HOSTOS COMMUNITY COLLEGE
1984-85
Statement of Policy on Nondiscrimination

Hostos Community College adheres to a policy of nondiscrimination on the basis of race, color, creed, national origin, age and sex. It also adheres to a policy of nondiscrimination in regard to the handicapped, disabled veterans, and veterans of the Vietnam era. The college makes every effort to promote the principle of equal treatment at every level for all members of the college community. This policy includes, but is not limited to, equal treatment of all faculty and staff in recruitment, promotion, tenure, salary, job assignments, training, leave and fringe benefits, and equal treatment of all students in admissions, facilities, financial aid, scholarships, health benefits, and athletic participation.

The programs and requirements set forth in this bulletin are necessarily subject to change without notice at any time at the discretion of the administration. All tuition and fee schedules are necessarily subject to change without notice, at any time, upon action by the Board of Trustees of the City University of New York, regardless of its tuition and fees schedules in effect at the time of preregistration. Information on any such changes can be obtained in the Office of the Dean of Students (Room 209). In addition not all courses listed in this catalog are necessarily offered each semester.
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## College Calendar

### Academic Year 1984–85*

#### Fall Semester 1984

<table>
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<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 22 – September 4</td>
<td>Registration</td>
</tr>
<tr>
<td>September 3</td>
<td>Labor Day. College closed.</td>
</tr>
<tr>
<td>September 6</td>
<td>First day of classes.</td>
</tr>
<tr>
<td>September 26</td>
<td>No classes after 5:00 p.m.</td>
</tr>
<tr>
<td>September 27 – September 28</td>
<td>No classes.</td>
</tr>
<tr>
<td>October 5</td>
<td>No classes after 5:00 p.m.</td>
</tr>
<tr>
<td>October 6</td>
<td>No classes.</td>
</tr>
<tr>
<td>October 24</td>
<td>Follow Monday schedule.</td>
</tr>
<tr>
<td>November 6</td>
<td>Election Day. College closed.</td>
</tr>
<tr>
<td>November 12</td>
<td>Veterans Day. College closed.</td>
</tr>
<tr>
<td>November 22 – November 25</td>
<td>Thanksgiving. College closed.</td>
</tr>
<tr>
<td>December 15</td>
<td>Last day of classes.</td>
</tr>
<tr>
<td>December 17 – December 22</td>
<td>Final exams.</td>
</tr>
<tr>
<td>January 2 — January 25</td>
<td>Intersession.</td>
</tr>
</tbody>
</table>

#### Spring Semester 1985

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 21 – January 31</td>
<td>Registration</td>
</tr>
<tr>
<td>February 2</td>
<td>First day of classes.</td>
</tr>
<tr>
<td>February 18</td>
<td>Washington’s Birthday. College closed.</td>
</tr>
<tr>
<td>April 5</td>
<td>No classes after 5:00 p.m.</td>
</tr>
<tr>
<td>April 6 – April 14</td>
<td>Spring recess.</td>
</tr>
<tr>
<td>May 14</td>
<td>Last day of classes.</td>
</tr>
<tr>
<td>May 15 – May 21</td>
<td>Final exams.</td>
</tr>
<tr>
<td>May 27</td>
<td>Memorial Day. College closed.</td>
</tr>
<tr>
<td>June 7</td>
<td>Commencement.</td>
</tr>
</tbody>
</table>

*This calendar is subject to such changes and modifications as are deemed necessary to guarantee the achievement of the educational mission of Hostos Community College.
A spirit of affirmation pervades Hostos Community College. It is a spirit that declares that everybody — young or old, recent high school graduate or working adult, woman or man — can learn.

Above all, Hostos was founded to serve students. It is not a center for arcane research, nor is it an ivory tower isolated from everyday life. It is an institution of higher learning which recognizes the right of the people of the City of New York to have access to higher education. And, while it is by no means a “traditional” college, its founding was the natural outgrowth of a tradition, going back over 130 years, when the precursor of the City University of New York, the Free Academy, was established for the people of this city. While Hostos recognizes the right of access to higher education, it does not coddle its students. Although its faculty and administrators are highly accessible, they serve the student body, not as masters, but as genuinely interested guides. The college, in short, does not play at condescension or paternalism. Rather, it challenges its students, constantly reminding them that their right to higher education is coupled with a serious responsibility. Thus, Hostos invites its students to critically examine themselves and their surroundings, to order their thoughts, and to express themselves intelligently and clearly. At the core of the educational process at Hostos is the idea that, to the extent that one is educated, one understands the world; and, to the extent that one understands the world, one controls it.

Indeed, Hostos was founded to provide its students with the means to exercise control — control of themselves, their communities, and their environments. Ultimately, the mission of Hostos Community College is to provide services that help the City of New York be an urban community that works for all its citizens.

Founded in 1968, Eugenio María de Hostos Community College officially opened its doors in September 1970 to a charter class of 623 students. A community college of the City University of New York (CUNY), Hostos is named for famed Puerto Rican educator and writer Eugenio María de Hostos, making it the first institution of higher education in the continental United States so honoring a Puerto Rican. Hostos is the first of the CUNY colleges to be deliberately placed in an economically depressed community — the South Bronx — and given the specific responsibility of serving the needs of that inner-city community.

Hostos Community College offers a wide choice of programs in the arts and sciences and career-oriented programs in the health sciences and various business fields.

Eugenio María de Hostos (1839 – 1903)

Puerto Rican educator, writer, and patriot, Eugenio María de Hostos was born in the island village of Río Cañas. He attended elementary school in San Juan, and studied education and law in Spain at the Institute of Higher Education in Bilbao and the University of Madrid. He joined fellow students in efforts to liberalize Spain’s colonial rule of Cuba and Puerto Rico and to abolish African slavery. In 1869, he left Madrid for New York City, where he joined other exiles in the Cuban Revolutionary Junta, working for the liberation of Cuba and Puerto Rico. Three years later, Hostos traveled to Latin America to recruit support for the liberation movement. In Peru, he protested the exploitation of Chinese immigrants. In Chile, he championed
the opening of educational opportunities for women. In Argentina, he campaigned widely for
the construction of the first trans-Andean railroad.

The government of Chile established a school for Hostos to implement his advanced concepts of education, and under his leadership, Liceo Miguel Luis Amunátegui became one of the foremost educational centers in Latin America.

When Puerto Rico fell from Spanish rule, Hostos returned to work once again for the island's independence. In 1898 he left for the Dominican Republic, where he was appointed Director of the Central College and Inspector General of Public Education.

He is the author of such distinguished works as *Ley general de Enseñanza Pública, History of Teaching, Comments on the Science of Teaching*, and *Reform in the Teaching of Law*.

**Degree Programs**

Hostos Community College offers the Associate in Arts (A.A.) and Associate in Science (A.S.) degree programs which prepare a student for transfer with junior-year status to a four-year college upon graduation from Hostos. Associate in Applied Science (A.A.S) degree programs which prepare students for specific careers, and a certificate program in Word Processing. In the health sciences, requirements for certification and licensure impose additional restrictions on the time required to complete the program.

Candidates for the A.A. degree study the arts and sciences. These include Biology, Africana Studies, English, Mathematics, Modern Languages (French, Italian, Spanish), Physical Education/Athletics, the Physical Sciences (Chemistry, Physics), Latin American and Caribbean studies, the Social Sciences, and the Visual and Performing Arts. Candidates for the A.A. degree may also study Business Administration.

Candidates for the A.S. degree follow programs which closely parallel the A.A. degree program, but which provide greater concentration in the Mathematics or Science areas in which they plan to major. In addition, there is no modern language requirement for the A.S. degree.

Candidates for the A.A.S. degree follow programs in which there is concentration in the applied field. The professional fields in which programs are offered currently include Business and Accounting, Data Processing, Dental Hygiene, Early Childhood Education, Medical Laboratory Technology, Public Administration, Radiologic Technology, and Secretarial Science. In keeping with the regulations of the Commissioner of Education of the State of New York, a minimum of 30 credits of the total required in any of the degree programs must be completed at Hostos Community College.

Entering freshmen who are veterans of United States military service should note that they will be required to fulfill the Physical Education requirement for all degree programs which include it.

**Registered Programs Approved By New York State Education Department**

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

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Degree</th>
<th>HEGIS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>A.A.S.</td>
<td>5002</td>
</tr>
<tr>
<td>Business Administration</td>
<td>A.S.</td>
<td>5004</td>
</tr>
<tr>
<td>Data Processing</td>
<td>A.A.S.</td>
<td>5101</td>
</tr>
</tbody>
</table>
Dental Hygiene A.A.S. 5203
Early Childhood Education A.A.S. 5503
Humanities-Social Science A.A. 5649
Mathematics-Science A.S. 5649
Medical Laboratory Technology A.A.S. 5205
Nursing A.A.S. 5208
Public Administration A.A.S. 5501
Radiologic Technology A.A.S. 5207
Secretarial Science – Executive A.A.S. 5005
Secretarial Science – Medical A.A.S. 5214
Word Processing Certificate 5005

Requirements for Associate in Arts (A.A.) and Associate in Science (A.S.) Degrees

A minimum of 64 credits is required for either the A.A. or A.S. degree and must include the specified number of credits in each subject area indicated below. Students planning to continue studies leading to a B.A. or B.S. degree should contact either the counseling center or the appropriate department chairman or program director at Hostos for information regarding suggested concentrations and procedures for applying to senior colleges. Suggested programs of study for students planning to transfer to a four-year college and continue studies toward a degree in an area not included in the Hostos curriculum can be developed in consultation with a counselor in the Student Services Division. Students will follow these requirements:

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<thead>
<tr>
<th>Subject Area</th>
<th>Associate in Arts</th>
<th>Associate in Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>12 credits</td>
<td>12 credits</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>12 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>Modern Languages</td>
<td>6 credits</td>
<td>None*</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6 credits</td>
<td>12-14 credits</td>
</tr>
<tr>
<td>Visual and Performing Arts, Africana Studies, or Latin American and Caribbean Studies</td>
<td>6 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>Physical Education/Athletics</td>
<td>2 credits</td>
<td>2 credits</td>
</tr>
<tr>
<td>Science</td>
<td>8 credits</td>
<td>24 credits (one science for 2 years—biology, chemistry, or physics—plus a one-year sequence in a different science)</td>
</tr>
<tr>
<td>Electives</td>
<td>15 credits</td>
<td>6-9 credits</td>
</tr>
<tr>
<td>Total</td>
<td>64 credits</td>
<td>64 credits required for degree</td>
</tr>
</tbody>
</table>

Note: Three-quarters of the work for the associate in arts (A.A.) degree shall be in the liberal arts and sciences; one-half of the work for the associate in sciences (A.S.) degree shall be in the liberal arts and sciences.

*If a language is selected, the student is urged to complete six credits, since fewer than six are generally not transferable to other colleges.

The Hostos Approach to Bilingual Education

Bilingual education at Hostos Community College is a planned instructional approach which employs two languages, Spanish and English, as the medium of instruction. It is based on the
premise that students’ growth and development are best met when they are provided with the opportunity to learn in their first language and continue to develop mastery of it as they also develop skills in a second language. Thus, the Spanish-dominant student receives instruction in the Spanish language, takes content courses in Spanish, and, concurrently, develops English-language skills through an English-as-a-second-language (ESL) program. The skills developed in the ESL program enable students to take content courses in English. By the time they graduate, Spanish-dominant students are expected to be able to continue their studies in English at four-year colleges.

In addition, English-dominant students are afforded the opportunity to develop Spanish language competency. And, given the inseparable relationship of language and culture, the curriculum consciously fosters multicultural awareness and knowledge. Furthermore, student services, administrative practices and the library, which contains one of the largest collections of Spanish-language texts and books in the New York Metropolitan Area, are organized to reinforce the instructional component and are consistent with the goals of the college.

Through the years, Hostos Community College has demonstrated an unflagging commitment to bilingual education. That commitment is expressed in terms of a variety of programs which are designed to support the academic program, student services, and extracurricular activities. The aim of the college is to foster a total bilingual-multicultural environment in which students can develop proficiency in English, maintain and develop their abilities in Spanish, and become more appreciative of the different cultural backgrounds of their peers. In sum, the college does not seek to replace the languages and cultural values of its students, but, rather, to enable them to function comfortably and easily in a variety of sociolinguistic settings.
En el Colegio Comunal Eugenio María de Hostos prevalece un espíritu que reconoce que todo el mundo — joven o anciano, recién graduado de escuela secundaria o adulto que ya trabaja, mujer u hombre — puede aprender. Sobre todo, el Colegio de Hostos fue creado para servir a los estudiantes. No es un centro de investigaciones ocultas, ni una torre de marfil aislada del vivir diario. Es una institución de educación superior que reconoce que los residentes de la Ciudad de Nueva York pueden aprovecharse de las oportunidades de una educación universitaria. Y, aunque no es un colegio "tradicional," su fundación fue una consecuencia lógica de una tradición, si miramos 130 años atrás, cuando el precursor de la Universidad de la Ciudad de Nueva York estableció para los residentes de esta ciudad lo que entonces se conocía como "Free Academy."

Hostos reconoce el derecho a la educación universitaria, y la facultad y los administradores están constantemente accesibles, sirviendo al cuerpo estudiantil, no como peritos sino como guías genuinamente interesados en ellos. El Colegio, en breve, no es condescendiente o paternalista. Más bien, reta a sus estudiantes señalándoles continuamente que su derecho a la educación universitaria está unido a una seria e imponente responsabilidad. De este modo, Hostos invita a sus estudiantes a hacer un análisis crítico de sí mismos y del medio ambiente que les rodea, a organizar sus pensamientos, y a que se expresen con inteligencia y claridad. En el núcleo del proceso educativo de Hostos existe la idea de que en la medida en que la persona se eduque, entiende al mundo; y en la medida en que entienda al mundo, puede controlarlo.

Efectivamente, Hostos fue establecido para proveerle a sus estudiantes los medios para ejercer dominio — de ellos mismos, de su comunidad, y de su ambiente. Finalmente, la misión del Colegio Comunal de Hostos es la de proveer servicios que ayudarán a la Ciudad de Nueva York a convertirse en una comunidad urbana que le sirva a todos sus ciudadanos. Fundado en el 1968, el Colegio Comunal Eugenio María de Hostos abrió sus puertas a una clase de 623 estudiantes en septiembre de 1970. Como parte de la Universidad de la Ciudad de Nueva York (CUNY), lleva el nombre del famoso educador y escritor puertorriqueño Eugenio María de Hostos, convirtiéndose en la primera institución de educación superior en los Estados Unidos en honrar a un puertorriqueño. Es la primera unidad de CUNY ubicada en una de las comunidades más pobres de la ciudad — el Sur del Bronx — con la responsabilidad de servir a las necesidades de esa comunidad.

El Colegio de Hostos ofrece una variedad de programas en artes y ciencias, además de carreras en las ciencias de la salud y en varios campos del comercio.

El Colegio Eugenio María de Hostos está autorizado por la Junta de Síndicos (Board of Regents) del Estado de Nueva York a otorgar los títulos de Asociado en Artes y Ciencias y en Ciencias Aplicadas, así como también diplomas y certificados.

El Colegio de Hostos está acreditado por la Comisión de Educación Superior de la Middle States Association of Colleges and Secondary Schools.

El Colegio es miembro de la American Association of Community and Junior Colleges.
Eugenio María de Hostos (1839 – 1903)

Eugenio María de Hostos, educador, escritor y patriota puertorriqueño, nació en el Barrio Río Cañas en Mayagüez, Puerto Rico. Recibió su educación primaria en San Juan, y estudió educación y leyes en España en el Instituto de Educación Superior en Bilbao y en la Universidad de Madrid. Se unió a otros compañeros estudiantes en un esfuerzo por liberar a Cuba y Puerto Rico del gobierno colonial de España y en la abolición de la esclavitud. En el 1869 salió de Madrid para la ciudad de Nueva York, donde se unió a otros exiliados de la Junta Revolucionaria Cubana, para trabajar por la liberación de Cuba y Puerto Rico. Tres años más tarde, Hostos viajó por la América Latina para obtener apoyo para el movimiento de liberación. En Perú protestó por la explotación de los inmigrantes chinos. En Chile abogó por que se abrieran oportunidades educativas a las mujeres. En la Argentina dedicó gran parte de sus esfuerzos a hacer campaña para la construcción del primer ferrocarril transandino.

El gobierno de Chile estableció una escuela para que Hostos implementara sus avanzados conceptos educativos y, bajo su liderato, el Liceo Miguel Luis Amunátegui se convirtió en el principal centro educativo de la América Latina.

Cuando Puerto Rico dejó de formar parte del dominio español, Hostos regresó a la isla a trabajar por su independencia. En el 1898, se fue a la República Dominicana donde fue nombrado Director de Colegio-Central e Inspector General de Educación Pública.

Es autor de obras tan distinguidas como Ley general de enseñanza pública, Historia de la pedagogía, Comentarios en torno a la pedagogía, y Reformas en la enseñanza del derecho.

Programas de Estudio

El Colegio Comunal de Hostos ofrece programas hacia los títulos de Asociado en Artes (A.A.) y el Asociado en Ciencias (A.S.), que preparan al estudiante para continuar estudios en un colegio de cuatro años después de graduarse de Hostos, y el Asociado en Ciencias Aplicadas (A.A.S.), que lo prepara en una carrera en particular. En las ciencias de la salud, los requisitos para la certificación y licenciatura imponen condiciones adicionales en cuanto al tiempo que se necesita para completar el programa.

Los candidatos para el título de A.A. estudian las artes y las ciencias. Estas incluyen biología, estudios africanos, inglés, matemáticas, lenguas modernas (español, francés, italiano), educación física/atletismo, las ciencias físicas (química, física), estudios puertorriqueños, ciencias sociales y las artes visuales y dramáticas. Los candidatos para el título de A.A. también pueden estudiar administración comercial.

Los candidatos para el título de A.S. siguen un programa casi similar al de A.A., aunque tienen una concentración mayor en las áreas de matemáticas y ciencias. Además, no se les exige estudiar ningún idioma extranjero como parte de los requisitos.

Los candidatos para el título de A.A.S. siguen un programa con una concentración en el campo aplicado. Las áreas profesionales en que actualmente se ofrecen estos programas incluyen: contabilidad, procesamiento de datos en computadoras, servicio civil y público, higiene dental, educación preescolar, tecnología de laboratorio médico, tecnología radiológica, ciencia secretarial y enfermería.

Se completará un mínimo de 30 créditos del total requerido en cualquiera de los programas que otorgan títulos académicos, conforme a las normas del Comisionado de Educación del Estado de Nueva York.
Enfoque de Educación Bilingüe en Hostos

La educación bilingüe en el Colegio Comunal de Hostos es un método de instrucción que utiliza dos idiomas, español e inglés, como medios de enseñanza. Se basa en la premisa de que el estudiante crece y se desarrolla mejor cuando se le provee la oportunidad de aprender en su lengua materna, y cuando continúa dominándola a medida que desarrolla las destrezas en una segunda lengua. De este modo, el estudiante hispanoparlante recibe instrucción en español, toma cursos en español, y, a la vez, desarrolla destrezas en el inglés a través del programa de inglés como segundo idioma (ESL). Estas le permiten al estudiante tomar cursos en inglés en Hostos, y al graduarse, seguir programas en inglés en un colegio de cuatro años.

Además, a los estudiantes angloparlantes se les ofrece la oportunidad de desarrollar habilidades prácticas en español. Y, dada la relación inseparable entre el lenguaje y la cultura, el currículo, crea conciencia y conocimientos multiculturales. Aún más, los servicios estudiantiles, las prácticas administrativas y la biblioteca, la cual contiene una de las colecciones más grandes de textos y libros en español en el área metropolitana de Nueva York, están organizados para apoyar el componente académico y son concordes con las metas del colegio.

A través de los años, el Colegio Comunal de Hostos ha sido constante en su compromiso para con la educación bilingüe. Ese compromiso se realiza a través de una variedad de programas que están diseñados para apoyar los programas académicos, los servicios estudiantiles y las actividades extracurriculares. La meta del colegio es fomentar un ambiente totalmente bilingüe y multi-cultural en el cual los estudiantes desarrollen las destrezas en inglés, mantengan y continúen afinando sus habilidades en español, y conozcan y respeten los diferentes trasfondos culturales de sus compañeros. En resumen, el colegio no desea sustituir el idioma y los valores culturales de los estudiantes por otros, más bien, capacitarlos para que funcionen cómoda y fácilmente en una variedad de ambientes sociolingüísticos.
Facilities

Hostos Community College occupies a six-story building at 475 Grand Concourse, a five-story building at 500 Grand Concourse, a one-story administrative office building at 472 Grand Concourse, and a two-story classroom and office building at 460 Grand Concourse in the Bronx.

In addition to classrooms and administrative and academic offices, the 475 building contains laboratory facilities for the natural sciences and the Medical Laboratory Technology Program, as well as clinical facilities for the Radiologic Technology and Dental Hygiene Programs. The latter include a twelve-chair clinic with an X-ray room in which dental hygiene students obtain practical experience with patients. The Radiologic Technology clinical space includes two fully energized radiographic rooms and a darkroom. Radiologic technology, dental hygiene, and medical laboratory technology students also avail themselves of clinical space at the hospitals with which those programs are affiliated.

The 500 Grand Concourse building contains classrooms, administrative offices, the library, the office of the college physician, a language laboratory, an art gallery, and athletic locker rooms. A full-size gymnasium adjoins the facility.
As a unit of the City University of New York, Hostos Community College admits students according to the open admissions policy adopted by the Board of Trustees of the City University of New York for all of the undergraduate units of the City University of New York. Under this policy, any applicant who is a bona fide resident of New York City and who received a high school diploma or its equivalent as of June 1970 or thereafter is guaranteed admission into an undergraduate degree program in the University. Pre-1970 New York City high school graduates or equivalent (GED) and out-of-New York City residents are also eligible for admission to Hostos within the limits of space and fulfillment of specific departmental program requirements.

The Hostos Recruitment Office is usually the first point of contact between the college and prospective applicants. The office distributes brochures, folders, and other information on Hostos, and it is often called upon to conduct orientation sessions for prospective applicants. The Recruitment Office staff also assists applicants in completing application forms. The Recruitment Office is located in room 230 in the Hostos facility at 475 Grand Concourse, Bronx, New York 10451. (Telephone: (212) 960-1010, 1026.)

Director: Virginia Paris; Admissions Assistant: Nydia Rodríguez-Edgecombe

**How To Apply**

You are welcome to apply for admission to Hostos Community College as a candidate for a degree (A.A., A.S., A.A.S.) or a certificate in certain programs. All applicants receive consideration for admission without regard to race, color, national origin, age, sex, religion or handicap. For admission application forms or for additional information, write or telephone:

Recruitment Office
Hostos Community College
City University of New York
475 Grand Concourse
Bronx, New York 10451
Telephone 960-1010, 1026

If you wish to make inquiries in person, visit the Recruitment Office Monday through Friday from 10:00 a.m. to 4:30 p.m.; evening hours may be scheduled by appointment only on certain evenings until 6:30 p.m.

**Application Forms May Also Be Obtained From:**

a. University Application Processing Center
Box 136 - Bay Station
Brooklyn, New York 11235

b. Office of Admission Services
The City University of New York
875 Avenue of the Americas
New York, New York 10001

c. If you are in your last year at a New York City high school, obtain your application from the college advisor at your school.

d. Applicants with foreign credentials who hold temporary visas (student, visitor, diplomatic, etc.) should apply to:

   Foreign Student Division
   Office of Admission Services
   101 West 31st Street
   New York, New York 10001

If Hostos Community College is your only choice of college within the City University of New York, note that the Test of English as a Foreign Language (TOEFL) need not be taken by applicants for whom Spanish is the dominant language.

**Application Process**

Your application for admission to Hostos Community College is evaluated on the basis of the following materials which you must submit prior to registration:

1. The appropriate City University of New York application form on which you have selected Hostos Community College and its program(s) in order of preference.

2. a. A diploma from an accredited high school, or
   b. A General Education Development Diploma (GED), or
   c. A USAFI diploma which must be converted to a New York State Equivalency Diploma.

   (A high school certificate is not acceptable as a substitute for a diploma.)
3. a. An official transcript from each secondary institution you have attended, or
   b. Your official GED scores transcript.

4. Payment of the $25.00 admissions application fee in the form of a money order made payable to U.A.P.C. (University Application Processing Center).

The Admissions Office will send you instructions should there be any additional requirements for admission to a particular program. Although complete applications are accepted on a rolling basis prior to fall (September) and spring (February), apply early to receive first priority for your program of choice.

You are encouraged to speak to an admissions counselor regarding your higher educational objectives, career goals, and opportunities, and to discuss the requirements of the various programs offered by Hostos Community College. You may call the Admissions Office, (212) 960-1114, 1115, to arrange for a counseling appointment.

**Recommended Application Dates**

Students who want to be considered for the early allocations should submit their applications:

a. Lower Freshman applications (including foreign students):
   January 15 for the fall semester
   October 15 for the spring semester

b. Advanced Standing applications (transfer students):
   March 15 for the fall semester
   November 15 for the spring semester

**Notification Dates**

Applicants for fall and spring admissions will be notified of acceptance on a monthly basis, depending on when applications are received. The deadlines vary slightly from semester to semester. Therefore, applicants should contact the Hostos Community College Admissions Office for information. Applications are received, up to the deadline; applicants who file late will receive notification as soon as practicable.

**Residency and Tuition**

All legal and bona fide residents of New York City and New York State who are accepted at Hostos Community College pay the minimal tuition rates of $612.50 full time, or $40.00 per credit part-time per semester. To qualify, New York City residents must have resided in the City of New York (5 boroughs) for at least twelve (12) months preceding the first day of classes. New York State residents must obtain a Certificate of Residence from their local county clerk’s office. A Certificate of Residence is valid for only one year from date of issuance. New York State residents who live outside the five (5) boroughs and fail to submit a valid Certificate of Residence will be required to pay the full nonresident tuition fee ($1,012.50).

Students living outside New York State and Foreign Students who hold temporary visas are also offered an opportunity to study at Hostos Community College at comparatively low cost, although at a higher rate than City and State residents. The nonresident tuition rate is $1,012.50 full-time or 76.00 per credit part-time.

Please note that all residency documentation must be submitted to the Hostos Admissions Office prior to registration. For further information regarding residency, consult the Admissions Office at (212) 960-1114, 1115.

**Health**

All students, regardless of their status, must submit before registration a medical examination report on the standard form provided by the College. In addition, students admitted to programs in the health sciences will be required to submit evidence of additional medical examinations before they will be eligible to participate in the clinical aspects of their programs. These students should report to the office of the college physician immediately upon being notified of the date of their initial registration so that they can receive specific instructions regarding the additional medical requirements.

**Admission with Advanced Standing**

A student who has completed or is in the process of completing courses at another degree-granting institution must apply for admission through the City University Transfer Office. The standard City University of New York Advanced Standing Transfer Application form may be obtained from:

- Recruitment Office, Room A230
  Hostos Community College
  475 Grand Concourse
  Bronx, New York 10451

or

- Office of Admission Services
  City University of New York
  Transfer Admission Services
  101 West 31st Street
  New York, New York 10001

The Transfer Application and college and/or high school transcripts must be sent to the above address (Office of Admission Services), not to Hostos Community College. Early application enhances students’ chances of receiving first program choice. Applicants who have completed less than twenty-four (24) credits must also provide an official high school transcript.

Students currently attending another unit of the City University who wish to transfer to Hostos Community College may obtain application forms from their current colleges, and are exempt from paying the $25.00 application fee.
Students who apply for Advanced Standing Admission to Hostos Community College must meet one of the following criteria of grade point averages:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum Cumulative G.P.A. (index)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 12</td>
<td>1.5</td>
</tr>
<tr>
<td>13 - 24</td>
<td>1.75</td>
</tr>
<tr>
<td>25 - upward</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Generally, a student will receive transfer credits for grades of "C" and above. A maximum of thirty (30) transfer credits may be applied toward the associate degree. Courses completed with grades of "D" or lower than seventy percent (70%) are not transferable. However, "D" grades from other units of the City University of New York may be transferred.

### Advanced Standing Foreign Students

Advanced Standing Foreign Students with temporary visas must file an application with the Foreign Student Division of the Office of Admission Services.

In all cases, applications will be accepted and processed on a space-available basis.

Applicants must provide the Hostos Admissions Office with a course description of the courses they wish to transfer.
El Colegio Comunal de Hostos como unidad de la Universidad de la Ciudad de Nueva York (CUNY) admite a estudiantes de acuerdo con la filosofía de admisiones abiertas adoptada por la Junta de Directores de la Universidad de la Ciudad de Nueva York, la cual abarca a todas las unidades de estudios a nivel de bachillerato de la Universidad de la Ciudad de Nueva York (CUNY). Bajo las provisiones de esta filosofía educativa, cualquier solicitante que sea un residente bona fide de la Ciudad de Nueva York y que haya recibido el diploma de la escuela superior o su equivalente durante el periodo de tiempo comprendido entre el mes de junio de 1970 y las fechas posteriores, tiene el derecho de admisión a cualquier programa universitario dentro de la Universidad. Los estudiantes con diplomas de escuela superior o su equivalente fechados antes del mes de junio de 1970 y los estudiantes que no sean residentes de la ciudad de Nueva York, son también elegibles para admisión a Hostos dentro de las limitaciones de espacio si los mismos cumplen con los requisitos específicos del programa del departamento de su elección.

La Oficina de Reclutamiento de Hostos es, por lo general, el primer punto de contacto entre el colegio y los candidatos a admisión. Esta oficina distribuye folletos, cuadernitos, y otros tipos de material informativo relacionado con Hostos, y a menudo organiza sesiones de orientación para los futuros solicitantes. El personal de la Oficina de Reclutamiento también ayuda a los solicitantes a llenar los formularios de admisión. La Oficina de Reclutamiento está localizada en la sala #230 en el Edificio 475 de la Avenida Grand Concourse, del Bronx, Nueva York 10451. (Teléfono (212) 960-1010, 1026.)

Director: Virginia Paris; Admissions Assistant: Nydia Rodríguez-Edgecombe

**Modo de Solicitar Admisión**

Usted puede solicitar admisión al Colegio Comunal de Hostos como candidato para obtener un grado universitario (A.A., A.S., A.A.S.) o un certificado en ciertos programas. Se considerará a todos los solicitantes sin tomar en consideración su raza, origen nacional, edad, sexo, religión o impedimentos físicos. Para obtener los formularios de admisión o más información, escriba a la dirección o llame por teléfono a los números indicados abajo:

Recruitment Office  
Hostos Community College  
City University of New York  
475 Grand Concourse  
Bronx, New York 10451  
Teléfono 960-1010, 1026  

Si desea venir personalmente para obtener más información, pase por la Oficina de Reclutamiento de lunes a viernes desde las 10:00 a.m. hasta las 4:30 p.m. Se podrá hacer citas para entrevistas durante las horas de la tarde hasta las 6:30 solamente durante algunas tardes en específico.

Se podrán obtener los formularios de solicitud en las siguientes direcciones:

a. University Application Processing Center  
Box 136 - Bay Station  
Brooklyn, New York 11235  

b. Office of Admission Services  
The City University of New York  
875 Avenue of the Americas  
New York, New York 10001  

c. Si usted está cursando su último año en una escuela superior localizada en la ciudad de Nueva York, obtenga su solicitud a través del consejero académico de su escuela.  

d. Los solicitantes que tienen credenciales extranjeras y visas temporales (de estudiante, de visitante, de diplomático, etc.) deberán solicitar su formulario a la dirección siguiente:  

Foreign Student Division  
Office of Admission Services  
New York, New York 10001  

Los solicitantes cuyo idioma vernáculo sea el español y cuya única elección sea el Colegio Comunal de Hostos dentro de la Universidad de la Ciudad de Nueva York, no necesitarán tomar el examen de inglés como segundo idioma (TOEFL).

**El Proceso de Admisión**

Su solicitud de admisión al Colegio Comunal de Hostos se evaluará a base de los documentos siguientes que usted deberá someter antes de matricularse:
1. El formulario apropiado de la Universidad de la Ciudad de Nueva York en el cual usted haya seleccionado al Colegio Comunal de Hostos y los programas de estudio que le interesan en orden de preferencia.

2. a. Un diploma de una escuela superior acreditada, o 
   b. Un Diploma de Desarrollo de Educación General (GED), o 
   c. Un diploma USAFI que debe de convertirse en un Diploma de Equivalencia del Estado de Nueva York. (No se aceptarán los certificados de escuela superior como sustitutos del diploma.)

3. a. Una transcripción oficial de créditos de cada una de las instituciones de educación post secundaria a las cuales usted haya asistido anteriormente, o 
   b. La transcripción oficial de la puntuación obtenida en el GED.

4. El pago de la cantidad de $25.00 como cuota de solicitud expedida en un giro postal y pagadero a: U.A.P.C. (University Application Processing Center).

En el caso de necesidad de presentar requisitos adicionales para lograr admisión a un programa en particular, la Oficina de Admisiones le enviará instrucciones al respecto. A pesar de que las solicitudes completas se aceptarán de acuerdo a un sistema de volumen constante antes de los semestres del otoño y de la primavera (febrero), le recomendamos que solicite a tiempo para obtener preferencia inmediata en el programa de su selección.

Le sugerimos haga una entrevista con el consejero de admisiones para aclarar sus objetivos educativos, sus metas profesionales, y para discutir los requisitos de los diferentes programas que ofrece el Colegio Comunal de Hostos. Llame a la Oficina de Admisiones para concertar una cita con el consejero: (212) 960-1114, 1115.

**Fechas de Aviso**

Los solicitantes para admisión para los semestres del otoño y de la primavera recibirán sus avisos de aceptación cada mes, dependiendo del mes de solicitud. Las fechas límite de solicitud varían un poco de semestre a semestre. Por esta razón, los solicitantes deberán de ponerse en contacto con la Oficina de Admisiones del Colegio Comunal de Hostos para obtener más información. Las solicitudes para ingreso se aceptarán hasta el día de la fecha límite. Los estudiantes que entreguen su solicitud tarde, recibirán el aviso de aceptación tan pronto sea factible.

**Residencia y Matrícula**

Todos los residentes legales bona fide de la ciudad y del estado de Nueva York que reciban sus avisos de aceptación para cursos en el Colegio Comunal de Hostos pagarán una matrícula mínima de $612.50 aplicable a los estudiantes que cursan estudios a tiempo completo, o de $40.00 por crédito aplicable a los estudiantes que cursan estudios a tiempo parcial. Para cualificar, los residentes de la ciudad de Nueva York deberán de haber residido en la ciudad de Nueva York (la ciudad incluye a los cinco condados) durante un período mínimo de doce meses antes del primer día de clases. Los residentes del Estado de Nueva York tienen que obtener un certificado de residencia expedido a través de la Oficina del Administrador del Condado (county clerk’s office). El certificado es válido durante un año a partir de la fecha de expedición. A los residentes del Estado de Nueva York que no viven en ninguno de los cinco (5) condados de la Ciudad de Nueva York y que no presenten un certificado de residencia válido, se les exigirá pagar la matrícula completa aplicable a los estudiantes que no son residentes del estado ($1,012.50).

El Colegio Comunal de Hostos ofrece también oportunidades educativas adicionales a aquellos estudiantes que viven fuera del Estado de Nueva York y a los extranjeros que cuentan con visas temporales para estudiar en el Colegio Comunal de Hostos bajo gastos comparativamente bajos. El precio de la matrícula para los estudiantes que no son residentes es de $1,012.50 para aquellos que cursen estudios a tiempo completo de $55.00 por crédito para los estudiantes que cursen estudios a tiempo parcial.

La documentación relacionada a la residencia deberá someterse a la Oficina de Admisiones de Hostos antes de la fecha de la matrícula. Para obtener más información, dirija sus preguntas a la Oficina de Admisiones llamando al número (212) 960-1114, 1115.

**La Salud**

Todos los estudiantes, sin importar su estatus de estudiante, deberán someter el informe del examen médico. El formulario del informe del examen médico deberá de...
obtenerse antes del periodo de matrícula. Además, se les exigirá a los estudiantes admitidos a los programas de las Ciencias de la Salud el presentar exámenes médicos, adicionales antes de que puedan solicitar admisión en la práctica clínica del programa de interés. Estos estudiantes deberán presentarse a la oficina del médico del Colegio inmediatamente después de haber recibido el aviso de la fecha de sus matrículas iniciales, con el propósito de recibir instrucciones específicas relacionadas a los requisitos médicos adicionales.

### Estudiantes Extranjeros con Condición de Estudiantes Avanzados

Los estudiantes extranjeros con condición de estudiantes avanzados y con visas temporeras deberán de radicar una solicitud en la División de Estudiantes Extranjeros de la Oficina de Admisiones.

En todos los casos pertinentes, las solicitudes se aceptarán de acuerdo con las exigencias del espacio disponible.

Los solicitantes deberán de proveerle a la Oficina de Admisiones la descripción de los cursos que desean transferir a su expediente en el Colegio de Hostos.

### Admisiones con Categoría de Estudiante Adelantado

Los estudiantes que hayan completado los cursos o que estén en vías de completar el proceso mencionado en otra institución otorgadora de grados académicos, tendrán que solicitar admisión a través de la Oficina de Transferencias de la Universidad de la Ciudad de Nueva York. Para obtener el formulario oficial de la Universidad de la Ciudad de Nueva York para transferencias con la categoría de estudiante adelantado, dirija su solicitud a:

Recruitment Office, Room A230
Hostos Community College
475 Grand Concourse
Bronx, New York 10451

o

Office of Admission Services
City University of New York
Transfer Admission Service
101 W. 31st Street
New York, New York 10001

La solicitud de transferencia y las transcripciones de los créditos universitarios y/o de la escuela superior deben de enviarse a la dirección que aparece arriba (Office of Admission Services), y no al Colegio Comunal de Hostos. Las primeras solicitudes tendrán prioridad sobre las solicitudes que se reciban posteriormente. Los solicitantes que hayan aprobado una cantidad menor de veinticuatro (24) créditos deberán someter también una transcripción oficial de créditos de la escuela superior.

Los estudiantes que en la actualidad asistan a otra unidad de la Universidad de la Ciudad y que deseen obtener transferencia al Colegio Comunal de Hostos deberán obtener el formulario de solicitud en el colegio en donde estén matriculados. Estos estudiantes estarán exentos de pagar la cuota de solicitud de $25.00.

Los estudiantes que soliciten admisión bajo la categoría de estudiante adelantado al Colegio Comunal de Hostos tendrán que satisfacer uno de los criterios siguientes aplicables al promedio y a los créditos acumulados:

<table>
<thead>
<tr>
<th>Créditos por aprobar</th>
<th>Promedio mínimo general acumulado (índice)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 12</td>
<td>1.5</td>
</tr>
<tr>
<td>13 – 24</td>
<td>1.75</td>
</tr>
<tr>
<td>25 o más</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Por lo general, el estudiante recibirá los créditos para la transferencia si cuenta con un promedio de “C” o más alto. El máximo de los créditos de transferencia para el grado asociado es de treinta (30) créditos. Los créditos obtenidos con calificaciones de “D” o menores del setenta porciento (70%) no podrán ser transferibles.
Skills Assessment Tests

**Entering Freshmen**

Since Hostos is a unit of the City University of New York (CUNY), every new Hostos student is required to take the CUNY Skills Assessment Tests in reading, writing, and mathematics prior to registering.

In addition, Hostos administers Spanish and English-as-a-Second-Language placement tests to students for whom English is not their native tongue. Tests are also available in French and Italian through the Modern Language Department.

These tests are used, along with the Hostos placement tests, to determine a student's level of entry into reading, writing, math, and foreign language courses.

Although they do not affect a student's admission into Hostos, the CUNY Skills Assessment Test scores are used as criteria for acceptance into certain career programs.

In some cases, these tests will be used to determine a student's eligibility for certain Hostos courses, which require a minimum level of reading, writing, math, or foreign language proficiency.

**Transfer Students**

Some students are exempt from taking the placement tests because they first entered CUNY prior to Fall 1978 or because they have already earned a degree from another college.

It should be noted, however, that certain technical career programs require that a student take and pass these tests before they can be accepted into these programs.

Transfer students who are exempt from taking these exams, or who have passed them at another CUNY college, should contact the Office of Admissions.

Students who do not pass the placement tests at the time they enter Hostos must take the appropriate remedial or developmental courses. They will be given the opportunity to retake these tests after completing these courses.

No student will be permitted to register without taking the placement tests, or showing proof of exemption.
Exámenes de Evaluación de Destrezas

<table>
<thead>
<tr>
<th>Estudiantes Ingresados de Primer Año</th>
</tr>
</thead>
<tbody>
<tr>
<td>Como Hostos es una de las unidades que conforman la Universidad de la Ciudad de Nueva York, se le requiere a cada uno de los estudiantes de Hostos tomar los exámenes de evaluación de destrezas de la Universidad de la Ciudad de Nueva York en las áreas de la lectura, la escritura, y las matemáticas antes de inscribirse en los cursos. Además, Hostos da exámenes de ubicación en español y de inglés como segundo idioma a aquellos estudiantes cuyo idioma materno no sea el inglés. También se dan exámenes en francés y en italiano por medio del departamento de lenguas modernas. A pesar de que las puntuaciones de los exámenes de evaluación de destrezas no tienen efecto sobre la admisión del estudiante a Hostos, tales puntuaciones se utilizan para determinar el ingreso a algunos de los programas de carreras profesionales. En algunos de los casos, estas puntuaciones se utilizan para determinar la elegibilidad del estudiantes para participar en algunos de los cursos de Hostos que requieren un nivel mínimo de lectura, escritura, conocimientos matemáticos, o fluidez en lenguas extranjeras.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estudiantes Transferidos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algunos estudiantes gozan de exención con respecto de los exámenes de ubicación, ya sea por haber ingresado a la Universidad de la Ciudad de Nueva York antes del 1978, o por haber obtenido previamente otro título universitario. Nótese, sin embargo, que algunos de los programas de carreras técnicas requieren que el estudiante tome y apruebe estos exámenes antes de lograr ingreso al programa. Los estudiantes transferidos que gocen de exención con respecto de estos exámenes o que hayan aprobado estos exámenes en otro colegio universitario, deberán comunicarse con la Oficina de Admisiones. Los estudiantes que no aprueben los exámenes de ubicación en el momento de su ingreso a Hostos deberán cursar los cursos preparatorios correspondientes. Dichos estudiantes tendrán la oportunidad de retomar los exámenes de ubicación después de haber cursado los cursos preparatorios. A ningún estudiante se le permitirá inscribirse en cursos sin haber tomado antes los exámenes de ubicación, o sin haber demostrado prueba de derecho a exención.</td>
</tr>
</tbody>
</table>
Hostos Community College awards letter grades to denote the level of achievement for each course. The grading system is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
</tbody>
</table>

**Other Grades**

I — Incomplete. This grade indicates that the objectives of a course have not been completed for good and sufficient reasons and that there is reasonable expectation that the student can in fact successfully complete the requirements of the course. The student must complete the requirements of the course by the end of the eighth week of the next academic semester. No “I” grades are given in the summer session.

W — Withdrawal without penalty. This grade indicates that a student has good and sufficient reasons for withdrawing from the course and is doing so at a time when he or she is doing passing work, prior to the eighth week of the course.

WU — Unofficial withdrawal. Given for nonattendance. Replaces NC grade. This grade is included in the computation of the GPA.

R — Given in courses designed as developmental (remedial courses with credit and excess hours) and remedial courses (with no credit). An “R” grade is given when a student has not reached a minimal level of proficiency for the course, but has fulfilled all three of the following conditions:

a. Presented a satisfactory attendance record.
b. Satisfactorily completed in-class homework assignments.
c. Made satisfactory progress toward the performance objectives of the course.

The “R” grade is considered a nonpunitive grade, and is not included in the computation of the GPA. It is given one time only per course except in the case of ENG 1300 and ENG 1301 where, because of the CUNY writing examination, the “R” grade is given twice until such time as the curriculum is strengthened, and one of them is eliminated. Other colleges may assign a punitive value.

**Incomplete and Failure Grades**

Students should not repeat a course in which an incomplete (I) grade is given. Rather, arrangements should be made with the instructor who granted the incomplete grade to complete the remaining work. If this is not done, the incomplete grade will be changed to a failure (F). If a student registers again for a course in which an I was awarded, the I will become an F and the course will appear a second time on the student’s transcript with the grade earned.

**Student Retention Standards**

The following table indicates the minimum cumulative index which must be earned at specific levels of credits attempted and the satisfactory rate of progress expected in each block of credits or equated credits attempted:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum Cumulative GPA (Index)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 12</td>
<td>1.50</td>
</tr>
<tr>
<td>13 - 24</td>
<td>1.75</td>
</tr>
<tr>
<td>25 - Upward</td>
<td>2.0</td>
</tr>
</tbody>
</table>
**Attendance**

Students at Hostos Community College are required to attend all classes scheduled for each course for which they are registered. Limited absences are permitted only when:

1. The teacher assigns the student to some alternate learning activity related to the course, or
2. The student is assigned to research activity which will result in a written project that goes beyond the content that might normally be covered in the course.

It is assumed that in such cases student and teacher will confer regularly, and that the teacher will be aware of student progress and any problems the student may encounter in his/her course of study.

Faculty members are to maintain attendance records. Each academic department is free to develop a more specific policy on attendance within the general college-wide framework.

Note: A student who has not attended at least once in the first three weeks is considered nonattending, and receives a grade of WU. A student who attends at least once in the first three weeks, but does not attend once in either the fourth or fifth week may receive a WU unless there is evidence that the student has kept abreast of the coursework and plans to return to class.

**Dean’s List**

The Dean’s List cites students who have demonstrated outstanding academic achievement. To qualify for the Dean’s List, certain criteria have to be met, among them: (a) 24 or more credits of work at Hostos Community College during a given academic year, and (b) a scholastic index of 3.0 or better with no grades of “D” or “F” within that academic year.

