HOSTOS COMMUNITY COLLEGE
1982-83
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 1982–83*

### Fall Semester 1982

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<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 23 – September 7</td>
<td>Registration.</td>
</tr>
<tr>
<td>September 6</td>
<td>Labor Day. College closed.</td>
</tr>
<tr>
<td>September 9</td>
<td>First day of classes.</td>
</tr>
<tr>
<td>September 17</td>
<td>No classes after 4:00 p.m.</td>
</tr>
<tr>
<td>September 18</td>
<td>No classes.</td>
</tr>
<tr>
<td>September 27</td>
<td>No classes.</td>
</tr>
<tr>
<td>October 11</td>
<td>Columbus Day. College closed.</td>
</tr>
<tr>
<td>November 2</td>
<td>Election Day. College closed.</td>
</tr>
<tr>
<td>November 11</td>
<td>Veterans Day. College closed.</td>
</tr>
<tr>
<td>November 25, 26</td>
<td>Thanksgiving. College closed.</td>
</tr>
<tr>
<td>November 27</td>
<td>Classes will be held.</td>
</tr>
<tr>
<td>December 1</td>
<td>Conversion day. Follow Monday’s schedule.</td>
</tr>
<tr>
<td>December 16</td>
<td>Last meeting of day classes.</td>
</tr>
<tr>
<td>December 17</td>
<td>Last meeting of evening classes.</td>
</tr>
<tr>
<td>December 20 – December 23</td>
<td>Final exams.</td>
</tr>
<tr>
<td>December 24 – January 26</td>
<td>Winter recess.</td>
</tr>
</tbody>
</table>

### Spring Semester 1983

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 31 – February 9</td>
<td>Registration.</td>
</tr>
<tr>
<td>February 11</td>
<td>Lincoln’s Birthday. College closed.</td>
</tr>
<tr>
<td>February 14</td>
<td>First day of classes.</td>
</tr>
<tr>
<td>March 15</td>
<td>Conversion day. Follow Monday’s schedule.</td>
</tr>
<tr>
<td>March 28 – April 3</td>
<td>Spring recess.</td>
</tr>
<tr>
<td>May 21</td>
<td>Last day of classes.</td>
</tr>
<tr>
<td>May 23 – May 28</td>
<td>Final exams.</td>
</tr>
<tr>
<td>June 3</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.*
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 Maria 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 Maria 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 Rio 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.A.</td>
<td>5004</td>
</tr>
<tr>
<td>Data Processing</td>
<td>A.A.S.</td>
<td>5101</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>A.A.S.</td>
<td>5203</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>A.A.S.</td>
<td>5503</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th></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>No requirement</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.

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 are graduated, Spanish-dominant students are expected to be able to continue their stud-
ies 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, brevemente, 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 entiende al mundo, puede controlarlo.

Efectivamente, Hostos fue establecido para proveerle a sus estudiantes los medios para ejercer dominio — de ellos mismos, de su cominidad, 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 cominidad.

El Colegio de Hostos ofrece una variedad de programas en artes y ciencias, además de carreras orientadas 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, 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, servicio civil y público, higiene dental, educación preescolar, tecnología de laboratorio médico, tecnología radiológica y ciencia secretarial.

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 misma vez, desarrolla destrezas en el inglés a través del programa de inglés como segundo idioma (ESL). Las destrezas desarrolladas en el programa de ESL le permiten al estudiante tomar cursos en inglés. Al graduarse de Hostos, se espera que pueda tomar cursos 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 al estudiante, 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 instructivo 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 sociolinguísticos.
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, and athletic locker rooms. A full-size gymnasium adjoins the facility.
Admissions

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.)

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.). 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 $20.00 admissions application fee in the form of a money order made payable to U.A.P.C.
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 evaluate 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:

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

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 $537.50 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.

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 $787.50 full-time or $55.00 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.

Placement Examinations

All students who wish to take course work in English or in Spanish are required to take placement examinations in English and Spanish proficiency before registering for classes. Students are notified of test dates after acceptance to Hostos Community College.

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
Hostos Community College
475 Grand Concourse
Bronx, New York 10451

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 $20.00 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.
Admisión

El Colegio Comunal de Hostos como unidad de la Universidad de la Ciudad de Nueva York (CUNY) admite a estudiantes de acuerdo a 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 conducente a un grado 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 se encarga de sostener 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 oficina #230 en el Edificio 475 de la Avenida Grand Concourse, del Bronx, Nueva York 10451. (Teléfono (212) 960-1010, 1026.)

**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.). Se considerará a todos los solicitantes sin tomar en consideración sus razas, orígenes nacionales, edades, sexos, religiones o impedimentos físicos. Para obtener los formularios de admisión o para obtener 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 a través de 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 temporeras (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 selecciona-
do 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 $20.00 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 (septiembre) y de la primavera (febrero), le recomendamos que solicite a tiempo para obtener preferencia inmediata en el programa de su selección.

   Le sugerimos sostener una entrevista con el consejero de admisiones para aclarar sus objetivos educativos, sus metas profesionales, y para evaluar 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.

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Fechas Recomendadas Para Solicitar Admisión

Los estudiantes que deseen ser considerados para admisión temprana deberán someter sus solicitudes durante las fechas indicadas:

Los estudiantes interesados en cursar el primer semestre de su primer año de estudios post secundarios (incluyendo a los estudiantes extranjeros):
15 de enero para considerar las solicitudes para el semestre del otoño
15 de octubre para considerar las solicitudes para el semestre de la primavera

Los estudiantes adelantados (transferidos):
15 de marzo para considerar las solicitudes para el semestre del otoño
15 de noviembre para considerar las solicitudes para el semestre de la primavera

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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 sometan su solicitud tardíamente, recibirán el aviso de aceptación tan pronto sea factible.

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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 cursar estudios en el Colegio Comunal de Hostos pagarán una matrícula mínima de $537.50 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 una cantidad mínima de tiempo de doce (12) meses anterior al 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 sometan un certificado de residencia válido, se les requerirá pagar la matrícula completa aplicable a los estudiantes que no son residentes del estado.

El Colegio Comunal de Hostos le ofrece también oportunidades educativas adicionales a aquellos estudiantes que viven fuera del Estado de Nueva York y a los extranjeros que cuentan con visas temporeras 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 $787.50 para aquellos que cursen estudios a tiempo completo o de $55.00 por crédito para los estudiantes que cursen estudios a tiempo parcial.

La documentación relacionada con 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.

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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 le requerirá a los estudiantes admitidos a los programas de las Ciencias de la Salud el sometimiento de los exámenes médicos, adicionales antes de obtener su elegibilidad para participar en la práctica clínica del programa de interés. Estos estudiantes deberán presentarse a la oficina del médico del Colegio inmediata-
mente 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.

**Los Exámenes de Ubicación**

Aquellos estudiantes que deseen matricularse en los cursos de inglés o de español tendrán que tomar los exámenes de ubicación para determinar su proficiencia en los idiomas inglés y español antes de matricularse en los cursos mencionados. Se le notificará a los estudiantes las fechas de los exámenes después de haber sido admitidos al Colegio Comunal 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  
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 reciben 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 $20.00.

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 interesado 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. Sin embargo, se podrán transferir las calificaciones de “D” obtenidas en las unidades de la Universidad de la Ciudad de Nueva York.
Academic Standards

Policy on Grades and Academic Standards

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 non-attendance. 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.

Student Retention Standards

The following tables indicate 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 A

<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>

Table B

<table>
<thead>
<tr>
<th>Credits or Equated Credits Attempted</th>
<th>Minimum Satisfactory Rate of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block I (12 Credits)</td>
<td>50%</td>
</tr>
<tr>
<td>Block II (24 Credits)</td>
<td>66%</td>
</tr>
<tr>
<td>Block III (25 Credits - Upward)</td>
<td>75%</td>
</tr>
<tr>
<td>Each Subsequent Semester</td>
<td>75%</td>
</tr>
</tbody>
</table>

* Grade Point Average (Index) is calculated on a cumulative basis (Table A) and Rate of Progress is calculated in blocks (Table B).
Satisfactory Rate of Progress

Example: Rate of Progress should be calculated when the student completes the first block of 12 credits or equated credits. All credits attempted in that semester, even though in excess of 12, are considered part of Block I. A first-semester student attempting 15 or 18 credits, for example, would be progressing satisfactorily if 50 percent of the total number of credits attempted were completed satisfactorily.

Students should be evaluated for Block II when 24 credits are completed. If the above student completed 12 credits in the next semester he/she would have a total of 27 or 30 credits; however, only the 12 credits would be evaluated for Block II and 66 percent rate of progress would be expected. Credits evaluated in a previous block are not evaluated again. Rate of Progress is not cumulative.

All credits attempted after Block II are evaluated each semester, with a satisfactory completion level of 75 percent expected. "I" grades are not computed for GPA (Index) or Rate of Progress until a value can be assigned to replace them.

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.

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.

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.

Records

The Office of the Registrar is the repository of the
student’s college records. The staff of the Registrar’s Office will supply students with information related to their college records and refer those students requiring additional assistance to the proper college official.

Following are explanations of various items pertaining to the student’s college records and descriptions of services available to the students, faculty, and staff of the college:

**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 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 following categories of information concerning individual students and former students will, except as indicated below, be made available to the general public: name, attendance dates, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

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.

Note: 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. This is required to insure 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 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.
Normas Académicas

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>Fracasado</td>
</tr>
</tbody>
</table>

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 de desarrollo (cursos remediativos con crédito y horas extra) y remediativos (cursos remediativos sin crédito). Esta calificación se otorga cuando un estudiante no ha obtenido el aprovechamiento mínimo requerido en el curso, y a la vez ha satisfacto 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 objectivos 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 composición 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

Las tablas siguientes indican el promedio mínimo acumulado a obtenerse 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 (Índice)*</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>

<table>
<thead>
<tr>
<th>Créditos o su Equivalente Créditos por Aprobarse</th>
<th>Porcentaje Mínimo Satisfactorio para la Aprobación de los Créditos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nivel I (12 créditos)</td>
<td>50%</td>
</tr>
<tr>
<td>Nivel II (24 créditos)</td>
<td>66%</td>
</tr>
<tr>
<td>Nivel III (25 créditos o más)</td>
<td>75%</td>
</tr>
<tr>
<td>Cada uno de los semestres subsiguientes</td>
<td>75%</td>
</tr>
</tbody>
</table>

*El promedio (Índice) se calcula a base de los créditos acumulados (Tabla A) y del porcentaje de progreso que se calcula en cada uno de los niveles (Tabla B).
El Porcentaje Satisfactorio de Progreso

Ejemplo: El porcentaje de progreso debe calcularse cuando el estudiante completa el primer nivel de los 12 créditos o su equivalente. Todos los créditos por aprobarse en el semestre, aún en el caso de más de 12 créditos, se considerarán parte del Nivel I. Un estudiante de primer semestre en vías de aprobar 15 a 18 créditos, progresará satisfactoriamente si completa satisfactoriamente el 50 porciento del número total de los créditos por aprobarse.

Los estudiantes que hayan completado 24 créditos deberán evaluarse en el Nivel II. Si el estudiante mencionado en el párrafo anterior completa 12 créditos en el semestre próximo, él o ella contará con un total de 27.6 30 créditos. Sin embargo, solamente 12 de estos créditos se evaluarán en el Nivel II y se esperará una tasa de progreso del 66 porciento. Los créditos evaluados en un nivel anterior no se evaluarán nuevamente. El porcentaje de progreso no es una tasa acumulativa.

Todos los créditos por aprobarse después del Nivel II se evaluarán cada semestre, y se esperará un nivel satisfactorio de aprobación del 75 porciento.

Las calificaciones de “I” no se calcularán en el Promedio General Acumulado (Índice) o en el Porcentaje de Progreso hasta que se les asigne un valor sustitutivo.

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 ameriten 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 3.06 o más, sin tener notas de “D” o de “F” durante ese año académico.

