CATALOG
1997–1999

KINGSBOROUGH COMMUNITY COLLEGE
The City University of New York

2001 Oriental Boulevard
Manhattan Beach, Brooklyn, N.Y. 11235
718-368-5000
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B.A.

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A.A., B.S., M.S.
# TABLE OF CONTENTS

KINGSBOROUGH COMMUNITY COLLEGE ........................................................................... 7  
ACADEMIC CALENDAR .................................................................................................. 9  
ADMISSIONS INFORMATION and PROCEDURES ......................................................... 11  
TUITION and FEES ........................................................................................................ 14  
HEALTH REGULATIONS AND SERVICES .................................................................. 17  
STUDENT DEVELOPMENT ............................................................................................. 21  
FINANCIAL AID ............................................................................................................ 27  
SPECIAL PROGRAMS .................................................................................................... 31  
SPORTS .......................................................................................................................... 34  
ACADEMIC INFORMATION ............................................................................................ 35  
ACADEMIC STANDARDS ............................................................................................... 37  
GRADES .......................................................................................................................... 39  
ATTENDANCE POLICY .................................................................................................. 42  
HONORS ......................................................................................................................... 43  
TRANSFER to SENIOR COLLEGES .............................................................................. 44  
EVENING AND WEEKEND STUDIES .......................................................................... 48  
CURRICULA and PROGRAMS ....................................................................................... 49  
DEGREE PROGRAMS ..................................................................................................... 51  
ASSOCIATE in ARTS [A.A.] DEGREE ............................................................................ 55  
Requirements—Liberal Arts ............................................................................................. 57  
ASSOCIATE in SCIENCE [A.S.] DEGREE ........................................................................ 59  
Requirements—  
  Biology ....................................................................................................................... 61  
  Chemistry ..................................................................................................................... 63  
  Community Health ....................................................................................................... 65  
  Computer Science ......................................................................................................... 67  
  Educational Studies ....................................................................................................... 68  
  Engineering Science ...................................................................................................... 69  
  Fine Arts ....................................................................................................................... 70  
  Mathematics .................................................................................................................. 72  
  Mental Health and Human Services ........................................................................... 73  
  Physics .......................................................................................................................... 74  
  Pre-Physical Therapy .................................................................................................. 75
ASSOCIATE in APPLIED SCIENCE [A.A.S.] DEGREE ................................................................. 79

Requirements—Business Career Programs

Accounting ................................................................................................................................... 81
Broadcasting Technology and Management ............................................................................... 83
Business Administration .............................................................................................................. 85
Computer Data Processing ........................................................................................................... 86
Fashion Merchandising ............................................................................................................... 89
Journalism and Print Media ........................................................................................................ 90
Marketing Management .............................................................................................................. 91
Secretarial/Office Administration ............................................................................................... 92
Travel and Tourism .................................................................................................................... 98

Requirements—Health and Social Service Career Programs

Early Childhood Education/Child Care ....................................................................................... 87
Education Associate ..................................................................................................................... 88
Nursing ....................................................................................................................................... 93
Sports, Fitness and Therapeutic Recreation .................................................................................. 97

DEPARTMENTS and COURSE DESCRIPTIONS

Art .................................................................................................................................................. 101
Behavioral Sciences and Human Services .................................................................................... 109
Biological Sciences ...................................................................................................................... 123
Business ....................................................................................................................................... 133
Communications and Performing Arts ......................................................................................... 143
English ......................................................................................................................................... 157
Foreign Languages ........................................................................................................................ 171
Health, Physical Education and Recreation .................................................................................... 183
History, Philosophy and Social Sciences ....................................................................................... 197
Mathematics and Computer Science ............................................................................................... 209
Nursing ......................................................................................................................................... 223
Physical Sciences .......................................................................................................................... 231
Secretarial/Office Administration .................................................................................................. 243
Travel and Tourism ...................................................................................................................... 253
Library .......................................................................................................................................... 257
Continuing Education ................................................................................................................... 259

THE FACULTY ................................................................................................................................. 264
BUSINESS OFFICE ........................................................................................................................ 300
REGISTRAR’S OFFICE .................................................................................................................... 300
POLICY, RULES and REGULATIONS ............................................................................................ 301
CAMPUS MAP ............................................................................................................................... 304
TRAVEL DIRECTIONS TO KINGSBOROUGH ............................................................................ 306
HOLIDAYS and EMERGENCY CLOSING ................................................................................... 319
THE CITY UNIVERSITY OF NEW YORK

Officers .......................................................................................................................................... 309
History .......................................................................................................................................... 310
Special Programs ............................................................................................................................ 311
Colleges of .................................................................................................................................... 312

INDEX ............................................................................................................................................ 313
KINGSBOROUGH COMMUNITY COLLEGE

Overview

Founded in 1963, Kingsborough Community College opened its doors to its first class in September 1964. Often referred to as CUNY’s College by the Sea, Kingsborough is located on a beautiful 67-acre site in the Manhattan Beach community of Brooklyn, and is bounded on three sides by water — the Atlantic Ocean, Jamaica Bay and Sheepshead Bay.

A comprehensive community college emphasizing both liberal arts and career education, Kingsborough offers programs in business, the marine industry, public and human services, health and related sciences, industrial and health technologies, visual arts, liberal arts and sciences, and continuing education.

A number of special programs supplement the regular curriculum at Kingsborough. Among these are Bilingual Studies; the Institute for Public Service; the My Turn program for senior citizens; College Now for high school seniors; the New Start Program, which gives students a second chance to succeed in school; and Family College, which affords parents on public assistance the opportunity to earn a college degree while their children — from the pre-school age of four through the second grade — attend a satellite public school on campus; and the Kingsborough High School for the Sciences, a traditional high school on Kingsborough’s campus that offers a curriculum emphasizing the sciences and mathematics. In addition, Kingsborough has recently established a Weekend College Program, as well as a collaboration with the Fort Hamilton Military Base.

Kingsborough’s academic calendar is divided into two major semesters, each consisting of a 12-week module followed by a 6-week module. This enables students to complete requirements for a two-year degree in a shorter time, if they desire. The college serves more than 15,000 students. Its idyllic location and model programs have made it a popular institution, attracting a diverse student population.

All students at Kingsborough receive support through individual, personal and academic counseling, workshops to improve remedial skills, and career planning and placement. Kingsborough also offers counseling for veterans, and a special program for women seeking new careers.

To fulfill its mission as a college for the community, Kingsborough sponsors a year-round series of lectures, concerts, films, and theater productions for the public. These include the Summer Music Festival under the Stars, and the Children’s Theatre Festival, as well as a variety of art gallery exhibits and on-campus colloquia. As an integral part of college concerns, the in-and-outdoor campus facilities include maximum accessibility and usability for students with disabilities.

Objectives

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

To achieve these objectives Kingsborough:

a. exerts every effort to serve the educational needs of those within the geographic area;

b. offers educational programs that contribute to a balanced university educational system and avoid duplication where needs are already being met by other university units;

c. responds as far as possible with educational programs in areas where it has the capacity to fill demonstrated needs not already being met;

d. develops and defines logical areas of specialization without scattering its energies;

e. continues to focus efforts on Liberal Arts transfer programs, as well as on the career programs in Business, Human and Public Service, Health and Related Services, and Fine Arts;

f. remains in compliance with existing Federal, State and City rules, regulations and requirements as they apply to educational institutions.
Goals

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

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

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

III. Enhancing college performance goals with:
   a. General Education. (To provide post secondary-school general background and experience for all students in conjunction with their major academic fields of study.)
   b. College or University Transfer Education. (To offer the requisite courses for two years of collegiate study to competent students who are interested in continuing for the bachelor's degree and to develop articulation agreements with four-year institutions so that there is little or no loss of credit upon transfer.)
   c. Occupational or Career Education. (To present programs beyond high school, but below professional levels of education and training, for students who seek immediate entry into the productive labor force, as well as for employed individuals who wish to improve their skills, or learn new ones. These programs serve business, industry, or government organizations that need employees with higher level abilities.)
   d. Adult or Continuing Education. (To assist adults of all ages to meet changing educational, cultural, and economic conditions and/or implement changes in their personal objectives with continuing education programs above the high school level.)
   e. Guidance and Counseling. (To furnish necessary testing, guidance, and counseling which enables students to recognize and accept their individual strengths and limitations, and to choose the most suitable programs based on objective information and personal situations.)
   f. Open Admissions. (To provide supportive services, tutorial and remedial assistance and guidance programs which will most effectively help students meet the CUNY standards of competence, a requirement for every Kingsborough graduate.)

The Future

Kingsborough Community College will continue to respond and grow in order to most effectively meet the ever-changing complexion of the dynamic urban area in which it is situated. New programs will be introduced and existing ones routinely re-examined in light of shifting economic, social, occupational, and recreational requirements of the community. Any defined needs will be translated into effective educational programs. The College will always attempt to meet its responsibilities by contributing its facilities and its reservoir of talent to the population it serves.

Accreditation

Kingsborough Community College is fully accredited and approved by the Middle States Association of Colleges and Secondary Schools. The Nursing Program has received accreditation from the National League for Nursing. Academic programs are registered by the New York State Education Department, Office of Higher Education and the Professions Cultural Education Center, Room 5B28, Albany, New York, 12230 (518) 474-5851.

The College is a member of the American Association of Junior Colleges, American Council on Education, Association of Colleges and Universities of the State of New York, Council of Higher Educational Institutions in New York City, Junior College Council of the Middle Atlantic States, Middle States Association of Colleges and Secondary Schools, New York State Association of Junior Colleges, and the Association of College Unions-International.
ACADEMIC CALENDAR

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

12/6 ACADEMIC CALENDAR

FALL SEMESTER

<table>
<thead>
<tr>
<th>SEPT.</th>
<th>OCT.</th>
<th>NOV.</th>
<th>DEC.</th>
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</tbody>
</table>

JAN. | FEB. | ONE TUITION | 12 WEEKS |

12/6 ACADEMIC CALENDAR

SPRING SEMESTER

<table>
<thead>
<tr>
<th>MAR.</th>
<th>APR.</th>
<th>MAY</th>
<th>JUNE</th>
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</table>

JUNE | JULY | ONE TUITION | 6 WEEKS |

All full-time matriculated students in the degree programs who attended the previous 12-week session may attend the 6-week session without additional tuition fees. Among the advantages the 6-week modules offer is the opportunity to take added courses that, in some programs, may make it possible to earn the Associate Degree in less than two full years. Students who choose to attend only the two 12-week sessions have an opportunity to seek employment to earn additional funds, obtain field experience, or to fill co-op requirements.

Affirmative Action

Kingsborough Community College is an Affirmative Action/Equal Opportunity Institution. The college DOES NOT DISCRIMINATE in any way, on the basis of age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, veteran or marital status in its student admission, employment, programs access, and administration of educational policies.

It is the policy of The City University of New York to prohibit harassment of students and employees on the basis of sex. Sexual harassment is illegal and contrary to the University policy of equal employment and academic opportunity.

Dr. Carmen D. Rodriguez (Room A-217, ext. 5650) is the College Affirmative Action/Equal Opportunity Officer, the Section 504 Coordinator for persons with disabilities and the Title IX Coordinator (Title IX prohibits sex discrimination in federally assisted programs).
A view of the entrance and right side of the 700-seat Theatre Arts Center. The building houses complete facilities for professional theatrical productions including state-of-the-art lighting, sound and rigging system, rehearsal halls, set design and construction facilities.
ADMISSIONS INFORMATION AND PROCEDURES

Admissions Information Center

Room F-123, 718-COLLEGE. Applications and information about the College are available from the Admissions Information Center. Current New York City high school and parochial school students should request an application form the college advisors' offices.

Application processing dates: Applicants are urged to file their applications as early as possible. Applications that are complete by the application deadline dates will receive first consideration. Application deadline dates are set by the University and generally are as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Freshman</th>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>January 15</td>
<td>February 15</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>September 15</td>
<td>September 15</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>September 15</td>
<td>September 15</td>
</tr>
</tbody>
</table>

These dates may vary slightly from year to year. Applicants should contact Kingsborough's Admissions Information Center to inquire about application deadline dates for the semester to which they are applying.

Applications received after the deadline dates will also be considered, but some programs may close early. Applicants should contact the Admissions Information Center if filing after the application dates.

Matriculation

Applicants who plan to earn a degree should apply for matriculated status, and may attend either day or evening session. Day session students should be prepared to carry a minimum of 16 credits or equated credits per semester (see page 37).

Basic Admission requirements for matriculated status: Applicants who have not previously attended any college or university or who have not received financial aid at a post-secondary business, technical, trade or health-profession school should file a Freshman application. Freshmen must be high school graduates or General Equivalency Diploma holders. An official high school transcript or GED scores must accompany the application. High school certificates, Individual Education Plan Diplomas and diplomas from unaccredited high schools cannot be accepted.

The College may admit a limited number of matriculated students over the age of 21 who are not high school graduates but are GED candidates enrolled in Kingsborough's GED Preparation Program. These students are required to earn their GED's prior to the start of their second semester.

Applicants who have previously attended any college or university or who have received financial aid at a post-secondary school must file a Transfer application. An official transcript from each college or university attended must accompany the application, and if fewer than twenty-four credits were earned, an official high school transcript or GED scores must also be submitted. Transcripts are not required from non-college post-secondary schools. Transfer students must meet CUNY grade point average standards in order to be admitted to the College.

Transfer of credit: Transfer students may transfer up to thirty credits from previous college work provided that each course to be transferred was completed with a satisfactory grade, the course content is equivalent to a Kingsborough course and that their course to be transferred is appropriate to Kingsborough's degree requirements. Credits will be transferred only from official transcripts from accredited colleges.
Advanced standing: Matriculated students may be granted advanced standing, exemption or credit by departmental approval. Other sources of advanced standing are satisfactory scores earned on the Advanced Placement Examination administered by the Educational Testing Service; satisfactory score on the College Level Examination Program (CLEP); a "C" grade or higher on the New York State College Proficiency Program (CPE); or a "P" (pass) grade on the New York State College Proficiency Examination in a Foreign Language.

International Students: Applicants who are not citizens or permanent residents of the United States and whose native language is not English are required to take the Test of English as a Foreign Language and score at least 475 prior to admission. The College is authorized to enroll non-immigrant alien students and issue U.S. Immigration form I-20 to those who are matriculated, in good academic standing and registered for 12 or more credits and equated credits.

Non-Degree status: Applicants who want to earn credit without working towards a degree may request non-degree status. They may, if they wish, change to matriculated status in a future semester, subject to the College's requirements for doing so, and use some or all of the credits earned towards their degrees. Non-degree applications are available at the Admissions Information Center and are processed directly by the College. Please call the Information Center for filing and deadline dates. Non-degree students are not entitled to financial aid.
Admission Application Procedures

Matriculated Status
United States Citizens and Permanent Residents who:

A. have NOT previously attended a college or university:
B. attended a post-secondary institution such as: Hospital School of Nursing; Secretarial Science School; non-college-degree-granting Technical Institute and LPN Training School, are considered applicants without advanced standing:

should apply for admission by requesting a Freshman Application form from either:

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

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

3. College Advisor’s Office
   local high school

C. are high school Seniors currently attending a New York City public school (and several parochial schools):

should request the UAPC personalized application form from a High School College Advisor’s Office.

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

Admission Deadline Dates

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

I. Students who wish admission as matriculants for:
   • September admission
     apply directly through the University Application Processing Center by ...... January 15
   • September admission with advanced standing,
     apply directly to CUNY Office of Admission Services by............................... March 15
   • February admission
     apply directly through the University Application Processing Center by ...... October 15
   • February admission with advanced standing,
     apply directly to CUNY Office of Admission Services by......................... November 1

II. Students who wish admission as non-degree students for:
   • September admission
     apply directly to Kingsborough by .............................................................. August 15
   • February admission
     apply directly to Kingsborough by .............................................................. January 15

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

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

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

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

- FULL-TIME (12 or more credits + or, 12 or more equated credits ++) $1,250.00
- PART-TIME (less than 12 credits + or, less than 12 equated credits ++) per credit + or equated credit ++ $105.00
- NON-DEGREE - NEW YORK CITY RESIDENTS per credit + or equated credit ++ $120.00

NOTE: Students who reside in counties outside New York City but within New York State are eligible for New York City resident rates if they present a valid certificate of residency from their county on, or before, the day of registration. The certificate must have been issued within two months prior to registration.

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

- FULL-TIME (12 or more credits + or, 12 or more equated credits ++) $1,588.00
- PART-TIME (less than 12 credits + or, less than 12 equated credits ++) per credit + or equated credit ++ $130.00

Foreign students who have an alien registration card must present it to the registrar. The registrar determines residency status for tuition purposes.

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

Upper division students (61 or more credits with passing grades) on permit from another CUNY unit, will pay tuition at their home college.

MY TURN students (60 years of age and over with proof of age and New York State residency) do not pay tuition. However, a registration fee of $70.00 per semester is required.

(See Required Fees page 14)

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

+ The number of credits for each course is indicated with course title and description.
++ Equated credits pertain to non-credit remedial courses. See course descriptions.

* All tuition and fee schedules are subject to change without prior notice, at any time, upon action of the Board of Trustees of the City University, the City and/or State of New York. Should fees or tuition be increased, payments previously made to the College will be counted as partial payment. Notification of additional amounts due, time, and method of payment will be sent to individuals involved.
REQUIRED FEES

These Fees are NOT Refundable

Consolidated Services Fee (ALL students) ........................................ $5.00

Student Activity Fee Per Semester (Including University Senate Fee)
  a. Full-time Students .......................................................... 45.00
  b. Part-time Students .......................................................... 20.00

Special Fees
  a. Application .......................................................................... 40.00
     Transfer Students .................................................................. 50.00
  b. Readmission to the College .................................................. 10.00
  c. Special or Make-up Examinations
     (College permission to take an exam at other than scheduled times)
     First examination ............................................................... 15.00
     Additional examinations ....................................................... 5.00 each
  d. Transcripts (to other than CUNY units) ................................. 4.00 each
  e. Duplicate receipt fee ............................................................. 5.00
  f. My Turn students (60 years of age and over with proof of age and N.Y.S. residence)
     pay a Registration Fee (plus consolidated services fee)—Per semester .......... 70.00
  g. Cooperating Teacher (plus consolidated services fee)—Per semester .......... 30.00
  h. Accelerated Study Fee for matriculated students for academic credits in excess of 18:
     less than or equal to 2 ....................................................... 100.00
     greater than 2 but less than or equal to 4 .............................. 230.00
     greater than 4 but less than or equal to 6 .............................. 460.00
     greater than 6 ..................................................................... 690.00

Penalty Fees
  A. Late Registration ............................................................... 15.00
     (to enroll after last day of regular registration)

  *B. Program change .............................................................. 10.00
     *This fee is waived when:
     a. the College initiates the change;
     b. a course is dropped without replacement

  C. Non-payment/Late Payment Service Fee ................................ 15.00

  D. Payment Reprocessing ..................................................... 15.00
     (payment with a personal check which is not honored by the bank)

NOTE:

No student will be permitted to register for a new term unless, and until, any indebtedness to the college is resolved.

Payments may be made with cash, or a personal check or money order, made payable to Kingsborough Community College. Registration is not complete until all fees are paid.
Tuition Refund Policy

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

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

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

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

Withdrawal from the College

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

Federal Refund Policies for Title IV Federal Aid Recipients

Federal Pro-Rata Refunds:
First-time Kingsborough students who receive Title IV Financial Aid (Federal PELL, SEOG, Stafford and/or Perkins Loans) may have the amount of their tuition liability decreased if they do not attend at least sixty (60) percent of the semester.

Federal Continuing Student Refunds:
All Kingsborough students who are Federal Financial Aid recipients and totally withdraw within the fifty (50) percent point of the semester may have the amount of their tuition liability decreased.

If a refund results from the reduction in your liability, it will be returned to the Title IV program(s) and/or refunded to you in accordance with a formula developed by the Federal government.
Health Regulations and Services
Health Services Office, Room A-108, ext. 5684, or 5399

"All students born after January 1st, 1957, who attend college in New York State, are required to present proof of immunity against Measles, Mumps and Rubella,"

New York State Public Health Law #2165.

Students will not be allowed to register unless this requirement is met.

All entering matriculated students should have a complete physical examination including a Chest X-Ray or Tuberculin Skin Test taken within the past year. A completed health statement, available from the Health Services Office, should be completed by the student’s personal physician. The College requires signed authorization (by parent or legal guardian for students under 18 years of age) to release any medical records.

Nursing program students require specific immunization and tests which must be completed prior to attending hospital affiliations.

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

NOTE:
The college will not monitor student participation in physical education or athletics. Students are responsible for following the advice of their physicians in these matters. The college will take no responsibility whatsoever for any injury students may suffer should they participate without medical advice, or against medical advice, or for any injury suffered as a result of any physical incapacity.

Smoking is prohibited inside all campus buildings including classrooms, auditoriums, elevators, hallways, restrooms and other common areas.
The Registrar's Office, under the jurisdiction of the Dean of Instructional Services, maintains academic records for all students and is responsible for the registration of students into classes after they have been admitted to the College.

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

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

Certification to Outside Agencies

<table>
<thead>
<tr>
<th>Change of:</th>
<th>Filing dates—Academic Calendar*</th>
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<tbody>
<tr>
<td>Address and/or Name</td>
<td></td>
</tr>
<tr>
<td>Curriculum</td>
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<tr>
<td>Grades—page 39</td>
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</tr>
<tr>
<td>Matriculation Status—page 35</td>
<td></td>
</tr>
<tr>
<td>Day to Evening/Evening to Day—page 40</td>
<td></td>
</tr>
</tbody>
</table>

Exams:

<table>
<thead>
<tr>
<th>Exams</th>
<th>Filing dates—Academic Calendar*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finals—Conflicts/Make-Ups—page 38</td>
<td></td>
</tr>
</tbody>
</table>

Graduation—page 35

Permit to Attend Other Colleges

Readmission

Records Access—page 301

Residency Determination—page 14

Transcripts—page 15

Transfer to CUNY Senior College after completing 2 year degree—page 44

Withdrawal from College and/or Course—page 16, 40

| Filing dates—Academic Calendar* |

*The latest ACADEMIC CALENDAR, with information on filing dates and deadlines, is available in the Registrar's Office, Room A-101.
Side view of outside stairwell connecting the award-winning Health and Physical Education Building with the Administration Building.
DEPARTMENT OF STUDENT DEVELOPMENT
Room A-216, ext. 5563

Mara Bianco, HEO Assistant
Tana Bigelow, HEO Assistant
Uda Bradford, Assistant Professor
Judith Brilliant, Assistant Professor
Marilyn Chernin, Associate Dean
Evelyn Cendan, Lecturer
Peter Cohen, Lecturer
Anthony Colarossi, Associate Professor
Diego Colon, Professor
Vannessa Green, HEO Associate
Carolyne Gribben, Assistant Professor
Wayne Harewood, HEO Associate
Otis Hill, Vice President/Professor
Oliver Klapper, Professor
Desmond Lewis, Associate Professor
John Lin, Associate Professor
Debbie Magids, Assistant Professor
Carmen Mendez, HEO Assistant
Angelo Pappagallos, HEO Associate
Marilyn Perez, Assistant to HEO
Ella Puccio, Assistant Professor
William Rivers, Professor
Jennie Roman, Assistant Professor
Natalie Rubinton, Professor
Barbara Sadownick, HEO Assistant
Charles Schwartz, HEO Assistant
Valerie Stewart, Lecturer
Norman Toback, Higher Education Officer
Clyde Wesley, HEO Associate
Anne Winchell, Professor
DEPARTMENT OF STUDENT DEVELOPMENT
Room A-216, ext. 5563

The Department of Student Development is dedicated to help students achieve self-understanding and direction assisting them to develop their maximum educational, social, and personal potential.

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

Counseling and Related Services

Individual and group counseling conferences are scheduled as needed by the counselor, and/or student to deal with academic orientation, pre-registration, mid-semester evaluations and advance program planning. On-going counseling programs are available to Foreign and ESL (English as a Second Language) students, mature adults and veterans.

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

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

Among the programs available to achieve additional goals, are: Peer Advisor Programs; Health Services; Special Services for Disabled Students; Selected Educational and Vocational Testing; High Risk Student Advisement; My Turn; Honors Option; New Start; College Now; Diploma Now. For information contact Professor Anne Winchell, ext. 5115.

Orientation

All incoming freshman are invited to participate in an Orientation Program. An integral part of the Department’s offerings include two credit-bearing courses (Student Development (SD) 10 and 11) to prepare students to obtain maximum personal and scholastic benefit from their attendance at Kingsborough.

Course Offerings

SD 10 Freshman Seminar
1 cr. 1 hr.

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

SD 11 Career and Life Planning
1 cr. 1 hr.

Students have an opportunity to explore careers in relation to their interests, abilities, aptitudes and their college experiences. They learn how to plan for future work and leisure time. Topics include: the nature of work; contemporary changes in careers and work ethic; self assessment; jobs and changing life styles. Current labor market information is introduced followed by intensive, individual research and exploration of occupations. Instruction and practical assignments explore the dynamics and techniques of job-seeking; decision-making; goal-planning and priority-setting.
Co-Curricular Activities—Office of Student Life
Room U-204, ext. 5597

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

Students and faculty work together to make decisions in areas of college governance, discipline, etc. Opportunities are available on the College Council, the Kingsborough Community College Association, the Faculty Student Committee on Student Discipline, and many other college-wide committees.

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

There are five Student Government Councils, each representing a different curriculum area (Business, Evening Studies, Liberal Arts, Mathematics and Sciences, Public and Health Services).

Open to all students, many events are scheduled throughout the semester. They include lectures, films, art exhibits, dances, music and videos. Dates and campus locations of each event are published in "What’s Happening", the weekly newsletter and on the moving message boards.

All co-curricular activities are coordinated by this office. Contact Dean Marilyn Chernin.

Student Handbook

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

Student Publications
Room M-230, ext. 5603

Student publications provide an outlet for the expression of ideas, opinions, creativity and talent.

Scepter, the College newspaper, prints college news, reviews college activities and sports, carries letters, opinions, commentary and items of interest to KCC students and faculty. Antheon, the College literary journal, encourages the expression of student poetry and fiction. Odyssey, offers students an opportunity to produce a yearbook representative of the college, the year, and its graduates.

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

Career Placement and Transfer Counseling
Room C-102, ext. 5115

Assistance in making career decisions is available to all Kingsborough students through individualized counseling sessions, testing instruments, and computer assisted guidance systems. A comprehensive and up-to-date career library is maintained and the office serves as a Center for part, and full-time employment opportunities. “Career Day” programs, held throughout the year, bring representatives from major corporations and government agencies to the campus.

Information is available on requirements for transfer to senior CUNY, SUNY and private colleges with current college catalogs and college videos from 50 states maintained. “Transfer Days” which are held during the Fall and Spring terms, bring representatives of senior colleges from every part of the city and state. On-campus recruitment for career placements are scheduled throughout the year. For information contact Dr. Oliver Klapper.
The Bilingual Studies Program offers academic training toward an associate degree for bilingual (Spanish-English) High School Graduates or holders of the GED Equivalency Diploma. Applicants must meet the eligibility requirements of the CUNY College Discovery Program. The underlying principle of the program is to provide an opportunity for the Latino student to develop college-level proficiency in both Spanish and English, while acquiring a liberal arts or career skills education. Services, offered in English and Spanish, include: intensive counseling and orientation; developmental and college-level instruction; tutorial and mentoring services; supplemental instruction; financial aid assistance; and cultural enrichment activities. For information contact Dr. Diego Colon.

Child Care Center
Room M-101, ext. 5157
A limited number of Kingsborough's students' children—from 2 years and 9 months to 6 years of age—are professionally cared for at the campus Child Care Center while their parents attend classes. Applicants are accepted on a first come, first served basis into this publicly funded facility under the direction of, and administered by, Kingsborough student-parents and Professor Uda Bradford.

College Discovery
Room L-516, ext. 5520
The College Discovery Program was designed to assist economically and academically disadvantaged students with good potential to succeed in college. Under the sponsorship of The City University of New York, College Discovery students receive financial assistance, specialized counseling, tutorial and remedial services. Students are accepted into the program through the University Application Processing Center. For information contact Dr. William Rivers.

C.O.P.E. Program
Room T-4258, ext. 4660
C.O.P.E. (The College Opportunity to Prepare for Employment Immersion Program) provides special services to students who receive public assistance through the Human Resources Administration and the Aid to Families with Dependent Children (AFDC) Program. Those students, who attend full time in approved vocationally oriented Associate Degree programs, are offered enriched academic preparation and comprehensive support services. Services offered include personal counseling, job placement and tutoring. COPE students also receive child care and transportation money from the Human Resources Administration. For information contact the program director, Harry L. Franklin or the assistant director, Eileen Markey-Smith.

H.E.L.M. (Health Education for Lifestyle Management) Center
Room M-201, ext. 4909
The H.E.L.M. Center offers a setting that unifies all student wellness, life management, health referrals (including AIDS, substance abuse, family violence, pregnancy, and abortion) and fitness programs. The Center functions as a natural initiating point to increase students' awareness of the importance of development in each dimension, as well as of the holistic and interactive benefits of involvement in all dimensions of campus life. For information contact Professor Judith Perez.
Returning Adults Program
Room M-201, ext. 5157

The Returning Adults Program provides a bridge back to college for adults who have been away from school for a number of years and would like to pursue an Associate Degree in a major field of study. The program provides advising and counseling, academic support, a new student orientation and varied extracurricular activities. Students attend school within a supportive and welcoming environment that affords the opportunity for students to become successful learners. For further information about the program and related services, contact Ms. Estelle Miller.

My Turn Program
Room F-219, ext. 5079

My Turn is a tuition-free college education program for New York State residents 65 years of age and older. Kingsborough was granted permission to waive CUNY's admission requirements for a high school or GED diploma from qualified applicants. My Turn students are permitted to take as few or as many credits per semester as they wish. The program includes special counseling and other services. Registration fee is $52. each semester and all penalty fees must be paid. Age and residence documentation must be submitted with the admission application. Students are accepted on a matriculated or non-degree basis subject to availability of space. To apply as a matriculated student, check appropriate filing dates in Registrar's Office. For information contact Dr. Barbara Ginsberg.

New Start Program
Room C-102, ext. 5115

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

Peer Advisor Program
Room U-204, ext. 5597

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

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

Students with disabilities find all Career Programs easily accessible due to the special architectural design of the college, and its over-all academic structure. Specific assistance such as priority registration, tutoring, reserved parking, disability related accommodations, individual counseling, adaptive computer equipment, special Biological Sciences Laboratory stations and other technological aids are available to students with special needs. Prospective students are invited to visit the College before applying for admission. Contact Special Services to arrange for a meeting. For information contact Dr. Anthony Colarossi.

Veterans Affairs Program
Room D-206, ext. 5159

All veterans and/or their eligible dependents should visit the Veterans Liaison Office for information and assistance relating to educational benefits. For additional information regarding jobs, housing, insurance, personal and business loans, dental and medical referrals, vocational rehabilitation and other entitlements, a copy of Federal Benefits for Veterans and Dependents is also available.
Financial Aid*
Room U-201, ext. 5681

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

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

General Information

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

Continuing Eligibility

All students receiving financial aid must be in good academic standing, be making satisfactory progress toward their degree, and are subject to the existing rules and regulations of the Federal and State Governments, CUNY Board of Trustees and Kingsborough Community College.

Satisfactory Academic Progress

An institution receiving Federal Title IV Funds is required to review each student's academic progress at the end of each academic year. The federal satisfactory academic progress regulations include both a qualitative and quantitative measure of progress. The qualitative measure (the grade point average) requires a student to have a C average by the end of the second year. The quantitative measure compares the number of credits the student attempted to the number of credits the student successfully completed.*

To complete an Associate Degree, a student will be allowed to receive financial aid for a maximum time frame of 150% of the published length of the educational program. This may range up to 103 attempted credits for some programs.

Other elements of Satisfactory Academic Progress include:

(i) **Treatment of Program Requirements:** Remedial/equated credits are not counted for credit accumulation, repeated courses count only once as credits completed toward a degree.

   Transfer and Readmit Credits: Only those credits which are acceptable by Kingsborough will be considered. Grades F and WU, plus passing grades, are counted as credits completed. Grades F, W, WU, INC., plus passing grades are counted as credits attempted.

(ii) **Appeals Process to Retain Title IV Eligibility:** A student who is not making Satisfactory Academic Progress at the end of the second academic year may not receive further financial aid. Students denied aid are informed of their option to appeal the decision.

   Probation: A successful appeal would result in the granting of a one-year probation period with financial aid.

   Reinstatement of Eligibility: A student whose appeal has been denied and who lost eligibility, may regain eligibility by leaving the institution for at least one year or, a student who remains enrolled must have an improved academic record.

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

Students in degree programs will receive payments of federal funds only for a maximum of 30 equated credits. English as a Second Language courses are not counted.

Estimated Student Expenses

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

- Books and Supplies: $500
- Transportation: $810
- Personal Expenses: $2214
- Room and Board: $1500

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

Rights and Responsibilities of the Student as a Consumer

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

* Non-degree students and those holding foreign student visas are NOT ELIGIBLE for financial aid. Any student required to register with the Military Selective Service, who fails to do so, is ineligible for financial aid. All bank loan recipients who completed their degree requirements and/or are leaving the college, must schedule a loan exit interview with the Financial Aid Office.
Financial Aid Programs Currently Available Include:

I. SCHOLARSHIPS AND GRANTS

a. New York State Regents Scholarships—Freshmen holding the Regents College and Nursing Scholarships will be awarded $250, annually without regard for amount of tuition or family income. This award is based on a competitive examination.

b. Agency Scholarships—Kingsborough students may be eligible for scholarship assistance provided by various religious, fraternal and community agencies, business and industrial firms.

c. Federal Supplementary Educational Opportunity Grants—Federal funds are allocated for grants to financially needy and educationally deserving students under the Higher Education Act of 1965. Amounts range from $200. to $4,000., depending on need, family ability to contribute, and availability of funds.

d. Federal Pell Grant Program—A federal aid program authorized by the Education Amendments of 1972. Designed to provide financial assistance for students who could not otherwise attend post-high school institutions. The amount of the grant is based on family contribution, cost of education, and the amount of federal funds actually available for the program. Important criteria must be met when considering an applicant's eligibility:
   1. citizenship or permanent residency status;
   2. making satisfactory academic progress;
   3. a student who attempted 30 remedial (equated credits) will not be paid for remedial credits taken in excess of the 30 equated credit limit. Payment will be ONLY for real and English as a Second Language credits taken.

e. Tuition Assistance Program (TAP)—Designed to assist full-time students taking 12 or more credits to pay all or a portion of their tuition. To be eligible, a student must be a U.S. citizen or permanent resident, a resident of New York State and meet the approved academic and program requirements. You may qualify for TAP if you and/or your family's N.Y. State net taxable income is $50,500 or less. The amount of the award varies and does not have to be repaid.

f. Aid for Part-Time Study (APTS)—Provides tuition assistance to eligible part-time undergraduate students taking between 6-11.5 credits per semester in a degree granting program. Eligibility requirements include good academic standing, filing for PELL, N.Y. State residency and other program requirements. The income limitation for dependent students and their families is $25,000 or less. The net taxable income cut-off for independent students is $10,000 or less. The amount of the award cannot exceed $2,000 or tuition, whichever is less.

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

a. Federal Perkins Loans—These loans, in amounts up to $3,000 per year, are available to eligible students. No payment is required during the student’s attendance at college. Repayment, at an annual interest rate of 5% starts nine months after graduation or termination of studies, and may be extended over a ten-year period, depending on the amount borrowed. Up to 100% of the indebtedness may be canceled for students who work in certain sectors of the Public Services.

b. Federal Direct Subsidized Stafford Loan—Loans are available for students enrolled in degree programs, who carry at least six credits per semester. The annual interest rate is variable and may not exceed 8.5%. The maximum annual amounts may not exceed $2,625 for first year students and $3,500 for students who have completed the first year of study. There is a six-month grace period before repayment begins.

c. Federal Direct Unsubsidized Stafford Loan—The borrower’s eligibility for a subsidized Stafford Loan must be determined before he/she may borrow an unsubsidized Stafford Loan. The unsubsidized Stafford Loan amount is the difference between the borrower’s cost of attendance for the loan period and the borrower’s estimated financial assistance. The combination of subsidized and unsubsidized Stafford Loans for a dependent student may not exceed the annual limit for loans under the Stafford Program. The loan limits, interest rate and grace period applicable to dependent students under the unsubsidized Stafford Loan are the same as those for subsidized Stafford Loans. For Independent students the maximum amount of unsubsidized Stafford Loan is $4,000.

d. Federal Direct Parent Loans for Undergraduate Students (PLUS)—Parents of dependent undergraduate students may borrow up to the student’s estimated cost of attendance minus other financial aid awarded during the period of enrollment. Interest rate is variable and will not exceed 9%. It is determined each year according to a prescribed formula. Repayment is required to begin within 60 days after the loan is fully disbursed.

e. Federal Direct Consolidation Loans—Designed to help student and parent borrowers simplify loan repayment by making one monthly payment for all the different loans they consolidate. There are Direct, subsidized, unsubsidized and Plus Consolidation Loans.

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

III. FEDERAL WORK-STUDY PROGRAM

The Federal Work-Study Program provides jobs for students who must earn money while attending college. Students may work an average of 20 hours a week while they attend classes and up to 35 hours a week during vacation periods. Students are paid from $4.75 to $6.25 an hour and are employed on-campus or in approved off-campus positions.
SPECIAL PROGRAMS

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

College Now Program

Room L-705, ext. 5170

College Now, a partnership between Kingsborough Community College and 17 New York City Public High Schools, is designed to help students make a smooth transition from high school to college. Upper juniors have an opportunity to take CUNY’s Freshman Skills Assessment Test. Based on their scores, they are offered developmental or college-level coursework before or after the regular high school day during their senior year. Students may earn up to 8 college credits, tuition free, while in the program.

Among the College level offerings are courses in Biological Sciences (page 130), Business (page 137), English (page 167), Humanities (page 150), Social Sciences (page 207), and Speech (page 154).

For information contact Dr. Stuart Suss, Program Director.

Computer Center

The Kingsborough Community College Computer Center serves administrative departments requiring data processing support. The Computer Center has an IBM 9221 that links Kingsborough with the CUNY University Computer Center which has an IBM 3090 and an IBM 3081 Computer (See CUNY Computer Facilities).

Administrative Computing

Room L-117, ext. 4900

(under the auspices of the Dean of Instructional Services)

For information contact Mr. James Anastasio.

Cultural Affairs

The Performing Arts Festival presentations on the KCC campus, include outstanding Broadway plays, dance companies, concerts, and comedy performances. Students and faculty may attend at special rates. The Children’s Theatre Series offers attractive and educational fare for the younger set.

For information, contact the KCC Box Office 718-368-5596 (Room E-305).

CUNY Baccalaureate Degree Program

Room E-309, ext. 5403

For information, contact Dr. Julio Hernández-Miyares.

Family College Program

Room L-705, ext. 5170

The Family College Program serves KCC student-parents who are receiving aid to dependent families, and their children. The parents are enrolled as full-time students in H.R.A. approved, two-year Kingsborough Associate Degree Programs. Their children attend the District 21 (P.S. 225) Super Start Plus School (Pre-Kindergarten through second grade) on the college campus.

The Program goal is to provide an educational opportunity for parents to become economically self sufficient after earning their Associate Degree through this collaborative effort between KCC, CUNY, the NYC Board of Education and the Department of Human Resources.
Marine Education  
**Room M-243, ext. 5525**  

The Office of Marine Education has a vessel operations program and offers related marine courses. The College’s outstanding faculty, unique waterfront location, laboratory facilities, equipment, navigational simulators, computers, and training boats—including the 82-foot R/V CUNY at Kingsborough—are used throughout the program.

The degree program in Vessel Operations prepares students for careers in the recreational boating and small commercial craft marine industries; staffing party fishing boats, sightseeing and dinner cruise vessels; managing marina operations, and handling marine product sales and services. Special training opportunities are related to environmental research programs, instruction for naval reserve personnel, and working with other groups in vessel handling and boat operations. In collaboration with the Biological Sciences Department faculty, vessel operations students receive interdisciplinary educational experiences on related marine and aquatic topics, and can be involved in research projects. Through these experiences, students are well-prepared for diverse marine careers, and have the educational preparation to move on to more advanced programs.

For information please contact Dr. Joseph N. Muzio, Director, Marine Education Program (ext. 5502).

Radio Station WKRB  
**Room U-228, ext. 5817**  

The College’s student-operated FM radio station broadcasts on 90.0 MHz and covers South Brooklyn and major portions of Queens and Staten Island, attracting approximately 200,000 listeners each week. WKRB serves the community with outstanding entertainment, news, public affairs programming and local sports broadcasts. Participating students develop skills in engineering, management, public relations, business, news, community relations, and on-air techniques.

For information, contact Greg Sutton (ext. 5604).

Teacher Studies  
**Room F-123, ext. 5946**  

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

For information contact Dr. Lawrence Feigenbaum, Director.

Tutorial Services  
**Room L-605, ext. 5118**  

Free tutoring in most academic and business courses is available on an individual or small group basis to Day and Evening Session students. Students requiring this service apply in the Institute’s Office which is under the auspices of the Dean of Instructional Services.

For information contact Dr. Susan Hom, Director.
The Health, Physical Education and Recreation Department offers a program of intramural, recreation, and athletic activities geared to promote a variety of interests and skills.

**Intramurals**

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

The program consists of individual and team events such as touch football, volleyball, 3- and 5-man basketball, soccer, racquetball, tennis, karate, weight-lifting, body-building, swimming, aerobics, water aerobic workshops, water volleyball, bowling, and ping-pong. Special events include tournaments in handball, softball, trangleball, golf, badminton, darts, chess, a 2-mile Kingsborough Classic Run, and the Wheelchair Superstars. All events are coeducational.

**Recreation**

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

**Athletics**

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

For women the growing program includes the following varsity teams: softball, and volleyball. The women's program is sanctioned by the City University of New York Athletic Conference (CUNYAC), the local conference, and by the National Junior College Athletic Association (NJCAA) on the regional, district, and national levels.

Male varsity team programs include: baseball, basketball, soccer, and tennis. The men's program is sanctioned by the City University of New York Athletic Conference (CUNYAC), the local conference, and by the National Junior College Athletic Association (NJCAA), on regional, district and national levels.

Kingsborough is a member of Region XV, District of the NJCAA. There are 24 regions and ten more encompassing districts geographically within the NJCAA. Victorious teams in the Regional structure compete against each other to determine District champions in each sport. The ten District champions in turn compete for National titles.

*NOTE:*

The college will not monitor student participation in physical education or athletics. Students are responsible for following the advice of their physicians in these matters. The college will take no responsibility whatsoever for any injury students may suffer should they participate without medical advice, or against medical advice, or for any injury suffered as a result of any physical incapacity.

Smoking is prohibited inside all campus buildings including classrooms, auditoriums, elevators, hallways, restrooms and other common areas.
ACADEMIC INFORMATION

Matriculated students register for a specific degree in a particular program (curriculum). All full-time students must enroll in a program of study carrying a minimum of 12 credits or 12 equated credits during the Fall and Spring sessions. Full-time students usually carry a program of 16 to 18 credits or equated credits.

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

Non-Degree Students* who request a change to Matriculated Status must meet the following requirements:
1. Have a transcript certifying a high school graduation or its equivalent on file in the Registrar's Office Room A-101.
2. Take required CUNY Skills Assessment Tests.
3. Be in good academic standing at end of current semester (at least a 2.00 cumulative index).

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

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

Freshman Course Placement
AFTER acceptance by the College, but BEFORE registration, entering matriculated students (and non-degree students attempting to achieve matriculation), will be required to take the CUNY Freshman Skills Assessment Tests. Results of these mandatory tests determine specific course assignments in appropriate English and Mathematics classes.

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

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

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

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

In order to receive a Kingsborough degree, a student is required to have completed the final 30 credits toward that degree while enrolled at Kingsborough. Where one or more credit bearing courses to be included in this sum are to be earned at another institution, prior permission must be obtained from the appropriate KCC faculty committee.
College Preparatory Initiative (CPI)

College Preparatory Initiative (CPI), a new program for entering college students, has been instituted by The City University of New York.