**Probation**

Students who fail to achieve required standards will be placed on probation for one semester. Students who fail to achieve the required standards while on probation will be dropped from the University. The normal academic appeals procedure of each college will continue to consider individual cases and to make such exceptions to the implementation of these guidelines as circumstances may warrant.
Readmission

Students may not be readmitted until they have been separated from the University for at least one semester or equivalent calendar time. An official leave of absence is required for readmission to the College. All readmission applications must be on file in the Registrar’s Office one month prior to registration, and validated with the appropriate fee.

Students placed on probation/dismissal are required to consult the Dean of Students upon request for readmission. Students who are separated from the University may not enroll for credit-bearing courses in any unit of the University in any status.

Total Withdrawals for Medical Reasons

Students seeking to withdraw totally from the college for medical reasons may obtain a special leave form through the Counseling Office. Requests for medical leave are reviewed and approved by the College Physician and the Dean of Students.

Maximum Student Course Load

The maximum course load for a student is not to exceed 18 credits or a combination of 18 equated credits. Science laboratories, clinicals, and physical education courses will be counted as credits.

Exceptions to this policy are to be approved by the Dean of Faculty. Students requesting exceptions must bring with them the latest transcript in their possession. There are two possible reasons for making exceptions.

1. The student completed all 18 credits or 18 equated credits attempted in the previous semester.
2. A student who is not on probation needs additional credits in order to complete the graduation requirements.

Student Identification Number and Card

When a student files his/her initial application to attend Hostos, he/she is asked to supply the college with his/her social security number. This number becomes the student’s identification number. The purpose of the identification number is to prevent the misfiling of any student records and to enable the college to utilize its data processing facilities and programs in keeping student records. Entry to the data bank is by numeric identification of the student. The use of the social security number eliminates the need to assign another number to the student.

Transcripts and Certified Statements

To secure a transcript, complete the transcript request form available in the Office of the Registrar. There is a charge of $4.00 per transcript requested to be sent; however, transcripts to be sent to another college of the City University of New York are forwarded free of charge. Please allow sufficient time to process transcript requests.

Transcripts are never sent automatically, whether for transfer, employment, or any other reason; each must be specifically requested. This is done to safeguard the privacy of the student’s official record from unauthorized reviews.

Certified statements required for such things as proving current or past attendance may be secured, without charge, upon filing of an application available in the Office of the Registrar.

Changes of Name and/or Address

Any change of address or name must be reported to the college on the form available in the Registrar’s Office. In the case of a change of name because of marriage, the student should report the change and indicate whether...
er she wants to retain her maiden name on all of her college records. In the case of a change of name because of court order, it is necessary for the student to produce the court order at the time of reporting the change. The court order will be returned to the student.

**Federal Education Rights and Privacy Act of 1974**

The Federal Education Rights and Privacy Act of 1974 and regulations pursuant thereto grant you the following rights:

1. To be advised of the types of student records and the information contained therein which are maintained by the college.
2. To be advised of the name and position of the official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have access.
3. To be advised of the policies of the college for reviewing and expunging those records.
4. To be advised of the procedures for granting you access rights to your student records.
5. To be advised of the procedures for challenging the content of your student records.
6. To be advised of the cost, if any, which you will be charged for reproducing copies of your student records.
7. To be advised of all your other rights and requirements under the Federal Education Rights and Privacy Act of 1974 and the regulations promulgated thereunder.

All of the above information may be obtained from the Student Services Office in Room 209 during the hours of 9:00 a.m. to 6:00 p.m., Monday through Friday, while classes are in session.

The college maintains no directory information of the names of present or past students or graduates. In general, no information as to present or past student status may be given to any individual or organization over the phone. In response to a written request from a prospective employer the college will validate whether or not an individual was granted a degree by the college. The college will not give out any information concerning student status unless the student in writing so requests.

Any student or former student may require that any or all of the above information not be released without his/her prior written consent, by completion of a form available in the Registrar's Office. The form may be completed, withdrawn, or modified during the hours of 9:00 a.m. to 4:30 p.m., Monday to Friday.

The above is only a summary of students' rights under the Federal Education Rights and Privacy Act of 1974. The Board of Trustees of the City University has issued a more comprehensive policy statement on student access to records. Students wishing to consult this statement should request a copy from the Registrar's Office.

**Veterans' Affairs**

All students who plan to receive educational benefits under the provisions of the GI Bill must report to the Veterans Administration, 252 Seventh Avenue, New York, New York prior to registering to secure a "certificate of eligibility." The veteran should then report to the Registrar's Office with the form. It is necessary for every veteran attending Hostos to report to the Registrar’s Office each successive session (that is, in September, January, and June) to initiate a VA Form 21E-1999.

**Foreign Students**

Foreign students who are studying on student visas and registering for the first time at Hostos Community College must report to the Office of Admissions after registration in order to initiate an "I-20" form.

**Requests for Permits To Attend Another College**

The student is responsible for securing a bulletin from the prospective host college and fulfilling whatever requirements it may establish for his/her attendance there. In addition, the student must report to the Registrar's Office to arrange for a permit to attend another college. The student must then have the form signed and approved by the appropriate department chairperson or coordinator who will verify that the courses are equivalent to Hostos courses and applicable to curriculum requirements. This is required to ensure that the student will receive credit toward his/her degree at Hostos. All permits must be validated by the Bursar's Office and the college's seal must be affixed before attending the host college.

**How To Transfer to Another College**

A student who has decided to apply for transfer to another college must contact that institution and comply with the requirements for admission set down by its administration. The student should arrange for an official transcript from Hostos to be sent in support of his/her application for admission. All questions concerning specific information should be directed to the office of admission at the school to which the student is seeking admission. Any Hostos student who contemplates such a transfer should arrange to see his/her college counselor to discuss the advisability of the transfer before making a final decision. It is necessary for all students transferring, with the exception of those who transfer upon graduation from Hostos, to arrange for a leave of absence.

Note: On April 5, 1976, The Board of Higher Education passed the following resolution:

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

Application for Leave of Absence

Any student who decides, upon consultation with his/her counselor, to arrange for a leave of absence from Hostos must file a properly completed application for the "leave." The major purposes of filing an application for leave of absence are to clear the student's record and make it possible for him/her to return to the college with relative ease and to set down clearly the terms of the student's future matriculation and financial aid, when applicable. Blank forms are available in the Office of the Registrar.

Reinstatement

A student who has lost his/her matriculation and wishes to return to matriculation status, after having fulfilled the conditions set down at the time of his/her dismissal, should contact the registrar at least one month prior to registration for a given session of the college.

Change of Curriculum

The opportunity for all students at Hostos Community College to change their career and/or educational objectives is provided for. Students wishing to change their curriculum area should report to the Office of the Registrar. They must also consult with the coordinator of the program in which they are studying and obtain permission from the coordinator of the program to which they wish to transfer.

Application for Graduation

At least six months prior to the date of expected graduation, the student must file an application for graduation. This will provide time for the Office of the Registrar to check the student's records thoroughly and thus insure his/her graduation. Students who file late cannot be evaluated on time.
Pautas Sobre las Calificaciones y las Normas Académicas

El Colegio Comunal de Hostos otorga calificaciones en forma de letras para denotar el nivel de aprovechamiento en cada uno de los cursos que ofrece. El siguiente, es el sistema de calificaciones:

<table>
<thead>
<tr>
<th>Calificación</th>
<th>Aprovechamiento</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excelente</td>
</tr>
<tr>
<td>B</td>
<td>Bueno</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactorio</td>
</tr>
<tr>
<td>D</td>
<td>Aprobado</td>
</tr>
<tr>
<td>F</td>
<td>Suspenso</td>
</tr>
</tbody>
</table>

Otros Tipos de Calificaciones

W — Baja con una clasificación no punitiva. Esta calificación indica que el estudiante tiene razones buenas y aceptables para darse de baja del curso, y que en efecto ha realizado este procedimiento a tiempo a pesar de haber aprobado satisfactoriamente los requisitos del curso antes de la octava semana del curso.

WU — Baja extraoficial. Esta calificación se otorga por ausencias y reemplaza la calificación "NC." La calificación WU se incluirá en el cálculo del promedio general.

R — Esta calificación se otorga en los cursos remediales con crédito. Se otorga "R" cuando el estudiante no ha mostrado el progreso mínimo en el curso y a la vez ha satisfecho las tres condiciones siguientes:

a. presentación de un expediente satisfactorio de asistencia.

b. cumplimiento de todas las asignaciones.

c. realización de un progreso satisfactorio en torno a los objetivos del curso.

La calificación "R" se considera como una calificación no punitiva, y no se incluye en el cálculo del promedio general acumulado. Esta calificación se otorgará una vez por curso solamente a excepción del caso de ENG 1300 y ENG 1301, donde por motivos del examen de redacción de CUNY, la calificación "R" se otorgará dos veces hasta que se revise el currículo, y se elimine una de las dos calificaciones mencionadas.

Las Normas Para la Retención de los Estudiantes

La tabla siguiente indica el promedio mínimo acumulado a obtener en los niveles específicos de los créditos por aprobarse y el porcentaje satisfactorio de progreso que se espera en cada uno de los niveles de créditos o su equivalente:

<table>
<thead>
<tr>
<th>Créditos por Aprobarse</th>
<th>Promedio General Mínimo Acumulado (Indice)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 12</td>
<td>1.50</td>
</tr>
<tr>
<td>13 - 24</td>
<td>1.75</td>
</tr>
<tr>
<td>25 o más</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Probatoria

Los estudiantes que no logren satisfacer las normas requeridas, estarán bajo probatoria por un semestre. Los estudiantes que no satisfagan las normas requeridas durante este período de probatoria tendrán que darse de baja de la Universidad. El procedimiento normal de apelaciones académicas considerará casos específicos y hará excepciones en la implementación de estas pautas según lo exijan las circunstancias.

La Lista de Honor

La lista de honor incluye a aquellos estudiantes que han obtenido logros académicos sobresalientes. Para estar en la lista de honor, se tendrá que cumplir con ciertos requisitos, entre ellos los siguientes: (a) haber aprobado 24 créditos o más en el Colegio Comunal Eugenio María de Hostos en un año dado, y (b) haber obtenido un índice académico de 3.0 o más, sin tener notas de "D" o de "F" durante ese año académico.
Readmisiones

No se harán readmisiones hasta que los estudiantes no se hayan matriculado en la Universidad durante un periodo mínimo de un semestre o su equivalente. Se requerirá una autorización previa para ausencias para solicitar readmisión al Colegio. Todas las solicitudes de readmisión deberán presentarse a la Oficina del Registrador un mes antes de las matrículas, y validarse con la cuota asignada.

Los estudiantes que hayan sido puestos en probatoria o suspensión, deberán de comunicarse con la Decana de Estudiantes antes de solicitar readmisión al recinto. Los estudiantes que no estén matriculados en la Universidad no podrán inscribirse en ninguno de los recintos de la Universidad ni ostentar ninguna categoría.

Bajas Totales por Motivos Médicos

Los estudiantes que deseen darse totalmente de baja por motivos médicos, deberán obtener una autorización especial a través de la Oficina de Orientación. Las solicitudes para ausencias por motivos médicos deberán aprobarse por el médico del recinto y por la Decana de Estudiantes.

Asistencia

Los estudiantes del Colegio Comunal de Hostos deberán asistir a todas las clases de los cursos en los cuales se hayan inscrito. Se permitirá un número de ausencias cuando:

1. el educador asigne otro tipo de actividad alternativa relacionada con el curso, o
2. el estudiante haya sido asignado a una actividad investigativa que culmine en un proyecto escrito que vaya más allá de lo que cubre el curso normalmente.

Se supone que en tales casos el estudiante y el educador se reunirán regularmente, y que el educador estará pendiente del adelanto que efectúa el estudiante y de los problemas que vaya identificando y solucionando en el curso de sus estudios.

Los miembros del profesorado mantendrán cuadernos de asistencia. Cada uno de los departamentos académicos tendrá la libertad de crear pautas más específicas en lo tocante a la asistencia de acuerdo con las normas generales del colegio.

Aviso: Al estudiante que no haya asistido por lo menos una vez al curso durante las primeras tres semanas del semestre se le considerará como estudiante no asistente al curso, y recibirá la nota de WU. Los estudiantes que asistan por lo menos una vez durante las primeras tres semanas, pero que no asistan ni una sola vez, ya sea durante la cuarta o quinta semana, recibirán una WU, a menos que haya evidencia de que al estudiante se mantuvo al tanto del trabajo realizado en clase, y que también haya expresado que desea regresar a clase.

Número Máximo de Créditos Permitidos

El número máximo de créditos permitidos al estudiante será de 18 créditos o una combinación equivalente a 18 créditos. Los laboratorios de los cursos de ciencia, las clínicas y los cursos de educación física, no se contarán como créditos.

La Decana de Estudiantes tendrá que aprobar las excepciones a esta pauta. Los estudiantes que soliciten excepciones deberán de presentar sus transcripciones de créditos al requerirse la presentación de estos documentos. Hay dos causas probables para solicitar excepciones:

1. El estudiante ya ha completado de antemano todos los 18 créditos o su equivalente en un semestre anterior.
2. El estudiante (no puede estar en probatoria) necesita aprobar créditos adicionales para completar los requisitos de graduación.

Archivos

La Oficina del Registrador es el lugar en donde se guardan los documentos de los estudiantes del recinto. Los empleados de la Oficina del Registrador le suministrarán a los estudiantes interesados información relacionada con sus expedientes académicos, y referirán a los estudiantes a otras dependencias y oficinas para suministrar más y mejores servicios.

A continuación se presentan las explicaciones a varias secciones referentes a los documentos de los estudiantes y a las descripciones de los servicios disponibles a los estudiantes, educadores y empleados del recinto.

Tarjeta y Número de Identificación del Estudiante

Los estudiantes proporcionarán sus números de seguro social al solicitar admisión a Hostos. Estos se convierten en el número de identificación del estudiante. El propósito de la asignación de un número de identificación es prevenir el transpapeleo de los registros de los estudiantes, y permitirle al recinto utilizar sus computadoras para almacenar la información pertinente a los mismos. Esta medida elimina la práctica de asignarle un número de identificación adicional al estudiante.

Expediente Académico y Certificados

Para obtener una copia del expediente académico, se deberá llenar el formulario disponible en la Oficina del Registrador. Hay una cuota de $4.50 por solicitud. No obstante, se enviarán de gratis todas las transcripciones remitidas a otro recinto de la Universidad de la Ciudad de Nueva York. Habrá que otorgarles un margen de tiempo amplio a los trámites de envío de copias del expediente académico.
Las copias de los expedientes nunca se envían automáticamente, aunque sea por motivos de transferencia, empleo, u otros. Esta medida es así porque se desea salvaguardar los documentos de los estudiantes de revisiones no autorizadas.

Se podrán obtener gratis certificados para demostrar asistencia al recinto en circunstancias actuales o pasadas. Habrá que llenar un formulario de solicitud disponible en la Oficina del Registrador.

**Cambios de Nombre y/o de Dirección**

Los cambios de dirección o de nombre deberán de comunicarse al colegio por medio del formulario diseñado para tales efectos de la Oficina del Registrador. Cuando se cambie el nombre por motivo de matrimonio, la estudiante deberá informar tal cambio e indicar si desea mantener su nombre de soltera en todos los documentos académicos que tiene de ella el colegio. Cuando se cambie el nombre por mandato de los tribunales, el estudiante tendrá que presentar el mandato del tribunal cuando vaya a solicitar el cambio. Se devolverá el documento legal al estudiante.

**Los Derechos Federales a la Educación y el "Privacy Act of 1974"**

Los derechos federales a la educación, el "Privacy Act of 1974", y otros reglamentos pertinentes otorgan los derechos siguientes al estudiante:

1. Advertirle sobre los tipos de documentos estudiantiles y sobre la información que se encuentra en ellos bajo la supervisión del colegio.
2. Advertirle sobre el nombre y la posición de la persona encargada de mantener al día cada tipo de documentos, sobre las personas que tienen acceso a tales documentos.
3. Advertirle sobre las pautas del colegio al revisar y al tachar tales documentos.
4. Advertirle sobre los procedimientos que le garantizan derecho de acceso a sus documentos académicos.
5. Advertirle sobre los procedimientos para refutar el contenido de sus documentos académicos.
6. Advertirle sobre el costo, si es que hay alguno, de cubrir la reproducción de un documento académico.
7. Advertirle sobre todos los derechos que tenga y de los requisitos estipulados para el disfrute de los derechos federales a la educación y del "Privacy Act of 1974", y de las normas que se estipulan bajo sus regulaciones.

Toda la información que se ha presentado anteriormente puede conseguirse en el Decanato de Estudiantes, salón 209 desde las 9 de la mañana hasta las 6 de la tarde, de lunes a viernes, previa por escrito, o por medio del formulario que proporciona Registraduría. El formulario puede llenarse, retirarse o modificarse de 9 de la mañana a las 4:30 de la tarde, de lunes a viernes.

**Veteranos**

Todos los estudiantes que esperen recibir beneficios educativos bajo las provisiones del "GI Bill" deberán presentarse en la Administración de Veteranos, 252 Seventh Avenue, New York, New York, antes de matricularse en el recinto para obtener un certificado de elegibilidad. Luego, el veterano se presentará a Registraduría con el formulario que le dieron en la Administración de Veteranos. Todos los veteranos que asisten a Hostos deberán presentarse a Registraduría durante cada uno de los semestres y sesiones de cursos (es decir, en septiembre, enero, y junio) para radicar el formulario VA 21E-1999.

**Estudiantes Extranjeros**

Los estudiantes extranjeros que cursen estudios con visas estudiantiles por primera vez en Hostos deberán presentarse a la Oficina de Admisiones después de haberse matriculado para radicar el formulario 1-20.

**Solicitud de Permiso Para Asistir a Otro Recinto**

El estudiante tendrá la responsabilidad de conseguir un boletín de los cursos que ofrece el recinto al que piensa asistir, y de satisfacer los requisitos necesarios para asistir al otro recinto. Además, el estudiante deberá presentarse a Registraduría para hacer los arreglos para asistir al otro recinto. El estudiante deberá entonces, conseguir la firma y la aprobación del director del departamento o coordinador que se encargará de verificar si los cursos que se ofrecen resultan equivalentes a los cursos de Hostos y aplicables a los requisitos curriculares. Esta medida es indispensable porque se desea que el estudiante reciba créditos conducentes a la obtención de su título en Hostos.
Todos los permisos deberán validarse en la Oficina de la Tesorera, y el sello del colegio deberá imprimirse antes de asistir al colegio que ofrezca los cursos.

**Transferencia a Otros Recintos**

El estudiante que haya decidido solicitar transferencia a otro recinto, deberá comunicarse con la institución a la que se piensa transferir y cumplir con los requisitos especificados por los administradores. El estudiante deberá de tramitar el envío de la transcripción oficial de sus créditos académicos. Todas las preguntas relacionadas con información específica deberán dirigirse a la facultad a la que el estudiante solicita ingreso. Todos los estudiantes de Hostos que piensen solicitar transferencia deberán entrevistarse con un consejero académico y discutir las probabilidades de transferencia, antes de tomar la decisión final. Todos los estudiantes que soliciten transferencia, a excepción de los graduados, deberán solicitar un permiso de ausencia.

**Aviso:** El 5 de abril de 1976, La Junta de Educación Superior aprobó la resolución siguiente:

**DECIDIDO:** Que los estudiantes que se transfieran a los ciclos superiores de los recintos de bachillerato ya sea desde los ciclos de estudios básicos o de los colegios comunales del sistema educativo universitario, o de otros sistemas universitarios, proporcionen evidencia, de acuerdo con las especificaciones del Canciller, de que han obtenido el nivel de competencia en las destrezas básicas para desempeñar con éxito el estudio de las disciplinas más adelantadas de los cursos superiores.

**Solicitud del Permiso de Ausencia**

El estudiante que se decida, después de entrevistarse con su consejero, a solicitar un permiso de ausencia, deberá llenar la solicitud apropiada. Los motivos que exigen rellenar la solicitud son: evitar contratiempos con los documentos y hacerles más fácil a los estudiantes el regreso al colegio sin complicaciones de matrícula ni de ayuda económica. La registraduría tiene los formularios para los permisos de ausencia.

**Reintegración**

El estudiante que haya perdido su oportunidad de matrícula, y que desee recibir nuevamente dicha oportunidad, deberá de comunicarse con el Registrador por lo menos un mes antes de la inscripción para el semestre determinado, siempre y cuando se haya cumplido con las condiciones necesarias en el momento de la dada de baja.

**Cambio de Currículo**

A los estudiantes de Hostos se les provee la oportunidad de cambiar sus metas profesionales y educativas. Los estudiantes que desean cambiar de currículo deberán comunicarse con la oficina del registrador. También deberán entrevistarse con el coordinador del programa en el que están inscritos y obtener la autorización del coordinador del programa al que deseen transferencia.

**Solicitud de Graduación**

El estudiante deberá presentar la solicitud de graduación, por lo menos seis meses antes de la fecha de graduación. Este margen de tiempo le proveerá la oportunidad a la Oficina del Registrador de verificar los documentos del estudiante y de hacer todos los arreglos pertinentes. Los estudiantes que presenten solicitudes tardías no podrán recibir evaluaciones puntuales.
Tuition and Fees

Tuition Fee Schedule

The following tuition fee schedule is in effect at Hostos Community College:

New York State Residents
Full-time: $612.50 per semester
Part-time: $40.00 per credit

Non-State Residents and Foreign Students
Full-time: $1012.50 per semester
Part-time: $76.00 per credit

A resident student is one who has had his or her principal abode in the City of New York for a period of at least twelve consecutive months immediately preceding the first day of classes for the semester with respect to which the residency determination is made, and states his or her intention to permanently live and maintain his or her principal abode in New York City.

A full-time undergraduate student is one who is enrolled for twelve (12) credits or equivalent, or more. A part-time student is one who is enrolled for fewer than twelve (12) credits or equivalent.

The tuition fee rate to be charged shall be determined by a student's status as a full- or part-time student and residency. Status as a matriculated or nonmatriculated student shall not be taken into account in determining the tuition fee rate.

The schedule of tuition fees shall apply to all scheduled sessions, regardless of duration, subject to such special tuition fee rates as may be established by the Board.

A child or a member of the permanent staff of the board, or a child of a deceased or retired member of such staff who has served for more than five years on an annual salary, or a child of an employee of the City of New York or of a City agency who is required to live outside the City of New York in the performance of his or her official duties shall be charged resident rates.

The resident rate shall be applicable to a student of another college or university which grants in exchange resident rates to a student of a college within the City University of New York. Evidence of satisfactory educational qualifications must be presented and the approval of the president of such college within the City University is required.

Summer Session Tuition Fee Schedule

New York State Residents
Full-time: $612.50 per semester
Part-time: $40.00 per credit

Non-State Residents and Foreign Students
Full-time: $1012.50 per semester
Part-time: $76.00 per credit

Refunds for Tuition Payments

<table>
<thead>
<tr>
<th>Withdrawal from course before the scheduled opening date of the session</th>
<th>Other than Summer Session</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

| Withdrawal from course in order to register at another unit of the City University during that semester | 100% | 100% |
| Withdrawal within one week after scheduled opening date of the session | 75% | 50% |
| Withdrawal during second week after scheduled opening date of the session | 50% | 25% |
| Withdrawal during the third week after scheduled opening date of the session | 25% | NONE |
| Withdrawal after completion of third week after scheduled opening date of the session | NONE | NONE |

A full (100%) refund of tuition and fees (where applicable) is to be made in the event that:
1. courses are canceled by the college;
2. a student's registration is canceled by the college.

Note: The number of refunds which an individual student is allowed will be limited under conditions imposed by the college.
## Special Fees (for all students — matriculated and nonmatriculated)

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Application for admission (not refundable)</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>b. Student activities fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall semester</td>
<td>$12.00</td>
<td>$7.50</td>
</tr>
<tr>
<td>Spring semester</td>
<td>$12.00</td>
<td>$7.50</td>
</tr>
<tr>
<td>Summer</td>
<td>$12.00</td>
<td>$7.50</td>
</tr>
<tr>
<td>c. Transcripts (no charge for transcripts sent to colleges of CUNY)</td>
<td>$4.00 each</td>
<td></td>
</tr>
<tr>
<td>d. Late registration</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>e. Change of program</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>f. Duplicate of ID photo card</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>g. Readmission</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>h. Nonpayment service fee</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>i. Payment reprocessing</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>j. Special examination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>Each additional</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>k. Senior citizens</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>l. Cooperating teachers</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>m. Duplicate diploma</td>
<td>$15.00</td>
<td></td>
</tr>
</tbody>
</table>
Costos de Matrícula

Esquema de los Costos de Matrícula

El esquema siguiente de los costos de la matrícula está en vigor en el Colegio Comunal de Hostos:

Residentes del estado de Nueva York
Estudiantes a tiempo completo: $612.50 por semestre
Estudiantes a tiempo parcial: $40.00 por crédito

Estudiantes extranjeros y no residentes del estado de Nueva York
Estudiantes a tiempo completo: $1,012.50 por semestre
Estudiantes a tiempo parcial: $76.00 por crédito

Los estudiantes residentes son aquellos que hayan tenido su residencia principal en la ciudad de Nueva York durante un período de por lo menos los 12 meses consecutivos inmediatamente anteriores al primer día de clases del semestre con respecto del cual se determina la residencia. Estos estudiantes tienen que declarar su intención de vivir y de mantener a permanencia su residencia principal en la ciudad de Nueva York.

Un estudiante de subgrado de tiempo completo es aquel que se ha matriculado en doce (12) o más créditos o en su equivalente.

La tarifa de los costos de la matrícula se determinará por el estatus del estudiante de tiempo parcial o completo y de la residencia. Para determinar la tarifa de la matrícula no se tomarán en cuenta los estatus de estudiante matriculado y de no matriculado.

El esquema de los costos de la matrícula se aplicará a todas las sesiones no importa la duración y estará sujeto a las tarifas especiales de matrícula que establezca la junta de síndicos.

Los hijos o los miembros del personal permante de la junta, o los hijos de los miembros difuntos o retirados del personal que haya prestado sus servicios por más de cinco años con un salario anual, o los hijos de los empleados de la ciudad de Nueva York o de una agencia de esta ciudad que tengan que vivir fuera de la ciudad de Nueva York para llevar a cabo sus deberes oficiales pagarán la tarifa de residente.

La tarifa de residente se aplicará a los estudiantes de otros colegios o universidades cuyos intercambios otorgan tarifas de residente a los estudiantes de los colegios de la Universidad de Nueva York. Se tendrán que presentar evidencias de cualificaciones satisfactorias a nivel educativo y dicha evidencia estará sujeta a la aprobación del presidente del colegio determinado dentro de la Universidad de la ciudad de Nueva York.

Esquema de los Costos de Matrícula de la Sesión del Verano

Residentes del estado de Nueva York
Estudiantes a tiempo completo: $612.50 por semestre
Estudiantes a tiempo parcial: $40.00 por crédito

Estudiantes extranjeros y no residentes del estado de Nueva York
Estudiantes a tiempo completo: $1,012.50 por semestre
Estudiantes a tiempo parcial: $76.00 por crédito

Reembolsos por los Pagos de la Matrícula

<table>
<thead>
<tr>
<th>Cualquier Sesión Excepto la de Verano</th>
<th>Sesión de Verano</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dada de baja del curso antes de la fecha de apertura programada</td>
<td>100%</td>
</tr>
<tr>
<td>Dada de baja del curso para matricularse en otra unidad de la Universidad de la Ciudad de Nueva York durante el semestre</td>
<td>100%</td>
</tr>
<tr>
<td>Dada de baja en la primera semana después del inicio programado de clases</td>
<td>75%</td>
</tr>
<tr>
<td>Dada de baja en la segunda semana después del inicio programado de clases</td>
<td>50%</td>
</tr>
<tr>
<td>Dada de baja en la tercera semana después del inicio programado de clases</td>
<td>25%</td>
</tr>
<tr>
<td>Dada de baja después de haberse completado la tercera semana después del inicio programado de clases</td>
<td>0</td>
</tr>
</tbody>
</table>

El reembolso total (del 100%) de los costos de la matrícula y de las cuotas respectivas (cuando se aplique el caso) se hará cuando: (1) el colegio haya cancelado los cursos; (2) el colegio haya cancelado la inscripción del estudiante.

Aviso: El número de reembolsos a los que cada estudiante tenga derecho, estará limitado a las condiciones que imponga el colegio.
## Tarifas especiales (para todos los estudiantes — matriculados y no matriculados)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Solicitud de admisión (no reembolsable)</td>
<td>$25.00</td>
</tr>
<tr>
<td>b. Cuota de actividades estudiantiles</td>
<td></td>
</tr>
<tr>
<td>- Semestre del otoño</td>
<td>$12.00</td>
</tr>
<tr>
<td>- Semestre de la primavera</td>
<td>$12.00</td>
</tr>
<tr>
<td>- Verano</td>
<td>$12.00</td>
</tr>
<tr>
<td>c. Transcripciones (no se cobrarán las transcripciones que se envíen a las unidades de CUNY)</td>
<td>$4.00 cada una</td>
</tr>
<tr>
<td>d. Matrícula tardía</td>
<td>$15.00</td>
</tr>
<tr>
<td>e. Cambio de programa</td>
<td>$10.00</td>
</tr>
<tr>
<td>f. Duplicado de la tarjeta de identificación</td>
<td>$5.00</td>
</tr>
<tr>
<td>g. Readmisión</td>
<td>$10.00</td>
</tr>
<tr>
<td>h. Recargo de servicio por incumplimiento de deuda</td>
<td>$15.00</td>
</tr>
<tr>
<td>i. Retramitación de pago</td>
<td>$15.00</td>
</tr>
<tr>
<td>j. Examen especial (primer)</td>
<td>$15.00</td>
</tr>
<tr>
<td>k. Por cada examen adicional</td>
<td>$5.00</td>
</tr>
<tr>
<td>l. Maestros cooperadores</td>
<td>$25.00</td>
</tr>
<tr>
<td>m. Duplicado del diploma</td>
<td>$15.00</td>
</tr>
</tbody>
</table>
Financial Aid

Hostos Community College offers to its students the following financial aid programs: Pell Grant (formerly called BEOG), Supplemental Educational Opportunity Grant (SEOG), College Work Study (CWS), National Direct Student Loans (NDSL), Guaranteed Student Loans (GSL), Tuition Assistance Program (TAP), and College Discovery (CD).

Grants are gifts of money which do not have to be repaid.

Work Study gives the student the opportunity to work and earn the money needed to attend school.

Loans are borrowed money which must be repaid with interest.

In applying for aid, it is the student’s responsibility to complete the application forms accurately, and to submit them on time. Further, the student should check the status of his/her application to be sure that it has been processed. The student must reapply each year for the above programs, since they do not continue automatically from one year to the next.

Director: Clifton Bullard; Assistant Director: José Alicea

General Information*

Eligibility. In general, the student must be enrolled at least half-time as a regular student, and must be making satisfactory progress and be in good standing. The student must not be in default on a National Direct Student Loan or a Guaranteed Student Loan, nor owe a refund on a Pell Grant or Supplemental Educational Opportunity Grant at Hostos.

Need. In general, student aid is awarded on the basis of need. Need is the difference between the student’s educational expenses — tuition, fees, room, board, books, supplies and other expenses — and the amount the student and/or his family can afford to pay. The latter amount is determined by a federally approved need analysis performed by the City University on all applications submitted to it by its students. This insures equity throughout the City University. The size of the awards are determined by The City University, and apply equally to all of its students.

Handicapped Students incurring extra costs to attend school should have their vocational rehabilitation counselor contact the financial aid administrator at Hostos to coordinate resources.

Citizenship. In general, a student must be a U.S. citizen, U.S. national permanent resident with an alien registration receipt card, or a permanent resident of the trust territory of the Pacific Islands. More detailed information may be found on the applications for aid.

Transfer Students. If you transfer from one school to another, your financial aid does not automatically go with you. You must come to the Financial Aid Office immediately to find out what aid will be available and what steps you must take. You must have your former college send a financial aid transcript to Hostos. Non-receipt of a transcript will interfere with your receiving Financial Aid. If you have a Pell Grant you must get a duplicate copy of your student aid report, and submit it to the Financial Aid Office. If you have a TAP award, you must file a change form so that you may continue receiving this award at Hostos.

*Federal/State regulation changes may make obsolete some of the statements in the Bulletin. Please check with the financial aid office for the most up-to-date information.

Federal Programs

Pell Grants

Application Procedures: Applications and other materials are available through the Financial Aid Office. The completed applications should be submitted for processing according to the directions included on it. A calculated Student Aid Report will be sent to the applicant. Based on this, the amount of the applicant’s award is determined by the financial aid administrator at the institution attended. Upon enrollment, funds are paid directly to the applicant at the announced dates.

Methods of Selection of Recipients and Allocation of Awards: The Pell Grant Program is an entitlement program. Eligibility and award amount are based on need rather than academic achievement. The applicant must be enrolled as an undergraduate student, at least on a half-time basis, and must need financial assistance to continue his/her education. Financial need is determined by a formula applied to all applicants. It was developed by the U.S. Office of Education, and is reviewed annually by Congress. The student aid index is calculated by this formula. Pell Grant awards are usually paid until the student attains the Bachelor’s Degree.

Award Schedule: The amount of the award will be affected by costs of attendance and full- or part-time enrollment status. The Pell Award is not duplicative of State awards.

Rights and Responsibilities of Recipients: The student
must continue to make satisfactory academic progress in the program which he/she is enrolled. The student must not owe any refund on a Pell Grant or other awards, or be in default on repayment of any student loan.

Before receiving payment, the student must sign the declaration on the SAR that all money received will be used for the costs of attendance only.

Award payments made by check must be picked up by the student within a reasonable time. The institution notifies the student of the availability of the award check. It is distributed by the Bursar’s Office.

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## Supplemental Educational Grants (SEOG)

**Application Procedures:** Applications are filed through the Financial Aid Office. The award and the amount of the award are determined by City University for all of its students.

**Selection of Recipients and Allocation of Awards:** The applicant must be (1) in need, (2) enrolled at least half-time as an undergraduate student.

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

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## National Direct Student Loan Program (NDSL)

**Application Procedures:** Applications are filed through the Financial Aid Office.

**Selection of Recipients and Allocation of Awards:** Loans are available to students enrolled at least half-time.

**Award Schedule:** The award and the amount of the award are determined by City University for all of its students.

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

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## College Work-Study Program (CWS)

**Application Procedures:** Application is made through the Financial Aid Office. (Eligibility for SEOG, NDSL, and CWS is determined on the basis of a uniform methodology and by means of the same application form.)

**Selection of Recipients and Allocation of Awards:** The applicant must be enrolled at least half-time in an approved post-secondary institution.

**Award Schedule:** The institution arranges jobs on campus or off campus with public or private nonprofit agencies. Factors considered in determining whether, and how many hours, the recipient may work under the program are: financial need, class schedule, academic progress, and health status.

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

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## Guaranteed Student Loan Program

**Application Procedures:** The student should obtain a loan application from a participating New York State lending institution (bank, credit union, etc.) in his/her area of permanent residence. The completed application is presented to the Financial Aid Office. The application is then routed to the lending institution and the Higher Education Services Corporation. A counseling session or an interview, or both, may be required. When the loan is approved, a promissory note is signed by the student for the school year beginning in the fall. Funds may not be disbursed earlier than August 1.

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

**Loan Schedule:** An undergraduate may borrow up to $2,500 per class year. The maximum amount that can be borrowed is $12,500. A student may be eligible for a full interest subsidy during the time he/she is in school, and for a following six-month grace period before repayment must begin. An annual insurance premium of 1 percent of the loan amount is payable in full at the time the check is issued.*

**Rights and Responsibilities of Recipients:** A student may borrow at a relatively low interest rate (currently 8 percent) for new students with no repayment as long as he/she remains enrolled at least half-time, and for six months after he/she ceases to be at least a half-time student. Payment of principal may further be deferred under certain federally approved conditions.

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## State Programs

### Tuition Assistance Program (TAP)

**Application Procedures:** Applicants must apply annually. Application forms will be mailed to: (1) students who previously received a TAP grant or Regents Scholarship award, (2) high school seniors who applied for a current Regents Scholarship, and (3) City University students.

Applications are also available in the Financial Aid Office. Before submitting the applications, applicants should review them with the College financial aid officer.

The Higher Education Services Corporation determines the applicant’s eligibility, and mails an award certificate directly to the applicant indicating the amount of the grant. The applicant presents the institutional copy of the certificate at the time of payment of tuition. The institution may defer payment on the basis of receipt of the...
Selection of Recipients and Allocation of Awards: The Tuition Assistance Program is an entitlement program. There is neither a qualifying examination nor a limited number of awards. The applicant must (1) be a New York State resident and a U.S. citizen or a permanent resident alien, and (2) be enrolled full time and matriculated.

Award Schedule: The amount of the TAP award is scaled according to level of study, tuition charge, and net taxable income (State/City).

College Discovery: This award is limited to students admitted to the College as College Discovery students by the University at the time of admission.

<table>
<thead>
<tr>
<th>Breakdown of Estimated Academic Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition</strong></td>
</tr>
<tr>
<td><strong>Books</strong></td>
</tr>
<tr>
<td><strong>Fees</strong></td>
</tr>
<tr>
<td><strong>Carfare</strong></td>
</tr>
<tr>
<td><strong>Personal Expenses (including lunch)</strong></td>
</tr>
<tr>
<td><strong>Maintenance</strong></td>
</tr>
</tbody>
</table>

Note: These figures are estimates furnished by the City University of New York, and they change every year. They are provided here to be used as a guide only. More up-to-date costs are available in the Financial Aid Office.

*Note: Currently a 5 percent origination charge is deducted in advance on such a loan.
Ayuda Económica

El Colegio Comunal de Hostos ofrece a sus estudiantes los siguientes programas de ayuda económica: la subvención "Pell Grant" (anteriormente conocida como BEOG), la Subvención Suplementaria para Oportunidades Educativas (SEOG), el Programa de Trabajo y Estudio (College Work-Study — CWS), préstamos tales como: “National Direct Student Loan (NDSL)” y “Guaranteed Student Loan (GSL),” el Programa de Ayuda para Pagar la Matrícula (“Tuition Assistance Program — TAP”) y el Programa de “College Discovery (CD).”

Las subvenciones son contribuciones en metálico que no tienen que devolverse. El Programa de Trabajo y Estudio le brinda la oportunidad al estudiante de ganar el dinero que necesita para asistir al Colegio.

Los préstamos es dinero que tiene que pagarse con recargos de interés.

Al solicitar ayuda económica, el estudiante tiene las responsabilidades de completar los formularios de solicitud lo más precisamente posible, y de someterlos a tiempo. Más aún, el estudiante deberá verificar el estatus de su solicitud y asegurarse de que la misma haya sido procesada. El estudiante debe presentar su solicitud nuevamente cada año para obtener los beneficios de los programas mencionados arriba, ya que estos beneficios no se extienden automáticamente de un año al otro.

Director: Clifton Bullard, Director Asistente: José Alicea

Información General

Elegibilidad: Por lo general, el estudiante debe estar matriculado por lo menos a tiempo parcial en calidad de estudiante regular, y debe demostrar un progreso satisfactorio en sus cursos académicos. El estudiante no puede tener incumplimientos en su historia de pagos de un préstamo "National Direct Student Loan” o de un préstamo garatizado para estudiantes, ni tener devaluaciones pendientes al programa de Subvenciones Básicas ("BEOG") o al Programa de Subvenciones Suplementarias para Oportunidades Educativas en Hostos.

Necesidad Económica: Por lo general se otorga la ayuda económica de acuerdo con la necesidad económica. Este tipo de necesidad se define en términos de la diferencia existente entre los gastos educativos del estudiante — tales como la matrícula, las cuotas, el hospedaje, la comida, los libros, los suministros, y otros gastos — y la cantidad que el estudiante y/o su familia puede pagar para sufragar estos gastos. Esta cantidad última se determina mediante un análisis aprobado por el gobierno federal y efectuado por la Universidad de la Ciudad, de todas las solicitudes sometidas por los estudiantes. Esta práctica asegura un trato justo a la cantidad de asignaciones de dinero, y las mismas se aplican igualmente a todos los estudiantes.

Observación: Los cambios en los reglamentos federales/estatales podrán caducar algunas de las provisiones incluidas en este boletín.

Coordinación: Póngase en contacto con la Oficina de Ayuda Económica para mantenerse al día en cuanto a esta información.

Los Estudiantes con Impedimentos Físicos: que incurren en gastos especiales para asistir al Colegio deberán de instar a su consejero de rehabilitación a ponerse en contacto con el administrador de la Oficina de Ayuda Económica de Hostos para coordinar los recursos existentes.

Ciudadanía: Por lo general, los estudiantes deben ser ciudadanos de los Estados Unidos de Norteamérica, residentes nacionales permanentes con una tarjeta de inscripción para extranjeros, o residentes permanentes en un territorio de los Estados Unidos localizado en las Islas del Pacífico. Las solicitudes ofrecen información detallada al respecto.

Los Estudiantes Transferidos: Si uno se transfiere de un colegio a otro, la ayuda económica a la que usted tiene derecho no se transferirá automáticamente. Usted deberá presentarse inmediatamente a la Oficina de Ayuda Económica para obtener información en cuanto a la ayuda económica que usted tendrá a su disposición y sobre el procedimiento que usted debe observar. Usted debe solicitar al colegio en donde estudiaba anteriormente el envío de su transcripción de créditos al Colegio de Hostos. Su elegibilidad para la obtención de ayuda económica podrá impedirse si no se recibe su transcripción de créditos. Si usted recibe la subvención "Basic Grant” (Pell Grant) usted deberá someter a la Oficina de Ayuda Económica una copia de su formulario de elegi-
Asignación de las Subvenciones:

El programa de otorgación de las subvenciones: "Pell Grant" es un programa de certificación. La elegibilidad y la cantidad de la subvención se basarán en la necesidad económica y no en el aprovechamiento académico. Si recibe la subvención "TAP" deberá someter un formulario de cambio para que pueda seguir recibiendo dicha subvención en Hostos.

Los Programas Federales

Subvención Pell

El procedimiento de solicitud: Las solicitudes y los otros materiales de solicitud se obtendrán en la Oficina de Ayuda Económica. Las solicitudes se presentarán debidamente llenadas de acuerdo con las instrucciones que las acompañan. Se le enviará al solicitante un informe de Ayuda del Estudiante (Student Aid Report) con los cómputos pertinentes. El Administrador de la Oficina de Ayuda Económica de la institución utilizará estos cómputos como base y determinará la cantidad de la asignación de dinero que le corresponde al solicitante. Después de matricularse, el estudiante recibirá directamente, durante las fechas anunciadas, los fondos que le fueron asignados.

El Método de Selección de los Beneficiarios y la Asignación de las Subvenciones: El programa de "Pell Grant" es un programa de certificación. La elegibilidad y la cantidad de la subvención se basarán en la necesidad económica y no en el aprovechamiento académico. El solicitante deberá ser un estudiante a nivel de bachillerato, estar matriculado al menos a tiempo parcial, y necesitar ayuda económica para continuar sus estudios. La necesidad económica se determina por medio de una fórmula que se aplica a todos los solicitantes. La Oficina de Educación de los Estados Unidos creó esta fórmula, y el Congreso revisa la misma todos los años. Esta fórmula se utiliza para computar el índice de ayuda al estudiante. Por lo general, el estudiante recibe estas subvenciones hasta completar los requisitos para el título de Bachiller.

El programa de otorgación de las subvenciones: La cantidad de las subvenciones dependerá del costo de asistencia y de la condición del estudiante como estudiante a tiempo completo o parcial. Las subvenciones "Pell" no excluyen las subvenciones estatales.

Los derechos y responsabilidades de los beneficiarios: El estudiante tiene que realizar un progreso continuo y satisfactorio realizado en los cursos académicos. El estudiante deberá estar matriculado por lo menos a tiempo parcial en cursos a nivel de bachillerato. El estudiante no puede deber reembolsos a ninguna de las Subvenciones Básicas ni a ninguna de las otras subvenciones, ni deber pagos de plazos de un préstamo estudiantil. Antes de recibir el pago, el estudiante tiene que firmar una declaración en el "Student Aid Report". En esta declaración, el estudiante se comprometerá a utilizar el dinero recibido para costear los gastos de asistencia al colegio.

Los pagos de las subvenciones se harán por medio de cheques y el estudiante deberá recogerlos dentro de un límite razonable de tiempo. La institución le enviará una notificación al estudiante relacionada a la disponibilidad del cheque de subvención que distribuye la Oficina del Tesorero.

"Supplemental Educational Grants — SEOG" (Programa de Subvenciones Suplementarias Para Oportunidades Educativas)

El procedimiento de solicitud: Las solicitudes se presentarán a la Oficina de Ayuda Económica. La Universidad de la Ciudad determinará las otorgaciones y las cantidades de las subvenciones para todos los estudiantes elegibles.

La selección de los beneficiarios y la asignación de las subvenciones: El solicitante deberá (1) necesitar ayuda económica, (2) estar matriculado por lo menos a tiempo parcial en cursos a nivel de bachillerato. Los derechos y las responsabilidades de los beneficiarios: El estudiante deberá realizar un progreso continuo y satisfactorio en los cursos académicos.

"National Direct Student Loan (NDSL)"

El procedimiento de solicitud: Las solicitudes se presentarán a la Oficina de Ayuda Económica.

La selección de los beneficiarios y la asignación de los fondos para los préstamos: Los préstamos estarán disponibles para todos los estudiantes que cursen estudios por lo menos a tiempo parcial.

El programa de la otorgación de los fondos: La Universidad de la Ciudad determinará la otorgación del préstamo y la cantidad del mismo a recibirse por todos los estudiantes.

Los derechos y las responsabilidades de los beneficiarios: La continuidad de la elegibilidad dependerá del progreso continuo y satisfactorio realizado en los cursos académicos. El porcentaje actual de interés, pagadero durante el periodo de pago, es del 5% sobre la cantidad principal adeudada. El pago del balance principal comienza a los seis meses posteriores a la fecha de graduación o de cesación de estudios en la escuela. El periodo de pago mencionado tendrá una duración máxima de 10 años. No se exigirá el pago inmediato de la cantidad adeudada durante un periodo máximo de 3 años de servicio activo en el ejército de los Estados Unidos, o de servicio en el Cuerpo de Paz, en VISTA, o en otro programa nacional similar.