Tuition Fee Schedule

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

New York State Residents
Full-time: $537.50 per semester
Part-time: $40.00 per credit

Non-State Residents and Foreign Students
Full-time: $787.50 per semester
Part-time: $55.00 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
$40.00 per credit

Non-state Residents and Foreign Students
$55.00 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></td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal from course in order to register at another unit of the City University during that semester</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal within one week after scheduled opening date of the session</td>
<td>75%</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal during second week after scheduled opening date of the session</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal during the third week after scheduled opening date of the session</td>
<td>25%</td>
<td>NONE</td>
</tr>
<tr>
<td>Withdrawal after completion of third week after scheduled opening date of the session</td>
<td>NONE</td>
<td>NONE</td>
</tr>
</tbody>
</table>

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</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Application for admission (not refundable)</td>
<td>$20.00</td>
</tr>
<tr>
<td>b. Student activities fee</td>
<td></td>
</tr>
<tr>
<td>Fall semester, Full-time</td>
<td>$12.00</td>
</tr>
<tr>
<td>Fall semester, Part-time</td>
<td>$7.50</td>
</tr>
<tr>
<td>Spring semester</td>
<td>$12.00</td>
</tr>
<tr>
<td>Summer</td>
<td>$12.00</td>
</tr>
<tr>
<td>c. Transcripts (no charge for transcripts sent to colleges of CUNY)</td>
<td>$4.00 each</td>
</tr>
<tr>
<td>d. Late registration</td>
<td>$15.00</td>
</tr>
<tr>
<td>e. Change of program</td>
<td>$10.00</td>
</tr>
<tr>
<td>f. Duplicate of ID photo card</td>
<td>$15.00</td>
</tr>
<tr>
<td>g. Readmission</td>
<td>$10.00</td>
</tr>
<tr>
<td>h. Nonpayment service fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>i. Payment reprocessing</td>
<td>$15.00</td>
</tr>
<tr>
<td>j. Late payment penalty</td>
<td>$20.00</td>
</tr>
<tr>
<td>k. Special examination</td>
<td></td>
</tr>
<tr>
<td>First</td>
<td>$15.00</td>
</tr>
<tr>
<td>Each additional</td>
<td>$5.00</td>
</tr>
<tr>
<td>l. Senior citizens</td>
<td>$25.00</td>
</tr>
<tr>
<td>m. Cooperating teachers</td>
<td>$25.00</td>
</tr>
<tr>
<td>n. Duplicate diploma</td>
<td>$15.00</td>
</tr>
</tbody>
</table>
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.

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 Basic 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 Basic Grant (Pell Grant) you must get a duplicate copy of your student eligibility 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 Eligibility 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 eligibility 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 Basic Grant or other awards, or be in default on repayment of any student loan.

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.

Tuition Assistance Program (TAP)

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

Selection of Recipients and Allocation of Awards: Available. There is neither a qualifying examination nor a limited number of awards. The applicant must: (1) be an eligible New York State resident and a U.S. citizen or a permanent resident alien, and (2) be enrolled full time and matriculated.

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 whose 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 promise 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 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 on 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 9 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 be deferred under certain federally approved conditions.

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

Breakdown of Estimated Academic Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$1,075</td>
</tr>
<tr>
<td>Books</td>
<td>$200</td>
</tr>
<tr>
<td>Fees</td>
<td>$24</td>
</tr>
<tr>
<td>Lunches</td>
<td>$521</td>
</tr>
<tr>
<td>Carfare</td>
<td>$390</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$570  (For dependent student; higher for independent student.)</td>
</tr>
<tr>
<td>Maintenance</td>
<td>$853  (For dependent student; higher for independent student.)</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.
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 solicitar 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.

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 récord de pagos de un préstamo “National Direct Student Loan” o de un préstamo garantizado para estudiantes, ni deber devoluciones de dinero 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, los 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 los estudiantes de todas las unidades de la Universidad de la Ciudad. La Universidad de la Ciudad determina el valor de las 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.

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

Los Estudiantes con Impedimentos Físicos que incurran 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 usted 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 elegibilidad. 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 llenas se someterán para adelantarse de acuerdo con las instrucciones que las acompañan. Se le enviará al solicitante un Informe de Elegibilidad del Estudiante (Student Eligibility 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 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 asistencia economica se determina por medio de una fórmula que se aplica a todos los solicitantes. La Oficina de Educación de los Estados Unidos crea esta fórmula, y el Congreso revisa la misma todos los años. Esta fórmula se utiliza para computar el índice de elegibilidad del 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 duplican las subvenciones estatales.

Los derechos y responsabilidades de los beneficiarios: El estudiante tiene que realizar un progreso continuo y satisfactorio en el programa en el que se ha matriculado. 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 que podrá adquirirse en la Oficina de Ayuda Económica. 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 plazo 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.

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

El procedimiento de solicitud: Las solicitudes se someterán 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.

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"National Direct Student Loan (NDSL)"

El procedimiento de solicitud: Las solicitudes se someterán 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 recibir por todos los estudiantes.

Los derechos y las responsabilidades de los beneficiarios: La continuidad de la elegibilidad depende 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 comenzará 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 requerirá 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: la necesidad económica, el itinerario 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.

“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 rellenado 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 fijará 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 un colegio, 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 periodo de gracia de los seis meses siguientes, antes de comenzar con el programa de pago. La prima 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 9%). 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 de por lo menos a tiempo parcial. Se podrá obtener un diferimiento 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) a los graduandos 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 someter 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 diferirá el pago a base del recibo del 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.”
<table>
<thead>
<tr>
<th>Desglose del Estimado de los Gastos Académicos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matrícula</td>
</tr>
<tr>
<td>$1,075</td>
</tr>
<tr>
<td>Libros</td>
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<td>Cuotas</td>
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<td>Gastos personales</td>
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<td>$570 (para los estudiantes dependientes; esta cantidad es mayor para los estudiantes independientes)</td>
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<tr>
<td>Manutención</td>
</tr>
<tr>
<td>$853 (para los estudiantes dependientes; esta cantidad es mayor para los estudiantes independientes)</td>
</tr>
</tbody>
</table>

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 problems 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.
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 ...

I. 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 penalties 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 a copy of these rules and regulations be filed with the Regents of the State of New York and with the Commissioner of Education. Resolved, That these rules and regulations be incorporated in each college bulletin.

Statement by The City University Trustees on The Maintenance of Campus Order
(Amendment to the Interim Statement of the Executive Committee Dated August 13, 1970)

In adopting the "student due process bylaws" (Article XV) it was the intention of this Board to provide the means to enable the administration, faculty, and students of each college of the University to administer a system of student conduct and discipline designed to maintain campus order and protect the rights of members of the college community.

The legislation creating The City University granted to the Board the power and the responsibility to govern and administer the college system under its jurisdiction and to prescribe the conditions of student admission, attendance and discharge. Accordingly, the Board, mindful of this responsibility provided in the Bylaws (Section 15.5) that "The Board reserves full power to dismiss or suspend a student or suspend a student organization for conduct which impedes, obstructs or interferes with the orderly and continuous administration and operation of any college, school, or unit of the University in the use of its facilities or in the achievement of its purposes as an educational institution."

The Board believes that in situations involving the enforcement of its Rules and Regulations for the maintenance of Public Order pursuant to Article 129A of the Education Law (popularly known as the "Henderson Rules"), the procedures outlined in Article XV will be inadequate to the protection of individual rights and the maintenance of order at a particular campus and that in such cases the Board has the responsibility to exercise the powers reserved in Section 15.5.

Accordingly, the Board now serves notice that it will exercise its powers under Section 15.5 when the Chancellor determines, on his own motion or when a President so certifies to the Chancellor, that a violation of the Henderson Rules exists, and that such violation constitutes conduct which impedes, obstructs, or interferes with the orderly and continuous administration of a unit of the University in the use of its facilities or in the achievement of its purposes as an educational institution and requests the Chancellor to constitute a hearing panel as hereinafter described. In such cases the Board will invoke the following procedures:

1. Written charges signed by the President, the Acting President or a full dean shall be personally delivered or sent to the student at the address appearing on the records of the college by registered or certified mail. The charges shall contain a complete and itemized statement of the charges being brought against the student including the rule which he is charged with violating and the possible penalties for such violation.

2. Along with the charges, there shall be served upon the student involved a written direction to appear at a time and place to be designated by the Chair of the hearing panel for a hearing upon such charges and statement of the student's rights in the proceeding and
possible consequence. The student shall be notified that anything he/she may say at the hearing may be used against him/her at a nonuniversity hearing, that he/she may remain silent at the hearing without assumption of guilt, and that he/she has a right to have legal counsel and witnesses participate at the hearing.

3. The student shall be notified of the time, place and date of the hearing at least five school days prior thereto unless the student consents to an earlier hearing. The notice may be personally delivered or sent to the student by first-class mail to the address appearing on the college records. In the event the student has been temporarily suspended by the President or a full Dean the hearing shall be scheduled for a date not later than seven school days after the effective date of the suspension.

4. At the hearing the proof in support of the charges will be adduced and the student, with such advisor as he/she deems appropriate, shall have the opportunity to controvert the charges or to make such explanation as he deems appropriate. Both sides may introduce evidence and cross-examine witnesses. In the event the student does not appear the hearing nevertheless shall proceed.

5. A record of each such hearing by some means such as a stenographic transcript, a tape recording or the equivalent shall be made. The student involved is entitled upon request to a copy of such a transcript without cost.

6. The hearing shall be public or private as the hearing panel as hereinafter provided shall determine, except that the hearing shall be private if the student so requests.

7. As soon after the conclusion of the hearing as may be practical the hearing panel shall make a decision and shall communicate it to the President and to each student involved. The decision shall be that the charges or any of them are sustained or dismissed. If the charges or any of them are sustained, the hearing panel shall state the penalty therefor. The penalty may consist of censure, disciplinary probation, restitution, suspension for a period of time or expulsion. The decision of the hearing panel shall be final except that a suspension for a year or longer or expulsion shall be appealable to a committee designated by the Board. Any appeal under this section shall be made in writing within fifteen days after the delivery of the hearing panel's decision. This requirement may be waived in a particular case for good cause by the Board Committee.

8. The hearing panel shall consist of such persons as the Chancellor may designate. One such person shall be designated by the Chancellor as the siding officer. One person shall be a student selected from a roster submitted by the University Student Senate, but such student shall not be from the college attended by the student under charges. One person shall be a member of the permanent instructional staff selected from a roster submitted by the University Faculty Senate, but such faculty member shall not be from the college attended by the student under charges. In the event that no roster has been submitted by the University Student Senate or by the University Faculty Senate, or in the event that no person on one or the other of such rosters is available or willing to serve in a particular case, the Chancellor shall designate a student or a member of the permanent instructional staff, as the case may be, to serve on the hearing panel. The presiding officer shall be in charge of the hearing and shall make such rulings in the course of the hearings as he deems appropriate for a fair hearing. The presiding officer shall be empowered to proceed in the absence of the faculty member or student member, or both.

9. A request by the President that a hearing panel be constituted under the provisions of this statement shall not affect the power of a president or full dean temporarily to suspend a student or temporarily suspend the privileges of a student organization as provided in Section 15.5 of the bylaws.

10. In the event that a student is suspended or expelled under these procedures or the procedures of Section 15.3 of the bylaws and the suspension or expulsion is subsequently vacated on appeal or by the courts, the college will provide at no cost to the student the academic services lost as a result and will delete the suspension or expulsion from the student's academic record.
## Library

### Location

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

### Hours

<table>
<thead>
<tr>
<th>Season</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
<th>Summer</th>
<th>Major Holidays</th>
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<tr>
<td>Fall &amp; Spring</td>
<td>9:00 a.m. - 9:00 p.m.</td>
<td>9:00 a.m. - 5:00 p.m.</td>
<td>10:00 a.m. - 2:00 p.m.</td>
<td>CLOSED</td>
<td>9:00 a.m. - 5:00 p.m.</td>
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<td></td>
<td>9:00 a.m. - 5:00 p.m.</td>
<td>SEE SCHEDULE</td>
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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 31,000 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.
The Applied Health Sciences Department offers two career programs: Dental Hygiene and Radiologic Technology. A rewarding career in health and medicine awaits those who choose dental hygiene 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 and technologists in medicine, industry, and research.

