL RECORD TECHNOLOGY I

3 crs. 4 hrs.

Introduction to the automated medical record department with emphasis on its structural and functional components, the roles and responsibilities of the RRA and the ART as they relate to the department and the hospital. The medical record will be examined with respect to content, analysis and structure, adequacy for meeting established requirements, legal implications and as a source document for health planning and research.

+ MRT 12 MEDICAL TERMINOLOGY

3 crs. 3 hrs.

Construction of medical terms using prefixes, suffixes, and root words. Emphasis is on the meaning and use of terms relating to anatomical structures, diseases and functions of the body.

MRT 13 MEDICAL RECORD TECHNOLOGY II

3 crs. 4 hrs.

History and practices of coding principles, conventions, abbreviations and annotations used in the International Classification of Diseases (9th Revision, Clinical Modification ICD-9CM); and Diagnostic Related Groups (DRG). Study of vital and public health statistics, utilized by medical record personnel.

Prerequisites: MRT 11, 12

MRT 14 MEDICAL RECORD TECHNOLOGY III

3 crs. 4 hrs.

The roles of accrediting and licensing agencies, including PRO, JCAH, AOA, state health departments, and the relationship between DRG’S, utilization review quality assurance programs and hospital reimbursement. Concepts and principles of law as they relate to the medical record profession.

Prerequisite: MRT 13
Corequisite: MRT 91

MRT 15 PATHOPHYSIOLOGY

3 crs. 3 hrs.

Study of disease processes, including their nature, cause, diagnosis, treatment and management. Focus on terminology related to pathology, symptomatology (objective/subjective), diagnosis and prognosis.

Prerequisites: BIO 11, 12, MRT 12

MRT 16 CODING

3 crs. 4 hrs.

In-depth study of ICD-9-CM coding principles with their DRG implications and the critical areas in the Annotated ICD-9-CM, which help identify the DRG concerns.

Prerequisites: MRT 13, BIO 11

MRT 17 MEDICAL RECORD TECHNOLOGY IV

3 crs. 3 hrs.

Principles of management with specific application to the medical record department in acute and non-acute care facilities. Basic skills in the areas of planning, organizing, controlling and actuating in their work environment.

Prerequisite: MRT 14

+Basic Course
MRT 18  MEDICAL INFORMATION PROCESSING  
3 crs. 4 hrs.  
The use of computers in a medical record setting, including problem solving, database management and information management. Application of microcomputers as a management tool in delivering medical record services.  
Prerequisites: MRT 14, 16, passing grade on the CUNY Mathematics Examination or permission of the Department.

SEC 66  MEDICAL MACHINE TRANSCRIPTION  
3 crs. 3 hrs.  
REQUIRED OF ALL MEDICAL RECORD TECHNOLOGY MAJORS. (course description pg. 276)

MRT 91  INTERNSHIP I  
3 crs. 9 hrs.  
A semester of one clinical visit per week for an eight hour day plus an additional hour per week devoted to seminar discussion of the clinical experience. Students apply knowledge and skills in areas such as storage and retrieval of medical records, coding of records, transcription, quality assurance, health statistics and legal aspects of records.  
Prerequisite: MRT 13  
Corequisites: MRT 14, 16

MRT 92  INTERNSHIP II  
3 crs. 9 hrs.  
A semester of one clinical visit per week for an eight hour day plus an additional hour per week devoted to seminar discussion of the clinical experience. Students apply knowledge and skills learned during the program with special emphasis on management functions.  
Prerequisites: MRT 13, 14, 16  
Corequisites: MRT 17, 18

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MEDICAL RECORD TECHNOLOGY  
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SECRETARIAL/OFFICE ADMINISTRATION

+ SEC 11  ELEMENTARY KEYBOARDING  2 crs. 4 hrs.
  Basic skills in keyboarding are developed and applied to the formatting of simple business and personal letters, tabulations, and manuscripts.

SEC 12  INTERMEDIATE KEYBOARDING  2 crs. 4 hrs.
  Keyboarding speed and control is stressed. Beginning production skill in keying business forms, including letters, tabulated materials, business reports, and manuscripts with emphasis on business standards. (With approval, students who satisfactorily completed the equivalent of this course may be exempt.)
  Prerequisite: SEC 11 or equivalent

+ SEC 13  ELEMENTARY SHORTHAND (PITMAN)  2 crs. 3 hrs.
  The basics of Pitman Shorthand theory and pretranscription training. Understanding Pitman theory is reinforced by practice in reading and writing contextual materials. The elements of transcription are introduced. Proper English usage and correct grammatical form are integral parts of learning Pitman theory.
  For students with no prior shorthand knowledge and students with less than one year of instruction in Pitman theory.

+ SEC 15  ELEMENTARY SHORTHAND (GREGG)  2 crs. 3 hrs.
  The basics of Gregg Shorthand theory and pretranscription training. Understanding Gregg theory is reinforced by practice in reading and writing contextual materials. The elements of transcription are introduced. Proper English usage and correct grammatical form are integral parts of learning Gregg theory.
  For students with no prior shorthand knowledge and students with less than one year of instruction in Gregg theory.

SEC 16  INTERMEDIATE SHORTHAND (PITMAN)  3 crs. 4 hrs.
  Continued development of Pitman Shorthand language skills and pretranscription 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 exempt.)
  Prerequisites: SEC 13 or equivalent and SEC 19 or equivalent
  Corequisite: SEC 12

SEC 18  INTERMEDIATE SHORTHAND (GREGG)  3 crs. 4 hrs.
  Continued development of Gregg Shorthand language skills and pretranscription 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 exempt.)
  Prerequisites: SEC 15 or equivalent and SEC 19 or equivalent
  Corequisite: SEC 12
+ **SEC 19** **BASIC DICTATION (GREGG, PITMAN)**

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 Program Majors**

Prerequisite: SEC 13 or 15, or permission of the Department

+ **SEC 21** **BASIC WORD/INFORMATION PROCESSING**

3 hrs. 4 hrs.

Study of modern word/information processing concepts in the organization, operation, and control of office functions. Emphasis is on the secretary's dual role as an administrative assistant and/or as a correspondence secretary. Keyboarding of letters, memoranda, and tables on electronic word processing equipment including basic word processing terminology.