All entering Kingsborough students who graduated from high school AFTER June, 1993 will be expected to have completed units of high school work in specific academic courses. They will be informed of which preparatory units are recognized as a result of high school preparation. GED students will receive units in English and Mathematics based on their test score results. Information on specific units required for graduation from KCC will be available from the Faculty Advisor.
MAINTENANCE of ACADEMIC STANDARDS*

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

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

The following table is used when evaluating a student's academic progress.

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

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

Students who are dropped from the college for academic reasons may apply for readmission after one semester. Acceptance will be subject to faculty decisions.

Credits

Credits are points granted for courses taken in the college. The number of credits is usually based on one credit for each weekly class hour. In some cases, the number of required hours may exceed the number of credits granted (i.e., science and physical education courses).

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

Equated Credits

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

Example:
- Math M1 — 4 hrs. 0 crs. AND 4 Equated credits.
- English 91 — 8 hrs. 0 crs. AND 8 Equated credits.

*Kingsborough Community College Council action.
Grade Point Index

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Point Value</th>
<th>Credits</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>A</td>
<td>4</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>French</td>
<td>D</td>
<td>1</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Music</td>
<td>C</td>
<td>2</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Physics</td>
<td>B</td>
<td>3</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>History</td>
<td>F</td>
<td>0</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total 16

Grade Point Total 37

Grade Point Index (37 divided by 16) equals 2.312 or just above "C" average.

Remedial Courses (0)

Remedial courses are specifically designed for students whose skills assessment test scores indicate that special remediation assistance is required. Remedial, no credit courses are designated by a 0.

Basic Courses (+)

Basic courses are courses that individual Kingsborough departments feel are essential for college students so that they may learn the fundamental and basic concepts of a discipline. Basic courses are designated by a (+). Some basic courses require prerequisite courses or Department permission. This is indicated with the course description.

Advanced Courses

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

EXAMINATIONS

Mid-Term

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

Final

Students are responsible for meeting examination schedules. Students who have a conflict with a final examination schedule must immediately report to the Registrar’s Office for rescheduling.

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

Make-up Final

Students who miss final examinations for legitimate reasons may apply for make-up examinations. Generally, permission is granted only to students who maintain passing grades up to the final examination period. For each make-up examination, a “Petition for Final Make-up Examination” form, with the Instructor’s signature must be completed and received in the Registrar’s Office by deadline dates.

Students pay $15 for the first make-up exam plus $5 for each additional exam.
GRADES

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

Standard Grades

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Quality Points (Index)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90–100%</td>
<td>4 Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80–89%</td>
<td>3 Good</td>
</tr>
<tr>
<td>C</td>
<td>70–79%</td>
<td>2 Fair or Average</td>
</tr>
<tr>
<td>D</td>
<td>60–69% (Lowest Passing Grade)</td>
<td>1 Below Average but Passing</td>
</tr>
<tr>
<td>F</td>
<td>59 and Below</td>
<td>0 Failure</td>
</tr>
<tr>
<td>R</td>
<td>Minimum Level of Proficiency Not Met for Remedial Courses</td>
<td>—</td>
</tr>
<tr>
<td>NC</td>
<td>Minimum Level of Proficiency Not Met for Compensatory Courses</td>
<td>—</td>
</tr>
<tr>
<td>INC</td>
<td>Term’s Work Incomplete</td>
<td>—</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew Without Penalty</td>
<td>—</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew Failing (Counts as Failure)</td>
<td>0</td>
</tr>
<tr>
<td>WU</td>
<td>Withdrew Unofficially (Counts as Failure)</td>
<td>0</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit</td>
<td>—</td>
</tr>
</tbody>
</table>

NOTE: Students may register to repeat a course if they received an “F”, “W”, “R”, “NC”, “WF”, or “WU” grade.

Effective September 1, 1990, if a student repeats a course in which an “F” or an administrative failing grade was originally earned and subsequently earns a passing grade of “C” or better in the same course, the original failing grade will remain on the students transcript but will no longer be computed into the grade point average. The total number of failing credits earned during enrollment in CUNY which may be deleted is 16. Students who wish to replace an “F” grade earned before September 1, 1984 must first receive approval from the appropriate faculty committee.

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

Students who receive a “C” grade or better in any course offered at the college MAY NOT REPEAT that course. In unusual and extenuating circumstances the rule may be waived by the appropriate college committee. (Regulations above do NOT apply to students in the Nursing Program.)

“R” Grade

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

Grade Change

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

Scholastic Standing

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

*Kingsborough Community College Council action.
CHANGE of CURRICULUM

For any curriculum change, except Nursing* which has special regulations, students must file the appropriate form in the Registrar’s Office, following the deadline dates on the Academic Calendar.

A curriculum change cannot go into effect until one semester in the original choice has been completed. The new curriculum goes into effect the semester following the student’s application. The most recent information on college policy, and all proper forms for a change of curriculum or change from Evening to Day Session, are available in the Registrar’s Office.

AUDITING POLICY

To audit a course a student must:

a. obtain permission from the Department Chairperson and course Instructor. [Permission to remain in the class is on a space available basis.]

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

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

WITHDRAWAL

From the College

Students who find it necessary to withdraw from the college must complete and file an official form in the Registrar’s Office. Students who contemplate such action should first discuss the matter with a counselor to see if alternatives are possible and advisable. The date that the withdrawal form is completed and submitted to the Registrar’s Office—NOT the last date of class attendance—is considered the official date of withdrawal from the college. Students should check the academic calendar for deadline dates to withdraw without academic penalty. For tuition refund, see page 16.

From a Course

After consultation with a counselor and before such action is taken, the proper forms must be filed with the Registrar’s Office. The date that change of program or withdrawal form is completed and submitted to the Registrar’s Office—NOT the last date of class—is considered the official date of withdrawal from the course. See “Grades Assigned” under Student Attendance Policy (page 39).

READMISSION

A student who expects to return to Kingsborough, should fill out a Readmission Form at the time of withdrawal. A readmission fee is charged when the form is submitted (page 15). Students who wish to file for readmission to Kingsborough should check the academic calendar for deadline dates.

FORGIVENESS POLICY

Students who have been out of Kingsborough for a period of five (5) years or more, whose index was below 2.00, can be readmitted in good standing. Any prior grades, while still reflected in their record, would not be calculated in their grade point average to determine their standing, nor would they be factored into the analysis of eligibility for graduation.

Students who have been away from the institution at least one (1) year, but less than five (5) years, could apply for readmission under the “forgiveness” provision by appeal to the Committee on Admissions and Academic Standing. If readmitted, these students would be readmitted as students on probation. Any prior grades, while still reflected in their record, would not be calculated in their grade-point average to determine their eligibility for graduation.

*Nursing Curriculum Requirements: Retention, Pre-Clinical Sequence (page 225)
DISMISSAL

A student who is dismissed for academic reasons may not apply for readmission until one semester after dismissal.

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

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

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

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

<table>
<thead>
<tr>
<th>12-Week Session</th>
<th>6-Week Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Hours</td>
<td>Maximum</td>
</tr>
<tr>
<td></td>
<td>Absences</td>
</tr>
<tr>
<td>(per week)</td>
<td>Allowed</td>
</tr>
<tr>
<td>2 hours</td>
<td>4 hours of absences</td>
</tr>
<tr>
<td>3 hours</td>
<td>6 hours of absences</td>
</tr>
<tr>
<td>4 hours</td>
<td>8 hours of absences</td>
</tr>
<tr>
<td>5 hours</td>
<td>10 hours of absences</td>
</tr>
<tr>
<td>6 hours</td>
<td>12 hours of absences</td>
</tr>
</tbody>
</table>

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

If excessive absences were due to special circumstances, timely appeal may be made to the Dean of Students for permission to continue in class. Approval by the Instructor is necessary for reinstatement.

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

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

INDEPENDENT STUDY

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

Successful completion of the “81” courses generally requires from 1 to 3 hours per week and earns from 1 to 3 credits per semester. These courses are open ONLY to upper freshmen and sophomore students who have an overall B average (3.00 index) in the subject area, and departmental approval.

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

TOPICAL and PILOT COURSES

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

DEAN’S LIST

DAY SESSION

Matriculated students in the Day Session who complete at least 15 credits in a Fall or Spring semester with a 3.20 grade index or better, and who have not received a “WF”, “WU”, “F”, “R”, “NC” or “INC” for that semester at the time the Dean’s List is produced, are eligible for the Day Session Dean’s List for the semester in which the superior record is achieved. Attainment of the Dean’s List becomes a part of the student’s permanent record and appears on all transcripts.

EVENING SESSION

Matriculated students in the Evening Session who complete at least 7 credits in a Fall or Spring semester with a 3.20 grade index or better, and who have not received a “WF”, “WU”, “F”, “R”, “NC” or “INC” for that semester at the time the Dean’s List is produced, are eligible for the Evening Session Dean’s List for the semester in which the superior record is achieved. Attainment of the Dean’s List becomes a part of the student’s permanent record and appears on all transcripts.

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

HONOR SOCIETIES

PHI THETA KAPPA

International Community College Honor Society

Society members are selected on the basis of academic excellence. Students who complete 45 credits or more, with at least 30 of them at Kingsborough, and earn a cumulative index of 3.70 or higher, are invited to join the Society. Members are awarded the Society’s Gold Key of Excellence and are eligible for scholarships to senior colleges. They are entitled to wear the Society’s gold silk stole at Commencement.

MU ALPHA THETA

Junior College Mathematics Honor Society

Sponsored by the Mathematical Association of America, membership is open to students who: complete eight credits or more in mathematics courses numbered 15 or higher, and in computer science courses; maintain at least a “B” grade in those courses; receive the recommendation of the Mathematics Department Faculty.

PHI BETA LAMBDA

National Business Honor Society

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

HONORS OPTION PROGRAM

For academically skilled, high achieving students. See page 32 for description.

WITH HONORS

Students who graduate from Kingsborough, with an Index of 3.5 or better, will have graduated “With Honors”, inscribed on their diploma. Graduated “With Honors” also becomes a part of the student’s permanent record, and appears on all transcripts.

KCC “TWO-PLUS-TWO” PROGRAM

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

CUNY ARTICULATION POLICY:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RESOLVED, That in order to maintain academic standards and to insure a higher degree of probable achievement, all community college students be required to pass all three Freshman Skills Assessment Tests, prior to transferring to a senior college. Those students who meet the admission requirements of a senior college, and who wish to transfer to a senior college from outside the University, shall be required to take the Freshman Skills Assessment Tests and be placed at the appropriate skills level as determined by the senior college; and be it further RESOLVED, That the President or his/her designee is hereby authorized to grant exceptions to the provisions regarding Freshman Skills placement to select students under special circumstances. The number and nature of exceptions shall be reported annually to the Chancellor; and be it further

*It is understood that the relationship of course sequence and credit within the major will vary from college to college and major to major and that the allocation of credits will vary slightly.
RESOLVED, That as part of the foregoing resolutions, vocational and skills courses such as typing, taken independently or as part of a liberal arts degree program not be awarded credit upon transfer except in such cases where the senior college determines that it wishes to grant such credit; and be it further

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

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

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

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

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

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

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

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

PRIVATE COLLEGE TRANSFER POLICIES

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

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

CATALOG

During the first semester at the college, each Kingsborough student receives the college catalog from a counselor. The information spelled out in the catalog is important while attending the college and may prove invaluable in the future.

Careful reading of the catalog makes it possible to check on all the courses required for each particular degree. Course descriptions also help to make decisions about those electives which are of the greatest interest and value. Other catalog information alerts students to specific college requirements, rules and regulations and the special opportunities and advantages available on campus. Information on articulation agreements with senior CUNY and private colleges and universities and transfer opportunities are described.

After graduating from Kingsborough, alumni discover that many senior colleges, universities and professional schools frequently require a copy of the Kingsborough Community College catalog, (printed during the years of attendance) which describe course content and other details that may be needed in order to properly evaluate credits. The catalog information may also be useful and helpful for employment opportunity consideration.

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

Prospective students who are interested in attending Kingsborough should request publications about the college from the Admission Information Center.
EVENING AND WEEKEND STUDIES
Room A-107, ext. 5686

The Evening Studies Program serves an integral role in the College’s educational offerings. Individuals who are unable to attend courses during the day are given an opportunity to pursue part-time and/or full-time studies in the evening and on Saturday and Sunday.

The Evening Studies Program serves:
- Adults eager for a second or new career or, for job upgrading;
- Parents planning to return to the work force;
- Super Citizens (New York State residents 60 years of age and over), who wish to avail themselves of opportunities in higher education under the College’s tuition waiver policy for senior citizens. With proof of age and residency, only a $70 registration fee is charged each semester;
- Veterans and active military personnel pursuing their education objectives by attending College;
- Adults seeking educational opportunities and cultural interests for self-improvement and intellectual stimulation.

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

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

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

SCHOLASTIC AWARDS
Annual awards are given to graduating students who achieved academic excellence in their various disciplines, and to students who gave outstanding service to the college through student government and student activities. The Faculty Committee on Awards, a sub-committee of the Committee on Students, administers the Annual Awards Program.

An annual Valedictorian Award has been established by members of the Addes Family in loving memory of Fred F. Addes who attended Kingsborough Community College as a “My Turn” student.

An annual Scholastic Achievement Award in the field of Hebrew-Yiddish studies, has been established by the Milrod Family in loving memory of Louis Milrod, a 1972 Kingsborough Community College graduate who, in his 85th year completed his doctoral studies and earned the D.J.L. degree.

GIFTS and BEQUESTS
Kingsborough Community College is supported by student tuition and allocations from the City of New York and the State of New York. The limitations of these funds prevent the support of some valuable programs designed to stimulate, enrich and further the broad educational objectives of the college. Additional funds are needed to: provide awards, grants and loans to students; support educational programs and faculty development; sponsor research and publications; foster the cultural and social life of the college community.

The Kingsborough Community College Foundation Inc., a Not-For-Profit Corporation welcomes gifts, grants, awards and bequests from business, industry and public spirited citizens to support and expand these activities. The Foundation Office is at 2001 Oriental Blvd., Bklyn, N.Y. 11235.
CURRICULA

Kingsborough Community College offers three degree programs. Graduates who successfully complete the courses prescribed for the two-year program of their choice can earn the degree that curriculum carries: the Associate in Arts (A.A.) degree, the Associate in Science (A.S.) degree, the Associate in Applied Science (A.A.S.) degree.

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

The Associate in Arts (A.A.) degree is awarded upon satisfactory completion of the required credits for Liberal Arts. Candidates for this degree concentrate their studies in the fields of Languages; Literature and the Arts; Mathematics and the Sciences; the Behavioral and Social Sciences; Health and Physical Education. Requirements and credits start on page 57.

The Associate in Science (A.S.) degree is awarded upon satisfactory completion of the required credits for programs offered in Mathematics, in the Sciences and the Arts. Candidates for this degree follow programs which closely parallel the A.A. program, but have greater concentration in Mathematics or in Science, or in one of the Arts areas in which they plan to major. These programs include Biology (with Occupational Therapy and Pharmacy Transfer Options and a concentration in Pre-Physician Assistant), Chemistry (with a concentration in Food Science), Community Health (with a concentration in Gerontology), Computer Science, Educational Studies Transfer Program, Engineering Science, Mathematics, Mental Health and Human Services, Physics, Pre-Physical Therapy, and Fine Arts. Requirements and credits start on page 61.

The Associate in Applied Science (A.A.S.) degree is awarded upon satisfactory completion of the required credits in the Career programs: Business, Health and Social Service. Candidates for this degree follow programs which concentrate in the applied field. The professional fields in which these programs are offered include Accounting (with a concentration in Tax Accounting), Broadcasting Technology and Management (with a concentration in Music Technology), Business Administration, Computer Data Processing, Early Childhood Education, Education Associate, Fashion Merchandising, Journalism and Print Media, Marine Technology/Vessel Operations, Marketing Management, Nursing, Secretarial/Office Administration (with four options, Executive, Legal, Medical, School, plus a concentration in Word/Information Processing), Sports, Fitness and Therapeutic Recreation, Travel and Tourism (with concentrations in Hospitality, Aviation and International Transportation). Requirements and credits start on page 81.

PROGRAMS

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

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

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

Non-credit, non-degree courses and programs are offered by Continuing Education.
### DEGREE PROGRAMS*

<table>
<thead>
<tr>
<th>Program</th>
<th>Requirements</th>
<th>HEGIS CODE</th>
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<tbody>
<tr>
<td><strong>Associate in Arts (A.A.)</strong></td>
<td></td>
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<tr>
<td>Liberal Arts</td>
<td>Page 55</td>
<td>5649</td>
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<tr>
<td><strong>Associate in Science (A.S.)</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Arts Programs</strong></td>
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<tr>
<td>Fine Arts</td>
<td>Page 70</td>
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<tr>
<td><strong>Sciences and Mathematics Programs</strong></td>
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<tr>
<td>Biology</td>
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<tr>
<td>Food Science Concentration</td>
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<td>Occupational Therapy Transfer Option</td>
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<tr>
<td>Pharmacy Transfer Option</td>
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<td>Pre-Physician Assistant Concentration</td>
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<td>Chemistry</td>
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<td>Food Science Concentration</td>
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<tr>
<td>Community Health</td>
<td>Page 65</td>
<td>5299</td>
</tr>
<tr>
<td>Gerontology Concentration</td>
<td>Page 65</td>
<td></td>
</tr>
<tr>
<td>Computer Science</td>
<td>Page 67</td>
<td>5103</td>
</tr>
<tr>
<td>Educational Studies</td>
<td>Page 68</td>
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<tr>
<td>Engineering Science</td>
<td>Page 69</td>
<td>5609</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Page 72</td>
<td>5617</td>
</tr>
<tr>
<td>Mental Health and Human Services</td>
<td>Page 73</td>
<td>5216</td>
</tr>
<tr>
<td>Physics</td>
<td>Page 74</td>
<td>5619</td>
</tr>
<tr>
<td>Pre-Physical Therapy</td>
<td>Page 75</td>
<td>5219</td>
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<tr>
<td><strong>Associate in Applied Science (A.A.S.)</strong></td>
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<tr>
<td><strong>Business Career Programs</strong></td>
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<tr>
<td>Accounting</td>
<td>Page 81</td>
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<tr>
<td>Tax Accounting Concentration</td>
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<tr>
<td>Broadcasting Technology and Management</td>
<td>Page 83</td>
<td>5008</td>
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<tr>
<td>Music Technology Concentration</td>
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<tr>
<td>Business Administration</td>
<td>Page 85</td>
<td>5004</td>
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<tr>
<td>Computer Data Processing</td>
<td>Page 86</td>
<td>5101</td>
</tr>
<tr>
<td>Fashion Merchandising</td>
<td>Page 89</td>
<td>5004</td>
</tr>
<tr>
<td>Journalism and Print Media</td>
<td>Page 90</td>
<td>5008</td>
</tr>
<tr>
<td>Marine Technology</td>
<td>Page 91</td>
<td>5403</td>
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<tr>
<td>Marketing Management</td>
<td>Page 92</td>
<td>5004</td>
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<tr>
<td>Secretarial/Office Administration</td>
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<td>5005</td>
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<tr>
<td>(Executive, Legal, Medical, School) plus</td>
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<tr>
<td>Word/Information Processing Concentration</td>
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<td>Travel and Tourism</td>
<td>Page 98</td>
<td>5011</td>
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<tr>
<td>Hospitality, Aviation and</td>
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<td>International Transportation Concentrations</td>
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<td><strong>Health and Human Services Programs</strong></td>
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<td>Early Childhood Education/Child Care</td>
<td>Page 87</td>
<td>5503</td>
</tr>
<tr>
<td>Nursing</td>
<td>Page 93</td>
<td>5208</td>
</tr>
<tr>
<td>Education Associate</td>
<td>Page 88</td>
<td>5503</td>
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<tr>
<td>Sports, Fitness, and Therapeutic Recreation</td>
<td>Page 97</td>
<td>5506</td>
</tr>
</tbody>
</table>

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

Art Department
Courses—page 101

Behavioral Sciences and Human Services Department
Courses—page 109

Biological Sciences Department
Courses—page 123

Business Department
Courses—page 133

Communications and Performing Arts Department
Courses—page 143

English Department
Courses—page 157

Foreign Languages Department
Courses—page 171

Health, Physical Education and Recreation Department
Courses—page 183

History, Philosophy and Social Sciences Department
Courses—page 197

Mathematics and Computer Science Department
Courses—page 209

Nursing Department
Courses—page 223

Physical Sciences Department
Courses—page 231

Secretarial/Office Administration Department
Courses—page 243

Travel and Tourism Department
Courses—page 251
DEGREES

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

1. **College-Wide Requirements**—four to seven credits in Freshman English courses. Three-credit Health and Physical Education course (HPE 12) required of ALL students except those majoring in Nursing or Vessel Operations. Non-credit courses in remedial English and/or Mathematics may be required.

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

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

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

**Associate in Arts**

Students matriculated for the A.A. degree must successfully complete a minimum of 60 credits, divided into three basic categories.

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

2. **Group Requirements**—47 credits chosen from: I) the Performing and Visual Arts; II) Language*, Literature**, and Philosophy; III) the Social Sciences; IV) the Behavioral Sciences; V) Mathematics and Science. These choices are the foundation for future academic studies and depend on background, interests, area of prospective specialization, future career goals.

3. **Free Electives**—courses to make up the total number of credits required for the degree. Students may choose from groups already mentioned or from any other courses offered by the College. In some programs, Department or Program Director consultation may be required.

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

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

**Associate in Science**

and

**Associate in Applied Science**

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

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

2. **Group Requirements**—courses which offer limited choices within general areas. Students may choose from a wide selection of course offerings.

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

4. **Free Electives**—courses to make up the total number of credits required for the specific curriculum. Students may choose from groups already mentioned or from any other courses offered by the college. In some programs, Department or Program Director consultation may be required.
THE ASSOCIATE IN ARTS (A.A.) Degree

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

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

PROGRAMS

• Behavioral Sciences and Human Services • Biological Sciences • English • Fine Arts • Foreign Languages • Health, Physical Education and Recreation • History, Philosophy and the Social Sciences • Mathematics • Music • Physical Sciences • Speech and Theatre
FRESHMAN ENGLISH PROGRAM

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

Kingsborough's approach to remediation emphasizes a full grounding in the reading, writing, and study skills that students need in order to cope successfully with their academic and career training programs. Such skills, appropriately taught at various levels, also improve student potential for passing the mandatory CUNY Tests. Students may fulfill their remediation requirements by passing the remedial/compensatory courses required of them through initial placement. CUNY retests are offered as supplementary components of ENG 04, ENG 91, 92, 93 (see pages 143, 146, 147) and, in some circumstances, are used to help determine student progress.

READING

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

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

WRITING

Students are placed in the introductory writing courses on the basis of their score achieved on the CUNY Writing Assessment Test. If the controlling score is 4, the proper English course is ENG 12. If the controlling score is 3, the required non-credit course is ENG 93. The required course which follows ENG 12 is ENG 24 if the controlling score is 2 or 1, the non-credit course is ENG 91.

Only those students who, on entrance to the college, score 5 or 6 on the CUNY Writing Assessment Test and pass the CUNY Reading Assessment Test with 5 points higher than the cut-off score, are exempt from ENG 12 and need to take only ENG 24 to complete the Freshman English requirement.

Kingsborough's Freshman English requirement is either 4 or 7 credits. Students who are exempt from ENG 12 take ENG 24 for 3 credits. All other students need to take 7 credits of required English courses.

Prerequisite: ENG 12, for all English credit-bearing courses.
ENG BW: FOUNDATIONS for COLLEGE-LEVEL WRITING

Develop ability to write in a logical and coherent style with emphasis on how to prepare well organized material that says what the writer wants to say.

Prerequisite: Enrollment in "College Now" Program.

ENG BR: FOUNDATIONS for COLLEGE-LEVEL READING

Helps students increase ability to read, outline, summarize and draw conclusions from their readings.

Prerequisite: Enrollment in "College Now" Program.
**A.A.S. MARINE TECHNOLOGY**

**Total credits: 60**

**Requirements for Matriculants**

**COLLEGE REQUIREMENTS**
(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 12 (based on CUNY Test scores, students may be exempt)</td>
<td>4</td>
</tr>
<tr>
<td>ENG 24</td>
<td>3</td>
</tr>
<tr>
<td>HE 36</td>
<td>3</td>
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*If Required*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 04, 91, 92 &amp;/or 93</td>
<td>0</td>
</tr>
<tr>
<td>MAT M1 &amp; M2 or MAT R2 proficiency</td>
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**DEPARTMENT REQUIREMENTS §**

**Vessel Operations**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Seamanship (MT 30)</td>
<td>3</td>
</tr>
<tr>
<td>Navigation (MT 31)</td>
<td>3</td>
</tr>
<tr>
<td>Vessel Technology I and II (MT 33, 34)</td>
<td>6</td>
</tr>
<tr>
<td>Diesel Technology (MT 35)</td>
<td>3</td>
</tr>
<tr>
<td>Auxiliary Systems (MT 37)</td>
<td>3</td>
</tr>
<tr>
<td>Vessel Maintenance (MT 39)</td>
<td>3</td>
</tr>
<tr>
<td>Marine Electrical Systems (MT 41)</td>
<td>2</td>
</tr>
<tr>
<td>Marine Electronics (MT 42)</td>
<td>3</td>
</tr>
<tr>
<td>Marina Operations (MT 43)</td>
<td>3</td>
</tr>
<tr>
<td>Outboard and Inboard Engines (MT 44)</td>
<td>3</td>
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<tr>
<td>Introduction to Computer Concepts (BA 60)</td>
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</table>

**GROUP REQUIREMENTS**

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

<table>
<thead>
<tr>
<th>Group</th>
<th>Credits</th>
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<tbody>
<tr>
<td>I. Performing and Visual Arts</td>
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<tr>
<td>II. Language and Literature</td>
<td>4</td>
</tr>
<tr>
<td>III. Social Sciences</td>
<td>4</td>
</tr>
<tr>
<td>IV. Behavioral Sciences</td>
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<tr>
<td>V. Mathematics and Sciences</td>
<td>4</td>
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</tbody>
</table>

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

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

§ Consultation with the Department Advisor is required. Advisement is available in the Office of Marine Education.

**This program is within the Physical Sciences Department.**
ART DEPARTMENT
Room S-155 ext. 5718

Janice Farley, Assistant Professor
Michel Kanter, Professor
Peter Malone, Senior College Laboratory Technician
Janice Mehlman, Assistant Professor
Thomas I. Nonn, Professor and Chairperson
Anthony Padovano, Professor
Maurice Poirier, Professor
Lilly K. Wei, Senior College Laboratory Technician
Judith Wilde, Assistant Professor
ART

+ ART 31  THE VISUAL EXPERIENCE 3 crs. 3 hrs.
Introduction to the visual arts, past and present. Basic elements in appreciating great achievements in painting, sculpture and architecture; aesthetic and societal considerations.

+ ART 33  SURVEY of ART HISTORY: from ANCIENT to RENAISSANCE ART 3 crs. 3 hrs.
Historical view of Western and some non-Western art, designed to survey in chronological sequence, the evolution of style and form in the major arts from prehistory through the Renaissance.
Required of Art Majors in first year. See Department Advisor.

+ ART 34  SURVEY of ART HISTORY: from RENAISSANCE to 19th CENTURY ART 3 crs. 3 hrs.
Study of Western art, from the Renaissance to the mid-nineteenth century, noting changes and growth in style and form.

+ ART 35  MODERN ART: from 1880 to 1945 3 crs. 3 hrs.
Introduction to the early development of Modern Art. Study provides insight into the aesthetic climate in late nineteenth century France and traces the emergence of various styles and artists through the first decades of the twentieth century. Personal research and visits to New York City museums are integral components of the course.

+ ART 36  MODERN ART: from 1945 to Present 3 crs. 3 hrs.
International and American trends in painting, sculpture and architecture during the second part of the twentieth century, leading to current directions in the visual arts. The interrelationship of art and contemporary culture is discussed in slide lectures supplemented by personal research and visits to New York City art museums and galleries.

+ ART 37  AFRICAN, OCEANIC AND NATIVE AMERICAN ART 3 crs. 3 hrs.
The structural and stylistic forms of the art of tribal societies in Africa and of other notable tribal cultures, with emphasis on the cultural basis for those forms.

+ ART 38  RENAISSANCE ART 3 crs. 3 hrs.
History of the development of art from the Gothic to the Humanist movement, including the Renaissance with an analysis of the new concepts of nature, history and man in Italy.

+ ART 43  THE COMPUTER as a DESIGN TOOL (also listed as SEC 57) 3 crs. 4 hrs.
Illustrators, designers and desktop publishers learn basic concepts and receive hands-on experience in the use of a major computer illustration program which can be applied to commercial and fine-art illustrations.
ART 45 BASIC DESKTOP PUBLISHING  
(also listed as SEC 58)  
3 crs. 3 hrs.  
Develops basic desktop-publishing skills, including placement of text and graphics into a desktop-publishing program, designing documents such as flyers, newsletters and advertisements.  
Prerequisite: College level computer course or Department permission.

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

+ ART 52 PHOTOGRAPHY II  
3 crs. 4 hrs.  
During this “Professionalism in Photography” course, students are taught to understand the place of photography in our society and how to realize one’s potential through photography. Analysis of professional standards and how to mold personal work to attain those standards, is included.  
Prerequisite: ART 51

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

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

+ ART 55 DESIGN I  
3 crs. 4 hrs.  
Supplies the groundwork necessary to all studio courses as the principles of design are introduced. Using basic materials and techniques, the study of line, value, color, shape, and texture in two-dimensional composition, is included.  
Required for Art Majors in first semester. See Department Advisor.

ART 56 DESIGN II  
3 crs. 4 hrs.  
Color theory and applications in two- and three-dimensional composition. The study of concepts in three-dimensional design includes problems of volume and space.  
Prerequisite: ART 55

+ ART 57 DRAWING I  
3 crs. 4 hrs.  
Introduction to the basic concepts of drawing. To cultivate the ability to see, create form, and enjoy visual experiences, students draw from still life and live models.  
Required for Art Majors in first semester. See Department Advisor.
ART 58  DRAWING II  
Continued study of various drawing media. The figure model is used to explore traditional and experimental drawing techniques.  
*Prerequisite: ART 57 or Department permission.*

+ ART 59  PAINTING I  
Studio course in oil and acrylic painting serves as an aesthetic foundation for solutions to expressive problems of representational and abstract form, color and space.

ART 60  PAINTING II  
Continuation of ART 59 gives students an opportunity for advanced work in painting, self-expression and creativity.  
*Prerequisite: ART 59 or Department permission.*

+ ART 61  SCULPTURE I  
Study and work in a studio setting where techniques and aesthetics of modern sculptural concepts are emphasized.

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

+ ART 63  CERAMICS I  
An introduction to problems in ceramic design, materials and techniques. Emphasis is on the use of the potter’s wheel, high-fire ware production, glazing and firing.

ART 64  CERAMICS II  
Students are involved with solutions to the intermediate problems in ceramic design. Emphasis is on further use of the potter’s wheel, high-fire ware production, glazing and firing of intricate designs and pieces.  
*Prerequisite: ART 63*

ART 65  MIXED MEDIA  
Enables students to make use of combinations of drawing, painting and sculpture techniques, including the use of innovative materials.

ART 66  PRINTMAKING I  
Introduction to techniques of intaglio and relief printmaking. Students learn to expand upon drawing experiences by refining visual expression into terms of the original print.  
*Prerequisite: ART 55, or 57, or Department permission.*
ART 80  CERAMIC SCULPTURE  3 crs. 4 hrs.
Techniques and problem-solving in the construction of a mid-and-large scale ceramic sculpture and bas-relief with emphasis on adapting particular fabrication methods to individual imaginative composition.
Prerequisite: ART 63

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

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

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

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

ART 85  LANDSCAPE PAINTING  3 crs. 4 hrs.
Methods of oil and/or acrylic painting in a concentrated approach to the expressive possibilities of the landscape as subject matter.
Prerequisite: ART 59

ART 86  INTERMEDIATE LANDSCAPE PAINTING  3 crs. 4 hrs.
The experimental approach to landscape painting will be extended within a more personally directed context.
Prerequisite: ART 85

ART 87  TRANSPARENT WATERCOLOR PAINTING  3 crs. 4 hrs.
The interactions of brush and color with paper and water and the use of different color-wash techniques.
Prerequisite: ART 59

ART 88  INTERMEDIATE WATERCOLOR PAINTING  3 crs. 4 hrs.
Advanced study of transparent watercolor painting, using wet-into-wet and glazing techniques.
Prerequisite: ART 87

+ Basic Course
ART 67  PRINTMAKING II  
Continuation of intaglio and relief printmaking which allows students to explore the use of multi-color printing, and the time needed for edition printing.  
*Prerequisite: ART 66*

+ ART 68  ILLUSTRATION I  
Basic concepts and skills of illustration drawing and painting. Acquiring various techniques appropriate to communication formats. Analyzing thematic material for visual exposition.

ART 69  ILLUSTRATION II  
Primarily designed for Communication Design majors, this advanced in-depth study into the development of a personal style of illustration that can have mass market appeal as its base. Course is open to non-majors who have a drawing foundation and wish a creative, subject matter studio course.  
*Prerequisite: ART 68 or 57*

+ ART 70  JEWELRY I  
Introduction to the design and construction of contemporary jewelry. Students receive directed experience in the use of materials, tools, chemical processes and necessary technology.

ART 71  JEWELRY II  
During this continuation of jewelry making, students concentrate on a specialized area, and further development of skills in specific areas of interest.  
*Prerequisite: ART 70*

+ ART 73  PUBLICATION LAYOUT and DESIGN  
Layout design for publications emphasizing newspapers, magazines, newsletters and pamphlets. Students strive for the greatest artistic and practical effect obtainable from applying the principles of design.

+ ART 74  DESIGNING with TYPE  
Toward understanding the effect of typography on design, emphasis is on type specification for display, advertising, books, publications, brochures, etc. The actual designing of new letters and alphabets is included.

+ ART 75  INTRODUCTION to GRAPHIC SKILLS and ADVERTISING  
Introductory course on the conceptual aspects of problem-solving in Graphic Skills and Advertising. The class will be geared toward creating a professional level portfolio.

+ ART 76  TECHNICAL DRAWING  
For engineering students, the theory of orthographic projection; freehand sketching, instrument drawing; spatial analysis, visualization and interpretation; auxiliary and sectional views and conventional practices; axonometric drawings; graphical mathematics; basic dimensioning.

+ Basic Course
ART 90  INTRODUCTION to WELDED SCULPTURE

3 crs. 4 hrs.

The different processes of joining metals used in the creation of a welded sculpture as various techniques of sculpting in metal are explored.

Prerequisite: ART 61
BEHAVIORAL SCIENCES and
HUMAN SERVICES DEPARTMENT
Room D-309B  ext. 5630

Louis Altschul, Professor
   Director, Mental Health and Human Services Program
Leslie Arberman, Assistant Professor
William Burger, Professor and Chairperson
Geraldine Chapey, Professor
Edwin Cooperman, Associate Professor
Ann Couper, Instructor
Susan Farrell, Assistant Professor
Delores Friedman, Assistant Professor
Connie Goldfarb, Professor
   Director, Early Childhood Education/Child Care and Educational Studies Program
Ilsa Glazer, Assistant Professor
Charles Guigno, Assistant Professor
Susan Lachman, Lecturer
Marvin I. Shapiro, Assistant Professor
Laurence Simon, Professor
Franceska Smith, Associate Professor
   Director, Education Associate Program
Vimla P. Vadhan, Professor
Barbara Weiserbs, Assistant Professor
EDU 32  HUMAN GROWTH and DEVELOPMENT  
(also listed as PSY 32)  
3 crs. 3 hrs.  
Human development from infancy through childhood, adolescence and adulthood, intellectual growth, personal and social adjustment, the relationship between physical and mental development and typical problems in various stages of the life-cycle.  
Prerequisite: PSY 11  

+ EDU 33  EDUCATION in MODERN SOCIETY •  
3 crs. 3 hrs.  
Education in relation to contemporary society. Cultural forces and influences as well as institutions which help shape education are analyzed in the light of resulting issues and challenges. The various roles of the school, its personnel and the community are related to accepted theories and current practices.  

EDU 34  SEMINAR and PRACTICUM in EDUCATION and BEHAVIORAL SCIENCES •  
4 crs. 12 hrs.  
The role of the paraprofessional in education. Selected aspects of education foundations, sociology and child psychology provide a base from which the paraprofessional’s relationships to students, peers, teachers and supervisors are studied. Ten hours of field work a week is required.  
Prerequisites: EDU 33, PSY 11  

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

EDU 36  SEMINAR and PRACTICUM in EDUCATION and ART FORMS •  
4 crs. 12 hrs.  
Students are assisted to develop understanding of the functions of art activities for the young child. The goal is to encourage a child’s creative thinking by including art and music into the youngster’s world. Ten hours of field work a week is required.  
Prerequisites: EDU 35, MUS 31, ART 31  

+ EDU 37  HISTORICAL DEVELOPMENT of EDUCATION in the UNITED STATES  
3 crs. 3 hrs.  
The history, growth and development of education in the United States from colonial times to the present; the manner in which institutions respond to changing social, political and economic currents, the role of education as a major factor in the development of the American character.  

+ EDU 40  ORIENTATION for STUDENTS with SPECIAL BACKGROUNDS  
1 cr. 1 hr.  
American institutions and society, especially as they exist in New York City, the college community, interethnic relations, services such as consumer information, recreational activities, and the cultural life of New York City. Guest speakers address some sessions.  

• Required for Education Associate majors.  
+ Basic Course
MENTAL HEALTH and HUMAN SERVICES

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

+ MH 11 INTRODUCTION to HUMAN SERVICES

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

MH 30 HUMAN SERVICES ORGANIZATION *

Development, functions, and purposes of human services organizations. Types of human services organizations are described with emphasis on the duties and roles of workers and supervisors and the effects of policies, practices, and pressures of the agency upon the worker.
Prerequisite: MH 11

MH 31 PRINCIPLES of INTERVIEWING and GROUP LEADERSHIP *

Basic principles of gathering information through the use of interviewing techniques. The nature of group formation, function and leadership, and how they relate to one another. Emphasis is on providing preventative and therapeutic service to the mentally ill with role playing and classroom practice sessions.
Prerequisite: MH 11
Corequisite: MH 96

MH 34 ACTIVITIES THERAPY *

Theories and principles of using activities as a preventative and/or therapeutic tool. Learning selected basic skills and their use will be emphasized, demonstrated, discussed and practiced.
Prerequisite: MH 11

+ MH 35 INTRODUCTION to GERONTOLOGY

Issues and problems pertaining to aging and the aged, the aging process and the roles of older adults in society. Emphasis is on learning methods for the prevention and treatment of mental illness in older people.
Open to all students.

MH 81 INDEPENDENT STUDY

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

* Required for Mental Health Majors.
+ Basic Course
MH 96  SUPERVISED INSTRUCTIONAL EXPERIENCE in MENTAL HEALTH I •  3 crs. 6 hrs.
Under faculty supervision, students are assigned to work in a Mental Health Agency where the focus is on preventive and therapeutic measures.
Prerequisite: MH 11, 31

MH 97  SUPERVISED INSTRUCTIONAL EXPERIENCE in MENTAL HEALTH II •  3 crs. 6 hrs.
Under faculty supervision students are assigned to work with patients afflicted with a variety of emotional disorders.
Prerequisites: MH 11, 31, 96

A.S. Degree
MENTAL HEALTH and HUMAN SERVICES
Requirements—Page 73

* Required for Mental Health Majors.
PSYCHOLOGY

+ PSY 11  GENERAL PSYCHOLOGY

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

PSY 12  PRINCIPLES of PARAPSYCHOLOGY

The interdisciplinary nature of parapsychology, its fields and sub-divisions, such as telepathy, pre-cognition, psychokinesis and clairvoyance. Current theoretical and experimental research.
Prerequisite: PSY 11

PSY 24  PSYCHOLOGICAL DISORDERS in YOUNG CHILDREN
(also listed as EDU 24)

Psychological disorders in young children and the practices required to deal with them in early childhood settings. The problems and needs of gifted children, children who are mentally retarded, or minimally brain-damaged, deaf, blind, orthopedic or speech handicapped. Causes, diagnostic, therapeutic and educational procedures and teaching methods are reviewed for each category based upon principles learned in introductory psychology courses. New York State mandated two-hour session on recognizing and reporting child abuse is included.
Prerequisites: PSY 11 and 32 or Department permission.

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

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

PSY 33  SOCIAL PSYCHOLOGY

Basic concepts and selected research findings in social psychology, the process of communication, group interaction, leadership, interpersonal perception, attitude and opinion formation.
Prerequisite: PSY 11
PSY 34  PSYCHOLOGY of PERSONALITY  
3 hrs. 3 hrs.
Various personality theories are examined to demonstrate the diverse ways of dealing with basic personality problems.
Prerequisite: PSY 11

PSY 35  EDUCATIONAL PSYCHOLOGY  
3 hrs. 3 hrs.
Current scientific theory and research relating to formal learning environments include: process of human learning; concept-formation; language affecting acquisition and retention; new approaches to motivate and direct learning; new methods of organizing and transmitting information and knowledge.
Prerequisite: PSY 11

PSY 36  ABNORMAL PSYCHOLOGY  
3 hrs. 3 hrs.
Concepts of normality and abnormality, and significant theoretical contributions to personality disorganization. Historical factors and current trends in the field of Mental Health and causes of behavioral disorders are discussed in terms of the impact of social, cultural, genetic and other factors. Survey of treatment methods included.
Prerequisite: PSY 11

PSY 37  PSYCHOLOGY of WOMEN  
3 hrs. 3 hrs.
Study of psychological factors specifically related to women, including the traditional models of femininity in social, occupational, and sex roles. The approach is analytical, beginning with denotative and connotative definitions of terms, analyzing traditional and new female models and identities and some problems these models present in personality integration. Recent psychological research on women is reviewed. Male and female student experiences are used to help support, or refute, theories presented.
Prerequisite: PSY 11

PSY 38  PSYCHOLOGICAL, BEHAVIORAL and PHYSICAL DISORDERS of the AGED  
3 hrs. 3 hrs.
The psychological, behavioral and physical disorders of the aged with various theoretical positions and review of preventive and treatment modalities.
Prerequisite: PSY 11

PSY 52  INDUSTRIAL and ORGANIZATIONAL PSYCHOLOGY  
3 hrs. 3 hrs.
Psychological and sociological principles relevant to the work environment of an organization. Concepts such as motivation, leadership, attitudes, testing and test discrimination, moral and organization climate, mental health and growth in the work world, and the problems surrounding selection decisions. Some aspects of applied research included.
Prerequisite: PSY 11
PSY 81  INDEPENDENT STUDY

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

PSY 82

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
A bridge joins the wedg-shaped Theatre Arts Center (Far left) to the Health and Physical Education Building (right). Winner of the coveted BARD award for Architectural Design Excellence, the three-story glass clerestore facade permits natural light illumination for the Olympic-sized swimming pool, tennis and basketball courts and other facilities and studios used for health recreation and exercise activities.
Olympic-size swimming pool, one of the many outstanding sports and recreational facilities in the Health and Physical Education building.
SOCIOLOGY

+ SOC 31 INTRODUCTION to SOCIOLOGY

The social dimensions of human existence with stress on social structure and culture as governing factors in the lives of individuals with basic concepts of sociology, major theoretical positions and findings. Meets the needs of students who want an introduction to the field as well as those who wish to undertake further study.

SOC 32 URBAN SOCIOLOGY

To better understand the effects of urbanization, the inherent contradictions in urban living are reviewed in terms of the multiplicity of problems that currently challenge the city.

Prerequisite: SOC 31

SOC 33 SOCIAL PROBLEMS: INSTITUTIONS in CRISIS

The social ills currently facing American society, includes the major conflicts and social changes in community institutions. Each problem is approached as a crisis facing a particular institution. Appropriate changes in policy are suggested to resolve the problems.

Prerequisite: SOC 31

SOC 34 URBAN ANTHROPOLOGICAL and SOCIOLOGICAL FIELDWORK: OBSERVATION and ETHNOGRAPHY

Introduction to observational field work in anthropology and sociology. Students acquire basic anthropological and sociological concepts, become familiar with procedures followed in conducting observational ethnographic studies, select a social situation for study, conduct field work as "participant-observers". Instructor guidance is included in analysis of the group and completion of the field work project. Students may select non-human primates for field study.