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 and persons already employed in the dental field. 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.

Pre-Dental Hygiene Program of Studies — Liberal Arts and First Semester Post-Libra

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<th>Credits</th>
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<td>MATH 1604 or 1622*</td>
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<tr>
<td>ENG 1302 Introduction to Composition I</td>
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<tr>
<td>ENG 1397 Reading in the Natural Sciences</td>
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<td>SOC 1232 Introduction to Sociology</td>
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<td>BIO 3702 Lecture General Biology I</td>
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*If MATH 1622, add 1 Credit

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<td>MATH 1604 or 1622*</td>
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<td>ENG 1302</td>
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<tr>
<td>CHEM 4014 (Lec.)</td>
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<td>CHEM 4014 (Lab.)</td>
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*If MATH 1622, add 1 Credit

Pre-Dental Hygiene Program of Studies — Liberal Arts and Second Semester Post-Libra

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*If MATH 1622, add 1 Credit

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

<p>| Liberal Arts | 29 credits |
| Dental Hygiene | 40.5 credits |</p>
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### First Year

#### First Semester*

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<tr>
<td>or ENG 1302</td>
<td>Introduction to Composition I</td>
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<tr>
<td>or DEN 5306</td>
<td>Clinical Dental Hygiene Practice I Lec. &amp; Lab.</td>
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<tr>
<td>DEN 5302</td>
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<td>Anatomy and Physiology I Lec. &amp; Lab.</td>
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<tr>
<td>CHEM 4012</td>
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#### Second Semester

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<tr>
<td>ENG 1302</td>
<td>Introduction to Composition I</td>
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<tr>
<td>or DEN 5310</td>
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<tr>
<td>DEN 5308</td>
<td>Clinical Dental Hygiene Practice II</td>
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<tr>
<td>DEN 5334</td>
<td>Oral Embryology and Histology</td>
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<tr>
<td>BIO 3710</td>
<td>Anatomy and Physiology II Lec. &amp; Lab.</td>
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<tr>
<td>DEN 5318</td>
<td>Oral Microbiology</td>
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<tr>
<td>CHEM 4018</td>
<td>Introduction to Biochemistry II</td>
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### Summer

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<tr>
<td>DEN 5332</td>
<td>Dental Materials</td>
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<tr>
<td>DEN 5317</td>
<td>Dental Radiology II: Technique and Interpretation &amp; Lab.</td>
<td>2.0</td>
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<tr>
<td>DEN 5315</td>
<td>Nutrition</td>
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<tr>
<td>CPR</td>
<td>(Cardiopulmonary Resuscitation)**</td>
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### Second Year

#### Third Semester

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<td>ENG 1301</td>
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<td>VPA 3612</td>
<td>Fundamentals of Public Speaking</td>
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<tr>
<td>DEN 5312</td>
<td>Clinic II</td>
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<td>PSY 1032</td>
<td>Introduction to Psychology</td>
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<td>DEN 5329</td>
<td>Advanced Clinical Dental Hygiene</td>
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<tr>
<td>DEN 5324</td>
<td>Periodontology</td>
<td>1.5</td>
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<tr>
<td>DEN 5320</td>
<td>General and Oral Pathology</td>
<td>1.5</td>
</tr>
<tr>
<td>DEN 5327</td>
<td>Dental Health Education</td>
<td>1.5</td>
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#### Fourth Semester

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<tr>
<td>SOC 1232</td>
<td>Introduction to Sociology</td>
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<tr>
<td>DEN 5331</td>
<td>Jurisprudence and Practice Management</td>
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<tr>
<td>DEN 5314</td>
<td>Clinic III</td>
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<tr>
<td>DEN 5322</td>
<td>Community Dental Health</td>
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<td>DEN 5330</td>
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<td>DEN 5325</td>
<td>Pharmacology</td>
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<td>DEN 5333</td>
<td>Senior Seminar</td>
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*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.  
**Elective — Students who completed ENG 1302 the first semester may choose to take an elective. Those students who took MAT 1604 first semester are required to take ENG 1302 the second semester.  
***CPR — As part of the curriculum taught as a three (3) day seminar during the summer. (Certification awarded by the Red Cross.)
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 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 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.
In a clinical setting, the student will demonstrate procedures relative to the dental hygiene appointment. Procedures include taking health histories; performing the oral prophylaxis, charting, fluoride applications and patient education.

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 principles of instrumentation, root planing, polishing and laboratory sharpening techniques in a clinical setting.

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 correlate Oral Embryology and Histology with the Clinical Dental Hygiene situation, with emphasis on the histological foundations of preventive dentistry. The student will utilize orofacial Embryology and Histology as a basis for future understanding Periodontology, General and Oral Pathology and making clinical evaluation of patients with common oral diseases.

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 additions. Emphasis will be placed upon the principles of sterilization, disinfection, asepsis and chemotherapy.

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 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 the 6 weeks of summer session.

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 parallel 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 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 be identified, analyzed and discussed. Treatment of nutritional problems 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 airway obstruction and heart attacks will be emphasized. Successful achievement of skills and demonstration will lead to the issuance of a Certification card.

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 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 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 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 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 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 learned skills within the perspective of ethics and law, develop leadership skills and acquire practice management skills.

DEN 5314 CLINIC III
4 credits
Prerequisite: 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 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 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 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 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.

Ancillary Expenses for Dental Hygiene Students

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniforms</td>
<td>$35.00</td>
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<tr>
<td>Shoes</td>
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<tr>
<td>Lab Coat</td>
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<tr>
<td>Instruments</td>
<td>250.00</td>
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<td>Name Tags, Caps</td>
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<tr>
<td>White Hose</td>
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<tr>
<td>Malpractice Insurance</td>
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<td>Class Pin</td>
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<tr>
<td>Junior American Dental Hygiene Ass.</td>
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<tr>
<td>(JADHA) membership and dues</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
300 West 55 Street
New York, NY 10019

Dr. Frank Williams
Dental Department
Lincoln Hospital
234 East 149 Street
Bronx, NY 10451

Ms. Silvia Mirthes
2116 Chatterton Avenue
Bronx, NY 10472

Ms. Laura Antonietti
6229 Broadway #A-11
Bronx, NY 10471

Dr. Dorothy Mark
Greater Metropolitan Dental Society
3511 Barnes Avenue
Bronx, NY 10462

Dr. Ira Sturman
Bronx County Dental Society
2600 Netherland Avenue
Bronx, NY 10463

Dr. Stuart Hirsch
NYU Dental Center
421 First Avenue
New York, NY 10010

Mr. Dennis Gardner
930 Grand Concourse #10G
Bronx, NY 10451

Dr. Lewis Z. Wright
145 West 86 Street
New York, NY

Ms. Janet Stanaland
77 East 12 Street
New York, NY 10003

Prof. Marlene Klyvert
560 Riverside Drive
New York, NY 10027

Dr. Hilton Hosannah
Charles Drew Neighborhood Health Center
1080 Bushwick Avenue
Brooklyn, NY

Dr. Martin Kirschenbaum
2500 Johnson Avenue
Bronx, NY

Dr. George Foster
133 East 54 Street
New York, NY 10022
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.

Program of Studies Leading to the A.A.S. Degree in Radiologic Technology

<table>
<thead>
<tr>
<th>Credit Distribution</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Liberal Arts</td>
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<tr>
<td>Urban Health Studies</td>
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<tr>
<td>Radiologic Technology</td>
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<tr>
<td>BIO 3706 Anatomy &amp; Physiology I</td>
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<td>BIO 3806 Anatomy &amp; Physiology I Lab</td>
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<tr>
<td>BIO 3708 Anatomy &amp; Physiology II</td>
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<td>BIO 3808 Anatomy &amp; Physiology II Lab</td>
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<table>
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<tr>
<td>MAT 1622 Elementary Algebra</td>
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<tr>
<td>MAT 1624 Intermediate Algebra</td>
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<table>
<thead>
<tr>
<th>Urban Health Studies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HLT 6524 Medical Terminology</td>
<td>2</td>
</tr>
</tbody>
</table>

| XRA 5111 RADIOLOGIC SCIENCE I | 2.5 credits |
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 |
Corequisite: XRA 5115 Topographic Anatomy, HLT 6524 Medical Terminology.
The student will identify and perform the basic radiographic positions of the body. (Includes three hours of laboratory per week.)

| XRA 5115 TOPOGRAPHIC ANATOMY I| 2 credits |
Corequisites: XRA 5113 Radiography I, HLT 6524 Medical Terminology.
The student will identify the radiographic anatomy of the skeleton.

| 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
Prerequisite: XRA 5113 Radiography I.
Corequisite: XRA 5120 Topographic Anatomy II.
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 II
1 credit
Prerequisite: XRA 5115 Topographic Anatomy I.
Corequisite: XRA 5118 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.

XRA 5122 CLINICAL RADIOGRAPHY I
1 credit
Prerequisites: XRA 5111 Radiologic Science I, XRA 5113 Radiography I, XRA 5115 Topographic Anatomy I.
Corequisite: XRA 5121 Radiation Protection.
The student will observe and apply elementary radiographic procedures under the direct supervision of a qualified radiologic technologist.

XRA 5123 CLINICAL RADIOGRAPHY II
3 credits
Prerequisites: XRA 5122 Clinical Radiography I, XRA 5121 Radiation Protection.
The student will apply the basic radiographic procedures under the direct supervision of a qualified radiologic technologist.

XRA 5111 RADIATION BIOLOGY
2 credits
Prerequisite: XRA 5121 Radiation Protection.
The student will identify the biological effects of ionizing radiation.

XRA 5121 PATHOLOGY
1 credit
Prerequisite: HLT 6524 Medical Terminology.
The student will identify the application of radiography to pathological conditions of specific organs and systems.

XRA 5123 CONTRAST MEDIA
1 credit
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 5124 CLINICAL RADIOGRAPHY III
2.5 credits
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
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
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 RADILOGIC PHYSICS
3 credits
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 PEDIATRIC RADIOGRAPHY
1 credit

XRA 5219 CLINICAL RADIOGRAPHY IV
2.5 credits
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
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>Item</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>Radiologic Technology Texts</td>
<td>$200.00</td>
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<td>Uniforms (pants and jackets)</td>
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<td>White Shoes</td>
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<td>White Socks</td>
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<td>Name Tags</td>
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<td>Other Supplies</td>
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<td><strong>Total</strong></td>
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Radiologic Technology Program

Affiliations

The Hostos Community College Radiologic Technology Program is affiliated with the following hospitals and medical centers:

Beth Israel Medical Center
Bronx Lebanon Hospital and Medical Center
Lincoln Hospital and Mental Health Center
Mount Sinai Medical Center
New York Infirmary-Beekman Downtown Medical Center
New York University Hospital 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

Mr. Luis Irizarry
Beekman-Downtown Hospital
170 Williams Street
New York, NY 10038

Mr. Victor DeSantis
Beth Israel Hospital
10 Nathan D. Perlman Place
New York, NY 10003

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

Mr. George Bennett
710 Croes Avenue
Bronx, NY 10472

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
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.

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### Behavioral Sciences

#### Psychology

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

**PSY 1032 GENERAL PSYCHOLOGY**

3 credits

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.

**PSY 1036 DEVELOPMENTAL PSYCHOLOGY (CHILDHOOD)**

3 credits

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.

**PSY 1038 DEVELOPMENTAL PSYCHOLOGY II (ADOLESCENCE AND ADULTHOOD)**

3 credits

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.