Prerequisite: SEC 11 or equivalent

Corequisites: SEC 12, 37

+ **SEC 22** **ADVANCED WORD/INFORMATION PROCESSING**

3 hrs. 4 hrs.

Applied use of word/information processing procedures and equipment in a simulated word processing environment and total work flow of office communications from input through output. Keyboarding on electronic word processing equipment of tables, reports, letters, and form letters with variable information.

Prerequisite: SEC 21

Corequisite: SEC 33

**SEC 23** **MACHINE TRANSCRIPTION**

3 hrs. 4 hrs.

Dictating equipment is used in composition of memoranda, letters, manuscripts, business reports and other communications. Recorded dictation is then transferred into usable or mailable format. Associated language-arts skills including punctuation, spelling, capitalization, word usage, proofreading, and editing.

Prerequisites: SEC 12, 37

Corequisite: SEC 21

**SEC 24** **OFFICE SYSTEMS and PROCEDURES**

3 hrs. 3 hrs.

The systems and procedures of the electronic office for the executive secretary and word processing specialist. Course includes: planning and organizing office operations, developing good 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.

Prerequisite: SEC 21

Corequisite: SEC 92

**SEC 25** **OFFICE INFORMATION PROCESSING APPLICATIONS**

3 hrs. 4 hrs.

Knowledge, skill and understanding the uses of integrated software in the electronic office. Electronic spreadsheets, database management, word processing, graphics, and telecommunications are applied to office information processing.

Prerequisites: SEC 22, 33

+Basic Course
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—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.

SEC 28 LEGAL ASSISTING II

3 crs. 3 hrs.

Specialized training 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. Divorce, uncontested and contested; separation; child custody; alimony and support payments; annulment; separation agreements, and orders of protection.
Prerequisite: SEC 27

SEC 31 ADVANCED SHORTHAND and TRANSCRIPTION I

3 crs. 4 hrs.

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

SEC 32 ADVANCED SHORTHAND and TRANSCRIPTION II

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.
Prerequisites: SEC 31, 33 and 37
Corequisites: SEC 34 and 92

SEC 33 ADVANCED KEYBOARDING

2 crs. 4 hrs.

Mastery of keyboarding skills and formatting techniques includes formatting business communications, directives, business reports, and statistical data. Emphasis is on the executive secretary.
Prerequisite: SEC 12 or equivalent or permission of the Department

SEC 34 SECRETARIAL PRACTICE

3 crs. 4 hrs.

Broadly-based, comprehensive course 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, preparing business reports, use of machine transcribers, and word processing equipment. Fostering good human relations in an office, and developing attitudes and traits of the successful executive secretary.
Open to Program Majors only.
Prerequisites: SEC 31, 33, 37

SEC 35 EXPERT KEYBOARDING

1 cr. 2 hrs.

To achieve expert levels in keyboarding and formatting of business letters, interoffice memora-nda, directives, and manuscripts. Business standards are maintained in simulated office situations.
Prerequisite: SEC 33

+Basic Course
SEC 37  BUSINESS COMMUNICATIONS

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 to Program Majors only.
Prerequisites: ENG 03, SEC 11 or equivalent

SEC 41  INTERMEDIATE KEYBOARDING: INTENSIVE

Develops the skill 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 is evaluated by the instructor, and individual prescriptions are prepared to eliminate the gaps in knowledge and understanding and/or skills inadequacies. Completion of special skills projects in secretarial laboratories, development of mailability standards, and tutorial instruction.
Prerequisite: Permission of the Department

SEC 42  INTERMEDIATE SHORTHAND (PITMAN): INTENSIVE

Develops the skill attainment levels of SEC 13, and SEC 16, for students with educational and/or experiential background that includes the complete theory of Pitman Shorthand and the ability to take dictation at 60 wpm for two minutes with 95 percent accuracy. Each student is evaluated by the instructor to measure understanding of the principles of Pitman Shorthand, the level of dictation and transcription skills. Individual prescriptions include the use of tapes for development of shorthand principles, and the ability to take dictation, the completion of transcription projects in the secretarial laboratory, and tutorial instruction.
Prerequisite: Permission of the Department

SEC 44  INTERMEDIATE SHORTHAND (GREGG): INTENSIVE

Develops the skill attainment levels of SEC 15, and SEC 18, 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 is evaluated by the instructor to measure understanding of the principles of Gregg Shorthand, the level of dictation and transcription skills. Individual prescriptions include the use of tapes for development of shorthand principles and the ability to take dictation, the completion of transcription projects in the secretarial laboratory, and tutorial instruction.
Prerequisite: Permission of the Department.

SEC 45  ADVANCED SHORTHAND and TRANSCRIPTION I: INTENSIVE

An intensive program to develop dictation speeds of 60 to 100 wpm, review principles of stenography, reinforce patterns of writing at high speeds, introduce and develop transcription skills and meet the performance objectives for SEC 16, or 18 and 31. Each student is evaluated by the instructor. Gaps in learning and understanding that do not reflect the standards of the executive secretary are corrected through individual prescriptions including use of tapes in the Secretarial Resource Center and Media Center, transcription projects in the secretarial laboratory, and tutorial services.
Prerequisite: Permission of the Department

SEC 46  ADVANCED KEYBOARDING: INTENSIVE

Develops the skill attainment and the production levels of SEC 12, and 33, for students with educational and/or experiential background of 40 wpm for five minutes with 2.5 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 51  ELEMENTARY LEGAL SHORTHAND and PROCEDURES

3 crs. 4 hrs.

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 to Program (Legal) Majors only.
Prerequisites: SEC 12 and 16, or 18 or equivalent
Corequisites: SEC 31, 33 and 37

SEC 52  ADVANCED LEGAL SHORTHAND and TRANSCRIPTION

4 crs. 6 hrs.

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.

Open to Program (Legal) Majors only.
Prerequisites: SEC 31, 51
Corequisites: SEC 34, 92

+ SEC 53-54  THE SCHOOL SECRETARY

2 crs. 2 hrs. (each semester)

In this two-semester course, consideration is given to the educational principles relating to the school secretary’s work, with emphasis on the organization of school systems, particularly that of New York City.