El Programa de Trabajo y Estudio ("College Work-Study")

El procedimiento de solicitud: La solicitud se someterá a la Oficina de Ayuda Económica. (La elegibilidad para obtener los beneficios de SEOG, NDSL, y CWS, se determinará a base de un método uniforme y a través de la misma solicitud.)

La selección de los beneficiarios y la asignación de las becas: El estudiante deberá estar matriculado por lo menos a tiempo parcial en una institución aprobada de educación superior.
El programa de la asignación de los fondos: La institución hará los arreglos pertinentes para proveer empleos en el recinto, fuera del recinto, y en agencias públicas o con fines no pecuniarios. Los factores a considerarse al determinar el número de las horas, y la elegibilidad del candidato son los siguientes: la necesidad económica, el horario de clases, el progreso académico y la condición de la salud.

Los derechos y las responsabilidades de los beneficiarios: El estudiante deberá mantener constante su progreso en los cursos académicos.

**Garantizado, el candidato deberá:**

(1) ser ciudadano de los Estados Unidos o residente extranjero permanente, y (2) estar matriculado a tiempo parcial, ni durante los seis meses posteriores a la fecha en que el estudiante deje de ser un estudiante por lo menos a tiempo parcial. Se podrá obtener una prórroga para el pago de la cantidad principal bajo ciertas condiciones aprobadas por el gobierno federal.

**“Guaranteed Student Loan Program”—El Programa De Préstamos Estudiantiles Garantizados**

El procedimiento de solicitud: El estudiante debe conseguir la solicitud para el préstamo en una de las instituciones participantes en el programa que esté localizada en el Estado de Nueva York (tales como bancos, uniones de crédito, etc.) y dentro del área de residencia permanente del solicitante. Una vez que se haya llenado la solicitud, la misma se presentará a la Oficina de Ayuda Económica. La solicitud se enviará a las instituciones prestamistas y a la Corporación de los Servicios de Enseñanza Superior. Se requerirá una sesión de consejería y/o una entrevista. Una vez que se haya aprobado el préstamo, el estudiante firmará un documento de compromiso de pago durante el año académico que comienza en el otoño. Los fondos no se desembolsarán antes del 1º de agosto.

La selección de los beneficiarios y la otorgación de los fondos: Para ser elegible para obtener un préstamo garantizado, el candidato deberá: (1) ser ciudadano de los Estados Unidos o residente extranjero permanente, y (2) estar matriculado o admitido en calidad de matriculado, por lo menos a tiempo parcial, en una escuela, universidad, o institución post-secundaria aprobada en los Estados Unidos o en un país extranjero.

El programa de los préstamos: Un estudiante a nivel de bachillerato podrá hacer un préstamo por una cantidad máxima de $2,500 por año académico. Los estudiantes dependientes a nivel de bachillerato podrán hacer préstamos hasta cubrir una cantidad máxima de $12,500. El solicitante podrá ser elegible para obtener una subvención a interés completo durante el tiempo de permanencia en la escuela, y durante el período de gracia de los seis meses siguientes, antes de comenzar con el programa de pago. La primera anual del seguro del 1% sobre la cantidad del préstamo es pagadera en forma total en el momento de la expedición del cheque.*

* Aviso: Se deduce un recargo de iniciación de 5% para este préstamo.

Los derechos y las responsabilidades de los beneficiarios: Los estudiantes podrán hacer préstamos con intereses relativamente bajos (en el momento actual el interés es de un 8%). Los estudiantes nuevos no tendrán que iniciar el pago de la cantidad adeudada, siempre y cuando permanezcan matriculados en el Colegio por lo menos a tiempo parcial, ni durante los seis meses posteriores a la fecha en que el estudiante deje de ser un estudiante por lo menos a tiempo parcial. Se podrá obtener una prórroga para el pago de la cantidad principal bajo ciertas condiciones aprobadas por el gobierno federal.

**Los Programas Estatales**

**El Programa de Ayuda Para Pagar la Matrícula (TAP)**

Los procedimientos de solicitud: Los solicitantes deben someter sus solicitudes anualmente. Los formularios de solicitud se enviarán por correo a: (1) los estudiantes que han recibido la otorgación de los beneficios de TAP o de la subvención "Regents Scholarship," (2) los graduados de escuela superior que soliciten en la actualidad los beneficios de la subvención "Regents Scholarship," y (3) los estudiantes de la Universidad de la Ciudad. Estas solicitudes pueden obtenerse en la Oficina de Ayuda Económica.

Antes de entregar las solicitudes, los estudiantes deberán revisarlas junto al Oficial de Ayuda Económica del Colegio.

La Corporación de los Servicios de Educación Superior determina la elegibilidad del solicitante, y envía por correo al solicitante un certificado de otorgación de los beneficios, y le indica la cantidad de la subvención. El solicitante presentará la copia del certificado que le corresponda a la institución en el momento del pago de la matrícula. La institución podría retrasar el pago si recibe tarde el certificado de otorgación.

La selección de los beneficiarios y la asignación de las subvenciones: El programa de Ayuda para Pagar la Matrícula (TAP) es un programa de certificación. La selección no se hará por medio de exámenes ni tampoco existe un número limitado de subvenciones. El solicitante tiene que (1) ser residente del Estado de Nueva York y ciudadano de los Estados Unidos o un residente extranjero permanente, y (2) estar matriculado a tiempo completo.

El programa de las subvenciones: La cantidad de las subvenciones de TAP está clasificada de acuerdo al nivel de estudios, al costo de la matrícula y al ingreso neto sobre el cual se paga impuestos (del Estado y de la Ciudad).

**“College Discovery”:** Esta otorgación de beneficios está limitada a los estudiantes admitidos por la Universidad al Colegio en calidad de estudiantes de “College Discovery.”
## Desglose del Estimado de los Gastos Académicos

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<tr>
<td><strong>Matrícula</strong></td>
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<td><strong>Libros</strong></td>
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<tr>
<td><strong>Cuotas</strong></td>
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<td><strong>Tarifa de transporte</strong></td>
<td>$ 488</td>
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<td><strong>Gastos personales</strong></td>
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<td>(incluye almuerzos)</td>
<td>$ 955  (para los estudiantes dependientes; esta cantidad es mayor para los estudiantes independientes)</td>
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<td><strong>Manutención</strong></td>
<td>$ 853  (para los estudiantes dependientes; esta cantidad es mayor para los estudiantes independientes)</td>
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**Observación:** La Universidad de la Ciudad de Nueva York ha suministrado el estimado de gastos que aparece arriba. Este estimado varía todos los años y se provee para utilizarse como un modelo solamente. La Oficina de Ayuda Económica ofrece el estimado actual de estos gastos.
Counseling

The Counseling Department provides continuous academic and personal counseling for students. The counseling process begins when the student is admitted to the college.

The Counseling Department offers a required course for all entering freshmen. This course is entitled College Orientation and Academic Planning. The course is designed to provide specific educational experiences to freshmen. Students are exposed to information which attempts to answer questions relative to academic degrees, academic programs, scholastic index, academic probation and retention. Specific units in the course focus on topics such as study skills, note taking, problem solving, library usage and term paper writing. Motivational factors underlying retention in college are addressed in all sessions of the course.

Individual and group counseling are provided for students who may have personal or academic problems, or who may have problems in familial, social, medical, or other areas.

The Counseling Department also maintains a close and supportive relationship with the instructional faculty, to whom it is available as a resource.

Academic Advisement

Every student is assigned to a faculty member who serves as the student's academic adviser. At least once a semester, all students are to make appointments with their advisers. Advisers review the academic progress of students and help them to prepare a program of courses to be taken during the following semester. When students indicate a particular career interest, they are assigned to academic advisers in a department which is most closely related to that career. In order to register each semester, students are asked to produce evidence that they have received academic advisement.

Peer Advisers

Peer advisers are carefully selected students who are trained and supervised by the Director of Academic Advisement. They are able to offer extensive academic advisement and counseling to students throughout the year. Students may avail themselves of the services of peer advisers to plan their academic programs and to review their progress in detail. The peer advisers staff the College Information Center (Room B530), where students may drop in to ask questions and receive information regarding any college processes or procedures.

Multi-Service Referral Center

The Multi-Service Referral Center provides information, acts as a resource center, and, in specific situations, will facilitate the referral of students to appropriate community agencies and institutions.

The Multi-Service Referral Center has established and maintains contacts with various resources in the community which deliver services in the following areas: Legal, psychological, social services, familial, and medical.

One of the functions of the Center is to intervene on behalf of students in those problem areas which might, if unattended, prevent students from functioning at their full potential and consequently interfere with academic progress.

The Multi-Service Referral Center also sponsors workshops for students. Personnel from community agencies act as leaders and focus on issues and the resolution of problems shared by students.

Career Planning and Placement

The Career Planning and Placement Program offers career information, pre-employment workshops, job referrals to part-time and full-time jobs, and career and...
job-related workshops. The services are available to students and faculty.

College Discovery

The College Discovery Program is a specially funded program of the City University of New York (CUNY). In order to be eligible, students must apply and meet criteria prior to admission to college. Once accepted by a CUNY college, a student cannot apply. College Discovery students receive financial assistance to cover registration fees, books and other educational expenses. Upon completion of the associate degree, College Discovery students may transfer to a SEEK Program at a CUNY senior college. The College Discovery unit, in cooperation with other units of the Student Services Division, offers a variety of innovative programs to the entire college community.

Note: There are currently enforced citizenship, citizenship-related, and residency requirements of one year State or City residency for College Discovery. In the event a student is not a citizen and otherwise meets residency requirements, the student must have immigrant status (which includes persons who have received a permanent residence visa or refugee/parolee status).

Transfer Counseling

The Counseling Department provides counseling for students who are graduating and transferring from Hostos Community College to senior colleges. Articulation agreements have been established with both public and private colleges in order to facilitate the transfer of credits earned at Hostos Community College. Students who have earned 34 credits are expected to meet with a counselor to discuss their transfer to senior colleges.

Veterans’ Affairs

Veterans and dependents of veterans are entitled to a variety of benefits. Any questions or problems about benefits or procedures necessary for applying for benefits should be brought to the veterans’ adviser. A veterans’ club has been developed to increase services to veterans and to help veterans utilize the full services of the college. Students interested in being part of this should inquire at the Office of Veterans Affairs. Veterans are required periodically to obtain the signatures of their instructors as evidence of their attendance of classes.

Student Activities

The Director of Student Activities assists students in developing social and cultural programs, providing opportunities for group interaction, and developing a framework within which student leadership may develop. The Director of Student Activities assists in developing and organizing dances, clubs, a college newspaper, lectures and fund-raising activities. The Student Government works closely with the Office of Student Activities in developing these activities. Faculty members serve as advisers to these activities.

Student Health Services

The Health Services Unit is staffed by a part-time College Physician and one full-time registered nurse. At present, the following services are available to students:

- Routine and diagnostic physical examinations
- First Aid and emergency treatment
- Counseling on general health matters
- Referrals to health agencies of the City of New York which provide such services as chest X-rays, immunizations, prenatal care and blood tests. (This service also provides free screening for diabetes mellitus, tuberculosis and hypertension.)

In order to provide more effective service to the student body, an appointment system for physical examinations has been instituted. All appointments must be made by the College Nurse.

The College has certain medications for needy students. Those students with prescription plans are advised to bring their prescription forms at the time of the doctor’s visit.

Office hours are posted each semester at the health office which is located on the first floor of the 500 Grand Concourse building. The College Physician will also be available for telephone consultations from 9:00 a.m. to 9:00 p.m. Monday through Friday at (212) 992-2710.
División de Servicios al Estudiante

Decana de Estudiantes: Mildred García; UNIDAD DE CONSEJERÍA: Directora y Decana Asociada de Estudiantes: Daisy Alverio; Catedrático Asociado: Michael Stimola; Catedráticos Auxiliares: Pasquale Amendolia, Carlos González; Conferenciantes: Nelly González, Carmen Vázquez-Ferrer; Instructora: Sara M. Pérez; Directora de Consejería Académica: Dra. Bette Kerr; Director de Servicios Múltiples: Dr. Harcourt Carrington; PLANIFICACIÓN DE CARRERAS Y COLOCACIÓN EN EMPLEOS: Director de Planificación de Carreras y de Colocación en Empleos: Peter Martin; Oficial de Planificación de Carreras y de Colocación de Empleos: Melba Olmeda; Consejero de Planificación de Carreras: John Montañez; COLLEGE DISCOVERY: Directora de College Discovery: Daisy Alverio; Coordinadora de College Discovery: Lizette Colón

Consejería

El Departamento de Consejería le provee a los estudiantes servicios continuos de consejería personal y académica. Se da inicio al proceso de consejería en el momento en que se admite al estudiante al colegio.

El Departamento de Consejería ofrece un programa fijo de estudios a todos los estudiantes de primer año admitidos por primera vez al colegio. Este programa fijo lleva el nombre de Orientación y Planificación Académica. Este curso ha sido diseñado para proveerle experiencias educativas específicas a los estudiantes de primer año. Se expone a los estudiantes a información cuyo objetivo principal es darle respuestas a preguntas relacionadas con los títulos, programas e índice académicos, y con los criterios de probatoria y de retención. Las unidades específicas del programa se concentran en tópicos especiales tales como: destrezas de estudio, cómo tomar notas, solución de problemas, utilización de la biblioteca y redacción de monografías. En todas las sesiones se especifican los factores de la motivación como los factores subyacentes en la permanencia y en la retención.

Se le provee consejería individual y de grupo a los estudiantes que tengan problemas personales o académicos, y a aquéllos que tengan problemas de índole familiar, social, médica y de otras áreas.

El Departamento de Consejería se mantiene en estrecha relación con el profesorado, para quien está también disponible.

Consejería académica

A cada estudiante se le asigna un miembro del profesorado en calidad de consejero académico. Por lo menos una vez al semestre, todos los estudiantes deben concertar una cita con sus consejeros. Los consejeros revisan el progreso académico de los estudiantes y les ayudan a preparar un programa de cursos a seguir durante el semestre siguiente. Al estudiante indicar interés particular por área de estudio o carrera, se le recomienda al estudiante comunicarse con los consejeros académicos del departamento, quienes están en mayor contacto con la carrera o área de estudio de interés. Para matricularse cada semestre, los estudiantes deberán presentar evidencia de haberse entrevistado con un profesor para recibir consejería académica.

Compañeros consejeros/Consejería estudiantil

Mediante un proceso cuidadoso de selección, la directora de Consejería Académica entrena y supervisa a los estudiantes que le brindan consejería a sus compañeros. Estos estudiantes escogidos le ofrecen consejería académica y orientación prolongada a los otros estudiantes durante el año. Los estudiantes que deseen beneficiarse de este servicio tienen la ventaja de poder planificar sus programas de estudio y de revisar el progreso obtenido en los cursos con mayor detalle. Los estudiantes consejeros forman el personal de Centro de Información del colegio localizado en el plantel #500, por donde los estudiantes deben pasar para hacer preguntas y obtener información en referencia a los procedimientos y funcionamiento del colegio.

Centro de Referimiento de Servicios Múltiples

El Centro de Referimiento de Servicios Múltiples provee información, funciona como un centro de recursos, y en situaciones específicas le facilita el referimiento de los estudiantes a las agencias e instituciones comunales apropiadas.

El Centro de Referimiento de Servicios Múltiples ha establecido y mantiene contactos con varias fuentes de recursos que le rinden servicios a la comunidad en las áreas siguientes: legal, psicológica, servicios sociales, familiar y médica.

Una de las funciones del centro es la de intervenir a nombre de los estudiantes en áreas problemáticas que si no se atienden, podrían impedirle a los estudiantes fun-
cionar a capacidad total, y consiguientemente interferir en el progreso académico.

El Centro de Referimiento de Servicios Multiples también auspicia seminarios para los estudiantes. El personal de las agencias comunales le desempeña como dirigentes y le presta atención a los asuntos y a la resolución de los problemas de los estudiantes.

Planificación de Carreras y Colocación en Empleos

El Programa de Planificación de Carreras y de Colocación en Empleos ofrece información sobre carreras, da seminarios de preempleo, referimientos a trabajos, y seminarios relacionados con carreras y con empleos. Estos servicios están a la disposición del estudiantado y del profesorado.

College Discovery

El Programa de College Discovery es un programa que recibe fondos específicos de la Universidad de la Ciudad de Nueva York (CUNY). Para ser elegibles, los estudiantes deberán solicitar y cumplir con los criterios de elegibilidad antes de ingresar al colegio. Los estudiantes que hayan sido aceptados a uno de los colegios de CUNY no podrán solicitar admisión al programa. Los estudiantes de College Discovery reciben ayuda económica para cubrir los costos de la matrícula, los libros y los demás costos educativos. Al terminar el título asociado, los estudiantes de College Discovery pueden solicitar transferencia al Programa SEEK en los colegios de cuatro años de CUNY. La unidad de College Discovery en cooperación con las otras unidades de la División de Servicios al Estudiante, ofrece una variedad de programas inovadores a toda la comunidad colegial.

Aviso: Hay toda una serie de requerimientos relacionados con la ciudadanía y la residencia de un año de residencia en la ciudad o en el estado para obtener las beneficios de College Discovery. Cuando un estudiante no tenga ciudadanía, pero a la vez cumpla con los requisitos de la residencia, dicho estudiante deberá tener estatus de inmigrante (el cual atañe a las personas que no tienen ciudadanía, pero a la vez cumplan con los requisitos de la residencia, tal como la persona que hayan recibido visa permanente de residencia o estatus de refugiado de convicto en libertad provisional).

Consejería para transferencia

El Departamento de Consejería le provee orientación a los graduandos y a los estudiantes del Colegio Comunal de Hostos que vayan a transferirse a colegios de cuatro años. Se han establecido acuerdos con validators de colegios públicos y privados para facilitarle a los estudiantes la transferencia de los créditos cursados en el Colegio Comunal de Hostos. Los estudiantes que hayan cursado 34 créditos deberán reunirse con un consejero para discutir los detalles de la transferencia a colegios de cuatro años.

Veteranos

Los veteranos y sus dependientes tienen derecho a una variedad de beneficios. Cualquier tipo de preguntas o de problemas en relación con los beneficios y los procedimientos que se necesiten para solicitar estos beneficios deberán de presentarse a un consejero de asuntos de veteranos. Se ha creado un club de veteranos para ampliar los servicios que se le dan a los veteranos y para ayudarlos a utilizar todos los beneficios que ofrece el colegio. Los estudiantes interesados en formar parte de este club deberán de presentar su solicitud a la Oficina de Veteranos. Se le requiere a los veteranos obtener periódicamente las firmas de sus instructores como evidencia de asistencia a los cursos.

Actividades estudiantiles

El director de la Oficina de Actividades Estudiantiles ayuda a los estudiantes a desarrollar programas sociales y culturales, y estructuras dentro de las cuales se desarrolle el liderazgo estudiantil. El director de Actividades Estudiantiles ayuda a efectuar y a planificar bailes, clubes, el periódico del colegio, conferencias y actividades de recaudación de fondos. El Gobierno Estudiantil colabora con la Oficina de Actividades Estudiantiles para la efectividad de estas actividades. Los profesores prestan sus servicios como consejeros en estas actividades.

Servicios de salud para el estudiante

La Unidad de Servicios de Salud cuenta con un médico que trabaja a tiempo parcial y con una enfermera graduada de horario fijo. En la actualidad se prestan los servicios siguientes:
- exámenes físicos rutinarios y diagnósticos
- tratamiento de emergencia y de primeros auxilios
- consejería sobre aspectos generales de la salud
- referimiento a agencias de salud de la Ciudad de Nueva York que provean servicios de radiografías, inmunizaciones, cuidados prenatales y exámenes de la sangre. (Este servicio también provee exámenes gratis para detectar la diabetes mellitus, la tuberculosis y la hipertensión.)

Para proveer servicios más efectivos al estudiantado, se ha instituido un sistema de exámenes físicos. Todas las citas deben de concertarse por medio de la enfermera del colegio.

El colegio tiene medicamentos para los estudiantes que los necesiten. Los estudiantes que tengan seguros que cubran costos por concepto de recetas, deberán traer los formularios de las recetas el día de visita al médico.

El horario de la unidad de servicios médicos se divulga todos los semestres en la oficina de la unidad localizada en el primer piso del edificio #500 de la Avenida Grand Concourse. El médico del colegio estará disponible por medio de consultas telefónicas desde las 9:00 a.m. hasta las 9:00 p.m. de lunes a viernes en el (212) 992-2710.
Statement on Public Order

In compliance with Chapter 191 of the Laws of 1969, the Board of Trustees has adopted the following rules and regulations for the maintenance of public order on college campuses and other college property used for education purposes:

Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law

The tradition of the university as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility and trust among teachers and students, only when members of the university community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the university campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the university has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of The City University of New York.

With respect to enforcement of these rules and regulations we note that the Bylaws of The City University provide that:

THE PRESIDENT. The president, with respect to his educational unit, shall:

a. Have the affirmative responsibility of conserving and enhancing the educational and general academic excellence of the college under his/her jurisdiction...

b. Be the advisor and executive agent of the board and have the immediate supervision with full discretionary power in carrying into effect the bylaws, resolutions and policies of the board, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the several facilities and students where appropriate.

c. Exercise general superintendence over the concerns, officers, employees, and students of his/her college...

1. RULES

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere 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.

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 or property, or theft of or damage to property of any person on 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 University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

7. Disorderly or indecent conduct on University/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 University/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 University/college.

9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
II. PENALTIES

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1 - 9 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.

2. Any tenured or non-tenured faculty member, or tenured or non-tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1 - 9 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by the law or by The City University, or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities. In addition, in the case of a tenured faculty member, or tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1 - 9 shall be entitled to be treated in accordance with applicable provisions of the Education Law or Civil Service Law.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1 - 9 shall be subject to ejection, and/or arrest by the civil authorities.

4. Any organization which authorized the conduct prohibited under substantive Rules 1 - 9 shall have its permission to operate on campus rescinded. Penalties 1 - 4 shall be in addition to any other penalty provided by law or The City University Trustees.

APPENDIX

SANCTIONS DEFINED:

A. ADMONITION. An oral statement to the offender that he has violated university rules.

B. WARNING. Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.

C. CENSURE. Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any university regulation within a period stated in the letter of reprimand.

D. DISCIPLINARY PROBATION. Exclusion from participation in privileges or extracurricular university activities as set forth in the notice of disciplinary probation for a specified period of time.

E. RESTITUTION. Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

F. SUSPENSION. Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

G. EXPULSION. Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

H. COMPLAINT TO CIVIL AUTHORITIES.

I. EJECTION.

RESOLVED, That these rules and regulations be incorporated in each college bulletin.

Section 15.3
Student Disciplinary Procedures

a. Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to disciplinary action, must be submitted in writing in complete detail to the office of the dean of students promptly by the individual, organization or department making the charge.

b. Notice of the charge shall be personally delivered or sent by the dean of students to the student at the address appearing on the records of the college, by registered or certified mail and shall contain the following:

1. A complete and itemized statement of the charges being brought against the student including the rule, by-law or regulation he/she is charged with violating, and the possible penalties for such violation.

2. The time, the date (which shall be as soon as practicable) and the place of meeting with a counselor from the office of the dean of students or a qualified faculty member designated by the dean of students.

3. The student shall be advised of his/her rights in the proceeding and possible consequences. Specifically the notice shall include:

A. A warning that anything he/she may say at this meeting may be used against him/her at a non-college hearing; therefore, he/she may have legal counsel present to advise him/her.

B. A statement of his/her right to remain silent without assumption of guilt.

C. A statement that the counselor is precluded from testifying in a college hearing regarding information received during the interview.

D. The counselor, if an agreement is reached, shall report his/her recommendation to the dean of students for affirmation and the complainant shall be so notified.

E. If no agreement is reached, or if the complainant or the student so requests, or if the student fails to appear, a hearing will be scheduled before the faculty-student discipline committee.

F. The student shall be informed in writing by registered or certified mail or by personal service of the hearing with sufficient particularity of the charges and of the time and place of the hearing. Notice of at least five school days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing. The notice shall advise the student of his/her right to have legal counsel and witnesses participate at the hearing.

1. The specific charges shall be read to the student. If the student admits the charges are true, he/she shall be
given an opportunity to explain his/her actions before the committee shall decide on the penalty. If the student denies the charge or is silent, the hearing must continue, the accusing party proceeding first. Both sides may introduce evidence and cross-examine witnesses.

2. The college shall make a record of each disciplinary hearing by some means such as a stenographic transcript, a tape recording or the equivalent. A disciplined student is entitled upon request to a copy of such a transcript without cost.

3. The student shall have the option to a closed hearing and the right to request an open public hearing. However, a majority of the committee shall have the right to hold a closed hearing when an open public hearing would adversely affect and be disruptive of the committee's normal operations.

f. The student shall be sent a copy of the committee's decision which will be final subject to the student's right of appeal.

g. The faculty-student disciplinary committee shall consist of three faculty and three student members plus a chairperson. The faculty members shall be selected by lot from a panel of six elected annually by the appropriate faculty body from among the persons having faculty rank or faculty status and the student members shall be selected by lot from a panel of six elected annually in an election in which all students registered at the college shall be eligible to vote. In the event that the student or faculty panel, or both are not elected, the president shall have the duty to select the panel or panels which have not been elected. No member of the committee shall serve more than two consecutive terms. The chairperson of the committee shall be selected by the committee from among the remaining members of the panel and shall have the power to vote in the case of a tie. A quorum shall consist of at least two students and two faculty members. Persons who are to be participants in the hearing as witnesses or have been involved in preferring charges or who may participate in appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the hearing panel. A lawyer from the general counsel's office of the board may be present to act as legal advisor to the committee.

Section 15.4 Appeals

An appeal from the decision of the faculty-student discipline committee may be made to the president who may confirm or decrease the penalty but not increase it. His/her decision shall be final except in the case of dismissals or suspension for more than one term. An appeal from a decision of dismissal or suspension for more than one term may be made to the appropriate committee of the board. Any appeal under this section shall be made in writing within fifteen days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or board committee as the case may be. If the president is a party to the dispute, his/her functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor.
Declaración de Orden Público

De acuerdo con el Capítulo 191 de las Leyes de 1969, la Junta de Síndicos ha adoptado los reglamentos y normas siguientes para mantener el orden público en los recintos universitarios y en la propiedad colegial utilizada para propósitos educativos:

Reglas y Reglamentos para Mantener el Orden Público de Acuerdo con el Artículo 129A de la Ley de Educación

La tradición de la universidad de ser un santuario de la libertad académica y centro de discusiones informadas es una tradición honrada que deberá de vigilarse con atención. El significado básico de ser santuario se encuentra en la protección de las libertades intelectuales, a saber: los derechos de los profesores a la esfera, de los eruditos a dedicarse al adelantamiento de sus conocimientos, de los estudiantes a aprender y a expresar sus puntos de vista libres de presiones externas e interferencias. Estas libertades sólo pueden florecer en un ambiente de respeto mutuo, de civilidad y respeto entre profesores y estudiantes, solamente cuando los miembros de la comunidad universitaria estén dispuestos a aceptar el constreñimiento propio y la reciprocidad como la condición sobre la cual se comparte la autonomía intelectual.

La libertad académica y el santuario del recinto universitario se extienden a todos aquellos individuos que compartan estos objetivos y responsabilidades. Estos no podrán invocarse por parte de aquellos que no quieran subordinar la libertad académica a propósitos políticos, o que violen las normas de conducta establecidas para proteger tal libertad. En oposición a estos ofensores, la universidad tiene el derecho, y de hecho la obligación, de defenderse. Nosotros en tal circunstancia anunciamos los reglamentos y reglas siguientes a estar en efecto en cada uno de nuestros colegios y a administrarse de acuerdo con los requerimientos del proceso legal establecido tal y como lo proveen los Estatutos de la Universidad de la Ciudad de Nueva York.

Con respecto de poner en vigor estos reglamentos y reglas, hacemos notar que los Estatutos de la Universidad de la Ciudad de Nueva York, estipulan que:

EL PRESIDENTE: El presidente con respecto de la unidad de educación deberá:

a. Tener la responsabilidad de actuar por que se conserve y amáple la excelencia general y académica del colegio que está bajo su jurisdicción.

b. Actuar como consejero y agente ejecutivo de la junta y tener la supervisión inmediata con todo el poder a su discreción de poner en efecto los estatutos, resoluciones y pautas de la junta, las resoluciones legales de todos los comités de la junta, y las pautas, programas y resoluciones legales de algunos de los planteles y estudiantes en donde resulten aplicables.

c. Ejercer superintendencia sobre los objetivos, oficiales, empleados y estudiantes del colegio bajo su incumbencia.

1. REGLAS

1. Ningún miembro de la comunidad colegial intencionalmente obstruirá ni/o prevendrá frazosamente el derecho de los demás e ejercer sus derechos. Tampoco se podrá interferir con los procedimientos o facilidades educativas de la institución, o con los derechos de aquellos que deseen beneficiarse de los servicios de instrucción, personales, administrativos, recreativos y comunales.

2. Todos los individuos son responsables por su fracaso en el cumplimiento de las direcciones legales emitidas por los representantes de la universidad/del colegio al actuar en sus capacidades oficiales. A los miembros de la comunidad académica se les requerirá mostrar sus trajetas de identificación a la instancia de los oficiales del colegio.

3. Se prohíbe la ocupación sin autorización de los planteles universitarios/colegiales u obstruir el acceso hacia adentro y hacia afuera de tales planteles. Se deberá obtener el permiso apropiado de las autoridades colegiales para la remoción, relocalización y utilización del equipo o suministro universitario/colegial.

4. Se prohíbe el robo o el daño en y a los terrenos o a la propiedad universitaria/del colegio, o el robo o daño a cualquier persona o propiedad en la universidad/del colegio.

5. Cada uno de los miembros de la comunidad académica o cualquier huésped invitado tiene el derecho de defender su posición sin miedo a que se le atropelle, física, verbal, o de otra manera, de parte de los otros que sustenten opiniones conflictivas. Los miembros de la comunidad académica y las otras personas que se encuentren en los terrenos de la universidad no podrán utilizar lenguaje o tomar acciones que tiendan a la provocación o a alentar la violencia física de los demostradores, de aquellos contra quienes se proteste, o de los espectadores.

6. Se podría tomar acción en contra de una persona o de todas las personas que no tengan razones legítimas para estar en alguno de los recintos de la universidad/del colegio; o cuya presencia en alguno de los recintos obstruya o prevenga mediante la fuerza el ejercicio de los derechos de los demás; o que interfiera con los procesos educativos o con las facilidades que presta la institución, o con los derechos de aquellos que deseen beneficiarse de los servicios de instrucción, personales, administrativos, recreativos y comunales.

7. Se prohíbe la conducta de honesta e impropia en la propiedad manejada y perteneciente a la universidad.

8. Ninguna persona tendrá en su posesión un rifle, pistola o arma de fuego o a sabiendas tendrá en su posesión algún otro instrumento o material que pueda utilizarse para infligir daño corporal a un individuo o daños a edificios en los terrenos de la universidad/del colegio.
sin la autorización por escrito de tal institución educativa. Tampoco, ningún individuo tendrá en su posesión algún otro tipo de instrumento o de material que pueda utilizarse en uno de los edificios de los terrenos de la Universidad.

9. Se prohíbe toda acción o situación que descuidada o intencionalmente tenga que ver con el consumo forzoso de licor o drogas con el objeto de incitar o afiliarse en alguna de las organizaciones del colegio/de la universidad.

II. PENALIDADES

1. Todo estudiante comportándose de alguna forma parecida a la conducta prohibida de las reglas sustantivas 1-9 estará sujeto al orden siguiente de sanciones como de aquí en adelante se definen en el apéndice adjunto: advertencia, aviso, censura, probatoria de disciplina, restitución, suspensión, expulsión, y/o arresto de parte de las autoridades civiles.

2. Todos los miembros del profesorado que tengan o no la permanencia, o los miembros del personal administrativo y de custodia con o sin permanencia comportándose de manera como aparece prohibida en las reglas sustantivas 1-9 estarán sujetos al orden siguiente de penalidades: aviso, censura, restitución, multas que no excedan los límites prescritos por la ley o por la Universidad de la Ciudad de Nueva York, o suspensión con/sin paga en espera de una audiencia ante las autoridades colegiales apropiadas, despido después de la audiencia, expulsión, y/o arresto por parte de las autoridades civiles. Además, los miembros del profesorado, del personal administrativo y de custodia con o sin la permanencia que se comporten de forma prohibida como lo especifican las reglas 1-9 tendrán derecho al trato que se especifica en las provisiones de la Ley de Educación o de la Ley de Servicio Civil.

3. Todos los visitantes, portadores de licencias, o invitados que se comporten de forma prohibida bajo las leyes sustantivas 1-9 estarán sujetos a expulsión, y/o al arresto de parte de las autoridades civiles.

4. Cualquier organización que haya autorizado la conducta prohibida bajo las reglas sustantivas del 1-9 sufrirá la anulación de la autorización de operación en el recinto. Las penalidades 1-4 se aplicarán en adición a las otras penalidades provistas por la Ley Síndicos de la Universidad de la Ciudad de Nueva York.

APÉNDICE

DEFINICION DE LAS SANCIONES:

A. ADVERTENCIA. La advertencia es una declaración oral que se le da al ofensor de las reglas universitarias.

B. AVISO. Se le avisa al ofensor ya sea oralmente o por escrito que la persistencia o la repetición de la conducta equívoca durante el periodo de tiempo que se indica en el aviso podría traer como consecuencias mayores medidas disciplinarias.

C. CENSURA. Reprimenda por escrito por la violación de un reglamento en específico. Esta sanción podría causar la posibilidad de mayores sanciones disciplinarias cuando se esté en el convencimiento de que se ha incurrido en una violación de alguno de los reglamentos universitarios dentro del periodo de tiempo que se especifica en la carta de reprimenda.

D. PROBATORIA DE DISCIPLINA. Exclusión del disfrute de privilegios o de participación en las actividades extracurriculares de la universidad tal y como se especifica en el aviso de probatoria de disciplina durante el periodo de tiempo especificado.

E. RSTITUCION. Reembolso del daño de la apropiación indebida de bienes. El reembolso podría convertirse en una forma específica de servicio que resulte apropiada para la reparación o compensación de los daños.

F. SUSPENSION. Exclusión de participación en clases y del disfrute de otros privilegios o actividades tal y como se especifica en el aviso de suspensión durante un periodo definitivo de tiempo.

G. EXPULSION. Se le da fin al estatus de estudiante durante un periodo de tiempo indefinido. Las condiciones para la readmisión, si es que existen, se especificarán en la orden de expulsión.

H. QUERELLA A LAS AUTORIDADES CIVILES.

DECIDIDO. La copia de estos reglamentos y reglas se radicará en la sede de los Síndicos del Estado de Nueva York y con el Comisionado de Educación.

Decidido, Que estos reglamentos y reglas se incorporarán en cada uno de los catálogos de los colegios.
Chairperson: Anthony Betancourt (Professor); Associate Professor: Nicolette Fraction; Assistant Professors: Augurio Collantes, Arnold Genus, Ching-Leou Liu; Instructor: José Diaz

Location
The library is located on the second floor of the 500 Grand Concourse building.

Hours

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<th>Hours</th>
<th>Fall &amp; Spring</th>
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Resources
The Library's resources include a multimedia collection of books, periodicals, newspapers, and audiovisual materials such as films, video and sound recordings, slides, filmstrips, and microforms. Special attention is directed to the library's outstanding collection of Spanish translations of English texts and to its microfiche book collection of the 1,332 volumes of the Microbook Library of Social Sciences in America; Core Collection. Back issues of most journals are available on microfilm. The Library's book collection comprises 33,492 volumes.

Learning Resources Center
Located in Room 207, adjoining the main reading room, the Learning Resources Center is available for independent and individualized learning. Group listening and viewing may be arranged by contacting the circulation desk 24 hours in advance. The center contains live carrels and a variety of audiovisual equipment, and it is reserved exclusively for the use of this equipment and related materials such as films, tapes, records, and cassettes.

Copying Service
A coin-operated machine is available in the Reading Room. The fee is 10¢ per copy.

Circulation
Most materials circulate for two weeks and are renewable for an additional two weeks. The following materials do not circulate: reference books, archival materials, periodicals, and newspapers.

Reserved Materials
Materials on reserve may be used inside the library for a two-hour period during the day. Special reserved materials may be borrowed for home use at 8:00 p.m., Monday through Thursday, and at 4:00 p.m. on Friday. They are due back by 10:00 a.m. the next day the library is open or at 11:00 a.m. on Saturday. Single copies do not circulate for home use.

Fines
General Circulating Books: 10¢ per day
Reserve Books:
50¢ first hour overdue
50¢ for the rest of the day
50¢ for each succeeding day to a maximum of $10.00
The Division of Community and Continuing Education is the arm of the College which provides educational opportunities designed to meet the interests and needs of the people of the South Bronx and similar communities. Continuing Education students enroll in non-credit-bearing courses for a variety of reasons including an intention to re-enter the job market, make a career change, upgrade skills, learn English, obtain their High School Equivalency Diploma, or to enrich their personal and intellectual lives. Courses are available during the evening and on Saturdays.

Noncredit course offerings change from semester to semester in order to meet the needs of students. Current information on all noncredit programs may be obtained from the Office of Community and Continuing Education by calling 960-1133.

Here is a sampling of courses that have been regularly offered in the past: English as a Second Language, High School Equivalency (in English and Spanish), Real Estate for Salespersons, Real Estate for Brokers, Personal Income Taxes, Principles of Small Business, Typing.

A program for Children, Children In Action, is designed for children who want to develop interests outside of their regular school curriculum. The faculty is selected for their ability to communicate the joy of learning to young students and to promote invention, creativity and self expression. Typical offerings range from Introduction to Microcomputers to babysitting classes.

**Director:** Acté Y. Maldonado; **Assistant to the Director:** Louise Merced
Allied Health Sciences

The Allied Health Sciences Department offers four career programs: Dental Hygiene, Medical Laboratory Technology, Nursing, and Radiologic Technology. A rewarding career in health and medicine awaits those who choose dental hygiene, medical laboratory technology, nursing, or radiologic technology as a vocation. A rapid growth in technology has created a great demand for trained men and women to fill positions as hygienists, nurses, and technologists in medicine, industry, and research.

Chairperson: Geraldine Ruiz; Dental Hygiene Coordinator: Selena James; Radiologic Technology Coordinator: Geraldine Ruiz; Medical Laboratory Technology Coordinator: Winsome DaCosta; Nursing Coordinator: Frances Gaskin; Professors: Cyril Price, Geraldine Ruiz, Sammy Seals; Associate Professors: Frances Gaskin, Selena James; Assistant Professors: Winsome DaCosta, Anita Jones, Claudette Kimmons, Sal Martino, Alida Pastoriza, Geraldine Perri, Allen Solomon; College Laboratory Technicians; Eugene Hamond, Ernestine Leach

Dental Hygiene

The Dental Hygiene Program at Hostos Community College is designed to prepare graduates for immediate employment in the field of dental hygiene and to provide opportunities for career mobility. Candidates for the program are selected from among recent high school graduates, persons already employed in the dental field, and liberal arts students who have completed entrance requirements for the program. It is recommended that all candidates for the Dental Hygiene Program have a background in chemistry and biology. Two academic years and one summer are required to complete the Dental Hygiene curriculum. Graduates are eligible for transfer to senior colleges with junior-year status where they can earn a bachelor's degree in health education, dental hygiene education, or public health administration. Upon successful completion of the curriculum, students participate in the Northeast Regional Board and the National Board Examinations, requirements for licensure in the Dental Hygiene profession.

Admissions Requirements

Applicants to the Dental Hygiene Program must demonstrate the ability to maintain an overall academic achievement in the following ways:
1. The successful completion of the Pre-Dental Hygiene curriculum.
2. Acceptable High School record or G.E.D. score combined with the C.U.N.Y. Assessment Test scores in reading, writing, and mathematic skills.
3. In-house transfer from liberal arts with acceptable academic profile and cumulative G.P.A.
4. Institutional transfer with an acceptable academic profile and cumulative G.P.A.
5. Second degree students (e.g. A.A.S., B.S., B.A.)

The first priority is given to those students successfully progressing from the pre-dental hygiene program. The subsequent order of priority is: new students, in-house transfers, institutional transfers, and second degree students.

Prior to final selection into the Dental Hygiene Program, each prospective student is required to present evidence to the Dental Hygiene Department of a complete medical examination which must include a chest X-ray report (not more than 6 months old) and a profile of any medical conditions, past and present. Special note will be taken of any conditions which might have bearing upon the successful mastery of required skills. The necessary forms will be provided by the Dental Hygiene Department. The department has the responsibility to protect the students, those with whom the student will interact and the college.

Progression from Pre-Dental Hygiene

1. Any student completing the Pre-dental hygiene sequence of courses and with a cumulative G.P.A. of 2.5 or above will automatically be transferred to the Dental Hygiene Freshman class of the next academic year beginning in September.
2. Any student completing the Pre-dental hygiene sequence with cumulative G.P.A. of at least 2.0, but with a minimum grade of less than "C" in some courses, can be admitted. The Dental Hygiene Department has the sole responsibility for admitting students into the department based upon a review of the transcripts, a personal conference, and on a competitive space allocation.

New Students (First Time College)

1. High School record/G.E.D. scores
   a. Students graduated from high school with a mini-
mum average of 75%. Biology and Chemistry including laboratory experience are recommended.

b. Priority will be given to students who have taken Biology and Chemistry in high school, considering all other criteria were met.

c. If not a high school graduate, the student must provide evidence of an overall G.E.D. score equivalent to a 75% high school average.

2. CUNY Assessment Test

a. All students accepted must pass the C.U.*N.Y. Assessment skills in mathematics, reading and writing.

“In House” Transfers

1. Any student with an overall G.P.A. of 2.5 or better for 25 or more credits or credit equivalents are eligible for consideration for admission to the Dental Hygiene Program; however, the credits must include Introduction to English Composition I and II or equivalent, Elementary Algebra or equivalent and 4 credits in science, preferably Chemistry or Biology.

2. Any student with an overall G.P.A. of 2.5 or better for 14–23 credits or credit equivalents, a minimum of grade “C” in all attempted courses, credits in Introduction to English Composition I or eligible for enrollment in Elementary Algebra, are eligible for consideration for admission to the Dental Hygiene Program.

3. Priority will be given to students who have completed chemistry and biology with a grade of “C” or better. Final selection is based on a competitive space allocation.

Institutional Transfers

1. Any student with an overall G.P.A. of 2.5 or better for 25 or more credits or credit equivalents is eligible for consideration for admission to the Dental Hygiene Program; however, the credits must include Introduction to English Composition I, Elementary Algebra or its equivalent and 4 credits in science, preferably Chemistry or Biology.

2. Any student transferring from a Dental Hygiene Program at another institution will be admitted only after a review of transcripts and academic profile in the form of references from the transferring Department (3 letters) and a personal conference. Such a student can possibly be admitted with advance standing; of 42 credits in residence at Hostos Community College. The student must satisfy all the stated requirements of the Hostos Community College Dental Hygiene Department prior to graduation. Such a circumstance is considered a special case.

Second Degree Students (e.g., A.A.S., B.S., B.A.)

1. These are extenuating circumstances and as such will require individual consideration after the review of the transcripts and personal conference.

2. These students are the last in the order of priority and can only be admitted on a space available competitive basis.

Retention Policy

Scholastic Requirements

1. A GPA (grade point average) of 2.0 per semester is required in the Dental Hygiene Program. A GPA of 1.8 is lowest permissible GPA for the first semester only. The student will have the following Spring semester to restore the GPA to 2.0.

2. A GPA of 1.5 to 1.7 would permit the student to repeat the program in the following year.

3. Below 1.5 requires an immediate dismissal from the program.

4. In summary, a Dental Hygiene student is required to maintain a grade point average of 2.0 for each semester of the program. After the first semester, the cumulative average must be at least 2.0. Some leniency is permitted in the academic performance in the first semester only.

5. Students repeating the program in a subsequent year will be required to audit the pre-clinical course to assure the retention of essential manual skills.

6. In any case of failure to meet the required GPA, the student’s progress will be evaluated by the department and retention recommendation made.

7. A student may only repeat dental hygiene courses once assuming that the overall GPA is 1.5–1.7.

8. Failure of two (2) dental hygiene courses will result in immediate dismissal from the program.

9. Grading System

   a. Department—The basic criterion for grading in the Dental Hygiene Department in all Dental Hygiene courses is:

       A — 93–100
       B — 83–92
       C – 75–82
       D – 74–70
       F – Grades below 70

       All grades below “C” in the Dental Program are failures.

       b. Although the “D” grade is given, “D”’s are not accepted by the program and must be repeated if the student is recommended by the faculty to remain in the program.