**PSY 1042 ABNORMAL PSYCHOLOGY**

3 credits

**Prerequisite:** PSY 1032 General Psychology or equivalent.

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

**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 1056 MEASUREMENT AND RESEARCH METHODS
3 credits
**Prerequisite:** 30 credits including at least 3 in social sciences or permission of instructor.

The student will take and give a variety of sample tests of ability, personality, interest, and attitude. The student will demonstrate knowledge of various types of tests, how tests are constructed, what makes a good test, and the purpose (individual and group) for which tests are used and misused. The student will also demonstrate familiarity with basic descriptive statistics, sampling procedures, probability and significance, and simple inferential tests. Students will plan, carry out, and analyze a study in a selected area.

### PSY 1072 HYPNOSIS AND RELATED STATES
3 credits
**Prerequisite:** PSY 1032 General Psychology or equivalent, or permission of instructor.

The student will demonstrate a knowledge of the theory and techniques of hypnosis and related states. The student will effectively demonstrate the hypnotic techniques with human subjects. Offered in English and Spanish.

### PSY 1082 SOCIAL PSYCHOLOGY
3 credits
**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 PSYCHOLOGY
3 credits
**Prerequisite:** PSY 1032 General Psychology or equivalent, or a basic 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.

### 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

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.

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### Anthropology

#### ANT 1110 INTRODUCTION TO ANTHROPOLOGY
3 credits

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.

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### Social Sciences

#### Interdisciplinary Social Sciences

#### SSC 4601 INTRODUCTION TO SOCIAL SCIENCE
3 credits

The student will study 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 also have an opportunity to carry out individual research on a topic of the student's choice.

#### 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

**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

*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

The student will analyze and explain the relationship between political and economic structures through a historical study of human society and a study of how the present-day capitalist system functions. This module is not a substitute for introductory economics.

**ECO 4642 INTRODUCTION TO POLITICAL ECONOMY II**
3 credits

*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

*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.

**ECO 4649 POLITICAL ECONOMY OF AFRICA**
3 credits

*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.

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**Economics**

**ECO 4643 PRINCIPLES OF MICROECONOMICS**
3 credits

This course examines the theory of price. The topics include the theory of demand; production functions, costs, and supply; prices in the short and long run; wages and interest payments. It provides a basic theoretical foundation for the analysis of labor, economic history, institutional and philosophical foundations of industrial organization, and government regulation of industry.

**ECO 4645 PRINCIPLES OF MACROECONOMICS**
3 credits

The student will examine national income measurements, basic models of macroeconomic theories of income, employment, prices, and interest rates. The student will also examine problems of business cycles, sources and models of economic growth, and the problems and theories of income distribution. The interdependence of fluctuations, growth and value, and distribution will be stressed; emphasis will also be placed on policy implications and social theory.

**ECO 4653 THE ECONOMICS OF HUMAN RESOURCES**
3 credits

*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 AMERICAN HISTORY I**
3 credits

This course will provide a critical analysis of traditional views in American history. This will be accomplished by studying controversial issues in the development of the United States from the colonial era through the Civil War. Topics will include the oppression of American Indians, classes in early America, the development of slavery, the position of women and early concepts of democracy.

**HIS 4665 AMERICAN HISTORY II**
3 credits

This course extends the study of selected issues in American history from the Reconstruction Era to the present. Topics will include the reconstructionist period, the Great Depression, American Imperialism, The Cold War, and the protest movements of the 1960's.

**HIS 4667 MODERN HISTORY OF LATIN AMERICA**
3 credits
The student will identify the major institutions of government on the local, state, and federal levels and their powers and relationships to each other. Emphasis will be placed on the legal assumptions underlying the institutions and how the latter operate in practice. The student will recognize the relationship between political institutions and the socioeconomic structure of the country. American international involvements will also be analyzed.

**POL 4702 COMPARATIVE POLITICS**

3 credits

**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

The student will analyze the history and political structure of capitalism and socialism in Latin America. Case studies will be used.

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**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 19 credits in Public Administration and/or Criminal Justice, the balance to be distributed among liberal arts courses and electives. Two credits may be taken in physical or health education.

Upon graduation, the student will be qualified to seek employment in various civil service, corporate, bureaucratic or public service positions.

**ADM 2502 FUNDAMENTALS OF PUBLIC ADMINISTRATION AND MANAGEMENT**

3 credits

The student will examine the basic concepts and pro-
The student will learn about the various types of public employment located in the diverse domestic and international sectors of government in order to familiarize himself/herself with the potential job market and its infinite possibilities. The student will learn to recognize his/her interests, and be guided in building and achieving career goals which are meaningful, realistic, and afford the highest levels of motivation and achievement. The student will prepare a job resume and become familiar with the questions appearing on a typical job application form. The student will demonstrate his/her knowledge of preemployment personnel practices and interview techniques. The student will be introduced to the standard type of "skills tests" used in employment sectors.

ADM 2503 CAREER PLANNING IN THE PUBLIC SECTOR
1 credit
The student will learn about the various types of public employment located in the diverse domestic and international sectors of government in order to familiarize himself/herself with the potential job market and its infinite possibilities. The student will learn to recognize his/her interests, and be guided in building and achieving career goals which are meaningful, realistic, and afford the highest levels of motivation and achievement. The student will prepare a job resume and become familiar with the questions appearing on a typical job application form. The student will demonstrate his/her knowledge of preemployment personnel practices and interview techniques. The student will be introduced to the standard type of "skills tests" used in employment sectors.

ADM 2504 TECHNIQUES OF SUPERVISING PEOPLE AND PROGRAMS
3 credits
The student will examine the functional requirements of human resource administration, including personnel management. The student will learn through emphasis on realistic treatment of actual personnel problems, including principles and methods involved in recruitment, selection, motivation, and placement of employees. The student will be shown how the dynamics of training, experience, aptitudes, and abilities are determining elements in placement.

ADM 2507 BUREAUCRACY
3 credits
The student will appraise administrative processes as they underlie the analysis of behavior in complex organizations. The student will discuss attitudes and how they affect and/or control behavior, the principles of motivation and how to use them, the dynamics of interpersonal relationships.

ADM 2508 FIELD PRACTICUM/ORGANIZATION THEORY
3 credits
The student will observe and participate in an area of his/her special interest and ADM concentration. The student will be placed in governmental departments or agencies where he/she will engage in specific research projects/administrative assignments at policy or administrative levels. The student will also meet in the classroom to explore the fundamentals of organization theory and to discuss where theory and practice of his/her practicum assignment fuse, are in conflict, or are not related.

ADM 2510 PROBLEMS IN STATE AND LOCAL ADMINISTRATION
3 credits
The student will explore, through case histories and selected readings, current problems arising from the relationships between American state, county, city, and local governments. Special emphasis will be paid to the influence of the media, laws, politicians, and pressure groups on organizing and managing public agencies and programs.

ADM 2512 WOMEN IN MANAGEMENT
3 credits
Prerequisites: ADM 2502, or ADM 2504, or Permission of Chairperson.
The student will examine management of client-centered social and human services — the helping professions. Some of these areas of study will include: psychological and social services; assistance to the needy, aged and/or disabled; health counseling/therapeutic and rehabilitative services for shut-ins, the mentally impaired or incarcerated persons; welfare; and other forms of aid in the areas and institutions of education, health, mental health, and correction.

ADM 2514 UNIONS
3 credits
Prerequisites: ADM 2502, or ADM 2504, or Permission of Chairperson.
This course is intended to study the development, growth and trends of unionism and to acquaint the student with the history of collective bargaining in America. Attention will be paid to definitions and concepts of arbitration, grievances, complaints, negotiation, and mediation. The impact of strikes, legislation, and government regulation on employer-employee relationships, employee organizations and the civil service system will also be examined and evaluated. Unionism as a phenomenon in both the public and private sector will be traced and analyzed.

ADM 2533 HEALTH AND HOSPITAL ADMINISTRATION
3 credits
This course will deal with all levels of management in the health and hospital field. Students who wish to administer programs in health or health-related areas will explore, develop and train for the acquisition of requisite skills in dealing with staff, facilities, budget and community.

ADM 2536 PROBLEMS IN STATE AND LOCAL ADMINISTRATION
3 credits
The student will explore, through case histories and selected readings, current problems arising from the relationships between American state, county, city, and local governments. Special emphasis will be paid to the influence of the media, laws, politicians, and pressure groups on organizing and managing public agencies and programs.

ADM 2516 CAREERS IN CRIMINAL JUSTICE
(formerly CCE 8002)
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 CRITICAL ISSUES IN LAW ENFORCEMENT POLICY 3 credits
The course is designed for students who are interested in examining a broad spectrum of critical issues confronting modern American law enforcement agencies. Course topics will represent what might be best described as potentially perennial problems. Students of Criminal Justice must give serious consideration to these problems if law enforcement is to be relevant in today's society.

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

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 Accounting.

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

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

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Other Courses

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<td>Typing</td>
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Total credits

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*See department chairman for information regarding the program of studies leading to the A.S. degree with concentration in business administration.

ACC 1852 PRINCIPLES OF ACCOUNTING I

4 credits
Corequisites: BUS 1804 Business Mathematics and 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. Six hours lecture, one and one-half hour laboratory.

ACC 1854 PRINCIPLES OF ACCOUNTING II

4 credits
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, long-term 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. Four hours lecture and three hours laboratory.

**ACC 1856 INTERMEDIATE ACCOUNTING I**  
4 credits  
**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. Six hours lecture, one and one-half hours laboratory.

**ACC 1858 INTERMEDIATE ACCOUNTING II**  
4 credits  
**Prerequisite:** ACC 1856 Intermediate Accounting I.  
The student will demonstrate his/her knowledge of the accounting principles which apply to stockholders' equity, long-term debt, and long-term investments. The student will demonstrate his/her understanding of the recording and reporting requirements relating to income taxes, pension costs and leases. Six hours lecture, one and one-half hours laboratory.

**ACC 1860 NEW YORK CITY AND STATE BUSINESS TAXES**  
3 credits  
**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. Three hours lecture.

**ACC 1862 COST ACCOUNTING**  
4 credits  
**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  
**Prerequisite:** ESL 1322 Intermediate ESL proficiency or higher.  
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 1868 FEDERAL BUSINESS INCOME TAXES**  
3 credits  
**Prerequisite:** ACC 1854 Principles of Accounting II.  
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. Three hours lecture.

**ACC 1871 PRINCIPLES OF ACCOUNTING IA**  
2 credits  
**Prerequisite:** MATH 1604 Basic Mathematics skills or pass qualifying exam, ESL 1322 Intermediate ESL.  
**Corequisite:** BUS 1804 Business Mathematics.  
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. Three hours lecture, one and one-half hour laboratory.

**ACC 1873 PRINCIPLES OF ACCOUNTING IB**  
2 credits  
**Prerequisite:** ACC 1871 Principles of Accounting IA.  
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. Three hours lecture, one and one-half hour laboratory.

**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  
**Corequisites:** ESL 1322 Intermediate ESL or ENG 1300 Basic Composition.  
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. Four hours lecture.
BUS 1804 BUSINESS MATHEMATICS
3 credits
Prerequisites: MAT 1604 Basic Mathematics Skills or pass qualifying exam.
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. Three hours lecture.

BUS 1806 CAREER PLANNING
2 credits
Corequisites: ENG 1300 Basic Composition or ESL 1332 Advanced ESL.
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. Two hours lecture.

BUS 1808 INTRODUCTION TO DATA PROCESSING
3 credits
Prerequisite: BUS 1802 Introduction to Business.
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 typical business problems, such as accounts receivable and inventory control. Three hours lecture, one and one-half hours laboratory.

BUS 1809 BUSINESS LAW I
3 credits
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. Three hours lecture.

BUS 1811 BUSINESS LAW II
3 credits
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. Three hours lecture.

BUS 1812 PRINCIPLES OF FINANCE
3 credits
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. Three hours lecture.