Open to Program (School) Majors only.

+ SEC 55  SCHOOL RECORDS and ACCOUNTS

2 crs. 2 hrs.

Introduction 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, accounts, textbooks and supplies.

Open to Program (School) Majors only.

+ SEC 56  KEYBOARDING for BUSINESS COMMUNICATIONS

2 crs. 3 hrs.

Basic keyboarding skills for typewriter and computer input and the basics of written business communications which will be applied to the production and editing of business communications.

Open to Non Majors

SEC 66  MEDICAL MACHINE TRANSCRIPTION

3 crs. 3 hrs.

Students who plan to be medical transcribers are trained to transfer recorded medical dictation into a usable or mailable format. Recorded dictation consists of material to be transcribed as medical reports (autopsy, consultation, operative, pathology, surgical, x-ray reports, discharge summaries; medical histories; physical examinations, etc.) as letters, speeches, white papers or journal articles. Transcription takes place on a personal computer.

Open to Medical Record Technology Majors only. (See page 118)
Prerequisites: SEC 11, MRT 12

+Basic Course
SEC 67  BEGINNING MEDICAL SECRETARY PRACTICE  
2 crs. 3 hrs.
Introduction to the medical office responsibilities of a medical secretary, includes analysis of medical care plans and their respective forms, development of skills in the use of office machines, medical filing techniques and procedures.
Open to Program (Medical) Majors only.
Prerequisites: SEC 12 and 16, or 18
Corequisites: SEC 31, 33 and 69

SEC 68  ADVANCED MEDICAL SECRETARY PRACTICE  
2 crs. 3 hrs.
Duties and responsibilities of a medical secretary include: telephone techniques, meeting patients, preparation of case histories, medical records management, ethics, business aspects of a medical practice, financial records, insurance forms, organization and administration of a medical office. Development of skills in the use of dictating and transcribing machines, and word processing equipment.
Open to Program (Medical) Majors only.
Prerequisites: SEC 31, 33, 67, 69
Corequisite: SEC 70

SEC 69  ELEMENTARY MEDICAL DICTATION and TERMINOLOGY  
3 crs. 4 hrs.
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.
Open to Program (Medical) Majors only.
Prerequisites: SEC 12 and 16, or 18
Corequisites: SEC 31, 33, 37, 67

SEC 70  ADVANCED MEDICAL DICTATION and TRANSCRIPTION  
4 crs. 6 hrs.
Continued development of medical shorthand vocabulary in the areas of: gynecology, obstetrics, pediatrics, gastroenterology, chemotherapy, orthopedics, neurology, and medical abbreviations. 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 to Program (Medical) Majors only.
Prerequisites: SEC 31, 33, 37, 67, 69
Corequisite: SEC 68

SEC 81  INDEPENDENT STUDY  
1-3 crs. 1-3 hrs.
Independent study of Secretarial/Office Administration 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

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

Eight hours per week of supervised work experience in law firms in the community, and one hour a week of classroom discussion of the on-the-job experience are course requirements.

Prerequisites: SEC 31, 33, 37 and 51
Corequisites: SEC 34 and 52

SEC 92c FIELD EXPERIENCE—SCHOOL

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

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

Actual experience in using word/information processing machines to complete projects in business offices. Each student works a minimum of 100 hours as a word/information processing operator in business, attends lectures and seminars at the college to develop insight into the personnel and management problems of the electronic office.

Prerequisites: SEC 31, 33, 37 and 21
Corequisites: SEC 22 and 23

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SECRETARIAL/OFFICE ADMINISTRATION

Requirements—Page 123
BILINGUAL SECRETARY

Students in the Bilingual Program who are concentrating in Secretarial/Office Administration MUST FULFILL:

1. COLLEGE REQUIREMENTS

   ESL 04 and/or 17 (if required) (page 174) ........................................... 0 credits
   ENG C1 (if required) page 175) ......................................................... 0
   or ENG C2 (based on CUNY Test scores, students may be exempt) ...... 4
   ENG 22 (page 176) ......................................................... 4
   HPE 12 (page 201) ................................................................. 3
   Corrective speech (if required) ...................................................... 0
   MAT M1 and M2 or MAT R2 proficiency (page 233) ......................... 0

2. COURSE REQUIREMENTS† (course descriptions page 271)

   Keyboarding-Elementary and Intermediate (SEC 11-12) ...................... 4
   Shorthand-Elementary and Intermediate (SEC 15-18) ......................... 7
   Basic Dictation (SEC 19) ............................................................... 2
   Shorthand and Transcription-Advanced I & II (SEC 31-32) ................. 7
   Advanced Keyboarding (SEC 33) .................................................. 2
   Secretarial Practice (SEC 34) ...................................................... 3
   Business Communications (SEC 37) ................................................. 3
   Field Experience (SEC 92) ............................................................. 3
   Intensive Review of Spanish Grammar (SPA 17 page 195) ................ 3
   Proper Models of Spanish Grammar and Conversation for Native Speakers (if needed) (SPA 18) 3
   Spanish Syntax and Composition (SPA 36) ...................................... 3
   Spanish Business Writing I and II (SPA 47-48) ................................ 6
   Listening and Speaking Skills (SPE 11 page 283) ................................ 3
   Effective Public Speaking (SPE 21) .................................................. 3
   Voice and Articulation (SPE 29) ...................................................... 3
   Principles of Mathematics (MAT 7 page 234) OR
   Introduction to Modern Concepts of Biology (BIO 33 page 154) ............ 4
   The Caribbean: 1492 to Present (HIS 42 page 218) OR
   Introduction to Sociology (SOC 31 page 145) ................................... 3

3. ELECTIVES—Sufficient to meet required total of ........................................ 64 credits

†Students selecting specializations such as Legal, School, Medical, Executive, Word/Information Processing will do so on completion of SEC 31. Selection is to be made AFTER consultation with Department Advisor.
SPEECH and THEATRE DEPARTMENT
Room E-309B  ext. 5591

Sheldon I. Aptekar, Professor
Mortimer Becker, Professor and Chairperson
Dorothy A. Beckmann, Associate Professor
Stephen Castellano, College Laboratory Technician
Mary V. Crowley, Professor
Andrew H. Drummond, Professor
David Frankel, Assistant Professor
Cindy Greenberg, Assistant Professor
Cliff Hesse, Assistant Professor
Gerald Rothman, Senior College Laboratory Technician
Greg D. Sutton, College Laboratory Technician
Terry Trilling, Associate Professor
MASS COMMUNICATIONS

+ MCB 34 SALES and ADVERTISING—RADIO and TELEVISION 3 crs. 3 hrs.
Prepares students to: plan and write advertising copy; write and make radio and television commercials; design and market an advertising campaign; understand the ethics, propaganda, budget and copyright laws as they apply to advertising.