Pre-Dental Hygiene Curriculum

The Dental Hygiene Program offers a remedial/prepatory Pre-Dental Hygiene Curriculum for those students who do not meet the regular entrance requirements. The curriculum offers students the opportunity to develop requisite reading and mathematics skills, develop study habits, upgrade their academic standing (G.P.A.), and take pertinent and enriching liberal arts courses that are needed for the Associate in Applied Science degree in Dental Hygiene.
**Pre-Dental Hygiene Program of Studies — Liberal Arts, First Semester**

<table>
<thead>
<tr>
<th>Course/Subject</th>
<th>Credits</th>
<th>Equated Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1604 or 1622*</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1302 Introduction to Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENG 1397 Reading in the Natural Sciences</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1232 Introduction to Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BIO 3702 Lecture General Biology I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BIO 3802 Laboratory</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>*If MATH 1622, add 1 Credit:</td>
<td>12</td>
<td>17 eq. Credits</td>
</tr>
<tr>
<td>=</td>
<td>13</td>
<td>18 eq. Credits</td>
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</table>

**Program of Studies Leading to the Associate in Applied Science (A.A.S.) Degree in Dental Hygiene**

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Liberal Arts</td>
<td>29 credits</td>
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<tr>
<td>Dental Hygiene</td>
<td>41 credits</td>
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<td><strong>Total</strong></td>
<td><strong>70 credits</strong></td>
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**First Year**

**First Semester***

<table>
<thead>
<tr>
<th>Course/Subject</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 1302 Introduction to Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>DEN 5306 Clinical Dental Hygiene Practice I Lec. &amp; Lab.</td>
<td>2.0</td>
</tr>
<tr>
<td>DEN 5302 Oral Anatomy and Physiology Lec. &amp; Lab.</td>
<td>2.0</td>
</tr>
<tr>
<td>DEN 5303 Head and Neck Anatomy</td>
<td>1.5</td>
</tr>
<tr>
<td>BIO 3709 Anatomy and Physiology I Lec. &amp; Lab.</td>
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</tr>
<tr>
<td>CHEM 4012 Introduction to Chemistry I Lec. &amp; Lab.</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course/Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1303 Introduction to Composition II</td>
<td>3.0</td>
</tr>
<tr>
<td>DEN 5310 Clinic</td>
<td>3.0</td>
</tr>
<tr>
<td>DEN 5308 Clinical Dental Hygiene Practice II</td>
<td>1.5</td>
</tr>
<tr>
<td>DEN 5334 Oral Embryology and Histology</td>
<td>1.5</td>
</tr>
<tr>
<td>BIO 3710 Anatomy and Physiology II Lec. &amp; Lab.</td>
<td>4.0</td>
</tr>
<tr>
<td>DEN 5318 Oral Microbiology</td>
<td>1.5</td>
</tr>
<tr>
<td>BIO 4018 Introduction to Biochemistry II</td>
<td>2.0</td>
</tr>
<tr>
<td>DEN 5316 Dental Radiology I: Basic Concepts</td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td><strong>17.5 credits</strong></td>
</tr>
<tr>
<td>DEN 5332 Dental Materials</td>
<td>2.0</td>
</tr>
<tr>
<td>DEN 5317 Dental Radiology II: Technique and Interpretation &amp; Lab.</td>
<td>2.0</td>
</tr>
<tr>
<td>DEN 5315 Nutrition</td>
<td>2.0</td>
</tr>
<tr>
<td>CPR (Cardiopulmonary Resuscitation)**</td>
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<td><strong>Total</strong></td>
<td><strong>6.0 credits</strong></td>
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**Second Year**

**Third Semester**

<table>
<thead>
<tr>
<th>Course/Subject</th>
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<tbody>
<tr>
<td>VPA 3612 Fundamentals of Public Speaking</td>
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<tr>
<td>DEN 5312 Clinic II</td>
<td>4.0</td>
</tr>
<tr>
<td>PSY 1032 Introduction to Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>DEN 5329 Advanced Clinical Dental Hygiene</td>
<td>1.5</td>
</tr>
<tr>
<td>DEN 5324 Periodontology</td>
<td>1.5</td>
</tr>
<tr>
<td>DEN 5320 General and Oral Pathology</td>
<td>1.5</td>
</tr>
<tr>
<td>DEN 5327 Dental Health Education</td>
<td>1.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16.0 credits</strong></td>
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### Fourth Semester

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<thead>
<tr>
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<tbody>
<tr>
<td>SOC 1232</td>
<td>Introduction to Sociology</td>
<td>3.0</td>
</tr>
<tr>
<td>DEN 5331</td>
<td>Jurisprudence and Practice Management</td>
<td>1.5</td>
</tr>
<tr>
<td>DEN 5314</td>
<td>Clinic III</td>
<td>4.0</td>
</tr>
<tr>
<td>DEN 5322</td>
<td>Community Dental Health</td>
<td>1.5</td>
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<tr>
<td>DEN 5330</td>
<td>Dental Specialties</td>
<td>1.0</td>
</tr>
<tr>
<td>DEN 5325</td>
<td>Pharmacology</td>
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</tr>
<tr>
<td>DEN 5333</td>
<td>Senior Seminar</td>
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</tr>
<tr>
<td></td>
<td>Total</td>
<td>14.0</td>
</tr>
</tbody>
</table>

*Those students requiring remedial math will take MAT 1604 in lieu of English 1302. This group of students will take English 1302 the second semester of the freshman year.

**CPR — As part of the curriculum taught as a three (3) day seminar during the summer. (Certification awarded by the Red Cross.)

### DEN 5302 ORAL ANATOMY AND PHYSIOLOGY

2 credits

**Corequisite:** BIO 3709 Anatomy and Physiology I, DEN 5303 Head and Neck Anatomy, DEN 5306 Clinical Dental Hygiene Practice I.

The student will demonstrate a knowledge of the gross and microscopic anatomy of the teeth, tissues, organs of the oral cavity, nomenclature, functions and forms of the teeth, as well as identify normal and malocclusions.

### DEN 5303 HEAD AND NECK ANATOMY

1.5 credits

**Corequisites:** DEN 5306 Clinical Dental Hygiene Practice I, DEN 5302 Oral Anatomy and Physiology, BIO 3709 Anatomy and Physiology I.

The student will identify, describe, and locate the bones of the skull, muscles of mastication, tongue, face, and pharynx; glands of the oral cavity; cranial nerves; and blood vessels of the head and neck.

### DEN 5306 CLINICAL DENTAL PRACTICE I

2 credits

**Corequisites:** CHE 4012 Introduction to Chemistry, BIO 3709 Anatomy and Physiology I, DEN 5303 Head and Neck Anatomy.

The student will demonstrate procedures relative to the dental appointment. These procedures include those aspects of Phase I and Phase III periodontal treatment which are legally relevant to the clinical practice of dental hygiene.

### DEN 5308 CLINICAL DENTAL HYGIENE PRACTICE II

1.5 credits

**Prerequisites:** DEN 5306 Clinical Dental Hygiene Practice I.

**Corequisite:** DEN 5310 Clinic.

The student will demonstrate definitive instrumentation procedures used in the treatment of periodontal disease and maintenance of oral health. Emphasis is placed on treatment planning, principles of root planing, instrumnet care and screening procedures.

### DEN 5310 CLINIC I

3 credits

**Prerequisites:** DEN 5302 Oral Anatomy and Physiology, DEN 5303 Head and Neck Anatomy, DEN 5306 Clinical Dental Hygiene Practice I.

**Corequisites:** DEN 5308 Clinical Dental Hygiene Practice II, DEN 5318 Oral Microbiology, DEN 5334 Oral Embryology and Histology.

In a clinical setting, the student will demonstrate procedures relative to dental hygiene therapeutic treatment. Procedures include taking health histories and other screening procedures, performing the oral prophylaxis, applying preventive treatment and patient education. The course consists of 6.5 hours of clinic.

### DEN 5312 CLINIC II

4 credits

**Prerequisites:** CPR (Cardiopulmonary Resuscitation), DEN 5310 Clinic I, DEN 5332 Dental Materials, DEN 5317 Dental Radiology II, DEN 5315 Nutrition.

**Corequisites:** PSY 1032 Introduction to Psychology, DEN 5329 Advanced Dental Hygiene Practice, DEN 5324 Periodontology, DEN 5320 General and Oral Pathology, DEN 5327 Dental Health Education.

The student will administer comprehensive dental hygiene care to patients based on individual treatment plans and make referrals when indicated. The course consists of 12 hours of clinic. Procedures will include those legalized aspects of Phase I and Phase II Periodontal treatment which are relevant to the practice of dental hygiene. This course is a continuation of DEN 5310 (Clinic).

### DEN 5314 CLINIC III

4 credits

**Prerequisites:** DEN 5312 Clinic III.

**Corequisites:** DEN 5330 Dental Specialties, DEN 5325 Pharmacology, DEN 5333 Senior Seminar.

The student will administer comprehensive dental hygiene care to patients based on individual treatment plans and make referrals when indicated. The course is a continuation of DEN 5312 (Clinic II).

### DEN 5315 NUTRITION

2 credits

**Prerequisites:** CHE 4012 Introduction to Chemistry, CHE 4018 Introduction to Biochemistry.
The student will be able to relate the biological and chemical needs of patients to their nutritional intake. Nutritional and disturbances observed in clinic will have direct application to didactic material.

CPR (CARDIOPULMONARY RESUSCITATION)
No credit — student will be awarded a Certificate by the American Red Cross.

Prerequisites: BIO 3709 Anatomy and Physiology I, BIO 3710 Anatomy and Physiology II.

The student will demonstrate knowledge and techniques relevant to basic life support (CPR) procedures according to the standards of the American Heart Association and American Red Cross; signs and symptoms of air way obstruction and heart attacks will be emphasized. Successful achievement of skills and demonstration will lead to the issuance of a Certification card.

DEN 5316 DENTAL RADIOLOGY I: BASIC CONCEPTS
1 credit
Prerequisite: CHE 4012 Introduction to Chemistry.

The student will learn the theory of radiation production. Learning methods include lecture and visuals.

DEN 5317 DENTAL RADIOLOGY II: TECHNIQUE AND INTERPRETATION
2 credits
Prerequisites: DEN 5316 Radiology I, CHE 4012 Introduction to Chemistry, DEN 5303 Head and Neck Anatomy, DEN 5302 Oral Anatomy and Physiology.

The course will provide the student with the knowledge necessary to utilize the techniques of bisecting and paralleling for the exposure of radiographs. The course will also provide students with the knowledge necessary to differentiate between normal anatomical structures and pathological conditions. Learning methods include lecture, slides, tapes and laboratory experiences.

DEN 5318 ORAL MICROBIOLOGY
1.5 credits
Prerequisite: DEN 5306 Clinical Dental Hygiene Practice I.

Corequisite: DEN 5310 Clinic I.

The student will classify and describe the main groups of microorganisms, and isolate and cultivate microorganisms in the laboratory. The concepts of General Microbiology will be correlated with the oral ecology and factors associated with pathogenesis. Special emphasis will be placed upon correlations to Periodontology, dental caries and phase contrast microscopy. Sterilization, disinfection, asepsis and chemotherapy will also be emphasized.

DEN 5320 GENERAL AND ORAL PATHOLOGY
1.5 credits
Prerequisites: DEN 5317 Dental Radiology, DEN 5315 Nutrition, DEN 5318 Oral Microbiology, BIO 3709 Anatomy and Physiology I, BIO 3710 Anatomy and Physiology II, DEN 5334 Oral Embryology and Histology, DEN 5303 Head and Neck Anatomy.

Corequisites: DEN 5312 Clinic II, DEN 5324 Periodontology.

The student will make clinical evaluations of conditions related to general and oral pathologic conditions, etiologies of diseases, inflammation, infection, immunity, and degeneration processes.

DEN 5322 COMMUNITY DENTAL HEALTH
1.5 credits
Prerequisites: DEN 5320 General and Oral Pathology, DEN 5324 Periodontology, DEN 5315 Nutrition, DEN 5327 Dental Health Education, PSY 1032 Introduction to Psychology.

Corequisites: DEN 5330 Dental Specialties, SOC 5232 Introduction to Sociology.

The student will be able to provide dental health services to the community using program planning, health education and population survey techniques. Learning methods include seminar, field experience and lectures.

DEN 5324 PERIODONTOLOGY
1.5 credits
Prerequisites: BIO 3709 Anatomy and Physiology I, DEN 5334 Oral Embryology and Histology, DEN 5318 Oral Microbiology, DEN 5315 Nutrition.

The student will expand his/her knowledge of prevention of gingival and periodontal disease by (1) identifying the etiology and (2) applying methods available to treat gingival and periodontal diseases.

DEN 5325 PHARMACOLOGY
1.5 credits
Prerequisites: DEN 5320 Pathology, BIO 3709 Anatomy and Physiology I, BIO 3710 Anatomy and Physiology II, CHE 4012 Introduction to Chemistry, CHE 4018 Introduction to Biochemistry, DEN 5334 Oral Embryology and Histology, DEN 5318 Oral Microbiology, CPR (Cardiopulmonary Resuscitation), DEN 5320 Pathology, DEN 5324 Periodontology, DEN 5315 Nutrition.

The student will list the following characteristics of drugs used in the clinical practice of dental hygiene and dentistry: action and use, methods of administration, and toxicology.

DEN 5327 DENTAL HEALTH EDUCATION
1.5 credits
Prerequisites: DEN 5315 Nutrition

Corequisites: DEN 5320 General and Oral Pathology, DEN 5324 Periodontology, PSY 1032 Introduction to Psychology, VPA 3612 Fundamentals of Public Speaking, DEN 5312 Clinic II, ENG 1303 Introduction to Composition II.

The student will develop learning strategies and teach dental health education lessons to a variety of grade levels in a public school setting encompassing the areas of prevention, maintenance, consumer education, and nutritional counseling.

DEN 5329 ADVANCED CLINICAL DENTAL HYGIENE PRACTICE
1.5 credits
Prerequisites: DEN 5308 Clinical Dental Practice II, DEN 5332 Dental Materials.
Corequisites: DEN 5324 Periodontology, DEN 5312 Clinic II.
The student will be able to describe the theory, demonstrate laboratory procedures, and perform selected clinical procedures in the areas of Preventive Dentistry, Periodontology and General Dentistry.

DEN 5330 DENTAL SPECIALTIES
1 credit
Prerequisites: DEN 5316 Dental Radiology I, DEN 5317 Dental Radiology II, DEN 5318 Oral Microbiology, DEN 5315 Nutrition, DEN 5320 General and Oral Pathology, DEN 5324 Periodontology, DEN 5329 Advanced Clinical Dental Hygiene Practice.
Corequisite: DEN 5314 Clinic III.
The student will demonstrate procedures relative to the eight dental specialties recognized by the American Dental Association.

DEN 5331 ETHICS/JURISPRUDENCE/PRACTICE MANAGEMENT
1.5 credits
Prerequisite: PSY 1032 Psychology.
Corequisites: SOC 1232 Introduction to Sociology, DEN 5314 Clinic III, DEN 5322 Community Dental Health.
The student will place Dental Hygiene practice within the perspective of ethics and law, develop leadership skills and acquire practice management skills.

DEN 5332 DENTAL MATERIALS
2 credits
Prerequisites: CHE 4012 Introduction to Chemistry, CHE 4018 Introduction to Biochemistry II.
The student will demonstrate an understanding of the physical and chemical properties of materials used in dentistry and their proper manipulations and applications. This course will consist of 4.5 hrs. of lecture-discussion and 3 hrs. of laboratory exercises for each of the 6 weeks of summer school.

DEN 5333 SENIOR SEMINAR
1.5 credits
Prerequisite: Successful completion of all previous courses.
Corequisites: All fourth semester courses.
The student will develop professional acuity to current theories, methodologies and dilemmas in dental hygiene practice, through a seminar-discussion, review of current literature, case presentations and exposure to personnel associated with dental hygiene practice. Upon successful completion of the program, students will take National and State board examinations for licensure.

DEN 5334 ORAL EMBRYOLOGY AND HISTOLOGY
1.5 credits
Prerequisites: BIO 3709 Anatomy and Physiology I, DEN 5303 Head and Neck Anatomy, DEN 5302 Oral Anatomy and Physiology.
Corequisite: DEN 5310 Clinic I.
The student will be able to understand the origins of human tissues and relate these to the clinical Dental Hygiene practicum, emphasizing the histological foundations of preventive dentistry. Orofacial Embryology and Histology will be a basis for future understanding of Periodontology, General and Oral Pathology and for making clinical evaluations of patients with common oral diseases.

Ancillary Expenses for Dental Hygiene Students

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
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<tr>
<td>Uniforms</td>
<td>$40.00</td>
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<tr>
<td>Shoes</td>
<td>34.00</td>
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<tr>
<td>Lab Coat</td>
<td>18.00</td>
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<tr>
<td>Instruments</td>
<td>300.00</td>
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<tr>
<td>Name Tags, Caps</td>
<td>15.00</td>
</tr>
<tr>
<td>White Hose</td>
<td>1.19</td>
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<tr>
<td>Malpractice Insurance</td>
<td>15.00</td>
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<tr>
<td>Class Pin</td>
<td>50.00</td>
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<tr>
<td>Junior American Dental Hygiene Association</td>
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<tr>
<td>National Board Examination Fee</td>
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<td>NERB Examination Fee</td>
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<tr>
<td>NERB Examination Site Fee</td>
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</tr>
</tbody>
</table>

Dental Hygiene Program Affiliations

The Hostos Community College Dental Hygiene Program is affiliated with Lincoln Hospital and Mental Health Center and New York University Dental School.

Advisory Committee, Dental Hygiene Program

Mrs. Dorothy C. Johnson
1020 Grand Concourse #20C
Bronx, NY 10451

Dr. H. Jindar Khurana
First District Dental Society
800 Fifth Avenue
New York, NY 10021

Ms. Lilly Newman
NYC Dental Hygiene Association
2919 Brock Avenue
Bronx, NY 10469

Ms. Mary Winkler-Price
NYC Dental Society
135 West 96 Street
New York, NY 10025

Dr. Frank Williams
Oral-Facial Surgery
Lincoln Hospital
234 East 149 Street
Bronx, NY 10451
The Medical Laboratory Technology Program provides training for the student in the basic skills required for immediate employment in medical laboratories or for the transfer to the four-year college level.

In addition to the courses offered at Hostos, the medical laboratory technology student will study and work 1,000 hours in an approved hospital laboratory under the supervision of Hostos faculty and hospital personnel.

Upon completion of the required courses and the hospital training, the student receives the Associate in Applied Sciences (AAS) degree and will be eligible to be licensed by the New York City Health Department as a laboratory technician. Students are also eligible to sit for national certifying examinations such as the Medical Laboratory Technician (MLT) administered by the Board of Registry of Medical Technology of the American Society of Clinical Pathology or the Clinical Laboratory Technician (CLT) given by the National Certifying Agency for Medical Laboratory Personnel.

Candidates for the program should be high school graduates with a minimum average of 75% or have an equivalent GED score. It is recommended that candidates have a background in biology and chemistry in addition to minimum English and Mathematics scores on placement tests as outlined in the Admission Criteria for the Medical Laboratory Technology Program.

Students who do not qualify for the MLT Program upon entering the college will be considered as Liberal Arts students and must complete all remedial courses in English, Mathematics and Chemistry before gaining admission to the program.

### Admissions Criteria Medical Laboratory Technology

#### Minimum High School Average of G.E.D. Score

1. High School Graduate with a minimum average of 75%.
2. Non-High School Graduate with a G.E.D. score equivalent to 75% high school average.

#### Subjects and Grades Desired

1. High School mathematics.
2. Priority will be given to students who have had Chemistry and Biology in high school or college.
3. Biology and Chemistry including Lab experience are recommended.

#### Minimum English and Math Scores for Placement Tests

1. Writing proficiency as determined by the CUNY Writing Assessment test, for placement into ENG 1302 (Introduction to Composition I).
2. Mathematical skills on the CUNY Freshman skill assessment for placement into Math 1624.
3. Exempt from reading, or permission of the coordinator.
4. Verbal skills in English.

#### Provision or Option for Those Who Do Not Meet the Above Criteria

1. Classified as Pre-Medical laboratory students and must follow the pre-MLT curriculum.
2. Completed the Pre-MLT sequence with a cumulative G.P.A. of at least 2.5.
3. A candidate is admitted into the MLT Program upon a personal interview.

Transfers

1. Students at Hostos are permitted to transfer to the MLT Program provided that they meet all the admissions criteria.
2. Admission with advanced standing. An overall G.P.A. of 2.5 or better for 0-12 credits and 2.25 for 12-24 credits.
   Courses should include the following:
   a. Introduction to English Composition
   b. Fundamentals of Chemistry
   c. Elementary Algebra

Retention Policies

1. A G.P.A. of 2.5 per semester is required in the Medical Laboratory Program. A G.P.A. of 2.0 is the lowest permissible G.P.A. for the first semester only.
2. A required course can only be repeated once. Any student who fails a given course twice will require special permission of the MLT coordinator to remain in the MLT Program.
3. In any case of failure to meet the required G.P.A., the student’s program will be evaluated by the coordinator and retention recommendation will be made.
4. Failure of two MLT courses will result in immediate dismissal from the program.

First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAT 1628 College Algebra</td>
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<tr>
<td>CHE 4008 Fundamentals of Chemistry</td>
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<tr>
<td>BIO 3702 General Biology I with Lab</td>
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<tr>
<td>HLT 6507 Contemporary Health Issues</td>
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<td>Physical Education</td>
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Second Semester

| CHE 4002 General Chemistry I with Lab | 4 |
| BIO 3704 General Biology II with Lab | 4 |
| ENG 1302 Introduction to Composition I | 3 |
| HLT 6503 Interpersonal Relations | 3 |
| HLT 6524 Medical Terminology | 2 |
| **Total** | **16** |

Second Year

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 3712 General Microbiology with Lab</td>
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<tr>
<td>CHE 4004 General Chemistry II with Lab</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1303 Introduction to Composition II</td>
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</tr>
<tr>
<td>MLT 5909 Clinical Lab Science I</td>
<td>4</td>
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<tr>
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<td><strong>15.0</strong></td>
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Fourth Semester

| MLT 5916 Medical Microbiology | 4 |
| MLT 5918 Histology | 4 |
| Elective (BIO 3708 Anatomy and Physiology II) | 4 |
| Electives | 4 |
| **Total** | **16.0** |

Summer

| MLT 5910 Clinical Lab Science II | 4 |
| MLT 5920-5922 Hospital Practice | 0 |
| **Total** | 4 |

Total Credits **64**
MLT 5909 CLINICAL LABORATORY SCIENCE I
4 credits 2 hrs. lect./6 hrs. lab
Prerequisites: CHE 4002-4102 General Chemistry I and BIO 3704-3804 General Biology II.
The student will demonstrate standard routine methods of analysis on urine, physical, microscopic, and chemical tests. The student will perform routine hematological tests, standard blood-banking techniques, and basic coagulation tests.
Previously CHE 4009

MLT 5910 CLINICAL LABORATORY SCIENCE II
4 credits 2 hrs. lect./6 hrs. lab
Prerequisites: CHE 4004-4104 General Chemistry II and MLT 4009 Clinical Laboratory Science I.
The student will perform standard current biochemical determinations using both manual techniques and some automated procedures.
Previously CHE 4010

MLT 5916 MEDICAL MICROBIOLOGY
4 credits 2 hrs. lect./6 hrs. lab
Prerequisites: BIO 3712-3812 General Microbiology.
The student will examine, describe, and classify micro-organisms of medical importance. The student will cultivate and identify the organisms in the laboratory using the standard methods of identification.

MLT 5918 HISTOLOGY
4 credits 2 hrs. lect./6 hrs. lab
Prerequisites: CHE 4004-4104 General Chemistry I and BIO 3704-3804 General Biology II.
The student will process tissue in paraffin and frozen sections for microscopic examination. The student will study and identify cells, tissues and organs from human and animal sources.

MLT 5920 & 5922 HOSPITAL LABORATORY PRACTICE
0 credits
Prerequisites: Completion of three or more medical laboratory courses (here listed).
The student will perform the standard laboratory tests which he/she has learned in the college laboratory in a hospital setting.

Medical Laboratory Technology Program
Affiliations
The Hostos Community College Medical Laboratory Technology program is affiliated with the following hospitals and medical centers:
Albert Einstein College of Medicine
Harlem Hospital and Medical Center
Lincoln Hospital and Mental Health Center
Montefiore Hospital

Advisory Committee, Medical Laboratory Technology Program
Ms. Elaine Zweifier
Clinical Pathology Laboratories
Albert Einstein Medical Center
Bronx, NY 10461
Dr. Angus Sampath, Director
Clinical Pathology Laboratories
Harlem Hospital and Medical Center
136th Street and Lenox Avenue
New York, NY 10037
Mr. Bentley Haig, Administrator
Clinical Pathology Laboratories
Lincoln Hospital
234 East 149th Street
Bronx, NY 10451
Mr. Ronald Manganillo, Coordinator
Clinical Pathology Laboratories
Montefiore Hospital
207 Street and Jerome Avenue
Bronx, NY 10467

Clinical Instructors, Medical Laboratory Technology Program
Albert Einstein Medical Center
Hematology
Mr. Nick Kowatch
Microbiology
Mr. Victor Aning
Chemistry
Ms. Linda Bernecker
Ms. Joyce Kuhn

Harlem Hospital and Medical Center
Hematology
Clayton Natta, Director
Flossie Johnson
Lennox Laurencin
Emory Walker
Microbiology
Dr. Angus Sampath, Director
Serve Dorsainville
Ismael Jampayas
Marie Nicolas
Harry Richardson
Altagracia Santos-LeRoy Singletary
Deborah Smith
Mary Stith
Chemistry
Dr. Claude Neptune, Director
Joseph Burnette
The Nursing Program at Hostos leads to an A.A.S. degree. Men and women are prepared to become registered nurses upon successful completion of the program of study and passage of the National Council Licensure Examination—Registered Nurse. The students promote wellness through health teaching and preventative measures. They collect specific information, diagnose symptoms of health problems, formulate a plan of care, and implement and evaluate nursing interventions given to individuals of all age groups; these measures assist patients in the return to a state of wellness. The students use the lecture halls, patient simulated units and patient and non-patient care areas at Lincoln Medical and Mental Health Center. Computer-assisted technology is incorporated into the program of study. The students become members of the National Student Nurses Association Incorporated, Hostos Chapter and the Rodríguez/Tubman Nursing Club. A variety of scholarships are offered in the field of nursing. Felony offenders by law are not permitted to possess a nursing license in New York State.

Requirements for Entry into the Nursing Program

1. Matriculated status.

2. Completion of pre-nursing sequence of courses with acceptable grades, i.e., a general grade point average of 2.5 and a 2.0 average in all pre-nursing courses such as Anatomy & Physiology, Medical Technology, etc. within the last five years.

3. Satisfactory score on the National League for Nursing (NLN) Pre-Nursing and Guidance Examination (PNG). Pre-nursing students are required to take the NLN-PNG within 5 years of entry to the Nursing Program. The NLN-PNG may be repeated twice.
   a. Pre-nursing students with a composite percentile score of 30 or above on the NLN-PNG (not a raw score of 30) and a minimum of 2.5 cumulative index in the pre-nursing sequence are eligible to enter the Nursing Program.
   b. Pre-nursing students with a composite percentile score of 29 or below on the NLN-PNG and a 3.0 cumulative index in the pre-nursing sequence will be accepted into the Nursing Program based upon positive recommendations from content area professors in the pre-nursing sequence.
   c. Pre-nursing students with a composite percentile score of 29 or below on the NLN-PNG and a 2.5-2.99 cumulative index in the pre-nursing semester may repeat the NLN-PNG examination to attain a 30 or above for entry into the Nursing Program.
   d. Pre-nursing students with a composite percentile score of 30 on the NLN-PNG or above and a cumulative index below 2.5 are permitted to repeat or take additional content courses to attain a 2.5 cumulative.

4. Permission from the Director of the Nursing Program. Entrance into the nursing courses after above criteria are met is then dependent on the results of the National League for Nursing (NLN) Pre-Nursing and Guidance Examination-PNG, cumulative index and space availability.

High School Graduates—Must have earned a minimum high school average of 75 or equivalent General Education Diploma.

Advanced Standing/Transfer Students—Students must have a grade point average of 2.5 minimum with a 2.0 average in pre-nursing courses. Courses in the pre-nursing sequence must be taken within a five-year period of admission.

Requirements for the Nursing Program

Nursing students are required to participate in intensive workshops offered during the winter and spring intersessions. Intensive workshops include English, Mathematics, Nursing and Sciences.

Criteria for Retention in the Nursing Program

1. Student must earn a grade of "C" or better in all nursing support courses and nursing courses. This grade requirement includes lecture, laboratory, and clinical
experience.
2. Student must take and pass the NLN Achievement Examination at the end of each nursing course.
3. Student may repeat a nursing course only once when a grade below "C" has been earned. NUR 7001 and NUR 7101 cannot be repeated.

### Pre-Nursing

Students must first be selected for a one-semester pre-nursing program. The emphasis of this sequence is on the liberal arts and sciences. The remedial and required courses necessary for entry into the nursing program will be provided.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ENG 1302 Introduction to Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1622 Elementary Algebra</td>
<td>2</td>
</tr>
<tr>
<td>BIO 3706 Anatomy and Physiology (Lecture)</td>
<td>3</td>
</tr>
<tr>
<td>BIO 3806 Anatomy and Physiology (Laboratory)</td>
<td>1</td>
</tr>
<tr>
<td>HLT 6524 Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>CHE 4019 Introduction to Biological Chemistry</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Semester Credits 15**

### Program of Studies Leading to the A.A.S. Degree in Nursing

#### Credit Distribution

<table>
<thead>
<tr>
<th>Credit Distribution</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Liberal Arts and Science</td>
<td>33</td>
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<tr>
<td>Urban Health Studies</td>
<td>5</td>
</tr>
<tr>
<td>Nursing</td>
<td>31</td>
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**Total 69**

#### Semester I

<table>
<thead>
<tr>
<th>Courses</th>
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<tbody>
<tr>
<td>ENG 1303 Introduction to Composition II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 3708 Anatomy and Physiology (Lec) II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 3808 Anatomy and Physiology (Lab) II</td>
<td>1</td>
</tr>
<tr>
<td>PSY 1032 General Psychology</td>
<td>3</td>
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<tr>
<td>NUR 7001 The Scientific Basis of Nursing Practice I — (Lec)</td>
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</tr>
<tr>
<td>NUR 7101 The Scientific Basis of Nursing Practice I — (Lab)</td>
<td>3</td>
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</table>

**Total Semester Credits 15**

#### Semester II

<table>
<thead>
<tr>
<th>Courses</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BIO 3712 Microbiology (Lec)</td>
<td>3</td>
</tr>
<tr>
<td>BIO 3812 Microbiology (Lab)</td>
<td>1</td>
</tr>
<tr>
<td>NUR 7002 Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>NUR 7003 The Scientific Basis of Nursing Practice II — (Lec)</td>
<td>3</td>
</tr>
<tr>
<td>NUR 7103 The Scientific Basis of Nursing Practice II — (Lab)</td>
<td>4</td>
</tr>
<tr>
<td>CPR Cardiopulmonary Resuscitation — American Red Cross Certification</td>
<td>No credit</td>
</tr>
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</table>

**Total Semester Credits 13**

#### Semester III

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CUB The Black Family and the Latin American Family Cultures and Health Beliefs</td>
<td>3</td>
</tr>
<tr>
<td>or CUB Social Problems of the Black and Latin American Communities</td>
<td>3</td>
</tr>
<tr>
<td>HLT 6515 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NUR 7004 The Scientific Basis of Nursing Practice III — (Lec)</td>
<td>3</td>
</tr>
<tr>
<td>NUR 7104 The Scientific Basis of Nursing Practice III — (Lab)</td>
<td>4</td>
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</tbody>
</table>

**Total Semester Credits 13**
The National Council Licensure Examination—Practical Nurse is taken at the end of Semester III.

<table>
<thead>
<tr>
<th>Semester IV</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAT 1690 Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>NUR 7003 The Scientific Basis of Nursing Practice IV — (Lec)</td>
<td>3</td>
</tr>
<tr>
<td>NUR 7105 The Scientific Basis of Nursing Practice IV — (Lab)</td>
<td>4</td>
</tr>
<tr>
<td>NUR 7006 Issues and Trends in Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

(The National Council Licensure Examination—Registered Nurse is taken at the end of Semester IV)

NUR 7001 THE SCIENTIFIC BASIS OF NURSING PRACTICE I
6 credits 3 hrs. lec./6 hrs. lab.
Prerequisites: ENG 1302 Introduction to Composition I, MAT 1622 Elementary Algebra, BIO 3706 Anatomy and Physiology I (Lecture), Bio 3806 Anatomy and Physiology I (Laboratory), HLT 6524 Medical Terminology, CHE 4019 Chemistry (Lecture and Laboratory).
Corequisites: ENG 1303 Introduction to Composition II, BIO 3708 Anatomy and Physiology II (Lecture), BIO 3808 Anatomy and Physiology II (Laboratory), PSY 1032 General Psychology.
The student will utilize the nursing process in patient assessment, planning, implementation and evaluation of a plan of care in the wellness-illness continuum across the life span. The student will demonstrate the basic technical skills of assessment such as vital signs, bathing, ambulation of patients in the patient simulated and patient units at Lincoln Medical and Mental Health Center and in other clinical agencies. The basic principles of research will be explained to enable the student to review published research relevant to the nursing process.

NUR 7002 NURSING PHARMACOLOGY
2 credits 2 hrs. lec.
Prerequisites: NUR 7001 The Scientific Basis of Nursing Practice I, MAT 1690 Elementary Algebra.
Corequisites: BIO 3712 Microbiology (Lecture), BIO 3802 Microbiology (Laboratory), NUR 7003 The Scientific Basis of Nursing Practice II, CPR Cardiopulmonary Resuscitation.
The student will demonstrate knowledge and techniques relevant to basic life support (CPR) procedures according to the standards of the American Heart Association and American Red Cross; signs and symptoms of airway obstruction and cardiac problems will be emphasized. Successful achievement of skills and demonstrations will lead to the issuance of a Certification Card.

NUR 7003 THE SCIENTIFIC BASIS OF NURSING PRACTICE II
7 credits 4 hrs. lec./12 hrs. lab.
Prerequisites: NUR 7001 The Scientific Basis of Nursing Practice I, ENG 1303 Introduction to Composition II, BIO 3708 Anatomy and Physiology II (Lecture), BIO 3808 Anatomy and Physiology II (Laboratory), PSY 1032 General Psychology.
Corequisites: BIO 3712 Microbiology (Lecture), BIO 3812 Microbiology (Laboratory), NUR 7002 Nursing Pharmacology, CPR Cardiopulmonary Resuscitation.
The student will learn to identify family structure and process of fetal development and maternal care during pregnancy and care of the child in the wellness-illness continuum. The student will review research relevant to care of the mother and child and demonstrate care in the patient simulated and patient units at the hospital and other clinical agencies.

NUR 7004 THE SCIENTIFIC BASIS OF NURSING PRACTICE III
7 credits 4 hrs. lec./12 hrs. lab.
Prerequisites: NUR 7002 Nursing Pharmacology, NUR 7003 The Scientific Basis of Nursing Practice II, BIO 3712 Microbiology (Lecture), BIO 3812 Microbiology (Laboratory), NUR 7002 Nursing Pharmacology, CPR Cardiopulmonary Resuscitation.
The student will learn to identify and treat with appropriate nursing measures responses to illness in the adult. Patient education will be conducted for health maintenance. The student will review clinical research relevant to care of the adult in the wellness/illness continuum. Laboratory and clinical experiences will be held in the patient simulated unit and patient and non-patient care areas in the hospital and other community agencies.

CPR CARDIOPULMONARY RESUSCITATION
No Credit—student will be awarded a Certificate from the American Red Cross.
Prerequisites: BIO 3706 Anatomy and Physiology I (Lecture), BIO 3806 Anatomy and Physiology I (Laboratory), BIO 3708 Anatomy and Physiology II (Lecture), BIO 3708 Anatomy and Physiology II (Laboratory).
The student will demonstrate knowledge and techniques relevant to basic life support (CPR) procedures according to the standards of the American Heart Association and American Red Cross; signs and symptoms of airway obstruction and cardiac problems will be emphasized. Successful achievement of skills and demonstrations will lead to the issuance of a Certification Card.

NUR 7005 THE SCIENTIFIC BASIS OF NURSING PRACTICE IV
7 credits 4 hrs. lec./12 hrs. lab.
Prerequisites: NUR 7004 The Scientific Basis of Nursing Practice III, CUB The Black Family and the Latin American Family Cultures and Health Beliefs or CUB Social Problems of the Black and Latin American Communities, HLT 6515 Nutrition.
The student will learn to identify and treat with appropriate nursing measures responses to illness in the adult. Patient education will be conducted for health maintenance. The student will review clinical research relevant to care of the adult in the wellness/illness continuum. Laboratory and clinical experiences will be held in the patient simulated unit and patient and non-patient care areas in the hospital and other community agencies.

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American Family Cultures and Health Beliefs or CUB
Social Problems of the Black and Latin American Com­
munities, HLT 6515 Nutrition.
Corequisites: MAT 1690 Issues and Trends in Nursing.
The student will learn the concepts of interpersonal com­
munication in dealing with patients and basic measures
of treatment. The student will be provided with clinical
experience at the hospital and other clinical agencies.
Clinical research relevant to patient care of patients with
mental illness will be reviewed.

NUR 7006 ISSUES AND TRENDS IN NURSING
PRACTICE 3 credits 3 hrs. lec.
Corequisites: MAT 1690 Computer Literacy, NUR 7005
The Scientific Basis of Nursing Practice III.
The student will study and analyze current issues in
nursing including the role of the associate degree nurse
in hospitals and ambulatory care settings; flex-time,
unionization vs. professional organization representation,
resume writing and interviewing for a position. The stu­
dent will perform the skills needed to make the transition
from student to graduate nurse. Felony offenders may
not be eligible for licensure.

Ancillary Expenses for Nursing Students

Pre-Nursing COST*
National League for Nursing Pre-Entry and Guidance Examination $15.00
Sub-Total $15.00

Associate in Applied Science Nursing Program

Juniors
Uniforms $60.00
Shoes $40.00
Laboratory Coat $20.00
Caps $10.00
White Hose $5.00
Class Pin $50.00
Instruments and Carrying Case $60.00
National League for Nursing End-of-Course Examinations $30.00
National Student Nurse Association $20.00
Sub-Total $295.00

Seniors
Mosby’s Assess Test $30.00
National Council Licensure Examination — Practical Nurse $85.00
National Council Licensure Examination — Registered Nurse $95.00
Sub-Total $210.00

GRAND TOTAL $520.00

*These are estimated prices and are subject to change.

Nursing Program Affiliations

The Hostos Community College Nursing Program is
affiliated with Lincoln Hospital Medical and Mental
Health Center.

Advisory Committee, Nursing Program

Carmen Becerril, M.P.S., R.N.
Associate Executive Director/Nursing Service and Education
Lincoln Medical and Mental Health Center
234 East 149th Street
Bronx, New York 10451

Alice Fuller, Ed.D., R.N.
Professor and Chairperson
Department of Nursing
Bronx Community College
181st Street and University Avenue
Bronx, New York 10453

Willa Doswell, Ph.D., R.N.
Assistant Director of Nursing Research
Mount Sinai Medical Center
1 Gustave Levy Place
New York, New York 10029

Shirley Hinds, M.P.H., M.A., M.N., R.M., A.B.
Professor and Coordinator of Urban Health Studies
Hostos Community College
475 Grand Concourse
Bronx, New York 10451

Jacqueline Hott, Ph.D., R.N.
Executive Director
Mid-Atlantic Regional Nursing Association
Teachers College
Columbia University
525 West 129th Street
New York, New York 10027

R. Winifred Johnson, Ed.D., R.N.
Alvarado Associates, Inc.
Vice President
Staff and Management Development Consultant
202 Adams Street
Delmar, New York 12054
New York State Education Department (Retired)

Norma Owens, Ph.D., R.N.
Professor
School of Education, Health Nursing and Arts Profession
Division of Nursing
429 Shimkin Hall -
New York, New York 10003

Frances C. Gaskin, Ph.D., R.N.
Professor and Director
Associate in Applied Science Nursing Program
475 Grand Concourse
Bronx, New York 10451
Radiologic Technology

The Radiologic Technology Program is designed to provide students, who will work under the direction of a radiologist/physician, with the essential skills needed to use ionizing radiation as a means of determining the nature of disease or injury. Students participate in classroom lecture/discussions as well as clinical experience in hospital settings. Learning approaches include the use of audiotapes, films, slides, and transparencies, as well as laboratory sessions on campus.

Students will be required to adhere to all regulations and policies as outlined in the student handbook. Clinical education commences in the spring semester of the freshman year and runs continuously including two summers.

The Radiologic Technology Program is accredited by the New York State Department of Health, Bureau of Radiologic Technology and Joint Review Committee Council on Medical Education.

Pre-Radiologic Technology Program

Students who do not qualify for the Radiologic Technology Program upon entering the college are placed in a pre-X-ray program. The focus of this program is on basic skills and sciences. This program will provide the needed remediation combined with some required courses necessary for admission into the radiologic technology program.

Courses Credits
MAT 1604 Basic Skills* 1.0
ENG 1302 Introduction to Composition 3.0
HLT 6524 Medical Terminology 2.0
CHE 4014 Environmental Science 4.0
*MAT 1622 shall be substituted if the students can qualify.

Admissions Criteria

A. Minimum high school average or G.E.D. score acceptable
1. 75% high school average preferred. Applicants will be considered with high school averages ranging from 70-74% if courses have been completed in Algebra and Biology.
2. G.E.D. scores of:
   English 270-289
   Spanish 2.0-2.5

B. Subjects and grades desired:
1. Biology and Chemistry recommended
2. High School Math required
3. Priority will be given to students who have had Biology and Chemistry in high school or college.

C. Minimum English and Math scores from placement tests:
1. Writing proficiency at the Introduction to Freshman Composition level as determined by the CUNY Writing Assessment Test.
2. Math profile on the CUNY Freshman Skills Assessment Examination of Math for placement into Math 1622.

D. A departmental interview is required for all candidates.

E. Provision and option for those who do not qualify by department requirements.
1. All Radiologic Technology students are conditionally admitted to the Radiologic Technology Program pending performance on the proficiency exams and the high school record.
2. Any student conditionally admitted to the Radiologic Technology Department who does not meet the requirements of the department will be given consideration after completing two semesters to include:
   a. Libra 1300
   b. English 1300
   c. Math 1604
3. A departmental interview is required for all candidates who have completed at least one academic semester and who have a 2.0 index.

F. Readmission Policy:
1. Readmission as a result of a leave of absence will be based on space availability.
2. All readmission must be approved by the Department Chairperson.

G. All students are required to have a physical examination and immunizations prior to entering the program.

H. The New York State Department of Health requires that all applicants for licensure be of good moral character. Anyone who has been convicted of a felony must submit documentation to the Bureau of Radiologic Technology for approval prior to entering the program.

I. Transfer Student
   Transfers into the Radiologic Technology program will be based on a GPA of 2.0.

J. Certification
   Upon successful completion of all courses the graduate is eligible to take a national certifying examination sponsored by the American Registry of Radiologic Technologists. This exam will also provide the applicant with a New York State License.
### Program of Studies Leading to the A.A.S. Degree in Radiologic Technology

<table>
<thead>
<tr>
<th>Credit Distribution</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts</td>
<td>22</td>
</tr>
<tr>
<td>Urban Health Studies</td>
<td>7</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>39</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>68</strong></td>
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</table>

#### First Year—First Trimester

- **XRA 5111 Radiologic Science I** 2.5 credits 3 hrs. lec./3 hrs. lab.  
  Corequisite: **XRA 5217 Radiologic Physics**.
  The student will identify the basic principles of radiographic exposures and image formation as well as the chemistry of the processing solutions, darkroom accessories, and the composition of the radiographic film and film holders. (Includes three hours of laboratory per week.)

- **XRA 5113 Radiography I** 2.5 credits 3 hrs. lec./3 hrs. lab.  
  Corequisites: **XRA 5115 Topographic Anatomy I**, **HLT 6524 Medical Terminology**.

#### First Year—Second Trimester

- **PHY 4308 Physics** 4.0 credits  
  Corequisites: **XRA 5111 Radiologic Science I**, **XRA 5113 Radiography I**.
  The student will identify advanced concepts of radiographic exposure, preparation, and use of technique charts, and an introduction to radiographic equipment calibration. (Includes three hours of laboratory per week.)

- **XRA 5116 Radiologic Science II** 2.5 credits  
  Prerequisite: **XRA 5111 Radiologic Science I**.
  The student will identify the advanced concepts of radiographic exposure, preparation, and use of technique charts, and an introduction to radiographic equipment calibration. (Includes three hours of laboratory per week.)

- **XRA 5118 Radiography II** 2.5 credits  
  Prerequisites: **XRA 5113 Radiography I**.
  Corequisite: **XRA 5120 Topographic Anatomy I**.
  The student will identify and perform the advanced radiographic positions of the body and the skull. (Includes three hours of laboratory per week.)

- **XRA 5120 Topographic Anatomy I** 2 credits  
  Prerequisites: **XRA 5111 Radiologic Science I**, **XRA 5113 Radiography I**, **XRA 5115 Topographic Anatomy I**.
  Corequisites: **XRA 5121 Radiation Protection**.
  The student will identify and perform the advanced radiographic positions of the body and the skull. (Includes three hours of laboratory per week.)

#### First Year—Third Trimester: 3 credits

- **XRA 5123 Clinical Radiography II** 3.0 credits  
  Corequisite: **XRA 5121 Radiation Protection**.
  The student will observe and apply elementary radiographic procedures under the direct supervision of a qualified radiologic technologist.

#### Second Year—First Trimester

- **XRA 5124 Clinical Radiography III** 2.5 credits  
  Prerequisites: **XRA 5111 Radiologic Science I**, **XRA 5113 Radiography I**, **XRA 5115 Topographic Anatomy I**.
  Corequisites: **XRA 5121 Radiation Protection**.
  The student will apply the basic radiographic procedures under the direct supervision of a qualified radiologic technologist.

#### Second Year—Second Trimester

- **XRA 5125 Clinical Radiography IV** 2.5 credits  
  Prerequisites: **XRA 5122 Clinical Radiography I**.
  Corequisites: **XRA 5123 Clinical Radiography II**.
  The student will identify the basic points, planes, lines and bony anatomy of the skull.

- **XRA 5121 Radiation Protection** 2 credits  
  Prerequisite: **XRA 5111 Radiologic Science I**.
  The student will identify the principles of radiation protection, the interaction of X-rays with matter, quantities and units of radiation.

#### Second Year—Third Trimester

- **XRA 5126 Seminar** 2.0 credits  
  Corequisites: **XRA 5115 Topographic Anatomy I**, **HLT 6524 Medical Terminology**.
  The student will apply the basic radiographic procedures under the direct supervision of a qualified radiologic technologist.
XRA 5211 RADIATION BIOLOGY
2 credits  3 hrs. lec.
Prerequisite: XRA 5121 Radiation Protection.
The student will identify the biological effects of ionizing radiation.

XRA 5212 PATHOLOGY
1 credit  1.5 hrs. lec.
Prerequisite: HLT 6524 Medical Terminology.
The student will identify the application of radiography to pathological conditions of specific organs and systems.