BUS 1813 PRINCIPLES OF MANAGEMENT
3 credits
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. Three hours lecture.

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.
2. 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

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Secretarial Science Program — Executive Option

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Total Credits: 64

### Secretarial Science Program — Medical Option

#### First Year

**First Semester**

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**Second Semester**

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<th>Course</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSS 5604 Intermediate Typing II</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>MSS 5629 Intermediate Shorthand &amp; Transcription II (Gregg)</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>BIO 3708 Anatomy &amp; Physiology II</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BIO 3808 Anatomy &amp; Physiology Lab II</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>ENG 1303 Introduction to Composition II</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>HLT 6504-24 Medical Terminology</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>VPA 3612 Fundamentals of Public Speaking</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>25</td>
<td>18</td>
</tr>
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</table>

#### Second Year

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSS 5606 Advanced Keyboarding III</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>MSS 5641 Advanced Shorthand and Transcription III (Gregg)</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>MSS 5645 Medical Terminology for Shorthand III (Gregg)</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>MSS 5670 Word Processing I</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>ACC 1871 Principles of Accounting I-A</td>
<td>4.5</td>
<td>2</td>
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<tr>
<td>Liberal Arts Elective</td>
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<td><strong>Total</strong></td>
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**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MSS 5658 Medical Keyboarding IV</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>MSS 5643 Advanced Shorthand &amp; Transcription IV (Gregg)</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>MSS 5647 Medical Terminology for Shorthand IV (Gregg)</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>MSS 5656 Secretarial Training for the Changing Office</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>MSS 5649 Medical Machine Transcription</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>MSS 5664 Business Communications</td>
<td>3</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>25</td>
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</tbody>
</table>

Total Credits: 68

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**MSS 5622 ELEMENTARY SHORTHAND I (Gregg)**

5 credits

**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 1A – 1B.)

**MSS 5629 INTERMÉDIATE SHORTHAND TRANSCRIPTION II (Gregg)**

4 credits

**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
MSS 5641 ADVANCED SHORTHAND AND TRANSCRIPTION III (GREGG)
4 credits
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.)

MSS 5643 ADVANCED SHORTHAND AND TRANSCRIPTION IV (GREGG)
4 credits
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 – IID.)

MSS 5645 MEDICAL TERMINOLOGY FOR SHORTHAND III (GREGG)
3 credits
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 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 5644-45 Medical Terminology IIIA – IIIB [Gregg].)

MSS 5647 MEDICAL TERMINOLOGY FOR SHORTHAND IV (GREGG)
3 credits
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 and Transcription IV and MSS 5658 Medical Typing.

The student will demonstrate the ability to write and transcribe 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 5646-47 Medical Terminology IIIC – IID [Gregg].)

MSS 5600 TYPING FOR ESL STUDENTS
1 credit
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 words per minute within an error allowance of five a minimum of three times.

MSS 5601 FUNDAMENTALS OF TYPING
1 credit
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
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
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
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 IIIA – IIIB.)

MSS 5658 MEDICAL KEYBOARDING IV
2 credits
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
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 unarranged production problems within specified time limits. (Formerly listed as MSS 5661–62 Executive Typing IVA – IVB.)

MSS 5670 WORD PROCESSING I
2 credits
Prerequisites: The student must complete MSS 5604 Intermediate Typing 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. The student must be able to register for ENG 1302 Introduction to Composition. The student must be able to register for ENG 1395 Intermediate Typing III or equivalent skill as demonstrated on a proficiency examination.
The student will have "hands-on" experience on word processing equipment and will learn the basic skills necessary to operate this equipment. The student will demonstrate the ability to accurately transcribe letters, memos, and reports into perfect and mailable copy within specified time limits from machine dictation.

MSS 5671 WORD PROCESSING II
2 credits
Prerequisites: MSS 5670 Word Processing I, MSS 5606 Intermediate Typing III (formerly Intermediate Typing III).
The student will develop the ability to function as a trained word processing operator and will demonstrate proficiency in operating word processing equipment. The student will continue to develop and refine transcribing skill when transcribing from machine dictation under specified time limits.

MSS 5672 WORD PROCESSING CONCEPTS, TRENDS, AND APPLICATION
3 credits
Prerequisite or corequisite: To be enrolled in or have completed MSS 5670 Introduction to Word Processing I.
The student will become familiar with the background of the evolving field of word processing, its basic concepts, and its role in the office environment today and in the future. The student will analyze word processing systems. The student will become aware of the importance of the human factor in word processing and the expanding future dimensions of word processing.

MSS 5649 MEDICAL MACHINE TRANSCRIPTION
2 credits
Prerequisite: MSS 5604 Intermediate Typing II or equivalent skill as demonstrated on a 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 continue to develop 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.
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  
2 credits  
Prerequisites: MSS 5606 Advanced Keyboarding III, MSS 5641 Advanced Shorthand and Transcription III, or equivalent skills as demonstrated on proficiency examinations or consent of the instructor.  
Corequisites: MSS 5658 Medical Keyboarding IV or MSS 5662 Executive Keyboarding IV and MSS 5643 Advanced Shorthand and Transcription IV or equivalent skill as demonstrated on proficiency examinations.  
The student will begin coordinating typing and shorthand skills with 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. (Formerly listed as MSS 5655-56 Medical Executive Secretarial Practice.)

MSS 5669 SECRETARIAL ENGLISH  
3 credits  
Prerequisite: 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 Iannuzzi, 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. Sharon Hill, graduate of the department and graduate at Andrews University, Michigan

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  
Opportunities Industrialization Center
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.

### 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 1322</td>
<td>2</td>
</tr>
<tr>
<td>ESL 1332</td>
<td>2</td>
</tr>
<tr>
<td>ENG 1300</td>
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<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>
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</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>
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</tr>
<tr>
<td>ENG 1302</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
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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>
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</thead>
<tbody>
<tr>
<td>ENG 1322</td>
<td>2</td>
</tr>
<tr>
<td>ESL 1332</td>
<td>2</td>
</tr>
</tbody>
</table>

63
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>
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<td>ENG 1303</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1305</td>
<td>3</td>
</tr>
</tbody>
</table>

14 credits

For Libra students, the following four-semester sequence will fulfill the English requirements for graduation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 1301</td>
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<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>
</tbody>
</table>

12 credits

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>
<td>3</td>
</tr>
<tr>
<td>ENG 1303</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1305</td>
<td>3</td>
</tr>
<tr>
<td>ENG elective</td>
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</tr>
</tbody>
</table>

12 credits

The Libra Program

The Libra Program will provide a total learning environment 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1301 Core English (writing and study skills)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1399 Developmental Reading</td>
<td></td>
</tr>
<tr>
<td>VPA 3612 Fundamentals of Public Speaking</td>
<td></td>
</tr>
<tr>
<td>Core subject (health sciences, social sciences, visual and performing arts, Africana or Latin American and Caribbean studies)</td>
<td></td>
</tr>
<tr>
<td>PED 0100 Personal Physical Fitness</td>
<td></td>
</tr>
<tr>
<td>SSD 1000 Freshman Developmental Seminar</td>
<td></td>
</tr>
</tbody>
</table>

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.

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

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

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

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 and past perfect tenses, 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
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 review verbs and the use of prepositions and modifiers. The student will be introduced to the passive voice, the infinitive, the gerund, and clauses. 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
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
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
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
Prerequisite: Successful completion of ESL 1394 or by permission based on placement examination.
Corequisite: ESL 1332
Students will be required to read and analyze multilingual 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
Prerequisite: Successful completion of ESL 1332, or demonstration of an equivalent level of written English proficiency on the English Placement Examination.
Corequisite: ENG 1306, preferably, or the appropriate ESL reading course or demonstration of meeting the CUNY-wide reading level on a standardized examination.
Suggested Corequisite: VPA 3612 Fundamentals of Public Speaking.
The student should make every effort to take his/her course work in English to have an opportunity to improve his/her proficiency in listening, speaking, reading and writing skills. Success in this course depends on the student creating as many opportunities as possible to practice English in an academic context. The goal of ENG 1300 is to give the student sufficient practice writing clear, idiomatic English so that he or she is ready to start the freshman composition sequence and compete in written English proficiency with the native speaker. The student is drilled in the basic descriptive, narrative, and expository prose forms and given review of the basic English phrase and clause structures, and the principal rules of spelling and usage in conformity with the guidelines of the CUNY Basic Skills Assessment examination.

ENG 1301 CORE ENGLISH (FOR LIBRA PROGRAM)
3 credits
Corequisite: English 1399 Developmental Reading.
In Core English, the student will work intensively on the logic and rhetoric of composition and speech; the struc-
ture of language (grammar, punctuation, and sentence construction); vocabulary; note taking; effective listening.

ENG 1302 INTRODUCTION TO COMPOSITION I
3 credits
Prerequisite: 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
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
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 LAB
0 credits
The Writing Lab provides an opportunity for students who need supportive instruction to improve their writing skills. Students are tutored on a personal individual basis by a staff of remediation assistants. Students registered for ESL 1332, ENG 1300, ENG 1302, ENG 1303 or advanced English may register for ENG 1306 upon recommendation of their instructor, or they may request such a referral. Students registered for ENG 1301, Core English, may not register for ENG 1306. However, any student may drop into the lab for assistance, subject to tutor availability. The Writing Lab reports back to the English instructor on a student’s attendance and progress. In this way, the Writing Lab supplements classroom instruction.

ENG 1342 STUDIES IN FICTION
3 credits (elective)
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)
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)
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)
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)
Prerequisite: ENG 1305 Introduction to Literature.
The student will examine the roles women have played 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)
Prerequisite: ENG 1305 Introduction to Literature.
Through a reading and discussion of writers 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)
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
Prerequisite: Successful completion of ESL 1395 or by permission based on placement examination.
Corequisite: English 1300.
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
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
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.

**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 concentration) 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 a Concentration 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:</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>Remaining credits, student's choice within the Social Sciences curriculum</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>
<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 6503 Human Relations for the Health Professions</td>
<td>not required</td>
<td>3</td>
</tr>
<tr>
<td>HLT 6509 Mental Health</td>
<td>not required</td>
<td>3</td>
</tr>
<tr>
<td>HLT 6511 Health Problems of the Young Child</td>
<td>not required</td>
<td>1</td>
</tr>
<tr>
<td>HLT 6515 Nutrition</td>
<td>not required</td>
<td>3</td>
</tr>
</tbody>
</table>
ELECTIVE:
Any 3-credit course in liberal arts 3 not required

In order to register for ECE 6802, all students must be registered in or have completed ENG 1300/1301 when offered in English or ESL 1332 when offered in Spanish.

All students are required to complete ECE 6802 before registering for additional Early Childhood Education courses.

Students choose 12 credits maximum for A.A.; all credits for A.A.S., except ECE 6817, ECE 6820, and ECE 6821, which are optional.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits A.A.</th>
<th>Credits A.A.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 6802 Introduction to Early Childhood Education</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6804 Language Arts for Young Children</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6805 Social Studies for Young Children</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6807 Creative Art Activities for Young Children</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6809 Music and Rhythmic Activities</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6811 Science and Mathematics for Young Children</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6813 Field Experience in Early Childhood Education I</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6815 Field Experience in Early Childhood Education II</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6816 Development of the Young Child</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ECE 6817 Bilingual-Bicultural Early Childhood Education</td>
<td>3</td>
<td>3 optional</td>
</tr>
<tr>
<td>ECE 6820 Introduction to Special Education</td>
<td>3</td>
<td>3 optional</td>
</tr>
<tr>
<td>ECE 6821 Parent Education</td>
<td>3</td>
<td>3 optional</td>
</tr>
<tr>
<td>Total Credits:</td>
<td>67</td>
<td>67</td>
</tr>
</tbody>
</table>

Note: Students preparing to transfer to senior colleges are advised to take A.A. degree.