Prerequisite: SOC 31 or 37

SOC 35 SOCIOLOGY of the FAMILY

The sociology of the family study areas include: definitions; pattern variations; developmental theories; specialized functions and their effect on socialization, courtship, marriage, divorce and the life cycle.

Prerequisite: SOC 31

SOC 36 MINORITY GROUPS in the UNITED STATES

Selected minority groups in American society are studied. Topics discussed include: nature of prejudice and discrimination; social meaning of minority, annihilation, assimilation, competition, conflict, exploitation; social and cultural change; past and present trends and developments.

Prerequisite: SOC 31

+ Basic Course

120
SOC 38  SOCIOLOGY OF GENDER  
3 crs. 3 hrs.

An exploration of the ways people construct gender and how gender structures our everyday lives and society in general. Issues that are covered include: how gender is produced, the relationship of gender to biology, gender and sexuality, the social evolution of gender, the gendered division of labor in the home and the workforce, micropolitics of gender, race, class and gender as intertwined systems of inequality.

Prerequisite: SOC 31

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

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

SOC 82  
1-3 crs. 1-3 hrs.

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

+ BEH 70  INTRODUCTION to RESEARCH  
3 crs. 6 hrs.

To produce research projects in the Behavioral Sciences with the skill and knowledge necessary for carrying out individual research projects, students are familiarized with theoretical issues in scientific research, methodology, and statistical measurement.

BEH 71  CONDUCTING RESEARCH  
3 crs. 6 hrs.

To carry out and bring to completion an individual research project in the areas of the Behavioral Sciences, course work includes actual testing of subjects and of hypotheses, collection of data, statistical analysis, assessing the implications of research findings for further investigation. The format of the written report will conform to the American Psychological Association guidelines.

Prerequisite: BEH 70

+ Basic Course
Isaiah A. Benathen, Professor
   Director, Pre-Physician Assistant Program
Carol Biermann, Professor
   Director, Occupational Therapy Transfer Option Program
Rosa M. Bradley, Associate Professor
Mary Dawson-Basoa, Assistant Professor
Dennis J. Gemmell, Assistant Professor
James C. Goetz, Assistant Professor
Baila Gulkowitz, Senior College Laboratory Technician
I. Ronald Hecht, Associate Professor
Judith Hugo, College Laboratory Technician
Miriam Kittrell, Professor
Peter A. Lanzetta, Professor
Theodore C. Markus, Professor
LaShon McKenzie, College Laboratory Technician
Joseph N. Muzio, Professor and Chairperson
   Director, Marine Education Program
Mary Theresa Ortiz, Assistant Professor
Peter Pilchman, Professor
Marion T. Saccardi, Senior College Laboratory Technician
Gary B. Sarinsky, Assistant Professor
Steven Skinner, Associate Professor
   Director, Physical Therapist Assistant Program
Anthea Stavroulakis, Assistant Professor
Loretta Taras, Assistant Professor
Arthur N. Zeitlin, Associate Professor
   Director, Pharmacy Transfer Option Program,
   Pre-Physical Therapy Program
BIOLOGY

+ BIO 7  FOUNDATIONS of HUMAN ANATOMY and PHYSIOLOGY  3 hrs. 3 hrs.

Fundamental principles covered are those underlying the study of anatomy and physiology: molecular organization of cells and their environment; cell structure and cell physiology; enzymes and metabolic pathways, and a survey of histology and the integumentary system. Laboratory sessions include dissection of a rat, the use of the microscope, membrane transport phenomena, and microscopic studies of human tissues.

Prerequisite: Passing scores on the CUNY Reading, Writing and Mathematics FSA tests or the equivalent.

NOTE: Students interested in the 3 semester Human Anatomy and Physiology sequence start with BIO 7 followed by BIO 11, then BIO 12.

Students with ENG 12 and MAT R2 level scores, who have prior course work in Biological Sciences, and want to be exempt from BIO 7, may take the BIO 7 Exemption Exam.

Information is available in the Department Office (S-244). Passing score permits entry directly into BIO 11.

+ BIO 10  PREPARATORY BIOLOGY*  0 hrs. 4 hrs.

(4 equated hrs.)

Biology Majors or Allied Health Science students with little or no previous biology course instruction who require background preparation for advanced biology courses may elect to take this course. Introduction to fundamental concepts in biology and related physical and chemical processes through demonstrations, “hands-on” experiences, readings, discussions and presentations. Basic skills and procedures related to biological laboratory practices. Students are encouraged to obtain assistance in the college’s reading skills programs.

*Enrollment limited to recommended students based on science background and placement examination scores. Does not fulfill science requirements for any degree.

Students who place below the MAT R2 and ENG 93 levels must successfully complete BIO 10, and pass the CUNY Reading, Writing and Mathematics FSA tests before enrolling in BIO 7.

+ BIO 11, 12  HUMAN ANATOMY and PHYSIOLOGY I and II  4 hrs. 6 hrs.

(each semester)

A one-year, two-semester course in human anatomy and physiology. Examines complementary relationships between structure and function; dynamic aspects, integration of organs and organ systems in the maintenance of normal functioning of the whole organism. Dissections and other laboratory experiences including computer-assisted study of physiological principles.

Recommended for students pursuing careers in allied health fields, physical education, or those interested in knowing more about their own bodies as part of a life-time responsibility for one’s own well-being.

Prerequisite for BIO 11: Passing scores on the CUNY Reading, Writing and Mathematics FSA tests or the equivalent.

Prerequisite for BIO 12: BIO 11.

+ Basic Course

Remedial Course
+ BIO 13, 14  GENERAL BIOLOGY I and II

A one-year, two-semester course for students who plan to major in biological sciences, or prepare for a pre-professional program. Classroom and laboratory sessions focus on biological topics as they apply to all life, to recent scientific findings and how they advance understanding classical concepts, the interaction of environmental and biological forces to produce life.

Prerequisites: Passing scores on the CUNY Reading, Writing and Mathematics FSA tests or the equivalent.
Corequisite: CHM 11 for BIO 14

BIO 15  KINESIOLOGY

3 crs. 3 hrs.

Normal human motion and the ranges of movement in an individual is based on understanding pertinent areas of anatomy, physiology, biomechanics and physics together with such medical modalities as orthopedics, neurology and pathology. Motor dysfunction of the major body regions included to serve workers in rehabilitation of the physically handicapped.

Prerequisite: BIO 11
Corequisite: BIO 12

BIO 21  COMPARATIVE ANATOMY

4 crs. 6 hrs.

Form, structure, classification and adaptive modifications of vertebrates, animals with backbones. Through dissections, representative vertebrates, [dogfish and cat], are studied; vertebrates' major body systems and development of various representative structures are compared; relationships between form and function, and the use of certain structure in specific environments.

Prerequisite: BIO 14 or Department permission

BIO 22  EMBRYOLOGY

4 crs. 6 hrs.

Embryonic development and its regulatory mechanisms will be studied in representative invertebrate and vertebrate species, including the processes of gametogenesis and fertilization. Current experimental molecular and cellular techniques and results are interwoven with the historical evidence of the subject. Microscopic studies, films, drawings, models and student experiments are used to show the major stages of development and the dynamic processes of embryogenesis.

Prerequisite: BIO 14 or Department permission

+ BIO 25  INTRODUCTION to MARINE BIOLOGY

3 crs. 3 hrs.

The general nature of marine life including an overview of marine animals, plants, local and world-wide marine environmental issues. Basic biological principles underlying marine science, and issues of the intertidal and benthic communities, coral reefs, and oceanic pollution are discussed. Not open to Biology majors.

Prerequisite: Reading at the ENG 12 level, or Department permission.

BIO 26  FIELD INVESTIGATIONS in MARINE ENVIRONMENTS

3 crs. 3 hrs

During intensive five-to-ten day field experience studying marine biological habitats, the relationship between the fauna of the marine environment and the surrounding biotic and abiotic environment is highlighted.

Prerequisites: BIO 13, or BIO 25, or Department permission.
+ **BIO 28 BIOLOGY of WOMEN** • 3 crs. 3 hrs.
Major normal anatomical and physiological processes unique to the human female are considered, as well as a focus on recent research about women's biology, female health issues and related illnesses. Discussion of myths and gender stereotypes about women's biology and their influence on female/male behaviors.

+ **BIO 32 HISTORY and PHILOSOPHY of BIOLOGICAL SCIENCE** • 3 crs. 3 hrs.
Study of the origin and scientific developments of mankind from the emergence of the human species to modern times. Major scientific and technological developments are studied within the context of human culture and philosophical ideas. Presented from a biological point of view, the course draws on other disciplines as they have major impact on how humans view themselves and their effect on scientific efforts. Selected scientific writings will be examined.

*Prerequisites: One course in History or Philosophy and one course in Biological Sciences.*

+ **BIO 33 INTRODUCTION to MODERN CONCEPTS of BIOLOGY I** 4 crs. 5 hrs.
For non-science and liberal arts majors and those who plan to transfer to senior colleges. Focus is on major biological topics and principles, with emphasis on how biology influences human issues and problems. Lectures, discussions and hands-on laboratory experiences, provide insight into past, present and future aspects of the diversity of life on earth. Topics considered include: genetics, ecology, evolution, and cell biology.

+ **BIO 35 INTRODUCTORY HORTICULTURE** • 3 crs. 3 hrs.
Emphasizes the structure, growth and cultivation of horticultural plants and the physical and biological environmental factors which affect them. Practical applications, including soil improvement techniques, plant identification, gardening and landscaping.

+ **BIO 37 HUMAN GENETICS** • 3 crs. 3 hrs.
Introduces the principles of genetics with applications to human beings. The different systems by which characteristics are inherited, representative human hereditary problems, roles of heredity and environment; an historical approach to genetics research, chromosomal disturbances and some diseases; modern components of genetics in relation to human fertilization, surrogacy and genetic engineering.

+ **BIO 39 THE BIOLOGY of AGING** • 3 crs. 3 hrs.
Biological aspects of the aging process, including: definitions, characteristics and biological theories of aging, recent biological research, effects of disease and prescription drugs; determination of each student's aging profile, factors which modify the rate of the aging process including nutrition and exercise.

*Open to all students in partial fulfillment of their science requirement.
+Basic Course*
+ BIO 42 CONTEMPORARY TOPICS in BIOLOGY 3 crs. 3 hrs.
Clarifies diverse biological topics relating to the human condition. Students bring biological matters of concern to class for study and discussion and to question the myths and fallacies often associated with interdisciplinary factors associated with the human condition. Biological issues in relation to societal problems are considered.

+ BIO 43 FIELD BIOLOGY 4 crs. 5 hrs.
Study of living organisms in their environments. Illustrated lectures on a specific world biome vividly illustrating plant and animal interrelationships included. Field trips involve an interdisciplinary approach: fauna, geology and human involvement in each ecosystem visited such as ponds, streams, seashore, marsh and various forest types.
Prerequisite: Biological Science course or Department permission.

+ BIO 49 PEOPLE and the ENVIRONMENT—BIOLOGICAL EMPHASIS 3 crs. 3 hrs.
To promote understanding of human kind’s interdependence with the environment and to instill responsibility for environmental quality, the biological sciences are emphasized, including pollution control, ecological balance in nature, growth and control of human populations and identifying environmental issues.

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

BIO 51 MICROBIOLOGY in HEALTH and DISEASE 4 crs. 6 hrs.
Lecture and laboratory study of the principles and practices of microbiology; pure culture techniques; micro-organisms and their environments; physical and chemical factors affecting growth, immunology, epidemiology; relationship between humans and the microbiological world.
Suggested primarily for students in the allied health sciences.
Prerequisites: BIO 12, SCI 25
FOR NURSING STUDENTS ONLY; BIO 51 must be taken BEFORE or WITH NUR 21. Students who withdraw from BIO 51, cannot continue in NUR 21.

BIO 52 MARINE BIOLOGY 4 crs. 6 hrs.
Lecture and laboratory study of interrelationships between various environmental factors (physical, chemical and biological) and the distribution and physiology of selected marine organisms. Special attention to ecological techniques and taxonomic methods. Field trips supplement laboratory work.
Prerequisites: BIO 14, CHM 11 or Department permission.
BIO 53 ECOLOGY 4 crs. 6 hrs.
Concepts and principles relating to structure and function of populations, communities and ecosystems; energy flow, biogeochemical cycling, community structure, population growth and population interactions, disturbed and undisturbed ecosystems. Designed for science majors, course includes lectures, films, field trips, discussion, research project and report. 
Prerequisites: Biological Science course and Department permission.

BIO 54 BOTANY 4 crs. 6 hrs.
The basic concepts of green plant biology, their structure, growth and physiology. Laboratory experiences emphasize the growth and study of live specimens. Greenhouse field projects and other special course related projects are included. 
Prerequisite: BIO 14 or one semester of college biology with Department permission.

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

BIO 56 UNDERSTANDING ENVIRONMENTAL POLLUTION 3 crs. 3 hrs.
Living organisms—plant and animal—whose environments are constantly being altered and whose continued existence is threatened because of developing technologies. How the chief requirements of living systems—water, oxygen and nutrients—have been affected by specific organic, inorganic and radioactive waste materials resulting in population decline through intrusion upon tissues, organs and organ systems.

BIO 59 GENETICS 4 crs. 6 hrs.
For Biology majors, this course examines transmission of the genetic material, molecular genetics and the genetics of population. Topics considered in both lecture and laboratory include: quantitative analyses of eukaryotic linkage; extranuclear inheritance; mutation studies; cytogenetical chromosomes studies; gene amplification; DNA extraction; DNA “fingerprinting”; protein gel electrophoresis; and transformation of prokaryotic genetic material by viral vectors. Techniques developed and utilized in the Human Genome Project and genetic engineering are emphasized. Research papers and in-class presentations are required. 
Prerequisite: BIO 14

BIO 63 LIMNOLOGY 4 crs. 6 hrs.
Limnology is the science of inland waters dealing with the physical, chemical and biological characteristics of streams, lakes, and their watersheds. During lectures, in laboratories and in field work, students study the organisms as well as the processes whereby matter and energy are transformed within a lake, pond, river, or stream. 
Prerequisites: Biological Science course and Department permission.

• Open to all students in partial fulfillment of their science requirement.
+Basic Course
BIO 70  THE SCIENCE of NUTRITION  

3 crs. 3 hrs.

Increased food processing, chemical additions to food, and the great variety of available foods makes it important to understand the basic ideas of modern nutrition. Such concepts as biochemical individuality as related to nutrition for optimum health are integrated with surveys of carbohydrate, protein and fat metabolism. Also studied are the role of vitamins and minerals in metabolic processes, food selection, special diets during illness, safety of the food supply. Students analyze their own diet.

BIO 81  INDEPENDENT STUDY

1-3 crs. 1-3 hrs.

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

BIO 82

1-3 crs. 1-3 hrs.

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

SCI 1  ISSUES and ADVENTURES in SCIENCE

3 crs. 3 hrs.

The most recent and important discoveries in the biological and physical sciences are presented, observed, discussed, and experimented with, to acquaint students with the world around them. Brain research, studies of aging, disease, fertility, immunity, and the origin of life are explored. Studies emphasize relations to human's place in the universe, self-explorations and technological achievements.

Prerequisite: Enrollment in the "College Now" Program
Norman Adise, Assistant Professor
M. Victor Alper, Assistant Professor
Susan Aranoff, Associate Professor
Renato Bellu, Professor
Joseph Consolo, Lecturer
Margaret Conway, Assistant Professor
Jay Gelbein, Professor
Leonard Goldman, Lecturer
Gene Goldstein, Professor
Joseph Guardino, Professor
Amy Haas, Assistant Professor
Nat Hirschfeld, Assistant Professor
Charles Kee, Assistant Professor
Rose Litvack, Associate Professor
Consolacion Magdangal, Assistant Professor
Edward Martin, Professor and Chairperson
Theresa Mastrianni, Lecturer
Fredric Mayerson, Professor
Andre Montero, Professor
Jose Rivera, Assistant Professor
Jacqueline Scerbinski, Assistant Professor
David Zwibel, Assistant Professor
ACCOUNTING

ACC 11 FUNDAMENTALS of ACCOUNTING I

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

ACC 12 FUNDAMENTALS of ACCOUNTING II

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

ACC 21 INTERMEDIATE ACCOUNTING I

The worksheet, a fundamental tool of the accountant, is reviewed and underlying accounting principles, concepts and conventions, applied to the corporate organization. Included are: inventory valuation, analysis of working capital, source and application of working capital funds, installment sales, consignments, and other relevant material. Emphasis is on pronouncements of the American Institute of Certified Public Accountants (AICPA), Accounting Principles Board (APB), the new Financial Accounting Standards Board (FASB), and their impact on business management, decision-making and financial statement reporting.
Prerequisite: ACC 12

ACC 22 INTERMEDIATE ACCOUNTING II

Tangible, intangible, fixed and other non-current assets, home and branch office accounting. Discussion and illustration of the impact of recent accounting developments on financial statements and business management. Accounting Principles Board and Financial Accounting Standards Board pronouncements.
Prerequisite: ACC 21

ACC 31 COST ACCOUNTING

Techniques and methods of cost accounting include: cost concepts and analysis of costs; material control; accounting for labor; nature and application of manufacturing overhead (including factory overhead variance analysis); job order cost systems; process cost systems; direct costing. Prerequisite: ACC 12

ACC 41 FEDERAL TAXATION

Study of current federal income tax law regulations include: concepts of taxable gross and net income, deductions and exemptions as applied to various classes of individual taxpayers. Preparation of individual income tax returns on actual governmental forms required.
Corequisite: ACC 12—for Accounting Majors only

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

ACC 43  NEW YORK TAXES  3 crs. 3 hrs.
Prevailing New York State and New York City income and business tax laws and regulations. Preparation of individual and business tax returns required. Highly recommended for ALL A. A. S. Accounting Degree Students.
Prerequisite: ACC 41

+ ACC 50  ACCOUNTING and ENTREPRENEURSHIP  4 crs. 4 hrs.
Course integrates a financial analysis perspective with the business decision-making process. The double-entry system, Recording of Business transactions and the interpretation of Financial Statements represents the financial segment. Cash Management, Federal Income Taxes and Measures of Profitability reflect the Management role of Accounting.
Not open to students whose major is in: Accounting, Business Administration, Computer Data Processing, Marketing Management or Personnel and Labor Relations. Not transferable to any four year college for above listed majors.

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

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

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

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

BA 13 BUSINESS LAW II 3 crs. 3 hrs.
The legal principles of agency, partnership and corporations. Legal problems of corporate and non-corporate forms of organizations, consideration of rights, duties, obligations of employment and other special contractual and business relationships.

Prerequisite: BA 12

BA 14  PRINCIPLES of MARKETING 3 crs. 3 hrs.
Consideration of marketing strategy from a customer's point of view. Course deals with principles and practices of the distribution process, including product pricing, promotion, distribution channels, market research, governmental regulations.

Prerequisite: BA 11

BA 31  ORGANIZATIONAL BEHAVIOR and MANAGEMENT 3 crs. 3 hrs.
Methods and procedures used by business management in the selection, development, maintenance, and utilization of an efficient work force. Personal relations, job evaluation, wage and salary administration, sources of labor supply, interviewing and counseling, training, testing, transfers, promotions, and union relations.

Prerequisite: BA 11

+ BA 33  BUSINESS COMMUNICATIONS 3 crs. 3 hrs.
The principles of writing effective business communications, including letters, reports, memoranda, directives. Emphasis on organization, language, personal relations and application of business psychology in writing.

BA 52  ADVERTISING: THEORY and PRACTICE 3 crs. 3 hrs.
Advertising, its methods and its role in business. An introduction to media, copy, research, layout, production, direct mail, and campaign strategy.

Prerequisite: BA 14

+ Basic Course
Microcomputers have changed the way managers evaluate data, make decisions, and communicate. This lab-oriented course introduces the business student to the "Big Four" business applications: Electronic Spreadsheets; Data Management; Word Processing; Graphics. Concentrating on actual business software, students learn conceptual and operational skills necessary to successfully compete in the modern microcomputer business environment.

**NOT open to Data Processing Majors.**

*Students who completed CP 11 or DP 11 will NOT receive credit for this course.*

**BA 60  INTRODUCTION to COMPUTER CONCEPTS**

3 crs. 4 hrs.

Advanced spreadsheet applications in business. An intensive look at electronic spreadsheets in a lab-oriented course.

**BA 61  MICROCOMPUTER APPLICATIONS in BUSINESS**

3 crs. 3 hrs.

Prerequisite: BA 60 or equivalent

**BA 70  BUSINESS of PRINT MEDIA**

3 crs. 3 hrs.

General principles and practices of the business management function in the newspaper industry are identified and analyzed with specific emphasis on the importance of planning, organizing, supervising, directing, and controlling. Working definitions are developed within the context of prevailing theoretical models and practical applications for use in the business setting. Students learn about publishing a newspaper through understanding its operations, functions and services.

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

**BA 81  INDEPENDENT STUDY**

1-3 crs. 1-3 hrs.

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

**BA 82**

1-3 crs. 1-3 hrs.

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

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A.A.S. Degree

BUSINESS ADMINISTRATION

Requirements—Page 85

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**BA 10  BUSINESS ADMINISTRATION: Introduction to Business**

3 crs. 3 hrs.

The dynamic world of the business environment. Included are: the business organization, from the sole proprietor (entrepreneur) to the corporate entity; four functions of management (planning, organizing, leading and controlling); four elements of the marketing mix (product, price, promotion and distribution). Practical applications of management and marketing skills in small business, and in large corporations, the profit motive as a key feature in the American free enterprise system, legal aspects of operating a business, and the role of computers in business.

*Prerequisite: Enrollment in the "College Now" Program.*
ECONOMICS

+ ECO 12 MACROECONOMICS •
3 crs. 3 hrs.
The nature and methods of economics include: the economizing problem, American capitalism, national goals, basic principles of money and banking. Detailed analysis of supply and demand, the mechanics of prices in different market structures, national income and employment theory, monetary and fiscal policy, problems of economic growth and stability.

+ ECO 13 MICROECONOMICS •
3 crs. 3 hrs.
An analysis of the determination of price under alternative market structures. Particular emphasis will be placed on understanding the economic behavior of the household, the business firm, and government.

+ ECO 14 MONEY and BANKING •
3 crs. 3 hrs.
The nature and function of money, monetary systems and monetary standards. Detailed analysis of the organization, policies, and operation of our public and private financial institutions, commercial banking, investment banking, central banking, and other financial intermediaries. The relationships of money and banking to economic activity.

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

NOTE: ECO 12 AND ECO 14 DO NOT meet Group III requirements for students majoring in Accounting, Business Administration, Fashion Merchandising or Marketing Management.
MARKETING MANAGEMENT

+ MM 31 ELEMENTS of MARKETING MANAGEMENT

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

+ MM 33 SALESMANSHIP

3 hrs. 3 crs.
Principles of selling based on modern marketing concepts. Consumer needs and desires combined with company objectives, contributions of the behavioral sciences to the study of consumer behavior and buying patterns, organization and control of wholesale, industrial, and retail sales.

MM 34 MERCHANDISING PLANNING and CONTROL

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

MM 35 TEXTILE and NON-TEXTILE ANALYSIS

3 hrs. 3 crs.
Fashion fabrics and non-textile merchandise information, including their identification, characteristics, merits, limitations and care. Study of natural and man-made fibers, types of yarns, construction, finishes, coloring of fabrics, sales, leather, rubber, plastic, paint, papers, furs, jewelry, cosmetics, soaps, synthetic detergents, and other non-textile products.
Prerequisite: MM 31

MM 36 VISUAL MERCHANDISING and DISPLAY

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

+ MM 38 INTRODUCTION to FASHION MARKETING

3 hrs. 3 crs.
Introduction to the fashion industry and understanding many different types of career opportunities in the fashion world. Economic and social factors which influenced its history and growth, producers, retailers, and specialized agencies involved in the production and distribution of fashion commodities—their characteristics, activities and relationships. Consumer power and the marketing concepts as they affect products and practices in the fashion business.

+ Basic Course

139
Those students (not more than 5% of each class) who complete the degree in two years will take the semester-sequences in the following order.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Physical Sciences for Allied Health Careers (SCI 25)</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology (PSY II)</td>
<td>3</td>
</tr>
<tr>
<td>Human Anatomy and Physiology I (BIO II)</td>
<td>4</td>
</tr>
<tr>
<td>Drug Calculations in Nursing (NUR 17)</td>
<td>1</td>
</tr>
<tr>
<td>Fundamentals of Nursing (NUR 18)</td>
<td>7</td>
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</table>

Winter or Summer Module +

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Human Anatomy and Physiology II (BIO 12)</td>
<td>4</td>
</tr>
</tbody>
</table>

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

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Microbiology in Health and Disease (BIO 51)</td>
<td>4</td>
</tr>
<tr>
<td>Freshman English I (ENG 12)</td>
<td>4</td>
</tr>
<tr>
<td>Nursing the Ill Adult (NUR 21)</td>
<td>9</td>
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</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Growth and Development (PSY 32)</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology (SOC 31)</td>
<td>3</td>
</tr>
<tr>
<td>Nursing the Emotionally ill (NUR 20)</td>
<td>4</td>
</tr>
<tr>
<td>Nursing the ill Adult II (NUR 22)</td>
<td>5</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Freshman English II (ENG 24)</td>
<td>3</td>
</tr>
<tr>
<td>Family-Centered Maternity Nursing (NUR 19)</td>
<td>4</td>
</tr>
<tr>
<td>Nursing of Children (NUR 23)</td>
<td>5</td>
</tr>
<tr>
<td>Issues in Nursing (NUR 24)</td>
<td>1</td>
</tr>
</tbody>
</table>
### PLUS OPTIONS FOR NON-STENOGRAPHIC MAJORS WITH CONCENTRATIONS IN

#### WORD/INFORMATION PROCESSING

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Word/Information Processing (SEC 21)</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Word/Information Processing (SEC 22)</td>
<td>3</td>
</tr>
<tr>
<td>Machine Transcription (SEC 23)</td>
<td>3</td>
</tr>
<tr>
<td>Office Systems and Procedures (SEC 24)</td>
<td>3</td>
</tr>
<tr>
<td>Office Information Processing Applications (SEC 25)</td>
<td>3</td>
</tr>
</tbody>
</table>

#### MEDICAL WORD/INFORMATION PROCESSING

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Word/Information Processing (SEC 21)</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Word/Information Processing (SEC 22)</td>
<td>3</td>
</tr>
<tr>
<td>Machine Transcription (SEC 23)</td>
<td>3</td>
</tr>
<tr>
<td>Office Systems and Procedures (SEC 24)</td>
<td>3</td>
</tr>
<tr>
<td>Office Information Processing Applications (SEC 25)</td>
<td>3</td>
</tr>
<tr>
<td>Terminology and Electronic Transcription (SEC 61)</td>
<td>4</td>
</tr>
<tr>
<td>Computer Applications for Medical Office (SEC 62)</td>
<td>3</td>
</tr>
</tbody>
</table>

#### GROUP REQUIREMENTS

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

1. **Performing and Visual Arts**
   - (Excluded are Art & Music Studio, Theatre Production & Technique courses)
   - Art - Music - Speech - Theatre Arts
2. **Language and Literature**
   - Foreign Language - Literature - Philosophy
3. **Social Sciences**
   - Economics - History - Political Science
4. **Behavioral Sciences**
   - Anthropology - Psychology - Sociology
5. **Mathematics and Sciences**
   - Biological Sciences - Mathematics & Computer Science - Physical Sciences

#### ELECTIVES

Sufficient to meet required total of 60 credits

Elementary keyboarding and shorthand required of students who do not meet Department requirements.

Intermediate keyboarding and shorthand may be waived for students who meet Department requirements.
# A.A.S. SECRETARIAL/OFFICE ADMINISTRATION**

## Total credits: 60

### Requirements for Matriculants

#### COLLEGE REQUIREMENTS

(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12 (based on CUNY Test scores, students may be exempt)</td>
<td>4 credits</td>
</tr>
<tr>
<td>ENG 24</td>
<td>3</td>
</tr>
<tr>
<td>HPE 12</td>
<td>3</td>
</tr>
</tbody>
</table>

*If Required*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 04, 91, 92 &amp;/or 93</td>
<td>0</td>
</tr>
<tr>
<td>MAT M1 &amp; M2 or MAT R2 proficiency</td>
<td>0</td>
</tr>
</tbody>
</table>

#### DEPARTMENT REQUIREMENTS $§$

**All Majors MUST TAKE:**

- Elementary Keyboarding (SEC 11) .......... 2 credits
- Intermediate Keyboarding (SEC 12) .......... 2

Advanced Keyboarding (SEC 33) .......... 2

Secretarial Practice (SEC 34) .......... 3

Business Communications (SEC 37) .......... 3

Field Experience (SEC 92) .......... 3

**PLUS,... FOR STENOGRAPHIC MAJORS WITH CONCENTRATIONS IN:**

**Executive**

- Elementary Shorthand (SEC 15) .......... 3

*Intermediate Shorthand (SEC 18) .......... 3

Advanced Shorthand and Transcription (SEC 30) .......... 4 credits

**Legal**

- Elementary Shorthand (SEC 15) .......... 3

*Intermediate Shorthand (SEC 18) .......... 3

Advanced Shorthand and Transcription (SEC 30) .......... 4 credits

Legal Shorthand and Procedures (SEC 51) .......... 3

Legal Shorthand and Transcription (SEC 52) .......... 4

**School**

* Elementary Shorthand (SEC 15) .......... 3

* Intermediate Shorthand (SEC 18) .......... 3

Advanced Shorthand and Transcription (SEC 30) .......... 4 credits

School Secretary I and II (SEC 53, 54) .......... 4

School Records and Accounts (SEC 55) .......... 2

§ Consultation with the Department Advisor is required.

* Students with previous typing and/or steno background may be exempt from elementary and/or intermediate courses upon consultation with the Department Adviser.
YIDDISH

+ YID 1 ELEMENTARY YIDDISH I

One-year course designed for students with no previous training in the language, or, as indicated by the Language Placement Examination score. Emphasis on correct pronunciation through intensive oral practice, use of language laboratory and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.

YID 2 ELEMENTARY YIDDISH II

Further development of language skills, comprehension, speaking, reading, and writing.
Prerequisite: YID 1 or Department permission

LIT 1 INTERNATIONAL PERSPECTIVES in LITERATURE

Selected works of French, Spanish and Italian literature studied in English translations. Emphasis is on national traditions, cultures and linguistic heritage, language and style of the original text. Taught, in English, by three instructors. Four weeks are devoted to each of the literature areas.
Prerequisite: ENG 12

LIT 2 LITERATURE of the HOLOCAUST

Study of literary responses to the Nazi Holocaust. Readings selected from a variety of genres including diaries, memoirs, eye-witness testimonies, novels, plays and poetry. Emphasis on interpretation of a major historical event from both human and artistic points of view. Aspects of the Holocaust to be examined are: roles of victim, perpetrator, bystander and witness; life in the ghetto; concentration camp experiences; resistance; post-war survival and world reaction. Films and visits by survivors supplement readings.
Prerequisite: ENG 12

+ Basic Course
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR 1</td>
<td>ELEMENTARY FRENCH I</td>
<td>4</td>
<td>4 hrs.</td>
</tr>
<tr>
<td></td>
<td>A one-year course for students with no previous training in the language, or, as indicated by the Language Placement Examination score. Emphasis on correct pronunciation through intensive oral practice, use of the language laboratory and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing. (NOTE: Not open to native speakers.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FR 2</td>
<td>ELEMENTARY FRENCH II</td>
<td>4</td>
<td>4 hrs.</td>
</tr>
<tr>
<td></td>
<td>Further development of language skills, comprehension, speaking, reading and writing. <strong>Prerequisite:</strong> FR 1 or acceptable Language Placement Examination score.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FR 3</td>
<td>INTERMEDIATE FRENCH I</td>
<td>3</td>
<td>3 hrs.</td>
</tr>
<tr>
<td></td>
<td>Progressive development of language skills, based on foundations established in elementary French. Grammar review supplemented by readings of modern French literature. <strong>Prerequisite:</strong> FR 2 or acceptable Language Placement Examination score.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FR 4</td>
<td>INTERMEDIATE FRENCH II</td>
<td>3</td>
<td>3 hrs.</td>
</tr>
<tr>
<td></td>
<td>Advanced grammar, composition and reading of modern French authors. <strong>Prerequisite:</strong> FR 3 or acceptable Language Placement Examination score.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FR 22</td>
<td>FRENCH CONVERSATION</td>
<td>3</td>
<td>3 hrs.</td>
</tr>
<tr>
<td></td>
<td>Practice in conversational patterns and basic vocabulary leading to fluency in everyday situations. <strong>Prerequisite:</strong> FR 1 or acceptable Language Placement Examination score.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FR 55</td>
<td>HISTORY and CIVILIZATION of FRANCE</td>
<td>3</td>
<td>3 hrs.</td>
</tr>
<tr>
<td></td>
<td>Chronological study of major French historical trends and developments up to the present. Political, literary and artistic movements highlight important individuals, ideas and periods. Selected texts representative of each period are read. <strong>Prerequisite:</strong> FR 4 or equivalent or Department permission.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FR 56</td>
<td>ADVANCED FRENCH GRAMMAR and COMPOSITION</td>
<td>3</td>
<td>3 hrs.</td>
</tr>
<tr>
<td></td>
<td>For students who wish further French language study at an advanced level through analysis of grammar, reading and composition. Emphasis is on developing written linguistic ability. <strong>Prerequisite:</strong> FR 4 or equivalent or Department permission.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FR 57</td>
<td>HAITIAN CULTURE and CIVILIZATION</td>
<td>3</td>
<td>3 hrs.</td>
</tr>
<tr>
<td></td>
<td>Chronological study of major trends and developments in Haitian culture and civilization from Columbus to the present. Political, literary and artistic movements, significant historical and intellectual figures and various areas of Haiti included. Instruction is in English.</td>
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</tr>
</tbody>
</table>

+ Basic Course
FR 71  BLACK FRENCH LITERATURE

3 hrs.

The first period of Black French Literature (Period of Assimilation—1804-1920) and the second period (Period of Negritude—1920-1959), includes analysis of both periods, especially the major works of Dr. Price-Mars, Carl Brouard, Jacques Roumain, Leon Damas, Leon Laleau, Aime Cesaire, Paul Niger, Guy Tirolien, Leopold Sedar Senghor, Frantz Fanon.

Prerequisite: FR 4 or equivalent or Department permission.

FR 81  INDEPENDENT STUDY

1-3 hrs.

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

FR 82

1-3 hrs.

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

Total credits: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

ENG 12 (based on CUNY Test scores, students may be exempt)................................. 4 credits
ENG 24 .................................................................................................................. 3
HPE 12 .................................................................................................................. 3

If Required

ENG 04, 91, 92 &/or 93.................................................................................. 0
MAT M1 & M2 or MAT R2 proficiency.................................................................. 0

DEPARTMENT REQUIREMENTS §

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

CHOOSE from the following FIVE courses for............................................. 6 credits

Investigative and Interpretive Journalism (JRL 42) ........................................... 3
Independent Study (JRL 81) ............................................................................. 3
Publication Layout and Design (ART 73) ....................................................... 3
Designing with Type (ART 74) ......................................................................... 2
Business of Print Media (BA 70) ..................................................................... 3

PLUS,...FOR SPECIALIZATION IN:

Writing and Reporting

OR

Production

Appropriate course to be determined by Department Advisor for.................... 6

GROUP REQUIREMENTS*........................................................................... 9 credits

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts

(Excluded are Art & Music Studio, Theatre Production & Technique courses)

Art - Music - Speech - Theatre Arts

II. Language and Literature

Foreign Language - Literature - Philosophy

III. Social Sciences

Economics - History - Political Science

IV. Behavioral Sciences

Anthropology - Psychology - Sociology

V. Mathematics and Sciences......................................................................... 4 credits

Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES—Sufficient to meet required total of........................................... 60 credits

* Department requirements may be used to satisfy groups I–V requirements where applicable.

§ Consultation with the Department Advisor is required.

** This program is within the English Department.
JOURNALISM

+ JRL 31 BASIC JOURNALISM
(Formerly ENG 50) 3 crs. 3 hrs.
Introductory course on the history of journalism: writing leads, rewrites, reporting, hard news stories, covering beats, copy preparation, research, operation of a campus newspaper, special interests. May not be taken by students who completed ENG 50 or ENG 52.
Pre or Corequisite: ENG 12

JRL 32 ADVANCED JOURNALISM
(Formerly ENG 52) 3 crs. 3 hrs.
Further study of newspaper techniques: advanced research, in-depth coverage, interviews, sidebars, profiles, basic reviews, writing styles, headlines and typefaces, copyreading and proofreading, editorials, freedom of the press, legalities.
Prerequisite: JRL 31

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

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

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

JRL 44 FEATURE and MAGAZINE WRITING 3 crs. 3 hrs.
The techniques of writing feature news stories that require understanding basic news writing combined with the ability to utilize the creative approach contained in human interest stories.
Prerequisite: JRL 31

+ Basic Course
JRL 71  PRINT MEDIA PRODUCTION  3 crs. 4 hrs.
Practical course on techniques of producing a newspaper, literary magazine or yearbook. Students participate in workshops in two or more departments and handle materials at several stages of the publication. At the end of the course, students will have portfolios for presentation to potential employers.
Prerequisite: JRL 31 or Department permission.

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

JRL 92  JOURNALISM INTERNSHIP  3 crs. 9 hrs.
Students will be placed on community newspapers or in community-relations offices for practical work in the operations of a community publication.
Prerequisite: JRL 41

A.A.S. Degree
JOURNALISM and PRINT MEDIA
Requirements—Page 90
SPA 53 SPANISH-AMERICAN LITERATURE  
3 hrs.  
Survey of the significant literary production of Spanish America from colonial beginnings to the present, with special attention to major authors of the 20th century. Instruction is in Spanish.  
Prerequisite: SPA 4 or equivalent or Department permission.

SPA 54 ADVANCED SPANISH GRAMMAR  
3 hrs.  
Development of skill and facility in Spanish grammar, composition and oral communication.  
Prerequisite: SPA 4 or equivalent or Department permission.

SPA 55 HISTORY and CIVILIZATION of SPAIN  
3 hrs.  
Chronological study of major Spanish historical trends and developments to the present. Political, literary and artistic movements, highlight important individuals, ideas and periods are examined as selected texts representative of each period are read. Instruction is in Spanish and English.  
Prerequisite: SPA 4 or equivalent or Department permission.

SPA 70 SPANISH CINEMA  
3 hrs.  
Study of the best films and film scripts in the Spanish cinema. Instruction is in English with a view toward developing appreciation of the history, art and aesthetics of the Spanish cinema and increasing Spanish language experience.

SPA 71 PUERTO RICAN FOLKLORE  
3 hrs.  
Study of folkloric compositions of the Puerto Rican people in all forms—literary, musical, superstitions, etc; their sources and formation as influenced by all three cultural groups in Puerto Rican history: Indian, Spanish, and Black, and how they influence the Puerto Rican of today. Instruction is in Spanish and English.  
Prerequisites: SPA 4 or equivalent; passing of Placement Examination to be administered.

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

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

+ GER 1  ELEMENTARY GERMAN I  4 crs. 4 hrs.
One-year course, for students with no previous training in the language, or, as indicated by the Language Placement Examination score. Emphasis on correct pronunciation through intensive oral practice, use of the language laboratory and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.

+ GER 2  ELEMENTARY GERMAN II  4 crs. 4 hrs.
Further development of language skills, comprehension, speaking, reading and writing.
Prerequisite: GER 1 or acceptable Language Placement Examination score

+ GER 22 GERMAN CONVERSATION  2 crs. 2 hrs.
Practice in conversational patterns, basic vocabulary, leading to fluency in everyday situations.
Prerequisite: GER 1 or acceptable Language Placement Examination score

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

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

+ Basic Course
HEBREW

+ HEB 1 ELEMENTARY HEBREW I

4 crs. 4 hrs.

A one-year course for students with no previous training in the language, or, as indicated by the Language Placement Examination score. Emphasis on correct pronunciation through intensive oral practice, use of language laboratory and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conversation comprehension, reading and writing.

(NOTE: Not open to native speakers.)

+ HEB 2 ELEMENTARY HEBREW II

4 crs. 4 hrs.

Further development of language skills, comprehension, speaking, reading, and writing.

Prerequisite: HEB 1 or acceptable Language Placement Examination score

+ HEB 3 INTERMEDIATE HEBREW I

3 crs. 3 hrs.

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

Prerequisite: HEB 2 or acceptable Language Placement Examination score

HEB 4 INTERMEDIATE HEBREW II

3 crs. 3 hrs.

Advanced grammar, composition and readings of modern Hebrew literature.

Prerequisite: HEB 3 or acceptable Language Placement Examination score

+ HEB 30 HEBREW LITERATURE in TRANSLATION I

3 crs. 3 hrs.

Designed for non-Hebrew speaking students, course stresses reading and analysis of Hebrew classics in cultural and historical context. All readings and discussions in English.

HEB 31 HEBREW LITERATURE in TRANSLATION II

3 crs. 3 hrs.

Designed for non-Hebrew speaking students, course consideration is on the emergence of Hebrew writers in the modern world. Emphasis is on the main literary personalities and their major contributions. All reading and discussion is in English.

HEB 56 THE HEBREW BIBLE

3 crs. 3 hrs.

Selections from the prose and poetry of the Old Testament in Hebrew. Emphasis on language, culture and the unique Hebraic values contained in these selections.

Prerequisite: HEB 4 or equivalent or Department permission

HEB 81 INDEPENDENT STUDY

1-3 crs. 1-3 hrs.

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

HEB 82

1-3 crs. 1-3 hrs.

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

+ IT 1  ELEMENTARY ITALIAN I  4 crs. 4 hrs.
A one-year course for students with no previous training in the language, or, as indicated by the Language Placement Examination score. Emphasis on correct pronunciation through intensive oral practice, use of the language laboratory and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing.
(NOTE: Not open to native speakers.)

+ IT 2  ELEMENTARY ITALIAN II  4 crs. 4 hrs.
Further development of language skills, comprehension, speaking, reading and writing.
Prerequisite: IT 1 or acceptable Language Placement Examination score

+ IT 3  INTERMEDIATE ITALIAN I  3 crs. 3 hrs.
Progressive development of language skills, based on foundations established in elementary Italian. Grammar review supplemented by readings of modern Italian literature.
Prerequisite: IT 2 or acceptable Language Placement Examination score

IT 4  INTERMEDIATE ITALIAN II  3 crs. 3 hrs.
Advanced grammar, composition and reading of modern Italian authors.
Prerequisite: IT 3 or acceptable Language Placement Examination score

+ IT 22 ITALIAN CONVERSATION  3 crs. 3 hrs.
Practice in conversation on an elementary level. Emphasis on the vocabulary and idioms of everyday usage.
Prerequisite: IT 1 or equivalent

+ IT 30 LITERATURE in TRANSLATION  3 crs. 3 hrs.
For non-Italian speaking students, course includes reading and analysis of representative works of Italian literature in their cultural and historical context. Reading and discussion in English.
Prerequisite: ENG 12 (see page 143)

IT 70 ITALIAN CINEMA  3 crs. 3 hrs.
History of Italian Cinema from the silent era and Fascist period to the present, with emphasis on postwar neorealism and the major directors of the sixties and seventies. Films in Italian with English subtitles. Instruction is in English.
Prerequisite: ENG 12 (see page 143)

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

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

+ Basic Course
SPANISH

+ SPA 1 ELEMENTARY SPANISH I

4 crs. 4 hrs.

One-year course designed for students with no previous training in the language, or, as indicated by the Language Placement Examination score. Emphasis on correct pronunciation through intensive oral practice, use of language laboratory and audio-visual materials, acquisition of basic vocabulary and the elements of grammar for conversation, comprehension, reading and writing. 

(NOTE: Not open to native speakers.)

+ SPA 2 ELEMENTARY SPANISH II

4 crs. 4 hrs.

Further development language skills, comprehension, speaking, reading and writing.

Prerequisite: SPA 1 or acceptable Language Placement Examination score

+ SPA 3 INTERMEDIATE SPANISH

3 crs. 3 hrs.

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

Prerequisite: SPA 2 or acceptable Language Placement Examination score

SPA 4 READINGS in HISPANIC LITERATURE

3 crs. 3 hrs.

Advanced grammar and composition through selected readings in Hispanic literature.