+ MCB 35 INTRODUCTION to BROADCASTING 3 crs. 3 hrs.
Historical development, social philosophy and technology of radio and television investigation of ratings, program production and scheduling.

+ MCB 36 ANNOUNCING—RADIO and TELEVISION 3 crs. 3 hrs.
Techniques of broadcasting, theory underlying use of the equipment employed and practical aspects of their proper use. Correct voice production procedures for announcing, methods of sight reading and oral reading.
Prerequisite: SPE 31 or permission of the Department

MCB 37 BROADCAST JOURNALISM 3 crs. 3 hrs.
Understanding the role of radio and television in reporting and shaping the news and the differences between these media and the press. Reporting, writing and editing newscasts with practical experience working against deadlines.
Prerequisite: MCB 35

MCB 38 BROADCAST MANAGEMENT 3 crs. 3 hrs.
The decision-making roles in contemporary broadcast operations. Traffic flow, governmental requirements, ethics, community needs, inter-media relationships, and responsive programming.
Prerequisite: MCB 35

+ MCB 39 STUDIO OPERATIONS 3 crs. 3 hrs.
Introduction to operational and technical aspects of broadcast audio equipment. Various uses of all studio equipment.

MCB 40 ADVANCED STUDIO OPERATIONS 3 crs. 3 hrs.
Sound manipulation, processing equipment, advanced editing techniques in the compilation of commercials, long-form programming and production for continuity.
Prerequisite: MCB 39

+ MCB 41 INTRODUCTION to TELEVISION 3 crs. 3 hrs.
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.

MCB 44 SPORTSWRITING and PRODUCING 3 crs. 3 hrs.
Practicum in the unique Journalistic area of sports presentation including reporting, writing, performing and producing sporting events. Covers the job of the sports specialist in radio and television news programs and interviewing techniques.
Prerequisite: MCB 37

+Basic Course
+ **MCB 59 RADIO STATION OPERATIONS** 1 cr. 6 hrs.*

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.

**MCB 91 INTERNSHIP** 3 crs. 3 hrs.

Applied work/study at professional broadcasting organizations.

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

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.

**MCF 43 FILM GENRE** 3 crs. 3 hrs.

The mass medium of film and its ability to reflect and influence a wide variety of sociological and psychological events and trends, as seen through a particular genre. The genre will change each semester (i.e., film noir, animation, the documentary, western).

MCF 40: Recommended—Not required.

+ **MCM 30 MASS MEDIA** 3 crs. 3 hrs.

Analysis of mass media to discover 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. Focus is on radio, television, newspapers, magazines, film and advertising.

+ **MCM 42 COMMUNICATIONS DEVELOPMENT and APPLICATIONS** 3 crs. 3 hrs.

Communication from Caveman to Cronkite. Examination of the origins of human communication and technologies in order to apply this knowledge to everyday business and personal life. Body language, color, art, music and architecture as communication media.

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**A.A.S. Degree**

**BROADCASTING TECHNOLOGY and MANAGEMENT**

**Requirements—Page 105**

+Basic Course
+ SPE 11 LISTENING and SPEAKING SKILLS 3 crs. 3 hrs.
To strengthen oral language abilities and improve listening proficiency, students are made aware of the nature of their language. Focus is on vocabulary enrichment, word pronunciation, attention to grammar, verbal self-expression, listening as a skill and note-taking techniques.

+ SPE 12 INTRAPERSONAL/INTERPERSONAL COMMUNICATION 3 crs. 3 hrs.
The communicator’s development of self-concepts, ability to understand and project a comfortable and confident self-image. Methods to improve and use this knowledge when interacting and communicating with other individuals and with groups.

+ SPE 14 COMMUNICATION SKILLS for PRESCHOOL and ELEMENTARY SCHOOL TEACHERS 3 crs. 3 hrs.
Assignments include research, brief written reports, oral presentation and class critiques to develop skills in classroom presentations of written materials such as short stories, poetry, and essays for children, and 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 speech arts in nursery and elementary schools. Students learn to understand and work with children 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.
Study of children’s normal speech and language development. Future speech majors, classroom teachers, child care workers and parents learn 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 provided to overcome problems in the articulation of sounds, word pronunciation, voice production, stress and rhythm in connected speech. To eliminate regional accents, standard American speech is emphasized, the underlying theory of proper voice production and speech formation.

+ SPE 21 EFFECTIVE PUBLIC SPEAKING 3 crs. 3 hrs.
The basic elements for clear and effective public speaking. Practice and study in skills such as organizing and outlining speeches, developing ideas, using audio-visual materials for clarification and amplification of ideas, techniques of extemporaneous and impromptu speaking, methods of delivery. All basic elements are brought together through the presentation of several speeches.
SPE 22  THE ART of CONVICTION and PERSUASION  3 hrs.
The practical applications of the art of discourse in all aspects of human activities: law, politics, literature and science. Course aims 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

+ SPE 23  SPEECH for FOREIGN-SPEAKING STUDENTS  3 hrs.
To speak English more effectively students study the formation of word pronunciation, and the correct stress and rhythm in phrases and sentences. Practice in conversation, reading aloud and informal speech.

+ SPE 24  CAREER COMMUNICATION  3 hrs.
Communication skills used most frequently in the professions, business and industry. Speaking logically and expressing ideas creatively. Theories of interpersonal communication and practice in such speaking situations as job interviews, small group presentations, business meetings, conferences and platform speaking, use of clear and acceptable speech.

SPE 25  GROUP DISCUSSION  3 hrs.
Principles and techniques of group interaction. Conference leadership and participation skills are learned through reading, discussion, practice, observation and evaluation of group discussions. Focus is on how learned concepts may be applied to educational, social and business situations.