Program of Studies Leading to A.A. and A.A.S. Degrees Concentration in Bilingual 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>COMMUNICATION SKILLS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGLISH</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>SOCIAL SCIENCES</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>Remaining credits, students' choice</td>
<td>3</td>
<td>not required</td>
</tr>
<tr>
<td>within the Social Science Curriculum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>MODERN LANGUAGE (Spanish)</td>
<td>6</td>
<td>6</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>1</td>
</tr>
<tr>
<td>HLT 6515 Nutrition</td>
<td>not required</td>
<td>3</td>
</tr>
<tr>
<td>EARLY CHILDHOOD EDUCATION</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All students are required to complete ECE 6802 before registering for additional Early Childhood courses.

Students choose 15 credits maximum for A.A.

Students take all the following for A.A.S.

ECE 6802 Introduction to Early Childhood Education 3 3
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 6802</td>
<td>INTRODUCTION TO EARLY CHILDHOOD EDUCATION</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECE 6804</td>
<td>LANGUAGE ARTS FOR YOUNG CHILDREN</td>
<td>3</td>
<td>ECE 6802 Introduction to Early Childhood Education.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECE 6805</td>
<td>SOCIAL STUDIES FOR YOUNG CHILDREN</td>
<td>3</td>
<td>ECE 6802 Introduction to Early Childhood Education.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECE 6807</td>
<td>CREATIVE ART ACTIVITIES FOR YOUNG CHILDREN</td>
<td>3</td>
<td>ECE 6802 Introduction to Early Childhood Education.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECE 6809</td>
<td>MUSIC AND RHYTHMIC ACTIVITIES FOR YOUNG CHILDREN</td>
<td>3</td>
<td>ECE 6802 Introduction to Early Childhood Education.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECE 6811</td>
<td>SCIENCE AND MATHEMATICS FOR YOUNG CHILDREN</td>
<td>3</td>
<td>ECE 6802 Introduction to Early Childhood Education and a minimum of 3 additional credits in Early Childhood Education.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECE 6813</td>
<td>FIELD EXPERIENCE IN EARLY CHILDHOOD EDUCATION I</td>
<td>3</td>
<td>ECE 6802 Introduction to Early Childhood Education and a minimum of 3 additional credits in Early Childhood Education.</td>
</tr>
<tr>
<td></td>
<td>The student will observe and participate in early childhood programs such as day care centers, kindergartens, and infant care programs. The student will also participate in weekly seminars.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECE 6815</td>
<td>FIELD EXPERIENCE IN EARLY CHILDHOOD EDUCATION II</td>
<td>3</td>
<td>ECE 6802 Introduction to Early Childhood Education and a minimum of 3 additional credits in ECE.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ECE 6816 DEVELOPMENT OF THE YOUNG CHILD
3 credits
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
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
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
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
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
Prerequisite: Open to all students who have completed or are registered in ENG 1300/1301; 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 to 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.

PED 0100 PERSONAL PHYSICAL FITNESS
1 credit
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.

PED 0101 ADVANCED ATHLETICS — MEN'S BASKETBALL
1 credit
The student will receive credit after he has met pre-established criteria in the activity of intercollegiate basketball.

PED 0104 ADVANCED ATHLETICS — WOMEN'S CHEERLEADING
1 credit
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.

PED 0105 ADVANCED ATHLETICS — WOMEN'S VOLLEYBALL
1 credit
The student will receive credit after she has met pre-established criteria in the activity of intercollegiate women's volleyball.

PED 0106 ADVANCED ATHLETICS — WOMEN'S BASKETBALL
1 credit
The student will receive credit after she has met pre-established criteria in the activity of intercollegiate women's basketball.

PED 0107 ADVANCED ATHLETICS — MEN'S SOCCER
1 credit
The student will receive credit after he has met pre-established criteria in the activity of intercollegiate soccer.

PED 0115 BEGINNING KARATE
1 credit
Prerequisite: PED 0100 Personal Physical Fitness.
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.

PED 0117 JUDO
1 credit
Prerequisite: PED 0100 Personal Physical Fitness.
The student will perform the skills in the attainment of a "Yellow Belt." This course will meet for two hours per week for one semester.

PED 0119 SELF-DEFENSE FOR MEN AND WOMEN
1 credit
Prerequisite: PED 0100 Personal Physical Fitness.
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.

PED 0120 ADVANCED KARATE
1 credit
Prerequisite: PED 0100 Personal Physical Fitness.
The student will be able to perform the advanced karate skills. This course will meet for two hours per week for one semester.

PED 0121 NONSWIMMER
1 credit
Prerequisite: PED 0100 Personal Physical Fitness.
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.

PED 0122 BEGINNING SWIMMING
1 credit
Prerequisite: PED 0100 Personal Physical Fitness.
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.

PED 0123 INTERMEDIATE SWIMMING
1 credit
Prerequisite: PED 0100 Personal Physical Fitness.
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.

PED 0124 SENIOR LIFE SAVING
1 credit
Prerequisite: PED 0100 Personal Physical Fitness.
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.

PED 0130 BOWLING
1 credit
Prerequisite: PED 0100 Personal Physical Fitness.
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.

PED 0131 BEGINNING FENCING
1 credit
Prerequisite: PED 0100 Personal Physical Fitness.
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.

PED 0132 OUTDOOR WINTER SPORTS
1 credit
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
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
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
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
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
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
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
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
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
Prerequisite: PED 0100 Personal Physical Fitness.
The student will learn the basic concepts (the hows and whys) of jogging and running. The student will participate in a vigorous jogging exercise session during each class. The student, in conjunction with the instructor, 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
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
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
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  
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 concepts, and behavioral concepts.

Course offerings are open to all health science and arts and sciences students.

**HLT 6503 INTERPERSONAL RELATIONS & TEAMWORK**  
3 credits  
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  
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.

**HLT 6509 MENTAL HEALTH**  
3 credits  
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.

**HLT 6510 HUMAN SEXUALITY**  
2 credits  
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, the concept of intersex, family planning, and the changing concept of masculinity and femininity.

**HLT 6511 HEALTH PROBLEMS OF THE YOUNG CHILD**  
1 credit  
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 6512 DRUGS AND SOCIETY**  
2 credits  
The student will explore drug use in our society. The nature and effects of various drugs in use will be discussed with emphasis on the psychological, sociological, and legal aspects of drug use and abuse.

**HLT 6514 NUTRITION/DENTAL HYGIENE**  
2 credits

**HLT 6515 NUTRITION**  
3 credits  
**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  
**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.

**HLT 6519 FIELD EXPERIENCE IN COMMUNITY HEALTH**  
2 credits  
**Prerequisite:** HLT 6518 Introduction to Community Health.  
The student will observe community health programs in action such as comprehensive health care centers, mental health, drug abuse, family planning and...
The student will study and analyze the nature of poverty, economic and social differences in the prevention of illness, maintenance of health, the treatment of the sick, and current efforts to deal with poverty and ensure proper medical care.

**HLT 6524 MEDICAL TERMINOLOGY**
2 credits
The student will demonstrate a knowledge of the language of medicine, 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.

**HLT 6525 DYNAMICS OF PATIENT CARE**
2 credits
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.

**HLT 6526 HEALTH CARE (ETHICS & LAW/LABORATORY SKILLS)**
3 credits
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.

**HLT 6530 INTRODUCTION TO GERONTOLOGY**
3 credits
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.

**HLT 6531 HEALTH PERSPECTIVES FOR THE AGING**
3 credits
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.

**HLT 6532 FIELDWORK WITH AN OLDER POPULATION**
2 credits
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.
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 units: Africana Studies, Latin American and Caribbean Studies, Modern Languages, Philosophy, Visual and Performing Arts and World Literature.

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
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
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 THE BLACK MAN IN THE AMERICAS I
3 credits
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 THE BLACK MAN IN THE AMERICAS II
3 credits
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
The student will demonstrate an understanding of the Black child's development from birth to adulthood; the social influences on the development of physical, emotional, intellectual, personality, language, and social characteristics. (Formerly listed as CUB 3122-23.)

CUB 3116 THE BLACK FAMILY
3 credits
The student will consider the family as a social institution 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
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
The student will analyze various aspects of social problems which affect the Black community, such as drugs, housing, welfare, and crime, with respect to their etiology, 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
The student will relate the lives of major figures in the
CUB 3172 AFRICAN LITERATURE
3 credits
The student will identify the main sources and trace the thematic development of African oral and written literature. The student will discuss and evaluate the contribution 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 advent of the European.

CUB 3174 AFRO-AMERICAN LITERATURE
3 credits
The student will survey the literature from the slave narratives to the present time. He/she will relate the literature to the historiocultural context in which it is set. He/she will analyze and criticize such writers as Isaac Jefferson, Langston Hughes, Richard and John A. Williams. (Formerly listed as Black American Literature.)

CUB 3178 THE HISTORY OF BLACK ART
3 credits
The student will be able to trace the major works of art from the earliest times to the present. He will analyze 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.

CUB 3180 THE HISTORY AND INFLUENCE OF AFRICAN-AMERICAN MUSIC
3 credits
The student will trace the music of the African-American from Africa to its development in the diaspora and the various musical forms up to the present time. The student will analyze the functions of the "holler," work songs, blues jazz and other forms.

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 the Latin American, Caribbean, and Puerto Rican realities and motivate involvement with those communities. 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 aspects 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
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 century; 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 century, especially the reforms promoted by Marshall O'Reilly.

CUP 3204 HISTORY OF PUERTO RICO II
3 credits
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
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
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
The student will discuss and analyze short stories by de Burgos, Corretjer, Matos Paoli, and several contemporary poets. The student will compare and contrast Romanticism and Modernismo; 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-Benitez, Marin, 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 Páles; 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 3323.)

CUP 3324 THE PUERTO RICAN SHORT STORY
3 credits

The student will discuss and analyze short stories by Oliver, Díaz, Alfaro, 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 trends in the 20th-century Puerto Rican short story. (Formerly listed as CUP 3188–89, CUP 3323–24.)

CUP 3326 THE PUERTO RICAN NOVEL
3 credits

The student will analyze and discuss the subcultural patterns present in Puerto Rican culture as seen in the works of 19th-century novelists 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 techniques and resources used by different authors; and trace the development of the genre from Zeno Gandía to contemporary authors. Representative works from Marqués, Andreu-Igelías 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

Prerequisite: CUP 3302 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, Mari-Bras, and others. (Formerly listed as CUP 3161–62, CUP 3327–28.)

CUP 3332 SURVEY OF PUERTO RICAN DRAMA I
3 credits

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 3312 HISTORY OF PUERTO RICAN LITERATURE II
3 credits

Prerequisite: CUP 3312 History of Puerto Rican Literature I.

Suggested corequisite: CUP 3302 History of Puerto Rico I.

The student will evaluate the contribution and state the influences of Eugenio Maria 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 3332 PUERTO RICAN POETRY
3 credits

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-Benitez, Marin, 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 Páles; 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.)
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
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
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
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
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
The student will experience learning beyond the confines of the classroom setting. Through the resources of various community and institutional learning settings, the student will be able to understand aspects of the culture and society of the Dominican Republic. The student will be able to appraise people's life styles and problems and relate to them in their natural habitat. Guided by different academicians in the Dominican Republic, the student will be able to distinguish between facts and inferences to discriminate between folk and scientific knowledge. The student will compile facts, categorize, explain, analyze and summarize them in written term papers. Offered in Spanish during Summer Session only, depending upon availability of funds.

CUP 3312 HISTORY OF PUERTO RICAN LITERATURE I 3 credits
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 century. 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 3334 SURVEY OF PUERTO RICAN DRAMA II 3 credits
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, Arrivi, Belaval and others. The student will discuss, analyze, and criticize dramatic works by authors such as Méndez-Ballester, Marqués, Marin 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 333-34.)

CUP 3342 THE BLACK MAN IN PUERTO RICAN LITERATURE
3 credits

**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 Daubon, 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 Guillen, 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

The student will discuss and analyze women as a creative force in Puerto Rican literature; appraise their contribution 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 Maria B. Benitez 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 structures in the various literary movements from the 19th through the 20th century. (Formerly listed as CUP 3343-44.)