XRA 5213 CONTRAST MEDIA
1 credit  1.5 hrs. lec.
Prerequisite: HLT 6524 Medical Terminology.
The student will identify the composition and use of contrast media and radiographic procedures involving the digestive system, biliary tract, and urinary system.

XRA 5214 CLINICAL RADIOGRAPHY III
2.5 credits  24 hrs. hosp. prac.
Prerequisite: XRA 5123 Clinical Radiography II.
The student will apply the basic radiographic procedures under the direct supervision of a qualified radiologic technologist.

XRA 5215 SPECIAL PROCEDURES
2 credits  3 hrs. lec.
Prerequisite: XRA 5213 Contrast Media.
The student will identify those radiographic examinations involving surgical procedures and specialized equipment which include the circulatory system and reproductive system.

XRA 5216 SEMINAR
2 credits  3 hrs. lec.
The student will be exposed to several guest lecturers who will speak on a variety of topics related to radiography. The student will be required to participate in a comprehensive review of all material covered in previous technical courses.

XRA 5217 RADIOLOGIC PHYSICS
3 credits  3 hrs. lec.
Corequisites: XRA 5111 Radiologic Science I, MAT 1622 Elementary Algebra.
The student will examine the physics of radiographic equipment, especially the circuitry, accessories, image intensification, optics and fundamentals of preventive maintenance.

XRA 5218 IMAGING MODALITIES
2 credits  3 hrs. lec.
The student will identify advanced radiographic procedures, fundamentals of optics and imaging and new emerging modalities.

XRA 5219 CLINICAL RADIOGRAPHY IV
2.5 credits  24 hrs. hosp. prac.
Prerequisites: XRA 5214 Clinical Radiography III.
The student will perform the advanced radiographic procedures under the direct supervision of a qualified radiologic technologist.

XRA 5220 CLINICAL RADIOGRAPHY V
3 credits  40 hrs. hosp. prac.
Prerequisite: XRA 5219 Clinical Radiography IV.
The student will perform the advanced radiographic procedures under the direct supervision of a qualified radiologic technologist.

Ancillary Expenses for Radiologic Technology Students

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiologic Technology Texts</td>
<td>$200.00</td>
</tr>
<tr>
<td>Uniforms (pants and jackets)</td>
<td>$60.00</td>
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<tr>
<td>White Shoes</td>
<td>$32.00</td>
</tr>
<tr>
<td>Name Tags</td>
<td>$3.00</td>
</tr>
<tr>
<td>Other Supplies</td>
<td>$10.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$305.00</strong></td>
</tr>
</tbody>
</table>

Radiologic Technology Program Affiliations

The Hostos Community College Radiologic Technology Program is affiliated with the following hospitals and medical centers:
- Bronx Lebanon Hospital and Medical Center
- Lincoln Hospital and Mental Health Center
- Memorial Sloan Kettering Cancer Center
- New York University Medical Center
- Mt. Sinai Medical Center

Advisory Committee, Radiologic Technology Program

Dr. Harry L. Miller, Director
Dept. of Radiologic Technology
Bronx Lebanon Hospital
1276 Fulton Avenue
Bronx, NY 10468

Prof. Selena James
Dental Hygiene Program
Hostos Community College
475 Grand Concourse
Bronx, NY 10451

Mr. Walter McCoy
Bronx-Lebanon Hospital
1276 Fulton Avenue
Bronx, NY 10468

Mr. Richard Weathers
NYU Medical Center
550 First Avenue
New York, NY 10016
Prof. Geraldine Ruiz, Chairperson
Radiologic Technology Department
Hostos Community College
475 Grand Concourse
Bronx, NY 10451

Prof. Sal Martino
Radiologic Technology Department
Hostos Community College
475 Grand Concourse
Bronx, NY 10451

Prof. Allen Solomon
Radiologic Technology Department
Hostos Community College
475 Grand Concourse
Bronx, NY 10451

Mr. Arthur Yagy
Mount Sinai School of Medicine
Fifth Avenue and 100th Street
New York, NY 10029

Mr. Vincent Marco
Manager, Radiology Services

Lincoln Hospital
234 East 149 Street
Bronx, NY 10451

Mr. Louis Norrington
Chief Technologist
Memorial Sloan Kettering Cancer Center
1275 York Avenue
New York, NY

Mr. Carlos Duran
1330 Webster Avenue
Bronx, NY 10456

Prof. Claudette Kimmons
Radiologic Technology Department
Hostos Community College
475 Grand Concourse
Bronx, NY 10451

Mr. Eugene Hammond
Radiologic Technology Department
Hostos Community College
475 Grand Concourse
Bronx, NY 10451
The Behavioral and Social Sciences Department consists of the following units: Behavioral Sciences, Social Sciences, and Public Administration. The Behavioral Sciences unit offers courses in the disciplines of psychology, sociology, and anthropology. The Social Sciences unit offers courses in the disciplines of history, economics, political science and interdisciplinary social sciences and political economy. The Public Administration unit offers courses in two career programs, Public Administration and Criminal Justice.

The behavioral and social sciences disciplines are essential elements of a liberal arts education. In recognition of this, the college requires the successful completion of twelve credits in these disciplines as part of the requirements of the AA degree. Three credits in Public Administration may be applied toward the twelve-credit behavioral-social sciences graduation requirement for the AA degree. A study of these disciplines should contribute to an individual’s functioning in many areas of life. Moreover, this study provides an opportunity for students to examine the nature of society and human behavior, social problems, and social change. The behavioral-social sciences are, therefore, recommended for all students.

Study in the behavioral-social sciences allows for a wide choice of careers in teaching, law, government, diplomacy, public agencies, social work, research foundations, business, health fields, as well as self-employment. Most behavioral-social science courses are offered in both English and Spanish.

Chairperson: Eleanor Pam; Behavioral Sciences Coordinator: Leslie Ault; Public Administration Coordinator: Eleanor Pam; Social Sciences Coordinator: Gerald Meyer; Professors: Leslie Ault, Eleanor Pam; Assistant Professors: Adrian Benitez, Dario Casado, Oliver Crespo, Gerald Meyer, Patricia Oldham, Peter Roman; Lecturer: Synos Mangazva; Instructors: Marta Rivera, Amos Wilson.

Behavioral Sciences

Psychology

Students wishing to take advanced psychology courses must first take PSY 1032 General Psychology.

PSY 1032 GENERAL PSYCHOLOGY

<table>
<thead>
<tr>
<th>3 credits</th>
<th>3 hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student will demonstrate familiarity with the areas of modern psychology, including methods, learning and memory, sensation, perception, physiological processes, emotions, drives, personality, abnormal behavior, psychotherapy, individual differences, social behavior, and growth and development. Offered in English and Spanish.</td>
<td></td>
</tr>
</tbody>
</table>

PSY 1036 DEVELOPMENTAL PSYCHOLOGY (CHILDOOD)

<table>
<thead>
<tr>
<th>3 credits</th>
<th>3 hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: PSY 1032 General Psychology or equivalent or permission of instructor.</td>
<td></td>
</tr>
<tr>
<td>The student will demonstrate an understanding of personality development from infancy to adolescence, with an emphasis on the genetic determinants of behavior as well as on social learning. The student will show knowledge of prenatal development, cognitive development, language development, socialization, identification, deprivation studies, development of aggressiveness, dependency, quiet, fears and anxiety, sex typing, and other topics. Offered in English and Spanish.</td>
<td></td>
</tr>
</tbody>
</table>

PSY 1038 DEVELOPMENTAL PSYCHOLOGY II (AOLCESCENCE AND ADULTHOOD)

<table>
<thead>
<tr>
<th>3 credits</th>
<th>3 hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: PSY 1032 General Psychology or equivalent or permission of instructor.</td>
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</tr>
<tr>
<td>This course examines the behavior of the adolescent and adult through the perspective of development over the lifespan. The student will demonstrate mastery of topics, theories, and research findings on adolescence, adulthood, and old age.</td>
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</tbody>
</table>

PSY 1042 ABNORMAL PSYCHOLOGY

<table>
<thead>
<tr>
<th>3 credits</th>
<th>3 hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: PSY 1032 General Psychology or equivalent or permission of instructor.</td>
<td></td>
</tr>
</tbody>
</table>
| The student will demonstrate an understanding of the description and delineation of the various patterns which
prevent the individual from functioning constructively in our society. The student will also show an understanding of human personality, psychopathology, and the problems of general personality functioning. The student will describe and/or differentiate the etiology, symptomatology, treatment, and prognosis of psychoneuroses, major functioning psychosis, and severely delinquent behavior. Offered in English and Spanish.

**PSY 1044 PERSONALITY**
3 credits 3 hrs.
**Prerequisite:** PSY 1032 General Psychology or equivalent or permission of instructor.

The student will show an understanding of the structure of personality, origins of personality characteristics, defense mechanisms, the individual and the self, frustration and conflict, and the personality theories of Freud, Jung, and others. Offered in English and Spanish.

**PSY 1082 SOCIAL PSYCHOLOGY**
3 credits 3 hrs.
**Prerequisite:** PSY 1032 General Psychology or equivalent or permission of instructor.

The student will demonstrate an understanding of the development, maintenance, and change of regularities in behavior and interaction as affected by norms and norm formation, social roles, and interpersonal attraction. The student will also describe or identify the various processes that shape and influence a person’s perceptual, cognitive, and affective responses toward aspects of his/her environment, attitude organization and change, personal and social perception, aggression, conflict, and intergroup conflict. Offered in English and Spanish.

**PSY 1086 INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY**
3 credits 3 hrs.
**Prerequisites:** PSY 1032 General Psychology or equivalent or any Business course, or permission of instructor.

The student will show mastery of important concepts of industrial psychology, including personnel selection and evaluation, learning and training, motivation, and morale as related to job performance, employee-management relations, working conditions, safety, and consumer psychology.

### Sociology

**SOC 1232 INTRODUCTION TO SOCIOLOGY**
3 credits

The student will demonstrate an understanding of the basic topics of sociology, including social mobility, role, status, race and prejudice, and factors leading to social change. Offered in English and Spanish.

**SOC 1234 SOCIOLOGY OF SOCIAL PROBLEMS**
3 credits

**Prerequisite:** Any social science introductory course (except PSY 1032 General Psychology).

The student will analyze American Society and the dynamics of its major social problems, including the functional and dysfunctional effects of these problems upon society. The student will also show understanding of the major social problems affecting large cities and metropolitan areas. Offered in English and Spanish.

**SOC 1242 SOCIOLOGY OF CRIMINAL JUSTICE**
3 credits 3 hrs.

The student will show an understanding of the operation of the criminal justice system, including the courts, correctional facilities, and rehabilitation. Demonstration of analytic ability and participation in field observation will be required of the students. Offered in English and Spanish.

### Anthropology

**ANT 1110 INTRODUCTION TO ANTHROPOLOGY**
3 credits 3 hrs.

The student will demonstrate an understanding of the basic topics of cultural anthropology, including the concept of culture, cultural development, sex and marriage patterns, family and kinship patterns, social control, religion-magic-science-arts, and physical anthropology, including human evolution and race.

### Social Sciences

**Interdisciplinary Social Sciences**

**SSC 4601 INTRODUCTION TO SOCIAL SCIENCE**
3 credits 3 hrs.

This interdisciplinary course examines the nature of the social sciences and the application of social science analysis to a number of contemporary social, political, and economic issues, such as poverty and income distribution, racism, political power, and social change. The student will learn different research methods.

**SSC 4603 INDEPENDENT STUDY**
3 credits

**Prerequisite:** Completion of an introductory course.

The student will be able to carry out a contracted program of independent study in cases where the student
would like to pursue a special interest or is unable to schedule a needed subject. A student wishing to take independent study must have the prior permission of the instructor in the Social Sciences unit who will be working with the student.

**SSC 4605 SEMINAR IN CONTEMPORARY ISSUES**

3 credits 3 hrs.

**Prerequisite:** Completion of an introductory course.

This course is offered periodically in order to allow an in-depth analysis of an issue or topic of current interest. The seminar also serves as a forum for guest lecturers. The content of the module will vary and will be announced at registration when offered. Students may take the course more than once, provided the content is different.

**SSC 4607 FIELD STUDY**

3 credits 3 hrs.

**Prerequisite:** Completion of an introductory course.

The student will plan and carry out a research project of the student's choice, based primarily on field study. The student may, for instance, investigate a contemporary issue or problem, study community facilities, or work, where possible, with an organization of interest to the student.

**Political Economy**

**ECO 4641 INTRODUCTION TO POLITICAL ECONOMY I**

3 credits 3 hrs.

This course presents an examination of the relationship between political and economic structures. This is accomplished through a historical study from tribal society to the emergence of capitalism.

**ECO 4642 INTRODUCTION TO POLITICAL ECONOMY II**

3 credits 3 hrs.

**Prerequisite:** Completion of an introductory course is recommended.

The student will study the functioning and development of modern capitalism and the alternatives, stressing the relationship between the political and economic structures. Topics covered include commodity exchange, wage labor, profit, monopolies, imperialism and political crises, and the possible development of fascism or socialism.

**ECO 4647 POLITICAL ECONOMY OF LATIN AMERICA**

3 credits 3 hrs.

The student will study the history of colonialism and neocolonialism in Latin America and analyze the present structure of economic and political dependence.

**ECO 4649 POLITICAL ECONOMY OF AFRICA**

3 credits 3 hrs.

**Prerequisite:** Completion of an introductory course is recommended.

The student will study the response of African nations to the problems of balkanization and economic development, the influence of multinationals, foreign aid, and planning for rapid economic change. The issues of the colonial heritage (including neocolonialism) and the effects of dependence on foreign markets will be analyzed.

**Economics**

**ECO 4643 ECONOMICS: MICROECONOMICS**

3 credits 3 hrs.

In this course we learn how individuals and other decision-making units—such as consumers, resource owners, business firms, and public institutions—maximize gains and/or minimize losses. Determination of prices and output through supply and demand in different market organizations will be examined.

**ECO 4645 ECONOMICS: MACROECONOMICS**

3 credits 3 hrs.

This course studies the major components of the economy such as households, business, and government. It deals with the aggregate (total) level of output and employment, the level of national income and the general price level. Private and government investment expenditures as well as imports and exports of goods and services are analyzed. Causes and cures for inflation and unemployment are examined in depth.

**ECO 4653 THE ECONOMICS OF HUMAN RESOURCES**

3 credits 3 hrs.

**Prerequisite:** Completion of an introductory course.

The student will study the history of labor markets, including the role of technology, the development of primary and secondary markets, and the problems of women, minorities, and older workers. Contemporary issues, such as the private and social uses of labor, power in the labor market, reforms, and labor-leisure choices, will also be studied. Emphasis will be placed on the impact of these issues on the Black and Hispanic population.

**History**

**HIS 4663 UNITED STATES HISTORY: THROUGH THE CIVIL WAR**

3 credits 3 hrs.

Major currents in United States history from colonial times to the end of the Civil War are examined in this course. Emphasis is placed on: the development of slavery and the abolition movement; the origins and character of the American Revolution; and the experience of Native Americans, immigrants, and women.

**HIS 4665 UNITED STATES HISTORY: RECONSTRUCTION TO THE PRESENT**

3 credits 3 hrs.
This course examines major issues in United States history from the Reconstruction Era (1866-76) to the present. Emphasis will be placed on the role of women, labor, immigrants, racial and ethnic minorities in key developments such as urbanization, the Great Depression, and the Civil Rights movement.

HIS 4667 MODERN HISTORY OF LATIN AMERICA
3 credits 3 hrs.
Prerequisite: Completion of an introductory course.
The student will analyze the historical development of Latin America as a whole and of selected regions and countries. The student will focus upon economic, political, cultural and ethnic developments from the late colonial period into the 20th century.

HIS 4668 ANCIENT, MEDIEVAL, AND EARLY MODERN EUROPEAN HISTORY
3 credits 3 hrs.
Prerequisite: Completion of an introductory course is recommended.
The student will attain an overview of the major currents in European society from the dawn of Greek Civilization to the outbreak of the French Revolution. Emphasis will be placed on mastering the factual material of this historical span with the object of providing the student with a solid background for more advanced liberal arts courses.

HIS 4670 MODERN EUROPEAN HISTORY
3 credits 3 hrs.
Prerequisite: Completion of an introductory course is recommended.
The student will attain an overview of the basic currents in European society from the French Revolution to the present day, including the development of imperialism and fascism. Emphasis will be placed on mastering the factual material of this historical span with the object of providing the student with a solid background for more advanced liberal arts courses.

HIS 4673 AFRO-AMERICAN HISTORY I
3 credits 3 hrs.
Prerequisite: Completion of an introductory course is recommended.
The student will examine the nature of slavery in the United States, the response of the slaves, the activity of free Black people, the relationship of Black people to the American Revolution, the Constitution and the Abolitionist Movement, and the roots and causes of the Civil War.

HIS 4675 AFRO-AMERICAN HISTORY II
3 credits 3 hrs.
Prerequisite: Completion of an introductory course is recommended.
The student will examine the results of the Civil War, Reconstruction and its overthrow; post-Reconstruction to the 20th century; Black people in the early labor movements; Booker T. Washington and W.E.B. Dubois; and the history of Black people from World War I to the post-World War II efforts and struggles.

Political Science

POL 4701 AMERICAN GOVERNMENT
3 credits 3 hrs.
This course identifies the major institutions of local, state, and national government, their powers and relationships to each other. Emphasis is placed on this country's legal principles as established in the United States Constitution. American Government is designed to enable students to effectively participate in the political process.

POL 4702 COMPARATIVE POLITICS
3 credits 3 hrs.
Prerequisite: Completion of an introductory course.
The student will analyze and compare the history, concepts and structure of liberal democracy, fascism and socialism. Case studies will be used.

POL 4707 POLITICAL SYSTEMS OF LATIN AMERICA
3 credits 3 hrs.
This course analyzes and compares the history and political structures of capitalism and socialism in Latin America. Case studies include Brazil and Cuba.

Public Administration

(Includes Criminal Justice)

This program involves organization and management for public agencies and private businesses and corporations, including civil service and criminal justice.

The Public Administration curriculum is designed to prepare men and women for employment in management, supervisory or executive positions in one of the many career areas available in the public sector at the federal, state, county, and municipal levels of government; in the private sector in various areas of small business and corporate and industrial organizations; and in community organizations. The student completing the Public Administration or Criminal Justice Program will also be prepared to transfer to a four-year college to pursue a bachelor's degree.

Students successfully completing the requirements of this program shall be eligible to receive an Associate in Applied Science (A.A.S.) degree.

The objectives of this program are to educate individuals to become meaningfully employed in public, private, and community organizations, including civil service jobs, and to provide them with a practical understanding and background so that they can successfully, creatively, and effectively work in either the public or private sector, and can achieve promotion in these areas.

Comprising 68 credits, this program requires students to complete a minimum of 27 credits in Public Administration and/or Criminal Justice, the balance to be distributed among liberal arts courses and electives.

Upon graduation, the student will be qualified to seek employment in various civil service, corporate, bureaucratic or public service positions.
The requirements for the AAS degree in Public Administration (or Criminal Justice) may be taken as follows in the Liberal Arts:

<table>
<thead>
<tr>
<th>Credits</th>
<th>English 9</th>
<th>Mathematics 6</th>
<th>Behavioral and Social Sciences 9</th>
<th>Natural Sciences 4-8</th>
<th>VPA or Africana/Latin American Studies 3</th>
<th>Modern Languages 6</th>
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<tbody>
<tr>
<td>Liberal Arts Total</td>
<td>37-41</td>
<td></td>
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</tbody>
</table>

The Public Administration or Criminal Justice Concentration requires a minimum of 19 credits from any of the following courses:

<table>
<thead>
<tr>
<th>Credits</th>
<th>ADM 2502 Fundamentals of Public Administration 3</th>
<th>ADM 2503 Career Planning in the Public Sector 1</th>
<th>ADM 2504 Techniques of Supervision 3</th>
<th>ADM 2507 Bureaucracy 3</th>
<th>ADM 2508 Field Practicum 3</th>
<th>ADM 2510 Problems in State and Local Administration 3</th>
<th>ADM 2512 Women in Management 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Administration or Criminal Justice 27 or more credits</td>
<td></td>
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<tr>
<td>ELECTIVES 0-4 credits</td>
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</tbody>
</table>

Electives may be chosen from the above Public Administration and Criminal Justice Courses in order to meet total credits required for a total of 68 credits for the AAS degree.

It is strongly urged that elective credits be taken from the Public Administration and Criminal Justice selection of courses.

Total AAS Degree 68 credits

Suggested Program of Study (AAS Degree — Public Administration)

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 1302 Introduction to Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>3</td>
</tr>
<tr>
<td>LANGUAGE I</td>
<td>3</td>
</tr>
<tr>
<td>VPA</td>
<td>3</td>
</tr>
<tr>
<td>ADM 2502 Fundamentals of Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>ADM Elective</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 1303 Introduction to Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>3</td>
</tr>
<tr>
<td>LANGUAGE 2</td>
<td>3</td>
</tr>
<tr>
<td>ADM 2504 Techniques of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ADM Elective</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral or Social Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 1305 Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>LAB SCIENCE I</td>
<td>4</td>
</tr>
<tr>
<td>Behavioral or Social Science</td>
<td>3</td>
</tr>
<tr>
<td>ADM Elective</td>
<td>3</td>
</tr>
<tr>
<td>ADM Elective</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral or Social Science</td>
<td>3</td>
</tr>
<tr>
<td>ADM 2503 Careers in Public Administration</td>
<td>1</td>
</tr>
<tr>
<td>ADM Elective (Field Practicum recommended — ADM 2508)</td>
<td>3</td>
</tr>
<tr>
<td>ADM Elective</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>ADM Elective</td>
<td>LAI SCIENCE II (only for students transferring to a four-year college. Terminal students may use these as elective credits, preferably in Public Administration.)</td>
</tr>
<tr>
<td>ADM 2502</td>
<td>FUNDAMENTALS OF PUBLIC ADMINISTRATION AND MANAGEMENT</td>
</tr>
<tr>
<td>ADM 2503</td>
<td>CAREER PLANNING IN THE PUBLIC SECTOR</td>
</tr>
<tr>
<td>ADM 2504</td>
<td>TECHNIQUES OF SUPERVISING PEOPLE AND PROGRAMS</td>
</tr>
<tr>
<td>ADM 2507</td>
<td>BUREAUCRACY</td>
</tr>
<tr>
<td>ADM 2508</td>
<td>FIELD PRACTICUM/ORGANIZATION THEORY</td>
</tr>
<tr>
<td>ADM 2510</td>
<td>PROBLEMS IN STATE AND LOCAL ADMINISTRATION</td>
</tr>
<tr>
<td>ADM 2512</td>
<td>WOMEN IN MANAGEMENT</td>
</tr>
<tr>
<td>ADM 2514</td>
<td>UNIONS</td>
</tr>
<tr>
<td>ADM 2532</td>
<td>SOCIAL SERVICES ADMINISTRATION</td>
</tr>
<tr>
<td>ADM 2533</td>
<td>HEALTH AND HOSPITAL ADMINISTRATION</td>
</tr>
</tbody>
</table>
Criminal Justice

Criminal justice courses are usually offered in the evenings and are particularly recommended for students who either are employed in or plan to pursue careers in the criminal justice system.

Following are new course numbers for criminal justice courses offered by the public administration program:

ADM 2516 CAREERS IN CRIMINAL JUSTICE
(formerly CCE 8002)
3 credits
The student will explore career opportunities in the criminal justice system at state and local levels, including the courts, correctional institutions, police agencies, parole and probation departments. At semester’s end the student will understand the human relations and technical skills associated with such careers.

ADM 2519 INTRODUCTION TO CRIMINAL JUSTICE ADMINISTRATION
(formerly CCE 8006 Society and the Law Enforcement Process)
3 credits
The student will examine the roles and functions of institutions within the criminal justice system at federal, state and local levels. Emphasis is placed on interactions between the police, the courts, and the correctional institutions at the local level, and the influence of these institutions on the quality of life in the South Bronx community.

ADM 2520 PENAL LAW OF NEW YORK STATE
(formerly CCE 8008)
3 credits
The student will gain a general understanding of the Penal Law of the State of New York with its historical and legal underpinnings. The Criminal Procedure law and its effect on the residents of the State of New York in general and the South Bronx in particular will be examined.

ADM 2521 THE ROLE OF THE POLICE IN THE COMMUNITY
(formerly CCE 8010)
3 credits
Prerequisites: ADM 2519, or permission of Chairperson.
The student will gain an understanding of the role and functions of the police department with particular emphasis on the relationship of the police to the South Bronx community. The issues affecting the interactions between the police and the community will be examined from various points of view.

ADM 2522 LAW AND SOCIAL CHANGE
(formerly CCE 8004 Social Change as Related to the Law)
3 credits
Prerequisites: ADM 2519, or permission of Chairperson.
Through historical investigation and critical analysis, the student will gain an understanding of the relationship between law and social change. The student will examine historical movements such as the abolitionist movement, labor movement, women’s rights movement, and civil rights movement.

ADM 2530 ISSUES IN LAW ENFORCEMENT
3 credits
Students will examine major issues confronting modern American law enforcement agencies. Emphasis will be placed on recurring problems in today’s society and their relevancy to law enforcement.

ADM 2531 CRIMINAL JUSTICE MANAGEMENT WORKSHOP
3 credits
The course is designed for students who are interested in grasping the potential for research in criminal justice management. Students will explore idealistic principles that have served to define, for both criminal justice practitioners and the public, social roles and expectations in the criminal justice field. Moreover, students will examine why these principles are often difficult to apply in the administration of justice.

ADM 2535 INTRODUCTION TO SECURITY MANAGEMENT
3 credits
Prerequisite: Enrollment at the ENG 1300 or above level.
An introduction to the historical, philosophical and legal basis of the private security field. An overview of the various types of security—retail, hospital, campus, etc. An examination of security organization and policy. Emphasis on security awareness and relations with other functions in a corporate structure and with law enforcement.
Business

The Business Department comprises the Accounting, Business Administration, Data Processing, and Secretarial Science Programs.

Chairperson: Riccardo Boehm; Secretarial Science Coordinator: Patricia Parzych; Data Processing Coordinator: Julio Gallardo; Business/Accounting Coordinator: Riccardo Boehm; Professors: Patricia Parzych, Fred Soussa; Associate Professors: Faye Carson, Julio Gallardo; Assistant Professors: Riccardo Boehm, Hector Rivera, Bibiano Rosa; Lecturers: Edward Armas, Sharon Hill, Rita Loomis

Accounting

The need for professionally trained men and women to fill positions in business and industry is a vital concern of the Hostos Accounting Program.

Candidates for the Associate in Applied Science (A.A.S.) degree will be given extensive training in the field of accounting. This program has been designed as a career program, providing a broad and comprehensive accounting education for students who, upon graduation from Hostos, wish to obtain employment in this field.

Graduates may also pursue a bachelor's degree at a four-year institution where, after graduation, together with appropriate experience and after passing a State examination, the student may qualify for certification as a Certified Public Accountant.

MAT 1628 College Algebra is required for all students who are candidates for the A.A.S. degree in accounting.

Entrance Requirements

1. For English-dominant students
   Student must be able to register in or have completed ENG 1301 Core English, and must be able to register in or have completed MAT 1622 Elementary Algebra.

2. For Spanish-dominant students
   Student must satisfy requirement 1 above or
   Student must be able to register in or have completed SPA 2212 Basic Composition, ESL 1322 Intermediate English as a Second Language, ESL 1394 Intermediate Reading in English as a Second Language, and MAT 1622 Elementary Algebra.

Program of Studies Leading to the A.A.S. Degree in Accounting

Credit Distribution

<table>
<thead>
<tr>
<th>Liberal Arts</th>
<th>Credits</th>
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<tr>
<td>Natural sciences</td>
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<td>Behavioral or social sciences</td>
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<td>Humanities</td>
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Principles of Finance: 3

Other Courses

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77
A.A.S. In Accounting

FIRST YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>ENG 1302 Introduction to Composition I</td>
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<tr>
<td>MAT 1628 College Algebra</td>
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<tr>
<td>BUS 1802 Introduction to Business</td>
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<td>BUS 1804 Business Mathematics</td>
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<td>MSS 4602 Elementary Typing I</td>
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<td><strong>16</strong></td>
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Second Semester

| ENG 1303 Introduction to Composition II | 3       |
| ACC 1852 Principles of Accounting I    | 4       |
| BUS 1809 Business Law I                | 3       |
| CIP 2308 Introduction to Data Processing | 3       |
| ECO 4643 Principles of Microeconomics  | 3       |
| **Total**                              | **16**  |

SECOND YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC 1854 Principles of Accounting II</td>
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<td>ACC 1866 Federal Personal Income Taxes</td>
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Second Semester

| ACC 1814 Internship                | 3       |
| ACC 1856 Intermediate Accounting I | 4       |
| ACC 1862 Cost Accounting           | 4       |
| BUS 1812 Principles of Finance     | 3       |
| VPA 3612 Fundamentals of Public Speaking | 3       |
| **Total**                          | **17**  |

Business Administration

The Hostos Business Administration program will provide training for students in entry-level administration positions in the private sector. The program also offers courses which may be transferred to a baccalaureate program, thereby allowing the option of further study for the graduate.

Candidates for the Associate in Science (A.S.) degree will be given substantial exposure to the field of administrative management. Functional areas in business are covered by courses in the principles of management, finance, marketing, and accounting. In addition, students will be given a strong grounding in legal aspects of business activity. Students will become familiar with basic concepts and applications of data processing.

Courses have been selected so that transfers within the department are possible between the A.S. in Business Administration and the A.A.S. programs in Accounting or in Data Processing, should a student elect to change in the first two semesters of study.

MAT 1628 College Algebra and MAT 1682 Introduction to Probability and Statistics are required for all students who are candidates for the A.S. degree in Business Administration.
# Program of Studies Leading to the A.S. Degree in Business Administration

## Credit Distribution

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<thead>
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## A.S. In Business Administration

### FIRST YEAR

#### First Semester

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#### Second Semester

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<td>BUS 1809 Business Law I</td>
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<td>CIP 2308 Introduction to Data Processing</td>
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### SECOND YEAR

#### First Semester

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#### Second Semester

<table>
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<tr>
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<td>BUS 1815 Principles of Marketing</td>
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<td>PSY 1086 Industrial and Organizational Psychology</td>
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<td>VPA 3612 Fundamentals of Public Speaking</td>
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<tr>
<td><strong>Total</strong></td>
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</table>
ACC 1852 PRINCIPLES OF ACCOUNTING I
4 credits 6 hrs. lec./1.5 hrs. lab
Prerequisites: BUS 1802 Introduction to Business, BUS 1804 Business Mathematics, and MAT 1622 Elementary Algebra.

Corequisites: ENG 1300 Basic Composition.
The student will become familiar with the recording process and acquire an understanding of the accounting cycle. The student will learn the techniques of recording transactions in special journals, summarizing the transactions, adjusting and closing the accounts, and preparing financial statements. The student will study accounts receivable and payable, merchandise inventory, plant assets, payroll accounting, and analyze and record various transactions involving prepaid expenses and accrued liabilities. The student will be introduced to accounting systems and basic internal control procedures. Control procedures over cash and noncash items will be reviewed.

ACC 1854 PRINCIPLES OF ACCOUNTING II
4 credits 6 hrs. lec./1.5 hrs. lab
Prerequisite: ACC 1852 Principles of Accounting I
The student will be introduced to accounting principles and concepts and to fundamentals of cost accounting. The student will study partnership and corporate forms of business organization. Topics covered will include stockholders' equity, longterm liabilities and investments, flow of funds, manufacturing accounting, job order and process cost accounting, budgeting and standard costs, and income taxes and their effect on business decisions.

ACC 1856 INTERMEDIATE ACCOUNTING I
4 credits 6 hrs. lec./1.5 hrs. lab
Prerequisite: ACC 1854 Principles of Accounting II
The student will increase his/her ability to analyze and interpret accounting data as a result of having an in-depth study of accounting concepts which apply to cash, receivables, inventories, investments, property and equipment, and intangibles. There will be a detailed discussion of the statement of changes in financial position.

ACC 1860 NEW YORK CITY AND STATE BUSINESS TAXES
3 credits 3 hrs. lec.
Prerequisite: ACC 1866 Federal Personal Income Taxes.
The student will examine the various federal, state, and local taxes that are imposed on unincorporated and corporate businesses. Taxes that will be discussed include New York State/City personal and unincorporated taxes, New York State corporate franchise tax, and New York City rent and occupancy tax.

ACC 1862 COST ACCOUNTING
4 credits 6 hrs. lec./1.5 hrs. lab.
Prerequisite: ACC 1854 Principles of Accounting II.
The student will study cost accounting principles, stressing their use by management in controlling operations and in making decisions. Topics covered include job order and process cost systems, budgeting, standard costs, direct and absorption costing, inventory planning and control, and joint and by-product costs. Six hours lecture, one and one-half hours laboratory.

ACC 1866 FEDERAL PERSONAL INCOME TAXES
3 credits 3 hrs. lec.
Prerequisite: BUS 1804 Business Mathematics.
The student will master the preparation of the taxpayer's short form 1040A and long form 1040 with applicable supporting schedules. Salaries and wages; interest and dividends; gains and losses; itemized deductions; and adjustment to income including alimony, moving expenses, and employee business expenses will be analyzed. Three hours lecture.

ACC 1867 TAX ASSISTANCE PROGRAM
1 credit
The student will gain practical experience in the preparation of Federal, State, and local income tax forms, while providing a community service. An orientation seminar will be conducted by qualified IRS personnel. In addition the students will prepare a final paper on the program describing their experience and their reaction to the program. Five hours orientation lectures plus a total of thirty hours tax preparation experience required for completion.

ACC 1868 FEDERAL BUSINESS INCOME TAXES
3 credits 3 hrs. lec.
Prerequisite: ACC 1854 Principles of Accounting II, ACC 1866 Federal Personal Income Taxes.
The student will analyze fundamental concepts of income taxation pertaining to partnerships, corporations, estates and trusts, including topics on corporate distributions to stockholders, business deductions, losses, tax accounting principles, and installment sales.

ACC 1871 PRINCIPLES OF ACCOUNTING I A
2 credits 3 hrs. lec./1.5 hrs. lab.
Prerequisite: BUS 1802 Introduction to Business and BUS 1804 Business Mathematics.
Corequisite: MAT 1622 Elementary Algebra.
The student will become familiar with the recording process and will acquire an understanding of the complete accounting cycle. The student will develop the ability to record business transactions in special journals, to maintain general and subsidiary ledgers, to prepare simple entries to adjust recorded data, and to prepare financial statements commencing with the worksheet for sole proprietorship. Both service and merchandise businesses will be covered. Offered in English and Spanish.

ACC 1873 PRINCIPLES OF ACCOUNTING I B
2 credits 3 hrs. lec./1.5 hrs. lab.
Prerequisite: ACC 1871 Principles of Accounting I A.
The student will study the accounting operations associated with cash, accounts and notes receivable, inventories, plant and equipment, and intangible assets. In addition, the student will study internal control, voucher systems and payroll accounting.

ACC 1814 INTERNSHIP
3 credits
Prerequisites: ACC 1854 Principles of Accounting II and approval of accounting department faculty.
The student will apply acquired accounting and human relations skills on the job with a cooperating employer.
under supervision of the employer and the cooperative education coordinator of the college. The student will describe the work experiences with fellow students and the coordinator in a seminar. The student will assess his/her own performance as an employee in terms of learning objectives. The student will submit a written report of the internship experience, describing the employer’s organization, methods, and procedures.

**BUS 1802 INTRODUCTION TO BUSINESS**
4 credits 4 hrs. lec.
Corequisites: ENG 1301 Core English (for Libra Program) or ENG 1300 Basic Composition or ESL 1322 Intermediate ESL (for sections in Spanish; students must also have completed or be exempt from SPA 2210 Basic Spanish Composition 1).
The student will discuss and analyze problems relating to financing and operating a business, and will demonstrate his/her knowledge of the functions of a business including items such as market management, accounting, and capital investment and financing. The student will explain the principles of business management such as planning, staffing organizing, directing, and decision making. The student will participate in individual and group written analysis and oral presentation of cases. Offered in English and Spanish.

**BUS 1804 BUSINESS MATHEMATICS**
3 credits 3 hrs. lec.
Prerequisites: MAT 1604 Basic Mathematics Skills; for sections in Spanish, SPA 2210 Basic Spanish Composition 1; for sections in English, ESL 1332 Advanced ESL.
The student will apply his/her fundamental knowledge of various mathematical applications to business problems involving trade and bank discounts, interest charges, insurance premiums, retail markups, payroll and income taxes, stocks and bonds, depreciation, compound interest, and present value. Offered in English and Spanish.

**BUS 1806 CAREER PLANNING**
2 credits 2 hrs. lec.
Prerequisite: BUS 1802 Introduction to Business
The student will assess himself/herself as an individual in the context of the world of work by sampling various interest and aptitude tests and preparing personal job resumes. The student will identify the employment sectors of the economy and learn the techniques and tools of job hunting, such as completing applications, taking skills tests, and job interviewing. Skills in communications (verbal and nonverbal), human relations, and self-knowledge will be analyzed as critical factors in the search for employment and career development.

**BUS 1809 BUSINESS LAW I**
3 credits 3 hrs. lec.
Prerequisite: BUS 1802 Introduction to Business.
The student will analyze the American judicial system and be introduced to the law of agency, partnerships, and corporations. Particular emphasis will be placed on the analysis of business transactions in recent New York cases.

**BUS 1811 BUSINESS LAW II**
3 credits 3 hrs. lec.
Prerequisite: BUS 1809 Business Law I.
The student will extend the concepts learned in Business Law I and analyze the areas of contracts, sales, negotiable instruments and securities with particular reference to the Uniform Commercial Code as in effect in New York.

**BUS 1812 PRINCIPLES OF FINANCE**
3 credits 3 hrs. lec.
Corequisite: MAT 1628 College Algebra.
Prerequisite: ACC 1854 Principles of Accounting II.
The student will analyze the organization and operations of the public and private financial systems in the United States. The student will discuss money and capital markets as they relate to financial problems and procedures of business firms, and to central banking and banking policy. The student will analyze the relationship between financial and economic activity and the effect of governmental monetary and fiscal policy.

**BUS 1813 PRINCIPLES OF MANAGEMENT**
3 credits 3 hrs. lec.
Corequisite: MAT 1628 College Algebra.
Prerequisites: ACC 1854 Principles of Accounting II. BUS 1802 Introduction to Business.
The student will examine the historical, developmental, and contemporary aspects of management. The student will be introduced to qualitative as well as quantitative tools and techniques, and to management case materials. In addition, the student will study the role of the manager as a decision maker in a dynamic environment.

**BUS 1815 PRINCIPLES OF MARKETING**
3 credits 3 hrs. lec.
Prerequisites: BUS 1802 Introduction to Business, MAT 1604 Basic Mathematics Skills
The student will undertake a basic survey of marketing, focusing on the methods, policies and institutions involved in the flow of goods and services from the producer to the consumer. The social and legal environment in which marketing operates will be analyzed. Other topics include consumer behavior, marketing organization, product planning, pricing, promotion, and channels of distribution.

**Data Processing**
The Data Processing Program has two primary objectives: First, to provide the student with technical competence in the field of Data Processing, and, second, to provide the student with the basic understanding of business organization and the role of data processing personnel within it. All Data Processing students will learn to operate the varied computer equipment available in the computer room. This skill will aid them in gaining entry level positions in the field of computer operations. A graduate of this program could be employed as an assistant to technical and professional people in business, a junior
analyst programmer, as well as a data entry supervisor, computer operator, or computer programmer. Graduates may also pursue a bachelor's degree in Data Processing or Information Systems Analysis at a four-year institution. Students who successfully complete the program will receive an Associate in Applied Science Degree (A.A.S.).

Entrance Requirements
1. For English-Dominant Students

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<td>Mathematics</td>
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**Data Processing Program**

**FIRST YEAR**

**First Semester**

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<tr>
<td>ENG 1302 Introduction to Composition I</td>
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<tr>
<td>MAT 1628 College Algebra</td>
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<td>BUS 1804 Business Mathematics</td>
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**Total** 18

**Second Semester**

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<tr>
<td>ENG 1303 Introduction to Composition II</td>
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<td>CIP 2326 Computer Operations</td>
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<td>SSC 4501 Introduction to Social Science</td>
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<td>CIP 2320 Cobol Programming I</td>
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**Total** 18

**SECOND YEAR**

**First Semester**

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<tr>
<td>ACC 1854 Principles of Accounting II</td>
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<td>CIP 2322 Assembler Language</td>
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**Total** 16

Student must be able to register in or have completed ENG 1302, Introduction to Composition I.

2. For Spanish-Dominant Students
a) Student must satisfy Requirement 1 above
or
b) Student must be able to register in or have completed SPA 2212, Basic Composition; ESL 1322 Intermediate English as a Second Language; and ESL 1394 Intermediate Reading in English as a Second Language.

*MAT 1628 College Algebra is required for all students that are candidates for the A.A.S. degree in Data Processing.
## Second Semester

<table>
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<tr>
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### CIP 2308 INTRODUCTION TO DATA PROCESSING (formerly BUS 1808)
3 credits 3 hrs. lec./1.5 hrs. lab.

**Prerequisites:** BUS 1802 Introduction to Business, ESL 1522 Intermediate English as a Second Language, or ENG 1301 Core English, MAT 1622 Intermediate Algebra.

**Corequisites:** ESL 1332 Advanced English as a Second Language.

The student will describe the basic elements of a Data Processing System in terms of input/output methods, and devices, processing, and storage components. The student will explain how computers can be utilized in a typical business situation. The student will be able to prepare basic flow charts showing how individual components of a computer system can be applied to a typical business problem, such as accounts receivable and inventory control. Offered in English and Spanish.

### CIP 2320 COBOL Programming I
4 credits 4 hrs. lec.

**Prerequisites:** CIP 2308 Introduction to Data Processing (formerly BUS 1808), ESL 1332 Advanced English as a Second Language.

**Corequisites:** ENG 1300 Basic English Composition, ACC 1852 Principles of Accounting I.

This course introduces the student to the COBOL programming language. The student is familiarized with the conceptual and syntactical characteristics of the COBOL language and then moves to practical COBOL by means of program drills, exercises and writing of programs in COBOL. The course subject area is woven into the business environment and experience with a variety of applications involving inventory control, payroll, personnel records, etc. Students are expected to spend a minimum of 10 hr/week working in the computer room. Offered in English and Spanish.

### CIP 2322 COBOL Programming II
4 credits 4 hrs. lec.

**Prerequisites:** CIP 2320 COBOL Programming I.

**Corequisites:** ACC 1854 Principles of Accounting II.

This course is designed to allow the programmer with a beginning knowledge of COBOL to develop a mastery of ANSI COBOL. Emphasis is on creating and maintaining tape and disk files. Good programming structure and documentation are required. Debugging and error correcting techniques developed by analysis of program dumps are conducted. Extensive use of the computer is required.

### CIP 2326 COMPUTER OPERATIONS
4 credits 3 hrs lec./1.5 hrs. lab.

**Prerequisites:** CIP 2308 Introduction to Data Processing (formerly BUS 1808), ESL 1332 Basic English Composition.

**Corequisite:** ENG 1300 Basic English Composition.

A study of the operation of computer systems with special attention given to computer organization, operation of peripheral units and terminals, and scheduling and documentation. Students will be required to demonstrate their operational and organizational skills at the computer center.

### CIP 2330 OPERATING SYSTEMS
3 credits 3 hrs. lec.

**Prerequisite:** CIP 2320 Cobol Programming I.

A major course in operating systems covering their concepts, functions, and purposes. Functions of multiprogramming, multiprocessing, and communication systems are studied through the steps of Job Initialization, resource allocation, task selection, and program preparation. Typical JCL assignments include catalog procedures, data sets, link editing, and library storage.

### CIP 2332 ASSEMBLER LANGUAGE
3 credits 3 hrs. lec.

**Prerequisites:** CIP 2320 COBOL Programming I, ENG 1302 English Composition I.

An introduction to machine language using the IBM System/370 assembler language. Topics such as registers, data representation, and storage allocation are introduced and reinforced through programming examples. The assembly process is discussed, and programming problems provide experience with Assembler Language instructions in the area of data movement, comparing and branching, and fixed point binary arithmetic.

### CIP 2334 RPG PROGRAMMING LANGUAGE
4 credits 4 hrs. lec.

**Prerequisites:** CIP 2320 COBOL Programming I.

This course demonstrates how problems stated in business terminology can be solved using Report Program Generation. A sound understanding of the features of RPG is developed. The student will develop experience in problem solving through class problems and individual projects. Emphasis will be placed on flowcharting, coding, debugging, and problem documentation. Extensive use of the computer facilities is required.

### CIP 2340 SYSTEM ANALYSIS AND DESIGN
3 credits 3 hrs. lec.

**Prerequisites:** CIP 2330 Operating Systems.

This course deals with the analysis of existing manual or electronic data processing systems and the design of a computer system to replace them. Consideration will be given to organizational structures, form design, file design, data structures, scheduling, operation research techniques, and hardware and software organization. Actual and simulated case studies will be utilized. The student will program and document a comprehensive system study.
CIP 2350 INTERNSHIP SEMINAR
6 credits
Prerequisites: Completion of all course requirements.
Students will apply classroom theory and practicable techniques to assigned work situations through departmentally selected part-time employment in the data processing field. Local employers, the College, or the Computer Center will provide work sites. Evaluation of the experiential learning will be based on student reports and weekly conferences between the work supervisor and the department coordinator. A presentation of a final report is required.

Secretarial Science

The career-oriented Secretarial Science Program offers the interested student an opportunity to acquire the typing, shorthand/transcription, word processing skills, and work attitudes essential for successful secretarial employment either in the business world or the allied health field. The Program is planned to include additional important learning experiences within other relevant liberal arts and health core areas of study.

Students must meet the performance standards of a diagnostic examination before being registered in certain courses. Students are expected to attend all classes.

Credits in each course are earned by successfully completing the stated success criteria of the course. Credit for previous experience in skill courses will be given on the basis of proficiency examinations.