SPE 27  ORAL INTERPRETATION  3 hrs.
Students 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, practical skill and enjoyment in reading aloud is developed. Recommended to Theatre Arts and Radio Broadcasting students.

SPE 28  LANGUAGE and SPEECH for ESL STUDENTS  3 hrs.
To extend speaking and comprehension abilities of ESL students. Those admitted to this course must have a fair ability in the English language, and must be intelligible to the average listener. Emphasis is on: oral production of English language grammar, elimination of articulatory, stress, and intonation errors; spoken production and comprehension of expanded English vocabulary, and American colloquialisms. Opportunities for practice to improve and further develop spoken English through the use of taped recordings.  
Prerequisite: SPE 23 or, permission of the Department.  
ESL English courses, see page 181

+ SPE 29  VOICE and ARTICULATION  3 hrs.
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, quality and phonetic symbols. Assistance to overcome minor speech and voice problems most commonly found in the New York City area.
SPE 30 TRAINING the SPEAKING VOICE

To develop voice quality, students learn the theory of voice production including: 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. Practice provided to overcome voice problems and develop proper articulation.

SPE 31 TRAINING in ARTICULATION

Correct articulation of the sounds of speech, proper pronunciation, elimination of regionalism and development of speech patterns to enhance verbal communication skills and eliminate vocal production faults.

SPE 81 INDEPENDENT STUDY

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

SPE 82

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

+ Th.A 50 INTRODUCTION to THEATRE ARTS

3 crs. 3 hrs.

Various elements which compose theatre from classical to modern times, are studied as art forms and as parts of an integrated whole. 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 are required to participate in technical aspects of a current major theatre production, or the equivalent.

Required of Theatre Arts Majors.
Recommended for non-Theatre Arts Majors in the Liberal and Fine Arts, and in Business.

+ 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, screen, and television production.

+ Th.A 52 ACTING I

4 crs. 4 hrs.

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.

Advanced classroom and laboratory course furthers sensory awareness, memory and character study for role preparation. Basic vocal and body techniques explore the psychophysical actions, objectives and superobjectives of characters. Acting theories are studied and practiced.

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 and childrens theatre. Public performances involve student directors and stage designers.

Th.A 55 STAGECRAFT

3 crs. 4 hrs.

Through discussion and demonstration, students learn the various elements of production, backstage/studio technical organization, stage managing, scenery construction and painting. Participation in major school productions is required.

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

+ Th.A 56 BASIC LIGHTING

3 crs. 3 hrs.

The field of lighting, principles of electricity and light, how they relate to designing lights for stage, screen, television and industrials. Technical implementations are qualified and applied in laboratory conditions and in actual productions. In-depth studies of lighting particular plays and participating in at least one college production is required.

+Basic Course
+ Th.A 57 PUPPETRY
3 crs. 3 hrs.
Appreciation of puppets and puppetry, their history, production and manipulation. Students apply techniques of building and using puppets as effective theatre.

+ Th.A 59 PLAY PRODUCTION
1 cr. 6 hrs.
Performance, technical theatre production, box office management and stage management. Student participation can earn up to a total of four credits (one each semester) for successful contribution to a production.

required of all Theatre Arts Majors.

Th.A 60 FUNDAMENTALS of COSTUME DESIGN
3 crs. 3 hrs.
Lectures and demonstrations on 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 theatre productions.
Prerequisite: Th.A 50

Th.A 61 MAKEUP for the STAGE
3 crs. 3 hrs.
Design and application of stage make-up, principles for designing make-up and the actual applications of corrective and three dimensional make-up for production work. Students are trained through lecture-demonstrations, laboratory situations, and actual production work. Each student is 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.
Acting in pre-modern drama with detailed analysis of the acting styles of selected Classic, Elizabethan, Neo-Classic, Restoration and Romantic drama. Study of language and movement in historical periods, is supplemented by practice in laboratory situations. Class enrollment is limited.
Prerequisite: Th.A 53 (may be waived by the Department)

+ Th.A 63 BASIC SOUND TECHNOLOGY
3 crs. 3 hrs.
Basic principles, equipment, operation of sound equipment and the proper methods for using tape recorders, microphones, and amplifiers in relation to designed productions for the stage, screen and air waves. Analysis of equipment and methods of operation are applied in class, laboratory and in actual production.
Prerequisite: Th.A 50, or MCB 35, or permission of the Department

Th.A 65 SCENIC DESIGN
3 crs. 3 hrs.
Techniques and development of scenic designs based on a sound and thorough knowledge of the theatre. The designer’s procedure and method of working are studied in laboratory and in actual production.
Prerequisite: Th.A 55 (may be waived by the Department)

+ Basic Course
Th.A 66  DIRECTING: THE FUNDAMENTALS  3 hrs. 4 hrs.
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 67  AMERICAN MUSICAL THEATRE  3 hrs. 3 hrs.
Development of the Broadway musical theatre from European operetta and American jazz backgrounds to the present day. Emphasis is on the musical and theatrical traditions of this form as well as on the changing styles in music, staging, and production values.

+ Th.A 68  HISTORY of the THEATRE  3 hrs. 3 hrs.
History of the theatre from its primitive origins to modern times, includes study of historical documents, contemporary writings, slides of theatre architecture, costumes, scenic designs and related artifacts.

+ Th.A 69  STREET THEATRE  4 hrs. 4 hrs.
Study and involvement in elements which compose street theatre. Students participate in exercises which help create ensemble acting, adaptation of materials to fit the street, 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 hrs. 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 hrs. 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
THEATRE ARTS
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+Basic Course

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TAT 1  INTRODUCTION to TRAVEL and TOURISM  3 crs. 3 hrs.
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  3 crs. 3 hrs.
Emphasis is on destination development. Topics include: travel motivation; man made and natural attraction, and activities in their geographic context; major tourism destination areas; selling techniques used when counseling clients.