**CUP 3346 THE NEW YORK PUERTO RICAN LITERATURE**

3 credits

**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 Spicks, *La ceiba en el tiesto, La carreta, and Pasa,* and as portrayed by himself in literary manifestations dealing 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

The student will identify the fundamental characteristics of Taino art; appreciate its various manifestations; compare and contrast Taino 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 Campeche 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 3362 HISTORY OF PUERTO RICAN MUSIC**

3 credits

The student will trace and identify the musical styles and the main composers that influenced musical activity in Puerto Rico from the 16th century to the late 19th century; discuss and analyze the factors that led to the emergence of autochthonous music; analyze and appreciate the music of Puerto Rican composers from the late 19th century to the present; analyze the various musical forms and discuss the work and contribution of representative figures. (Formerly listed as CUP 3361-62.)

**CUP 3356 PUERTO RICAN FOLKLORE**

3 credits

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 Taino, 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.)

**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, secondary texts, and thematic 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
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
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 tests in the classroom will also be practiced in the language laboratory.

FRE 1906 INTERMEDIATE FRENCH I
3 credits
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
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
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
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
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.

ITA 2102 ELEMENTARY ITALIAN I
3 credits
Prerequisite: ITA 2102 Elementary Italian or the equivalent.
The 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.

ITA 2104 ELEMENTARY ITALIAN II
3 credits
Prerequisite: ITA 2102 Elementary Italian or the equivalent.
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.

SPA 2202 ELEMENTARY SPANISH I
3 credits
Prerequisite: SPA 2202 Elementary Spanish or the equivalent.
The student will demonstrate basic skills in speaking, reading and writing through the use of simple Spanish prose, poetry and cultural texts. Classroom recitation will be reinforced by drill in the language laboratory.

SPA 2204 ELEMENTARY SPANISH II
3 credits
Prerequisite: SPA 2202 Elementary Spanish or the equivalent.
The student will demonstrate development and comprehension of the skills acquired in Spanish 2202. Recitations and the study of graded tests in the classroom will also be practiced in the language laboratory.

SPA 2206 INTERMEDIATE SPANISH I
3 credits
Prerequisite: SPA 2204 Elementary Spanish or the equivalent.
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.
SPA 2208 INTERMEDIATE SPANISH II
3 credits
Prerequisite: SPA 2206 Intermediate Spanish or the equivalent.
The student will demonstrate self-expression in Spanish 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.

SPA 2210 BASIC SPANISH COMPOSITION I
2 credits
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.

SPA 2212 BASIC SPANISH COMPOSITION II
3 credits
Prerequisite: Placement test.
The student will work intensively on grammar, punctuation, and sentence construction; reading comprehension; vocabulary; note-taking; effective listening. At the request of the instructor, there will be individual conferences with the student. Students are required to take this course if they do not meet the success criteria of the diagnostic Spanish language examination.

SPA 2214 INTRODUCTION TO LITERATURE
3 credits
Prerequisite: SPA 2212 Basic Spanish Composition or the equivalent.
The student will analyze and discuss, orally and in writing, readings in the literary genres selected from representative authors from Spanish and world literature.

SPA 2216 SPANISH FOR U.S. HISPANICS I
3 credits
Prerequisite: Placement test.
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.

SPA 2218 SPANISH FOR U.S. HISPANICS II
3 credits
Prerequisite: SPA 2216 Spanish for U.S. Hispanics I.
Continuation of SPA 2216, but with special emphasis on reading and composition skills; spelling and paragraph organization.

SPA 2220 SPANISH AMERICAN LITERATURE I
3 credits
Prerequisite: SPA 2212 Basic Spanish Composition or the equivalent.
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.

SPA 2222 SPANISH AMERICAN LITERATURE II
3 credits
Prerequisite: SPA 2212 Basic Spanish Composition or the equivalent.
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.

SPA 2224 CONTEMPORARY SPANISH-AMERICAN THEATRE
3 credits
Prerequisite: SPA 2212 Basic Spanish Composition or the equivalent.
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 Ureña, 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 introductory course in composition (English or Spanish).  
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.

**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  
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  
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  
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  
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 3530 PAINTING AND DRAWING II**
3 credits  
**Prerequisite:** VPA 3528 Applied Art I or the consent of the instructor.  
The advanced art student will develop or improve skills in painting, assemblage and three-dimensional art. He/she will become acquainted with and master the use of "found objects" in making a picture. He/she will complete a master project to the satisfaction of the instructor.
VPA 3534 ART IN THE CITY
3 credits
The student will identify and discuss: City of Paris (1865–1909), Impressionism and post-Impressionism, and the School of Paris; he/she will identify and discuss City of New York (1910–present), Cubism, Futurism, Dadaism, Surrealism, Social Realism, contemporary Black and Hispanic art, and the School of New York. He/she will complete two field trips in conjunction with the above.

VPA 3536 ART CRAFTS
3 credits
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 3540 PHOTOGRAPHY I
3 credits
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
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 I
3 credits
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, graphs 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 II
3 credits
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
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
The student will discuss the physics of sound, read notation, 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
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
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
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
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
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.

MAT 1600 REMEDIAL MATHEMATICS
1 credit
The student will be drilled in the use of whole numbers, fractions, and decimals under the four basic arithmetic operations. He/she will also study powers of percent, ratio and proportion. The student will demonstrate his/her proficiency in these operations formally and as applied to word problems.

MAT 1604 BASIC MATHEMATICS SKILLS
( SCIENCE)
1 credit
This course provides the basic arithmetic skills which will be utilized in all subsequent mathematics and science courses. Topics: Addition, subtraction, multiplication, division, and comparison of whole numbers, fractions and decimals, the metric system, scientific notation and verbal problems.

MAT 1612 ELEMENTARY ALGEBRA FOR NONSCIENCE STUDENTS
2 credits
Prerequisite: MAT 1600 or placement via CUNY Assessment Examination.
The student will study the elementary operations in algebra, including the structure of the real numbers, polynomials, linear equations, and coordinate geometry.

MAT 1612 ELEMENTARY ALGEBRA
2 credits
Prerequisite: MAT 1600 or placement via CUNY Assessment Examination.
Fundamental operations with polynomials and rational algebraic expressions, simplification of algebraic expressions with integral exponents, factorization of polynomials, solution of linear and quadratic equations, simplification of algebraic expressions, graphs of linear equations, graph and algebraic solution of simultaneous linear equations.

MAT 1622 ELEMENTARY ALGEBRA
2 credits
Prerequisite: MAT 1604 or placement via CUNY Assessment Examination.
Fundamental operations with polynomials and rational algebraic expressions, simplification of algebraic expressions with integral exponents, factorization of polynomials, solution of linear and quadratic equations, simplification of algebraic expressions, graphs of linear equations, graph and algebraic solution of simultaneous linear equations.

MAT 1624 INTERMEDIATE ALGEBRA
2 credits
Prerequisite: MAT 1622 or pass qualifying examination.
Factoring operations on rational expressions; first degree equations and inequalities in one variable; sentences in two or more variables; trigonometric functions, their graphs and applications; quadratic formula; real and complex numbers, and conic sections.

MAT 1628 COLLEGE ALGEBRA
3 credits
Prerequisite: MAT 1624 Intermediate Algebra or pass qualifying exam, or have two years of high school mathematics.
The student will study the complex number system and solve problems involving complex numbers; solve first and second degree systems of equations using different techniques; study trigonometric functions and their inverses as well as exponential and logarithmic functions; solve problems using trigonometric laws and identities; and study progressions and mathematical induction and solve elementary problems involving concepts of "limit."

MAT 1632 INTRODUCTORY COLLEGE MATHEMATICS
3 credits
The student will study and become proficient in opera-
tions that involve the decimal system, systems with other bases, modular arithmetic, and the fundamentals of set theory; evaluate compound statements involving disjunction, conjunction, and implications; construct truth tables; and perform basic operations and identify properties possessed by the set of integers and rational and real numbers.

**MAT 1634 INTRODUCTORY COLLEGE MATHEMATICS II**
3 credits

The student will solve problems involving denominate numbers based on both the metric and English systems of measurement as well as problems in nonmetric geometry and elementary problems in topology. The student will also define fundamental concepts of elementary algebra and solve linear equations in one and two variables. He/she will graph linear equations, relations, and functions and investigate the meaning of probability and some of its applications.

**MAT 1642 CALCULUS I**
3 credits

**Prerequisite:** Three years of high school mathematics or MAT 1628 College Algebra or pass qualifying exam.

The student will review coordinate geometry and study the mathematical notion of the increment of a function and learn to apply it to limits, to slope, and finally, to the derivative. The student will study and show proficiency in operating with elementary functions and their limits; in finding the derivatives of polynomial functions, of rational functions, and of trigonometric functions, and finally, in applying all of these operations to selected problems.

**MAT 1644 CALCULUS II**
3 credits

**Prerequisite:** MAT 1642 Calculus I or its equivalent.

The student will study and become proficient in various techniques of integration and their applications. Among these techniques are included integration by the method of partial fractions, integrations by parts, and numerical methods for approximating integrals. Among the applications are included the evaluation of improper integrals and simple differential equations. The student will apply the definite integral to standard problems involving the following: area, volume, arc length, surface of revolution, moment and center of mass centroid, hydrostatic pressure, and work.

**MAT 1646 CALCULUS III**
3 credits

**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 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

**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 1692 INTRODUCTION TO COMPUTER SCIENCE**
3 credits

**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

**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

**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

**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.
Natural Sciences

The Natural Sciences Department consists of the Biology Unit and Physical Sciences Unit. The Biology Unit offers courses in general biology, anatomy and physiology, microbiology, and histology. The Physical Sciences Unit offers courses in chemistry, physics, astronomy, environmental science, and clinical 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. 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.

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.

Arts and Science Sequence

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO 3702, 3802 General Biology I</td>
<td>8 credits, 4 per semester</td>
</tr>
<tr>
<td>BIO 3704, 3804 General Biology II</td>
<td>8 credits, 4 per semester</td>
</tr>
<tr>
<td>BIO 3714, 3814 Genetics</td>
<td>4 credits</td>
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Health Science Sequence

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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO 3706, 3806 Anatomy and Physiology I</td>
<td>8 credits, 4 per semester</td>
</tr>
<tr>
<td>BIO 3708, 3808 Anatomy and Physiology II</td>
<td>8 credits, 4 per semester</td>
</tr>
<tr>
<td>BIO 3712, 3812 General Microbiology</td>
<td>4 credits</td>
</tr>
<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>
<td>0 credits</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.

First Year

<table>
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<tr>
<th>Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>First Semester</td>
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<tr>
<td>English</td>
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**BIO 3702 LECTURE GENERAL BIOLOGY I**
3 credits

**BIO 3802 LABORATORY**
1 credit
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 laboratory. Offered in English and Spanish, both semesters.

**BIO 3704 LECTURE GENERAL BIOLOGY II**
3 credits

**BIO 3804 LABORATORY**
1 credit
Prerequisite: BIO 3702, 3802 General Biology I.
The student will demonstrate 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 laboratory. Offered in English and Spanish, both semesters.

**BIO 3708 LECTURE ANATOMY & PHYSIOLOGY II**
3 credits

**BIO 3808 LABORATORY**
1 credit
Prerequisite: BIO 3706, 3806 Anatomy and Physiology I.
The student will recognize 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 and Spanish, both semesters.

**BIO 3712 LECTURE MICROBIOLOGY**
3 credits

**BIO 3812 LABORATORY**
1 credit
Prerequisite: BIO 3704, 3804 General Biology or BIO 3708, 3808 Anatomy & Physiology.
The student will recognize 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 recognize and state terms related to the following: pathogens, resistance and immunity, bacteria, rickettsia, chlamydia, viruses, parasitology, mycology, and epidemiology. Six hours laboratory. Offered in English each semester.