Upon completion of either the executive or medical option, students will receive an A.A.S. degree from the Secretarial Science Program and be prepared for productive secretarial employment within the business world or allied health field or will be able to transfer to a four-year college. Upon completion of the Word Processing Certificate Program, students will be prepared for employment in the area of word processing.

All students are invited to participate in the Secretarial Science Club and various departmental activities.

Secretarial Science Program — Word Processing Certificate Program

Entrance Requirements
1. The student must complete MSS 5604 Intermediate Keyboarding II or demonstrate a typing skill of a minimum of 40 wpm within a maximum error allowance of five on a five-minute timed writing and take a typing assessment test.
2. The student must be able to register into ENG 1302 Introduction to Composition I.
3. The student must be enrolled in or have completed MSS 5669 Secretarial English.
4. The student must be able to register into ENG 1396 Reading in the Social Sciences or ENG 1397 Reading in the Natural Sciences or have completed either course, if a reading course is required.

First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MSS 5606 Advanced Keyboarding</td>
<td>5</td>
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<tr>
<td>MSS 5670 Word Processing I: Basic Concepts and Application</td>
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<td>MSS 5669 Secretarial English</td>
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<td>MSS 5626 Machine Transcription</td>
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<td>ADM 2512 Women in Management</td>
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<tr>
<td>Liberal Arts Elective</td>
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Second Semester

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<th>Hours</th>
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<tr>
<td>MSS 5662 Executive Keyboarding IV</td>
<td>5</td>
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<tr>
<td>MSS 5671 Word Processing II</td>
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<td>MSS 5656 Secretarial Practice for the Changing Office</td>
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<tr>
<td>MSS 5664 Business Communications</td>
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<tr>
<td>VPA 3612 Fundamentals of Public Speaking</td>
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<td>ENG 1302 Introduction to Composition I</td>
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## Secretarial Science Program — Executive Option

### First Year

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<th>Hours</th>
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<tr>
<td>MSS 5602 Elementary Typing I</td>
<td>5</td>
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<tr>
<td>MSS 5622 Elementary Shorthand I (Gregg)</td>
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<td>MSS 5669 Secretarial English</td>
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<td>ENG 1302 Introduction to Composition I</td>
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<tr>
<td>HLT 6503 Interpersonal Relations and Teamwork</td>
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### Second Semester

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<tr>
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<td>MSS 5629 Intermediate Shorthand &amp; Transcription II (Gregg)</td>
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<td>BIO 3702 Lecture General Biology I*</td>
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<td>BIO 3802 Laboratory</td>
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<td>ENG 1303 Introduction to Composition II</td>
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<td>VPA 3612 Fundamentals of Public Speaking</td>
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<tr>
<td>MSS 5662 Executive Keyboarding IV</td>
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<tr>
<td>MSS 5643 Advanced Shorthand &amp; Transcription IV (Gregg)</td>
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<td>MSS 5656 Secretarial Training for the Changing Office</td>
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<td>MSS 5664 Business Communications</td>
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<td>Liberal Arts Elective</td>
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*BIO 3706 Anatomy & Physiology I and BIO 3708 Anatomy & Physiology II recommended for students enrolled in the medical option.

**VPA 3614 Voice and Diction recommended elective.

ADM 2512 Women in Management recommended elective.

## Secretarial Science Program — Medical Option

### First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
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<tr>
<td>MSS 5602 Elementary Typing I</td>
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<td>BIO 3706 Anatomy &amp; Physiology I</td>
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<td>BIO 3806 Anatomy &amp; Physiology Lab I</td>
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<td>ENG 1302 Introduction to Composition I</td>
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<td>HLT 6503 Interpersonal Relations and Teamwork</td>
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### Second Semester

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<tr>
<td>BIO 3708 Anatomy &amp; Physiology II</td>
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85
**BIO 3808 Anatomy & Physiology Lab II**  
**ENG 1303 Introduction to Composition II**  
**HLT 6504-24 Medical Terminology**  
**VPA 3612 Fundamentals of Public Speaking**

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>MSS 5606 Advanced Keyboarding III</td>
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<td>MSS 5641 Advanced Shorthand and Transcription III (Gregg)</td>
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<td>MSS 5645 Medical Terminology for Shorthand III (Gregg)</td>
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<td>MSS 5670 Word Processing I: Basic Concepts &amp; Applications</td>
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**Total Credits 28.5**

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<td>MSS 5647 Medical Terminology for Shorthand IV (Gregg)</td>
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<td>MSS 5649 Medical Machine Transcription</td>
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<td>MSS 5664 Business Communications</td>
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**Total Credits 25**

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<th>Course Code</th>
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<tr>
<td>MSS 5622 ELEMENTARY SHORTHAND I (GREGG)</td>
<td>5 credits</td>
<td>6 hrs.</td>
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</table>

**Prerequisite or corequisite:** ENG 1302 Introduction to Composition I.

The student will take and transcribe shorthand notes covering theory, principles, phrases, and brief forms. The student will take and transcribe theory tests covering the same items. The student will write dictation at 60 words per minute for three minutes transcribed within 96 percent accuracy a minimum of three times during the module to receive credit. (Formerly listed as MSS 5621-22 Elementary Shorthand IA - IB.)

<table>
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<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Hours</th>
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<tr>
<td>MSS 5629 INTERMEDIATE SHORTHAND TRANSCRIPTION II (GREGG)</td>
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<td>6 hrs.</td>
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**Prerequisite:** MSS 5622 Elementary Shorthand I (Gregg) and MSS 5602 Elementary Typing I or equivalent skill as demonstrated on proficiency examinations.

**Corequisite:** ENG 1303 Introduction to Composition II or equivalent.

The student will take and accurately transcribe new matter dictation and theory tests. The student will be introduced to shorthand transcription skills at the typewriter. The student will write new matter material dictated at a rate of 80 words per minute for three minutes transcribed within 96 percent accuracy a minimum of three times during the module and transcribe both perfect and mailable letters to receive credit. (Formerly listed as MSS 5628-29 Intermediate Shorthand and Transcription IIA - IIB.)

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<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Hours</th>
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<tbody>
<tr>
<td>MSS 5641 ADVANCED SHORTHAND AND TRANSCRIPTION III (GREGG)</td>
<td>4 credits</td>
<td>6 hrs.</td>
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**Prerequisite:** MSS 5629 Intermediate Shorthand & Transcription II and MSS 5604 Intermediate Typing II or equivalent skill as demonstrated on proficiency examinations.

The student will take new matter dictation at a rate of 100 words per minute transcribed within 96 percent accuracy a minimum of three times during the module and transcribe both perfect and mailable letters to receive credit. The student will continue to develop transcription skill by transcribing mailable copy from various areas of business and medical dictation. (Formerly listed as MSS 5640-41 Advanced Shorthand and Transcription IIIA - IIIB.)

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<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Hours</th>
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<tbody>
<tr>
<td>MSS 5643 ADVANCED SHORTHAND AND TRANSCRIPTION IV (GREGG)</td>
<td>4 credits</td>
<td>6 hrs.</td>
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**Prerequisite:** MSS 5641 Advanced Shorthand and Transcription III and MSS 5606 Advanced Typing III or equivalent skill as demonstrated on proficiency examinations.

The student will continue to increase both dictation and transcription skills. The student will take new matter dictation at a rate of 120 words per minute for three minutes transcribed within 96 percent accuracy a minimum of three times during the module and transcribe both perfect and mailable letters to receive credit. (Formerly listed as MSS 5641-42 Advanced Shorthand & Transcription IIIC - IIID.)

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<tr>
<th>Course Code</th>
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<tr>
<td>MSS 5645 MEDICAL TERMINOLOGY FOR SHORTHAND III (GREGG)</td>
<td>3 credits</td>
<td>4 hrs.</td>
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**Prerequisites:** BIO 3708-3808 Anatomy and Physiology II and HLT 6504-24 Medical Terminology.

**Corequisites:** MSS 5641 Advanced Shorthand and Transcription III and MSS 5606 Advanced Typing III.

The student will demonstrate the ability to write and
transcribe dictation in medical specialties such as cardiology, thoracic medicine, dermatology, diabetes, urology, and endocrinology. Special emphasis will be placed on the terminology related to these areas. (Formerly listed as MSS 5644-45 Medical Terminology IIIA – IIIB [Gregg].)

**MSS 5647 MEDICAL TERMINOLOGY FOR SHORTHAND IV (GREGG)**

3 credits 4 hrs.
Prerequisite: MSS 5641 Advanced Shorthand and Transcription III, BIO 3708-3808 Anatomy and Physiology II, and HLT 6504-24 Medical Terminology.
Corequisite: MSS 5643 Advanced Shorthand Transcription IV and MSS 5658 Medical Typing.

The student will demonstrate the ability to write and transcribe shorthand dictation in medical specialties such as mental health, gynecology, obstetrics, gastroenterology, chemotherapy, and neurology. Special emphasis will be placed on the terminology related to these areas. (Formerly listed as MSS 5646-47 Medical Terminology IIC – IID [Gregg].)

**MSS 5600 TYPING FOR ESL STUDENTS**

1 credit 4 hrs.
Prerequisites or corequisites: ESL 1322 Intermediate English As A Second Language, if required; ESL 1394 Intermediate Reading As A Second Language, if required.

The student will operate the typewriter using the touch method. The student will demonstrate the ability to arrange and type horizontal and vertical centering problems and modified block letters. The student will develop English skills. The student will type a minimum of 20 wpm for five minutes within an error allowance of five a minimum of three times.

**MSS 5601 FUNDAMENTALS OF TYPING**

1 credit 4 hrs.
Prerequisites or corequisites: ENG 1300 Basic Composition or ENG 1301 Core English (for Libra Students) or ENG 1302 Introduction to Composition I or permission of instructor.

The student will operate the typewriter using the touch method. The student will demonstrate the ability to arrange and type horizontal and vertical centering problems, modified block letters, and unarranged manuscripts. The student will develop English skills. The student will type a minimum of 20 words per minute within an error allowance of five a minimum of three times.

**MSS 5602 ELEMENTARY TYPING I**

2 credits 5 hrs.
Prerequisites: MSS 5600 Typing for ESL Students or MSS 5601 Fundamentals of Typing or enrollment in or completion of ENG 1302 Introduction to Composition I or permission of the instructor.

The student will operate the typewriter by the touch method, manipulating its mechanical controls efficiently. The student will demonstrate the ability to arrange and correctly type business letters, manuscripts, and basic tabulation. The student will type a minimum of 30 words per minute for five minutes within an error allowance of five a minimum of three times.

**MSS 5604 INTERMEDIATE TYPING II**

2 credits 5 hrs.
Prerequisite: MSS 5602 Elementary Typing I or equivalent skill as demonstrated on a proficiency examination.

The student will demonstrate the ability to type production problems such as manuscripts, outlines, tabulations, two-page letters, and various business forms. The student will type a minimum of 40 words per minute for five minutes within a maximum of five errors a minimum of three times to receive credit. The student will demonstrate the ability to type unarranged production problems within specified time limits. (Formerly listed as MSS 5603-04 Intermediate Typing IIA – IIB.)

**MSS 5606 ADVANCED KEYBOARDING III**

2 credits 5 hrs.
Prerequisite: MSS 5604 Intermediate Typing II or equivalent skill as demonstrated on a proficiency examination.

The student will continue to develop production techniques by typing legal, medical, technical and other materials. The student will type a minimum of 50 words per minute for five minutes within a maximum of five errors at least three times to receive credit for the module and demonstrate the ability to type unarranged production problems within specified time limits. (Formerly listed as MSS 5605-06 Advanced Typing IIA – IIB.)

**MSS 5658 MEDICAL KEYBOARDING IV**

2 credits 5 hrs.
Prerequisite: MSS 5606 Advanced Keyboarding III or equivalent skill as demonstrated on a proficiency examination.

This module is designed for students taking the Medical Option. The student will continue to refine production skills and will type reports, treatment records, and other medical forms related to various medical specialties. The student will type a minimum of 60 words per minute within an error allowance of five a minimum of three times during the module in order to receive credit and demonstrate the ability to type unarranged production problems within specified time limits. (Formerly listed as MSS 5657-58 Medical Typing IVA – IVB.)

**MSS 5662 EXECUTIVE KEYBOARDING IV**

2 credits 5 hrs.
Prerequisite: MSS 5606 Advanced Keyboarding III or equivalent skill as demonstrated on a proficiency examination.

This module is designed for the student taking the Executive Option. The student will expand the ability to type detailed and varied business letters, office forms, tabulations, manuscripts, and other materials for accounting firms and technical, legal, medical, governmental, and various other offices. The student will type a minimum of 60 words per minute for five minutes within an error allowance of five a minimum of three times to receive credit and demonstrate the ability to type production problems within specified time limits. (Formerly listed as MSS 5661-62 Executive Typing IVA – IVB.)

**MSS 5670 WORD PROCESSING I: BASIC CONCEPTS AND APPLICATIONS**

3 credits 4 hrs.
Prerequisites: The student must complete MSS 5604
MSS 5671 WORD PROCESSING II
2 credits
Prerequisites: MSS 5670 Word Processing I, MSS 5606 Intermediate Keyboarding III (formerly Typing III).
The student will develop the ability to function as a trained word processing operator and will demonstrate proficiency in operating both basic and advanced features of word processing equipment. The student will demonstrate the ability to apply advanced features of electronic typewriters.

MSS 5626 MACHINE TRANSCRIPTION
2 credits
Prerequisites: MSS 5604 Intermediate Typing II or equivalent skill as demonstrated on proficiency examination.
The student will demonstrate the ability to accurately transcribe from transcription machines. The student will increase his/her business vocabulary and demonstrate English skills by transcribing letters, memos, and reports from various areas of the business world into perfect and mailable copy within specified time limits. (Formerly listed as MSS 5611 Machine Transcription IA and MSS 5626 Machine Transcription IIA).

MSS 5649 MEDICAL MACHINE TRANSCRIPTION
2 credits
Prerequisite: MSS 5604 Intermediate Typing II or equivalent skill as demonstrated on proficiency examination. HLT 6504-24 Medical Terminology, MSS 5626 Machine Transcription or equivalent skill as demonstrated on a proficiency examination.
Corequisite: MSS 5658 Medical Keyboarding IV or MSS 5662 Executive Keyboarding.
The student will demonstrate the ability to transcribe from transcription machines medical histories, summaries, treatment forms, and a variety of other material relating to neurology, gastroenterology, pediatrics, and other medical specialties. Special emphasis will be placed on the terminology related to these areas. (Formerly listed as MSS 5648-49 Medical Machine Transcription IIA – IIB.)

MSS 5664 BUSINESS COMMUNICATIONS
3 credits
Prerequisite: MSS 5602 Elementary Typing I or equivalent skill as demonstrated on a proficiency examination, MSS 5669 Secretarial English.
The student will relate effective communication to on-the-job success and describe and apply positive qualities and techniques of effective written and oral communication. The student will develop employment applications, résumés, criteria, and methods of writing successful business letters. (Formerly listed as MSS 5663-64 Business Correspondence A and B.)

MSS 5656 SECRETARIAL TRAINING FOR THE CHANGING OFFICE
3 credits
Prerequisites: MSS 5602 Elementary Typing I or equivalent skill as demonstrated on a proficiency examination, ENG 1302 Introduction to Composition I.
The student will begin coordinating office skills, including answering the telephone, handling mail, filing, and other routine office skills. The student will be made aware of the personality traits, attitudes, and work habits essential to the proper relationship of the secretary with her/his employer.

MSS 5669 SECRETARIAL ENGLISH
3 credits
Prerequisite: To be able to register into or have completed ENG 1302 Introduction to Composition I.
The student will demonstrate facility in applying correct usage of parts of speech in context. The student will demonstrate ability to accurately apply rules of punctuation, number usage, word division, possessives, spelling, and other areas essential to success during the transcription process.

Members of the Advisory Committee of the Secretarial Science Program

Mr. Sam Granirer, Executive Director
Catholic Career Council

Dr. Elizabeth Iannizzi, Chairman
Secretarial Science Department
New York City Technical College of the City University of New York

Dr. Robert J. Lundberg, Officer in Charge
Business Education Section
Lehman College of the City University of New York

Ms. Gladys Mendez Osorio, graduate of the department and Medical Secretary
New York University Hospital

Ms. Brenda Terrell White, graduate of the department and Instructor
New York City Board of Education
The primary goals of the English curriculum are to enable the student to communicate effectively in career, academic, and social situations; to understand the nature and function of language; and to use it as a tool for projecting his/her ideas and for receiving and transmitting information. In addition to developing basic skills, study in English makes it possible for the student to order his/her thinking into logical structures, to exercise his/her creative powers, and to approach imaginative literature with the joy of discovery.

To successfully complete English program courses, students are required to demonstrate their achievement of course objectives in essay tests, written reports, and quizzes. The English staff works closely with the individual student, providing continual diagnostic, tutorial, and program advisement services.

On the basis of his/her performance in the City University Reading and Writing Assessment test, the entering student will be advised as to whether he/she may register for (a) the regular English first-year sequence, (b) the Libra program, or (c) the English-as-a-second-language (ESL) sequence.

Students interested in planning a concentration in English should consult with the English Department chairperson.

**Regular First-Year Program**

Upon successful completion of City University Assessment tests, the following 12-credit sequence is required for the A.A. degree:

ENG 1302 Introduction to Composition I  
ENG 1303 Introduction to Composition II  
ENG 1305 Introduction to Literature, and an English elective.

These four courses are designed to enable the student to use written and spoken English as a flexible, creative tool for the expression of his/her ideas. Major attention is given to the essentials of English, the nature of language, writing as a communication process, and imaginative literature as a vitalizing and humanizing source of experience. The student will consistently improve his/her facility with written and spoken language.

**Acting Chairperson:** John Scarry; **Professors:** Ralph Ranald, Clara Velázquez, Alfredo Villaneuva; **Associate Professors:** Wildred Callender, Gordon Ericksen, Bowman Wiley; **Assistant Professors:** Rosemary Benedetto, Socorro De Jesus, Diana Díaz, José Keyes, Lee Kirby, Henry Lesnick, John Scarry, Frances Singh, Aline Wolff; **Lecturers:** Vermell Blanding, Michael Haynes, Linda Hirsch, Lucinda Hughey, Beatrice Kreppel, Aida Ruiz, Evelyn Silverman, Frances Webb, Mary Williams; **Instructors:** María Bennett, José Cruz-Matos, Liza Fiol-Matta, Nellie Justicia, Kathleen Kane, Norma Peña de Lawrence, Lewis Levine, Thomas Mencher, Cynthia Moore, Mildred Rabry, Barbara Radin, John Rittershofer.

**English Requirements for the A.A. and A.S. Degrees**

1. No student can graduate without completing ENG 1302, Introduction to Composition I.

2. All students registered for English-as-a-second-language (ESL) courses must take an appropriate level English reading course at the same time. These reading courses are the following: ESL 1392, ESL 1393, ESL 1394, ENG 1395, and ENG 1396.

3. Students in ENG 1300 Basic Composition must take an appropriate level English reading course at the same time.

4. Students in the Libra Program, unless exempted, must take ENG 1399 at the same time.
5. For students placed in Basic Elementary ESL I, the following six-semester sequence will fulfill the English requirements for graduation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 1314</td>
<td>2</td>
</tr>
<tr>
<td>ESL 1318</td>
<td>2</td>
</tr>
<tr>
<td>ESL 1322</td>
<td>2</td>
</tr>
<tr>
<td>ESL 1332</td>
<td>2</td>
</tr>
<tr>
<td>ENG 1300</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1302</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

6. For students placed in Elementary ESL II, the following five-semester sequence will fulfill the English requirements for graduation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 1318</td>
<td>2</td>
</tr>
<tr>
<td>ESL 1322</td>
<td>2</td>
</tr>
<tr>
<td>ESL 1332</td>
<td>2</td>
</tr>
<tr>
<td>ENG 1300</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1302</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

7. For students placed in Intermediate ESL, the following five-semester sequence will fulfill the English requirements for graduation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1302</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1303</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1305</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

8. For students placed in Advanced ESL, the following five-semester sequence will fulfill the English requirements for graduation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 1332</td>
<td>2</td>
</tr>
<tr>
<td>ENG 1300</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1302</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1303</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1305</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

9. For Libra students, the following four-semester sequence will fulfill the English requirements for graduation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1301</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1302</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1303</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1305</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

10. For students placed in ENG 1302, Introduction to Composition I, the following four-semester sequence will fulfill the English requirements for graduation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1302</td>
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</tr>
<tr>
<td>ENG 1303</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1305</td>
<td>3</td>
</tr>
<tr>
<td>ENG elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

The Libra Program

The Libra Program will provide a total learning environ-ment for the student who requires further development of basic English skills. The emphasis will be on communication of all kinds—reading, writing, speaking, listening—in a context of intellectual inquiry focused upon subject matter related to the health sciences or arts and sciences programs. The schedule for the student in the Libra Program will include the following:

- ENG 1301 Core English (writing and study skills)
- ENG 1399 Developmental Reading
- VPA 3612 Fundamentals of Public Speaking
- Core subject (health sciences, social sciences, visual and performing arts, Africana or Latin American and Caribbean studies).

PED 0100 Personal Physical Fitness
SSD 1000 Freshman Developmental Seminar

The goal of the Libra Program is to develop those skills which enable the student to succeed in the regular college program. Under advisement from an academic counselor, the student may enroll in a developmental mathematics course.

The Intensive Program

The Intensive Program is a special accelerated ESL program providing context-based instruction in all skill areas. It is a one-year course divided into two levels. Students are selected after their first semester at Hostos through teacher recommendation and individual testing. The course involves 18 hours of ESL classwork per week. This includes grammar and reading components as well as a writing and oral workshop components. Additionally, students are blocked into two content courses taught in English as part of the curriculum. The schedule for the student in the Intensive Program will include the following:

**Level I**
- ESL 1381 Grammar Structures in Context I
- ESL 1383 Intensive Reading I

**Level II**
- ESL 1382 Grammar Structures in Context II
- ESL 1384 Intensive Reading II

In addition, content courses include selected courses in the PED and VPA department, reserved for the Intensive program.

The goal of the Intensive Program is to bring a selected group of students through three semesters of ESL in two semesters (i.e. ESL 1381-1382 is equivalent to ESL 1318, 1322 and 1332. ESL 1383, 1384 is equivalent to ESL 1393, 1394 and 1395.). An additional aim will be to better equip intensive program students to pass the CWAT exam and enter into career programs.

English-As-A-Second-Language (ESL) Program

The entering student whose primary language is other than English and who is planning to obtain an Associate in Arts degree (A.A.) will be tested to determine
his/her level of competence in the English language. The student will then be placed in a sequence of courses as indicated by level of placement.

There are three distinct sequences for ESL students, depending on where they have been placed. All of them include an ESL writing and an ESL reading course, and content courses which may be taken in Spanish. In Elementary ESL, students are allowed 75% of their course work in Spanish; in Intermediate ESL they are allowed 50% of their course work in Spanish; in Advanced ESL they are allowed 25% of their course work in Spanish. Once the students finish the ESL sequence, they should not take any more course work in Spanish except where it is appropriate, i.e., Modern Languages or Latin American and Caribbean Studies. After the ESL sequence, the students must take ENG 1300 Basic Composition, and pass the CUNY Writing Assessment Test in order to be admitted into the Freshman Composition Program.

ESL 1314 BASIC ENGLISH AS A SECOND LANGUAGE I
2 credits 6 hrs.
Corequisite: ESL 132 or other reading course as indicated by placement.
This course is designed to introduce the student to the basic elements of the American English language. The student will demonstrate his or her ability to construct simple English sentences, in speech and writing, with the present tense of the verb 'to be', and the present, continuous and simple future tenses of other verbs. The student's conversation and writing will include commands, question-and-answer patterns, prepositional phrases of place and time, determiners, pronouns, simple word modification, and simple combination of sentences. The skills of listening, speaking and writing will be emphasized.

ESL 1318 BASIC ENGLISH AS A SECOND LANGUAGE II
2 credits 6 hrs.
Prerequisite: ESL 1314 or other grammar course indicated by placement.
Corequisite: ESL 1393 or other course indicated by placement.
The student will demonstrate his or her ability to construct simple English sentences, in speech and writing, using the present, simple past, and past continuous tenses of verbs. His/her sentences will include past time expressions, frequency expressions, simple and compound prepositions, direct and indirect objects, adverbs, and question phrases. The simple sentence will be refined and augmented. The skills of listening, speaking, and writing will be emphasized.

ESL 1322 INTERMEDIATE ENGLISH AS A SECOND LANGUAGE
2 credits 6 hrs.
Prerequisite: ESL 1318 Basic English As A Second Language or permission based on a placement examination.
Corequisite: ESL 1394 or other reading course indicated by placement.
The student will demonstrate mastery of the present perfect tense, some modal auxiliaries, the comparative and superlative degrees in adjectives and adverbs, and the phrase as a unit. The student will concentrate on developing paragraphs and will participate in classroom listening and conversation exercises.

ESL 1332 ADVANCED ENGLISH AS A SECOND LANGUAGE
2 credits 6 hrs.
Prerequisite: ESL 1322 Intermediate English As A Second Language or permission based on placement examination.
Corequisite: ESL 1395 or other reading course indicated by placement.
The student will show mastery of the past perfect tense, the infinitive, the gerund, and clauses. The student will review verbs and the use of prepositions and modifiers. The student will practice developing the multiparagraph essay and work on specific refinements of the sentence. Although listening and conversation exercises will be conducted in class, the student will focus on development of writing skills.

ESL 1392 BASIC ESL READING AND CONVERSATION I
0.5 credit 4.5 hrs.
Corequisite: ESL 1314
Classes meet three times a week. Students may be asked to use the Reading Lab on a referral basis. The course is designed to improve students' ability to understand and use spoken English through speaking/listening practice of conversation patterns. Knowledge and application of the English sound system through development of speaking/listening skills, word attack skills and vocabulary will be part of the course. The student will be guided to learn how to read aloud and to undertake basic literal comprehension of short reading selections.

ESL 1393 BASIC ESL READING AND CONVERSATION II
0.5 credit 4.5 hrs.
Prerequisite: Successful completion of ESL 1392 or by permission based on placement examination.
Corequisite: ESL 1318
ESL 1393 is a second-level elementary course designed to improve students' ability to comprehend both written and oral English. The course will emphasize the following skill areas: speaking, listening comprehension, vocabulary development, oral reading, reading comprehension, recognition and proper usage of word forms and usage of a bilingual dictionary. Classes meet 3 times a week and students may be required to utilize the Reading Lab on a referral basis.

ESL 1394 INTERMEDIATE ESL READING AND CONVERSATION
0.5 credit 4.5 hrs.
Prerequisite: Successful completion of ESL 1393 or by permission based on placement examination.
Corequisite: ESL 1322.
Classes meet 3 times a week for classroom instruction. Students are provided intensive instruction and practice
in oral as well as silent reading skills. Emphasis is upon both literal and interpretive reading skills encompassing the following: phonic analysis, word analysis, identification of themes, main ideas and supporting details, usage of idiomatic and colloquial expressions, classifying and categorizing information, distinguishing fact from opinion, and proper usage of an all-English dictionary. Students may be referred to the Reading Lab as part of this course.

ESL 1395 ADVANCED ESL READING AND CONVERSATION
0.5 credit   4.5 hrs.
Prerequisite: Successful completion of ESL 1394 or by permission based on placement examination.
Corequisite: ESL 1332
Students will be required to read and analyze multi-paragraph selections with reference to literal and inferential comprehension, identification of main idea, recognition of supporting statements, and understanding of tone, point of view and author's intent. Students will also be responsible for vocabulary skills, word forms, identifying meaning of new words through utilization of context clues, continued dictionary usage skills, and the techniques of summary and paraphrase. Students will be asked to write as part of this course. Classes meet 3 times per week and students may also be required to use the Reading Lab.

English Courses

ENG 1300 BASIC COMPOSITION
3 credits   6 hrs.
Prerequisite: Successful completion of ESL 1332, or demonstration of an equivalent level of written English proficiency on the English Placement Examination.
Corequisite: ENG 1396, preferably, or the appropriate ESL reading course or demonstration of meeting the CUNY-wide reading level on a standardized examination.
Suggested Corequisite: VPA 3614 Voice and Diction.
The goal of the course is to give the non-native speaker of English the opportunity to engage in writing as a means of communication and expression so that he or she will be able to complete the freshman composition sequence and complete with the native speaker in written English. The student will learn the major modes of Narration, Description, and Argumentation and demonstrate mastery of the modes through written essays. The student will also be given to the language and structure needs of non-native speakers. Selected essays will be analyzed for structure and meaning.

ENG 1301 CORE ENGLISH (FOR LIBRA PROGRAM)
3 credits   6 hrs.
Corequisite: English 1399 Developmental Reading, unless exempt.
The goal of the course is to give the student the opportunity to master writing skills through extensive writing experiences. The student will learn the major modes of Narration, Description, and Argumentation and demonstrate mastery of the modes through written essays. The course will also include instruction on the structure of language. Selected essays will be analyzed for structure and meaning.

ENG 1302 INTRODUCTION TO COMPOSITION I
3 credits   3 hrs.
Prerequisites: Successful completion of CUNY Placement Exam.
Corequisite: ENG 1306 Writing Laboratory (when required).
The student will learn to analyze and produce topic sentences and write unified paragraphs; to utilize inductive and deductive methods of development; to utilize descriptive details, factual details, illustration, definition, quotation, and paraphrase; to organize paragraphs according to topic sentences using major and minor supports. Selected essays will be analyzed for structure.

ENG 1303 INTRODUCTION TO COMPOSITION II
3 credits   3 hrs.
Prerequisite: ENG 1302 Introduction to Composition I or equivalent.
Corequisite: ENG 1306 Writing Laboratory (when required).
The student will learn to develop paragraphs using techniques of argumentation, classification, cause and effect, and analysis. He/she will utilize transitional devices showing addition, contrast, comparison, emphasis, exemplification, place, and reason. He/she will learn to detect and avoid the most common fallacies of logic. Finally, he/she will make the transition from paragraph to essay. Selected essays will be analyzed for sentence structure.

ENG 1305 INTRODUCTION TO LITERATURE
3 credits   3 hrs.
Prerequisite: ENG 1303 Introduction to Composition II, or the equivalent college course in composition taken elsewhere.
The student will examine selected texts exemplifying the major forms of expression, fiction, drama, and poetry, and will demonstrate his/her skills by analyzing these texts in writing. The social uses of literature and the psychological insights provided by both classical and modern works of literary art will be considered, relating the function of literature to that of other arts.

ENG 1306 WRITING CENTER
0 credits
The Writing Center provides an opportunity for students who need supportive instruction to improve their writing skills. Improvement occurs when students are given increased opportunities to write with an individual facilitator as responder. Students are tutored on this personal basis by qualified well-trained tutors. Students registered for ESL 1332, ENG 1300, ENG 1301, ENG 1302, ENG 1303 or advanced English may register for ENG 1306 upon recommendation of their instructor, or they may request to be registered, recognizing their own need. Students may also drop into the Center for assistance, subject to tutor availability. The Writing Center reports to the English instructor on a student's attendance
ENG 1342 STUDIES IN FICTION
3 credits (elective) 3 hrs.
Prerequisite: ENG 1305 Introduction to Literature.
Through study of selected works of such major modern writers as Dostoevsky, Mann, Kafka, and Ellison, the student will develop and demonstrate skills in analysis of narrative order, point of view, characterization, conflict, and theme.

ENG 1346 STUDIES IN DRAMA
3 credits (elective) 3 hrs.
Prerequisite: ENG 1305 Introduction to Literature.
The student will examine structures and style of modern drama through careful reading of the works of such playwrights as Ibsen, Shaw, Beckett, Miller, Jones, and Bullins. Both dramatic and analytic skills will be demonstrated by the successful completion of a term paper.

ENG 1352 SHAKESPEARE
3 credits (elective) 3 hrs.
Prerequisite: ENG 1305 Introduction to Literature.
Through close study of selected Shakespearean Histories, Comedies, and Tragedies, the student will trace the evolution of the playwright's career, examine Shakespeare's life set within the cultural and political influences of his age. Records, films, and slides will be used as aids to develop appreciation for the Shakespearean theater, and students will be encouraged to attend performances of Shakespeare's plays. Development of the student's ability to read and understand the Shakespearean play as drama is a primary objective of the course.

ENG 1354 THE MODERN AMERICAN NOVEL
3 credits (elective) 3 hrs.
Prerequisite: ENG 1305 Introduction to Literature.
The student will analyze major works of 20th-century American fiction, identifying themes, styles, and structural components. Novelists such as Dreiser, Hemingway, Fitzgerald, Steinbeck, Wright, Ellison, and Bellow will be studied in relation to their cultural milieu as well as in terms of their relevance to the present.

ENG 1356 WOMEN IN LITERATURE
3 credits (elective) 3 hrs.
Prerequisite: ENG 1305 Introduction to Literature.
The student will examine roles played by women in literature from classical times to the present, comparing these roles to the current status of women. Attention will be given also to a study of the little-known art of various women authors. The views of male and female authors toward women will be compared. Slides will be used to visually present the various roles women have played.

ENG 1358 LITERATURE OF THE BLACK AMERICAN
3 credits (elective) 3 hrs.
Prerequisite: ENG 1305 Introduction to Literature.
Through a reading and discussion of writings such as Richard Wright, Ralph Ellison, James Baldwin, John Killens, Amiri Baraka, Douglas Turner Ward, and Ed Bullins, the student will study aspects of the experience of Black Americans.

ENG 1360 THE LITERATURE OF SCIENCE FICTION
3 credits (elective) 3 hrs.
Prerequisite: ENG 1305 Introduction to Literature.
The student will study current problems such as the technological revolution, the population explosion, world famine, and government interference in private life through literary works which deal with visions of possible futures. The readings will consist of a variety of short stories and at least two novels by current science fiction writers.

ENG 1396 FOUNDATIONS OF CRITICAL READING
1 credit 3 hrs.
Prerequisite: Successful completion of ESL 1395 or by permission based on placement examination.
The basic assumption of this course is that reading is a problem-solving process which requires a combination of a number of skills and strategies. The purpose of the course is to expose students to more complex prose which will enable them to acquire more advanced language and reading skills so that they are able to solve any problems they may encounter as readers. Some of the language skills emphasized in the course deal with word study, sentence study, paragraph reading and analysis, study of figurative language, and inference of tone, mood, point of view and author's intent. Reading skills include skimming, scanning, understanding of different writing patterns, anticipating outcomes and drawing conclusions. Study skills such as outlining, summarizing, and understanding maps, charts and graphs will also be included. Writing will be required as part of this course. Classes meet twice a week. Students may also be required to use the Reading Lab.

ENG 1397 READING IN THE NATURAL SCIENCES
1 credit 3 hrs.
Prerequisite: Successful completion of ENG 1396 Foundations of Critical Reading or permission of instructor.
Class meets twice per week for classroom instruction and once per week in the Reading Laboratory for additional skills practice. This course will provide students with an opportunity to develop those reading skills that apply to reading scientific materials, recognizing the organizational patterns of scientific materials, developing a specialized vocabulary in the areas of science, being able to translate the written work into charts and graphs, and being able to read charts and graphs. The student will develop the ability to use illustrations and diagrams.

ENG 1399 DEVELOPMENTAL READING
1 credit 3 hrs.
Corequisite: ENG 1301.
The student will work intensively to develop his/her ability to organize ideas, increase speed, and improve comprehension and interpretation. He/she will also concentrate on vocabulary improvement and retention of facts. Class meets twice per week for additional skills work in the Reading Laboratory.
Health and Human Services

The Health and Human Services Department provides courses of instruction designed to improve the quality of students' lives; it also offers degree programs that lead directly to rewarding careers such as early childhood education. Among the offerings that immediately improve and impact upon students' lives are courses in nutrition, human sexuality, physical fitness, and parenting.

The faculty of the Health and Human Services Department has a strong commitment to student welfare, and makes every effort to counsel, advise, teach, and help students both in the classroom and in informal settings.

Chairperson: Robert H. Taylor; Physical Education Coordinator: Robert H. Taylor; Urban Health Coordinator: Shirley Hinds; Early Childhood Coordinator: Paula Zajan; Professors: Shirley Hinds, Rosalina Vélez, Paula Zajan; Associate Professors: Diane Penner, Minerva Rosario, Robert Taylor, Robert Wheeler; Assistant Professor: Carlos Hernández; Lecturers: Jeanette Rivera, América Trinidad; College Laboratory Technicians: Leonidas López

Early Childhood Education

The rapid expansion of early childhood programs has created a need for personnel trained in the philosophy and methodology of working with young children. The program of early childhood education at Hostos Community College is designed to prepare students with the background, knowledge, and skills for employment in schools, day care centers, and other agencies providing programs for infants and young children.

The course of study combines classroom instruction with workshops, seminars, and field experiences. Students have an opportunity to apply theoretical knowledge through firsthand experiences in the methods and materials of instruction and by observation and participation in early childhood programs. The program also prepares students to work in bilingual programs and provides them with the foundation for advanced work in other areas such as elementary education and special education.

For students who are planning to continue their education, an Associate in Arts (A.A.) degree (12-credit early childhood elective) is offered. For students planning to delay further study, the program leading to the Associate in Applied Science degree (A.A.S.) is offered.

Learning methods available to the student include lecture-discussion, independent study in early childhood laboratory, and workshop experience.

A course in Parent Education is offered as an elective to all students enrolled in the College who meet the prerequisites.

Students interested in planning a concentration in Early Childhood Education should consult the Early Childhood Coordinator.

Program of Studies Leading to A.A. and A.A.S. Degrees with Electives in Early Childhood Education (Effective September 1981)

<table>
<thead>
<tr>
<th>Minimum Credits</th>
<th>A.A. Degree</th>
<th>A.A.S. Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>SOCIAL SCIENCES / BEHAVIORAL SCIENCES / PUBLIC ADMINISTRATION:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 1032 General Psychology</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1036 Developmental Psychology</td>
<td>3</td>
<td>not required</td>
</tr>
<tr>
<td>SOC 1232 Introduction to Sociology</td>
<td>3</td>
<td>not required</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>3</td>
<td>not required</td>
</tr>
<tr>
<td>BIO 3702-4 General Biology I - II</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>MODERN LANGUAGES (Spanish Recommended)</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>VISUAL &amp; PERFORMING ARTS, LATIN AMERICAN AMERICAN AND CARIBBEAN STUDIES, AFRICANA STUDIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VPA 3612 Fundamentals of Public Speaking</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Elective in any of the above (VPA, CUP, CUB)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
### Program of Studies Leading to A.A. and A.A.S. Degrees with Electives in Bilingual Early Childhood Education (Effective September 1983) (For Parent Education Option, see Coordinator)

<table>
<thead>
<tr>
<th>Minimum Credits</th>
<th>A.A. Degree</th>
<th>A.A.S. Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNICATION SKILLS</td>
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<td>12</td>
</tr>
<tr>
<td>ENGLISH</td>
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<tr>
<td>SOCIAL SCIENCES / BEHAVIORAL SCIENCES / PUBLIC ADMINISTRATION</td>
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<td></td>
</tr>
<tr>
<td>PSY 1032 General Psychology</td>
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<tr>
<td>PSY 1036 Developmental Psychology</td>
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<td>SOC 1232 Introduction to Sociology</td>
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<td>Elective</td>
<td>3</td>
<td>not required</td>
</tr>
<tr>
<td>BIOLOGY</td>
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</tr>
<tr>
<td>MATHEMATICS</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>MODERN LANGUAGE (Spanish)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPA 2212 Basic Spanish Composition II (minimum placement)</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>VISUAL &amp; PERFORMING ARTS, LATIN AMERICAN AND CARIBBEAN STUDIES, AFRICANA STUDIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VPA 3612 Fundamentals of Public Speaking</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Elective in any of the above (VPA, CUP, CUB)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>HEALTH &amp; PHYSICAL EDUCATION</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>URBAN HEALTH STUDIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLT 6511 Health Problems of the Young Child</td>
<td>not required</td>
<td>3</td>
</tr>
</tbody>
</table>
EARLY CHILDHOOD EDUCATION
All students are required to complete ECE 6802 before registering for additional Early Childhood courses. In order to register for ECE 6802 (when it is offered in English), students must be registered in or have completed ENG 1300/1301 or ESL 1322, when it is offered in Spanish.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 6802 Introduction to Early Childhood Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 6807 Creative Art Activities for Young Children</td>
<td>not required</td>
<td>ECE 6802 Introduction to Early Childhood Education</td>
</tr>
<tr>
<td>ECE 6809 Music and Rhythmic Activities for Young Children</td>
<td>not required</td>
<td></td>
</tr>
<tr>
<td>ECE 6811 Science and Mathematics for Young Children</td>
<td>not required</td>
<td></td>
</tr>
<tr>
<td>ECE 6813 Field Experience in Early Childhood Education I</td>
<td>not required</td>
<td></td>
</tr>
<tr>
<td>ECE 6816 Development of the Young Child</td>
<td>not required</td>
<td></td>
</tr>
<tr>
<td>ECE 6817 Bilingual-Bicultural Early Childhood Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 6818 Language Arts in a Bilingual Early Childhood Education Program</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 6819 Social Studies in a Bilingual Early Childhood Education Program</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 6820 Introduction to Special Education</td>
<td>3</td>
<td>ECE 6802 Introduction to Early Childhood Education</td>
</tr>
<tr>
<td>ECE 6821 Parent Education</td>
<td>3</td>
<td>ECE 6802 Introduction to Early Childhood Education</td>
</tr>
<tr>
<td>Total Credits:</td>
<td>64</td>
<td>69</td>
</tr>
</tbody>
</table>

**ECE 6802 INTRODUCTION TO EARLY CHILDHOOD EDUCATION**
3 credits 3 hrs.
The student will demonstrate his/her knowledge of the basic philosophy, methods, and materials of early childhood education and the various programs for young children that are provided by public and private agencies. Offered in English and Spanish.

**ECE 6804 LANGUAGE ARTS FOR YOUNG CHILDREN**
3 credits 3 hrs.
Prerequisite: ECE 6802 Introduction to Early Childhood Education.
The student will plan and organize language arts activities in early childhood education. The student will demonstrate his/her familiarity with children's literature, listening activities for young children, and reading readiness skills. The student will be able to effectively read, tell, and dramatize children's stories, and participate in language games and reading readiness activities.

**ECE 6805 SOCIAL STUDIES FOR YOUNG CHILDREN**
3 credits 3 hrs.
Prerequisite: ECE 6802 Introduction to Early Childhood Education.
The student will plan and organize social studies activities in early childhood programs. The student will demonstrate his/her familiarity with the resources and methods used in developing social studies concepts through the preparation of materials and activities.

**ECE 6807 CREATIVE ART ACTIVITIES FOR YOUNG CHILDREN**
3 credits 3 hrs.
Prerequisite: ECE 6802 Introduction to Early Childhood Education.
The student will demonstrate his/her ability to organize creative art activities for young children. The student will display dexterity with such media as paint, clay, paper and wood, and an understanding of the methods of introducing young children to the values of these materials.

**ECE 6809 MUSIC AND RHYTHMIC ACTIVITIES FOR YOUNG CHILDREN**
3 credits 3 hrs.
Prerequisite: ECE 6802 Introduction to Early Childhood Education.
The student will plan and organize creative music and rhythmic activities for young children. The student will demonstrate an understanding of terms related to the fundamentals of music theory and the techniques needed in introducing singing, playing, moving, and listening activities in early childhood programs. Special learning methods include workshop experience.

**ECE 6811 SCIENCE AND MATHEMATICS FOR YOUNG CHILDREN**
3 credits 3 hrs.
Prerequisite: ECE 6802 Introduction to Early Childhood Education and a minimum of 3 additional credits in Early Childhood Education.
The student will plan and organize science and mathematics activities for young children. The student will also prepare materials used to present introductory science and mathematics concepts to young children.

**ECE 6813 FIELD EXPERIENCE IN EARLY CHILDHOOD EDUCATION I**
3 credits 1 hr. lec./8 hrs. fieldwork
Prerequisite: ECE 6802 Introduction to Early Childhood Education and a minimum of 3 additional credits in Early Childhood Education.
The student will observe and participate in early child-
hood programs such as day care centers, kindergartens, and infant care programs. The student will also participate in weekly seminars.

**ECE 6815 FIELD EXPERIENCE IN EARLY CHILDHOOD EDUCATION II**

3 credits 3 hrs.

**Prerequisite:** ECE 6802 Introduction to Early Childhood Education and a minimum of 3 additional credits in ECE.

The student will demonstrate in an assigned early childhood program the principles and skills introduced during the early childhood sequence. The student will also participate in weekly seminars.

**ECE 6816 DEVELOPMENT OF THE YOUNG CHILD**

3 credits 3 hrs.

**Prerequisite or corequisite:** ECE 6802 Introduction to Early Childhood Education.

The student will demonstrate his/her knowledge of the physical, cognitive, social, and emotional development of infants, toddlers, and preschool children and its implications for group programs for young children.

**ECE 6817 BILINGUAL-BICULTURAL EARLY CHILDHOOD EDUCATION**

3 credits 3 hrs.

**Prerequisite:** ECE 6802 Introduction to Early Childhood Education. Student must have the ability to read and write on the 9th grade level in English and Spanish.

The student will demonstrate his/her knowledge of the philosophy, methods, and materials used in demonstration lessons of bilingual, bicultural experiences for young children. Course is offered simultaneously in English and Spanish and is required for all students in the Bilingual Early Childhood Education Program. Students not in the bilingual program must have the instructor's permission in order to register for this course.

**ECE 6818 LANGUAGE ARTS IN A BILINGUAL EARLY CHILDHOOD EDUCATION PROGRAM**

3 credits 3 hrs.

**Prerequisites:** ECE 6802 Introduction to Early Childhood Education and ECE 6817 Bilingual-Bicultural Early Childhood Education.

The student will become acquainted with the goals and objectives of the language arts program in an early childhood bilingual classroom as well as become knowledgeable about children's literature, lesson planning and developing curriculum materials for a bilingual class. The student will gain field work experience. This course is offered simultaneously in English and Spanish and is required for all students in the Bilingual Early Childhood Education Program. Students not in the bilingual program must have the instructor's permission in order to register for this course.