TAT 3  THE TRAVEL INDUSTRY II  3 crs. 3 hrs.
Transportation and Wholesaling are major components of the travel and tourism industry. In the Transportation area topics include regulation and deregulation, fare structure, charters, administration and marketing. In the Wholesaling area topics include services, tour packaging and legal aspects.
Prerequisite: TAT 2

TAT 4  COMPUTER RESERVATIONS SYSTEMS  3 crs. 4 hrs.
Students receive continuous hands-on experience in learning how to access the computer to make bookings for airlines, hotels, rental cars, trains and cruises. Intensive study of the TWA PARS computer reservations system.
Prerequisite: TAT 11

TAT 11  THE TRAVEL AGENT and WHOLESALER I  3 crs. 3 hrs.
To understand the operation and management of a travel agency, emphasis is on development skills and practical experiences in ticketing, the use of domestic and international reference guides, financial responsibility as it pertains to travel agency operation and management structure.
Prerequisite: TAT 2

TAT 12  THE TRAVEL AGENT and WHOLESALER II  3 crs. 3 hrs.
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 become familiar with governmental regulations and financial sales reports.
Prerequisite: TAT 11

+Basic Course
TAT 21 THE HOSPITALITY INDUSTRY
3 crs. 3 hrs.
Operation and management of hospitality enterprises with emphasis on the application of management principles and financial operations as they exist in hotels, motels, restaurants, and resorts.
Prerequisite: TAT 2

TAT 31 TRANSPORTATION
3 crs. 3 hrs.
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

TAT 92 FIELD EXPERIENCE in TRAVEL and TOURISM
3 crs. 9 hrs.
(8 hrs. in field
plus 1 hr. on-campus seminar)
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 of seminar discussion of relevant topics on campus.
Prerequisite: TAT 11

A.A.S. Degree
TRAVEL AND TOURISM
Requirements—Page 127
John R. Clune, Professor and Chairperson
Florence Houser, Professor
Sharad Karkhanis, Professor
Coleridge Orr, Assistant Professor
Michael Rosson, Assistant Professor
         Director, Media Services
Adele Schneider, Professor
E. Susan Stonehill, Senior College Laboratory Technician
Luis Tirado, College Laboratory Technician
Angelo Tripicchio, Associate Professor
Topical exhibits, original works of art and spectacular views of the campus and its surrounding waters enhance the 8 story Robert J. Kibbee Library.
The Library and Media Center is the major learning resource facility at the college. Students and faculty are provided with a rich variety of materials to support the curriculum, meet information needs, assist in study, in research, in stimulating cultural development, satisfying special interests and academic curiosity. Professional librarians offer reference service and individual teaching assistance for students, produce and distribute a library handbook and a twice yearly newsletter "Op Cit" for faculty, administration and staff, and are available to promote the full utilization of all library resources.

The Library's high-quality collection includes more than 117,000 carefully selected books, over 500 current periodicals, magazines and journals, more than 11,000 bound periodicals and over 8,725 microfilms. Additional resources include 13,000 pamphlets, government documents, career briefs, and special collections of maps and college catalogs.

In the Media Center are 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.

Media Center is in the Library, Room L-118, ext. 5074.
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Saul W. Katz, Assistant Director and
Executive Assistant to the Dean
Bernice Douglas, Director, Publications
Judith Fink, Director, Public Relations
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Janet Birnkrant, Assistant Director,
Continuing Education Programs
Charles Hines, Director, “Diploma Now” Program
CONTINUING EDUCATION and EXTERNAL AFFAIRS

In support of its mission as an educational institution for the community, the College relies on outreach to a broad spectrum of learners. In addition to students of all ages who matriculate in credit and degree programs, the College serves learners who seek courses and programs on a not-for-credit basis. It also supports learning outside of classrooms by making its rich resources as a collegiate institution—its scholars, artists and performers, print and technology resources, and campus facilities—available to the community.

This College and its President recognize the importance of inter-connected networks of educational institutions, corporate entities, civic and governmental bodies. The College, its President, faculty and administrators are all active in these networks in order to secure the future, not only of the institution itself but of the City of New York as all advance toward the Twenty-first Century.

Outreach efforts are developed in Continuing Education and External Affairs and, with the consent and support of the President, advanced by Public Relations, Community Relations, and Publications.

PUBLIC RELATIONS

The principal responsibility of the Office of Public Relations is to disseminate information about the College and its programs to the press, public agencies, the central administration of The City University of New York, sister colleges and other educational institutions, including local schools. Together with the outreach afforded by Community Relations, Public Relations undertakes to publicize the College’s mission and the programs and services undertaken in fulfillment of that mission. This is accomplished via the Currents newsletter, press releases and other publications. At the request and direction of the President, Public Relations also undertakes the promotion of special projects, including events, that will advance the College and help to secure public support.

COMMUNITY RELATIONS

At the direction of the President and the Dean and in partnership with Public Relations, Community Relations efforts also serve to publicize the College and advance its mission. The College’s vital links with its community are enhanced in several ways: through public events, such as the enormously popular free concerts; through provision of meeting places and facilities, and by making scholarly and civic expertise available to the community in addressing community issues.

PUBLICATIONS

The Office of Publications produces the major catalogs, course listings, schedules, and handbooks for the academic departments of the College. In addition to informational publications, advertising and promotional responsibilities are assigned to the Office of Publications. Each semester the Continuing Education catalog is prepared as a newspaper supplement. The Office of Publications also services Administration with posters and promotions; individual departments and divisions with special targeted recruitment efforts, including brochures, advertising, special promotions, invitations and programs; students’ requirements, including graduation invitations and souvenir programs.
CONTINUING EDUCATION PROGRAMS

Career Advancement Courses

Tailored to the needs of adults re-entering the job market or seeking to update or upgrade skills for current jobs, career advancement courses build skills in data processing, typing and shorthand, and other business office skills. Career planning is facilitated by courses which introduce the adult learner to occupational options.

Certificate Programs

Carefully designed sequences of courses comprise the certificate programs. Offered on a non-credit basis, exempt from liberal arts distribution requirements, and of considerably shorter duration than degree programs at the College, the Continuing Education certificate programs nevertheless require commitment to a sustained and rigorous course of study. They are designed for adults seeking entry level employment in such positions as bookkeeper, administrative assistant, and lawyer's assistant (paralegal).