**BIO 3716 MEDICAL MICROBIOLOGY**
4 credits
Prerequisite: BIO 3712, 3812 General Microbiology.
The student will examine, describe, and classify microorganisms of medical importance. The student will cultivate and identify the organisms in the laboratory using standard methods of identification. Lecture-discussion two hours, laboratory four hours.
BIO 3718 HISTOLOGY  
4 credits  
**Prerequisite:** Clinical Laboratory Science CHE 4002 General Chemistry I.  
The student will process tissue in paraffin and frozen sections for microscopic examination. The student will study and identify cells, tissues, organs from human and animal sources. Lecture-discussion two hours, laboratory four hours.

BIO 3820 HOSPITAL LABORATORY PRACTICE  
0 credits  
**Prerequisite:** Completion of all courses for Medical Laboratory Technology program.  
The student will perform the standard laboratory tests which he/she has learned in the college laboratory in a hospital setting.

Medical Laboratory Technology

The Medical Laboratory Technology Program provides training for the student in the basic skills required for a career in medical technology.

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

Upon completion of the required courses and the hospital training, the student will receive the Associate in Applied Sciences (A.A.S.) degree and will be eligible to be certified by the New York City Health Department as a certified laboratory technician.

Criteria for Admission to Medical Laboratory Technology Program

Before being admitted to the program, students must (1) read at the 10.5 grade level and (2) complete the Basic Mathematics and Fundamentals of Chemistry courses. Until they fulfill these requirements, students will be considered as pre-Medical Laboratory Technology students and will receive academic advisement from the program faculty.

Transfer Students

Transfer students are subject to the same admissions criteria as new students. However, transfer students should be advised that the duration of the sequence of courses leading to the A.A.S. degree in medical laboratory technology is between one and one-half years and two years from the time of admission.

Readmission to the Program

Only the following students will be considered for readmission to the program:

1. Students who have withdrawn from the program in good academic standing.
2. Students having an approved leave of absence from the program director.

Program of Studies Leading to the A.A.S. Degree in Medical Laboratory Technology

<table>
<thead>
<tr>
<th>First Year</th>
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<tr>
<td>MAT 1622 Elementary Algebra*</td>
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<td>CHE 4008 Fundamentals of Chemistry*</td>
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ENG 1303 Introduction to Composition II  
CHE 4009 Clinical Lab Science I  

**Fourth Semester**

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<tr>
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<tr>
<td>BIO 3718 Histology</td>
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<tr>
<td>Elective or HLT 6503 Human Relations</td>
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<td>MAT 1628 College Algebra</td>
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**Summer**

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<td>BIO 3820 Hospital Lab Practice</td>
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**Third Year**

**Fifth Semester**

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<tr>
<td>BIO 3820 Hospital Laboratory Practice</td>
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Total credits: 66

* Or next advanced course based on entrance placement examination in math and chemistry.

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**CHE 4009 CLINICAL LABORATORY SCIENCE**  
4 credits  
Prerequisites: CHE 4002 General Chemistry I and BIO 3704 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**  
Prerequisite: CHE 4004 General Chemistry II.  

The student will perform standard current biochemical determinations using both manual techniques and some automated procedures. Lecture-discussion two hours, laboratory four hours.

**BIO 3718 HISTOLOGY**  
4 credits  
Prerequisites: BIO 3704 General Biology II and CHE 4002 General Chemistry I (Lecture).  

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. Lecture-discussion two hours, laboratory four hours.

**BIO 3712 GENERAL MICROBIOLOGY**  
4 credits  
Prerequisite: BIO 3704 General Biology II.  

The student will classify and describe the main groups of microorganisms and isolate and cultivate microorganisms in the laboratory. The student will learn to practice sterile techniques and prepare microorganisms for microscopic examination. Lecture-discussion two hours, laboratory four hours.

**BIO 3716 MEDICAL MICROBIOLOGY**  
4 credits  

Prerequisite: BIO 3712 General Microbiology.  

The student will examine, describe, and classify microorganisms of medical importance. The student will cultivate and identify the organisms in the laboratory using standard methods of identification. Lecture-discussion two hours, laboratory four hours.

**BIO 3820 & 3822 HOSPITAL LABORATORY PRACTICE**  
0 credits  
Prerequisite: 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.

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Medical Laboratory Technology Program Affiliations

The Hostos Community College Medical Laboratory Technology program is affiliated with the following hospitals and medical centers:

- Goldwater Memorial Hospital
- Harlem Hospital and Medical Center
- Lincoln Hospital and Mental Health Center
- Montefiore Hospital

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Advisory Committee, Medical Laboratory Technology Program

Dr. Angus Sampath, Director  
Clinical Pathology Laboratories  
Harlem Hospital and Medical Center
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 area 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 admission 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.

Chemistry

CHE 4002 LECTURE GENERAL CHEMISTRY I
3 credits
Prerequisite: MAT 1624 or higher, and CHE 4008 Fundamentals of Chemistry or equivalent.
Corequisite: None.
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. Three hours lecture-demonstrations, one hour recitation. Offered in English.

CHE 4004 LECTURE GENERAL CHEMISTRY 2
3 credits
Prerequisite: General Chemistry I.
Corequisite: None.
The student will explain concepts and solve problems related to chemical kinetics, solutions, oxidation-reduction reactions, electrochemistry, covalent bonding and molecular structure, classes of organic and biochemical compounds, and nuclear chemistry. Three hours lecture-demonstrations, one hour recitation. Offered in English.

CHE 4008 FUNDAMENTALS OF CHEMISTRY
2 credits
Prerequisite: MAT 1622 Elementary Algebra or higher.
Corequisite: MAT 1624 Intermediate Algebra or higher.
The student will solve problems requiring the interconversion of units of length, weight, and capacity from the English system 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. Offered in English.

CHE 4009 CLINICAL LABORATORY SCIENCE I
4 credits
Prerequisites: CHE 4002 General Chemistry I and BIO 3704 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. Offered in English.

CHE 4010 CLINICAL LABORATORY SCIENCE II
4 credits
Prerequisite: CHE 4004 General Chemistry II.
The student will perform standard current biochemical determinations using both manual techniques and some automated procedures. Lecture-discussion two hours, laboratory four hours. Offered in English.

CHE 4012 INTRODUCTORY CHEMISTRY (2 EXCESS HOURS)
4 credits
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. Three hours lecture-demonstration, one hour recitation, and two hours laboratory. This
course is for Dental Hygiene students. Offered in English.

CHE 4014 ENVIRONMENTAL SCIENCE I
4 credits
The student will solve problems; explain concepts, or recognize terms related to the fundamentals of chemistry, theories of the origin of matter and life, chemical evolution, and structural components of the cell. Other topics are the health-related environmental effects and social implications of control of major types of air pollutants. Sources of energy will be examined with discussion of issues relating energy production to population and consumption. Six hours lecture, laboratory, recitation are required. Offered in English and Spanish.

CHE 4016 ENVIRONMENTAL SCIENCE II
4 credits
Prerequisite: CHE 4014 Environmental Science I.
The student will explain the chemistry, health and environmental effects, and social issues relating to pollution of the water environment, disposal of solid wastes, and pesticides of the environment. Other discussion topics include adequate diet, malnutrition availability of food, new food sources, and food additives and their regulation. Terminology includes side effects, addiction and withdrawal, effects of alcohol and hallucinogens, allergic reactions, chemotherapy, and anti-fertility drugs. Six hours lecture, laboratory, recitation. Offered in Spanish.

CHE 4018 PRINCIPLES OF ORGANIC CHEMISTRY
2 credits
Prerequisite: CHE 4012.
A survey of the fundamentals of organic and biological chemistry for dental hygiene students. Two hours lecture. Offered in English.

CHE 4026 GENERAL CHEMISTRY I/NURSING
4 credits
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. Three hours lecture, one hour recitation, three hours laboratory. Offered in English.

CHE 4027 GENERAL CHEMISTRY II/NURSING
4 credits
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. Three hours lecture, one hour recitation, three hours laboratory. Offered in English.

PHYSICS

PHY 4302 LECTURE PHYSICS I
3 credits

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. Three hours laboratory. Offered in English.

PHY 4304 LECTURE PHYSICS II
3 credits

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. Three hours lecture-discussion, one hour recitation, three hours laboratory. Offered in English.

PHY 4306 ASTRONOMY
3 credits
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.) Offered in Spanish.

PHY 4406 ASTRONOMY LABORATORY
1 credit
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). Offered in Spanish.

PHY 4308 INTRODUCTORY PHYSICS
(RADIOLOGIC TECHNOLOGY)
4 credits
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. Three hours lecture, 1 hour recitation, and three hours laboratory. Offered in English.
PHY 4310 GENERAL PHYSICS I/ NURSING
3 credits
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. Three hours lecture, one hour recitation. Offered in English.

PHY 4311 GENERAL PHYSICS II/ NURSING
3 credits
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. Two hours lecture, one hour recitation, three hours laboratory alternate weeks. Offered in English.
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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Vice-Chancellor for Academic Affairs
University Dean for Instructional Research
University Dean for Institutional Research and Analysis
University Dean for Community Development
University Dean for Freshman Skills Assessment
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<tr>
<td>Marilyn Magner</td>
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</tr>
<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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<tr>
<td>Rita Terdiman</td>
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<tr>
<td>Don O. Watkins</td>
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<tr>
<td>Milton Drucker</td>
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<tr>
<td>Robin A. Elliott</td>
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<td>Maria M. Perez-Arton</td>
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<tr>
<td>Lydia T. Britton</td>
<td>Executive Assistant to the Chancellor</td>
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* Assumes duties as Chancellor on September 15, 1982

### Presidents of the Colleges of the City University of New York

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<td>Fiorello H. LaGuardia Community College</td>
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<tr>
<td>Ursula C. Shwerin</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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- Behavioral and Social Sciences  
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- Mathematics  
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- Natural Sciences  
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### Unit Coordinators and Program Directors

<table>
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<tr>
<th>Department</th>
<th>Coordinator</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>Riccardo Boehm  B.A., M.B.A.</td>
</tr>
<tr>
<td>Africana Studies</td>
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<td>Selena James  B.S., M.A.</td>
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<tr>
<td>Early Childhood Education</td>
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<tr>
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<tr>
<td>Latin American and Caribbean Studies</td>
<td>Pablo Cabrera  B.S., M.A.</td>
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<tr>
<td>Library</td>
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<tr>
<td>J.A. Betancourt  B.A., M.S., M.A.</td>
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<tr>
<td>Modern Languages</td>
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<tr>
<td>Manuel Ramos  B.A., M.A., Ph.D.</td>
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<tr>
<td>Physical Education</td>
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<tr>
<td>Robert Taylor  B.S., M.A.</td>
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<td>Physical Sciences</td>
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<td>Clara Watnick  B.S., M.A., Ph.D.</td>
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<tr>
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<tr>
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<tr>
<td>Geraldine Ruiz  A.A.S., B.S., M.A.</td>
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<tr>
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<td>Patricia Parzych  B.S., M.S.</td>
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<td>Social Sciences</td>
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<tr>
<td>Synos Mangazva  B.A., M.A.</td>
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<td>Urban Health Studies</td>
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<td>Visual and Performing Arts</td>
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<tr>
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In the spring 1982 semester, the Hostos Community College teaching staff included 162 adjunct (part-time) faculty. These faculty members were distributed among the various academic departments and units as follows: Behavioral Sciences: 9; Biology: 13; Africana Studies: 3; Business/Accounting: 5; Early Childhood: 1; Dental Hygiene: 6; English: 57; Mathematics: 26; Modern Languages: 8; Physical Sciences: 9; Physical Education: 3; Latin American and Caribbean Studies: 4; Secretarial Sciences: 2; Social Sciences: 1; Urban Health: 4; Visual Performing Arts: 4; Public Administration: 4; and Radiologic Technology: 3.
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