**ECE 6819 SOCIAL STUDIES IN A BILINGUAL EARLY CHILDHOOD EDUCATION PROGRAM**

3 credits 3 hrs.

**Prerequisites:** ECE 6802 Introduction to Early Childhood Education and ECE 6817 Bilingual-Bicultural Early Childhood Education.

The student will become familiar with the content of the social studies curriculum for a bilingual early childhood class as well as the basic concepts and skills to be taught. Students will prepare activities and materials that can be used in the social studies curriculum. This course is offered simultaneously in English and Spanish and is required for all students in the Bilingual Early Childhood Education Program. Students not in the bilingual program must have the instructor's permission in order to register for this course.

**ECE 6820 INTRODUCTION TO SPECIAL EDUCATION**

3 credits 3 hrs.

**Prerequisite:** ECE 6802 Introduction to Early Childhood Education.

The student will become acquainted with current theories and techniques of identification and treatment, and with methods and materials found to be effective in educating the disabled or exceptionally able child. The student will gain basic understandings in preparation for teaching the mainstreamed child and the bilingual special child.

**ECE 6821 PARENT EDUCATION**

3 credits 3 hrs.

**Prerequisite:** Open to all students who have completed or are registered in ENG 13001301; ESL 1332 and SPAN 2212 when course is offered in Spanish.

The student will learn basic information on child growth and development and will examine various ways in which parents and future parents can provide their children with early educational and developmental experiences. Students will prepare educational materials for children.

**Physical Education/Athletics**

The philosophy of the Physical Education/Athletics unit is to provide students with educational experiences to help them meet the needs of individual physical fitness and leisure living.

The unit attempts to express its philosophy in the following ways:

1. Through a service program, the department seeks to ensure that each student acquires a comprehensive understanding of physical fitness, dynamic health, and leisure living; the ability to identify personal fitness and leisure-living needs on a continuing basis; the experience of counseling techniques which explore available options toward meeting individual fitness and leisure-living needs; and basic and advanced skills in healthful physical activities of the student's own selection.

2. The unit offers a program of intramurals, recreational, and special activities designed to meet student skills and interests.

3. The unit offers varsity, intercollegiate athletic programs to meet student needs and interests when feasible. Students who are interested in planning a concentration in physical education are advised to consult with the Physical Education/Athletics Department chairman. Beginning in September 1974, all freshman students in programs of study requiring physical education must...
successfully complete PED 0100 Personal Physical Fitness as a prerequisite to any activity modules.

All required physical education modules within the service program are to be taken from among modules PED 0100 to PED 0146.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PED 0100 PERSONAL PHYSICAL FITNESS</td>
<td>1 credit 2 hrs.</td>
<td></td>
<td></td>
<td>PED 0100 Personal Physical Fitness.</td>
<td>This module is required of all freshman students in programs requiring physical education. The student will analyze modern concepts of fitness; obtain an evaluation of his or her own level of fitness and health and participate in a variety of exercise programs designed to improve muscular and cardiovascular systems. Students will be counseled to answer their fitness-health needs.</td>
</tr>
<tr>
<td>PED 0101 ADVANCED ATHLETICS — MEN'S BASKETBALL</td>
<td>1 credit 2 hrs.</td>
<td></td>
<td></td>
<td>PED 0100 Personal Physical Fitness.</td>
<td>The student will receive credit after he has met pre-established criteria in the activity of intercollegiate basketball.</td>
</tr>
<tr>
<td>PED 0104 ADVANCED ATHLETICS — WOMEN'S CHEERLEADING</td>
<td>1 credit 2 hrs.</td>
<td></td>
<td></td>
<td>PED 0100 Personal Physical Fitness.</td>
<td>The student will perform the basic jumps and tumbling skills in cheerleading and be able to demonstrate knowledge of basic welcome, sideline, and floor cheers. Learning methods include films, demonstration, and lab sessions.</td>
</tr>
<tr>
<td>PED 0105 ADVANCED ATHLETICS — WOMEN'S VOLLEYBALL</td>
<td>1 credit 2 hrs.</td>
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<td></td>
<td>PED 0100 Personal Physical Fitness.</td>
<td>The student will receive the credit after she has met pre-established criteria in the activity of intercollegiate women's volleyball.</td>
</tr>
<tr>
<td>PED 0106 ADVANCED ATHLETICS — WOMEN'S BASKETBALL</td>
<td>1 credit 2 hrs.</td>
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<td></td>
<td>PED 0100 Personal Physical Fitness.</td>
<td>The student will receive credit after she has met pre-established criteria in the activity of intercollegiate women's basketball.</td>
</tr>
<tr>
<td>PED 0107 ADVANCED ATHLETICS — MEN'S SOCCER</td>
<td>1 credit 2 hrs.</td>
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<td></td>
<td>PED 0100 Personal Physical Fitness.</td>
<td>The student will receive credit after he has met pre-established criteria in the activity of intercollegiate soccer.</td>
</tr>
<tr>
<td>PED 0115 BEGINNING KARATE</td>
<td>1 credit 2 hrs.</td>
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<td></td>
<td>PED 0100 Personal Physical Fitness.</td>
<td>At the conclusion of this module, the student will be able to perform the fundamental skills related to karate. This course will meet for two hours per week for one semester.</td>
</tr>
<tr>
<td>PED 0117 JUDO</td>
<td>1 credit 2 hrs.</td>
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<td></td>
<td>PED 0100 Personal Physical Fitness.</td>
<td>The student will perform the skills in the attainment of a &quot;Yellow Belt.&quot; This course will meet for two hours per week for one semester.</td>
</tr>
<tr>
<td>PED 0119 SELF-DEFENSE FOR MEN AND WOMEN</td>
<td>1 credit 2 hrs.</td>
<td></td>
<td></td>
<td>PED 0100 Personal Physical Fitness.</td>
<td>The student will defend himself or herself against attacks from the side and back, and will identify the various safety programs for the home and streets. This course will meet for two hours per week for one semester.</td>
</tr>
<tr>
<td>PED 0121 NONSWIMMER</td>
<td>1 credit 2 hrs.</td>
<td></td>
<td></td>
<td>PED 0100 Personal Physical Fitness.</td>
<td>The student will observe rules of water safety and perform the fundamental strokes and survival skills in deep water. This course will meet for two hours per week for one semester.</td>
</tr>
<tr>
<td>PED 0122 BEGINNING SWIMMING</td>
<td>1 credit 2 hrs.</td>
<td></td>
<td></td>
<td>PED 0100 Personal Physical Fitness.</td>
<td>The student will observe the rules of water safety and perform the basic swimming strokes associated with the American Red Cross Program for beginning swimmers. This course will meet for two hours per week for one semester.</td>
</tr>
<tr>
<td>PED 0123 INTERMEDIATE SWIMMING</td>
<td>1 credit 2 hrs.</td>
<td></td>
<td></td>
<td>PED 0100 Personal Physical Fitness.</td>
<td>The student will perform advanced swimming strokes and diving skills and develop stamina in the water. This course will meet for two hours per week for one semester.</td>
</tr>
<tr>
<td>PED 0124 SENIOR LIFE SAVING</td>
<td>1 credit 2 hrs.</td>
<td></td>
<td></td>
<td>PED 0100 Personal Physical Fitness.</td>
<td>The student will observe advanced rules of water safety and perform advanced swimming strokes and life-saving techniques as required by the American Red Cross Senior Life Saving. This course will meet for two hours per week for one semester.</td>
</tr>
<tr>
<td>PED 0130 BOWLING</td>
<td>1 credit 2 hrs.</td>
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<td></td>
<td>PED 0100 Personal Physical Fitness.</td>
<td>The student will state the basic rules, methods of scoring, and etiquette of bowling and demonstrate the fundamental bowling skills. Learning methods include discussion, videotapes, demonstrations, and lab sessions. This course will meet for two hours per week for one semester.</td>
</tr>
<tr>
<td>PED 0131 BEGINNING FENCING</td>
<td>1 credit 2 hrs.</td>
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<td></td>
<td>PED 0100 Personal Physical Fitness.</td>
<td>The student will perform competitively with the foil, executing various attacks and parries. This course will meet for two hours per week for one semester.</td>
</tr>
</tbody>
</table>
PED 0132 OUTDOOR WINTER SPORTS
1 credit 2 hrs.
Prerequisite: PED 0100 Personal Physical Fitness.
The student will perform the basic skills related to the outdoor winter sports of ice skating, downhill skiing and cross country skiing. The student will demonstrate his or her knowledge of the safety measures and use of equipment in each sport.

PED 0135 SLIMNASTICS AND FIGURE CONTROL
1 credit 2 hrs.
Prerequisite: PED 0100 Personal Physical Fitness.
The student will learn the basic concepts of body development and weight control by means of calisthenic and isometric exercises. A figure and nutrition analysis will be taken of each student. Learning methods include lecture-discussions, films, demonstrations, and lab sessions. This course will meet for two hours per week for one semester.

PED 0136 BEGINNING TENNIS
1 credit 2 hrs.
Prerequisite: PED 0100 Personal Physical Fitness.
The student will perform basic tennis ground strokes, analyze court strategy, define court rules and observe the etiquette of both single and double tennis matches.

PED 0137 INTERMEDIATE TENNIS
1 credit 2 hrs.
Prerequisite: PED 0136 Beginning Tennis or permission of the instructor.
The student will improve and strengthen basic ground strokes, develop advanced strokes, and implement court strategy in both single and double tennis matches.

PED 0138 WEIGHT TRAINING AND BODY DEVELOPMENT
1 credit 2 hrs.
Prerequisite: PED 0100 Personal Physical Fitness.
The student will perform the proper skills of weight training; analyze modern concepts of weight training, muscular development, and physical fitness; and participate in his own weight-training program. The student will learn the basic terms and concepts and perform the basic skills associated with weight training and body building. This course will meet for two hours per week for one semester.

PED 0139 BEGINNING YOGA
1 credit 2 hrs.
Prerequisite: PED 0100 Personal Physical Fitness.
The student will perform the fundamental exercises and breathing techniques of Yoga as a basis for physical and mental self-improvement. Learning methods include lecture-discussions, demonstrations, and lab sessions. This course will meet for two hours per week for one semester.

PED 0144 INDEPENDENT STUDY
1-2 credits
Prerequisite: Permission of the chairman.
The student will be given an opportunity, in consultation with the chairman of the department, to formulate an active, individualized, independent program of learning within physical education.

PED 0133 HANDBALL, PADDLEBALL
1 credit 2 hrs.
The student will develop and demonstrate the skills of handball and paddleball and develop a higher level of physical fitness through participation. This course will meet for two hours per week for one semester.

PED 0145 BLACK AND PUERTO RICAN DANCE
1 credit 2 hrs.
Prerequisite: PED 0100 Personal Physical Fitness.
The student will perform the basic movements of Black and Puerto Rican dance. The student will have the opportunity to explore creative movement. This course will meet for two hours per week for one semester. Offered in English and Spanish.

PED 0146 FITNESS THROUGH DANCE
1 credit 2 hrs.
Prerequisite: PED 0100 Personal Physical Fitness.
The student will improve his or her physical fitness through specific dance steps and exercises performed to music. Teaching methods include lecture-discussions and demonstration. This course will meet for two hours per week for one semester.

PED 0134 INTRODUCTION TO JOGGING AND RUNNING
1 credit 2 hrs.
Prerequisite: PED 0136 Beginning Tennis or permission of the instructor.
The student will design his or her own jogging exercise plan and will implement that plan during class.

PED 0150 THEORY AND PRACTICE OF BASKETBALL AND BASEBALL
1 credit 2 hrs.
Prerequisite: For physical education concentration students only, or by special permission of the instructor.
The student will analyze and appraise player ability. He will identify and define organizational and administrative elements of both sports. In addition, the student will formulate coaching philosophies based on modern concepts of sports and human relationships.

PED 0157 INTRODUCTION TO MOVEMENT
1 credit 2 hrs.
Prerequisite: For physical education concentration students only, or by special permission of the instructor.
The student will perform movement patterns as found in dance, sports, and daily movement activities. The student will recognize, identify, and define basic concepts of movement.

PED 0175 GAMES OF LOW ORGANIZATION
1 credit 2 hrs.
Prerequisite: For physical education concentration students only, or by permission of the instructor.
The student will state, recognize, and perform the elements involved in teaching games of low organization. Emphasis will be placed on motor exploration, class orientation, and fundamental game skills. Physical education concentration students will be expected to do field work.

**PED 0177 FIRST AID AND SAFETY**  
2 credits  
**Prerequisite:** For physical education concentration students only, or by permission of the instructor.

The student will analyze and perform immediate and temporary care for an accident victim. The student will also demonstrate knowledge of accident prevention principles and practices of safety education in the home, in school, on the job, and in the community with special attention given to sports-derived injuries.

**PED 0180 PHYSICAL EDUCATION AND RECREATION PROGRAMS FOR THE AGING**  
3 credits  
**3 hrs.**

This course will discuss the organization, administration and conduct of physical education and recreational programs for the aging. It will emphasize the topics of leisure, physical fitness, transportation, barrier-free facilities and other ancillary features that pertain to the older population. Students will review the various types of recreational services and be able to demonstrate activity programs.

**Urban Health Studies**

The curriculum in urban health studies serves to introduce students to the entire range of educational experiences within the health field by offering an interdisciplinary overview of basic health concepts (common to all of the health professions) derived from the biological, the behavioral, and the social sciences. A student interested in pursuing a career in the health professions, and, in particular, community health or gerontology will take a basic core of courses in health in addition to the liberal arts courses required and recommended to complement his/her professional health studies. The curriculum is designed around three major health-related components—scientific knowledge, attitudinal and behavioral concepts.

Course offerings are open to all health science and liberal arts students.

**HLT 6503 INTERPERSONAL RELATIONS & TEAMWORK**  
3 credits  
**3 hrs.**

The student will demonstrate his/her knowledge and use of various interpersonal skills in the area of human relations and patient care by participating in small T-groups, role playing, and lecture-demonstrations. The student will also identify and analyze certain psychological concepts necessary to understand the factors of patient behavior. Offered in English and Spanish. (Formerly listed as HLT 6502-03 Interpersonal Relations and Teamwork.)

**HLT 6507 CONTEMPORARY HEALTH ISSUES**  
3 credits  
**3 hrs.**

The student will study and analyze current health problems such as drug use and abuse, malnutrition, heart disease, and the spread and control of communicable disease. He/she will review the decision-making process in regard to health and discuss in depth the factors which affect the dynamic process of health and disease. Offered in English and Spanish.

**HLT 6509 MENTAL HEALTH**  
3 credits  
**3 hrs.**

The student will recognize and define terms related to the field of mental health. He/she will review the history of the mental health movement along with the determinants of positive mental health. The student will study and analyze in depth various life adjustment problems from birth to old age. Offered in English and Spanish.

**HLT 6510 HUMAN SEXUALITY**  
2 credits  
**2 hrs.**

The student will study and analyze the dynamics of human sexuality by exploring basic knowledge and attitudes related to human sexual behavior. The student will be required to demonstrate his/her knowledge of sexual anatomy and physiology, family planning, and the changing concept of masculinity and femininity. Offered in English and Spanish.

**HLT 6511 HEALTH AND THE YOUNG CHILD**  
3 credit  
**3 hrs.**

The student will identify the health needs and problems of young children. He/she will analyze the role played by the home and school in the physical development of the child. He/she will examine common disorders and diseases of childhood and the principles of nutrition related to meal planning for young children.

**HLT 6514 NUTRITION/DENTAL HYGIENE**  
2 credits  
**2 hrs.**

**HLT 6515 NUTRITION**  
3 credits  
**3 hrs.**

**Prerequisite:** HLT 6507.

The student will demonstrate a knowledge of the meaning of nutrition and its relation to health. The student will analyze and identify the different kinds of nutrients, their chemical nature and main sources. He/she will also demonstrate his/her knowledge of the specific diets for different age groups and various pathological conditions. Offered in English and Spanish.

**HLT 6518 INTRODUCTION TO COMMUNITY HEALTH**  
3 credits  
**3 hrs.**

**Prerequisites:** HLT 6503, 6507.

The student will study and analyze the organization of involuntary and voluntary health agencies. The course is designed to provide the student with an understanding of the role of various agencies and health programs in providing comprehensive health care. Health education within the community health structure and the principles underlying health behavior, learning and change will be explored.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLT 6524</td>
<td>MEDICAL TERMINOLOGY</td>
<td>2</td>
<td>2 hrs.</td>
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<tr>
<td></td>
<td>The student will demonstrate a knowledge of the language of health and disease, including word construction, definition, and use of terms related to all areas of medical science such as the anatomy and physiology of the human body and disease classification.</td>
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<tr>
<td>HLT 6525</td>
<td>DYNAMICS OF PATIENT CARE</td>
<td>2</td>
<td>2 hrs.</td>
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<tr>
<td></td>
<td>The student will explore the dynamics of interpersonal relations necessary for effective health care delivery. The student will examine his/her attitudes and behavior as well as various personality and mental disturbances. Effective communication, positive intervention, and listening will be stressed.</td>
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<tr>
<td>HLT 6526</td>
<td>INTRODUCTION TO HEALTH CARE (ETHICS &amp; LAW/LABORATORY SKILLS)</td>
<td>3</td>
<td>3 hrs.</td>
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<td></td>
<td>The student will prepare for the clinical area by demonstrating a knowledge of basic principles underlying patient care and develop the basic skills needed in the delivery of health care. The student will review, analyze and discuss in depth the issues involved in malpractice, ethics and the legal system as they pertain to the health profession, the patient and his family.</td>
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<tr>
<td>HLT 6530</td>
<td>INTRODUCTION TO GERONTOLOGY</td>
<td>3</td>
<td>3 hrs.</td>
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<td>This course is an introduction to the major issues and concepts that deal with the study of the aging process. It will explore the demographic, social and economic factors in aging as well as the effects of physical change and psychological behavior upon later life.</td>
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<tr>
<td>HLT 6531</td>
<td>HEALTH PERSPECTIVES FOR THE AGING</td>
<td>3</td>
<td>3 hrs.</td>
</tr>
<tr>
<td></td>
<td>This course will focus on the physical changes that occur with age and discuss the health care alternatives that the aging may require. It will also explore other health topics such as nutrition, medication, exercise, sexuality, and death and dying as they affect the older adult.</td>
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<tr>
<td>HLT 6532</td>
<td>FIELDWORK WITH AN OLDER POPULATION</td>
<td>2</td>
<td>3 hrs. lec. plus fieldwork</td>
</tr>
<tr>
<td></td>
<td>The fieldwork course will give students an opportunity for firsthand experience in working with the elderly in such places as senior citizen centers, nutrition sites, recreation centers and nursing homes. It will include a weekly seminar so that students may increase their knowledge, exchange ideas and discuss any problems that may occur.</td>
<td></td>
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</tr>
</tbody>
</table>
The Humanities Department fosters and maintains the history and practice of all aspects of humanistic endeavor in the College and the community. Its curriculum relates the members of the college community and other members of the urban community to a humanistic thought that will lead them to a better understanding of themselves, their environment and their role in the world.

The Humanities Department comprises the following: Africana Studies, Latin American and Caribbean Studies, Modern Languages, Philosophy, Visual and Performing Arts and a core course in Humanities.

Chairperson: Pablo A. Cabrera-Ramírez; Africana Studies Coordinator: Louis A. Wheaton; Latin American/Caribbean Studies Coordinator: Pablo A. Cabrera-Ramírez; Modern Languages Coordinator: Manuel A. Ramos; Visual and Performing Arts Coordinator: Magda Vasillov; Professors: David Barrie, Pablo Cabrera, Alvin Hollingsworth, Edward Maynard, Judith Nowinski; Associate Professors: Manuel A. Ramos, Louis A. Wheaton; Assistant Professors: Graciela Rivera, Juan M. Rivera, Bettye Van Buren, Magda Vasillov; Lecturers: Orlando Hernández, Carmen L. Marín, María E. Piñeiro; College Laboratory Technician: Carmen Clemente; Research Assistant: Floraída C. Menendez.

### Humanities

**HUM 3001 INTRODUCTION TO THE HUMANITIES**

*3 credits 3 hrs.*

This course will introduce the student to the richness and variety of the Humanities, presenting the various fields involved: Philosophy, Literature, Art and History. This will allow the student to discover a sense of relationships among life, work and circumstances; to understand self and society from different times and places and through different eyes, and to reflect on the way personal origins and beliefs affect actions and values.

### Africana Studies

The Africana Studies curriculum offers courses which trace the history and culture of African peoples on the continent as well as in the diaspora. All courses are taught within the framework of the established academic disciplines such as history, sociology, anthropology, psychology, and literature.

Students interested in planning a concentration in Africana Studies should consult with the Africana Studies coordinator.

**CUB 3102 AFRICAN HISTORY I**

*3 credits 3 hrs.*

The student will explore the evolutionary development of man in Africa beginning with the Miocene period and terminating with the Pleistocene period. The student will trace the history of the African peoples from the earliest times to the lost kingdoms of Africa ending in 1800. Emphasis will be placed on the political, social, and economic history of the continent of Africa.

**CUB 3104 AFRICAN HISTORY II**

*3 credits 3 hrs.*

The student will trace the cultural and political development of Africa from 1100 A.D. to the present. The student will demonstrate knowledge of the historical development of the infra and supra structures giving rise to the new national states of the continent of Africa. In specific instances the student will give special attention to the European influence in developing Africa and the socioeconomic conditions that have produced the political instability of the present.

**CUB 3106 HISTORY OF BLACK PEOPLE IN THE AMERICAS I**

*3 credits 3 hrs.*

The student will examine the history of the Black Americans with a view to understanding their origins and their diaspora. He/she will analyze the African experience and slavery and their resulting effects on the Black American. The student will identify the institutions created by the Black man as a means of survival.

**CUB 3108 HISTORY OF BLACK PEOPLE IN THE AMERICAS II**

*3 credits 3 hrs.*

The student will study the events which occurred in the Afro-American experience since the Civil War. He/she will investigate such topics as Reconstruction, Jim Crow Laws, the effect of World War I and the Depression, World War II, the Civil Rights Era and the Black Revolution.
CUB 3114 PSYCHOSOCIAL DEVELOPMENT OF
THE BLACK CHILD
3 credits 3 hrs.
The student will demonstrate an understanding of the
Black child's development from birth to adulthood; the
social influences on the development of physical, emo-
tional, intellectual, personality, language, and social
characteristics. (Formerly listed as CUB 3122-23.)

CUB 3116 THE BLACK FAMILY
3 credits 3 hrs.
The student will consider the family as a social institu-
tion and those behavior patterns which are specific to the
Black family. Emphasis will be placed on the affective
influence of the family environment. (Formerly listed as
CUB 3146-47.)

CUB 3119 HISTORY OF BLACK RELIGION
3 credits 3 hrs.
The student will trace the history of Black religion as a
continuation of African religions as well as a response to
the experience of the diaspora. Major emphasis will be
placed on the church as an integral part of the Black
community. (Formerly listed as CUB 3108-09 Organized
Religion and Racial Adjustment.)

CUB 3124 SOCIAL PROBLEMS OF THE BLACK
COMMUNITY
3 credits 3 hrs.
The student will analyze various aspects of social prob-
lems which affect the Black community, such as drugs,
housing, welfare, and crime, with respect to their etiolo-
gy, as well as strategies for amelioration. (Formerly
listed as CUB 3126-27 The Impact of Social Welfare on
the Black Community.)

CUB 3128 AFRO-AMERICAN BIOGRAPHICAL
SKETCHES
3 credits 3 hrs.
The student will relate the lives of major figures in the
Black world to the historicocultural settings in which
they lived. Frederick Douglas, W.E.B. DuBois, Malcolm
X, and others will be considered. (Formerly listed as
Black Biographical Sketches.)

CUB 3129 AFRICAN LITERATURE
3 credits 3 hrs.
The student will identify the main sources and trace the
thematic development of African oral and written litera-
ture. The student will discuss and evaluate the contribu-
tion of literature to African historiography. The student
will discuss, analyze and criticize representative works
from such countries as Nigeria, Kenya, and Ethiopia.
The works considered will be from the earliest times to
the present.

CUB 3131 BLACK FOLKLORE
3 credits 3 hrs.
The student will analyze the major works of folklore
from the earliest times to the present. He/she will eval-
uate the works of art in relation to the cultural and social
conditions under which they were produced. The works
of Henry Tanner, Aaron Douglas, Charles White and
others will be considered.

Latin American and Caribbean Studies

Latin American and Caribbean Studies offers a program
that introduces all students to the various facets of Latin
American, Caribbean, and Puerto Rican cultures.

This program is designed to develop an understanding
of Latin American, Caribbean, and Puerto Rican
realities and motivate involvement with these communi-
ties. It fosters and introduces non-Hispanic students to
the complexities of the Latin American, Caribbean, and
Puerto Rican societies.

The Latin American and Caribbean Studies curriculum
provides an opportunity for intensive interdisciplinary
exploration of the Caribbean and Latin American reality.
Interested students can pursue a liberal arts concentration
with a focus on the literary, sociological, or historical
aspect of the region.

A variety of courses dealing with the history, politics,
economy, society, literature, performing and visual arts
of Latin America, the Caribbean, and Puerto Rico are
offered in English or Spanish, as determined by student
need.

To earn credit and achieve progress, the student must
successfully complete the course requirements as outlined
in the respective syllabi.

CUP 3202 HISTORY OF PUERTO RICO I
3 credits 3 hrs.
The student will discuss the geography of the island; the
events that led to the advent of Spain in America; the
Spanish conquest and colonization of Borinquén; the
later transformation of the island from an unprofitable
mine to a military garrison by the end of the 16th cen-
tury; the factors leading to the economic, military, and
populational deterioration of the island during the 17th
century; discuss and analyze the turn of events that
improved conditions on the island during the 18th cen-
tury, especially the reforms promoted by Marshall
O'Reilly.

CUP 3204 HISTORY OF PUERTO RICO II
3 credits 3 hrs.
Prerequisite: CUP 3202 History of Puerto Rico I.
The student will recall and evaluate the events that led to
the emergence of political and national consciousness of
the Puerto Ricans during the 19th century; discuss the political and economic transformations that led to the Grito de Lares, the abolition of slavery, and the triumph of autonomismo later in the century. The student will state and explain the events leading to, and the result of, the American invasion of Puerto Rico; discuss the politics and society of the island under the Foraker and Jones organic acts, the "desperate thirties," the Nationalist Movement, Operation Bootstrap, the proclamation of the Commonwealth (ELA), the church and state struggle of 1960, and the defeat and re-emergence of the Populares. (Formerly listed as CUP 003-004, CUP 3153-54, CUP 3203-04.)

CUP 3206 HISTORY OF THE DOMINICAN REPUBLIC
3 credits 3 hrs.
The student will discuss the geography of Hispaniola. The student will discuss and analyze the events that led to the arrival of Spain in America; the subsequent Spanish conquest and colonization; the relations of Santo Domingo, Haiti and France; the historical turn of events in the 19th century; the political and economic factors that led to U.S. intervention; the new "caudillismo" and the Trujillo regime.

CUP 3208 HISTORY OF THE CARIBBEAN
3 credits 3 hrs.
The students will discuss the concept of history and its application to the historical and geographical reality of the Caribbean. The varied colonial developments of the area and their effect upon the development of a modern Caribbean community will be analyzed. The students will compare the historical and geographical differences of the area in order to develop personal interpretations of the Caribbean reality based upon careful analysis. They will also compile facts, categorize, explain, analyze and summarize historical events in the different written assignments that will be given.

CUP 3209 HISTORY OF LATIN AMERICA I
3 credits 3 hrs.
The student will discuss the concepts of history and civilization in order to apply these concepts to the realities of Pre-Columbian America. The student will study and explain the historical development of colonial Latin America, its foundation, growth and institutions. The student will be able to appraise the effects of colonial policies upon later growth and developments in Latin America.

CUP 3210 HISTORY OF LATIN AMERICA II
3 credits 3 hrs.
The student will summarize colonial developments and view their effects upon the revolutionary struggle. The student will identify the different historical stages of independent Latin America, analyzing the roles of revolution and reaction upon growth and stagnation. The student will view historical developments in 20th-century Latin America, and will be able to relate and integrate national events and regional variables.

CUP 3212 PUERTO RICAN SOCIETY AND CULTURE
3 credits 3 hrs.
The student will discuss and analyze the concepts of society and culture and relate them to Puerto Rico, the development of the Puerto Rican society and its culture and human elements; the process of birth of the Puerto Rican nation; and the colonial society approach to the study of Puerto Rican society and culture; the dynamics of sociocultural change in Puerto Rico, the struggle for survival of the Puerto Rican national identity; Puerto Rico's political culture, economic dependency, family, religion, racial prejudice, social class, poverty, migration, and public opinion. (Formerly listed as CUP 005-006, CUP 3155-56, CUP 3211-12.)

CUP 3216 THE AFRICAN PRESENCE IN PUERTO RICAN CULTURE
3 credits 3 hrs.
The student will trace the history of the African from his arrival in Puerto Rico to the present. He will discuss cultural, social and political contributions of Blacks, as well as institutionalized discrimination and prejudices. The student will identify and analyze the evidence of the African presence in Puerto Rico; its influence and contributions to religion, language, foods, folklore, music, dance, and art. (Formerly listed as CUP 3215-16.)

CUP 3218 CARIBBEAN SOCIETY AND CULTURE
3 credits 3 hrs.
The student will discuss and analyze the concepts of society and culture. In order to understand Caribbean society and culture, the student will be able to identify the different cultural patterns of the Caribbean and produce grounded cultural contrasts and/or comparisons. Combined with this experience, the student will be able to analyze the facts and to appraise the consistency of content or lack thereof in the required readings. The student will compile facts, categorize, explain, analyze and summarize them in a written term paper.

CUP 3232 THE PUERTO RICAN MIGRATION
3 credits 3 hrs.
The student will analyze the phenomenon of migration to the United States, compare and contrast the migration of Puerto Ricans with that of other ethnic groups established in New York City; and examine available statistics on health, age groups, education, housing, and employment, and discuss the myth of the "melting pot." The student will discuss prejudice and discrimination against Puerto Ricans; evaluate the work of agencies at the community level; discuss and analyze the political militancy among Puerto Ricans in New York; and discuss possible differences and similarities with the islanders and the relevance of the Puerto Rican community in New York on the island's affairs. (Formerly listed as CUP 3167-68, CUP 3231-32.)

CUP 3262 CONTEMPORARY GOVERNMENT AND POLITICS OF PUERTO RICO
3 credits 3 hrs.
Prerequisite: CUP 3202 History of Puerto Rico I or the consent of the instructor.
The student will describe the organic laws preceding the Constitution of the Commonwealth, the Constitution itself, Constitutional Court decisions and projects for changes; will describe the functions of each branch of government and the interrelationship between these
branches; will describe and analyze the principal traits of 
the political culture of the Puerto Ricans, its relations to 
historical developments and colonialism; will describe 
and discuss political parties, their ideology, organization, 
activities and leadership.

CUP 3290 SEMINAR AND FIELDWORK IN 
DOMINICAN REPUBLIC SOCIETY AND 
CULTURE
3 credits 3 hrs.
Prerequisite: CUP 3206 History of the Dominican 
Republic or CUP 3208 History of the Caribbean and 
CUP 3218 Caribbean Society and Culture or the consent 
of the department.
The student will evaluate the contribution and state the 
etic literary manifestations of Puerto Rican writers.
The student will analyze and appraise representative roman­ 
ticism and Modernismo; and discuss and analyze 
representative works by authors such as Alonso, Gautier-Benítez, Martín, and El Caribe; and 
identify romantic trends that still prevail in Puerto Rican 
opinion on Puerto Rican poetry; trace the evolution of Modernismo in Hispanic 
America; discuss its influence on Puerto Rican poetry; 
analyze representative works by poets such as de Diego, 
Lloréns-Torres, Dávila and Palés; compare and contrast 
Romanticism and Modernismo; and discuss and analyze 
works by contemporary poets such as de Burgos, 
Corretjer, Matos Paoli, and several young Puerto Rican 
poets. (Formerly listed as CUP 3321-22.)

CUP 3222 PUERTO RICAN POETRY
3 credits 3 hrs.
The student will discuss the relevance of poetry as the 
major manifestation of Puerto Rican literature during the 
romantic literary movement; discuss significant foreign 
influences; analyze representative works of authors such 
as Alonso, Gautier-Benítez, Martín, and El Caribe; and 
identify romantic trends that still prevail in Puerto Rican 
poetry; trace the evolution of Modernismo in Hispanic 
America; discuss its influence on Puerto Rican poetry; 
analyze representative works by poets such as de Diego, 
Lloréns-Torres, Dávila and Palés; compare and contrast 
Romanticism and Modernismo; and discuss and analyze 
works by contemporary poets such as de Burgos, 
Corretjer, Matos Paoli, and several young Puerto Rican 
poets. (Formerly listed as CUP 3321-22.)

CUP 3212 HISTORY OF PUERTO RICAN 
LITERATURE I
3 credits 3 hrs.
Suggested corequisite: CUP 3202 History of Puerto 
Rico I.
The student will explain and discuss the main historical 
events on the island from the late 16th century to the 
mid-19th century; the prevailing social, economic, and 
political conditions and their relationship to the literary 
activity of the Puerto Rican during this period. The 
student will identify and discuss the various forms of 
oral and written literature and analyze and criticize 
representative works. The student will explain and 
discuss the significance of the Romantic Movement in 
literature and its relationship to the liberation movements 
in Hispanic America and Puerto Rico in the 19th cen­ 
tury. He will analyze and appraise representative romantic 
literary manifestations of Puerto Rican writers. 
(Formerly listed as CUP 007-008, CUP 3157-58, 
3311-12.)

CUP 3214 HISTORY OF PUERTO RICAN 
LITERATURE II
3 credits 3 hrs.
Prerequisite: CUP 3312 History of Puerto Rican Liter­ 
ature I.
Suggested corequisite: CUP 3202 History of Puerto 
Rico I.
The student will evaluate the contribution and state the 
influences of Eugenio María de Hostos on Hispanic 
thought in the 19th century and analyze the factors that 
led writers to the new interpretation of life and society 
that anticipated realism. He will analyze the effects of 
the American Invasion (1898) on Puerto Rico as seen in 
the literary works of Modernismo. The student will 
appraise the reaffirmation of a national conscience in 
literary manifestations of contemporary Puerto Rican 
writers; analyze the works of post-Modernismo and the 
search for identity; and discuss, criticize, and evaluate 
works of contemporary writers. (Formerly listed as CUP 
004-010, CUP 3159-60, CUP 3313-14.)

CUP 3234 THE PUERTO RICAN SHORT STORY
3 credits 3 hrs.
The student will discuss and analyze short stories by 
Oliver, Díaz, Alfaró, Blanco, González and others; trace 
the thematic and structural evolution of the genre; 
analyze characters in relation to environment and social 
conditions presented by the author, and present oral and 
written analyses on any aspect of the work studied; 
analyze short stories by contemporary writers such as 
Marqués, Díaz Valcárcel, Figueroa, Vivas, and Sánchez; 
present through oral and written reports a psychological 
study of literary characters; and summarize literary 
(Formerly listed as CUP 3188-89, CUP 3323-24.)

CUP 3236 THE PUERTO RICAN NOVEL
3 credits 3 hrs.
The student will analyze and discuss the subcultural 
patterns present in Puerto Rican culture as seen in the 
work of 19th-century novelist Zeno Gandía and 20th- 
century novelists such as Laguerre and Soto; explain and 
discuss the change from an agrarian to an industrial 
society and its social implications; discuss the adjustment 
to social changes as presented in the works studied; 
discuss existentialism and nationalism as literary themes 
in the Puerto Rican novel; compare and contrast tech­ 
niques and resources used by different authors; and trace 
the development of the genre from Zeno Gandía to con­ 
temporary authors. Representative works from Marqués, 
Andreu-Iglesias and Díaz Valcárcel will be studied 
among others. (Formerly listed as CUP 3180-81, CUP 
3325-26.)

CUP 3328 THE PUERTO RICAN ESSAY
3 credits 3 hrs.
Prerequisite: CUP 3202 History of Puerto Rico I or the 
consent of the instructor.
The student will place the essay in its proper literary, 
political, and historical perspective in the 19th century 
and indicate its neoclassical pattern and expository form
as presented by such authors as Hostos and Brau; differentiate and match essays, criticisms, and expository analyses as seen in the works of Canales, Albizu Campos, Marqués, Bonilla, Martí-Brau, and others. (Formerly listed as CUP 3161–62, CUP 3327–28.)

CUP 3332 SURVEY OF PUERTO RICAN DRAMA I
3 credits 3 hrs.
The student will discuss and analyze theater as a literary genre and means of communication; trace its evolution from a religious rite to 17th-century Spanish theater; discuss theatrical activity as related to social, political, and economic conditions prevailing on the island until the advent of romanticism; discuss romanticism in Puerto Rico; and analyze works by Tapia and Brau; discuss costumbrismo as it appears in romantic Puerto Rican theater, the integration of realism by the theatrical movement, the jíbaro as a main character, and migration as a dramatic theme. The student will analyze, compare, and contrast works by authors such as Méndez Quiñones, Lloréns, Canales, Sierra-Berdecía, Méndez-Ballester, and Marqués. (Formerly listed as CUP 3182–83, CUP 3331–32.)

CUP 3334 SURVEY OF PUERTO RICAN DRAMA II
3 credits 3 hrs.
The student will discuss the conditions that led to the reemergence of theater as a relevant literary manifestation in the mid-20th century; indicate main themes present in contemporary drama and the techniques used to develop them; and discuss and analyze specific dramatic elements in the works of Laguerre, Rechany, Arriy, Belaval and others. The student will discuss, analyze, and criticize dramatic works by authors such as Méndez-Ballester, Marqués, Marín and Sánchez; formulate character analyses; indicate recurrent themes and discuss their treatment by different authors; and indicate and discuss the influence of foreign theatrical movements on present-day Puerto Rican drama. (Formerly listed as CUP 3190–91, CUP 3333–34.)

CUP 3342 THE BLACK MAN IN PUERTO RICAN LITERATURE
3 credits 3 hrs.
Prerequisite: CUP 3312 History of Puerto Rican Literature I or the consent of the instructor.
The student will trace and discuss the Black man as a theme in literary manifestations from the 19th century through the 20th century. He will differentiate among points of view toward ethnic groups of authors such as Daubón, Tapia and Palés Matos. The student will discuss and analyze the relevance of the Black man in the different literary genres; identify non-Puerto Rican influences of writers such as Guillén, Hemingway, Lindsay and Baldwin on Puerto Rican authors. The works of González, Figueroa, Díaz Valcárcel, Sánchez and others will be studied. (Formerly listed as CUP 3341–42.)

CUP 3344 WOMEN IN PUERTO RICAN LITERATURE
3 credits 3 hrs.
The student will discuss and analyze women as a creative force in Puerto Rican literature; appraise their contribution to and influence on the various genres; and discuss, analyze, and interpret their involvement in social, political, and cultural conflicts as contained in literary works from María B. Benítez to Margot Arce and other contemporary writers. The student will discuss and analyze women as a theme in Puerto Rican literature; analyze their different roles as portrayed in the works of major writers; and trace the evolution of the concept of womanhood in the various literary movements from the 19th through the 20th century. (Formerly listed as CUP 3343–44.)

CUP 3346 THE BLACK MAN IN PUERTO RICAN LITERATURE
3 credits 3 hrs.
Prerequisite: Introduction to Composition in English.
The student will discuss and analyze the New York Puerto Rican as portrayed in insular literary manifestations dealing mainly with the conflict created by the cultural clash in works such as Spikes, La ceiba en el tiesto, La carreta, and Paisa, and as portrayed by himself in literary manifestations dealing mainly with the struggle for self-realization as seen in the works of Colón, Pietri, Luciano, Quero-Chiesa, Hernández, Thomas, and others. (Formerly listed as CUP 3345–46.)

CUP 3352 HISTORY OF THE PUERTO RICAN VISUAL ARTS
3 credits 3 hrs.
The student will identify the fundamental characteristics of Taíno art; appreciate its various manifestations; compare and contrast Taíno art with that of other pre-Columbia civilizations; discuss the development of architecture and its functions from colonial times to the present; and analyze sculpture as seen through portraits, public monuments, and religious art. The student will trace the evolution of Puerto Rican painting from Campche to present-day artists; identify and contrast the various movements in painting as seen in representative works by Puerto Rican painters; and discuss the graphic arts movements in Puerto Rico and its contribution to the contemporary art world. (Formerly listed as CUP 3351–52.)

CUP 3356 PUERTO RICAN FOLKLORE
3 credits 3 hrs.
The student will identify main themes present in the various manifestations of written and oral folkloric literature and discuss their possible origin; identify and analyze characters and heroes recurrent in folktales; present and analyze tales and riddles as told to him or her, analyze and discuss folkloric arts such as woodcarving, popular imagery (santos) and masks; and appreciate representative works by major artisans; identify the Taíno, Spanish and African presences in Puerto Rican folk music; identify the various types of folk music as practiced by different ethnic groups, identify regional variations in folk music; and discuss and analyze the popular music of composers such as Hernández, Rexach, Flores, Venegas, and Estrada. (Formerly listed as CUP 3355–56.)

CUP 3362 HISTORY OF PUERTO RICAN MUSIC
3 credits 3 hrs.
The student will trace and identify the musical styles and the main composers that influenced musical activity in
The study of modern languages is designed to enable students to acquire elementary communication skills in written and verbal comprehension. Only the modern language itself will be used in the study of literature, with the exception of French 1922 African Literature in French, and French 1952 French Culture and Science, which are offered in French and English.

In the elementary offerings, the use of the vernacular will be limited to the minimum necessary to insure comprehension. Only the modern language itself will be used in the study of literature, with the exceptions of French 1922 African Literature in French, and French 1952 French Culture and Science, which are offered in French and English.

In the above offerings, credit is earned by the achievement of the course objectives through oral and written tests. To attain conversational skill in the 02 and 04 sequence, attendance is mandatory at each class meeting, reinforced by a one-hour-per-week minimum of oral practice in the language laboratory. The student is strongly urged to take the 04 sequence immediately after the 02 one.

In the advanced courses, credit is earned by the development of skills basic to the appreciation of literature; identification of literary genres, analysis of texts, patterns reflected in a given work comparison of stylistic modes, and the organization of ideas in writing techniques. Individual conferences with the instructor guide the students in their own self-evaluation.

Arts and Sciences students, as well as those in Early Childhood, are required to take 6 credits in one foreign language, unless credited with advanced placement. Health Science students who choose a foreign language as an elective need only take 3 credits.

Students interested in majoring in modern languages are advised to consult any of the instructors or the chairperson.

Since June 1980, the Modern Languages faculty has granted the Dr. Raoul Pérez Award to the student with the highest grade point average in modern languages.

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**Modern Languages**

The study of modern languages is designed to enable students to acquire elementary communication skills in French, Italian, or Spanish for everyday social and professional purposes, and for career goals; to enable those students requiring reinforcement and development in their written and verbal comprehension skills in their native language to do so; and, to enable those students who already possess developed language abilities to pursue offerings in language and literature in French and Spanish.

In the elementary offerings, the use of the vernacular will be limited to the minimum necessary to insure comprehension. Only the modern language itself will be used in the study of literature, with the exceptions of French 1922 African Literature in French, and French 1952 French Culture and Science, which are offered in French and English.

In the above offerings, credit is earned by the achievement of the course objectives through oral and written tests. To attain conversational skill in the 02 and 04 sequence, attendance is mandatory at each class meeting, reinforced by a one-hour-per-week minimum of oral practice in the language laboratory. The student is strongly urged to take the 04 sequence immediately after the 02 one.

In the advanced courses, credit is earned by the development of skills basic to the appreciation of literature; identification of literary genres, analysis of texts, patterns reflected in a given work comparison of stylistic modes, and the organization of ideas in writing techniques. Individual conferences with the instructor guide the students in their own self-evaluation.

Arts and Sciences students, as well as those in Early Childhood, are required to take 6 credits in one foreign language, unless credited with advanced placement. Health Science students who choose a foreign language as an elective need only take 3 credits.

Students interested in majoring in modern languages are advised to consult any of the instructors or the chairperson.

Since June 1980, the Modern Languages faculty has granted the Dr. Raoul Pérez Award to the student with the highest grade point average in modern languages.

**FRE 1902 ELEMENTARY FRENCH I**

3 credits 3 hrs.

The beginning student will demonstrate basic skills in speaking, reading and writing through the use of simple French prose, poetry and cultural texts. Classroom recitation will be reinforced by drill in the language laboratory.

**FRE 1904 ELEMENTARY FRENCH II**

3 credits 3 hrs.

Prerequisite: FRE 1902 Elementary French I or the equivalent.

The student will demonstrate development and comprehension of the skills acquired in French 1902. Recitations and the study of graded texts in the classroom will also be practiced in the language laboratory.

**FRE 1906 INTERMEDIATE FRENCH I**

3 credits 3 hrs.

Prerequisite: FRE 1904 Elementary French II or the equivalent.

The student will demonstrate self-expression in French through a systematic review of grammar and the reading and discussion of selected prose and poetry in class. The student will use the language laboratory for supplementary oral drill.

**FRE 1908 INTERMEDIATE FRENCH II**

3 credits 3 hrs.

Prerequisite: FRE 1906 Intermediate French I or the equivalent.

The student will demonstrate self-expression in French through continued systematic review of grammar, the reading and discussion of the works of selected contemporary writers, the presentation of written and oral reports based on current periodicals, happenings, or subjects of personal interest. The student will use the language laboratory for supplementary oral drill.

**FRE 1922 AFRICAN LITERATURE IN FRENCH**

3 credits 3 hrs.

Prerequisite: FRE 1908 Intermediate French or the equivalent.

The student will read, discuss, and prepare written or oral reports on the imaginative didactic works of such contemporary African writers as Oyono, Diop, Senghor, Camara Laye, and Franz Fanon and Aimé Césaire of the Caribbean. Current philosophies such as "La Negritude" will be analyzed as well as political, economic, aesthetic, and linguistic trends in the African nations represented by these men of letters. Offered in French and English.

**FRE 1944 EXTENSIVE READINGS IN FRENCH**

3 credits 3 hrs.