Prerequisite: SPA 3 or acceptable Language Placement Examination score

+ SPA 11 SPANISH for TEACHERS I

4 crs. 4 hrs.

Teachers are introduced to Spanish language fundamentals. Development of basic conversational ability, grammar patterns, understanding writing and reading through intensive practice in the classroom. Language lab drills use computer software, audio-visual and musical materials. Different approaches for teaching Spanish to children.

OPEN to TEACHERS ONLY or Department permission.

SPA 12 SPANISH for TEACHERS II

4 crs. 4 hrs.

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

OPEN to TEACHERS ONLY or Department permission.

Prerequisite: SPA 11 or equivalent

+ SPA 17 INTENSIVE REVIEW of SPANISH GRAMMAR

3 crs. 4 hrs.

(1 equated cr.)

For students who have had three or more years of high school Spanish but have not studied the language for a substantial period of time, or for Spanish native speakers with limited formal training in the language.

Prerequisite: Acceptable Language Placement Examination score

+ Basic Course
MM 39  FASHION SALES PROMOTION

Fashion activities that promote and stimulate the sale of fashion goods; practical experience in the preparation of special events; sales promotions and publicity similar to those initiated by apparel manufacturers, wholesalers and retailers; criteria to analyze and evaluate these activities.

Prerequisite: MM 38

MM 81 INDEPENDENT STUDY

1-3 crs. 1-3 hrs.

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

MM 82

1-3 crs. 1-3 hrs.

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

MM 92 FIELD EXPERIENCE in MARKETING MANAGEMENT

3 crs. 9 hrs.

Eight hours per week of supervised field experience in marketing management, plus one hour a week devoted to seminar discussion of relevant field experience, is required. For Fashion Merchandising and Marketing Management seniors only.
+ SPA 18 PROPER MODELS of SPANISH GRAMMAR and CONVERSATION for NATIVE SPEAKERS

For Spanish-speaking students, stress on improvement of reading and writing skills.
Prerequisites: Native conversational ability, acceptable Language Placement Examination score and Department permission.

3 crs. 3 hrs.

+ SPA 22 ELEMENTARY SPANISH CONVERSION

Basic conversational skills for students who wish to use Spanish language to communicate with Spanish-speaking people.
Prerequisite: SPA 2 or three years of high school Spanish or Department permission.

3 crs. 3 hrs.

+ SPA 31 READINGS in SPANISH—AMERICAN LITERATURE in TRANSLATION

For students who wish to explore the high points of Spanish-American literature. Instruction is in English. Open to all students.

3 crs. 3 hrs.

+ SPA 33 INTERMEDIATE SPANISH CONVERSATION

Intensive practice in spoken Spanish for students who wish to use the language to communicate with Spanish-speaking people, and students of Spanish in familiar situations.
Prerequisites: SPA 2, 22 or Department permission.

3 crs. 3 hrs.

+ SPA 34 SPANISH AMERICA: CULTURE, ART and MUSIC

Outstanding facets of Spanish-American culture, includes all important historic, political, literary and artistic movements, individuals, ideas and periods. Grammar, literature and composition emphasized through reading selected representative authors and works of each period. Instruction is in both Spanish and English.
Prerequisite: SPA 4 or 18 or Department permission.

3 crs. 3 hrs.

+ SPA 36 SPANISH SYNTAX and COMPOSITION

To improve and reinforce student skills, orthography, vocabulary, syntax, analytical writing and stylistics are stressed.
Prerequisite: SPA 18 or acceptable Language Placement Examination score.

3 crs. 3 hrs.

+ SPA 40 SPANISH for STUDENTS in CAREER PROGRAMS

Introduction to fundamentals of Spanish language specifically prepared for Education Associate, Early Childhood Education, Nursing, Sports, Fitness and Therapeutic Recreation students. This course is not intended for native Spanish speakers.
Prerequisite: Major Program Advisor permission.

3 crs. 3 hrs.

SPA 44 ADVANCED SPANISH CONVERSATION

For students who wish to speak fluently and correctly in current idiom. Intensive practice and group discussions on general and cultural topics. Through study of selected short fiction, brief plays and journalistic materials from well known authors, students enlarge vocabulary, knowledge of native idiomatic expressions; and literary concept.
Prerequisite: SPA 3 or Department permission.

3 crs. 3 hrs.
Students in and outside the steel and glass enclosed "jewel box" lobby of the Theatre Arts Center. On the left, across a small park is the eight-story Library and Media Center; to the right, one of the West Academic Cluster Center buildings.
EDC 30 SEMINAR and PRACTICUM in EARLY CHILDHOOD EDUCATION CURRICULUM  
3 crs. 4 hrs.

Working directly with materials, students explore and become familiar with the methods and materials used in an Early Childhood Education setting as developmentally appropriate practice and the integrated approach to education is emphasized.
Prerequisite: EDC 20
Corequisite: EDC 21

EDC 41 TEACHING the GIFTED INDIVIDUAL  
3 crs. 3 hrs.

Investigation of psychological and educational needs of gifted and talented individuals in school and society. Includes an historical perspective, past and present research studies, identification and implementation of programs.
Prerequisite: PSY 11

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

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

EDC 90 PRACTICUM in TEACHER DEVELOPMENT I  
3 crs. 6 hrs.

Seminar and supervised field work stressing multicultural factors. Students apply knowledge of child development in agency settings working with young children, in seminars with peers and in individual conferences with supervisors. Not open to students who completed ECE or EDC 91.
Prerequisites: EDC 20 and SOC 32
Corequisites: EDC 22 and PSY 32

EDC 91 SUPERVISED INSTRUCTIONAL EXPERIENCE in EDUCATION I  
3 crs. 6 hrs.

Students are assigned to work with children in a specific education center such as a Day Care Center, Nursery School, Kindergarten, School for Exceptional Children or Residential Institution. Students concentrate on objective observations of child behavior in order to help develop skills in understanding children and their learning needs.
For ECE Majors only,
Prerequisite: EDC 21
Corequisites: EDC 22 and passing score on CUNY English Examination

HUM 81 DEVELOPMENT of LITERACY in CHILDREN  
1 cr. 1 hr.

Students explore aspects of literacy in children via the humanities and communication arts.
Corequisite: EDC 20

A.A.S. Degree
EARLY CHILDHOOD EDUCATION/CHILD CARE
Page 87
A.S. Degree
EDUCATIONAL STUDIES
Requirements—Page 68
ANTHROPOLOGY

+ ANT 37 INTRODUCTION to ANTHROPOLOGY 3 crs. 3 hrs.
A variety of aspects of the human condition, such as evolution and the diversity of primitive societies are approached. The relationship of anthropological concepts with our knowledge of our own civilization and its history are compared.

EARLY CHILDHOOD EDUCATION/CHILD CARE PROGRAM

Due to the special nature of the Early Childhood Education/Child Care Program, students are evaluated at the end of each semester to determine if it is advisable for them to continue in the Program.

+ EDC 20 FOUNDATIONS of EDUCATION 3 crs. 3 hrs.
The effects of society, culture and institutions on the developmental needs of children with emphasis on the impact of urban life and the role of the educational system.

EDC 21 SOCIAL SCIENCE in EDUCATION 3 crs. 3 hrs.
Survey of the objectives of the Social Sciences as reflected in the selection, guidance and evaluation of curricular in Education.
Prerequisite: EDC 20 and HUM 81
Pre- or co-requisite: a history or political science course

EDC 22 ART WORKSHOP in EDUCATION 2 crs. 2 hrs.
Various art media are explored to understand principles, methods, planning and classroom organization necessary to achieve curricular and behavioral objectives of programs in education.
Prerequisites: EDC 21, 30 or Department permission.
Corequisite: EDC 91

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

EDC 28 TECHNIQUES in MATH, SCIENCE and SOCIAL STUDIES TEACHING for EARLY CHILDHOOD EDUCATION 2 crs. 2 hrs.
Knowledge and understanding of the methods of teaching pre-mathematics, science, and social studies in early childhood classrooms. Hands-on methods that permit young children to learn through discovery, plus theoretical underpinnings of these methods are emphasized.
Pre or corequisites: PSY 11, 32 and/or Department permission.

+ Basic Course
+ MCB 34 SALES and ADVERTISING—RADIO and TELEVISION 3 crs. 3 hrs.
Plan and write advertising copy; write and make radio and television commercials; design and market an advertising campaign; understand the ethics, propaganda, budget and copyright laws as they apply to advertising.

+ MCB 35 INTRODUCTION to BROADCASTING 3 crs. 3 hrs.
Historical development, social philosophy and technology of radio and television, investigation of ratings, program production and scheduling.

+ MCB 36 ANNOUNCING—RADIO and TELEVISION 3 crs. 3 hrs.
Techniques of broadcasting, theory underlying use of the equipment employed and practical aspects of their proper use. Correct voice production procedures for announcing, methods of sight reading and oral reading.
Prerequisite: SPE 29 or 31 and ENG 12

MCB 37 BROADCAST JOURNALISM 3 crs. 3 hrs.
Understanding the role of radio and television in reporting and shaping the news and the differences between these media and the press. Reporting, writing and editing newscasts with practical experience working against deadlines.
Prerequisite: ENG 12

MCB 38 BROADCAST MANAGEMENT 3 crs. 3 hrs.
The decision-making roles in contemporary broadcast operations. Traffic flow, governmental requirements, ethics, community needs, inter-media relationships, and responsive programming.
Prerequisite: MCB 35

+ MCB 39 STUDIO OPERATIONS 3 crs. 3 hrs.
Introduction to operational and technical aspects of broadcast audio equipment, and of the media. Various uses of all studio equipment.

MCB 40 ADVANCED STUDIO OPERATIONS 3 crs. 3 hrs.
Sound manipulation, processing equipment, advanced editing techniques in the compilation of commercials, long-form programming and production for continuity.
Prerequisite: MCB 39

+ MCB 41 INTRODUCTION to TELEVISION 3 crs. 3 hrs.
Analysis of the experience of television viewing through a survey of its individual components and their logic. Television planning and coordination; set and lighting design; camera placement; lenses and angles; video control.
MCB 44 SPORTSWRITING and PRODUCING 3 crs. 3 hrs.
Practicum in the unique journalistic area of sports presentation including reporting, writing, performing and producing sporting events, the job of the sports specialist in radio and television news programs and interviewing techniques.
Prerequisite: ENG 12

MCB 45 "THE GOLDEN AGES" OF RADIO AND TELEVISION 3 crs. 3 hrs.
A detailed examination of the two great periods of discovery for the broadcast media: 1927-1939 for radio; 1947-1959 for television. An analysis of why these periods were critical in the development of their respective media.

MCB 47 MEDIA MUSIC PRODUCTION 3 crs. 3 hrs.
Research, planning, production and uses of music for radio, television, film and records, licensing, studio and equipment requirements and trends in these fields.
Prerequisite: MCB 39

+ MCB 59 RADIO STATION OPERATIONS 1 cr. 6 hrs.*
Day-to-day operations in a broadcast environment; airing news and music, network feeds, community interviews, scheduling, writing, and editing.
*Class meets once per week; other five hours arranged.

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

MCB 91 INTERNSHIP 3 crs. 3 hrs.
Applied work/study at professional broadcasting organizations.

+ MCF 40 FILM: THE CREATIVE MEDIUM 3 crs. 3 hrs.
To recognize the film medium as a creative art, the historical, social, psychological and aesthetic elements of selected films are studied as illustrations of this creative force.

MCF 41 ANIMATION: CARTOON and COMMENTARY 3 crs. 3 hrs.
The history of animation from 1906 to the present; from its reference of entertainment to its social, political and philosophical use. Animation from around the world will be explored.

MCF 43 FILM GENRE 3 crs. 3 hrs.
The mass medium of film and its ability to reflect and influence a wide variety of sociological and psychological events and trends, as seen through a particular genre. The genre will change each semester (i.e., film noir, animation, the documentary, western).
Recommended—not required: MCF 40

+ Basic Course
+ **MCM 30 MASS MEDIA**

3 crs. 3 hrs.

Analysis of mass media to discover the way information is perceived and influences behavior. Extensive use is made of films, tapes, recordings and video tapes to examine the message systems employed by individuals, groups, institutions and politics. Focus is on radio, television, newspapers, magazines, film and advertising.

+ **MCM 31 MEDIA and CHILDREN**

3 crs. 3 hrs.

The context and content of material presented to children by the various media including television, film, magazines, video games, records, comic books, computers and advertising will be surveyed.

+ **MCM 42 COMMUNICATIONS DEVELOPMENT and APPLICATIONS**

3 crs. 3 hrs.

Communication from Caveman to Cronkite. Examination of the origins of human communication and technologies in order to apply this knowledge to everyday business and personal life. Body language, color, art, music and architecture as communication media.
MUSIC

+ MUS 21 INTRODUCTION to JAZZ

3 crs. 3 hrs.
Historical approach to the jazz idiom through readings and guided listening. Topics include: the roots of jazz music, New Orleans jazz, Chicago style, Kansas City style, swing, bebop, new wave, and progressive jazz.

+ MUS 22 MUSIC of the TWENTIETH CENTURY

3 crs. 3 hrs.
Introduction to the varied sounds of 20th century music. Emphasis on major musical achievements of the century by European and American composers, including Stravinsky, Bartok, Schonberg, Gershwin, Bernstein, Copland and Cage.

+ MUS 24 OPERA

3 crs. 3 hrs.
Development of Opera, its sociological and political aspects, and its rich and varied literature in the Baroque, Classic, Romantic, and Modern Eras. Renowned operatic masterworks included.

+ MUS 27 MUSIC of the WORLD’S PEOPLE

3 crs. 3 hrs.
A listening survey of various folk and ethnic music forms performed and practiced worldwide by various social groups. Songs and dances associated with love, war, and rites of passage; evocative forms; drumming, chanting; instruments and languages as related to the musical forms; social, geographic, historical elements and their musical relevance.

+ MUS 30 RUDIMENTS of THEORY

3 crs. 3 hrs.
A first course in music theory for students with no previous musical training, but an interest in acquiring basic skills in music reading, writing, and performance. Topics include: note reading and writing in treble and bass clef, major and minor scales, intervals and chords.

+ MUS 31 THE MUSICAL EXPERIENCE

3 crs. 3 hrs.
Development of perceptive awareness of music through guided listening. Materials and forms of music and their use in musical literature.

MUS 40 MIDI (Musical Instrument Digital Interface) STUDIO OPERATIONS

1 cr. 1 hr.
Hands-on study of interaction and operation of electronic instruments found in a typical commercial MIDI studio; drum machine, multi-channel synthesizer, intelligent MIDI switch box, special effects processor. Equipment is used with an IBM P.C. to produce a stereo cassette recording.
Prerequisite: MUS 12 or 30

MUS 41 SEQUENCING

2 crs. 2 hrs.
Hands-on introduction to the operation of music sequencing software for the IBM P.C. Students use the sequencer programs to create original music.
Prerequisite: MUS 12 or 30

+ Basic Course
MUS 42 SOUND SYNTHESIS
3 crs. 3 hrs.
Introduction to state-of-the-art micro-computer applications in music composition. Topics include: MIDI Protocol, Digital Sound Synthesis, MIDI driven Sequencer, Patch Librarian Software.
Prerequisite: MUS 12 or 30

MUS 45 THE MUSIC WORKSTATION
1 cr. 2 hrs.
Study and operation of the music workstation, a multi-function electronic unit containing synthesizer, drum machine, and special effects processor. Students use the Korg MI workstation, a music-industry standard.
Prerequisite: One previous electronic music course

MUS 51 MUSIC LITERATURE
3 crs. 3 hrs.
Study of the form and content of standard Western art-music repertoire through scores and records; biographical overview of famous composers and, use of expressive terminology. Formal/analytic concepts (cadence, phrase structure, binary, ternary, variation, rondo, sonata-allegro, etc.). Stylistic characteristics of the major Western musical epochs are examined.
Prerequisite: MUS 30

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

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

MUS 91 CHORUS
1 cr. 3 hrs.
(Spring and Fall)

MUS 92 BAND
1 cr. 3 hrs.
(Spring and Fall)
Concert Band; Stage Band; Guitar Ensemble or Percussion Ensemble.

MUS 93 ORCHESTRA
1 cr. 3 hrs.
(Spring and Fall)

MUS 94 CHORUS
1/2 cr. 1 1/2 hrs.
(Winter and Summer)

MUS 95 BAND
1/2 cr. 1 1/2 hrs.
(Winter and Summer)

MUS 96 ORCHESTRA
1/2 cr. 1 1/2 hrs.
(Winter and Summer)
HUM 1 HUMANITIES: FREEDOM and CONTROL: CULTURE in the 20TH CENTURY

Explores literature, drama, art, and music in today's world. Attempts are made to place 20th century developments into an historical context and illustrate the continuity of culture.

Prerequisite: Enrollment in the "College Now" program.
### SPEECH

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>SPE 11</td>
<td>LISTENING and SPEAKING SKILLS</td>
<td>3</td>
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<td></td>
<td>To strengthen oral language abilities and improve listening proficiency, students are made aware of the nature for their language. Focus is on vocabulary enrichment, word pronunciation, attention to grammar, verbal self-expression, listening as a skill and note-taking techniques. <strong>Not open to students required to take, or completed, ENG 12 (page 143).</strong></td>
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<tr>
<td>SPE 12</td>
<td>INTRAPERSONAL/INTERPERSONAL COMMUNICATION</td>
<td>3</td>
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<td>The communicator's development of self-concepts, ability to understand and project a comfortable and confident self-image. Methods to improve and use this knowledge when interacting and communicating with other individuals and with groups.</td>
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<td>SPE 15</td>
<td>SPEECH ARTS for PRE and ELEMENTARY SCHOOL GRADS</td>
<td>3</td>
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<td>Methods and materials for teaching speech arts in nursery and elementary schools. Students learn to understand and work with children on such activities as dramatic play, pantomime, creative dramatics, puppetry, storytelling, reading aloud, choral speaking, group discussions and talks.</td>
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<td>SPE 16</td>
<td>SPEECH PROBLEMS of CHILDREN</td>
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<td></td>
<td>Study of children's normal speech and language development. Future speech majors, classroom teachers, child care workers and parents learn to diagnose and help remediate children's major speech and language disorders.</td>
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<td>SPE 21</td>
<td>EFFECTIVE PUBLIC SPEAKING</td>
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<td>The basic elements for clear and effective public speaking. Practice and study in skills such as organizing and outlining speeches, developing ideas, using audio-visual materials for clarification and amplification of ideas, techniques of extempore and impromptu speaking, methods of delivery. All basic elements are brought together through the presentation of several speeches.</td>
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<td>SPE 23</td>
<td>SPEECH for FOREIGN-SPEAKING STUDENTS</td>
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<td>To speak English more effectively students study the formation of word pronunciation, and the correct stress and rhythm in phrases and sentences. Practice in conversation, reading aloud and informal speech.</td>
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<tr>
<td>SPE 24</td>
<td>CAREER COMMUNICATION</td>
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<td>Communication skills used most frequently in the professions, business and industry. Speaking logically and expressing ideas creatively. Theories of interpersonal communication and practice in such speaking situations as job interviews, small group presentations, business meetings, conferences and platform speaking, use of clear and acceptable speech.</td>
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<td>SPE 25</td>
<td>GROUP DISCUSSION</td>
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<td>Principles and techniques of group interaction. Conference leadership and participation skills are learned through reading, discussion, practice, observation and evaluation of group discussions. Focus is on how learned concepts may be applied to educational, social and business situations.</td>
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SPE 27 ORAL INTERPRETATION

3 crs. 3 hrs.

Students learn to recreate and communicate what writers and poets say in various types of literature. Through guided preparation, analysis, presentation and evaluation of individual readings of material ranging from simple reports to poetry, practical skill and enjoyment in reading aloud is developed. Recommended to Theatre Arts and Radio Broadcasting students.

SPE 28 LANGUAGE and SPEECH for ESL STUDENTS

3 crs. 3 hrs.

To extend speaking and comprehension abilities of ESL students. Those admitted to this course must have a fair ability in the English language, and must be intelligible to the average listener. Emphasis is on: oral production of English language grammar, elimination of articulatory, stress, and intonation errors; spoken production and comprehension of expanded English vocabulary, and American colloquialisms. Opportunities for practice to improve and further develop spoken English through the use of taped recordings (ESL courses, page 149).

Prerequisite: SPE 23 or Department permission.

SPE 29 VOICE and ARTICULATION

3 crs. 3 hrs.

For students with acceptable speech who wish to study the theory of voice production and the proper formation of the sounds of speech as typified by American standard usage. The mechanics of pitch, volume, quality and phonetic symbols. Assistance to overcome minor speech and voice problems most commonly found in the New York City area.

SPE 30 TRAINING the SPEAKING VOICE

3 crs. 3 hrs.

To develop voice quality, the theory of voice production includes: physiology of vocal production studied as a prelude to understand the mechanics of pitch, resonance, projection and quality; breathing and relaxation (for speech as supports for good tone production) totality of the expressive voice. Practice to overcome voice problems and develop proper articulation.

SPE 31 TRAINING in ARTICULATION

3 crs. 3 hrs.

Correct articulation of speech, proper pronunciation, elimination of regionalism and development of speech patterns to enhance verbal communication skills and eliminate vocal production faults.

SPE 33 ADULT COMMUNICATION DISORDERS

3 crs. 3 hrs.

Normal and abnormal adult speech, language, voice, and hearing processes will be studied. Particular attention will be paid to the growing elderly population and the negative impact resulting from trauma and disease, including the relationship between communication disorders and behavioral manifestations, and treatments for them.

SPE 81 INDEPENDENT STUDY

1-3 crs. 1-3 hrs.

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

SPE 82

1-3 crs. 1-3 hrs.

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
+ Th.A 67  AMERICAN MUSICAL THEATRE  
           3 crs. 3 hrs.
Development of the Broadway musical theatre from European operetta and American jazz backgrounds to the present day. Emphasis is on the musical and theatrical traditions of this form as well as on the changing styles in music, staging, and production values.

+ Th.A 68  HISTORY of the THEATRE  
           3 crs. 3 hrs.
History of the theatre from its primitive origins to modern times, includes study of historical documents, contemporary writings, slides of theatre architecture, costumes, scenic designs and related artifacts.

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

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

+ COM 11  MASS COMMUNICATIONS  
         3 crs. 3 hrs.
The study of mass communications and their effects on society and interpersonal communication through both historical and contemporary views. Communications systems, including print, film, and electronic media, will be considered with an emphasis on relevant speaking skills.
Prerequisite: Enrollment in the College Now Program
+ PEC 39 MODERN DANCE COMPOSITION
1 cr. 2 hrs
Ideas and movement forms; systematic creativity through improvisation studies, formal compositions, and critical appraisal presented through experimentations with time, space, rhythm and correlations to art, poetry and music.

+ PEC 40 PHYSICAL EDUCATION for MATURE ADULTS
1 cr. 2 hrs
For individuals who have not exercised in years and would like to start again. How to get started and what to do.

PEC 41 INTERMEDIATE SWIMMING
1 cr. 2 hrs
The elements of good swimming and a variety of skills are taught. Students practice parts of strokes as well as whole stroking movements.
Prerequisite: Ability to swim safely in deep water

+ PEC 42 SQUARE DANCE
1 cr. 2 hrs
A one-semester foundation program for learning the basic program of American Square Dancing as specified by CALLERLAB and the International Association of Square Dance Callers.

+ PEC 50 DANCE PRODUCTION
1 cr. 2 hrs
Workshops, choreography and performance. To enhance their primary focus students also give time and effort in technical theatre production and publicity. Students can earn up to a total of four credits (one each semester) for successful contribution in a particular area of the dance production.

PEC 65 AQUA EXERCISE
1 cr. 2 hrs
An overview of the scope of fitness attainable from a regulated program of exercising in water. Development of muscular strength, flexibility and increased aerobic capacity (endurance) is stressed in aqua aerobics and water exercise.

PEC 66 INTERMEDIATE HATHA YOGA
1 cr. 2 hrs
For students with prior Hatha Yoga experience, techniques for deepening practice of classical yoga postures. The relationship between yoga and health, nutrition, sports and the arts are explored.
Prerequisite: PEC 29 or permission of instructor

PEC 68 COMPETITIVE TENNIS
1 cr. 2 hrs
For students who possess advanced tennis skills and wish to improve or apply them in varsity-level competition.
Prerequisite: PEC 12, or permission of instructor

PEC 82
1-3 crs. 1-3 hrs.
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
Following PEM and PEW courses meet for 2 hours a week and earn 1 credit each semester.

Men's Activities

+ PEM 2 BASEBALL  
   Spring  
   To develop individual and team techniques involved in "College Baseball." Conditioning, sportsmanship, team play, appreciation of the game and its rules, and other benefits.

+ PEM 3 TOUCH FOOTBALL  
   Fall  
   History, rules and regulations of football. Individual and team skills and strategies.

+ PEM 5 BASKETBALL TECHNIQUES  
   Various aspects of basketball include: basic skills, practice drills, individual and team responsibilities in man-to-man and zone defenses, offenses against man-to-man and zone defenses, coaching techniques and basketball strategy.

+ PEM 6 SOFTBALL  
   Spring  
   Individual and team skills developed to successfully compete is emphasized. Concomitant values include: conditioning, appreciation of team play and sportsmanship, knowledge of history and rules.

+ PEM 7 SOCCER TECHNIQUES  
   Fall  
   Soccer, the fastest growing team sport in the country, can be played by both sexes and all ages. Technical development, tactical understanding and appreciation of the popular sport.

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

Women's Activities

+ PEW 1 SLIMNASTICS  
   Each student is guided to self-appraisal of her body shape, body function and ability to relax. Exercise programs help attain desired goals for improving or maintaining a positive self-image.

+ PEW 2 BASKETBALL  
   Learn about Basketball, develop individual skills required to participate successfully and learn strategies necessary for team play.

+ PEW 6 SOFTBALL  
   Throwing, catching, batting and running skills are developed so the game of softball can be played with enjoyment and satisfaction. Strategies of play and rules of the game.

+ PEW 7 POWER VOLLEYBALL  
   Introduction to the techniques of a highly skilled game of volleyball called power volleyball. Including history, rules, scoring, terminology, general conditioning, individual volleyball skills, team play elements, specific offense and defense tactics.
COMMUNITY HEALTH

+ COH 11 INTRODUCTION TO COMMUNITY HEALTH SERVICES  
  3 crs. 3 hrs.  
  The determinants of health and the relationship between health and human behavior, including cultural, social, psychological and ethical issues are analyzed for their impact on illness behavior and quality of life.

+ COH 12 CRITICAL ISSUES in COMMUNITY HEALTH  
  3 crs. 3 hrs.  
  Ethical, social, legal and scientific issues underlying today's health problems. Students evaluate and relate basic health facts and concepts to critical health issues.

+ COH 13 EPIDEMIOLOGY  
  3 crs. 3 hrs.  
  Introduction to factors which determine occurrence of disease in populations. Applies basic principles to disease prevention and health promotion at institution and community levels.  
  Prerequisite: MAT 20

COH 20 HELPING SKILLS for COMMUNITY HEALTH MAJORS  
  3 crs. 3 hrs.  
  To teach community health students intervention strategies needed to improve the quality of their interaction within the community.  
  Prerequisites: COH 11, PSY 11, SOC 31

COH 91 FIELD EXPERIENCE in COMMUNITY HEALTH  
  3 crs. 1 hr.  
  Under Agency and Department supervision working in the field (100 hours are required), students broaden knowledge and deepen understanding of current Community Health issues. They work on Community Health problems, meet experienced professionals, familiarize themselves with the practices and methods used to ensure and protect the community and experience the "real life" challenges of the Community Health professional.  
  Prerequisites: COH 11, 12, 14.

A.S. Degree
COMMUNITY HEALTH  
Requirements—Page 65

+ Basic Course
THEATRE ARTS

+ Th.A 50  INTRODUCTION to THEATRE ARTS  3 hrs. 3 crs.
Various elements which compose theatre—from classical to modern times—are studied as art forms and as parts of an integrated whole. The cultural role, as well as the business of theatre, considered as an institution in society. Films, slides, projects, and guest lecturers help comprehend the nature of theatre art.
Students are required to participate in technical aspects of a current major theatre production, or the equivalent.

+ Th.A 51  PLAY ANALYSIS  3 hrs. 3 crs.
Through consideration of a number of outstanding plays in theatrical history, and the study of various productions given these plays, students gain understanding of the plays and appreciation of the production problems involved. Relevance of the plays to the contemporary stage, screen, and television production.

+ Th.A 52  BEGINNING ACTING  4 hrs. 4 crs.
The basic techniques of sensory awareness, memory, improvisation, character study and role preparation with emphasis on the words of Constantin Stanislavsky. Special projects include presentations and rehearsal techniques for scene study.

Th.A 53  SCENE STUDY  4 hrs. 4 crs.
Advanced classroom and laboratory furthers sensory awareness, memory and character study for role preparation. Basic vocal and body techniques explore the psychophysical actions, objectives and super objectives of characters. Acting theories studied and practiced.
Prerequisite: Th.A 52 or Department permission.

Th.A 62  ACTING STYLES  3 hrs. 3 crs.
Acting in pre-modern drama with detailed analysis of the acting styles of selected Classic, Elizabethan, Neo-Classic, Restoration and Romantic drama. Study of language and movement in historical periods, is supplemented by practice in laboratory situations. Class enrollment is limited.
Prerequisite: Th.A 52 (may be waived by the Department)

+ Th.A 63  BASIC SOUND TECHNOLOGY  3 hrs. 3 crs.
Basic principles, equipment, operation of sound equipment and the proper methods for using tape recorders, microphones, and amplifiers in relation to designed productions for the stage, screen and air waves. Analysis of equipment and methods of operation are applied in class, laboratory and in actual production.
Prerequisite: Th.A 50, or MCB 35, or Department permission.

Th.A 66  DIRECTING: THE FUNDAMENTALS  4 hrs. 3 crs.
Principles of play interpretation, the directorial concept, and methods of focusing audience attention on dramatic values by synthesizing character, language, idea and plot with exciting design and purpose.
Prerequisites: Th.A 50 and Department permission.
HEALTH EDUCATION

+ HPE 12 FOUNDATIONS of HEALTH and PHYSICAL EDUCATION* 3 crs. 3 hrs.
This fundamental course, covers a broad spectrum of health-related topics to make students aware of the causes of mental and physical illnesses and their prevention, and demonstrates how lifestyle, perceptions, and decisions affect health. Guidelines and criteria presented to determine good mental, emotional, and physical health. Opportunities for personal assessment.
*HPE 12 REQUIRED OF ALL students except students majoring in Nursing and in Vessel Operations.

+ HPE 15 FITNESS ASSESSMENT and PRESCRIPTION 2 crs. 3 hrs.
Principles of physical fitness are taught. Students undergo a battery of fitness tests and develop a personal fitness program.

+ HE 20 CARDIOPULMONARY RESUSCITATION 1 cr. 1 hr.
Skills required to perform cardiopulmonary resuscitation (external cardiac massage and mouth-to-mouth resuscitation). Students successfully completing the course receive American Red Cross certificates.

+ HE 33 STRESS MANAGEMENT 2 crs. 2 hrs.
To help students understand and cope more effectively with stress in their daily lives, course topics include: causes, components and consequences of stress; how to measure stress; strategies/techniques to control stress.

+ HE 35 FIRST AID and PERSONAL SAFETY 2 crs. 2 hrs.
Principles for first aid and personal safety in terms of theory and practice of first aid procedures. Qualified students receive American Red Cross Certification. Course fulfills the safety and first aid requirement for those contemplating a teaching career.

+ HE 36 MARINE SAFETY and FIRST AID* 3 crs. 4 hrs.
Provides knowledge and skills necessary to meet emergency medical situations and implement appropriate safety measures in a marine environment. Course completion can qualify students for American Red Cross Certification in cardiopulmonary resuscitation and first aid.
*Required of Marine Technology Majors
Prerequisite: Department permission.

+ HE 40 DRUGS: the INDIVIDUAL and SOCIETY 3 crs. 3 hrs.
Provides students with an opportunity to gain a deeper perspective into the psychology of the dependent personality, reasons for drug use, misuse, abuse, and possible solutions.
SPORTS, FITNESS and THERAPEUTIC RECREATION

+ REC 11 INTRODUCTION to RECREATION

Historical and philosophical foundations of recreation and leisure, study of institutions providing recreation services, and the socio-economic factors which influence the growth and development of recreation.

For Program Majors only

REC 12 PRINCIPLES of SPORTS, FITNESS and RECREATION

The importance of obtaining knowledge of human dynamics, leadership abilities and related techniques for teaching recreational skills, personnel practices, policies and supervision techniques.

Pre or Corequisite: REC 11

REC 13 SOCIAL RECREATION

How to conduct, plan and program social recreation activities in camps, centers, clubs, institutions and playgrounds. Under supervision, leadership is developed and performance evaluated.

Pre or Corequisite: REC 11

REC 14 OUTDOOR RECREATION

Trends in outdoor recreation, place of the recreation leader in outdoor programs, scope and extent of programs in conservation, camping, aquatics and nature. Weekend camping trip required.

REC 15 SUMMER CAMP LEADERSHIP

To prepare as future camp counselors, students examine basic camping philosophy, camping objectives, problems in the camping field, acquire skills and leadership essential in camp life. Weekend camping trip required.

REC 16 METHODS and MATERIALS for TEACHING FOLK and SQUARE DANCE

Basic dance movements, dance positions, dance etiquette, dance terminology, and how to teach and direct folk and square dances in various forms.

REC 31 THERAPEUTIC RECREATION for INDIVIDUALS with DISABILITIES I

The philosophy and history of therapeutic recreation, considers areas of disability, physical development, psychological and emotional problems and social adjustment. Attitudes toward the disabled are examined and attempts made to rectify those founded on myth and misinformation. Medical terms, the role of therapeutic recreation as part of the rehabilitation team’s efforts, how to plan recreation programs to fit the needs and capabilities of specific disabilities. Two off-campus class trips to therapeutic agencies required.

For Program Majors only

Prerequisites: REC 11 and 12

+ Basic Course
REC 32 ORGANIZATION and ADMINISTRATION of RECREATION PROGRAMS
3 crs. 3 hrs.
Underlying principles for effective recreation programming, considers operation of recreation facilities, including budget, public relations, records, reports, equipment and evaluation.
For Program Majors only.
Prerequisites: REC 12, 31, 91

REC 33 SKILLS in ARTS and CRAFTS
2 crs. 2 hrs.
Opportunities develop skills with various materials and to teach the use of clay, paper, paint, yarn, wire, soap and wood. Encourages creativity and provides enjoyment for all ages and special groups.

REC 34 METHODS and MATERIALS in ARTS and CRAFTS
3 crs. 3 hrs.
Develop maximum skill levels in arts and crafts projects. Recreational values in different programs, different techniques necessary for proper presentation of arts and crafts programs to groups of desperate ages and physical abilities; various methods of teaching the developed skills to special groups.

REC 35 THERAPEUTIC RECREATION for INDIVIDUALS WITH DISABILITIES II
3 crs. 3 hrs.
Biological, psychological, and sociological aspects of aging are examined to understand the aging process, the problems affecting the aged, and how to gain awareness of their recreational and leisure-time needs.
Approaches mental health in the framework of personal adjustment, personality integration, personal maturity and growth and social involvement. Guidelines developed enables students to prepare recreation analysis, develop leadership techniques and plan recreation programs for the aging and mentally ill.
For Program Majors only.
Prerequisite: REC 31

REC 40 SPORT and AMERICAN SOCIETY
3 crs. 3 hrs.
Development of selected sports in America and of the numerous controversial contemporary issues in sport.

REC 45 ADVANCED ARTS and CRAFTS
2 crs. 2 hrs.
To familiarize students with methods of design and decoration, a series of wood projects will be completed as the use of stencil, paint, varnish and hand detailing techniques are mastered.
Pre or Corequisite: REC 33 or 34.

+ Basic Course
A.A.S. MARKETING MANAGEMENT**
Total credits: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS*
(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

ENG 12 (based on CUNY Test scores, students may be exempt) .................................................. 4 credits
ENG 24 ........................................................................ 3
HPE 12 ........................................................................ 3

If Required
ENG 04, 91, 92 &/or 93 ............................................................... 0
MAT M1 & M2 or MAT R2 proficiency ............................................. 0

DEPARTMENT REQUIREMENTS §
Fundamentals of Accounting I and II (ACC 11-12) ......................................................... 8 credits
Fundamentals of Business (BA 11) .................................................................................. 3
Business Law (BA 12) .................................................................................. 3
Principles of Marketing (BA 14) .................................................................................. 3
Elements of Marketing Management (MM 31) .......................................................... 3
Salesmanship (MM 33) .................................................................................. 3
Merchandising Planning and Control (MM 34) .......................................................... 3
Textile and Non-Textile Analysis (MM 35) ................................................................. 3
Introduction to Computer Concepts (BA 60) ............................................................ 3
Field Experience (MM 92) .................................................................................. 3

GROUP REQUIREMENTS ................................................................................. 9 credits
A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

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

II. Language and Literature
   Foreign Language - Literature - Philosophy

III. Social Sciences
   Economics - History - Political Science

IV. Behavioral Sciences
   Anthropology - Psychology - Sociology

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

ELECTIVES—Sufficient to meet required total of ...................................................... 60 credits

* Departmental requirements may be used to satisfy groups I–V requirements where applicable.
§ Consultation with the Department Advisor is required.
** This program is within the Business Department.
### A.A.S. NURSING**

**Requirements for Matriculants**

#### COLLEGE REQUIREMENTS

(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

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<tr>
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<td>If Required</td>
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<tr>
<td>ENG 04, 91, 92 &amp;/or 93</td>
<td>0</td>
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<tr>
<td>MAT M1 &amp; M2 or MAT R2 proficiency</td>
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#### DEPARTMENT REQUIREMENTS

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

**First Semester** (Pre-Clinical Component)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Applied Physical Sciences for Allied Health Careers (SCI 25)</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology (PSY 11)</td>
<td>3</td>
</tr>
<tr>
<td>Human Anatomy and Physiology (BIO 11—NOTE: Prerequisite REQUIRED)</td>
<td>4</td>
</tr>
<tr>
<td>English (ENG 12)</td>
<td>4</td>
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**Second Semester**

<table>
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<tr>
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<tbody>
<tr>
<td>Human Anatomy and Physiology II (BIO 12)</td>
<td>4</td>
</tr>
<tr>
<td>Human Growth and Development (PSY 32)</td>
<td>3</td>
</tr>
<tr>
<td>Drug Calculations in Nursing (NUR 17)</td>
<td>1</td>
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<tr>
<td>Fundamentals of Nursing (NUR 18)</td>
<td>7</td>
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</tbody>
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**Third Semester**

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Microbiology in Health and Disease (BIO 51)</td>
<td>4</td>
</tr>
<tr>
<td>Nursing the ill Adult I (NUR 21)</td>
<td>9</td>
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**Fourth Semester**

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<tbody>
<tr>
<td>Varieties of Expression (ENG 24)</td>
<td>3</td>
</tr>
<tr>
<td>Nursing the Emotionally ill (NUR 20)</td>
<td>4</td>
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<tr>
<td>Nursing the ill Adult II (NUR 22)</td>
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**Fifth Semester**

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<tbody>
<tr>
<td>Introduction to Sociology (SOC 31)</td>
<td>3</td>
</tr>
<tr>
<td>Family-Centered Maternity Nursing (NUR 19)</td>
<td>4</td>
</tr>
<tr>
<td>Nursing of Children (NUR 23)</td>
<td>5</td>
</tr>
<tr>
<td>Issues in Nursing (NUR 24)</td>
<td>1</td>
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</tbody>
</table>

**Students requiring remediation based upon College placement test scores may be required to take any or all of the following prior to taking the Pre-Clinical Sequence.**

- Preparatory Biology (BIO 10)
- Remedial Math (M1 and M2, or MAT R2)
- English Skills (ENG 04, 91, 92 &/ or 93)

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

** Consultation with the Department Advisor is required.

** This program is within the Nursing Department.
PHYSICAL EDUCATION

Course Information
All Physical Education courses include the fundamental development of specifically related rules and history, skills and techniques, strategy and game experience. Fitness and lifetime carry-over values are inherent within course content. No credit will be given for repeating a course previously passed. Students should not ordinarily carry more than one Physical Education course per semester.

Medical Clearance
Neither the College nor the Department assumes any responsibility for students' participation in physical education or in athletics. Students, faculty and staff participate at their own risk. All Physical Education, athletic and recreation participants are strongly advised to have a medical check-up before participating in physical activities, and to follow the advice of their own physicians. Medical report forms are available in the Health Services Office—Room A-108.

Co-educational Activities

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

+ PEC 3  MODIFIED PHYSICAL EDUCATION
1 cr. 2 hrs.
To meet the needs of students who have medical restrictions on the extent of physical activity permitted, the modified program includes general and specific conditioning, individual and dual activities, team sports, rhythmic activities and outdoor recreation.
Prerequisite: Open only to selected students screened by the Health Service Office, course advisors and the College physician.

+ PEC 4  TRAINING with WEIGHTS
1 cr. 2 hrs.
Study of weight training techniques to increase muscle strength and endurance in relation to various sports activities and to improve physical appearance.

+ PEC 5  BODY BUILDING
1 cr. 2 hrs.
Increases knowledge and appreciation of the physical attributes involved in body building. Course covers beginning, intermediate and advanced training techniques to increase muscular strength, muscular endurance, flexibility, and to improve physical appearance as desired.

+ PEC 6  PHYSIOLOGICAL FITNESS and DEVELOPMENT: TRAINING with WEIGHTS
2 crs. 3 hrs.
To increase muscle strength, endurance and cardio-respiratory efficiency, students learn to create individualized exercise prescriptions based on specific physiological needs. The anatomy and kinesiology of the systems and muscles unique to weight training are discussed. Students who completed PEC 4 will not receive credit for this course.

+ Basic Course
+ **PEC 11** BEGINNING TENNIS  
1 cr. 2 hrs
Basic tennis skills develop appreciation of tennis as a lifetime sport. Students learn forehand and backhand drives, Beginner's Serve, service return, net volley, rules of the singles and doubles game and understanding integration of fundamental techniques and basic strategies. (Students must supply their own rackets and tennis balls).

+ **PEC 12** INTERMEDIATE TENNIS  
1 cr. 2 hrs
Introduction to intermediate tennis skills; the lob, mid-court volley, flat and slice serves, ball spin, and use of offensive strategy in competition. (Students must supply their own rackets and tennis balls).  
Prerequisite: PEC 11 or Department permission.

+ **PEC 15** BADMINTON  
1 cr. 2 hrs
Basic skills play, knowledge of rules, offensive and defensive strategy.

+ **PEC 17** BASIC VOLLEYBALL  
1 cr. 2 hrs
Beginner-intermediate level: rules, basic individual skills, offensive/defensive systems, team coordination, training, conditioning, prevention of injury, evaluation of performance.

+ **PEC 19** AEROBIC DANCE  
1 cr. 2 hrs
A fitness program that combines vigorous calisthenics exercises with dance steps to music for improved cardiovascular endurance, muscle toning and flexibility.

+ **PEC 20** BEGINNER'S BALLET  
1 cr. 2 hrs
Introduction to principles and techniques include exercises and movement combinations to develop body alignment, endurance, strength, and fluidity of movement.

+ **PEC 21** JAZZ DANCE  
1 cr. 2 hrs
Introduction to basic jazz-dance techniques includes explanation of percussive movements and combinations of movements based on the forms which lead to various styles.

+ **PEC 22** BASIC INTERNATIONAL FOLK DANCING  
1 cr. 2 hrs
This course should be taken for pleasure, for exercise benefits typical of dancing, and as a preparation for participation in dance as an on-going, lifetime recreational activity. As the dances are learned, steps and patterns, rhythms, movements and music are introduced.

+ **PEC 24** SKIING  
1 cr. 2 hrs
The basic concepts of skiing: cross country, downhill, ski equipment purchase and maintenance, costs of skiing, conditioning exercises and places to ski. The course includes a ski trip to a local ski area. (Costs for activity must be paid by students.)

+ **PEC 25** TAI CHI CHUAN  
1 cr. 2 hrs
The Short Form (Yang Style) of Tai Chi Chuan—a slow, precise, non-strenuous rhythmical movement pattern for exercise, meditation, and self-defense. Appropriate for all ages.