High School Equivalency

Preparation for the G.E.D. examination includes a diagnostic/prescriptive workup, practice in test-taking, instruction in content areas, writing skills development, and counseling for both career development and college admission. For adults not yet ready for high school completion, basic education courses are also provided.

English as a Second Language

Diagnostic testing and counseling precede placement in appropriate-level instruction for adults whose first language is not English. Instructional levels range from survival skills for those with no command of English to advancement skills for employees in fields such as health care or business who wish to polish their English language skills.

Liberal Arts

A variety of liberal arts courses serves adults who wish to explore their current interests in the humanities, politics, psychology, foreign languages and other areas. Adults also register in short-term liberal arts courses to sample the experience of formal instruction in established disciplines, deciding whether they wish to enroll in the College's credit-based courses and degree programs.
S.A.T. Preparation Program

This Saturday morning program for high school students offers instruction, drill, and simulated testing in verbal, math, and test-wiseness skills in preparation for college entrance examinations. Counseling, advisement on college selection, the application process, financial assistance and scholarship programs are also included.

Diploma Now

Offered at public high schools in the College's service area. By providing preparation for the GED examination and vocational and college counseling, Diploma Now offers alternatives to students whose basic skills are good but who have fallen behind in their progress toward high school graduation and are at risk of dropping out of school. Graduates of Diploma Now attend the annual High School Equivalency Graduation ceremony at the College. Approximately one-fourth of the Diploma Now graduates subsequently enroll in credit and degree programs at Kingsborough.

College for Kids

This Saturday morning program for pre-teens, ages 7 through 12, offers a combination of academic and active classes. Most classes are small and all instructors are dedicated and highly qualified so that youngsters enjoy these enrichment activities not ordinarily provided in the public schools. Courses may include but are not limited to: foreign languages, creative writing, "hands-on" instruction in arts, crafts, and musical instruments, fishing, photography, as well as swimming, tennis, gymnastics, dance, self-defense, and soccer.

Contract Courses: Privately and Publicly Supported

Continuing Education also offers courses and services for specialized target populations and program providers. Funded programs may serve, for example, adult learners in need of vocational counseling, literacy and English language instruction, and job training; these are offered under the aegis of the College and various public agencies, both state and national.

Continuing Education also designs and provides courses for the employees of local business and industry and municipal agencies in furtherance of the College's mandate to contribute to the development of the workforce of its service area.
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Edward Rohrich, College Laboratory Technician, Music
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B.A., Brooklyn College

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B.A., M.S., Brooklyn College

David Zwibel, Assistant Professor, Business
A.A.S., Kingsborough Community College; B.S., 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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BUSINESS OFFICE
Room A207 ext. 5902

Joseph Musicus, Administrator for Business Affairs
A.A.S., Bronx Community College; B.B.A., Bernard M. Baruch College

William Correnti, Assistant Administrator for Business Affairs
A.S., Kingsborough Community College; B.S., St. John's University

Ruth Braunstein, Purchasing
B.A., Brooklyn College

Rosemarie Cozza, Assistant Treasurer, Kingsborough Community College Association, Inc.

Marcia Retrey, Bursar
B.A., Brooklyn College

Marilyn Moskowitz, Accounts Payable Officer

Ruth Oaklander, TAP Certifying Officer

REGISTRAR'S OFFICE
Room A101 ext. 5087

Herbert Chussid, Senior Registrar
B.A., Long Island University; M.A., New York University

Benjamin N. Eskenazi, Registrar
B.S., M.S., The City College of New York

Allan R. Schwartz, Associate Registrar
B.S., Hunter College; M.A., Teachers College, Columbia University

Jerry B. Chase, Assistant Registrar
B.S., University of Colorado

Helen Brickfield, Assistant Registrar
B.A., Manhattanville College

SAFETY and SECURITY OFFICE
Room L202 ext. 5069

Richard Cockrell, Acting Director, Safety and Security
B.A., Brooklyn College

Jeffery Leibowitz, Assistant to Director, Safety and Security

Michael Lederhandler, Assistant to Director, Safety and Security
B.S., State University of New York at Oneonta; M.S., State University of New York at Albany

BUILDINGS and GROUNDS
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John Ferrante, Administrative Superintendent, Buildings and Grounds
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A.B., Baker University, Kansas; Ph.D., Missouri University

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B.A., M.H.L., Ph.D., Yeshiva University
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".

10. In accordance with the policy of The City University of New York, the College prohibits sexual harassment of employees or students.

In addition to Henderson Rules, student conduct and discipline is governed by Article XV of the Bylaws of The City University of New York. Students are urged to familiarize themselves with the content of the Article. Copies of the Bylaws are available in the Library. They are printed in the Student Handbook as are the rules and regulations pertaining to Sexual Harassment.
Penalties

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-10 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 1-10 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 1-10 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 1-10 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 a specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any university regulation within a period stated in the letter of reprimand.

D. DISCIPLINARY PROBATION: Exclusion from participation in privileges or extracurricular university activities as set forth in the notice of disciplinary probation for a specified period of time.

E. RESTITUTION: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

F. SUSPENSION: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

G. EXPULSION: Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

H. COMPLAINT TO CIVIL AUTHORITIES.

I. EJECTION.

Adopted by the Board of The City University of New York, June 23, 1969, Calendar No. 3(b).
SCHOLASTIC AWARDS

Annual awards are given to graduating students who achieved academic excellence in their various disciplines, and to students who gave outstanding service to the college through student government and student activities. The Faculty Committee on Awards, a sub-committee of the Committee on Students, administers the Annual Awards Program.

An annual Valedictorian Award has been established by members of the Addes Family in loving memory of Fred F. Addes who attended Kingsborough Community College as a "My Turn" student.

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. The limitations of these funds prevent the support of some valuable programs designed to stimulate, enrich and further the broad educational objectives of the college. Additional funds are needed to: provide awards, grants and loans to students; support educational programs and faculty development; sponsor research and publications; 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.

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 (see page 17).

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.