Prerequisite: Consent of the instructor.

The student will read five to seven works from a list recommended by the instructor or suggested by the student and approved by the instructor. The student will submit a written report on each of the readings and will meet with the instructor to discuss these reports.

**FRE 1952 FRENCH CULTURE AND SCIENCE**

3 credits 3 hrs.

Prerequisite: Consent of the instructor.

The student will read and discuss key excerpts of works by French thinkers who reflect contemporary culture and values. Through classroom demonstrations, the students will identify major research contributions of renowned French scientists, one of whom will be chosen from a written and oral report. Offered in French and English.
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<td>ELEMENTARY ITALIAN I</td>
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<td>SPA 2210</td>
<td>BASIC SPANISH COMPOSITION I</td>
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<td>3</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>SPA 2214</td>
<td>INTRODUCTION TO LITERATURE</td>
<td>3</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>SPA 2216</td>
<td>SPANISH FOR U.S. HISPANICS I</td>
<td>3</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>SPA 2218</td>
<td>SPANISH FOR U.S. HISPANICS II</td>
<td>3</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>SPA 2220</td>
<td>SPANISH AMERICAN LITERATURE I</td>
<td>3</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>SPA 2222</td>
<td>SPANISH AMERICAN LITERATURE II</td>
<td>3</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>SPA 2224</td>
<td>CONTEMPORARY SPANISH-AMERICAN THEATRE</td>
<td>3</td>
<td>3 hrs.</td>
</tr>
</tbody>
</table>

The beginning student will demonstrate skills in speaking, reading, and writing Italian through the use of simple Italian prose, poetry and cultural texts. Classroom recitation will be reinforced by drill in the language laboratory.

The student will demonstrate development and comprehension of the skills acquired in Italian 2102. Recitations and the study of graded texts in the classroom will also be practiced in the language laboratory.

The student will demonstrate self-expression in Spanish through a systematic review of grammar and the reading and discussion of selected prose and poetry in class. The student will use the language laboratory for supplementary oral drill.

The student will analyze and discuss, orally and in writing, readings in the literary genres selected from representative authors from Spanish and world literature.

The course is designed for students of Hispanic background born and/or educated in the United States, who wish to develop their skills in speaking, reading and writing. This is achieved through a review of Spanish grammar and illustrative readings.

Continuation of SPA 2216, but with special emphasis on reading and composition skills; spelling and paragraph organization.

The student will read representative short works by writers from the colonial period through those of the 19th-century Spanish American countries, with emphasis on the latter century; participate in literary discussions based on readings and lectures presented by the instructor; and prepare oral and written reports.

A continuation of SPA 2220. The student will read representative works of contemporary writers, participate in literary discussions based on readings and lectures presented by the instructor; and prepare oral and written reports.

The student will demonstrate skills in elementary writing by an analysis of sentence structure and usage, paragraph formation, and the application of the latter in reading comprehension. Use of library reference materials and note-taking will also be included in the course.
The student will analyze and discuss representative dramatic works of present-day Spanish American writers as related to the social, political, and economic conditions prevailing in the different countries. The student will compare and contrast works, formulate character analyses, and identify dramatic elements noted therein.

**SPA 2226 THE CONTEMPORARY SPANISH-AMERICAN NOVEL**
3 credits
Prerequisite: SPA 2212 Basic Spanish Composition or the equivalent.

The student will read some of the most important Spanish American novels of today, and discuss them both orally and in writing. A term paper may be required. Such novelists as Asturias, Carpentier, and García Márquez will be analyzed.

**SPA 2228 THE SPANISH-AMERICAN SHORT STORY**
3 credits
Prerequisite: SPA 2212 Basic Spanish Composition or the equivalent.

The student will read representative short stories by Spanish American writers; participate in literary discussions based on the readings; prepare both oral and written reports.

**SPA 2230 CARIBBEAN LITERATURE**
3 credits
Prerequisite: SPA 2212 Basic Spanish Composition or the equivalent.

The student will read, analyze, and discuss selections from the contemporary literature of Cuba, the Dominican Republic, and Puerto Rico, paying special attention to the political, social, and cultural aspects of each work. Written or oral reports are required.

**SPA 2232 ADVANCED SPANISH COMPOSITION**
3 credits
Prerequisite: SPA 2212 Basic Spanish Composition or the equivalent.

The student will demonstrate the skill to present ideas effectively in written Spanish by writing expository, descriptive, narrative, and argumentative prose as well as by translating English prose.

**SPA 2242 MODERN SPANISH LITERATURE**
3 credits
Prerequisite: SPA 2212 Basic Spanish Composition or the equivalent.

The student will read representative works by Spanish authors from the Generation of 1898 to the present, participate in literary discussions based on readings and lectures presented by the instructor; and prepare both oral and written reports.

**SPA 2244 EXTENSIVE READINGS IN SPANISH**
3 credits
Prerequisite: Consent of the instructor.

The student will read five to seven works from a list recommended by the instructor or suggested by the student and approved by the instructor. The student will submit a written report on each of the readings and meet with the instructor to discuss the reports.

**SPA 2246 THE GOLDEN AGE**
3 credits
Prerequisite: SPA 2212 Basic Spanish Composition or the equivalent.

The student will read and discuss representative works of Lope, Calderon, Quevedo and of the classical period, and prepare oral and written reports based on the readings and lectures presented by the instructor.

**SPA 2248 SPANISH-AMERICAN ESSAY**
3 credits
Prerequisite: SPA 2212 Basic Spanish Composition or the equivalent.

The student will read, analyze, and discuss essays of modern Spanish American writers such as: Alfonso Reyes, Ezequiel Martinez Estrada, Pedro Henriquez Urena, Antonio S. Pedreira. Written and oral reports are required.

**Philosophy**

**PHI 3403 INTRODUCTION TO PHILOSOPHY**
3 credits
Prerequisite: Completion of an introductory course in Humanities. Completion of ENG 1302 or SPA 2212.

Students will analyze and compare the basic ways in which philosophers have interpreted reality and the meaning of life. The basic terminology and concepts used in philosophy will also be introduced. The reading includes selections by Sartre, Marx, Plato and Machiavelli, and works in Buddhist and African philosophy. Offered in English and Spanish.

**Visual and Performing Arts**

Visual and Performing Arts offers courses in art, commercial art, painting and drawing, photography, music, public speaking, theater, and the development of arts and civilization. Lecture courses are designed for those students who may choose to pursue advanced study in a senior college. Skill courses are designed for those students who may choose to seek career or employment opportunities.

Students who elect to earn credits in the visual and performing arts will find a variety of approaches to learning which include: lectures, workshops, reading assignments, tests, field trips, individual projects, and public performances. Students who complete courses successfully will find a background in the arts a useful and, in some situations, essential basis for study in other disciplines as well as a valuable source for personal development.

Students interested in planning a concentration in the visual and performing arts are advised to consult with the Visual and Performing Arts coordinator.
VPA 3502 ARTS AND CIVILIZATION I 3 credits 3 hrs.
An arts forum in which the student will analyze examples of the visual and performing arts of several outstanding civilizations and will discuss the role of the artist in various societies, the relationship of the arts to historic events, and the development of culture beginning with prehistoric times up to the fifteenth century. Offered in English and Spanish.

VPA 3504 ARTS AND CIVILIZATION II 3 credits 3 hrs.
An arts forum in which the student will analyze and discuss appropriate material (as in Arts and Civilization I) from the fifteenth century to the present. Offered in English and Spanish.

VPA 3522 INTRODUCTION TO ART 3 credits 3 hrs.
The student will analyze, discuss, and define: nature of art, meaning of art, major forms of art, and components of art; art periods, narration, description, illusion and reality, criteria for criticism, and art in New York. The student will engage in field trips and special projects.

VPA 3528 PAINTING AND DRAWING I 3 credits 3 hrs.
The beginning art student will master the basic principles of composition, design, and color through the use of collage, paint, and photographic montage; he/she will develop basic skills in the use of paint and collage materials. He/she will be required to complete at least two pictures to the satisfaction of the instructor.

VPA 3556 ART CRAFTS 3 credits 3 hrs.
The student will practice the techniques of linoleum and woodcutting. He/she will develop the use and care of tools used in various art crafts as well as work in a variety of media. He/she will be required to complete at least three pieces of work per module to the satisfaction of the instructor.

VPA 3544 COMMERCIAL ARTS I 3 credits 3 hrs.
The student will master specific techniques and skills used in the commercial and advertising art field. He/she will prepare paste-ups and mechanicals used in printing reproduction. He/she will assemble a portfolio of paste-up specimens of letterheads, book jackets, records and charts, advertisements and brochures. The student will master entry-level skills and will produce a portfolio of artwork which is essential to entering this field.

VPA 3562 INTRODUCTION TO MUSIC 3 credits 3 hrs.
The student will analyze, discuss, and define the nature, meaning and components of music; listen to outstanding works; and identify specific styles, forms, and periods for the purpose of obtaining an overview of the performing art of music. Offered in English and Spanish.

VPA 3540 PHOTOGRAPHY I 3 credits 3 hrs.
Prerequisite: Consent of instructor.
The student will operate a 35-mm camera and light meter, expose, process, and make contact prints from film which has been shot on class assignments; use negatives which he/she has already generated in performing contact printing, editing, enlarging, and photo finishing. Offered in English and Spanish.

VPA 3542 PHOTOGRAPHY II 3 credits 3 hrs.
Prerequisite: VPA Photography I or the consent of the instructor.
The student with previous photographic experience will be able to plan and execute a picture story and identify the methods of other photojournalists by viewing published picture stories and books; he/she will edit and enlarge prints which he/she will present to the instructor and class. Offered in English and Spanish.

VPA 3544 COMMERCIAL ARTS II 3 credits 3 hrs.
The student will master specific techniques and skills used in the commercial and advertising art field. He/she will prepare paste-ups and mechanicals used in printing reproduction. He/she will assemble a portfolio of paste-up specimens of letterheads, book jackets, records and charts, advertisements and brochures. The student will master entry-level skills and will produce a portfolio of artwork which is essential to entering this field.

VPA 3546 COMMERCIAL ARTS III 3 credits 3 hrs.
Prerequisite: VPA 3544 Commercial Arts I or the consent of the instructor.
The student will master the fundamentals of graphic design and combine media skills with graphic techniques in the preparation of design projects. Beginning with basic principles of design and layout, the student enlarges his/her concepts from rough visualizations through comprehensive and finished layouts. The student will rough, comp and finish original design projects which include business letterhead, book jacket, record cover, and an industrial, educational or governmental brochure. He/she will review these pieces with the instructor and select additional works for the portfolio begun in Commercial Arts I.

VPA 3552 INTRODUCTION TO MUSIC 3 credits 3 hrs.
The student will analyze, discuss, and define the nature, meaning and components of music; listen to outstanding works; and identify specific styles, forms, and periods for the purpose of obtaining an overview of the performing art of music. Offered in English and Spanish.

VPA 3558 MUSIC THEORY 3 credits 3 hrs.
The student will discuss the physics of sound, read nota-
tion, identify pitch, beat rhythm, write major/minor triads, identify basic chord progressions, sing solfeggio exercises, sight read, identify pitch with a given octave, play scales, and coordinate reading and playing. Offered in English and Spanish.

**VPA 3578 CHORUS**

3 credits  3 hrs.

**Prerequisite:** Ability to participate in group singing.

The student will study and present standard and contemporary choral literature for mixed voices and appear in concert at college ceremonies and functions. Offered in English and Spanish.

**VPA 3582 INTRODUCTION TO THEATER**

3 credits  3 hrs.

The student will analyze, discuss and define the nature, meaning and components of theater as well as the creative forces that contribute to its shape and effect. The student will engage in field trips and special projects.

**VPA 3598 THEATER PRODUCTION**

3 credits  3 hrs.

The student will execute physical and vocal exercises; do dramatic improvisations and readings; execute ensemble exercises; act from scripted scenes; and perform in public. Offered in English and Spanish. (Formerly listed as Community Theater Production I-II.)

**VPA 3612 FUNDAMENTALS OF PUBLIC SPEAKING**

3 credits  3 hrs.

The student will present introductions; present impromptu, extemporaneous, and manuscript speeches; perform exercises to improve public-speaking techniques; limit topics; create outlines; and present informative and persuasive speeches as well as speeches for special occasions. (Formerly listed as VPA 3611-12 Speech I-II.)

**VPA 3614 VOICE AND DICTION**

3 credits  3 hrs.

The student will take a speech diagnosis at the beginning of the course, and through individual and group exercises demonstrate measurable improvement in speech production, diction and pronunciation.
Mathematics

The goal of the mathematics curriculum is twofold: To provide students in the natural, health, and social sciences with the particular skills they need for higher-level work in their specialty. To give students in the arts and sciences program a deeper appreciation for the reality of mathematics that lies beyond mere computational skill. The emphasis is on logic and systematic construction leading to more sophisticated mathematical models.

The mathematics curriculum provides a variety of offerings that survey the meaning of mathematics as a logical system. The particular models chosen to exemplify these logical principles will vary from time to time depending on the current interest of students and faculty. Since such models are meant to be illustrations only, the choice can be selective without any change of purpose.

At the end of every semester (January and May) every student who takes a mathematics course must take and pass a skills test. No credit will be given for any mathematics course until this test is passed.

All courses in the Mathematics Department can be offered in English or Spanish, depending upon student needs.

Students interested in planning a concentration in mathematics are advised to consult with the Mathematics Department chairperson.

Chairperson: Thomas J. Joyce; Professors: Arthur Clarke, Mariano García; Assistant Professors: Isaias De Jesús, Loreto Porte de Pérez; Lecturers: Humberto Cañate, Aníbal Galiana, John Randall, Frank Ragland; Instructors: Ufumaka Akeh-Ugah, Leontina Díaz, Ricardo López; College Laboratory Technician: Victor Garrido.

MAT 1600 REMEDIAL MATHEMATICS
1 credit 6 hrs.
This course provides arithmetic skills for non-science Liberal Arts students. Topics: operations with whole numbers, fractions, decimals; ratio, proportion and percent; word problems and applications.

MAT 1604 BASIC MATHEMATICS SKILLS (SCIENCE)
1 credit 6 hrs.
This course provides the basic arithmetic skills which will be utilized in all subsequent mathematics and science courses. Topics: operations with whole numbers, fractions, decimals; ratio, proportion and percent; scientific notation; the metric system; word problems and applications.

MAT 1612 ELEMENTARY ALGEBRA FOR NONSCIENCE STUDENTS
2 credits 6 hrs.
Prerequisite: MAT 1600 or placement via CUNY Assessment Examination.
This course provides basic skills in elementary algebra. Topics: operations with real numbers; operations with polynomials; powers of integral exponents; linear equations; simultaneous linear equations; the cartesian plane.

MAT 1622 ELEMENTARY ALGEBRA
2 credits 6 hrs.
Prerequisite: MAT 1604 or placement via CUNY Assessment Examination.
This course provides basic skills in elementary algebra. Topics: operations with real numbers; operations with polynomials; powers of integral exponents; linear and quadratic equations; graphic and algebraic solutions of simultaneous linear operations; quadratic equations and curves.

MAT 1624 INTERMEDIATE ALGEBRA
2 credits 6 hrs.
Prerequisite: MAT 1622 or pass qualifying examination.
This course provides skills in intermediate algebra. Topics: System of linear open sentences in two or more variables; trigonometry of the right triangle; radicals; the system of complex numbers; graph of conic sections; graph of trigonometric functions.

MAT 1628 COLLEGE ALGEBRA
3 credits 4.5 hrs.
Prerequisite: MAT 1624 or passing a qualifying exam.
This course provides skill in precalculus mathematics. Topics: Radicals and rational exponents; linear and quadratic inequalities in one variable; relations and real
functions; graph of the elementary functions; plane trigonometry.

MAT 1632 INTRODUCTORY COLLEGE MATHEMATICS 3 credits 3 hrs.
Prerequisite: MAT 1612 or MAT 1622 or passing score on the Freshman Skills Assessment Test.
This course provides skills in finite mathematics. Topics: art theory; symbolic logic; systems of numeration; metric system.

MAT 1634 INTRODUCTORY COLLEGE MATHEMATICS II 3 credits 3 hrs.
Prerequisite: MAT 1612 or MAT 1622, or passing score on the Freshman Skills Assessment Test.
This course provides skills in topics of finite mathematics. Topics: linear inequalities in one variable; graphic and algebraic solutions of simultaneous linear equations; geometry and topology; probability; statistics; computers and calculators.

MAT 1642 CALCULUS I 3 credits 4.5 hrs.
Prerequisite: MAT 1628 or equivalent.
This course provides skills in calculus in one real variable. Topics: limits; one sided limits; continuity; differentiation; applications to motion problems; maximum-minimum problems; curve sketching; the mean value theorems.

MAT 1644 CALCULUS II 3 credits 4.5 hrs.
Prerequisite: MAT 1642 or equivalent.
This course provides skills in differential and integral calculus. Topics: definite integral and its properties; numerical integration; applications of the definite integral to areas, solids of revolution, arc length; inverse functions, logarithm and exponential functions; conic sections; translation and rotation of axes.

MAT 1646 CALCULUS III 3 credits 4.5 hrs.
Prerequisite: MAT 1642-44 Calculus I-II or its equivalent.
The student will study and become proficient in his/her knowledge of functions and in evaluating sequences and series of constants. He/she will test such sequences and series for convergence and divergence. He/she will also prove Taylor's Theorem with remainder and apply it to selected problems. The student will also re-examine elementary calculus in a rigorous fashion, and present detailed proofs for continuity of functions, the intermediate value theorem, the mean value theorem, and convergence and uniform convergence.

MAT 1682 INTRODUCTION TO PROBABILITY AND STATISTICS 3 credits 4.5 hrs.
Prerequisite: One year of algebra or its equivalent.
The student will identify, define, and compute the measures of central tendency and dispersion, develop frequency distribution and related histograms; determine the level of correlation, and draw inferences from regression lines. The student will also solve problems involving sample spaces, counting techniques, and mathematical expectation; determine the probability of normally distributed events through use of tables; conduct hypothesis testing; and determine confidence intervals.

MAT 1690 COMPUTER LITERACY 3 credits 4.5 hrs.
Prerequisite: MAT 1612, MAT 1622, or passing score on the Freshman Skills Assessment Test.
This course provides a historical development of computers. Students will have hands-on experience with a microcomputer. They will enter and run prepared programs.

MAT 1692 INTRODUCTION TO COMPUTER SCIENCE 3 credits 4.5 hrs.
Prerequisite: At least one year of algebra.
The student will study the following as they relate to computers: the algorithm, its expressions as a flowchart, a computer model and a computer language (BASIC), computation and data organization, arithmetic expressions, compound conditions, branching, arrays, and looping. The student will also study the following as they relate to computers: approximations, functions and procedures, numerical applications, roots of equations, maxima and minima, areas, simultaneous equations, averages, and deviation from the average.

MAT 1696 COMPUTER PROGRAMMING FOR BUSINESS APPLICATIONS (COBOL) 3 credits 4.5 hrs.
Prerequisite: MAT 1612 or MAT 1622 or one year of high school algebra.
The student will learn programming by writing and debugging COBOL Programs. Immediate student involvement in the construction of an inventory system will develop understanding of the validation, maintenance and updating procedures involved in sequential and random file manipulation. Magnetically stored data will be processed with the emphasis on creation of output appropriate to a business context.

MAT 1722 LINEAR ALGEBRA 3 credits 4.5 hrs.
Prerequisite: One semester of calculus.
The student will study matrix algebra; solve systems of homogeneous and nonhomogeneous linear equations; define and understand the concepts of vector space, subspace, linear independence and dependence of vectors and spanning set. The student will define the concepts of basis and dimension of a vector space; define the concept of linear transformation and determine its matrix representation; determine Eigenvalues and Eigenvectors for a linear transformation.

MAT 1732 NUMBER THEORY 3 credits 4.5 hrs.
Prerequisite: Two years of high school algebra or MAT 1634 Introductory College Mathematics II, or pass qualifying exam.
The student will verify some fundamental properties of natural numbers; express numbers in different bases; find the greatest common divisors of two numbers by Euclid’s algorithm, factor an integer by various methods such as Fermat’s and Euler’s methods; and become acquainted with several solved and unsolved problems in number theory. The student will find the number of divisors of a natural number, the sum of the divisors, the product of the divisors, and the means of the divisors; become acquainted with perfect, multiply perfect, amicable and sociable numbers, and analyze various theorems related to perfect numbers; study Euler’s function, solve simple diophantine equations; and study congruences.

MAT 1742 ORDINARY DIFFERENTIAL EQUATIONS
3 credits

Prerequisite: MAT 1644 Calculus II.

The student will formulate and solve differential equations of the first and second order. He/she will apply these methods to related practical problems. The student will formulate and solve linear differential equations with constant coefficients and apply these techniques to practical problems that give rise to such equations.
The Natural Sciences Department consists of the Biology Unit and Physical Sciences Unit. The Biology Unit offers courses in general biology, anatomy and physiology, and microbiology. The Physical Sciences Unit offers courses in chemistry, physics, astronomy, and environmental science. Most of these courses are offered in both English and Spanish.

Both the Biology and the Physical Sciences Units offer liberal arts as well as health career courses in the natural sciences. Liberal arts students are required to successfully complete eight credits in the Natural Sciences Department in one of the following sequences: (1) a year of General Biology (BIO 3702–3802 and BIO 3704–3804), or (2) a year of Anatomy and Physiology (BIO 3706–3806 and BIO 3708–3808), or (3) a year of General Chemistry (CHE 4002–4102 and CHE 4004–4104), or (4) a year of Environmental Science (CHE 4014 and CHE 4016), or (5) a year of Physics (PHY 4302–4402 and PHY 4304–4404). The career programs such as radiologic technology, dental hygiene, medical laboratory technology, and early childhood education depend upon the Natural Sciences Department for the provision of basic courses in anatomy and physiology, general biology, chemistry and physics.

A student in any of the above-mentioned disciplines is provided with many options insofar as a career is concerned, and employment opportunities are enhanced whether the student is career-oriented or remains in the liberal arts curriculum.

Chairperson: Louis Browne; Biology Coordinator: Ernest Knight; Physical Sciences Coordinator: Clara Watnick; Professors: Victor DeLeón, Ernest Knight, Milton Schulman, Clara Watnick; Assistant Professors: Berta Anderes, Louis Browne, Peter Castillo, Adrian Romero; Lecturer: Sylvia Greer; Instructor: Eugenio Barrios; College Laboratory Technician: Aurea Feliz, Joyce Johnson.

### Biology

The curriculum of the Biology curriculum is dual in nature: the transfer curriculum in biology and the career-oriented curriculum in the health sciences. The biology curriculum provides the student with the requisite skills to transfer to a four-year college as a biology major or to move into a job as a science technician.

Students can earn credits for each course in biology by satisfactorily completing all examinations and laboratory work in each course. Laboratory attendance is mandatory.

Students interested in planning a concentration in biology should consult with the Biology coordinator.

<table>
<thead>
<tr>
<th>Arts and Science Sequence</th>
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<tbody>
<tr>
<td>BIO 3702, 3802 General Biology I</td>
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<tr>
<td>BIO 3704, 3804 General Biology II</td>
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<tr>
<th>Health Science Sequence</th>
<th>8 credits, 4 per semester</th>
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<tbody>
<tr>
<td>BIO 3706, 3806 Anatomy and Physiology I</td>
<td></td>
</tr>
<tr>
<td>BIO 3708, 3808 Anatomy and Physiology II</td>
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</tr>
<tr>
<td>BIO 3712, 3812 General Microbiology</td>
<td>4 credits</td>
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<tr>
<td>BIO 3716 Medical Microbiology</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 3718 Histology</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 3820 Hospital Laboratory Practice</td>
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Recommended A.S. program in science. Suggested outline of courses: two years of biology and one-year sequence in general chemistry is recommended for a total of 24 credits in science.
<table>
<thead>
<tr>
<th>First Year</th>
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<tr>
<td>English</td>
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<tr>
<td>Social Science</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>General Biology I Lecture</td>
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<tr>
<td>General Biology I Laboratory</td>
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<th>Second Year</th>
<th>Credits</th>
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<td>English</td>
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</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
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</tr>
<tr>
<td>General Biology II Lecture</td>
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<tr>
<td>General Biology II Laboratory</td>
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<tr>
<td>Fundamentals of Chemistry</td>
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<td>General Chemistry Lecture &amp; Laboratory</td>
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<tr>
<td>Mathematics</td>
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</tr>
<tr>
<td>Biology</td>
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</tr>
<tr>
<td>Physical Education</td>
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<td>Elective</td>
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<th>Fourth Year</th>
<th>Credits</th>
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<tbody>
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<td>General Chemistry Lecture &amp; Laboratory</td>
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<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>4</td>
</tr>
<tr>
<td>Physical Education</td>
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<td>Elective</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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</tbody>
</table>

**BIO 3702 LECTURE GENERAL BIOLOGY I**

3 credits 3 hrs.  
**Prerequisite:** ENG 1397 or SPA 2212; MATH 1604 corequisite.  
The student will demonstrate his/her knowledge of basic chemistry; the concepts of diffusion and osmosis; the structure and function of the cell; the kinds of plant and animal tissue; the structure and function of the circulatory system, digestive system, reproductive system, and respiratory system. Three hours lecture-discussion, three hours laboratory. Offered in English and Spanish.

**BIO 3802 GENERAL BIOLOGY LABORATORY**

1 credit 3 hrs.  
**Prerequisite:** ENG 1397 or SPA 2212; MATH 1604 corequisite.  
The student will learn basic laboratory procedures, and care and use of the microscope while demonstrating the concepts of basic Biology learned in BIO 3702. Offered in English and Spanish.

**BIO 3704 LECTURE GENERAL BIOLOGY II**

3 credits 3 hrs.  
**Prerequisite:** BIO 3702, 3802 General Biology I.  
The student will study the structure and functions of the endocrine and nervous systems. The student will study various animal and plant phyla. Also, the student will solve problems involving monohybrid and dihybrid crosses by applying Mendel's laws of inheritance. The student will state or recognize terms related to functions of DNA and RNA in heredity, the basic concepts and theories of evolution, and the function of an ecosystem. Three hours lecture-discussion, three hours laboratory. Offered in English and Spanish.

**BIO 3804 GENERAL BIOLOGY II LABORATORY**

3 credits 3 hrs.  
**Prerequisite:** BIO 3702, 3802 General Biology I.  
The student will study the plant and animal kingdoms through stereoscopic work and simple dissections, will apply Mendel's law of inheritance through problem solving, and study the functions of the endocrine system, nervous and sense organs. Offered in English and Spanish.

**BIO 3706 LECTURE ANATOMY & PHYSIOLOGY I**

3 credits 3 hrs.  
**Prerequisite:** ENG 1397 or SPA 2212; MATH 1604 or corequisite.  
The student will demonstrate his/her knowledge of basic chemistry, body fluids and the structure and function of the cell. The student will also list and describe the four kinds of animal tissue; list major bones and their function; describe structure and function of the muscular and
circulatory systems. Three hours of laboratory. Offered in English only.

BIO 3806 ANATOMY AND PHYSIOLOGY I LABORATORY
1 credit 3 hrs.
Prerequisite: ENG 1397 or SPA 2212; MAT 1604 corequisite.
The student will study basic chemistry, body fluids and the cell through practical experiments. Four major systems are studied through animal dissection and microscopic observation: skeletal, muscular, circulatory, and blood. Offered in English only.

BIO 3708 LECTURE ANATOMY & PHYSIOLOGY II
3 credits 3 hrs.
Prerequisite: BIO 3706, 3806 Anatomy and Physiology I.
The student will study and describe the structure and function of the urinary, respiratory, digestive, endocrine, nervous, and reproductive systems. Three hours lecture-discussion, three hours laboratory. Offered in English only.

BIO 3808 ANATOMY AND PHYSIOLOGY II LABORATORY
1 credit 3 hrs.
Prerequisite: BIO 3706, 3806 Anatomy and Physiology I.
The student will demonstrate knowledge of seven major systems through animal dissection, microscopic observation and applied practical experiments: respiratory, urinary, digestive, endocrine, reproductive, nervous and senses. Offered in English only.

CHE 4002 LECTURE GENERAL CHEMISTRY I
3 credits 3 hrs. lec./1 hr. recitation
Prerequisite: Successful completion of CHE 4008, Fundamentals of Chemistry or equivalent, MAT 1628, and ENG 1300 or higher, or permission from the unit coordinator if math placement is 1642 or higher.
Corequisite: ENG 1302 or higher and CHE 4102.
The student will analyze data and solve problems related to the principles of modern atomic theory, stoichiometry, gas laws, chemical bonding, thermodynamics, solutions and equilibrium.

CHE 3712 LECTURE MICROBIOLOGY
3 credits 3 hrs.
Prerequisite: BIO 3704, 3804 General Biology or BIO 3708, 3808 Anatomy & Physiology.
The student will study and describe terms related to the following aspects of microbiology: history, methods of studying, cultivation, reproduction and growth, metabolism, genetics, and control. The student will study the following topics: pathogens, resistance and immunity, bacteria, rickettsia, chlamydia, viruses, parasitology, mycology, and epidemiology. Six hours lecture-demonstration and laboratory. Offered in English only.

CHE 4102 LABORATORY FOR GENERAL CHEMISTRY I
1 credit 3 hrs.
Corequisite: General Chemistry I, CHE 4002.
The student will learn to use basic laboratory equipment and proper procedures while performing experiments which illustrate some of the laws and concepts of chemistry taught in General Chemistry I.

BIO 3812 MICROBIOLOGY LABORATORY
1 credit 3 hrs.
Prerequisite: BIO 3704, 3804 General Biology II; or BIO 3708, 3808 Anatomy and Physiology II.
The student will practice aseptic techniques, prepare microorganisms for microscopic examination, learn transfer techniques, pure culture isolation, staining procedures, and antibiotic testing. Offered in English only.

Physical Sciences

The Physical Sciences unit offers courses in chemistry, physics and clinical science. The curriculum includes courses for career-oriented programs in the health sciences areas such as medical laboratory technology, radiologic technology, and dental hygiene. In addition, courses are offered for liberal arts students and for those students who intend to major in the physical or natural sciences.

Every student in the department, regardless of his/her ultimate career goal, is expected to develop, under faculty tutelage, the ability to analyze, synthesize, and interrelate ideas, and to express them orally and in writing with clarity and logic.

Students interested in planning a career in physics, chemistry, or engineering are advised to consult with the Physical Sciences unit coordinator following their admissions to the college.

Students intending to major in the Physical Sciences should take the following sequence: CHE 4008 Fundamentals of Chemistry, CHE 4002-04 General Chemistry 1-2. Students not intending to major in the sciences can fulfill the science requirements for graduation by completing a year sequence of Environmental Science, CHE 4014-16. Students who have a degree requirement of only 4 credits in the sciences can take Astronomy lecture and laboratory, PHY 4306-4406 or Environmental Science 1, CHE 4014.

CHE 4004 LECTURE GENERAL CHEMISTRY II
3 credits 3 hrs. lec./1 hr. recitation
Prerequisite: General Chemistry I, CHE 4002.
The student will explain concepts and solve problems related to chemical kinetics, ionic equilibria in aqueous solution, properties of solutions, oxidation-reduction reactions, electrochemistry, covalent bonding and molecular structure, classes of organic and biochemical compounds, and nuclear chemistry.
CHE 4104 LABORATORY FOR GENERAL CHEMISTRY II
1 credit 3 hrs.
Prerequisite: General Chemistry I, Lecture and laboratory, CHE 4002-4102.
Corequisite: Lecture General Chemistry II, CHE 4004.
The student will learn basic laboratory techniques and procedures related to the chemistry of ionic reactions.

CHE 4008 FUNDAMENTALS OF CHEMISTRY
2 credits 5 hrs.
Prerequisite: Successful completion of MAT 1624 or equivalent, and at least ENG 1332 or 1301, or permission from the unit coordinator, if math placement is 1628 or higher.
Corequisite: MAT 1628, ENG 1300 or 1302.
The student will solve problems requiring the interconversion of units of length, weight, and capacity from the English to the metric system. The student will also explain the basic principles of atomic structure, periodicity, chemical bonding, and solve simple problems related to chemical stoichiometry, the gas laws, and composition of solutions. Five hours lecture supported by demonstrations.

CHE 4009 CLINICAL LABORATORY SCIENCE I
4 credits 2 hrs. lec./6 hrs. lab.
Prerequisites: CHE 4002-4102 General Chemistry I and BIO 3704-3804 General Biology II.
The student will demonstrate standard routine methods of analysis on urine, physical, microscopic, and chemical tests. The student will perform routine hematological tests, standard blood-banking techniques, and basic coagulation tests.

CHE 4010 CLINICAL LABORATORY SCIENCE II
4 credits 2 hrs. lec./6 hrs. lab.
Prerequisite: CHE 4004-4104 General Chemistry II and CHE 4009.
The student will perform standard current biochemical determinations using both manual techniques and some automated procedures.

CHE 4012 INTRODUCTORY CHEMISTRY
(2 excess hours) 4 credits 3 hrs. lec./1 hr. recitation/2 hrs. lab.
Prerequisite: Satisfactory performance on math skills test.
The student will solve problems or analyze data which require a knowledge of the principles of atomic theory, chemical bonding, the gas laws and solutions. The student will also recognize the different classes of organic compounds. This course is for Dental Hygiene students.

CHE 4014 ENVIRONMENTAL SCIENCE I
4 credits 3 hrs. lec./2 hrs. lab.
The student will analyze data and explain concepts related to the classification of matter, basic principles of atomic structure and bonding, energy sources, and the health-related environmental effects and social implications of control of major air and water pollutants. Offered in English and Spanish.

CHE 4016 ENVIRONMENTAL SCIENCE II
4 credits 3 hrs. lec./2 hrs. lab.
Prerequisite: CHE 4014 Environmental Science I.
The student will classify organic compounds according to functional groups, and explain the health and environmental effects of pesticides, social problems related to adequate diet and malnutrition, availability of food, food preservation, new food sources, food additives and their regulation, and drugs.

CHE 4018 PRINCIPLES OF ORGANIC CHEMISTRY
2 credits 2 hrs. lec.
Prerequisite: CHE 4012.
A survey of the fundamentals of organic and biological chemistry for dental hygiene students.

CHE 4019 INTRODUCTION TO BIOLOGICAL CHEMISTRY
4 credits 3 hrs. lec./1 hr. recitation/2 hrs. lab.
Prerequisites: MST 1604 Basic Mathematics Skills or equivalent.
Corequisite: MAT 1622 Elementary Algebra or equivalent.
A study of basic chemical principles and their application to the biological concepts related to structure and metabolism of proteins, carbohydrates, lipids, nucleic acids, vitamins, and hormones. Offered in English.

CHE 4026 GENERAL CHEMISTRY I/NURSING
4 credits 3 hrs. lec./1 hr. recitation/3 hrs. lab.
Prerequisite: MAT 1624 Intermediate Algebra.
The student will solve quantitative problems and analyze data which require a knowledge of the basic principles of inorganic and organic chemistry. This course is for prenursing students. Offered in English.

CHE 4027 GENERAL CHEMISTRY II/NURSING
4 credits 3 hrs. lec./1 hr. recitation/3 hrs. lab.
Prerequisite: General Chemistry I/Nursing.
The student will be able to answer questions related to the structure and metabolism of carbohydrates, lipids and proteins, the chemistry of heredity, and radiation and human health. This course is for prenursing students. Offered in English.

Physics

PHY 4302 LECTURE PHYSICS I
3 credits 3 hrs. lec./1 hr. lab.

PHY 4402 LABORATORY
1 credit
Prerequisite: MAT 1622 Elementary Algebra.
Corequisite: MAT 1624 Algebra for College Students II.
The student will apply the laws of motion to the solution of problems in mechanics. The student will recognize or state the definition of force, momentum, work, and energy, and the corresponding concepts of the kinetic theory of matter and solve simple and practical problems related to heat. Offered in English.
PHY 4304 LECTURE PHYSICS II
3 credits 3 hrs. lec./1 hr. recitation/3 hrs. lab.

PHY 4404 LABORATORY
1 credit
Prerequisite: PHY 4302 Physics I.
The student will explain the principles of electrostatics, simple direct current circuitry, and the practical generation and properties of alternating current. The student will solve simple problems involving electromagnetic waves and optics and state or recognize terms related to the atomic quantum theory. The student will also correlate the failure of the classical theory with the emergence of quantum concepts, explain or recognize terms related to the atomic and nuclear theory of matter, and perform simple radioactivity experiments. The student will give a descriptive account of contemporary physics. Offered in English.

PHY 4306 ASTRONOMY
3 credits 3 hrs. lec.
This is a descriptive survey course dealing with the solar system, the galaxy, theories of the universe and stellar evolution. Examinations consist of essay and descriptive questions. Offered in English and Spanish. (This is an elective course open to all students. Those students who need 4 credits in science for graduation will take Astronomy lecture PHY 4306, Astronomy lab PHY 4406.)

PHY 4406 ASTRONOMY LABORATORY
1 credit 2 hrs.
Corequisite: PHY 4306 Astronomy.
Experiments related to astronomical observations (measurements, star location determinations, spectral analysis of stars, etc.) will be performed. In addition, there will be night observations of the sky and field trips (planetarium).

PHY 4308 INTRODUCTORY PHYSICS (RADIOLOGIC TECHNOLOGY)
4 credits 3 hrs. lec./1 hr. recitation/3 hrs. lab.
Prerequisite: MAT 1622 Elementary Algebra or higher.
Corequisite: MAT 1624 Intermediate Algebra or higher.
An introduction to basic principles of physics and their applications to Radiologic Technology. The student will study Newton's Laws of motion, energy relations, atomic theory, and structure of matter, optics, simple electrical circuits and magnetism. Laboratory experiments will emphasize and supplement the lecture material and its applications.

PHY 4310 GENERAL PHYSICS I/NURSING
3 credits 3 hrs. lec./1 hr. recitation
Prerequisite: MAT 1624 Intermediate Algebra.
Corequisite: None.
The student will learn the principles of, and solve problems related to: mechanics, fluids, acoustics, heat and thermodynamics. This course is for students in the prenursing program.

PHY 4311 GENERAL PHYSICS 2/NURSING
3 credits 2 hrs. lec./1 hr. recit./3 hrs. lab. alternate weeks
Prerequisite: PHY 4310 General Physics I/Nursing.
Corequisite: None.
The student will learn the principles of, and solve problems related to: electricity, magnetism, sound, light and radiation. This course is for students in the prenursing program.
The City University of New York (CUNY) is a public institution, comprising ten senior colleges, seven community colleges, and an affiliated medical school. The university-wide doctoral program is supervised from the Graduate School and University Center in mid-Manhattan. The Board of Trustees is the governing board for the university.

The university dates from 1847, when the needs of the city for free higher education were first met by the establishment of The Free Academy—now City College—as the result of a public referendum. In 1961, seven municipal colleges, then operated by the Board of Higher Education, became the City University of New York through state legislation.

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City University of New York

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<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Seymour P. Lachman</td>
<td>University Dean for Community Development</td>
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<tr>
<td>Paul Leclerc</td>
<td>University Dean for Academic Programs</td>
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<td>Marie J. Lederman</td>
<td>University Dean for Freshman Skills Assessment</td>
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<tr>
<td>Marilyn Magner</td>
<td>University Dean for Faculty and Staff Relations</td>
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<tr>
<td>Eleanor Pontes</td>
<td>Acting University Dean for Student Affairs and Special Programs</td>
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<tr>
<td>Angelo B. Proto</td>
<td>University Dean for Student Services</td>
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<td>Rita Terdiman</td>
<td>University Dean for Computer Systems</td>
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### Presidents of the Colleges of the City University of New York

<table>
<thead>
<tr>
<th>Name</th>
<th>College</th>
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<tbody>
<tr>
<td>Joel Segall</td>
<td>The Bernard M. Baruch College</td>
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<tr>
<td>Robert L. Hess</td>
<td>Brooklyn College</td>
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<td>Bernard W. Harleston</td>
<td>The City College</td>
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<td>Jay Carrington Chunn, II</td>
<td>Medgar Evers College</td>
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<td>Donna E. Shalala</td>
<td>Hunter College</td>
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<tr>
<td>Gerald W. Lynch</td>
<td>John Jay College of Criminal Justice</td>
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<td>Leonard Lief</td>
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<td>Saul B. Cohen</td>
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<td>Edmond L. Volpe</td>
<td>The College of Staten Island</td>
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<td>Milton G. Bassin</td>
<td>York College</td>
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<td>Harold M. Proshansky</td>
<td>The Graduate School and University Center</td>
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<td>James F. Glenn</td>
<td>Mount Sinai School of Medicine</td>
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<tr>
<td>Joshua L. Smith</td>
<td>Borough of Manhattan Community College</td>
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<tr>
<td>Roscoe C. Brown Jr.</td>
<td>Bronx Community College</td>
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<td>Flora Mancuso Edwards</td>
<td>Eugenio Maria de Hostos Community College</td>
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<td>Leon M. Goldstein</td>
<td>Kingsborough Community College</td>
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<td>Joseph Shenker</td>
<td>Fiorello H. LaGuardia Community College</td>
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<td>Ursula C. Shwerin</td>
<td>New York City Technical College</td>
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<tr>
<td>Kurt R. Schmeller</td>
<td>Queensborough Community College</td>
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</tbody>
</table>
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Flora Mancuso Edwards
President B.A., M.A., Ph.D.

David Gómez
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Coordinator of Academic Administration M.Ed.

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Geraldine Ruíz A.A.S., B.S., M.A.

Behavioral and Social Sciences
Eleanor Pam B.A., M.A., M.A., Ph.D.

Business and Accounting
Riccardo Boehm B.A., M.B.A.

Health and Human Services
Robert Taylor B.S., M.A.

Humanities
Pablo Cabrera B.S., M.A.

Mathematics
Thomas Joyce B.A., M.A.

Natural Sciences
Louis Browne B.A., M.S., Ph.D.

Unit Coordinators and Program Directors

Accounting
Riccardo Boehm B.A., M.B.A.

Africana Studies
Edward Maynard B.A., M.A., Ph.D.

Behavioral Sciences
Leslie Ault B.A., M.A., Ph.D.

Biology
Ernest Knight B.S., M.A., Ph.D.

Dental Hygiene
Selena James B.S., M.A.

Early Childhood Education
Paula Zajan B.A., M.A., Ed.D.

Latin American and Caribbean Studies
Pablo Cabrera B.S., M.A.

Library
J.A. Betancourt B.A., M.S., M.A.

Modern Languages
Manuel Ramos B.A., M.A., Ph.D.

Physical Education
Robert Taylor B.S., M.A.

Physical Sciences
Clara Watnick B.S., M.A., Ph.D.

Public Administration
Eleanor Pam B.A., M.A., M.A., Ph.D.

Radiologic Technology
Geraldine Ruíz A.A.S., B.S., M.A.

Secretarial Sciences
Patricia Parzych B.S., M.S.

Social Sciences
Gerald Meyer B.A., M.A., Ph.D.

Urban Health Studies

Visual and Performing Arts
Magda Vasillov B.A., M.A.

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Acting Dean of Administration Policy and Analysis B.B.A., C.P.A.

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Special Assistant to the Dean of Administration
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Higher Education Officer, Chief Facilities Officer,  
B. Arch.

Donald Rosenberg  
Director of Student Administrative Services  *B.S., M.A.*

Francisco Rodríguez  
Director of Data Processing  *B.S.*

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**Office of the Dean of Students**

Mildred García  
Dean of Students  *A.A.S., B.S., M.A.*

Daisy Alverio  
Associate Dean and Director of Counseling  *B.A., M.S.*

Virginia Paris  
Director of Admissions  *B.A., M.S.*

Michael Gordon  
Director of Recruitment  *A.S.*

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Director of Financial Aid  *B.A., M.A.*

Marcos Charles  
Director of Health Services  *M.D.*

Virginia Maldonado  
Acting Director of Student Activities  *A.A.*

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**Faculty and Staff**

Acquah, Kenneth  
College Accountant/Business Office

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de León, Víctor
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Delgado, Steven
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Díaz, Bienvenido
Higher Education Aide, Recruitment

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Díaz, José
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Díaz, Leontina
Instructor, Mathematics B.S., Catholic University of Chile; M.S., State Technical University of Chile; Ed.M., Teachers College, Columbia University

Durant, Paul
Custodial Assistant, General Institutional Services

Durant, Raymond
College Laboratory Technician, Library

Edgecombe, Wallace I.
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<table>
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<tr>
<th>Name</th>
<th>Position</th>
<th>Education Details</th>
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<tr>
<td>McDowell, Kataline</td>
<td>Office Appliance Operator, Duplicating</td>
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<tr>
<td>Mencher, Thomas C.</td>
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<tr>
<td>Menéndez, Floraida</td>
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<td>Merced, Louise</td>
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<td>Meyer, Gerald</td>
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<td>Miles, Dorothy</td>
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<td>Millan, Fred</td>
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<td>Molina, Luis</td>
<td>Custodial Assistant, General Institutional Services</td>
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<td>College Office Assistant “A”, Financial Aid</td>
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<td>Montañez, John</td>
<td>Higher Education Assistant, Acting Career Counselor B.A., St. John’s University; M.A., Teachers College, Columbia University</td>
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<td>Montañez, Madeline</td>
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<td>Moore, Cynthia</td>
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<td>Muraskin, John</td>
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<td>Nowinski, Judith</td>
<td>Professor, Modern Languages B.S., M.A., Ph.D., Columbia University</td>
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<td>Nusbaum, Lillian</td>
<td>College Office Assistant “B”, Registrar’s Office</td>
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<td>Assistant to Higher Education Officer/Job Developer B.A., Hunter College</td>
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<td>College Office Assistant “A”, Financial Aid</td>
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<td>Ortiz-Ruíz, Aida</td>
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<tr>
<td>Pam, Eleanor</td>
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<td>Papino, Lawrence</td>
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<td>Parzych, Patricia</td>
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<td>Passalacqua, Joan</td>
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<td>Pastoriza, Alida</td>
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<td>Rabry, Mildred</td>
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<tr>
<td>Name</td>
<td>Position</td>
<td>Education</td>
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