+ Basic Course
+ PEC 26 GOLF
Emphasis is on mechanics of movement involved in the performance of the following basic fundamental skills: Basic Swing, Short and Long Irons, Woods, and Putting.

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

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

+ PEC 29 INTRODUCTION to HATHA YOGA
Principles and practices for beginners, slow motion stretching, deep breathing, relaxation.

+ PEC 30 SWIMMING for NON-SWIMMERS and BEGINNERS
Basic skills to swim properly. Special attention given to non-swimmers who learn in shallow water. At the end of the course students will be able to jump or dive into the water, swim in a prone position and on the back.

PEC 31 LIFE GUARDING
The knowledge and skills necessary to safely assist, and/or effect water rescues, and supervise swimmers in a safe environment. At the conclusion of the course, students will be able to pass both written examination and skills test.
Pre or co-requisites: Swimming skills equivalent to American Red Cross Swimmer Course, Standard First and CPR skills

PEC 32 WATER SAFETY INSTRUCTOR
The skills necessary to teach swimming and water safety courses as offered by the American Red Cross. At the conclusion students will be able to pass both a written examination and a skills test.
Prerequisites: Valid American Red Cross Advanced Lifesaving Certificate and either an American Red Cross Swimmer Certificate or the ability to perform skills in the swimmer course

PEC 33 SWIMMING for FITNESS
An opportunity to improve cardiovascular fitness. Emphasis is on swimming efficiently and on swimming long distances.
Limited to Deep-Water Swimmers

+ PEC 38 MODERN DANCE TECHNIQUES
The fundamental principles of various schools of modern dance, includes analysis of movement, conditioning techniques, and basic combinations.
# A.A.S. SPORTS, FITNESS and THERAPEUTIC RECREATION**

Total credits: 60

## College Requirements

(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

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<td>Introduction to Recreation (REC 11)</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Sports, Fitness and Recreation (REC 12)</td>
<td>3</td>
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<tr>
<td>Social Recreation (REC 13)</td>
<td>3</td>
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<tr>
<td>Methods and Materials for Teaching Folk and Square Dance (REC 16)</td>
<td>2</td>
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<tr>
<td>Therapeutic Recreation for Individuals with Disabilities I (REC 31)</td>
<td>3</td>
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<tr>
<td>Organization and Administration of Recreation Programs (REC 32)</td>
<td>3</td>
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<tr>
<td>Methods and Materials in Arts and Crafts (REC 34)</td>
<td>2</td>
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<tr>
<td>Therapeutic Recreation for Individuals with Disabilities II (REC 35)</td>
<td>3</td>
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<tr>
<td>Field Experience in Sports, Fitness and Recreation (REC 91)</td>
<td>3</td>
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<tr>
<td>Field Experience in Sports, Fitness and Therapeutic Recreation (REC 92)</td>
<td>3</td>
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<tr>
<td>General Psychology (PSY 11)</td>
<td>3</td>
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<tr>
<td>Introduction to Sociology (SOC 31)</td>
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</tbody>
</table>

## Group Requirements* 

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

<table>
<thead>
<tr>
<th>Group</th>
<th>Courses</th>
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<tbody>
<tr>
<td>I.</td>
<td>Performing and Visual Arts</td>
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<tr>
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<td>(Excluded are Art &amp; Music Studio, Theatre Production &amp; Technique courses)</td>
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<tr>
<td></td>
<td>Art - Music - Speech - Theatre Arts</td>
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<tr>
<td>II.</td>
<td>Language and Literature</td>
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<td>Foreign Language - Literature - Philosophy</td>
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<tr>
<td>III.</td>
<td>Social Sciences</td>
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<td>Economics - History - Political Science</td>
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<tr>
<td>IV.</td>
<td>Behavioral Sciences</td>
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<td></td>
<td>Anthropology - Psychology - Sociology</td>
</tr>
<tr>
<td>V.</td>
<td>Mathematics and Sciences</td>
</tr>
<tr>
<td></td>
<td>Biological Sciences - Mathematics &amp; Computer Science - Physical Sciences</td>
</tr>
</tbody>
</table>

## Electives—Sufficient to meet required total of... 60 credits

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

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

§ **Consultation with the Department Advisor is required.**

** This program is within the Health, Physical Education and Recreation Department.
+ **REC 70** METHODS of TEACHING FITNESS and RECREATION ACTIVITIES

3 crs. 3 hrs.
Develops techniques, methods, skills and philosophy required to teach fitness and recreation activities.

+ **REC 71** METHODS of TEACHING RACQUET SPORTS and SWIMMING

2 crs. 2 hrs.
Developes the technical and tactical aspects of teaching and coaching tennis, racquetball, badminton and swimming.
Prerequisite: REC 70

+ **REC 72** EXPLORING LEISURE

2 crs. 2 hrs.
An examination of leisure across culture and time to help students improve their use of leisure and guide them in making decisions concerning how they use their leisure time.

**REC 82**

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

**REC 91** FIELD EXPERIENCE in SPORTS, FITNESS and RECREATION

3 crs. 6 hrs.
Students are assigned to supervised field work in a variety of community recreation agency settings. One hour seminar, field reports and class discussions of the experiences is included.
For Program Majors only.
Prerequisites: REC 11, 12, 13, 16, 31, 32, 33

**REC 92** FIELD EXPERIENCE in SPORTS, FITNESS and THERAPEUTIC RECREATION

3 crs. 6 hrs.
Advanced field experience involves increased participation in the assigned recreation agencies, assignment to a second type of agency for varied experience, and one hour seminar.
For Program Majors only.
Prerequisite: REC 91

REC 31 for students assigned to field experience for individuals with disabilities.

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A.A.S. Degree
SPORTS, FITNESS and THERAPEUTIC RECREATION
Requirements—Page 97

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+ Basic Course
Sheldon I. Aptekar, Professor
Eleanor Cory, Assistant Professor
David Frankel, Assistant Professor
Marta Chezzo, Professor
Cindy Greenberg, Associate Professor
Cliff Hesse, Associate Professor and Chairperson
Kwatei Jones-Quartey,
    Senior College Laboratory Technician
William McKinney, Professor
Gloria Nicosia, Assistant Professor
Edward Rohrlich, Senior College Laboratory Technician
Arnold Rosner, Assistant Professor
Greg D. Sutton, Higher Education Assistant
Samuel Taitt, Assistant Professor
Terry Trilling, Associate Professor
Catherine A. Dachtera, Senior College Laboratory Technician
Ronald Gerwin, Professor
Barbara Ginsberg, Professor
    Director, "My Turn" Program
Rachelle Goldsmith, Professor
    Associate Director, "College Now" Program
Stanley J. Gross, Assistant Professor
Sherry H. Harris, Assistant Professor
Patricia Hazlewood, Assistant Professor
    Director, Community Health Program
Richard Kamen, Assistant Professor
Richard Kaye, Professor
Gail Levine, Assistant Professor
    Director, Sports, Fitness and Therapeutic Recreation
Samuel Scherek, Professor and Chairperson
Louis Shor, Assistant Professor
Silvea Thomas, Associate Professor
Nikola Zlatar, Assistant Professor
HE 52  HUMAN SEXUALITY  
3 crs. 3 hrs.
Information on the biological basis of sex, sexual behavior, sexual problems, sex therapy, and the social aspects of sexuality in an atmosphere conducive to free expression and inquiry.

HE 82  
1-3 crs. 1-3 hrs.
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
A.A.S. TRAVEL and TOURISM**
Total credits: 60
Requirements for Matriculants

COLLEGE REQUIREMENTS
(*Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

ENG 12 (based on CUNY Test scores, students may be exempt) ........................................ 4 credits
ENG 24 .......................................................................................................................... 3
HPE 12 ............................................................................................................................ 3
If Required
ENG 04, 91, 92 &/or 93 ................................................................. 0
MAT M1 & M2 or MAT R2 proficiency .................................................. 0

DEPARTMENT REQUIREMENTS  §

All Majors MUST TAKE:
Introduction to Travel and Tourism (TAH 1) .............................................................. 3 credits
Destination Geography (TAH 2) ............................................................................. 3
Tour Operations and Wholesaling (TAH 3) ............................................................. 3
The Hospitality Industry (TAH 21) ....................................................................... 3
Introduction to Computer Concepts (BA 60) .......................................................... 3
Business Management and Organization (BA 11) ....................................................... 3
Principles of Marketing (BA 14) ............................................................................ 3
Field Experience Internship (TAH 92) ................................................................. 3
Professional Portfolio Development (TAH 91) .......................................................... 1

PLUS,... FOR MAJORS WITH CONCENTRATION IN:

Travel and Tourism
Airline Ticketing (TAH 11) ...................................................................................... 3
Travel Agency Operations (TAH 12) ........................................................................... 3
Computer Reservation Systems (TAH 14) .............................................................. 3
Transportation (TAH 31) ......................................................................................... 3

Tourism and Hospitality
Introduction to Meeting Planning (TAH 41) .............................................................. 3
Event Planning and Operations (TAH 42) ................................................................. 3
Catering, Food and Beverage Operations (TAH 43) ................................................. 3
Trade Show, Convention and Exposition Operations (TAH 44) ................................ 3

Aviation and International Transportation
Introduction to Logistic and Transportation (TAH 61) .............................................. 3
Computer Concepts in Transportation (TAH 62) ...................................................... 3
Destination Logistics (TAH 63) .............................................................................. 3
Transportation Simulation Practicum (TAH 64) ......................................................... 3

§ Consultation with the Department Advisor is required.
** This program is within the Travel and Tourism Department.
GROUP REQUIREMENTS* ........................................................................................................ 9 credits
A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.
I. Performing and Visual Arts
   (Excluded are Art & Music Studio, Theatre Production & Technique courses)
   Art - Music - Speech - Theatre Arts
II. Language and Literature
   Foreign Language - Literature - Philosophy
III. Social Sciences
   Economics - History - Political Science
IV. Behavioral Sciences
   Anthropology - Psychology - Sociology
V. Mathematics and Sciences ..................................................................................................... 4 credits
   Biological Sciences - Mathematics & Computer Science - Physical Sciences
ELECTIVES—Sufficient to meet required total of ..................................................................... 60 credits

*Departmental requirements may be used to satisfy groups I–V requirements where applicable.
HISTORY, PHILOSOPHY and
POLITICAL SCIENCE DEPARTMENT
Room D-309A  ext. 5417

Michael Barnhart, Assistant Professor
Voorhees E. Dunn, Assistant Professor
Norman Hanover, Assistant Professor
Sidney Helfant, Professor
Alphonse Homha, Assistant Professor
Bernard Klein, Professor and Chairperson
Frances Kraljic-Curran, Professor
Mitchell Okun, Professor
Arnold E. Perlmutter, Assistant Professor
Morton Wagman, Professor
AMERICAN HISTORY

+ HIS 11 AMERICAN CIVILIZATION I

3 crs. 3 hrs.
History of the American people from colonial times to the Civil War, includes: the birth and development of American society; the American Revolution; the rise of the common man; conquest of the frontier, slavery and the Old South.

+ HIS 12 AMERICAN CIVILIZATION II

3 crs. 3 hrs.
American people from the Civil War to the present includes: reuniting the country after the Civil War; the role of the Black in American society; growth of American business; immigration; the rise of the United States as a world power; American Society in the 20th century.

+ HIS 15 ERA of the CIVIL WAR: 1828 to 1877

3 crs. 3 hrs.
America, from the age of Jackson to Reconstruction, the growth of a national society, reform movements, the problem of slavery and race, sectionalism and nationalism, the Civil War and the triumph of American capitalism.

+ HIS 20 THE IMMIGRANT in AMERICAN SOCIETY

3 crs. 3 hrs.
Changing immigration pattern from the 17th century to the present. Immigrants, their motives and ambitions (background, role in American society, and contributions to American life).

+ HIS 21 POPULAR CULTURE in AMERICA

3 crs. 3 hrs.
Development of sports, fads, and folklore in America including additional significant aspects of American society from the colonial era to the present.

+ HIS 41 THE INDIAN in AMERICAN HISTORY

3 crs. 3 hrs.
History of the American Indian from Columbus to the present. Indian culture, its place in Indian history, Indian-white conflict, Indian problems in contemporary American society.

+ HIS 50 THE BLACK in AMERICAN HISTORY

3 crs. 3 hrs.
Study of Black Americans within the context of American civilization. Their role in the growth of the nation is examined to understand their contributions, their problems and the attitudes of all Americans, black and white, on the issue of race.

+ HIS 55 HISTORY of ITALIAN AMERICANS

3 crs. 3 hrs.
The circumstances of Italian immigration to the United States from the colonial period to the present. The Italians’ contributions to American culture, their treatment in American literature, and the changes they experienced in their own lives, as a result of living in the United States.

+ HIS 58 AMERICAN REVOLUTION and the EARLY NATIONAL PERIOD: 1763 to 1828

3 crs. 3 hrs.
The unique nature of American colonial society and the forces that led to the American Revolution, the process of nation building, the problems facing an underdeveloped country, the birth of the two party system, and the struggle for national sovereignty.
HIS 59 MODERN AMERICA: 1920 to PRESENT
3 crs. 3 hrs.
Development of the United States from 1920 to the present. The Jazz Age, the Great Depression, the New Deal, World War II, the Cold War, the Civil Rights Revolution, and the protest movements of the 1960's.

HIS 60 HISTORY of AMERICAN THOUGHT
3 crs. 3 hrs.
Development of American thought from the colonial period to the present. The ideas and values which influenced and directed American society.

HIS 62 HISTORY of NEW YORK CITY
3 crs. 3 hrs.
The history of the City of New York from its founding to the present. New York City’s development; its history; its origin as a Dutch trading post; position in colonial culture and society; role in the American Revolution and the founding of the American Republic; growth as a great commercial, transportation, manufacturing, and banking center; citizens’ attitude toward slavery and race relations; importance as the center of immigration; growth and expansion into neighboring communities; and its problems and difficulties as a modern megalopolis.

HIS 66 WOMEN IN THE SOCIAL SCIENCES (also listed as WS 01)
3 crs. 3 hrs.
An interdisciplinary study of women from an historical and multicultural perspective focusing on the socio-historical and political position of women. Social science and feminist theories are used to analyze gender inequality in American society. Gender differences are analyzed to understand women’s historical and present social positions. Cross-cultural views of gender are also explored. Race, class, age and sexual orientation as well as gender are central analytical themes revealing the diversity of women’s lives in contemporary America.

HIS 68 WOMEN in AMERICAN HISTORY
3 crs. 3 hrs.
Examination of the status of women in the United States from colonial times to the present, the European precedents for the treatment of American women, the attempts to alter women’s opportunities and rights, and the nature of reform movements in America.

HIS 69 AMERICAN JEWISH HISTORY
3 crs. 3 hrs.
Study of Jews within the context of American History, with emphasis on the settlement of America as part of the Diasporic experience. The historical causes for the unique aspects of American Judaism, economic and geographical mobility, the Jewish labor movement, the radical intellectuals of the ’30’s, and contemporary issues.

+ Basic Course
WORLD HISTORY

+ HIS 31 EUROPE: NAPOLEON to HITLER, 1789 to 1945
3 hrs.
A social, cultural, political, and economic approach to the development of European civilization from the French Revolution to the 20th century. Emphasis is on industrialism, nationalism, imperialism, world wars, and totalitarianism.

+ HIS 32 MODERN CHINA
3 hrs.
The reshaping of China and its revolutionary role in the modern world.

+ HIS 33 AFRICA: PAST and PRESENT
3 hrs.
The historical development of Africa with emphasis on the cultural interchange, colonialism and the nationalist revolts, new governments and the problem of modernization, conflicts of interest of the great powers, and 20th century nationalist rivalries.

+ HIS 34 MILITARY HISTORY
3 hrs.
Study of modern military history, the strategic, tactical, and technological factors relating to warfare including: classic warfare; the age of limited war, modern nationalism and total war, modern guerrilla and contemporary warfare.

+ HIS 35 UTOPIAN DREAMERS and the WESTERN WORLDS
3 hrs.
Examination of Utopian thinkers and thought as a significant expression of Western culture. The major works in the Utopian tradition and the historical backgrounds in which they were produced.

+ HIS 36 EUROPE in the TWENTIETH CENTURY
3 hrs.
The transformation of European society in the 20th century. The political, military, economic and cultural factors as well as the social and technological changes which gave the 20th century its unique character.

+ HIS 37 THE MIDDLE EAST: WORLD WAR I to the PRESENT
3 hrs.
Analysis of the major political, social, religious, economic and cultural developments in the Near East: attempts of Islamic society to adjust to the Western way of life; the rise of nationalism, the emergence of the State of Israel and the role of oil in world diplomacy.

+ HIS 38 REVOLUTION and POLITICAL PROTEST in AFRICA: 1860 to the PRESENT
3 hrs.
Historical causes for political protest and revolution in sub-Saharan Africa as well as the prospects for non-violent political change. Emphasis is on the anti-colonial reactions, insurrections and the role of the military in shaping African society.

+ Basic Course
+ HIS 42  THE CARIBBEAN: 1492 to the PRESENT
Development of the Caribbean Islands from 1492 to the present, including pre-Columbian cultures, European colonization and rivalries, slavery, and the development of modern Caribbean culture.

+ HIS 43  THE HISTORY of the PUERTO RICAN IMMIGRANT
The history of Puerto Rico from pre-Columbian times to the modern era. Focus will be on the nature of and reasons for Puerto Rican immigration to the mainland, the development of Puerto Rican communities in North American urban centers, and the migration back to Puerto Rico.

+ HIS 44  THE NAZI HOLOCAUST
The rise of Nazism and its legislative, political, and destructive machinery; the internal life of the Jew in the Ghettos and Concentration Camps; the Jewish Councils and Resistance movements; the attitude of the “Free World,” the Allies, the Church; negotiations for rescue; the scope of the Final Solution, and the literature of the holocaust.

+ HIS 51  THE ANCIENT WORLD
Origins of civilization and the emergence of the great cultures of the Near East. The religious, social, economic, and political ideas and institutions of Egypt, Mesopotamia, the Hebrews, Greece, and Rome, which shaped Western civilization.

+ HIS 52  WESTERN CIVILIZATION: MIDDLE AGES to the 18th CENTURY
The main themes of Western civilization from the Middle Ages to the 18th century. The nature of medieval society, birth of modern capitalism, expansion of Europe, the Renaissance, religious revolution of the 16th century, emergence of modern science, and the Age of Reason.

+ HIS 53  RUSSIAN HISTORY: 1860 to the PRESENT
Reform and revolution in Russia and the establishment of the Soviet regime, analysis and evaluation of the U.S.S.R. under its several leaders, the crises of Soviet society, the collapse of the Soviet Union and the aftermath.

+ HIS 56  WITCHCRAFT—AN HISTORICAL STUDY
History of witchcraft from its beginning in the ancient Near East to the great witch-hunts in Europe and America and its decline in the age of skepticism, the 17th and 18th centuries.

+ HIS 57  LATIN AMERICAN HISTORY
The development of Latin America from colonial times to the present, the intermingling of cultures, ideas, and the formation of a Latin American civilization.

+ HIS 64  MODERN JEWISH HISTORY
History of the Jewish people from the mid-17th century to the present. Topics include: the Messianic and Hassidic movements, enlightenment, emancipation and assimilation, the rise of new religious forms, the great migrations, nationalism, anti-semitism, the growth of Hebrew and Yiddish literature, the emergence of Zionism and the establishment of the State of Israel.

+ Basic Course

202
+ HIS 65 MODERN RADICAL MOVEMENTS in WESTERN CIVILIZATION  
3 crs. 3 hrs.
The ideological basis of industrialism, laissez-faire, doctrines of reform and transformation, the correlated movements in the 19th and 20th centuries. Topics include: emergence of post-democratic totalitarianism in Russia, Italy, and Germany, contemporary expressions of Socialism, Marxism-Leninism, and revisionist views of liberalism and democracy.

+ HIS 67 JEWISH HISTORY: POST-BIBLICAL TIMES to the ENLIGHTENMENT  
3 crs. 3 hrs.
High points of Jewish development from the Babylonian exile to the mid-17th century. Topics include: the role of the exile, Ezra and Nehemiah, the political, social and religious developments during the Second Commonwealth, the Talmud and its influence, the relationship with Christianity and Islam and the communal institutions developed in the various parts of the Diaspora.

+ HIS 70 HISTORICAL GEOGRAPHY  
3 crs. 3 hrs.
Geographic sources, their interpretation and evaluation and development of student's geographical sense to gain greater insight and understanding in learning history, or any other liberal arts discipline. A survey of the history, methodology and various theoretical approaches to geography, practical training in map-reading skills, interpretation and library organization and utilization.

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

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

+ PHI 71  HISTORY of PHILOSOPHY: THE CLASSICAL PHILOSOPHERS  3 crs. 3 hrs.
Philosophical thought and its influence on modern man with emphasis on classical Greece, India, and China. Focus is on the work of Plato, Aristotle, Confucius, Lao Tsu.

+ PHI 72  HISTORY of PHILOSOPHY: THE MODERN PHILOSOPHERS  3 crs. 3 hrs.
Philosophical thought from the Renaissance to the present with emphasis on Cartesian thought, natural religion, skepticism, idealism and existentialism. Focus is on the work of Descartes, Spinoza, Hume, Nietzsche, Kierkegaard.

+ PHI 73  LOGIC: THEORIES of ARGUMENTATION  3 crs. 3 hrs.
Introduction to the basic theories of argumentation in their evolution from Plato and Aristotle to contemporary theories. Principles of logic, scientific method, and their application.

+ PHI 74  ETHICS: A STUDY of ETHICAL PROBLEMS  3 crs. 3 hrs.
Ethical and moral theories from the Greek philosophers to the present. Problems which are constant in human history will be examined against the background of various classical and modern writers.

+ PHI 75  AESTHETICS: THEORIES of the BEAUTIFUL  3 crs. 3 hrs.
Study of the aesthetic experience in the philosophies of Plato, Aristotle, Schopenhauer, Nietzsche and Kierkegaard. Examination of the criteria of the theories of beauty with reference to art, literature and music.

+ PHI 76  ETHICS and MORALITY in the HEALTH PROFESSIONS  3 cr. 3 hr.
The range of moral dilemmas associated with health care and biological research includes an in-depth study of the major ethical theories that determine the content of our moral concepts.

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

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

+ POL 50  CLASH of POLITICAL IDEAS: INTRODUCTION to POLITICAL THEORY  3 crs. 3 hrs.
Selected major political philosophers from Plato to Machiavelli from Locke and Rousseau to Hegel and Marx. What are the bases for political leadership, political obligation, majority rule and minority rights?

+ POL 51  AMERICAN GOVERNMENT and POLITICS  3 crs. 3 hrs.
Structure of the national government and the way it operates includes discussion of our democratic system, the three branches of government (executive, legislative and judicial), political parties, pressure groups, and current legislation.

+ POL 52  COMPARATIVE GOVERNMENT  3 crs. 3 hrs.
The major types of political systems in selected foreign countries includes study of the role of ideology, economics, elite groups, political institutions, comparison of Western and non-Western systems, with emphasis on Britain, France, Germany, Italy, the Soviet Union and selected African, Asian, and Latin American countries.

+ POL 53  STATE and LOCAL GOVERNMENTS and POLITICS  3 crs. 3 hrs.
The role of state and local governments in the American Political system particularly New York State, New York City and representative urban problems. Governmental structure is presented as the permanent yet changing framework within which urban-centered political action takes place.

+ POL 54  THE AMERICAN PRESIDENCY  3 crs. 3 hrs.
Description and analysis of the Presidency as a post-World War II political institution. An historical introduction to the role of the President, the growth of the Presidency from 1789 to the present, and the factors currently affecting presidential elections, and presidential powers.

+ POL 55  PUBLIC OPINION  3 crs. 3 hrs.
Mass media's impact on the political process and the public's impact through the polling technique, public opinion and propaganda, the contribution of the mass media and polling, the linkages of public opinion, decision-making, political socialization and the problem of political analysis.

+ POL 56  URBAN COMMUNITY RELATIONS  3 crs. 3 hrs.
Course involves the political nature of our society; the concerns of the man on the street as he relates to government; the ways the community initiates political action and responds to policies and services received from the government. Urban Community Politics grow from the ethnic, racial, religious, economic and geographic neighborhoods. Majority-minority groups increasingly function as political blocs within and outside of political party lines. The average citizen, seeking social and economic goals through political activity, is more concerned about public services than political structures.

+ Basic Course
POL 57 THE POLITICS of ECONOMICS: INTRODUCTION to POLITICAL ECONOMY

3 crs. 3 hrs.

Political economy within a social, political and historical context and the problems of recession, inflation and resource insufficiency. "Getting and spending" and their concomitant politico-economic costs and benefits are dealt with in discussions and readings which are institutionally oriented rather than theoretically contrived. Attention is on existing and emerging public agencies and their constituencies, and on the nature of policy making and administration.

POL 59 INTERNATIONAL RELATIONS

3 crs. 3 hrs.

Analysis of the role of America in international relations with emphasis on sovereignty, state power, colonialism, imperialism, nationalism and ideologies, the role of international organizations and law, collective security and regionalism in the maintenance of international order.

POL 61 PRINCIPLES of PUBLIC ADMINISTRATION and PUBLIC AGENCIES

3 crs. 3 hrs.

The practice of American public administration emphasizing the role of bureaucracy in the American political system, political environment of public-sector administrative units, process of policy-making and policy implementation in the American political context, policy-making function of administrators and their relationships with other factors in the political process.

Prerequisite: POL 51 or 53 or Department permission.

POL 63 INTRODUCTION to CRIMINAL JUSTICE

3 crs. 3 hrs.

Introduction to the criminal justice system in the United States, includes study of crime and the three elements which comprise the criminal justice system: police, courts and corrections. Attention is given to civil liberties issues which involve the procedural due process rights of persons accused of crime.

POL 64 CRIME and PUNISHMENT

3 crs. 3 hrs.

To further education in criminal justice, focus will be on "Crime" and on "Punishment", the two major aspects of the criminal justice system. Course will consider the three sections: The Institution of Punishment, Crime and Criminals, Controlling Crime through Punishment.

Prerequisite: POL 63.

POL 65 CIVIL RIGHTS and LIBERTIES

3 crs. 3 hrs.

The central American heritage issues of freedom and equality of opportunity, the development of freedom of speech, press, religion, guarantees of assembly and petition, civil rights, women's rights, and affirmative action.

POL 66 CONSTITUTIONAL LAW

3 crs. 3 hrs.

Designed for, but not limited to, students interested in a pre-law curriculum, United States Supreme Court decisions and opinions in several major areas of constitutional law, will be studied.

POL 67 THE AMERICAN LEGAL SYSTEM: THE COURTS

3 crs. 3 hrs.

Designed for, but not limited to, students interested in a pre-law curriculum, the American judicial process at the federal and state levels will be investigated.
POL 81  INDEPENDENT STUDY  
1-3 crs. 1-3 hrs.
Independent study of Political Science is developed individually between student and faculty member and must be approved by the Department.

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

BSS 1  BEHAVIORAL and SOCIAL SCIENCE:  
THE INDIVIDUAL & HIS/HER WORLD  
3 crs. 3 hrs.
The concepts and methodologies of sociology, psychology, economics, political science and history helps students understand issues of current significance.  
Prerequisite: Enrollment in “College Now” Program.
MATHEMATICS and
COMPUTER SCIENCE DEPARTMENT
Room F-309B ext. 5931

Jack Arnow, Assistant Professor
Gordon Bassen, Associate Professor
Daniel T. Davis, Assistant Professor
Joseph Feit, Professor and Chairperson
Ronald Forman, Assistant Professor
Samuel Gale, Professor
Daniel Grimaldi, Assistant Professor
William E. Heierman, Lecturer
Max Mlynarski, Professor
Dianna Oratz, Associate Professor
Stanley Rabinowitz, Associate Professor
Julius I. Rosenthal, Assistant Professor
David Salb, Assistant Professor
Dale Siegel, Assistant Professor
Richard Staum, Professor
Rina J. Yarmish, Professor
COMPUTER DATA PROCESSING

DATA PROCESSING courses do not satisfy Group V requirements.

DP 7 INTRODUCTION to the INTERNET  2 crs.  2 hrs.

During this practical introduction to the "Information Superhighway", methods of access to the Internet will be reviewed and all the important functions of the new technology will be discussed and explored on-line, in hands-on, sessions.

Prerequisites: Passing CUNY math exam or at least a passing grade in one three-credit course in Data Processing or Computer Science.

DP 12 ASSEMBLER LANGUAGE PROGRAMMING  5 crs.  5 hrs.

Assembler language programming and typical business applications. Programs written by students will be run on the remote job entry communication network connected to the University Computer Center.

Prerequisites: TWO of the following: DP 31, 55; CP 30, 51, 54

DP 31 COBOL PROGRAMMING  5 crs.  5 hrs.

Structured COBOL programming and typical business applications. Programs written by students will be run on the remote job entry communication network connected to the University Computer Center.

Prerequisite: DP 54

DP 32 ADVANCED COBOL PROGRAMMING  4 crs.  4 hrs.

Magnetic tape and disk programming in COBOL. Introduction to operating systems including: system control and system service programs such as the Supervisor, Job Control, and the Linkage Editor; interaction of the control program and the problem program within the systems environment; Job Control Language; program libraries; channels and interrupts; data management and I/OCS; Sequential Access Method; Indexed Sequential Access Method; Direct Access Method; utility programs; multiprogramming considerations; introduction to Virtual Storage; Paging; Virtual Storage Access Method.

Prerequisite: DP 31 or 54

+ DP 54 MICROCOMPUTER APPLICATIONS I  4 crs.  4 hrs.

Introduction to microcomputer applications used in data processing environments including: microcomputer hardware, microcomputer operating systems, word processing systems, and electronic spreadsheets.

Prerequisite: A score of 20 or more on the CUNY Math Assessment Test.

DP 55 MICROCOMPUTER APPLICATIONS II  4 crs.  4 hrs.

Microcomputer applications used in a data processing environment. Introduction to database management systems, and integrated software systems and packages.

Prerequisite: DP 54 or BA 60 or "C" grade or better in CP 11

Corequisite: Third year sequential math or MAT 03 or the equivalent.

+ Basic Course
DP 56  MICROCOMPUTER APPLICATIONS III  4 crs. 4 hrs.
Microcomputer applications used in data processing environment including: microcomputer operating systems, graphics, microcomputer architecture and hardware, telecommunications, connecting personal computers via a local area network, and other selected topics.
Prerequisite: DP 54

DP 58  USING and PROGRAMMING in UNIX/XENIX  5 crs. 5 hrs.
Introduction to the UNIX operating system and to programming using its functions and subprograms including: file structures, directories, security, utility programs, pointers, functions, screen handling with termcap definitions and interfaces to languages and data bases.
Prerequisites: DP 56 PLUS one of the following: CP 51, 54, DP 31, 55

DP 59  PROGRAMMING in C  5 crs. 5 hrs.
Introduction to Programming in the C language including: variables, definitions, pointers, functions, loops, arrays, screen handling and interfaces to UNIX and other languages.
Prerequisites: TWO of the following: CP 30, 51, 54, DP 31, 55

DP 61  SYSTEMS ANALYSIS  3 crs. 3 hrs.
Tools and methods used by management to develop systems for computer applications including: system investigation, input design, output design, file design, documentation, system testing, system implementation, hardware and software.
Prerequisite: ONE of the following: DP 12, 31, 55

DP 63  dBASE PROGRAMMING  4 crs. 4 hrs.
The concepts and features dBase has in common with all programming languages as well as the unique character of the dBase language. Emphasis on the fundamentals of good programming style, and the use of the dBase language to develop a menu-driven data base program.
Prerequisite: DP 55

DP 70  LAN ADMINISTRATION USING NOVELL NETWORK  4 crs. 4 hrs.
Introduction to the concepts of local area networks including the organization, management, and protection of network resources. Prepares students for Novell’s Certified Network Administration (CNA) exam.
Prerequisite: DP 56 or Department permission.

DP 71  ADVANCED LOCAL AREA NETWORK SYSTEM  4 crs. 4hrs.
Will afford students the ability to perform server start-up procedures and maintain the server’s configuration files; monitor and manage server memory; use appropriate utilities to maintain the server; perform advanced set-up and maintenance routines for print services; maintain client configuration files that will enhance the DOS client environment.
Prerequisite: DP 70

DP 81  INDEPENDENT STUDY  1-3 crs. 1-3 hrs.
Independent study of Data Processing is developed individually between student and faculty member and must be approved by the Department.
CP 40  MULTIMEDIA PROGRAMMING  
4 crs. 4 hrs.
Course combines text, sound graphics and motion to execute a multimedia presentation. Application of techniques for interactive use of the new technology to create mixed media materials. Leading multimedia authoring programs will be discussed.
Prerequisite: Any computer language.

+ CP 51  PROGRAMMING in FORTRAN  
4 crs. 4 hrs.
Flow-charting using the FORTRAN program language for business and scientific applications. Programs written by students will be run on the remote job entry communication network connected to the University Computer Center.
Prerequisite: Third year sequential math, or MAT 03 or equivalent

+ CP 52  INTRODUCTION to COBOL PROGRAMMING  
4 crs. 4 hrs.
Programming in COBOL (COMMON BUSINESS ORIENTED LANGUAGE), considers typical business applications. Programs written by students will be run on the remote job entry communication network connected to the University Computer Center. Recommended elective for students to learn to program a computer using a language oriented to the solution of business problems. Students who completed DP 31 will NOT receive credit for this course.
Prerequisite: MAT 01, or Elementary Algebra, or MAT R2

+ CP 54  INTRODUCTION to PASCAL  
4 crs. 4 hrs.
Programming in PASCAL. Students write and run several scientific and commercial programs. Course serves as preparation for other higher-level languages. Recommended as an elective for Computer Data Processing Majors.
Prerequisites: Familiarity with at least one programming language and MAT 03 or equivalent. Students who completed CS 12 will NOT receive credit for this course.

CP 66  COMPUTER GRAPHICS and DESIGN  
4 crs. 4 hrs.
The concepts and structures of modern computer graphics and computer aided design. Applications for presentation and business graphics, computer-aided design and drafting, engineering graphics. Hands-on experience with computers for programming practice and assignments.
Prerequisite: DP 54 or CP 11 or BA 60 or Department permission.
ENGLISH DEPARTMENT
Room C-309  ext. 5849

Frieda Aaron, Assistant Professor
Isidor Apterbach, Assistant Professor
Bonne August, Professor
Marcia Babbitt, Assistant Professor
Jocelyn A. Camp, Professor
Isabella Caruso, Associate Professor
Norah Chase, Associate Professor
Leonard Green, Associate Professor
Lea Hamaoui, Assistant Professor
Linda Holman, Assistant Professor
Patricia Hopkins, Associate Professor
Loretta Kasper, Assistant Professor
John B. Manbeck, Professor
Inez A. Martinez, Professor
Gene McQuillan, Assistant Professor
Norma Miles, Assistant Professor
Rebecca A. Mlynarczyk, Assistant Professor
Howard Nimchinsky, Professor
G. Curtis Olsen, Associate Professor
Susan O’Malley, Professor
Hope A. Parisi, Assistant Professor
Barbara Petrello, Assistant Professor
Eva H. Richter, Assistant Professor
Robert Singer, Assistant Professor
Denis Sivack, Assistant Professor
Bailin Song, Assistant Professor
Yvonne Laurenty, Assistant Professor
Jack H. Taub, Lecturer
Ronald E. Walcott, Lecturer
Stephen S. Weidenborner, Professor and Chairperson
COMPUTER SCIENCE

+ CS 12 INTRODUCTION to COMPUTING with PASCAL 4 crs. 4 hrs.
Algorithms, programs, data representation, debugging and verification of programs. Numeric and non-numeric programming applications include searching and sorting algorithms, function and procedures, and number theory problems. Programming is done in the PASCAL language and structured program design is stressed.
Students who completed CP 54 will NOT receive credit for this course.
Corequisite: MAT 14

CS 14 COMPUTERS and ASSEMBLER LANGUAGE PROGRAMMING 5 crs. 5 hrs.
Computer structure, machine language and assembler language programming. Digital representation of data; addressing techniques; macro, machine and assembler instruction sets. Emphasis on computing techniques for numerical applications is supplemented by several computer projects. Programs written by students will be run on the remote job entry communication network connected to the University Computer Center.
Prerequisite: CS 12

CS 35 DISCRETE STRUCTURES 5 crs. 5 hrs.
Sets, Matrices, Relations and Digraphs, Functions, Order Relations and Structures, Trees and Languages, Semigroups and Groups, Finite-State Machines and Languages.
Prerequisite: MAT 15

CS 37 PROGRAM DESIGN and ANALYSIS 4 crs. 4 hrs.
Introduction to data structures using PASCAL. Topics include: structures, arrays, stream files, stacks, recursive processes, recursive procedures and elementary simulation techniques.
Prerequisite: CS 12

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

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

A.S. Degree
COMPUTER SCIENCE
Requirements—Page 67
MATHEMATICS

**MAT M1  BASIC MATHEMATICS**

Arithmetic stressing quantification and manipulative skills and applications for students who are deficient in that subject.

NOTE: Students may attempt the CUNY Math Skills Exam at terms end. Students who pass this course, but do not pass the CUNY Exam, then take MAT M2. Required of all students who score 14 or less on the CUNY Math Skills Exam.

**MAT M2  ALGEBRA**

Introductory algebra for students who completed MAT M1 but have not passed the CUNY Math Skills Exam. Course stresses solution of elementary algebraic equations, word problems and applications.

**MAT R2  INTRODUCTORY MATHEMATICS**

Introductory algebra for students whose skills do not meet the CUNY Math Skills Exam standards. Course stresses elementary solution of algebraic equations, word problems and applications.

NOTE: Required of all students who score between 15 and 19 on the CUNY Math Skills Exam. During their first semester, freshmen who scored between 21 and 24 on the mathematics test should use the tutoring services, and the skills material in the Media Center and the Math Skills Center, to upgrade their skills.

**MAT B3  IMMERSION PROGRAM**

Intensive review of arithmetic and elementary algebra for students who failed the CUNY Math Skills Exam with a score of 20 to 24. Course ends with administration of the CUNY Exam.

**MAT 01  ELEMENTARY ALGEBRA**

Comprehensive treatment of the topics outlined for the Ninth Year course by the University of the State of New York and some topics in geometry.

Not open to students who have taken MAT 05 or equivalent.

**MAT 03  ELEVENTH YEAR MATHEMATICS**

Same course as Eleventh Year Mathematics in high school.

Prerequisite: MAT 01, R2, M2 or Elementary Algebra

**MAT 3  BUSINESS and CONSUMER MATHEMATICS**

Credit cards; insurance (automobile, life, health and property insurance); compound interest; savings plans; mortgages; checkbook records; taxes and income tax forms. Recommended to non-transfer students.

Not open to students who have taken MAT 03 or equivalent.

Prerequisite: Competence in Mathematics Placement Examination

Remedial Course
+ MAT 6  MATHEMATICS of FINANCE  
4 crs. 4 hrs.
Mathematical concepts readily applicable to business situations including: logarithms, progressions, simple and compound interest, equations of equivalence, nominal and effect rates, simple annuities, ordinary general annuities, amortization, depreciation, sinking funds, stocks and bonds, introduction to life insurance and graphic presentation of data.
Prerequisite: Third year sequential math or, MAT 03 or equivalent

+ MAT 7  PRINCIPLES of MATHEMATICS  
4 crs. 4 hrs
A basic course in mathematical discovery. Students participate in the development and investigation of topics such as: number sequences, calculating devices, extrapolation, mathematical mosaics and curves, probability and topology.
Not open to students who have taken a mathematics course number 11 or higher or Intermediate Algebra or MAT 03.
Prerequisite: MAT 01, R2, or Ninth Year Mathematics

+ MAT 10  COLLEGE TRIGONOMETRY  
3 crs. 3 hrs.
Functions, graphing techniques, angle measurement, functions of right angles, linear interpolation, inverse functions, laws of Sines and Cosines, circular functions, formulas, identities, waves and conditional equations.
Open to students who have had intermediate algebra, but not trigonometry. It can be taken with, or before, MAT 14. Taken with MAT 14, will adequately prepare students for MAT 15.

+ MAT 11  FINITE MATHEMATICS  
4 crs. 4 hrs
Analysis of polls, linear programming by graph, introduction to probability, games and game theory, Markov chains, growth and decay problems, savings plans, annuities, amortization and other problems in the mathematics of management, such as PERT, simulation and forecasting. Calculators and/or minicomputers are used to do calculations. Designed as an elective for liberal arts or business students interested in some practical problems solved by mathematics.
Prerequisite: Third year sequential math, MAT 03 or equivalent

+ MAT 12  CONCEPTS of MODERN MATHEMATICS I  
4 crs. 4 hrs.
Introduction to the spirit of mathematical investigation and mathematical logic including: the prime numbers, the Fundamental Theorem of Arithmetic, the rational and irrational numbers, tiling, congruence and number bases. Students may take MAT 12 and/or MAT 13 during the same or different semesters in either order.
Prerequisite: Third year sequential math, or MAT 03 or equivalent

+ MAT 13  SURVEY of MATHEMATICS and COMPUTER CONCEPTS  
4 crs. 4 hrs.
To introduce A.A. and A.A.S. students to several branches of mathematics, topics include: probability and statistics, computer programming, logic, the real number system, and linear programming. Students may take MAT 12 and/or MAT 13 during the same or different semesters in either order.
Prerequisite: Third year sequential math, or MAT 03 or equivalent or "A" grade in MAT 7
ENG W CORRECTIVE WRITING SKILLS *  
0 hrs. 2 hrs.  
(2 equated hrs.)
Elective course for students who scored 3-3 on the CUNY Writing Assessment Test. Offering intensive instruction in grammar, syntax, and usage, this course is designed to help students eliminate persistent errors in composition in order to enable them to pass the CUNY Writing Assessment Test. ENG W may be repeated, but only once in a 12-week semester.
Students may take ENG W along with ENG 93, and they must take ENG W before or along with ENG 12 if they pass ENG 93 but have not passed the CUNY Writing Assessment Test.

ENG 04 ANALYTICAL READING*  
0 hrs. 4 hrs.  
(4 equated hrs.)
Helps students improve reading proficiency through guided instruction and intensive practice in basic and specialized vocabulary, comprehension, and study skills development. Students read and analyze interdisciplinary materials, both in and out of class, to help them prepare for the required readings in their regular academic courses.
Required of students who fail to pass the CUNY Reading Assessment Test. Students who pass ENG 04 and score 4-4 on The CUNY Writing Assessment Test are permitted to complete the Freshman English sequence.

ENG 12 FRESHMAN ENGLISH I  
4 hrs. 4 hrs.  
An introduction to composition, emphasizing writing as a process and the understanding of the ways language functions in the communication of information and ideas. The close reading of texts plays a major role in the course.
Required of students who scored 4-4 on The CUNY Writing Assessment Test and have passed ENG 04 or the CUNY Reading Assessment Test. Students who are required to take ENG 04 may not take ENG 12 until they pass ENG 04 or pass the CUNY Reading Assessment Test. Students who on entrance score at least 5-5 on the CUNY Writing Assessment Test and pass the CUNY Reading Assessment Test by more than 5 points are not required to take ENG 12 and need only ENG 24 to fulfill the KCC Freshman English requirement.

ENG 24 FRESHMAN ENGLISH II  
3 hrs. 3 hrs.  
An intensive study of the various types of reading that students must undertake in college. Using readings from interdisciplinary subject areas, the course emphasizes a critical examination of texts. Students will learn to use their analysis and evaluation of these texts to generate and support ideas which they further explore in writing and related research.
Prerequisite: ENG 12 or exemption from ENG 12 on admission to the college.
+ ENG 30  INTRODUCTION to LITERATURE •

For students who wish a general introduction to literature. Class focuses on poetry, drama and prose fiction.
Prerequisite: ENG 12

+ ENG 31  CLASSICAL and BIBLICAL LITERATURE •

Readings including the Bible, Homer, Greek dramatists, Plato, Aristotle and Virgil.
Prerequisite: ENG 12

+ ENG 32  WORLD LITERATURE •

Readings, primarily from the 13th to the 19th century, includes authors such as Dante, Austen, Cervantes, Voltaire, Goethe, Flaubert, and Balzac.
Prerequisite: ENG 12

+ ENG 35  MODERN EUROPEAN LITERATURE •

Significant European literary works from the 19th century to the present, includes authors such as Ibsen, Chekhov, Mann, Hesse, Woolf, Kafka, Mansfield, Levi, DeBeauvoir, Duras, and Calvino.
Prerequisite: ENG 12

+ ENG 40  SHORT FICTION •

Examples of short fiction including such writers as Poe, Chekov, Hemingway, Wright, Welty, Carver and Oates. Focus is on the unique position of the short story in literature.
Prerequisite: ENG 12

+ ENG 42  POETRY •

Introduction to poetry including the different styles, forms, and themes, with attention given to their purpose and effect.
Prerequisite: ENG 12

+ ENG 43  DRAMA •

An analysis of dramatic structure and a study of plays representing major dramatic styles.
Prerequisite: ENG 12

+ ENG 44  THE TRAGIC VISION •

Tragic literature, from ancient times until the present, is studied in an attempt to understand the patterns and changing concepts in various literary genres.
Prerequisite: ENG 12

+ ENG 45  THE COMIC SPIRIT •

Comedy in prose and verse, its meaning, use, and techniques.
Prerequisite: ENG 12

• Appropriate writing assignment

+ Basic Course
ENG 55 CULTURAL/LINGUISTIC ASPECTS of TEACHING LANGUAGE

3 crs. 3 hrs.