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WKRB - 90.9 fm (Kingsborough Community College 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, The City University or State University of New York.
THE CITY UNIVERSITY OF NEW YORK, . . . . . . . .

which was created by state legislation in 1961, has evolved from a “Free Academy” underwritten by the people of New York City in 1847 into a “public entity” of nine (9) senior colleges, seven (7) community colleges, a technical college, a graduate school, a law school, and an affiliated medical school. Article 125 of the New York State Education Law (Sections 6201, et. seq.) establishes The City University of New York as a separate and distinct body, corporate governed by a Board of Trustees. Prior to 1979, the members of this Board were convened as “The Board of Higher Education”, which had been established in 1926.

Of the Board’s seventeen (17) members, ten (10) are appointed by the Governor, including one from each borough; five (5) are appointed by the Mayor, including one from each borough; and two (2) are elected ex officio members: the Chairperson of the University Faculty Senate, who does not vote; and the Chairperson of the University Student Senate, who may vote. In general, the Board sets policy and approves actions of the University; determines the Bylaws of the University, from which all units derive or adopt specific governance structures; and appoints the Chancellor of the University and the presidents of its colleges.

The Chancellor oversees the administration of policies approved by the Board, recommends to the Board policies and actions on all educational activities of the University, and coordinates college matters involving business and financial procedures and management. It is the Chancellor’s responsibility as well, with the advice of the Council of Presidents, to prepare the operating and capital budgets of the University for consideration by the Board and presentation to the State and City. Administrative and staff support to these operations of the University, and to the Board, are provided through a structure of Vice Chancelleries and Deanships.

The Council of Presidents of the several colleges is established by the Bylaws of the University and is chaired by the Chancellor. The Council not only advises the Chancellor on the budget and on the formulation and revision of a Master Plan for public higher education in the City, but it may recommend directly to the Board in matters concerning the physical and instructional development of the University at large. The President of each college unit is specifically charged with the administration of his/her own institution and in this capacity he/she is responsible directly to the Board.

Within each institution, governance structures are established to meet unique needs and objectives; some of these structures may be at variance with plans called for in the University Bylaws, but are permitted by them. Under these Bylaws, responsibilities for policy at the college level are shared by the President, the Faculty, and students. The President has affirmative responsibility for conserving and enhancing the educational standards and general academic excellence of the college under his/her jurisdiction and is responsible to the Board as its advisor and executive agent on his/her campus. The President is also directed to consult with the Faculty, through appropriate bodies, on matters of appointments, reappointments, and promotions. One means of this consultation is provided for in the Bylaws through the requirement for a Committee on Faculty Personnel and Budget at each college.

The Bylaws reserve to the Faculty of each institution, subject to guidelines established by the Board of Trustees, responsibility for the formulation of policy relating to curriculum, admission and retention of students, credits, attendance, and the granting of degrees. Recommendations in these matters by a Faculty, Faculty Council, or other organization created under a Board-approved college governance plan to represent the Faculty, as provided for in the Bylaws, shall be forwarded to the Board by the President.
THE CITY UNIVERSITY OF NEW YORK

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Seymour P. Lachman .................................................. University Dean for Community Development
Eleanor Pontes .................................................. Deputy to the Vice-Chancellor and University Dean for Student Affairs
Angelo B. Proto .................................................. University Dean for Student Services
Michael Ribaudo .................................................. University Dean for Academic Computing
Dave Fields .................................................. Special Counsel to the Chancellor
THE 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 30) 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 The 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 admission procedures (page 23).

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 use. Graphic hardware and software is also available to users. In conjunction with the KCC Computer Center, consulting, documentation, and educational services are provided.

Kingsborough students, faculty and staff have access to personal computing laboratories containing IBM and Apple computers. The College has a significant amount of programs available for instructional use on these computers.

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 the KCC Instructional Computing Center (718) 934-5645.
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 Admission 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 with the Admissions Office, Room A105 ext. 5676.

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: 212-947-4800.

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. Its prime goal is to assist persons from low-income areas to enroll in a post-secondary educational program. Phone: 212-868-6200.

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.
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
W. Hayward Burns, Dean

Senior Colleges

THE CITY COLLEGE, founded in 1847
Bernard W. Harleston, President

HUNTER COLLEGE, founded in 1870
Paul Le Clerc, President

BROOKLYN COLLEGE, founded in 1930
Robert L. Hess, President

QUEENS COLLEGE, founded in 1937
Shirley S. Kenny, President

NEW YORK CITY TECHNICAL COLLEGE, founded in 1946; affiliated with The City University in 1964
Charles W. Merideth, Acting President

JOHN JAY COLLEGE of CRIMINAL JUSTICE, founded in 1964
Gerald W. Lynch, President

YORK COLLEGE, founded in 1966
Milton G. Bassin, President

BERNARD M. BARUCH COLLEGE, founded in 1968
Joel Segall, President

HERBERT H. LEHMAN COLLEGE, founded in 1968
Leonard Lief, President

MEDGAR EVERS COLLEGE, founded in 1968
Edison O. Jackson, President

THE COLLEGE of STATEN ISLAND, founded in 1976
Edmond L. Volpe, President

Community Colleges

BRONX COMMUNITY COLLEGE, founded in 1957
Roscoe C. Brown Jr., 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
Augusta S. Kappner, President

EUGENIO MARIA de HOSTOS COMMUNITY COLLEGE, founded in 1968
Isaura Santiago-Santiago, President

FIORELLO H. LA GUARDIA COMMUNITY COLLEGE, founded in 1968
Raymond C. Bowen, President

Affiliated Institution

MOUNT SINAI SCHOOL of MEDICINE, affiliated with The City University in 1967
James F. Glenn, President
Axonometric view of the approved Marine and Academic Center. The building will be set on the southeastern quadrant of the campus. The Academic Center will include classrooms, laboratories, offices, conference and meeting rooms, dining room to serve over 500 students and a 300 seat theater. The Center for Marine Development and Research will house laboratories to train students in Vessel Operations and Seafood Business Management, a small aquarium, exhibit space for sea and natural history studies.
TRAVEL DIRECTIONS TO KINGSBOROUGH

SUBWAY

BMT

BRIGHTON LINE
D or Q 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 Bus* 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.
CAR

From Manhattan

Belt Parkway eastbound to Coney Island Avenue—Exit 8. (Note: 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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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 calisthenics studios, etc. Separating the College from the Belt Parkway and Plum Beach (rear right) are the intermingled waters of Sheepshead and Jamaica Bays.