Designed to help current and prospective tutors master essential language skills and develop effective tutoring skills.

Prerequisite: ENG 12 with grade of B or better.

ENG 56 CREATIVE WRITING: FICTION *

3 crs. 3 hrs.

Instruction and practice in the forms and types of fiction. Analysis of peer writing on a workshop basis, assists students develop mastery of the form of fiction best suited for them.

Prerequisite: ENG 12

Course does NOT satisfy Group II "Literature" requirement.

ENG 57 CREATIVE WRITING: POETRY *

3 crs. 3 hrs.

Instruction and practice in writing traditional and new forms of poetry.

Prerequisite: ENG 12

Course does NOT satisfy Group II "Literature" requirement.

ENG 63 SHAKESPEARE *

3 crs. 3 hrs.

Survey of Shakespeare's work, emphasizing his plays, includes some consideration of his non-dramatic verse.

Prerequisite: ENG 12

ENG 64 THE LITERATURE OF ADVENTURE AND EXPLORATION

3 crs. 3 hrs.

A study of the writings associated with major aspects of American adventure and exploration, such as the "discovery" of America, the Frontier, the Wild West, the National Parks, the development of tourism, and the space program. Writers to be studied will include Columbus, Lewis and Clark, Thoreau, Twain, Cather, and Silko.

Prerequisite: ENG 12

ENG 65 LITERATURE and FILM *

3 crs. 3 hrs.

Study of novels, plays, screenplays and films made from them. Emphasis is on different aesthetic problems facing writer and filmmaker. Time is scheduled for film viewing.

Prerequisite: ENG 12

ENG 66 LITERATURE and HUMAN BEHAVIOR

3 crs. 3 hrs.

The complexities of human behavior as presented in literature are examined. Readings drawn from a wide multicultural base include works by African, American, British, Chinese, European, Hispanic and Russian authors. Various literary themes and genres will be analyzed in the context of their behavioral implications. Cross-cultural similarities and differences will be explored.

Prerequisite: ENG 12

• Appropriate writing assignments.

+ Basic Course
+ ENG 67 WOMEN in LITERATURE 3 crs. 3 hrs.
The treatment of women in various genres and eras. Consideration is given to women as writers using sociological, psychological, mythic and formal literary critical methods.
Prerequisite: ENG 12

+ ENG 68 GOTHIC and HORROR FICTION 3 crs. 3 hrs.
Study of major works of horror fiction, includes short stories, novels, some narrative poetry, dealing primarily with the evocation of horror, plus, attempts to trace a narrative pattern common to much horror fiction. Analysis of gothic trappings and such psychosexual creatures as vampires and werewolves, as they appear in literature.
Prerequisite: ENG 12

+ ENG 75 MODERN BRITISH and AMERICAN LITERATURE 3 crs. 3 hrs.
Study of English and American poetry, fiction, and drama from World War I to the present. Authors such as Yeats, Eliot, Lawrence, Faulkner, Ellison, Oates, Woolf are included.
Prerequisite: ENG 12

+ ENG 77 THE ROOTS of BLACK LITERATURE 3 crs. 3 hrs.
Analysis and study of black literature in the United States and study of its history and development to 1950.
Prerequisite: ENG 12

+ ENG 78 CONTEMPORARY BLACK LITERATURE 3 crs. 3 hrs.
Development and study of black literature in the United States from 1950 to the present.
Prerequisite: ENG 12

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

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

* Appropriate writing assignments.
+ Basic Course
ENG 91 DEVELOPING FLUENCY in READING and WRITING *

0 crs. 8 hrs.
(8 equated crs.)

A course in reading, writing, and critical thinking for students who are at the basic level of developmental work. Required of entering students who score 2-2 or below on the CUNY Writing Assessment Test and fail the CUNY Reading Assessment Test.

ENG 92 DEVELOPING COMPETENCE in READING and WRITING *

0 crs. 8 hrs.
(8 equated crs.)

A course in reading, writing, and critical thinking for students who are at the Intermediate level of developmental work. Required of students who score 3-3 on the CUNY Writing Assessment Test and who have failed the CUNY Reading Assessment Test. Also required of students who completed ENG 91 but have not passed one of the assessment measures.

ENG 93 DEVELOPING COMPETENCE in WRITING *

0 crs. 4 hrs.
(4 equated crs.)

A course in reading, writing, and critical thinking for students who score 3-3 on the CUNY Writing Assessment Test with a passing score on the CUNY Reading Assessment Test. Also required of students who have taken ENG 91 and/or 92 but have not satisfied the requirements for entrance into ENG 12.

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

Remedial Course
MAT 14 ANALYTIC GEOMETRY and PRE-CALCULUS MATHEMATICS

This pre-calculus course stresses real numbers, fields, open sentences, functions and relations, and serves as an introduction to analytic geometry and to probability. Recommended for students planning to continue with calculus and/or mathematics electives. Not open to students who completed Advanced Algebra or MATH 12A in high school.

Prerequisite: Third year sequential math, or MAT 03 or equivalent

MAT 15 CALCULUS I

The first part of a three-semester integrated course in the elements of coordinate geometry, differential and integral calculus, with applications. Algebraic functions of a single variable, the derivative, differentiation formulas, and application to geometry, physics and maximization. Not open to students who completed at least one term of calculus in high school.

Prerequisites: Advanced Algebra, 12th yr. high school math or MAT 14, PLUS passing grade on 11th yr. Regent’s Math Exam or MAT 10

MAT 16 CALCULUS II

Continuation of MAT 15, with emphasis on transcendental functions, special methods of integration, and hyperbolic functions.

Prerequisite: One term of high school calculus or MAT 15

MAT 20 ELEMENTS of STATISTICS

Introduction to probability and statistics including: tabulation and graphing of distributions, central and dispersion tendencies, comparison techniques, correlations and predictive techniques. Instruction and practice in the use of desk calculators and the basic language. Recommended for students planning careers in economics, education, psychology, sociology, data processing and environmental technology.

Prerequisite: Third year sequential math, or MAT 03 or equivalent

MAT 21 CALCULUS III

Continuation of MAT 16 with emphasis on partial differentiation, polar coordinates, multiple integration, solid geometry, vectors, and hyperbolic functions.

Prerequisite: MAT 16 with “C” grade or better

MAT 23 HISTORY of MATHEMATICS

History of mathematics from Babylonian and Egyptian civilizations to the present. Emphasis is on mathematics as a cultural force in the development of Western civilization.

Recommended for prospective teachers of junior high school and secondary school mathematics.

Prerequisite: MAT 11 or higher
MAT 24  INTRODUCTION to the THEORY of NUMBERS  
3 crs. 3 hrs.
The classical number theory, and such related topics as divisibility, congruences, quadratic residues, continued fractions, Diophantine equations, prime and perfect numbers.
Prerequisite: MAT 11 or higher

MAT 25  COLLEGE GEOMETRY  
4 crs. 4 hrs.
Geometry is presented as a branch of contemporary mathematics involving the interrelated study of Euclidean plane and solid geometry with an introduction to non-Euclidean geometrical systems.
Prerequisite: Third year sequential math, or MAT 03 or equivalent

MAT 55  DIFFERENTIAL EQUATIONS  
3 crs. 4 hrs.
The solution of ordinary linear differential equations, operational techniques, solution by series, numerical solutions, Laplace transforms, and applications in engineering and the sciences.
Prerequisite: MAT 16 with "C" grade or better

MAT 56  LINEAR ALGEBRA  
3 crs. 4 hrs.
Study of vector spaces, matrix algebra transformation, and vector analysis.
Prerequisite: MAT 15 with "C" grade or better

MAT 57  BOOLEAN ALGEBRA for ELECTRICAL ENGINEERS  
2 crs. 2 hrs.
Introduction to Boolean Algebra and switching theory for electrical engineers. Boolean postulates, definitions, principles and theorems; applications, special forms of Boolean expressions. Logic circuits and diagrams; tabular, consensus and map methods of minimization.
Prerequisite: MAT 16

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

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

A.S. Degree
MATHEMATICS
Requirements—Page 72
The eight-story, Robert J. Kibbee Library, is the tallest building on campus. It maintains an extensive collection of printed materials and houses the college Computer and Media Centers.
Patricia Bartley-Daniele, Assistant Professor
Laura DiCapua, Senior College Laboratory Technician
Valerie Gill, Assistant Professor
Jean Gumbs, Instructor
Joanne Lavin, Associate Professor
Pamela Mahon, Assistant Professor
Marjorie McDonough, Assistant Professor
Patricia Morrison-Sasso, Assistant Professor
Dolores Shrimpton, Associate Professor and Chairperson
Delores Washington, Professor
Human-caused the environment creates an undesirable effect.

[Image of a parrot and a woman in a red and black plaid shirt standing in front of a green board with text on it.]

[Image of a person in a swimming pool with a diving board and other people in the background.]

[Image of two people standing in front of a large sculpture.]
NURSING

The Nursing Program consists of two components, Pre-Clinical and Clinical.

To enter the Clinical Component, students MUST FIRST complete the Pre-Clinical Curriculum Sequence of the college.

Up to 5% of the students who are accepted to the Nursing Program may be allowed directly into the Clinical Component and can earn their A.A.S. degree in two years. These students are selected on the basis of their high school admission average, results of the CUNY English and Mathematics Freshman Skills Assessment Tests, and approval of the Nursing Department.

To be considered for the Clinical component of the Program, students must comply with the following:

1. be enrolled in the Pre-clinical Component
2. complete any required remediation before completion of the four courses in the Pre-Clinical Sequence;
3. complete the four courses in the Pre-Clinical Sequence: ENG 12 or ENG 24, PSY 11, BIO 11 and SCI 25.
4. complete the four courses in the Pre-Clinical Sequence with at least a grade point average of 2.5 or earn 2 B's (one of which must be in SCI 25 or BIO 11) and 2 C's;
5. if required to repeat course(s) in the Pre-Clinical Sequence due to unsatisfactory initial grades, achieve a minimum average of 2.5 based on all grades earned in the Sequence courses;
6. all grades received for courses taken in the Pre-Clinical Sequence at Kingsborough, will be included in the Pre-Clinical average computation;
7. submit transcripts from other colleges (NOTE: all grades received for the Pre-Clinical Sequence will be included in the Pre-Clinical's average computation);
8. perform satisfactorily on the National League for Nursing Pre-Admission RN Examination, and;
9. pass CUNY's English and Mathematics Freshman Skills Assessment Tests or meet all requirements for existing remediate.

Students who successfully complete the prescribed Pre-Clinical Sequence requirements may formally file for enrollment into the Clinical component of the Nursing Program. Completion of the above conditions does NOT guarantee admission into the Clinical component of the Nursing Program. Admission into the Clinical component will be based on space availability, the Pre-Clinical Sequence average and the NLN examination results.

Licensed Practical Nurses who are accepted into the Clinical phase of the Nursing Program may receive credit for NUR 18 (Fundamentals of Nursing), by earning a score of 70% or better in the Mobility Profile Examination on "Fundamentals" given by the National League for Nursing.

Credit for NUR 17 (Drug Calculations in Nursing), may be earned by passing the Nursing Department examination with a score of 70% or better.
English Courses open only to students who are non-native speakers of English. Students are placed into the following English as a Second Language (ESL) courses on the basis of their performance on English skills proficiency tests.

- **ESL 03  BASIC READING SKILLS for STUDENTS LEARNING ENGLISH as a SECOND LANGUAGE**
  
  0 crs. 3 hrs.  
  (3 equated crs.)

  To help speakers of other languages improve their English reading skills through guided instruction and intensive practice in basic vocabulary, comprehension, and study skills. ESL 03 is only offered together with ESL 08.

- **ESL 04  ANALYTICAL READING for STUDENTS LEARNING ENGLISH as a SECOND LANGUAGE**
  
  0 crs. 4 hrs.  
  (4 equated crs.)

  Speakers of other languages improve English reading proficiency through guided instruction and intensive practice in basic and specialized vocabulary, comprehension, and study skills development. To help prepare for required readings in regular academic courses, students are required to read and analyze specially selected interdisciplinary materials.

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

- **ESL 06  BEGINNING DEVELOPMENTAL ENGLISH LANGUAGE SKILLS for STUDENTS LEARNING ENGLISH as a SECOND LANGUAGE**
  
  0 crs. 9 hrs.  
  (9 equated crs.)

  For students who have very limited English language skills proficiency, course focuses on all four language skills; listening, speaking, reading and writing. Appropriate teaching materials and ESL methodology are used in intensive units of study.

- **ESL 07  BASIC LANGUAGE SKILLS for STUDENTS LEARNING ENGLISH as a SECOND LANGUAGE**
  
  0 crs. 9 hrs.  
  (9 equated crs.)

  For non-native English speakers who demonstrate, on a battery of diagnostic tests, that they are not fluent in the use of the language, this one-semester course consists of various activities to improve English language communication skills, emphasizing correctness in structure, grammar, and vocabulary. Small group activities reinforce the skills introduced in the classroom and allow intensive, individualized practice under supervision.

- **ESL 08  READING and WRITING SKILLS IMPROVEMENT for STUDENTS LEARNING ENGLISH as a SECOND LANGUAGE**
  
  0 crs. 6 hrs.  
  (6 equated crs.)

  For non-native English speakers who demonstrate on a battery of diagnostic tests that they are not fluent readers or writers of the language, this one-semester course consists of various activities to improve those English language skills, emphasizing correctness of structure, grammar, and vocabulary. Small group activities reinforce the skills being introduced in the classroom and allow intensive, individualized practice under supervision.

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

© Remedial Course
ESL R1 BASIC READING and WRITING •

0 hrs. 8 hrs.
(8 equated hrs.)

Reading, writing, and critical thinking for students who need developmental work. Required of students who score 2-2 on the CUNY Writing Assessment Test, with a reading score below passing on the CUNY Reading Assessment Test. Requirements can be met by taking ESL 04.

ESL C1 BASIC WRITING SKILLS •

0 hrs. 5 hrs.
(5 equated hrs.)

An introductory course in writing skills which deals with the basic elements of sentences, paragraphs, and essays (in order to enable students to write college-level themes and essays). The course continues to develop and refine college-level reading skills.
Required of students who scored two (2) on the CUNY Writing Assessment Test, and either passed the CUNY Reading Assessment Test.

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

ESL 15 ENGLISH I for STUDENTS whose NATIVE LANGUAGE is SPANISH •

2 hrs. 12 hrs.
(10 equated hrs.)

Intensive work on the basic structure and grammar of English with development of elementary reading and writing skills. Small group sessions are required.
(Equivalent to ESL 07)

ESL 16 ENGLISH II for STUDENTS whose NATIVE LANGUAGE is SPANISH •

2 hrs. 10 hrs.
(8 equated hrs.)

Intermediate English grammar and structure with increasing emphasis on reading and writing skills. Small group sessions are required.
(Equivalent to ESL 09)

ESL 17 ENGLISH III for STUDENTS whose NATIVE LANGUAGE is SPANISH •

2 hrs. 8 hrs.
(6 equated hrs.)

Intensive practice in advanced reading and writing skills. Small group sessions are required.

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

Remedial Course
ESL 91  DEVELOPING FLUENCY in READING and WRITING for ESL STUDENTS  
0 crs. 8 hrs.  
(8 equated crs.)
A course in reading, writing, and critical thinking for ESL students who are at the basic level of developmental work. Required of entering students who score 2-2 or below on the CUNY Writing Assessment Test and fail the Reading Assessment Test. Also required of students who have successfully completed ESL 03 and ESL 08.

ESL 92  DEVELOPING COMPETENCE in READING and WRITING for ESL STUDENTS  
0 crs. 8 hrs.  
(8 equated crs.)
A course in reading, writing, and critical thinking for ESL students who are at the intermediate level of developmental work, who have completed ESL 91, but did not pass one of the assessment measures.

ESL 93  DEVELOPING COMPETENCE in WRITING for ESL STUDENTS  
0 crs. 4 hrs.  
(4 equated crs.)
A course in reading, writing, and critical thinking for ESL students who successfully completed ESL 91 and/or ESL 92 but whose writing skills are inadequate for ENG 12. (Students in this course will have successfully met the college reading requirement.)

SPE 23  SPEECH for FOREIGN-SPEAKING STUDENTS  
3 crs. 3 hrs.  
For course description see page 151.

SPE 28  LANGUAGE and SPEECH for ESL STUDENTS  
3 crs. 3 hrs.  
For course description see page 152.

Studies are supplemented each week by required English Skills Center instruction

Basic Course  
Remedial Course
Retention Criteria

A large number of those students who are accepted into the Clinical component of the Nursing Program, complete the Nursing Program.

Criteria for retention in the Nursing Program mandates that students:

a) receive no more than two grades below "C" in any of the pre or corequisite sciences; no more than one grade below "C" in the biological and physical sciences; no more than one grade below "C" in the behavioral sciences;

b) earn a minimum "C" grade in every required Nursing course;

c) any required Nursing course in which an unsatisfactory initial grade was received may be repeated ONLY ONCE;

d) no more than two (2) required Nursing courses may be repeated because of an unsatisfactory initial grade.

As of Fall 1983, Nursing students who enter NUR 17 and 18 for the first time MUST complete the Nursing Program within four years from the date of entry into core nursing courses. Students who risk not completing the Program within four years are encouraged to seek academic counseling. Students who do not complete the Program in four years may appeal to the appropriate college committee.

Any student who has not attended nursing courses for two or more consecutive years cannot be readmitted into the Nursing Program unless qualifying examinations have been passed in sequential order in the courses previously completed. In accordance with the retention criteria of the Nursing Department, qualifying examinations can be repeated only once.

Drug Calculation Policy

As of Fall 1989, NUR 17, "Drug Calculations in Nursing" is a pre or corequisite for NUR 18 and a prerequisite to all other nursing courses. Throughout the rest of the program, drug knowledge and skills will be integrated and tested in every nursing course.

Pre-NCLEX RN Examination

As of Spring 1992, all students will be required to take the NLN Diagnostic Readiness Test (DRT) examination while enrolled in their last clinical nursing course.

Malpractice Insurance—Health Clearance

Prior to registration, students entering nursing courses in which there are laboratory experiences in hospitals and other health agencies, are required to have malpractice insurance, health clearance and a CPR certificate. The insurance policy, CPR certificate, and health clearance must be satisfactory for the entire semester. Information on malpractice insurance and/or CPR is available in the Nursing Department Office (M-401); information on health requirements, from the Health Services Office (A-108).

Legal Limitations for State Licensure

Requirements for licensure as a Registered Professional Nurse RN in New York State includes: having attained the age of eighteen years or more, the successful completion of the A.A.S. Degree Program in Nursing, passing the National Council Licensing Examination and being of good moral character. The Office of Professional Discipline investigates all applicants with prior criminal conviction(s) and/or pending criminal charges (felony or misdemeanor). Following its investigation, a determination will be made as to the applicant’s eligibility for licensure.

The majority of students who complete the Nursing Program requirements and graduate from Kingsborough pass the licensing examination of New York State on their first attempt. Most graduates are employed in acute care or long-term care facilities.
+ NUR 17 DRUG CALCULATIONS in NURSING

1 cr. 1 hr.

Beginning level students acquire knowledge and develop proficiency in computing drug dosages. Oral, injectable and intravenous medications to be administered to infants, children and adults are discussed.

Prerequisites: MAT M1, MAT M2 and MAT R2, if necessary

+ NUR 18 FUNDAMENTALS of NURSING

7 crs. 13 hrs.

Introduction to understanding knowledge and skills that are basic to nursing including dependent, independent and interdependent functions of a nurse. Facts, principles and concepts derived from the biological and behavioral sciences are applied to basic nursing care. Laboratory sessions are on campus and in hospitals or other health agencies.

Prerequisites: BIO 11, PSY 11; SCI 25; ENG 12, or ENG 24 if exempt from ENG 12
Pre or Corequisites: NUR 17, BIO 12

NUR 21 NURSING the ILL ADULT I

9 crs. 16 hrs.

Nursing the adult client with common recurring health problems includes nursing interventions based on physiological and psychological needs of adult patients. Laboratory sessions are on campus and in hospitals or other health agencies.

Prerequisites: NUR 17, NUR 18
Pre or Corequisite: BIO 51

NUR 20 NURSING the EMOTIONALLY ILL

4 crs. 14 hrs.
(one-half semester)

Introduction to nursing care of clients who are experiencing difficulty meeting psychosocial needs and, to show how emotional illness affects the needs of the individual and family in their efforts to adapt to stressors. Laboratory sessions are on campus as well as in hospitals or other health agencies.

Prerequisite: NUR 21
Pre or Corequisite: PSY 32
Recommended: SOC 31, ENG 24

NUR 22 NURSING the ILL ADULT II

5 crs. 17 hrs.
(one-half semester)

During this continuation of NUR 21, the ways in which illness affects the individual and family is demonstrated. Concepts of chronic illness and rehabilitation are discussed. Laboratory sessions are on campus and in hospitals or other health agencies.

Prerequisite: NUR 21
Pre or Corequisite: PSY 32
Recommended: SOC 31, ENG 24
NUR 23 NURSING of CHILDREN  
5 crs. 17 hrs.  
(one-half semester)

Introduction to nursing care of children, (from infancy through adolescence), and their families. Health care maintenance of children, as well as concepts relevant to hospitalized children is included. Laboratory sessions will be on campus or in hospitals and other health agencies.
Prerequisites: NUR 20, NUR 22  
Pre or Corequisites: SOC 31, ENG 24

NUR 19 FAMILY-CENTERED MATERNITY NURSING  
4 crs. 14 hrs.  
(one-half semester)

Family-centered maternity nursing includes facts, principles and concepts relevant to the care of individuals and their families during the reproductive years of the life-cycle. Laboratory sessions will be on campus or in hospitals and other health agencies.
Prerequisites: NUR 20, NUR 22  
Pre or Corequisites: SOC 31, ENG 24

NUR 24 ISSUES in NURSING  
1 cr. 1 hr.

The role and responsibilities of a beginning-level associate degree nurse, both as an individual and as a member of the nursing profession, is considered. Historical perspectives, ethical-legal-moral aspects, current issues and trends in nursing are discussed.
Prerequisites: NUR 20, NUR 22  
Pre or Corequisites: NUR 19, NUR 23, SOC 31, ENG 24

Electives

+ NUR 41 EMERGENCY HEALTH CARE  
2 crs. 2 hrs.

Enhances knowledge of actual and potential environmental hazards, explores cardiopulmonary emergencies and identifies appropriate action(s). Techniques for taking vital signs and techniques of basic cardiac life support CPR, (cardiopulmonary resuscitation) are demonstrated.

+ NUR 42 PARENTING  
3 crs. 3 hrs.

Theory and concepts relating to the interaction between parents and children from infancy to early adulthood. Participants explore effective parenting skills to assist in personal growth.

+ NUR 43 PERSPECTIVES on DEATH and DYING  
3 crs. 3 hrs.

The dynamics of death and dying for the purpose of understanding one's own feelings and attitudes, so that meaningful assistance may be given to the dying individual and the family are examined. The ethical/moral and legal problems arising from such controversial issues as advanced medical treatment, strategies, abortion, suicide and euthanasia are explored.
Prerequisites: PSY 11, SOC 31
NUR 44  DIET in HEALTH and ILLNESS  

The nature of food and fluid intake in healthy and ill individuals. Cultural differences, the age variable and dietary modifications are examined.  
Pre or Corequisite: BIO 11

NUR 45  PHARMACOLOGY IN HEALTH AND DISEASE  

Intended for individuals of any background who desire information regarding safe use of prescription and non-prescription drugs. Emphasis will be placed on the impact of safe drug use on promoting and maintaining health. This course will also examine how drugs affect the body by changing many of its normal mechanisms and thereby contributing to health problems.

NUR 82  

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

A.A.S. Degree  
NURSING  
Requirements—Page 93

ACCREDITATION  
The Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC). Information is available by contacting the NLNAC—National League for Nursing Accrediting Commission, 350 Hudson Street, New York, NY 10014 (212) 989-9393.
PHYSICAL SCIENCES DEPARTMENT
Room S-243A  ext. 5746

Gregory Ayzin, Assistant Professor
John Blunt, Associate Professor
Harvey F. Carroll, Professor
   Director, Engineering Science Program
Gearlen M. Crump, Senior College Laboratory Technician
Anthony D. DiLernia, Associate Professor, Marine Technology
Aston G. Gillies, Senior College Laboratory Technician
Samuel Jaffe, Associate Professor
Laxman Kanduri, Lecturer, Marine Technology
Khosron Kashfi, Assistant Professor
Thomas O. Meeks, Associate Professor
Kenneth R. Neuberger, Associate Professor & Chairperson
Patricia W. Schwartz, Assistant Professor
Harvey A. Yablonsky, Professor
CHEMISTRY

CHM 01 PREVIEW of GENERAL CHEMISTRY
0 crs. 2 hrs.
(2 equated credits)

Lecture and workshop introduces chemical nomenclature, symbolism, structure of atoms and molecules, simple chemical reactions and basic stoichiometry. Mathematics and solution of simple verbal problems, included. Critical reading of chemistry texts. Students receive intensive help with weak areas.
Corequisite: MAT 03 or equivalent

CHM 11 GENERAL CHEMISTRY I
4 crs. 6 hrs.

Two-semester classroom and laboratory course. First term introduces: chemical equations, stoichiometry, chemical nomenclature, atomic structure, periodic properties, bonding, (especially of carbon compounds), the gaseous, liquid and solid states, phase changes, electrolytes, and the properties of selected elements in relation to environmental problems.
Prerequisites: MAT 03 or equivalent, CHM 01 or competence on Department Placement Examination.

CHM 12 GENERAL CHEMISTRY II
4 crs. 6 hrs.

Study of chemical kinetics, equilibrium, acids, bases, salts, weak electrolytes and pH, solubility, thermochemistry, electrochemistry, and transition metal chemistry. Laboratory experiments includes classical and modern chemistry methods.
Prerequisite: CHM 11

CHM 31 ORGANIC CHEMISTRY I
5 crs. 9 hrs.

Modern concepts of organic chemistry includes: structure and bonding reaction mechanisms, stereochemistry, nomenclature and synthesis; relationship between structure and reactivity of the functional groups representing the principal classes of organic compounds. Laboratory covers fundamental operations of organic chemistry including determination of physical properties, experimental reactions and procedures, basic instrumentation and analysis.
Prerequisite: CHM 12

CHM 32 ORGANIC CHEMISTRY II
5 crs. 9 hrs.

Continued study of structure and reactivity of organic compounds including; structure and bonding, nomenclature, synthesis, stereochemistry and reaction mechanisms of the important functional groups of organic compounds. Laboratory covers basic processes of organic chemistry, advanced instrumental methods, study of functional groups and derivatives and qualitative organic analysis. Select students may be introduced to research methods.
Prerequisite: CHM 31
CHM 81  INDEPENDENT STUDY  1-3 crs. 1-3 hrs.

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

CHM 82  1-3 crs. 1-3 hrs.

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

+ **GEO 31 METEOROLOGY**
  3 hrs.
  Fundamental physical and chemical structure of the atmosphere including weather, climate, meteorological instrumentation, and air pollution.

+ **GEO 32 PHYSICAL OCEANOGRAPHY**
  3 hrs.
  Factors that have a major influence on the physical and chemical structure of the oceans includes tides, waves, currents, oceanographic instrumentation and coastal oceanography.

+ **GEO 33 PHYSICAL GEOLOGY**
  5 hrs.
  Study of the nature of the Earth and its processes includes: mineral and rock classification; analysis of the agents of weathering and erosion; dynamics of the Earth's crust as manifest in mountain building, volcanos and earthquakes; recent data concerning the geology of other planets; field and laboratory techniques of the geologist.

+ **GEO 35 HISTORICAL GEOLOGY**
  3 hrs.
  History of the geological development and changes of the planet Earth through the course of geological time as revealed by rock and fossil records.

+ **GEO 37 PHYSICAL GEOGRAPHY**
  3 hrs.
  The climactic and geological systems of the Earth, and the impact of these processes upon humankind's economic and demographic development. Contemporary ecological problems are described and analyzed. Outside readings of geographical literature are assigned.

+ Basic Course
MARINE TECHNOLOGY

+ MT 11 AMERICAN FISHING INDUSTRY
3 crs. 3 hrs.
History and socio-cultural traditions of the commercial fishing industry. The industry in the United States is examined in the context of international and federal fisheries laws, world activity in harvesting, marketing and environmental constraints.

+ MT 12 COMMERCIAL FISHERIES SCIENCE
4 crs. 6 hrs.
Biological and oceanographic background to commercial fisheries to understand the life cycles, abundance, distribution and behavior patterns of marine species. Identification, nomenclature of finfish and shellfish, fishery resource management, aquaculture and marine pollution.

+ MT 13 INTRODUCTION to SEAFOOD
4 crs. 6 hrs.
Introduction to the biological, chemical and nutritional aspects of seafood includes: basic elements of seafood bacteriology, public health concerns and factors that affect quality. Laboratory exercises involve chemical, microbiological, physical and sensory analysis in evaluating seafood.

MT 20 SEAFOOD BUSINESS MANAGEMENT
3 crs. 3 hrs.
Examination of: the seafood industry; trade systems for sales; processing operations; transportation; the market distribution system. International marketing procedures, supply and demand, price structures, policy making and regulatory agencies that affect business operations.
Prerequisite: BA 11 (see page 135)

MT 21 SEAFOOD PROCESSING
3 crs. 4 hrs.
Introduction to seafood processing focusing on a detailed review of how to handle and process fresh and frozen fish and shellfish, the relationship of handling to quality.
Prerequisites: FMT 12, 13

MT 22 SEAFOOD PRODUCTION LABORATORY
4 crs. 6 hrs.
Practical experience in the principles and techniques of traditional and advanced seafood processing methods. Actual plant operations are performed.
Prerequisite: FMT 21

MT 23 SEAFOOD RETAILING
3 crs. 3 hrs.
Seafood sales and marketing techniques with emphasis on product ordering and handling, facility design, sanitation, merchandising, regulations, retail business skills and sales promotion.
Prerequisites: BA 14, FMT 20

+ Basic Course
MT 30  SEAMANSHIP  
3 crs. 4 hrs.

The principles and practice of seamanship, including nautical terminology, introduction to vessels, vessel handling, deck equipment, Rules of the Road, marlinspike seamanship and meteorology.

MT 31  NAVIGATION  
3 crs. 4 hrs.

Introduction to navigation emphasizing nautical charts, the compass, piloting, tides and currents, position determination, aids to navigation and marine electronics.  
Prerequisite: Placement at Math R2 level or above.

MT 33  VESSEL TECHNOLOGY I  
3 crs. 5 hrs.

Seamanship theory and fundamentals of vessel operations, including vessel handling, piloting, all phases of applied engineering technology, operating rigging and deck machinery.  
Prerequisites: HE 36, FMT 30

MT 34  VESSEL TECHNOLOGY II  
3 crs. 5 hrs.

Practical experience aboard vessels engaged in party-and-charter-boat fishing, oceanographic survey work, vessel delivery and cruising.  
Prerequisites: FMT 31, 33

MT 35  DIESEL TECHNOLOGY  
3 crs. 4 hrs.

Introduction to diesel engine principles, construction, operation, testing, maintenance and overhaul. The basics of marine diesel engine designs and their accompanying fuel, exhaust, cooling, lubricating and starting systems.  
Prerequisite: Passing score on CUNY Mathematics Skills Assessment Test

MT 36  COMMERCIAL FISHING METHODS  
3 crs. 4 hrs.

Principal forms of commercial fishing gear and methods and the factors influencing their choice for a particular species. Trawling gear and techniques, seine operations, gillnetting, long-lining, trap fishing and dredge fisheries and their respective fishing gear are reviewed.

MT 37  AUXILIARY SYSTEMS  
3 crs. 4 hrs.

The basic hydraulic and refrigeration principles, system components and common shipboard system design including; installation, application, operation, maintenance and troubleshooting of vessel hydraulic and refrigeration systems.  
Prerequisite: Passing score on CUNY Mathematics Skills Assessment Test
MT 39  VESEL MAINTENANCE
3 crs. 5 hrs.
Basic skills required for maintaining and repairing wooden, fiberglass and steel vessels with emphasis on hulls, fluid and propulsion systems, rigging and welding.

MT 41  MARINE ELECTRICAL SYSTEMS
2 crs. 3 hrs.
Electrical theory as applied to light marine vessels. The design, installation, operation, and maintenance of various electrical systems are covered.
Prerequisite: Passing score on CUNY Mathematics Skills Assessment Test

MT 42  MARINE ELECTRONICS
3 crs. 4 hrs.
Electronic theory as applied to light marine vessels. The design, installation, operation, and maintenance of electronic equipment including echosounders, Loran-C, electronic charts, course plotters, radar, sonar and marine radios are covered.
Prerequisite: Passing score on CUNY Mathematics Skills Assessment Test

MT 43  MARINA OPERATIONS
3 crs. 3 hrs.
Basic skills required to operate a full service marina or boat yard includes: dock and storage facilities; parts and service department; boat engine sales; ship’s store; business and marketing.

MT 44  OUTBOARD and INBOARD ENGINES
3 crs. 4 hrs.
The principles of outboard and inboard engines, and stern drive units includes their operation, construction, testing and maintenance.

A.A.S. Degree
MARINE TECHNOLOGY
Requirements—Page 91

+ Basic Course
PHYSICS

+ PHY 11 GENERAL PHYSICS I 4 crs. 6 hrs.
First term of non-calculus two-semester lecture and laboratory course in classical and modern physics, includes study of mechanics, heat, hydrostatics and hydrodynamics, harmonic motion and waves. Physical principles are demonstrated and students receive "hands on" laboratory experience. 
Prerequisite: MAT 14 or higher. 
Recommended for students in liberal arts, pre-medical, pre-dental, pre-pharmacy, pre-optometry and allied health.

PHY 12 GENERAL PHYSICS II 4 crs. 6 hrs.
Second term of General Physics, includes sound, electricity, magnetism, atomic and nuclear physics and optics. Laboratory sessions included.
Prerequisite: PHY 11

+ PHY 13 ADVANCED GENERAL PHYSICS I 4 crs. 6 hrs.
First term of calculus two-semester lecture and laboratory course in classical and modern physics. Physical principles demonstrated and "hands on" laboratory experience. 
Corequisite: MAT 15
Recommended for science, engineering, pre-medical and allied health students who desire a more comprehensive treatment than given in PHY 11.

PHY 14 ADVANCED GENERAL PHYSICS II 4 crs. 6 hrs.
Second term of PHY 13. Topics include sound, electricity, magnetism, atomic and nuclear physics and optics. Laboratory sessions included.
Prerequisite: PHY 13
Corequisite: MAT 16

PHY 21 MODERN PHYSICS 4 crs. 5 hrs.
Up-to-date course in atomic and nuclear physics, includes kinetic theory, the failure of classical physics, wave mechanics, special relativity, radioactivity, nuclear reactions, fission, fusion and nuclear energy and its economic and ecological impact. Laboratory sessions permit some experiments.
Prerequisite: PHY 12 or 14
Recommended for science, engineering and certain allied health students.

PHY 22 INTRODUCTION to ELECTRICAL ENGINEERING 3 crs. 4 hrs.
First course in electrical engineering, includes: circuit elements and their voltage-current relations; Kirchhoff's laws; elementary circuit analysis; continuous and discrete signals; differential and difference equations; first order systems.
Required for Engineering Science Majors.
Prerequisites: MAT 21, PHY 14
Corequisite: MAT 55

PHY 23 INTRODUCTION to ENGINEERING THERMODYNAMICS 3 crs. 4 hrs.
First course in engineering thermodynamics, topics include: Zeroth Law and absolute temperature; work, heat, First Law and applications; Second Law, Carnot theorems, entropy, thermodynamic state variables and functions, reversibility, irreversibility, and availability functions; Ideal gas mixtures; mixtures of vapors and gas, humidity calculations.
Required for Engineering Science Majors.
Prerequisites: CHM 12, PHY 14
Corequisite: CS 12

+ Basic Course
PHY 30  PHYSICS for EVERYDAY LIVING  
3 crs. 3 hrs.

Up-to-date coverage of developments in physics, with minimal use of mathematics, for liberal arts and career students. An integrative approach to traditional topics of mechanics, heat, liquids (at rest and in motion), wave sound, electricity and magnetism, atomic energy and nuclear physics, atomic bombs, space travel, and ecological problems.

PHY 31  ELECTRONICS for COMMUNICATION I  
3 crs. 4 hrs.

First in a three-term sequence. Topics include: atomic structure, simple AC and DC circuits, Ohm's Law, resistors, Watt's Law, meters, motors, batteries, inductance, capacitance, series circuits, parallel circuits, resonance and FCC rules and regulations. The central theme is the passive electronic components and their use. Laboratory gives practical experience.  
Prerequisites: Elementary Algebra, MAT 03 or MAT R2

PHY 35  INTRODUCTION to ASTRONOMY  
3 crs. 3 hrs.

Concepts and methods of astronomical science, the early theories of the universe, astronomical instruments, the solar systems and its members, stars, galaxies, recently discovered objects, and study of modern cosmological ideas. The laboratory part of this course, ASTRONOMY LABORATORY, SCI 41, 1 cr. 2 hrs., taken at the same time is equivalent to a 4 credit lab course.  
Prerequisite: 11th year Math or MAT 03 or Department permission
+ **SCI 25**  APPLIED PHYSICAL SCIENCES for ALLIED HEALTH CAREERS  
3 crs. 5 hrs. 
Lecture and laboratory course on chemistry and physics topics with direct bearing on health services. Includes: mechanics, electricity, optics, atomic energy, radioactivity, atomic structure, chemical bonding, chemical equations, behavior of gases, respiration and oxygen therapy, properties of liquids and solutions including hydrostatics and hydrodynamics, acids and bases, plus an introduction to organic and biochemistry. 
For Nursing Majors only.  
Prerequisites: CUNY test placement beyond the level of MAT M1 or equivalent and ENG 04 or equivalent or satisfactory completion of BIO 10 or Department permission.

+ **SCI 29**  SCIENCE for ELEMENTARY SCHOOL TEACHERS  
4 crs. 4 hrs. 
A Science-Information and Methods-of-Teaching Science for Elementary School teachers to enhance their mastery of Physical and Biological Science concepts and methods of adapting these concepts to elementary school children. Development of scientific processes, integration of science into the curriculum, are considered in alternate sessions.

+ **SCI 31**  HISTORY and PHILOSOPHY of PHYSICAL SCIENCE  
2 crs. 2 hrs. 
A modern science course emphasizing historical, philosophical and political view points. The work of the ancients in astronomy; the revolution in science during the Renaissance with emphasis on Copernicus, Galileo and Newton, modern physics and chemistry, nuclear energy and space travel.

+ **SCI 34**  INTRODUCTION to MODERN CHEMISTRY  
4 crs. 5 hrs. 
A one-semester, non-mathematical survey course focusing on the role of chemistry in society. Chemical principles are woven into the study of current topics such as drugs, plastics, energy production and air pollution. Laboratory work illustrates these principles.

+ **SCI 35**  INTRODUCTION to MODERN PHYSICS  
4 crs. 5 hrs. 
A one-semester lecture and laboratory college-level survey course in classical and modern physics; includes mechanics, heat, wave motion, electricity, optics, atomic and nuclear physics.

+ **SCI 36**  INTRODUCTION to EARTH SCIENCE  
4 crs. 5 hrs. 
The earth’s environment, meteorology, geology, astronomy, and oceanography. Field trips and laboratory work included.

+ **SCI 37**  CHEMISTRY and the ENVIRONMENT  
4 crs. 5 hrs. 
Aspects of air and water pollution, food additives, and lead poisoning of children. Emphasis on chemical understanding, basic principles, medical, social, and governmental aspects. Laboratory work coordinated with lectures.

* Recommended for Liberal Arts and Career Students  
+ Basic Course
+ SCI 41  ASTRONOMY LABORATORY

Using traditional experiments in spectroscopy and optics, the heavens will be observed during day and evening with telescope and naked eye. Methods and tools used by astronomers will be illustrated as students gain familiarity with the heavenly bodies.

Can be taken with PHY 35—Introduction to Astronomy

+ SCI 51  PEOPLE and the ENVIRONMENT—CHEMISTRY EMPHASIS

From a chemical point of view, course assesses what is known of the environment and how to conserve it; the actions designed to expand that knowledge and its use. Important contemporary problem of energy consumption and related pollution problems, waste disposal, and recycling.

Note: This is a Basic Course. It does NOT require any prerequisite.

+ SCI 70  THE SCIENCE of NUTRITION

Increased food processing and addition of chemical substances in foods make it important to understand the basic ideas of modern nutrition. This interdisciplinary course is taught jointly by the Biological Sciences and Physical Sciences Departments. Such concepts as biochemical individuality as related to nutrition for optimum health are integrated with surveys of carbohydrate, protein and fat metabolism; the role of vitamins and minerals in metabolic processes and their still-controversial role in orthomolecular nutrition, food selection, diet during pregnancy and infancy, special diets during illness, and the safety of the food supply. Students are asked to analyze their own diet.

Open to all students in partial fulfillment of their science requirement.
SECRETARIAL/OFFICE ADMINISTRATION
DEPARTMENT
Room M-211 ext. 5655

Donald Donin, Associate Professor
Lyla Garfield, Professor
Naomi Platt, Professor
William C. Yenna, Associate Professor
and Chairperson
SECRETARIAL/OFFICE ADMINISTRATION

+ SEC 11 ELEMENTARY KEYBOARDING 2 crs. 4 hrs.
Basic skills in keyboarding are developed and applied to the formatting of simple business and personal letters, tabulations, and manuscripts.

SEC 12 INTERMEDIATE KEYBOARDING 2 crs. 4 hrs.
Keyboarding speed and control. Beginning production skill in keying business forms including letters, tabulated materials, business reports, and manuscripts emphasizing business standards. (With approval, students who satisfactorily completed the equivalent of this course may be exempt.)
Prerequisite: SEC 11 or equivalent

+ SEC 15 GREGG SHORTHAND (ELEMENTARY) 3 crs. 4 hrs.
Understanding Gregg Shorthand theory is reinforced by practice in reading and writing contextual materials. The elements of transcription, proper English usage and correct grammatical form, are introduced. For students with no prior shorthand knowledge and students with less than one year of instruction in Gregg theory.

SEC 18 GREGG SHORTHAND (INTERMEDIATE) 3 crs. 4 hrs.
Continued development of Gregg Shorthand language skills and pretranscription training. Emphasis is on taking dictation at sustained speeds and reading shorthand fluently. (With approval, students who satisfactorily completed the equivalent of this course may be exempt).
Prerequisites: SEC 15 or equivalent and SEC 19 or equivalent
Corequisite: SEC 12

+ SEC 21 BASIC WORD/INFORMATION PROCESSING 3 crs. 4 hrs.
Modern word/information processing concepts in the organization, operation, and control of office functions. Emphasis is on the secretary's dual role as an administrative assistant and/or as a correspondence secretary. Keyboarding of correspondence and tables using word processing software. Basic word processing terminology will be introduced.
Prerequisite: SEC 11 or equivalent
Corequisite: SEC 12

SEC 22 ADVANCED WORD/INFORMATION PROCESSING 3 crs. 4 hrs.
The applied use of word/information processing procedures and equipment in a simulated word processing environment. The total work flow of office communications from input through output will be covered. Keyboarding of tables, reports, letters, and form letters with variable information will be stressed using specific word processing software different from the software used in SEC 21.
Prerequisites: SEC 12, and 21
Corequisite: SEC 33

+ Basic Course

245
SEC 23 ELECTRONIC TRANSCRIPTION for the ADMINISTRATIVE SECRETARY

Taped dictation of correspondence and reports representative of a variety of business firms and organizations are transcribed from a transcribing machine to the personal computer using current word processing software.

Prerequisites: SEC 12 and 21
Corequisite: ENG 12 or 22

SEC 24 OFFICE SYSTEMS and PROCEDURES

The systems and procedures of the electronic office for administrative secretary and word processing specialist includes: planning and organizing office operations; developing good office leadership and human relations; controlling office operations, theory, concepts, and practices relating to office systems and procedures, employee performance; output and job satisfaction.

Required for all non-stenographic secretarial students.

SEC 25 OFFICE INFORMATION PROCESSING APPLICATIONS

Knowledge, skill and understanding the uses of integrated software in the electronic office. Electronic spreadsheets, database management, word processing, graphics, and telecommunications are applied to office information processing.

Prerequisite: SEC 21

SEC 27 LEGAL ASSISTING I

Preparation to function as a non-lawyer assistant under the direction and supervision of a lawyer. Includes introduction to law and the legal profession; the legal system, its sources of law and the methodology of legal research; law office management; litigation and trial management.

Prerequisite: SEC 27

SEC 28 LEGAL ASSISTING II

Specialized training for the legal assistant in the procedural aspects of Surrogate Court practice.

Prerequisite: SEC 27

SEC 29 LEGAL ASSISTING III: MATRIMONIAL and FAMILY LAW SPECIALIZATION

Specialized training as a non-lawyer assistant, while working under the direction and supervision of an attorney in the procedural aspects of Supreme Court and Family Court practice. Divorce, uncontested and contested; separation; child custody; alimony and support payments; annulment; separation agreements, and orders of protection.

Prerequisite: SEC 27

SEC 30 ADVANCED STENOGRAPHY and TRANSCRIPTION

Stenographic skills are intensified with the ability to take dictation at rates of 80 to 100 words per minute for sustained periods, plus transcription techniques to meet office standards in the production of mailable transcripts.

Prerequisites: SEC 12, 18 or equivalent
Corequisites: SEC 33, 37

+ Basic Course
SEC 33  ADVANCED KEYBOARDING  
2 crs. 4 hrs.  
Mastery of keyboarding skills and formatting techniques includes formatting business communications, directives, business reports, and statistical data.  
Prerequisite: SEC 12 or equivalent or Department permission.

SEC 34  SECRETARIAL PRACTICE  
3 crs. 4 hrs.  
Simulates on-the-job secretarial duties concerning correspondence responsibilities, use of transmittal service, records management, receptionist and telephone techniques, travel procedures, financial and legal duties, preparing business reports, use of machine transcribers, and word processing equipment. Fostering good human relations in an office, and developing attitudes and traits of the successful executive secretary.  
Open to Program Majors only.  
Prerequisites: SEC 33, 37  
Corequisite: SEC 92

SEC 37  BUSINESS COMMUNICATIONS  
3 crs. 3 hrs.  
The principles of writing effective business communications, including letters, reports, memoranda, directives, organization, language arts, human relations and the application of business psychology in writing.  
Open to Program Majors only.  
Prerequisites: Passing score on CUNY Reading and Writing Assessment tests or the equivalent and SEC 11 or the equivalent.

SEC 41  INTERMEDIATE KEYBOARDING: INTENSIVE  
4 crs. 4 hrs.  
Develops skill attainment levels of SEC 11 and SEC 12, for students with educational and/or experiential background of 30 wpm for five minutes with a 3 percent error limitation. Students are evaluated by the instructor, and individual prescriptions are prepared to eliminate gaps in knowledge, understanding, and/or skills inadequacies. Completion of special skills projects in secretarial laboratories, development of mailability standards, and tutorial instruction.  
Prerequisite: Department permission.

SEC 44  INTERMEDIATE SHORTHAND: INTENSIVE  
4 crs. 4 hrs.  
Develops skill attainment levels of SEC 15, and SEC 18, for students with educational and/or experiential background that includes the complete Gregg Shorthand and ability to take dictation at 60 wpm for two minutes with 95 percent accuracy. Each student is evaluated by the instructor to measure understanding the Gregg Shorthand principles, level of dictation and transcription skills. Individual prescriptions include the use of tapes for development of shorthand principles and the ability to take dictation, the completion of transcription projects in the secretarial laboratory, and tutorial instruction.  
Prerequisite: Department permission.
SEC 46  ADVANCED KEYBOARDING: INTENSIVE
4 hrs. 4 crs.
Develops skill attainment and production levels of SEC 12, and 33, for students with educational and/or experiential background of 40 wpm for five minutes with 2.5 percent error limitation. The instructor evaluates each student and provides individual prescriptions that include specialized projects, use of the secretarial laboratory for skill building, and use of tutorial services.
Prerequisite: Department permission.

SEC 51  ELEMENTARY LEGAL SHORTHAND and PROCEDURES
3 hrs. 3 crs.
Development of a comprehensive legal shorthand vocabulary through dictation and transcription of legal materials. Skill is developed in taking dictation of 80 to 100 wpm and in transcribing non-litigation forms and communications including letters, contracts, proxies, wills, bonds, releases, and legal documents involving the settlement of estates, land, and real estate sales, leases, mortgages, partnerships and incorporation procedures.
Open to Program (Legal) Majors only.
Prerequisites: SEC 12 and 18 or equivalent
Corequisites: SEC 30 33, 37

SEC 52  ADVANCED LEGAL SHORTHAND and TRANSCRIPTION
6 hrs. 4 crs.
Rapid dictation of 100 to 120 wpm of litigation materials, continued legal vocabulary development and accurate transcription according to legal office standards. Structure of the courts and their relationship to one another, typical civil and criminal proceedings from initiation to enforcement of judgment, various documents used in litigation and responsibilities of the legal secretary.
Open to Program (Legal) Majors only.
Prerequisites: SEC 31, 51
Corequisites: SEC 34, 92

+ SEC 53-54  THE SCHOOL SECRETARY
2 hrs. 2 crs.
(each semester)
This two-semester course considers educational principles relating to the school secretary’s work. Emphasis is on the organization of school systems, particularly in New York City.
Open to Program (School) Majors only.

+ SEC 55  SCHOOL RECORDS and ACCOUNTS
2 hrs. 2 crs.
Introduction to the activities and responsibilities of the school secretary, including the preparation of a variety of reports usually completed in the school office; records of school personnel, accounts, textbooks and supplies.
Open to Program (School) Majors only.

+ SEC 56  KEYBOARDING for BUSINESS COMMUNICATIONS
3 hrs. 2 crs.
Basic keyboarding skills for typewriter and computer input and the basics of written business communications which will be applied to the production and editing of business communications.
Open to Non Majors.

+ Basic Course
SEC 57 THE COMPUTER as a DESIGN TOOL
(also listed as ART 43) 3 crs. 4 hrs.
Illustrators, designers and desktop publishers learn basic concepts and receive hands-on experience in the use of a major computer illustration program which can be applied to commercial and fine-art illustrations.

SEC 58 BASIC DESKTOP PUBLISHING
(also listed as ART 45) 3 crs. 4 hrs.
Develops basic desktop publishing skills including placement of text and graphics into a desktop publishing program, designing documents such as flyers, newsletters and advertisements. Prerequisites: College level computer course or Department permission.

SEC 61 MEDICAL TERMINOLOGY and ELECTRONIC TRANSCRIPTION 4 crs. 4 hrs.
The basic principles of medical word building to develop comprehensive medical vocabulary in the respiratory, cardiovascular, musculoskeletal, endocrine, hematic, urogenital and female reproductive systems. Job competency skills, including editing and proofreading, are acquired through transcription of taped dictation of medical reports and correspondence on the computer. Required for all Medical Secretarial Majors. Prerequisites: SEC 12, 21, 23; ENG 12 Pre or Corequisite: SEC 33 Equivalent courses and Department permission may be accepted in lieu of these requirements.

SEC 62 COMPUTER APPLICATIONS for the MEDICAL OFFICE 3 crs. 3 hrs.
This course is for anyone interested in learning how to convert the management of a medical office to a computerized operation. Required for all Medical Secretarial Majors. Prerequisites: SEC 12, 21; ENG C2 or 12

SEC 81 INDEPENDENT STUDY 1-3 crs. 1-3 hrs.
Independent study of Secretarial/Office Administration is developed individually between student and faculty member and must be approved by the Department.

SEC 82 1-3 crs 1-3 hrs.
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
SEC 92a  FIELD EXPERIENCE—EXECUTIVE  
3 crs. 9 hrs.
Eight hours per week of supervised work experience in business offices in the community, and one hour a week of classroom discussion of the on-the-job experience are course requirements.
Prerequisites: SEC 30, 33, 37
Corequisite: SEC 34

SEC 92b  FIELD EXPERIENCE—LEGAL  
3 crs. 9 hrs.
Eight hours per week of supervised work experience in law firms in the community, and one hour a week of classroom discussion of the on-the-job experience are course requirements.
Prerequisites: SEC 33, 37, 51
Corequisites: SEC 34, 52

SEC 92c  FIELD EXPERIENCE—SCHOOL  
3 crs. 9 hrs.
Eight hours per week of supervised work experience in schools in the community, and one hour a week of classroom discussion of the on-the-job experience are course requirements.
Prerequisites: SEC 30, 33, 37, 53
Corequisites: SEC 34, 54, 55

SEC 92d  FIELD EXPERIENCE—MEDICAL  
3 crs. 9 hrs.
Eight hours per week of supervised work experience in medical environments in the community, and one hour a week of classroom discussion of the on-the-job experience are course requirements.
Prerequisites: SEC 33, 37, 61
Corequisites: SEC 34, 62

SEC 92e  FIELD EXPERIENCE—WORD/INFORMATION PROCESSING  
3 crs. 9 hrs.
Actual experience in using word/information processing machines to complete projects in business offices. Each student works a minimum of 100 hours as a word/information processing operator in business, attends lectures and seminars at the college to develop insight into the personnel and management problems of the electronic office.
Prerequisites: SEC 22, 23, 24, 33, 37
Corequisites: SEC 25, 34

A.A.S. Degree
SECRETARIAL/OFFICE ADMINISTRATION
Requirements—Page 95
TRAVEL and TOURISM DEPARTMENT
Room E-219 ext. 5143

Sheldon Friedland, Professor
Richard Graziano, Associate Professor
Jonathan Hill, Lecturer
Laurel Marshall, Assistant Professor
Stuart Schulman, Professor and Chairperson
Barbara Steffen, Associate Professor
TRAVEL and HOSPITALITY

+ TAH 1  INTRODUCTION to TRAVEL and TOURISM  3 crs. 3 hrs.
Overview of the many and varied organizations and agencies that make up the travel and tourism industry, their roles and interrelationships. Topics include transportation, lodgings, restaurants, wholesale and retail operations, attractions, government owned parks and facilities, trade organizations, and governmental agencies.

+ TAH 2  DESTINATION GEOGRAPHY  3 crs. 3 hrs.
Destination development topics include: travel motivation; man-made and natural attractions, and activities in their geographic context; major tourism destination areas; selling techniques used when counseling clients.

TAH 3  TOUR OPERATIONS and WHOLESALING  3 crs. 3 hrs.
Transportation and Wholesaling are major components of the travel and tourism industry. The Transportation area includes regulation and deregulation, fare structure, charters, administration, marketing. Wholesaling area includes services, tour packaging, legal aspects.
Prerequisite: TAH 2

TAH 11  AIRLINE TICKETING  3 crs. 3 hrs.
Skills and knowledge to properly prepare and process a variety of domestic and international flight coupons and other appropriate documentation for passenger travel. Fair construction, use of professional reference guides and tax computation of airline tickets.

TAH 12  TRAVEL AGENCY OPERATIONS  3 crs. 3 hrs.
The role of governmental and quasi-governmental bodies as they affect the operation and financial status of travel retailers and wholesalers. Introduced to the use of computer systems, students become familiar with governmental regulations and financial sales reports.
Prerequisite: TAH 11

TAH 14  COMPUTER RESERVATIONS SYSTEMS  3 crs. 4 hrs.
Continuous hands-on experience to access the computer to book for airlines, hotels, rental cars, trains and cruises. Intensive study of the TWA PARS computer reservations system.
Prerequisite: TAH 11

TAH 21  THE HOSPITALITY INDUSTRY  3 crs. 3 hrs.
Operation and management of hospitality enterprises with emphasis on application of management principles and financial operations in hotels, motels, restaurants, and resorts.
Prerequisite: TAH 2

TAH 31  TRANSPORTATION  3 crs. 3 hrs.
Regulatory environment, pricing structure, marketing and sales considerations as they interact with economic and social factors in both passenger and cargo transportation. All modes of surface and air transportation.
Prerequisite: TAH 2

+ Basic Course
TAH 41 INTRODUCTION to MEETING PLANNING
3 crs. 3 hrs.
The basic essentials and elements of meeting planning plus an introduction to the opportunities and responsibilities in this growing field.
Prerequisite: TAH 21

TAH 42 EVENT PLANNING and OPERATIONS
3 crs. 3 hrs.
To effectively manage the increasingly complex area of hotel and association meeting and event planning and operations, students learn to understand and deal with fiscal constraints and acquire necessary skills and knowledge to successfully interact with the various players involved.
Prerequisite: TAH 41

TAH 43 CATERING and BEVERAGE OPERATIONS
3 crs. 3 hrs.
Introduction to the basic skills and competencies required for catering, food and beverage operations, and the opportunities and responsibilities of this sector of the hospitality and tourism industry.
Prerequisite: TAH 21

TAH 44 TRADE SHOW, CONVENTION and EXPOSITION OPERATIONS
3 crs. 3 hrs.
Introduction to the convention, trade show, and exposition industry, and the relationship between these components and the tourism, meeting, and hospitality sectors. Professional development and opportunities are included.
Prerequisite: TAH 21

TAH 51 INTERPRETIVE GUIDING
3 crs. 3 hrs.
Basic components of Tour Guiding including duties and responsibilities of a tour guide and how to handle tour groups in various settings. New York City will be the reference point for sight and attraction guiding. Requirements for the New York City Tour Guide license.

TAH 61 INTRODUCTION TO LOGISTICS AND TRANSPORTATION
3 crs., 3 hrs.
An overview of the field of logistics and transportation in light of today's global market realities. Includes a thorough analysis of the U.S. and international transportation systems, physical distribution operations, and import/export documentation as well as the principles involved in the movement of goods worldwide.
Prerequisite: TAH I or equivalent professional experience.

TAH 62 COMPUTER CONCEPTS IN TRANSPORTATION
3 crs. 3 hrs.
Will prepare students to understand and implement the requisite computer applications related to the documentation, informational processing, inventory control, and tracking and tracing required by the global cargo transportation system.
Prerequisites: TAH 14 and TAH 61

TAH 63 DESTINATION LOGISTICS
3 crs. 3 hrs.
Will examine the legal and fiscal concerns in the movement of freight across and within national boundaries. System approaches to tracking and delivering goods will also be assessed, as well as processes and strategies involved in designing a transportation flow chart.
Prerequisite: TAH 61
TAH 64  TRANSPORTATION SIMULATION PRACTICUM  
3 crs. 3 hrs.  
Utilizes a computer strategic management simulation to provide students with the experience of making and implementing critical management decisions in the operation of a transportation company. Students strategize, work in teams, implements decisions, and are accountable for the results of their decisions. This course provides cognitive and operational skills required in a professional transportation environment.  
*Prerequisite:* TAH 14

TAH 73  THE GEOGRAPHY AND MARKETING OF FOOD AND WINE  
3 crs., 3 hrs.  
Will introduce students to the relationship between areas of food and wine production, culture, preparation and consumption. The role of food and wine as a component of the tourism and hospitality industry will be explored.  
*Prerequisite:* TAH I, TAH II

TAH 74  MENU MANAGEMENT AND PROFESSIONAL TABLE AND WAIT SERVICE  
3 crs., 3 hrs.  
The role and importance of proper wait service to the tourism and hospitality industry. Case studies, cost, and control factors in the construction and management of a function menu will be covered. New trends and developments will be explored as they relate to catering, trade shows and professional meetings.  
*Prerequisite:* TAH I, TAH II

TAH 81  INDEPENDENT STUDY  
3 crs. 3 hrs.  
Independent study of travel and tourism is developed individually between student and faculty member and must be approved by the Department.

TAH 91  PROFESSIONAL PORTFOLIO  
1 crs. 1 hrs.  
Will direct students in the preparation and assembly of a professional portfolio consisting of a career development package; research write-up and work samples. The portfolio will serve as a professional vitae for students in their internship fieldwork placement. A supervised practical experience evaluation completes the professional portfolio.

TAH 92  FIELD EXPERIENCE in TRAVEL and HOSPITALITY  
3 crs. 9 hrs.  
(8 hrs. in field plus 1 hr. on-campus seminar)  
To integrate theory and practice by applying acquired skills in an actual work environment, eight hours per week of supervised field experience in Travel and Hospitality plus one hour a week on campus of seminar discussion of relevant topic.  
*Prerequisite:* TAH 11

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**A.A.S. DEGREE**  
TRAVEL and TOURISM  
Requirements—Page 98

255
Jeanne Galvin, Assistant Professor
Sharad Karkhanis, Professor
Alan Mirvis, Assistant Professor
Coleridge Orr, Associate Professor and Chairperson
Roberta Pike, Assistant Professor
Michael Rosson, Associate Professor
     Director, Media Services
E. Susan Stonehill, Senior College Laboratory Technician
Louis Tirado, College Laboratory Technician
Angelo Tripichio, Associate Professor
The Library and Media Center is the major learning resource facility at the college. Students and faculty are provided with a rich variety of materials to support the curriculum, meet information needs, assist in study, in research, in stimulating cultural development, satisfying special interests and academic curiosity. Professional librarians offer reference service and individual teaching assistance for students, produce and distribute a library handbook and a twice yearly newsletter "Op Cit" for faculty, administration and staff, and are available to promote the full utilization of all library resources.

The Library's high-quality collection includes more than 130,000 carefully selected books, over 500 current periodicals, magazines and journals, more than 14,000 bound periodicals and over 9,000 micro-films. Additional resources include 16,000 pamphlets, government documents, career briefs, and special collections of maps and college catalogs. The Library also contains an online public access catalog (CUNY+) which contains Kingsborough's print holdings as well as those of several other City University colleges.

In the Media Center (Room L-115, ext. 5044) are a variety of non-print materials and media services. Among the materials available are motion pictures, audio and video tapes, slides, filmstrips, phonograph records and dictation discs. The Center maintains an audio studio for taped lessons, programs for playback and remedial use. Media reference service is available throughout the academic year. A "Learning Lab" provides audio playback facilities for faculty and students on a "walk-in" basis.
Gene J. Flanagan, Dean
Saul W. Katz, Assistant Dean
   Director, Community Relations
Janet Birnkrant, Director, Program Management
Norman Hunter, Director, Continuing Education Programs
Edward O'Brien, Director, Small Business Development Center
Tana Bigelow, Director of Publications
CONTINUING EDUCATION and EXTERNAL AFFAIRS

In support of its mission as an educational institution for the community, the College relies on outreach to a broad spectrum of learners. In addition to students of all ages who matriculate in credit and degree programs, the College serves learners who seek courses and programs on a not-for-credit basis. It also promotes learning outside of classrooms by making its rich resources as a collegiate institution—its scholars, artists and performers, print and technology resources, and campus facilities—available to the community.

Recognizing the importance of inter-connected networks of educational institutions, corporate entities, civic and governmental bodies, the College, its President, faculty and administrators are all active in these networks in order to secure the future, not only of the institution itself but of the City of New York as all advance toward the Twenty-first Century. Outreach efforts are developed in Continuing Education and External Affairs and, with the consent and support of the President, advanced by Community Relations, and Publications.

COMMUNITY RELATIONS

At the direction of the President and the Dean, Community Relations efforts serve to publicize the College and advance its mission. The College's vital links with its community are enhanced in several ways: through public events, such as the enormously popular free concerts; through provision of meeting places and facilities, and by making scholarly and civic expertise available to the community in addressing community issues.

BUSINESS TRAINING and DEVELOPMENT

The College, through the Office of Continuing Education, contributes to the economic vitality of the region by proactively reaching out and creating educational partnerships with business, industry and agencies. The partnerships are achieved by linking the resources of the College with the workforce development needs of the organization. The College assists with management and support staff training by providing needs assessment, course design, evaluations and certificates of completion. These programs are arranged around employee schedules, on site, at a convenient location, or on the Kingsborough Campus. These activities provide the business community with cost effective, comprehensive, quality programs to improve competitiveness by upgrading, retraining and creating jobs.

Contract Courses: Privately and Publicly Supported

Continuing Education offers courses and services for specialized target populations and program providers. Funded programs may serve, for example, adult learners in need of vocational counseling, literacy and English language instruction, and job training; these are offered under the aegis of the College and various public agencies, both state and national.

Continuing Education designs and provides courses for the employees of local business and industry and municipal agencies in furtherance of the College's mandate to contribute to the development of the workforce of its service area.
SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

An excellent example of the College's dedication to inter-connecting with the business community, the SBDC provides one-to-one business consulting services to new entrepreneurs and established businesses throughout Brooklyn. These services are free of charge; specialized seminars are also available at minimal cost. The specific services of the SBDC include assistance with business plan development, marketing research, cost analysis, start-ups, and organizational structuring. Consultants are also able to provide assistance on-site for businesses. There are two full-time locations, one on Campus, the other in Downtown Brooklyn.

PUBLICATIONS

The Publications Office produces the major catalogs, course listings, schedules of classes and handbooks for the academic departments of the College. In addition to informational publications, advertising and promotional responsibilities are assigned to the Publications Office, which also services Administration with posters and promotions; individual departments and divisions with special targeted recruitment efforts, such as brochures, advertising, special promotions, invitations and programs; students' requirements, including graduation invitations and souvenir programs.

CONTINUING EDUCATION PROGRAMS

Career Advancement Courses

Tailored to the needs of adults re-entering the job market or seeking to update or upgrade skills for current jobs, career advancement courses build skills in word processing, data processing, typing and shorthand, and other business office skills. Career planning is facilitated by courses which introduce the adult learner to occupational options.

Certificate Programs

Carefully designed sequences of courses comprise the certificate programs. Offered on a non-credit basis, exempt from liberal arts distribution requirements, and of considerably shorter duration than degree programs at the College, the Continuing Education certificate programs nevertheless require commitment to a sustained and rigorous course of study. They are designed for adults seeking entry level employment in such positions as bookkeeping, business computer applications, insurance, medical administrative assistant, medical billing, paralegal, real estate appraisal, real estate salesperson, real estate broker and word processing.
High School Equivalency

Preparation for the G.E.D. examination includes a diagnostic/prescriptive workup, practice in test-taking, instruction in content areas, critical thinking, writing skills development, and counseling for both career development and college admission. For adults not yet ready for high school completion, basic education courses are also provided.

English as a Second Language

Diagnostic testing and counseling precede placement in appropriate-level instruction for adults whose first language is not English. Instructional levels range from survival skills for those with no command of English, to advancement skills for employees in fields such as health care or business who wish to polish their English language skills.

Liberal Arts

A variety of liberal arts courses serves adults who wish to explore their current interests in the humanities, politics, psychology, foreign languages and other areas. Adults also register in short-term liberal arts courses to sample the experience of formal instruction in established disciplines, deciding whether they wish to enroll in the College's credit-based courses and degree programs.

S.A.T. Preparation Program

This Saturday morning program for high school students offers instruction, drill, and simulated testing in verbal, math, and test-wiseness skills in preparation for college entrance examinations. Counseling, advisement on college selection, the application process, financial assistance and scholarship programs are also included.

Diploma Now

Offered at public high schools in the College's service area. By providing preparation for the GED examination and vocational and college counseling, Diploma Now offers alternatives to students whose basic skills are good but who have fallen behind in their progress toward high school graduation and are at risk of dropping out of school. Approximately one-fourth of the Diploma Now graduates subsequently enroll in credit and degree programs at Kingsborough.

College for Kids

This Saturday morning program for pre-teens, ages 7 through 12, offers a combination of academic and active classes. Most classes are small and all instructors are dedicated and highly qualified so that youngsters enjoy these enrichment activities not ordinarily provided in the public schools. Courses may include, but are not limited to: foreign languages, creative writing, "hands-on" instruction in arts, crafts, and musical instruments, fishing, photography, as well as swimming, tennis, gymnastics, dance, self-defense, and soccer.
FACULTY & INSTRUCTIONAL STAFF

Frieda Aaron, Assistant Professor, English
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266
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273
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295
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THE CITY UNIVERSITY OF NEW YORK, . . . . . . . .

which was created by state legislation in 1961, has evolved from a “Free Academy” underwritten by the people of New York City in 1847 into a “public entity” of nine (9) senior colleges, seven (7) community colleges, a technical college, a graduate school, a law school, and an affiliated medical school. Article 125 of the New York State Education Law (Sections 6201, et. seq.) establishes The City University of New York as a separate and distinct body, corporate governed by a Board of Trustees. Prior to 1979, the members of this Board were convened as “The Board of Higher Education,” which had been established in 1926.

Of the Board’s seventeen (17) members, ten (10) are appointed by the Governor, including one from each borough; five (5) are appointed by the Mayor, including one from each borough; and two (2) are elected ex officio members: the Chairperson of the University Faculty Senate, who does not vote; and the Chairperson of the University Student Senate, who may vote. In general, the Board sets policy and approves actions of the University; determines the Bylaws of the University, from which all units derive or adopt specific governance structures; and appoints the Chancellor of the University and the presidents of its colleges.

The Chancellor oversees the administration of policies approved by the Board, recommends to the Board policies and actions on all educational activities of the University, and coordinates college matters involving business and financial procedures and management. It is the Chancellor’s responsibility as well, with the advice of the Council of Presidents, to prepare the operating and capital budgets of the University for consideration by the Board and presentation to the State and City. Administrative and staff support to these operations of the University, and to the Board, are provided through a structure of Vice Chancelleries and Deanships.

The Council of Presidents of the several colleges is established by the Bylaws of the University and is chaired by the Chancellor. The Council not only advises the Chancellor on the budget and on the formulation and revision of a Master Plan for public higher education in the City, but it may recommend directly to the Board in matters concerning the physical and instructional development of the University at large. The President of each college unit is specifically charged with the administration of his/her own institution and in this capacity he/she is responsible directly to the Board.

Within each institution, governance structures are established to meet unique needs and objectives; some of these structures may be at variance with plans called for in the University Bylaws, but are permitted by them. Under these Bylaws, responsibilities for policy at the college level are shared by the President, the Faculty, and students. The President has affirmative responsibility for conserving and enhancing the educational standards and general academic excellence of the college under his/her jurisdiction and is responsible to the Board as its advisor and executive agent on his/her campus. The President is also directed to consult with the Faculty, through appropriate bodies, on matters of appointments, reappointments, and promotions. One means of this consultation is provided for in the Bylaws through the requirement for a Committee on Faculty Personnel and Budget at each college.

The Bylaws reserve to the Faculty of each institution, subject to guidelines established by the Board of Trustees, responsibility for the formulation of policy relating to curriculum, admission and retention of students, credits, attendance, and the granting of degrees. Recommendations in these matters by a Faculty, Faculty Council, or other organization created under a Board-approved college governance plan to represent the Faculty, as provided for in the Bylaws, shall be forwarded to the Board by the President.
SPECIAL PROGRAMS

Baccalaureate Degree Program

The CUNY Baccalaureate degree, awarded by the University, brings a flexible approach to the concept of a liberal arts education with maximum opportunity to take courses and work with faculty at other than the home college and permits incorporating individual research, travel, work, community activities and other off-campus activities of educational value into an individually planned course of study. Open to students who completed at least 15 credits at a CUNY college. Information and applications available from the campus coordinator (page 31) or from Coordinator, CUNY B.A. Program, The Graduate School and University Center, 33 West 42nd Street, NY, N.Y. 10036.

College Discovery

Students who meet certain requirements, particularly with regard to family income, may be eligible for admission to one of The City University's special programs. The Community College level program is called College Discovery. A "first-time admission" applicant, who may be qualified for this program, should complete the section on the admissions application form which pertains to Special Programs. Candidates are selected by a special, selective system. Those not chosen for the Special Programs are automatically considered for admission under regular admission procedures (page 25).

Computer Facilities

The University Computer Center provides Kingsborough students, faculty, and staff access to a large-scale computing facility for academic and administrative purposes. Batch job processing and teleprocessing services are provided. All standard IBM languages, numerous mathematical, social science, and scientific application packages and comprehensive Database services are available. A portion of the computer is dedicated to a "free class" of job execution that does not require the establishment of a UCC allocation account. The teleprocessing systems include WYLBUR for text editing and remote job entry, CMS for instructional interactive usage, and APL for scientific use. Graphic hardware and software is also available to users. In conjunction with the KCC Computer Center, consulting, documentation, and educational services are provided. Kingsborough students, faculty and staff have access to personal computing laboratories containing IBM computers plus significant amount of programs available for instructional use on these computers. The University Computer Center is at 555 West 57 Street in Manhattan, KCC's remote job entry stations and public terminals enable access from the campus. For information, contact UCC Coordinator, User Services (212) 977-8000 or, Mr. James Anastasio (718) 368-4900, KCC Administrative Computing.

Foreign Students Program

All applicants who hold, or expect to obtain, temporary (non-immigrant) visas, should request the correct application form from the Foreign Students Office of the CUNY Admission Services, 875 Avenue of the Americas, New York, N.Y. 10001.

Super Citizens

New York State residents, 60 years of age and over, may attend CUNY colleges under a policy of the Board of Trustees. No tuition is charged to state residents, but a $70 registration fee is charged each semester. Some documentation of age and residency must be submitted. Students are accepted on a matriculated or non-degree basis, depending upon previous educational experience and the availability of space at the College. Students wishing to apply as matriculated students should check the appropriate filing dates with the Admissions Office, Room A-105 ext. 5676.

The Office of Admission Services

The Office of Admission Services assists all prospective applicants interested in attending one of the CUNY colleges. OAS, in conjunction with the University Application Processing Center (UAPC) processes all freshmen and advanced standing transfer applications and evaluates all foreign educational documents. The office, at 101 West 31st Street in Manhattan includes:

The Information Center: Provides information on: CUNY Admissions Procedures, International Student Admissions, Financial Aid, CUNY Programs and GED information. The Center is open Monday through Thursday, 9:00 A.M.-6:00 P.M., and Friday, 9:00 A.M.-5:00 P.M. Phone: 212-947-4800.

School and Community Services: Disseminates pre-admission information on CUNY to students and guidance counselors in all New York City High Schools and most of the large community agencies.

Computer Based Educational Opportunity Center (CBEOC): CBEOC is a federally funded program operating in conjunction with CUNY's Office of Admission Services. Its prime goal is to assist persons from low-income areas to enroll in a post-secondary education program. Phone: 212-868-6200.

New York City Regional Center for Life Long Learning: Housed at the Office of Admission Services, the Center for Life Long Learning provides to interested applicants, guidance counselors and community agencies, information about post-secondary educational opportunities available in New York City.

OAS administers the College Level Examination Program (CLEP) and the Test of English as a Foreign Language (TOEFL), and prepares CUNY publications such as the Guide to Admissions and the CUNY Community Newsletters.
Colleges of The City University of New York

Graduate Division
THE GRADUATE SCHOOL and UNIVERSITY CENTER, founded in 1961
Frances D. Horowitz, President
THE CUNY LAW SCHOOL at QUEENS COLLEGE, founded in 1973
Kristin Booth Glen, Dean

Senior Colleges
THE CITY COLLEGE, founded in 1847
Yolanda T. Moses, President
HUNTER COLLEGE, founded in 1870
David A. Caputo, President
BROOKLYN COLLEGE, founded in 1930
Vernon E. Lattin, President
QUEENS COLLEGE, founded in 1937
Allan Lee Sessoms, President
NEW YORK CITY TECHNICAL COLLEGE, founded in 1946;
affiliated with The City University in 1964
Emilie A. Cozzi, Acting President
JOHN JAY COLLEGE of CRIMINAL JUSTICE, founded in 1964
Gerald W. Lynch, President
YORK COLLEGE, founded in 1966
Charles C. Kidd, Sr., President
BERNARD M. BARUCH COLLEGE, founded in 1968
Matthew Goldstein, President
HERBERT H. LEHMAN COLLEGE, founded in 1968
Ricardo R. Fernandez, President
MEDGAR EVERS COLLEGE, founded in 1968
Edison O. Jackson, President
THE COLLEGE OF STATEN ISLAND, founded in 1976
Marlene Springer, President

Community Colleges
BRONX COMMUNITY COLLEGE, founded in 1957
Carolyn G. Williams, President
QUEENSBOROUGH COMMUNITY COLLEGE, founded in 1958
Kurt R. Schmeller, President
KINGSBOROUGH COMMUNITY COLLEGE, founded in 1963
Leon M. Goldstein, President
BOROUGH of MANHATTAN COMMUNITY COLLEGE, founded in 1963
Antonio Perez, President
EUGENIO MARIA de HOSTOS COMMUNITY COLLEGE, founded in 1968
Isaura Santiago-Santiago, President
FIORELLO H. LA GUARDIA COMMUNITY COLLEGE, founded in 1968
Raymond C. Bowen, President

Affiliated Institution
MOUNT SINAI SCHOOL of MEDICINE,
affiliated with The City University in 1967
John W. Rowe, President
INDEX

A

Absences .............................................. 42
Academic
  Calendar ........................................ 9
  Information .................................. 35
  Standards ..................................... 37
Accounting Program
  Course Descriptions ....................... 134
  Degree Requirements ....................... 81
Accreditation .................................... 8
Admission
  Applications ................................ 13
  Deadline Dates ................................ 13
  Information .................................. 11
  Preparatory Initiative (CPI) .............. 36
  Information Center .......................... 11
  Procedures .................................. 11
  Requirements ................................ 11
Adult Education ................................ 26, 259
Advanced Standing ................................ 12
Anthropology ................................... 111
Art Department ................................ 101
  Course Descriptions ....................... 103
  Degree Requirements ....................... 70
Associate in Applied Science
  Degrees ....................................... 78
  Programs ..................................... 80
  Requirements ................................. 81-99
Associate in Arts
  Degree .......................................... 54
  Program ....................................... 55
  Requirements ................................. 57
Associate in Science
  Degrees ........................................ 58
  Programs ..................................... 59
  Requirements ................................. 60-75
Athletics ......................................... 34
Attendance ....................................... 42
Auditing Policy .................................. 40

B

Baccalaureate Degree Program ................... 31, 311
Basic Courses .................................... 37
Basic Skills Proficiency ........................ 35
Behavioral Sciences and
  Human Services Department ................. 109
  Course Descriptions ....................... 109
  Degree Requirements ....................... 68, 73, 87, 88
Bequests .......................................... 48
Bilingual Studies Program ..................... 25, 166
  English Courses .............................. 164
Biological Sciences Department ............. 123
  Course Descriptions ....................... 125
  Degree Requirements ....................... 61, 63, 75, 91
Biology Program
  Course Descriptions ....................... 123
  Degree Requirements ....................... 61
Broadcasting Technology
  and Management Program
    Course Descriptions ..................... 143
    Degree Requirements ..................... 83
    Music Technology Concentration .......... 84
Business Administration Program
  Course Description .......................... 133
  Degree Requirements ....................... 85
Business Career Programs ..................... 80
Business Department ......................... 133
  Course Descriptions ....................... 134
  Degree Requirements ....................... 81, 85, 89, 92
Business Officers (KCC) ....................... 300

313
Career Counseling ........................................... 23
Career Programs
  Business .................................................. 81, 85, 92
  Health ..................................................... 93, 97
  Social Service ......................................... 65, 87, 88
Catalog (KCC) ............................................. 47
Change of
  Curriculum ............................................. 40
Grades ..................................................... 39
Chemistry Program
  Course Descriptions .................................. 233
Degree Requirements .................................... 63
Child Care Center ....................................... 25
Child Care/Early Childhood Education Program
  Course Descriptions .................................. 111
Degree Requirements .................................... 87
City University of New York ......................... 310
  Admission Services .................................... 311
  Articulation Policy .................................... 44
  Board of Trustees ....................................... 309
  Colleges and Presidents ................................ 312
  Computer Facilities .................................... 311
  CPI Program ............................................. 36
  Officers .................................................. 309
  Rules and Regulations .................................. 301
  Special Programs ....................................... 311
  Transfer Policy ......................................... 44
Co-Curricular Activities ................................. 24
College Discovery ....................................... 25, 311
  "College Now" Program ................................ 31
  Course Descriptions 130, 137, 150, 167, 207
College Preparatory Initiative (CPI) .................. 36
Community Health Program
  Course Descriptions .................................. 192
Degree Requirements .................................... 65
Computer Center
  CUNY ..................................................... 311
  KCC ....................................................... 31
Computer Data Processing Program
  Course Descriptions .................................. 187
  Degree Requirements ................................... 86
Computer Programming Program ....................... 214
Computer Science Program
  Course Descriptions .................................. 216
  Degree Requirements ................................... 67
Continuing Education .................................... 259
C.O.P.E. Program ......................................... 25
Counseling ............................................... 23
  Career .................................................... 24
  Employment ............................................. 24
  Freshmen ............................................... 23
  Placement ............................................... 24
  Transfer .................................................. 24
  Veterans .................................................. 26
Course Descriptions .................................... 103-255
Courses
  Advanced ................................................ 38
  Basic ..................................................... 38
  Remedial ................................................ 38
Credits
  Equated .................................................. 37
  Transfer of ............................................. 11
Cultural Affairs ......................................... 31
CUNY ....................................................... 309
  Admission Services .................................... 311
  Board of Trustees ....................................... 309
  Colleges and Presidents ................................ 312
  Computer Facilities .................................... 311
  Officers .................................................. 309
  Rules and Regulations .................................. 301
  Special Programs ....................................... 311
Curricula ................................................ 49
  Associate in Applied Science ......................... 78
  Associate in Arts ....................................... 54
  Associate in Science ................................... 58
  Change of ................................................. 40
Data Processing Program
(see Computer Data Processing Program) 187
Degree Programs ......................................... 51
    Associate in Applied
    Science (A.A.S.) ................................... 78
    Associate in Arts (A.A.) .......................... 55
    Associate in Science (A.S.) ....................... 58

Departments
    Art.......................................................... 101
    Behavioral Sciences and
    Human Services ..................................... 109
    Biological Sciences .................................. 123
    Business .................................................. 133
    English ................................................... 157
    Foreign Languages ..................................... 171
    Health, Physical Education
    and Recreation ....................................... 183
    History, Philosophy
    and the Social Sciences ............................ 197
    Library .................................................... 257
    Mathematics and Computer
    Science .................................................. 209
    Music —see Communications and
    Performing Arts ..................................... 143
    Nursing .................................................... 223
    Physical Sciences ....................................... 231
    Secretarial/Office
    Administration ......................................... 243
    Speech and Theatre
    —see Communications and
    Performing Arts ..................................... 143
    Student Development .................................. 21
    Travel and Hospitality ................................ 253

Disabled Students ................................. 26
Dismissal .................................................. 41

Early Childhood Education/
Child Care Program
Course Descriptions ......................... 111
Degree Requirements ......................... 87
Economics ............................................... 138
Education Associate
Course Descriptions ......................... 113
Degree Requirements ......................... 88
Education Courses ......................... 111
Educational Studies
Course Descriptions ......................... 115
Degree Requirements ......................... 68
Emergency
College Closing ............................... 319
Health or Accidents ............................. 17, 34
Endowments ............................................ 48
Engineering Science Program
Degree Requirements ......................... 69
English as a Second Language ............ 164
English Department ............................... 157
Course Descriptions ......................... 159
CUNY Requirements ......................... 158
Equated Credits ...................................... 37
Evening and Weekend Studies ............. 48
Examinations ............................................ 38
Expenses, Student ................................. 28
N
“New Start” Program.................... 26
Newspaper (Scepter).................... 24
Non-Degree Students............... 11
Nursing Department.................. 223
Course Descriptions............. 227
Degree Requirements................ 93
Drug Calculation Policy............ 226
Insurance.......................... 226
Requirements........................ 225
Retention Regulations.............. 226

O
Occupational Therapy Transfer Option
Degree Requirements............... 61

P
Peer Advisor Program................ 26
Pharmacy Transfer Option
Degree Requirements............... 61
Philosophy......................... 204
Physical Education................ 187
Physical Sciences Department... 231
Course Descriptions.............. 233
Degree Requirements.............. 63, 69, 74
Physics Program
Course Descriptions.............. 239
Degree Requirements.............. 74
Political Science................ 205
Pre-Physician Assistant Concentration
Degree Requirements............... 62
Pre-Physical Therapy Assistant Program
Degree Requirements............... 75
Programs.......................... 50
Change of.......................... 40
Psychology......................... 117
Public Service Institute (KIPS).... 32

R
Radio Broadcasting Program
Course Descriptions.............. 147
Degree Requirements................ 83
Radio Station WKRB.................. 33
Readmission to College............. 18, 40
Referral Counseling................ 23
Refunds................................ 16
Registrar............................. 18, 300
Remedial Courses.................. 38

S
Safety and Security
Rules and Regulations.............. 301
Scepter (Newspaper)................. 24
Scholarships........................ 29
Scholastic Standing............. 35, 37
Science Departments
Biological.......................... 123
Course Descriptions.............. 125
Physical.......................... 231
Course Descriptions.............. 233
Seafood Business Management
Courses............................ 236
Secretarial/Office Administration
Department.......................... 243
Course Descriptions.............. 245
Degree Requirements............... 95
Semesters (Fall, Spring)......... 9
Senior Citizens Program........... 26, 311
Social Service Career Programs... 113
Sociology.......................... 120
Spanish............................. 178
Special Programs
CUNY................................ 311
KCC................................ 31
Speech and Theatre
Course Descriptions.............. 143
Sports............................... 34
Sports, Fitness and Therapeutic Recreation Program
Course Descriptions.............. 193
Degree Requirements............... 97
Student Development Department... 21
Course Descriptions.............. 23
Student Expenses.................. 28
Student Publications.............. 24
Summer Module...................... 9
HOLIDAYS and EMERGENCY COLLEGE CLOSING

The Academic Calendar lists scheduled holidays when the College is closed and no classes held.

In the event of Emergency College Closing, due to inclement weather or other factors over which the College has no control, students can get up-to-the-minute information by listening to the following radio stations for instructions.

<table>
<thead>
<tr>
<th>Station</th>
<th>Number</th>
<th>Station</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>WADO</td>
<td>1280 am</td>
<td>WFAS</td>
<td>1230 am</td>
</tr>
<tr>
<td>WBLS</td>
<td>107.5 fm</td>
<td>WINS</td>
<td>103.9 fm</td>
</tr>
<tr>
<td>WCBS</td>
<td>880 am</td>
<td>WLIB</td>
<td>1010 am</td>
</tr>
<tr>
<td></td>
<td>101.1 fm</td>
<td></td>
<td>1190 am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WKRB</td>
<td>90.9 fm (Kingsborough Community College Station)</td>
</tr>
</tbody>
</table>

NOTE: Programs and requirements, tuition and fee schedules listed in the catalog, are necessarily subject to change at any time at the discretion of the administration and/or action by Kingsborough Community College, the CUNY Board of Trustees, The City University or the State University of New York.
Health Services Center
Room A-108, ext. 5684

The College Health Office reviews student medical forms and evaluates health status, facilitates the removal of handicaps to learning and ascertains the need for special adaptations of the college program to ensure the maximum development of each student (see page 16). First aid, emergency treatment, educational, preventative and advisory services are provided. Registered Nurses are in attendance when classes are in session to assist students with specific health problems. Any accident or illness incurred during school hours or enroute to the college should be reported immediately.

For information contact Dr. Alfredo Torres, Director.

High School for the Sciences
T-7 Building

To provide a quality high school education for all students at all levels with special emphasis on the sciences, the Kingsborough Community College High School for the Sciences opened in September 1993 to a general high school population. Students will be enrolled in a Regents diploma program, will graduate with all College Preparatory Initiative (CPI) requirements and be computer literate. The high school, which is a collaborative effort between KCC and the Board of Education, New York High School division, will have a total enrollment of fewer than 800 students in the future.

"Honors Option" Program
Room F-106, ext. 5365

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

First semester students who are enrolled for at least 12 credits and achieve a scholastic index of 3.20 or better are given the opportunity to apply for this special "Honors Option" program the following semester. Those accepted, may enroll in one or more of the "Honors" courses each semester, are invited to attend faculty lecture programs, receive priority registration and other privileges.

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

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

The Kingsborough Institute for Public Service, started in 1970, continues to pursue its mission of education and service for the College and the community. It makes it possible for the entire college population to take an active part in social, economic, public service and political action projects. The Institute serves as an initiator and facilitator in the exploration and development of public service projects recommended by faculty, students and community members. In the development of these projects, KIPS does not take any particular political or social point of view, but treads the line between education and activism fairly and objectively by presenting varying approaches, philosophies and viewpoints in its debates, panels, conferences, publications and other programs. Programs include: conferences, lectures and debates primarily in response to campus needs, community requests or joint campus-community involvement; special services.

For information contact Prof. Sidney Helfant, Director.
A.A. LIBERAL ARTS
Requirements for Matriculants

Total credits: 60

COLLEGE REQUIREMENTS
(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

ENG 12 (based on CUNY Test scores, students may be exempt)................................. 4 credits
ENG 24 ................................................................. 3
HPE 12 ................................................................. 3

If Required
ENG 04, 91, 92 &/or 93 ....................................................... 0
MAT M1 & M2 or MAT R2 proficiency ........................................ 0

GROUP REQUIREMENTS
At least six credits of the nine credits from EACH group—I thru IV—must be in Basic Courses.

Students are required to take three credits less in one group from Groups I thru V.

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

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

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

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

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

ELECTIVES—Sufficient to meet required total of ........................................ 60 credits
THE ASSOCIATE IN SCIENCE (A.S.) DEGREE

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

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

PROGRAMS

<table>
<thead>
<tr>
<th>Arts</th>
<th>• Fine Arts</th>
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<tbody>
<tr>
<td>Mathematics</td>
<td>• Mathematics/Computer Science</td>
</tr>
<tr>
<td>Science</td>
<td>• Biology (with concentrations in Pre-Physician Assistant, Occupational Therapy and Pharmacy Transfer Options)</td>
</tr>
<tr>
<td></td>
<td>• Chemistry (with concentration in Food Science)</td>
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<tr>
<td></td>
<td>• Community Health</td>
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<td></td>
<td>• Educational Studies</td>
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<td></td>
<td>• Engineering Science</td>
</tr>
<tr>
<td></td>
<td>• Mental Health and Human Services</td>
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<tr>
<td></td>
<td>• Physics</td>
</tr>
<tr>
<td></td>
<td>• Pre-Physical Therapy</td>
</tr>
</tbody>
</table>
A.S. DEGREE PROGRAMS

ARTS PROGRAMS

Fine Arts
Requirements, page 70
Course Descriptions, page 103

HEALTH AND HUMAN SERVICES PROGRAMS

Biology
Requirements, page 61
Course Descriptions, page 123

Chemistry
Requirements, page 63
Course Descriptions, page 233

Community Health
Requirements, page 65
Course Descriptions, page 192

Educational Studies
Requirements, page 68
Course Descriptions, page 111

Engineering Science
Requirements, page 69
Course Descriptions, page 239

Mental Health and Human Services
Requirements, page 73
Course Descriptions, page 115

Physics
Requirements, page 74
Course Descriptions, page 239

Pre-Physical Therapy Assistant
Requirements, page 75
Courses, page 123

MATHEMATICS PROGRAMS

Computer Science
Requirements, page 67
Course Descriptions, page 216

Mathematics
Requirements, page 72
Course Descriptions, page 217
**A.S. BIOLOGY**

*Requirements for Matriculants*

**COLLEGE REQUIREMENTS**

(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 12 (based on CUNY Test scores, students may be exempt)</td>
<td>4</td>
</tr>
<tr>
<td>ENG 24</td>
<td>3</td>
</tr>
<tr>
<td>HPE 12</td>
<td>3</td>
</tr>
<tr>
<td><strong>If Required</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 04, 91, 92 &amp;/or 93</td>
<td>0</td>
</tr>
<tr>
<td>MAT M1 &amp; M2 or MAT R2 proficiency</td>
<td>0</td>
</tr>
</tbody>
</table>

**DEPARTMENT REQUIREMENTS**

Preparatory Biology (BIO 10 if required) ........................................... 0 credits

| + General Biology I and II (BIO 13-14)                                   | 8       |
| Biology Laboratory Courses (excluding courses for Allied Health students) | 8       |
| General Chemistry I and II (CHM 11-12)                                 | 8       |
| Analytic Geometry and Pre-Calculus Math (MAT 14)                        | 4       |

The following variations in degree requirements are based on articulation agreements.

<table>
<thead>
<tr>
<th>OCCUPATIONAL THERAPY TRANSFER OPTION*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Biology I and II (BIO 13-14)</td>
<td>8</td>
</tr>
<tr>
<td>Human Anatomy and Physiology I and II (BIO 11-12)</td>
<td>8</td>
</tr>
<tr>
<td>General Chemistry I (CHM 11)</td>
<td>4</td>
</tr>
<tr>
<td>Elements of Statistics (MAT 20)</td>
<td>3</td>
</tr>
<tr>
<td><strong>PLUS</strong></td>
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</tbody>
</table>

Completion of 40 hours of volunteer or paid experience in an occupational therapy facility approved, in advance, by the Program Coordinator.

<table>
<thead>
<tr>
<th>PHARMACY TRANSFER OPTION*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparatory Biology (BIO 10, if required)</td>
<td>0</td>
</tr>
<tr>
<td>+ General Biology I and II (BIO 13-14)</td>
<td>8</td>
</tr>
<tr>
<td>Human Anatomy and Physiology I and II (BIO 11-12)</td>
<td>8</td>
</tr>
<tr>
<td>General Chemistry I and II (CHM 11-12)</td>
<td>4</td>
</tr>
<tr>
<td>Organic Chemistry I and II (CHM 31-32)</td>
<td>10</td>
</tr>
<tr>
<td>+ Calculus I (MAT 15)</td>
<td>4</td>
</tr>
</tbody>
</table>

Recommended

| General Physics I (PHY 11)                                             | 4       |

+ Prerequisites must be met or additional credits may be required.

§ Consultation with the Department Advisor is required.

** These programs are within the Biological Sciences Department

*Courses must be discussed in advance with Department Advisor. Specific recommendations for group distribution courses or electives are dependent upon the requirements of particular occupational therapy or pharmacy programs to which the student may wish to apply for transfer.*

**Total credits: 60–64**
PRE-PHYSICIAN ASSISTANT CONCENTRATION *

Preparatory Biology (BIO 10, if required) .................................................. 0 credits
Biology (BIO 13–14), Chemistry (CHM 11–12), Mathematics (MAT 14) ........ 20
Human Anatomy and Physiology (BIO 11–12) ........................................... 8
General Psychology (PSY 11) ........................................................................ 8
Human Growth and Development (PSY 32) .................................................. 3

Recommended Electives*
  Microbiology in Health and Disease (BIO 51) .............................................. 4
  Science of Nutrition (BIO 70) ..................................................................... 3
  Cardiopulmonary Resuscitation (HE 20) ..................................................... 1
  Emergency Health Care (NUR 41) .............................................................. 2
  Organic Chemistry I and II (CHEM 31–32) ................................................. 10

* Specific electives must be discussed in advance with Department Advisor

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

FOOD SCIENCE CONCENTRATION *

Preparatory Biology (BIO 10, if required) .................................................. 0 credits
Biology (BIO 13–14), Chemistry (CHM 11–12), Mathematics (MAT 14) ........ 20
Introductory Food Science (BIO 40) .............................................................. 3
General Microbiology (BIO 50) ................................................................. 4
Basic Principles of Molecular Biology (BIO 58) ........................................... 4
Science of Nutrition (BIO 70) .................................................................... 3
Organic Chemistry I (CHM 31) ................................................................. 5

Recommended
  Calculus I and II (MAT 15–16) ................................................................. 8
  General Physics I (PHY 11) ................................................................. 4

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

GROUP REQUIREMENTS* ................................................................................ 9 credits
A minimum of three credits each from at least three different groups—I thru IV—must be in Basic Courses.

I.  Performing and Visual Arts ........................................................................ 3 credits
    (Excluded are Art & Music Studio, Theatre Production & Technique Courses)
    Art - Music - Speech - Theatre Arts
II. Language and Literature .......................................................................... 3
III. Social Sciences ......................................................................................... 3
    Economics - History - Political Science
IV. Behavioral Sciences .................................................................................. 3
    Anthropology - Psychology - Sociology
V.  Mathematics and Sciences ........................................................................ 24 credits
    Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES—Sufficient to meet required total of ................................................. 60–64 credits

*Department requirements may be used to satisfy groups I-V requirements.
A.S. CHEMISTRY**

Requirements for Matriculants

COLLEGE REQUIREMENTS
(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

ENG 12 (based on CUNY Test scores, students may be exempt) ........................................ 4 credits
ENG 24 .................................................................................................................. 3
HPE 12 .................................................................................................................. 3
If Required
   ENG 04, 91, 92 &/or 93 .......................................................... 0
   MAT M1 & M2 or MAT R2 proficiency .................................................. 0

DEPARTMENT REQUIREMENTS §

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

FOOD SCIENCE CONCENTRATION *

Chemistry Emphasis

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

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

+ Prerequisites must be met or additional credits may be required.
§ Consultation with the Department Advisor is required.
** This program is within the Physical Sciences Department.
GROUP REQUIREMENTS* .................................................................................................................. 9 credits
A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts ................................................................................................. 3 credits
   (Excluded are Art & Music Studio, Theatre Production & Technique courses)
   Art - Music - Speech - Theatre Arts

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

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

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

V. Mathematics and Sciences ................................................................................................. 24 credits
    Biological Sciences - Mathematics & Computer Science - Physical Sciences
    (Met by Department requirements)

ELECTIVES—Sufficient to meet required total of ......................................................................... 60-64 credits

*Department requirements may be used to satisfy groups I-V requirements.
A.S. COMMUNITY HEALTH**
Requirements for Matriculants

COLLEGE REQUIREMENTS
(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or remedial courses may be required.)

ENG 12 (based on CUNY Test scores, students may be exempt) ........................................ 4 credits
ENG 24 ......................................................................................................................... 3
HPE 12 .......................................................................................................................... 3

If Required
ENG 04, 91, 92 &/or 93 ................................................................................................. 0
MAT M1 & M2 or MAT R2 proficiency ............................................................................ 0

DEPARTMENT REQUIREMENTS §
Introduction to Community Health (COH 11) ................................................................. 3 credits
Critical Issues in Community Health (COH 12) ............................................................... 3
Epidemiology (COH 13) .................................................................................................... 3
Helping Skills for Community Health majors (COH 20) .................................................. 3
Drugs, the Individual and Society (HE 40) .................................................................... 3
Human Sexuality (HE 52) ............................................................................................... 3
Introduction to Gerontology (MH 35) ............................................................................ 3
Human Anatomy and Physiology I and II (BIO 11, 12) .................................................. 8
Elements of Statistics (MAT 20) ..................................................................................... 3
General Psychology (PSY 11) ......................................................................................... 3
Science of Nutrition (BIO 70) ........................................................................................ 3
Introduction to Sociology (SOC 31) ............................................................................... 3
Community Health Internship (COH 91) ...................................................................... 3

GERONTOLGY CONCENTRATION
Introduction to Gerontology (MH 35) ............................................................................. 3 Credits
Psychological, Behavioral and Physical Disorders of the Aged (PSY 38) .............. 3
Biology of Aging (BIO 39) .............................................................................................. 3
Perspectives on Death and Dying (NUR 43) ................................................................. 3
Introduction to Community Health (COH 11) ............................................................... 3
Helping Skills for Community Health Majors (COH 20) ............................................. 3
Field Experience in Community Health (COH 91) ....................................................... 3
Drugs, the Individual and Society (HE 40) .................................................................. 3
Science of Nutrition (SCI 70) ....................................................................................... 3
Human Anatomy and Physiology (BIO 11, 12) .......................................................... 8
Introduction to Sociology (SOC 31) .............................................................................. 3
General Psychology (PSY 11) ...................................................................................... 3

§ Consultation with the Department Advisor is required.
** This program is within the Health, Physical Education and Recreation Department.
GROUP REQUIREMENTS* ........................................................................ 9 credits

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts .......................................................... 3 credits
   (Excluded are Art & Music Studio, Theatre Production & Technique courses)
   Art - Music - Speech - Theatre Arts
II. Language and Literature............................................................. 3
   Foreign Language - Literature - Philosophy
III. Social Sciences ....................................................................... 3
   Economics - History - Political Science
IV. Behavioral Sciences................................................................. 3
   Anthropology - Psychology - Sociology
V. Mathematics and Sciences .......................................................... 6 credits
   Biological Sciences - Mathematics & Computer Science - Physical Sciences
   (Met by Department Requirements)

ELECTIVES—Sufficient to meet required total of ................................ 60 credits
(Specific electives must be discussed in advance with the Department Advisor.)

* Department requirements may be used to satisfy groups I-V requirements.
A.S. COMPUTER SCIENCE**

Requirements for Matriculants

Total credits: 60-64

COLLEGE REQUIREMENTS

(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

ENG 12 (based on CUNY Test scores, students may be exempt) ........................................... 4 credits
ENG 24 ................................................................................................................................. 3
HPE 12 ................................................................................................................................. 3

If Required

ENG 04, 91, 92 &/or 93 ........................................................................................................ 0
MAT M1 & M2 or MAT R2 proficiency .................................................................................. 0

DEPARTMENT REQUIREMENTS §

Introduction to Computing (CS 12) ...................................................................................... 4 credits
Computer and Assembly Language Programming (CS 14) .................................................. 5
Discrete Structures (CS 35) ..................................................................................................... 5
Program Design and Analysis (CS 37) .................................................................................... 4
+ Calculus I, II and III (MAT 15, 16, 21) ............................................................................. 12
Differential Equations (MAT 55) OR,
  Linear Algebra (MAT 56) ................................................................................................. 3
Biology I and II (BIO 13–14) OR,
  Physics I and II (PHY 11–12) OR,
  Advanced General Physics I and II (PHY 13–14) ............................................................ 8

GROUP REQUIREMENTS* ......................................................................................................... 9 credits

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts .............................................................................................. 3 credits
   (Excluded are Art & Music Studio, Theatre Production & Technique courses)
   Art - Music - Speech - Theatre Arts

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

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

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

V. Mathematics and Sciences .............................................................................................. 24 credits
    Biological Sciences - Mathematics & Computer Science - Physical Sciences
    (Met by department requirements)

ELECTIVES—Sufficient to meet required total of ................................................................. 60-64 credits

* Department requirements may be used to satisfy groups I-V requirements.
+ Prerequisites must be met or additional credits may be required
§ Consultation with the Department Advisor is required.
** This program is within the Mathematics and Computer Science Department.
A.S. EDUCATIONAL STUDIES**

Requirements for Matriculants

COLLEGE REQUIREMENTS
Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing and Mathematics Placement Examination scores or remedial courses may be required.

ENG 12 .............................................................................................................. 4 credits
ENG 24 .............................................................................................................. 3
HPE 12 .............................................................................................................. 3

DEPARTMENT REQUIREMENTS §
Foundations of Education (EDC 20) ................................................................... 3 credits
Social Science in Education (EDC 21) ................................................................. 3
Art Workshop in Education (EDC 22) ................................................................. 2
Music & Movement Workshop in Education (EDC 23) ....................................... 2
Practicum in Teacher Development I (EDC 90) ..................................................... 3
General Psychology (PSY 11) ........................................................................... 3
Psychological Disorders in Children (PSY 24) ................................................... 3
Human Growth and Development (PSY 32) ....................................................... 3
Introduction to Sociology (SOC 31) ................................................................. 3
Urban Sociology (SOC 32) ................................................................................ 3
Development of Literacy in Children (HUM 81) ................................................. 1
Liberal Arts (Groups I-V) Electives ................................................................... 4

GROUP REQUIREMENTS*
This program is jointly registered with Brooklyn College's B.A. in Early Childhood Education or Elementary Education. To satisfy Brooklyn College Core Equivalencies, courses must be carefully selected with an Educational Studies Faculty Advisor.

I. Performing and Visual Arts
   (Excluded are Art & Music Studio, Theatre Production & Technique courses) Art - Music - Speech - Theatre Arts
   (Optional use of Liberal Arts elective credits - Speech recommended)

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

III. Social Sciences .......................................................................................... 6
    Economics - History - Political Science

IV. Behavioral Sciences (Satisfied by Department Requirements)
    Anthropology - Psychology - Sociology

V. Mathematics and Sciences ........................................................................... 12
    Biological Sciences - Mathematics & Computer Science -
    Physical Science

* Department requirements may be used to satisfy groups I-V requirements.
§ Consultation with the Department Advisor is required.
**This program is within the Department of Behavioral Sciences and Human Services.
A.S. ENGINEERING SCIENCE**

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

ENG 12 (based on CUNY Test scores, students may be exempt) ........................................... 4 credits
ENG 24 ................................................................................................................................. 3
HPE 12 ................................................................................................................................. 3
If Required
ENG 04, 91, 92 &or 93 ........................................................................................................... 0
MAT M1 & M2 or MAT R2 proficiency ............................................................................... 0

DEPARTMENT REQUIREMENTS §

General Chemistry I and II (CHM 11, 12) ........................................................................... 8
+ Calculus, I, II and III, (MAT 15, 16, 21) ......................................................................... 12
Differential Equations (MAT 55) ............................................................................................. 3
Linear Algebra (MAT 56) ......................................................................................................... 3
Introduction to Engineering Thermodynamics (PHY 23) ..................................................... 3
Introduction to Electrical Engineering (PHY 22) .................................................................... 3
Advanced General Physics I and II (PHY 13, 14) ................................................................. 8
Introduction to Computing with Pascal (CS 12) ..................................................................... 4

PLUS, for ...ELECTRICAL OR COMPUTER ENGINEERING

Boolean Algebra for Electrical Engineers (MAT 57) ............................................................. 2

OR, for ...CHEMICAL, CIVIL OR MECHANICAL ENGINEERING TRACKS

People and the Environment (SCI 51).................................................................................... 2

GROUP REQUIREMENTS*........................................................................................................... 9 credits

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts ................................................................................................. 3 credits
   (Excluded are Art & Music Studio, Theatre Production & Technique courses)
   Art - Music - Speech - Theatre Arts

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

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

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

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

ELECTIVES—Sufficient to meet required total of ................................................................. 65–69 credits

* Department requirements may be used to satisfy groups I-V requirements.
+ Prerequisites must be met or additional credits may be required.
§ Consultation with the Department Advisor is required.
** This program is within the Physical Sciences Department.
A.S. FINE ARTS**
Requirements for Matriculants

COLLEGE REQUIREMENTS
(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

ENG 12 (based on CUNY Test scores, students may be exempt) ................................................. 4 credits
ENG 24 ............................................................................. 3 
HPE 12 ............................................................................. 3
If Required
ENG 04, 91, 92 &/or 93 .......................................................... 0 
MAT M1 & M2 or MAT R2 proficiency ........................................ 0

DEPARTMENT REQUIREMENTS §

ALL Fine Arts Majors Must Take:
Survey of Art History I and II (ART 33–34) .......................................................... 6 credits
Design I (ART 55) .................................................................... 3
Drawing I (ART 57) .................................................................... 3

[Fine Arts Majors MUST take ART 33, 55 and/or 57 in the FIRST SEMESTER]

PLUS,...SEQUENCES IN FINE ARTS CONCENTRATIONS

Art History
Modern Art I and II (ART 35–36) ............................................................................. 6 credits
African and Primitive Art (ART 37) ............................................................................. 3
Renaissance Art (ART 38) ............................................................................. 3
Recommended Electives ............................................................................. 6

Communication Design
Illustration (ART 68) ............................................................................. 3
Publication Layout and Design (ART 73) ............................................................................. 3
Typography and Lettering (ART 74) ............................................................................. 2
Introduction to Graphic Skills and Advertising (ART 75) ........................................... 4
Recommended Electives ............................................................................. 6

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

Graphics and Design
Photography I (ART 51) ............................................................................. 3
Design II (ART 56) ............................................................................. 3
Printmaking (ART 66) ............................................................................. 3
Recommended Electives ............................................................................. 8–10

Sculpture
Sculpture I and II (ART 61–62) ............................................................................. 7
Figure Modeling (ART 83) ............................................................................. 3
Recommended Electives ............................................................................. 7–9

* Department requirements may be used to satisfy groups I-V requirements.
§ Consultation with the Department Advisor is required.
** This program is within the Art Department.
GROUP REQUIREMENTS* ................................................................. 9 credits
A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts .......................................................... 3 credits
   (Excluded are Art & Music Studio, Theatre Production & Technique courses)
   Art - Music - Speech - Theatre Arts

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

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

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

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

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

ELECTIVES—Sufficient to meet required total of .......................... 60 credits

*Department requirements may be used to satisfy groups I-V requirements.
A.S. MATHEMATICS**
Requirements for Matriculants

Total credits: 60

COLLEGE REQUIREMENTS
(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 12 (based on CUNY Test scores, students may be exempt)</td>
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<tr>
<td>ENG 24</td>
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<tr>
<td>HPE 12</td>
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<tr>
<td><strong>If Required</strong></td>
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<tr>
<td>ENG 04, 91, 92 &amp;/or 93</td>
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<tr>
<td>MAT M1 &amp; M2 or MAT R2 proficiency</td>
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DEPARTMENT REQUIREMENTS §

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>+ Calculus I, II and III (MAT 15, 16, 21)</td>
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<tr>
<td>Differential Equations (MAT 55)</td>
<td>3</td>
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<tr>
<td>Linear Algebra (MAT 56)</td>
<td>3</td>
</tr>
<tr>
<td>Programming in Fortran IV (CP 51)</td>
<td>4</td>
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<tr>
<td>Mathematics OR, Computer Programming Electives</td>
<td>8</td>
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<tr>
<td>Laboratory Science</td>
<td>8</td>
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GROUP REQUIREMENTS* ........................................ 9 credits

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

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<th>Group</th>
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<tr>
<td>I</td>
<td>Performing and Visual Arts</td>
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<td>(Excluded are Art &amp; Music Studio, Theatre Production &amp; Technique courses)</td>
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<td></td>
<td>Art - Music - Speech - Theatre Arts</td>
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<td>IV</td>
<td>Behavioral Sciences</td>
</tr>
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<td></td>
<td>Anthropology - Psychology - Sociology</td>
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<tr>
<td>V</td>
<td>Mathematics and Sciences</td>
</tr>
<tr>
<td></td>
<td>Biological Sciences - Mathematics &amp; Computer Science - Physical Sciences</td>
</tr>
<tr>
<td></td>
<td>(Met by department requirements)</td>
</tr>
</tbody>
</table>

ELECTIVES—Sufficient to meet required total of .................................. 60 credits

* Department requirements may be used to satisfy groups I-V requirements.
+ Prerequisites must be met or additional credits may be required.
§ Consultation with the Department Advisor is required.
** This program is within the Mathematics and Computer Science Department.
A.S. MENTAL HEALTH and HUMAN SERVICES**
Requirements for Matriculants

Total credits: 60

COLLEGE REQUIREMENTS
(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

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<tr>
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<tr>
<td>ENG 24</td>
<td>3</td>
</tr>
<tr>
<td>HPE 12</td>
<td>3</td>
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If Required

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENG 04, 91, 92 &amp;/or 93</td>
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<td>MAT M1 &amp; M2 or MAT R2 proficiency</td>
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DEPARTMENT REQUIREMENTS §

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>***General Psychology (PSY II)</td>
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<tr>
<td>Human Growth and Development (PSY 32)</td>
<td>3</td>
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<tr>
<td>Abnormal Psychology (PSY 36)</td>
<td>3</td>
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<tr>
<td>***Introduction to Sociology (SOC 31)</td>
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<tr>
<td>Choice of ONE from the following for</td>
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<tr>
<td>Sociology of the Family (SOC 35)</td>
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<tr>
<td>Minority Groups in the U.S. (SOC 36)</td>
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<td>Introduction to Anthropology (SOC 37)</td>
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<tr>
<td>Introduction to Human Services (MH 11)</td>
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<td>Human Services Organizations (MH 30)</td>
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<td>Principles of Interviewing and Group Leadership (MH 31)</td>
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<tr>
<td>Activities Therapy (MH 34)</td>
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<td>Introduction to Gerontology (MH 35)</td>
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<tr>
<td>Supervised Instructional Experience in Mental Health (MH 96-97)</td>
<td>6</td>
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</table>

GROUP REQUIREMENTS* ......................................................... 9 credits
A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>I. Performing and Visual Arts</td>
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<td>IV. Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Anthropology - Psychology - Sociology</td>
<td></td>
</tr>
<tr>
<td>V. Mathematics and Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Choice of—BIO 33 or, SCI 37 or, MAT 13</td>
<td></td>
</tr>
<tr>
<td>PLUS Choice of—BIO 32 or, 37 or, 49 or, 70 or, SCI 25</td>
<td></td>
</tr>
</tbody>
</table>

ELECTIVES—Sufficient to meet required total of ........................................ 60 credits

* Department requirements may be used to satisfy groups I-V requirements.

§ Consultation with the Department Advisor is required.

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

*** One of these courses may be used to satisfy the Group IV requirement.
A.S. PHYSICS**

Total credits: 60-64

Requirements for Matriculants

COLLEGE REQUIREMENTS
(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

ENG 12 (based on CUNY Test scores, students may be exempt) ....... 4 credits
ENG 24 ................................................. ................. 3
HPE 12 ........................................................ .

If Required
ENG 04, 91, 92 &/or 93 ..................................... .
MAT M1 & M2 or MAT R2 proficiency ..................................

DEPARTMENT REQUIREMENTS §

Advanced General Physics I and II (PHY 13-14)........................................ 8 credits
Advanced Physics Elective ................................................................. 8
General Chemistry I and II (CHM 11-12)............................................. 8
+ Calculus I and II (MAT 15-16).......................................................... 8

GROUP REQUIREMENTS*

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts ......................................................... 3 credits
   (Excluded are Art & Music Studio, Theatre Production & Technique courses)
   Art - Music - Speech - Theatre Arts
II. Language and Literature......................................................... 3
   Foreign Language - Literature - Philosophy
III. Social Sciences ................................................................. 3
   Economics - History - Political Science
IV. Behavioral Sciences ........................................................... 3
   Anthropology - Psychology - Sociology
V. Mathematics and Sciences .................................................... 24 credits
   Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES—Sufficient to meet required total of ..................................... 60-64 credits

+ Prerequisites must be met or additional credits may be required.
* Department requirements may be used to satisfy groups I-V requirements.
§ Consultation with the Department Advisor is required.
** This program is within the Physical Sciences Department.
A.S. PRE-PHYSICAL THERAPY**

Requirements for Matriculants

**Total credits: 64**

**COLLEGE REQUIREMENTS**

(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

ENG 12 (based on CUNY Test scores, students may be exempt) .................................................. 4 credits
ENG 24 ................................................................................................................................. 3 credits
HPE 12 ................................................................................................................................. 3 credits

If Required
ENG 04, 91, 92 &/or 93 ........................................................................................................... 0 credits
MAT M1 & M2 or MAT R2 proficiency ..................................................................................... 0 credits

**DEPARTMENT REQUIREMENTS**

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

**PLUS** Completion of 50-100 volunteer or paid work hours in approved physical therapy facility

Recommended
Elements of Statistics (MAT 20) ................................................................................................. 3 credits
First Aid and Personal Safety (HE 35) ......................................................................................... 2 credits
Cardiopulmonary Resuscitation (HE 20) ..................................................................................... 1 credit

**GROUP REQUIREMENTS**

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts ........................................................................................................ 3 credits
   (Excluded are Art & Music Studio, Theatre Production & Technique courses)
   Art - Music - Speech - Theatre Arts

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

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

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

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

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

* Department requirements may be used to satisfy groups I-V requirements.

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

** This program is within the Biological Sciences Department.
THE ASSOCIATE IN APPLIED
SCIENCE (A.A.S.) DEGREE

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

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

<table>
<thead>
<tr>
<th>CAREER PROGRAMS</th>
</tr>
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<tbody>
<tr>
<td><strong>Business</strong></td>
</tr>
<tr>
<td>• Accounting (with concentration in Tax Accounting)</td>
</tr>
<tr>
<td>• Broadcasting Technology and Management (with concentration in Music Technology)</td>
</tr>
<tr>
<td>• Business Administration</td>
</tr>
<tr>
<td>• Computer Data Processing</td>
</tr>
<tr>
<td>• Fashion Merchandising</td>
</tr>
<tr>
<td>• Journalism and Print Media</td>
</tr>
<tr>
<td>• Marine Technology/Vessel Operations</td>
</tr>
<tr>
<td>• Marketing Management</td>
</tr>
<tr>
<td>• Secretarial/Office Administration (Executive, Legal, Medical, School, Word/Information Processing)</td>
</tr>
<tr>
<td>• Travel and Tourism (with concentrations in Hospitality, Aviation and International Transportation)</td>
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<tr>
<td><strong>Health</strong></td>
</tr>
<tr>
<td>• Nursing</td>
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<td>• Sports, Fitness, and Therapeutic Recreation</td>
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<td><strong>Human Services</strong></td>
</tr>
<tr>
<td>• Early Childhood Education/Child Care</td>
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<tr>
<td>• Education Associate</td>
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</tbody>
</table>
A.A.S. DEGREE PROGRAMS

BUSINESS CAREER PROGRAMS
Accounting  
Requirements, page 81  
Course Descriptions, page 134  
Broadcasting Technology and Management  
Requirements, page 83  
Course Descriptions, page 143  
Business Administration  
Requirements, page 85  
Course Descriptions, page 133  
Computer Data Processing  
Requirements, page 86  
Course Descriptions, page 211  
Fashion Merchandising  
Requirements, page 89  
Course Descriptions, page 139  
Journalism and Print Media  
Requirements, page 90  
Course Descriptions, page 168  
Marine Technology  
Requirements, page 91  
Course Descriptions, page 236  
Marketing Management  
Requirements, page 92  
Course Descriptions, page 139  
Secretarial/Office Administration  
Requirements, page 95  
Course Descriptions, page 245  
Travel and Tourism  
Requirements, page 98  
Course Descriptions, page 253

HEALTH and HUMAN SERVICE CAREER PROGRAMS
Early Childhood Education/Child Care  
Requirements, page 87  
Course Descriptions, page 111  
Education Associate  
Requirements, page 88  
Course Descriptions, page 113  
Nursing  
Requirements, page 93  
Course Descriptions, page 227  
Sports, Fitness and Therapeutic Recreation  
Requirements, page 97  
Course Descriptions, page 193
A.A.S. ACCOUNTING**

Requirements for Matriculants

Total credits: 60

COLLEGE REQUIREMENTS

(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

ENG 12 (based on CUNY Test scores, students may be exempt) .............................................. 4 credits
ENG 24 .................................................................................................................. 3
HPE 12 .................................................................................................................. 3

If Required
ENG 04, 91, 92 &/or 93 ......................................................................................... 0
MAT M1 & M2 or MAT R2 proficiency ......................................................................... 0

DEPARTMENT REQUIREMENTS §

Fundamentals of Accounting I and II (ACC 11-12) .................................................. 8 credits
Intermediate Accounting I and II (ACC 21-22) ....................................................... 6
Cost Accounting (ACC 31) ..................................................................................... 4
Federal Taxation (ACC 41) ..................................................................................... 4
Fundamentals of Business (BA 11) ........................................................................ 3
Business Law (BA 12) ............................................................................................ 3
Introduction to Computer Concepts (BA 60) ......................................................... 3
Macroeconomics (ECO 12) ................................................................................... 3
Money and Banking (ECO 14) ................................................................................ 3

Recommended
Advanced Federal Taxation (ACC 42) ..................................................................... 3
New York Taxes (ACC 43) ..................................................................................... 3

TAX ACCOUNTING CONCENTRATION §

Fundamentals of Accounting I and II (ACC 11-12) .................................................. 8 credits
Intermediate Accounting I and II (ACC 21-22) ....................................................... 6
Federal Taxation I and II (ACC 41-42) ................................................................. 7
Fundamentals of Business (BA 11) ........................................................................ 3
Business Law (BA 12) ............................................................................................ 3
Introduction to Computer Concepts (BA 60) ......................................................... 3
Macroeconomics (ECO 12) ................................................................................... 3
Money and Banking (ECO 14) ................................................................................ 3

§ Prior to preregistration or registration, consultation with the Department Advisor is required.
** This program is within the Business Department.
GROUP REQUIREMENTS* ................................................................. 9 credits
A minimum of three credits each selected from at least three different groups —I thru IV—must be in Basic Courses.

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

II. Language and Literature
   Foreign Language - Literature - Philosophy

III. Social Sciences (NOTE: ECO12 and 14 MAY NOT BE USED to satisfy Group III)
   Economics - History - Political Science

IV. Behavioral Sciences
   Anthropology - Psychology - Sociology

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

ELECTIVES—Sufficient to meet required total of ........................................... 60 credits

*Department requirements may be used to satisfy groups I-V requirements where applicable.
## A.A.S. BROADCASTING TECHNOLOGY and MANAGEMENT**

**Total credits: 60**

### Requirements for Matriculants

#### COLLEGE REQUIREMENTS

(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

<table>
<thead>
<tr>
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<tr>
<td>ENG 12</td>
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<tr>
<td>ENG 24</td>
<td></td>
<td>3 credits</td>
</tr>
<tr>
<td>HPE 12</td>
<td></td>
<td>3 credits</td>
</tr>
</tbody>
</table>

**If Required**

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<tr>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 04, 91, 92 &amp;/or 93</td>
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<td>0 credits</td>
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<td>MAT M1 &amp; M2 or MAT R2 proficiency</td>
<td>MAT M1 &amp; M2 or MAT R2 proficiency</td>
<td>0 credits</td>
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#### DEPARTMENT REQUIREMENTS

<table>
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<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MCB 35</td>
<td>Introduction to Broadcasting</td>
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<tr>
<td>MCB 59 3 semesters (1 cr. ea.)</td>
<td>Radio Station Operation</td>
<td>3 credits</td>
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<tr>
<td>MCM 30</td>
<td>Mass Media</td>
<td>3 credits</td>
</tr>
<tr>
<td>MCM 42</td>
<td>Communication Development and Application</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

**NOTE:** Consult with Advisor to use electives for concentrations in:

- Advertising, Engineering, Management, News, Performance, Production.

#### GROUP REQUIREMENTS*

A minimum of three credits each selected from at least three different groups —I thru IV—must be in Basic Courses.

1. **Performing and Visual Arts**
   - (Excluded are Art & Music Studio, Theatre Production & Technique courses)
   - Art - Music - Speech - Theatre Arts
2. **Language and Literature**
   - Foreign Language - Literature - Philosophy
3. **Social Sciences**
   - Economics - History - Political Science
4. **Behavioral Sciences**
   - Anthropology - Psychology - Sociology
5. **Mathematics and Sciences**
   - Biological Sciences - Mathematics & Computer Science - Physical Sciences

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

**60 credits**

---

* Department requirements may be used to satisfy groups I-V requirements.

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

**This program is within the Communications and Performing Arts Department.**
MUSIC TECHNOLOGY CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piano (MUS 2)</td>
<td>1</td>
</tr>
<tr>
<td>Theory of Music I and II (MUS 32–33)</td>
<td>6</td>
</tr>
<tr>
<td>Ear Training I and II (MUS 36–37)</td>
<td>4</td>
</tr>
<tr>
<td>MIDI Studio Operations (MUS 40)</td>
<td>1</td>
</tr>
<tr>
<td>Sequencing (MUS 41)</td>
<td>2</td>
</tr>
<tr>
<td>Sound Synthesis (MUS 42)</td>
<td>3</td>
</tr>
<tr>
<td>Sampling and Advanced Sequencing (MUS 81)</td>
<td>3</td>
</tr>
<tr>
<td>Money and Banking (ECO 14)</td>
<td>3</td>
</tr>
</tbody>
</table>
A.A.S. BUSINESS ADMINISTRATION**  Total credits: 60

Requirements for Matriculants

**COLLEGE REQUIREMENTS**
(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

ENG 12 (based on CUNY Test scores, students may be exempt) ........................................... 4 credits
ENG 24 ........................................................................................................................................ 3
HPE 12 ........................................................................................................................................ 3
If Required
ENG 04, 91, 92 &/or 93 ............................................................................................................. 0
MAT M1 & M2 or MAT R2 proficiency ......................................................................................... 0

**DEPARTMENT REQUIREMENTS §**
Fundamentals of Accounting I and II (ACC 11-12) ................................................................. 8 credits
Fundamentals of Business (BA 11) .......................................................................................... 3
Business Law (BA 12) ............................................................................................................... 3
Principles of Marketing (BA 14) ............................................................................................... 3
Management and Organizational Behavior (BA 31) ............................................................... 3
Business Communications (BA 33) .......................................................................................... 3
Advertising: Theory and Practice (BA 52) ................................................................................ 3
Introduction to Computer Concepts (BA 60) ............................................................................ 3
Macroeconomics (ECO 12) ...................................................................................................... 3
Money and Banking (ECO 14) ................................................................................................. 3

**GROUP REQUIREMENTS**
A minimum of three credits each selected from at least three different groups— I thru IV—must be in Basic Courses.

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

II. Language and Literature
   Foreign Language - Literature - Philosophy

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

IV. Behavioral Sciences
   Anthropology - Psychology - Sociology

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

**ELECTIVES**—Sufficient to meet required total of ..................................................................... 60 credits

* Department requirements may be used to satisfy groups I-V requirements where applicable.
§ Consultation with the Department Advisor is required.
** This program is within the Business Department.
A.A.S. COMPUTER DATA PROCESSING**

Total credits: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

ENG 12 (based on CUNY Test scores, students may be exempt) ........................................ 4 credits
ENG 24 ......................................................................................................................... 3
HPE 12 ............................................................................................................................ 3
If Required
ENG 04, 91, 92 &/or 93 ................................................................................................. 0
MAT M1 & M2 or MAT R2 proficiency ............................................................................. 0

DEPARTMENT REQUIREMENTS §

Microcomputer Applications I, II, and III (DP 54, 55, 56) ........................................... 12 credits
Fundamentals of Accounting I and II (ACC 11, 12) ...................................................... 8 credits
At least THREE of the following, with at least ONE DP course:
(Consult with Department Advisor) for ........................................................................... 13-15 credits
Introduction to BASIC (CP 30)
BASIC II (CP 31)
Programming in Fortran (CP 51)
Introduction to PASCAL (CP 54)
COBOL Programming (DP 31)
Using and Programming in UNIX/XENIX (DP 58)
Programming in C (DP 59)
DATABASE Processing (DP 63)
ONE of the following (NOTE: Prerequisite REQUIRED) .............................................. 4 credits
Survey of Mathematics (MAT 13)
OR
Analytic Geometry and Pre-Calculus Math (MAT 14)

GROUP REQUIREMENTS* ................................................................................................. 9 credits

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

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

II. Language and Literature
    Foreign Language - Literature - Philosophy

III. Social Sciences
    Economics - History - Political Science

IV. Behavioral Sciences
    Anthropology - Psychology - Sociology

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

(met by Department Requirements)

ELECTIVES—Sufficient to meet required total of .......................................................... 60 credits

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

Requirements for Matriculants

COLLEGE REQUIREMENTS
(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

ENG 12 (based on CUNY Test scores, students may be exempt) .................................................. 4 credits
ENG 24 ............................................................................................................................................ 3
HPE 12 ............................................................................................................................................ 3
If Required
ENG 04, 91, 92 &/or 93 .................................................................................................................... 0
MAT M1 & M2 or MAT R2 proficiency ............................................................................................. 0

DEPARTMENT REQUIREMENTS §

General Psychology (PSY 11) ........................................................................................................... 3 credits
Psychological Disorders in Young Children (PSY 24) (EDU 24) ..................................................... 3
Human Growth and Development (PSY 32) .................................................................................... 3
Introduction to Sociology (SOC 31) ................................................................................................. 3
Foundations of Education (EDC 20) ............................................................................................... 3
Social Science in Education (EDC 21) ............................................................................................. 3
Art Workshop for Students in Education (EDC 22) ......................................................................... 2
Music and Movement Workshop for Students in Education (EDC 23) ............................................ 2
Seminar and Practicum in Education (EDC 30) ................................................................................ 3
Development of Literacy in Children (HUM 81) ............................................................................ 1
Liberal Arts (Groups I-V) Electives ................................................................................................ 4
Supervised Instructional Experience in Education I and II (EDC 91 and 93) .................................... 6

GROUP REQUIREMENTS* .................................................................................................................... 9 credits
A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

I. Performing and Visual Arts
   (Excluded are Art & Music Studio, Theatre Production & Technique courses)
   Art - Music - Speech - Theatre Arts
II. Language and Literature
   Foreign Language - Literature - Philosophy
III. Social Sciences
   Economics - History - Political Science
IV. Behavioral Sciences
   Anthropology - Psychology - Sociology
V. Mathematics and Sciences (2 areas) ............................................................................................ 8 credits
   Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES—Sufficient to meet required total of ............................................................................ 60 credits

* Department requirements may be used to satisfy groups I-V requirements where applicable.
§ Consultation with the Department Advisor is required.
** This program is within the Behavioral Sciences and Human Services Department.
A.A.S. EDUCATION ASSOCIATE**
Total credits: 60
Requirements for Matriculants

COLLEGE REQUIREMENTS
(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)
ENG 12 (based on CUNY Test scores, students may be exempt) ............................................ 4 credits
ENG 24 ................................................................................................................................. 3
HPE 12 ................................................................................................................................. 3
If Required
ENG 04, 91, 92 &/or 93 ........................................................................................................... 0
MAT M1 & M2 or MAT R2 proficiency ................................................................................... 0

DEPARTMENT REQUIREMENTS §
Education in Modern Society (EDU 33) ................................................................................ 3 credits
Seminar and Practicum in Education and the Behavioral Sciences (EDU 34) .......... 4
Seminar and Practicum in Education and Communication Skills (EDU 35) .......... 4
Seminar and Practicum in Education and Art Forms (EDU 36) ................................. 4
Introduction to Sociology (SOC 31) ...................................................................................... 3
General Psychology (PSY 11) ............................................................................................... 3
Human Growth and Development (PSY 32) ......................................................................... 3
Effective Public Speaking (SPE 21) ....................................................................................... 3
Spanish for Students in Career Programs (SPA 40) .......................................................... 3

GROUP REQUIREMENTS* .................................................................................................... 9 credits
A minimum of three credits each selected from at least three different groups—I thru IV—must be in
Basic Courses.
I. Performing and Visual Arts
   (Excluded are Art & Music Studio, Theatre Production & Technique courses)
   Art - Music - Speech - Theatre Arts
II. Language and Literature
   Foreign Language - Literature - Philosophy
III. Social Sciences
   Economics - History - Political Science
IV. Behavioral Sciences
   Anthropology - Psychology - Sociology
V. Mathematics and Sciences ............................................................................................... 4 credits
   Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES—Sufficient to meet required total of ............................................................... 60 credits

* Departmental requirements may be used to satisfy groups I–V requirements where applicable.
§ Consultation with the Department Advisor is required.
** This program is within the Behavioral Sciences and Human Services Department.
A.A.S. FASHION MERCHANDISING**  
Total credits: 60

Requirements for Matriculants

COLLEGE REQUIREMENTS

(Successful completion of CUNY Freshman Skills Assessment Tests with passing Reading, Writing, and Mathematics Placement Examination scores or, remedial courses may be required.)

ENG 12 (based on CUNY Test scores, students may be exempt)........4 credits
ENG 24 ................................................................. 3
HPE 12 ................................................................. 3
If Required
ENG 04, 91, 92 &/or 93................................................. 0
MAT M1 & M2 or MAT R2 proficiency................................. 0

DEPARTMENT REQUIREMENTS §

Elements of Marketing Management (MM 31)............................................. 3 credits
Salesmanship (MM 33) ................................................................. 3
Merchandising Planning and Control (MM 34) .............................. 3
Textile and Non-Textile Analysis (MM 35) ........................................... 3
Visual Merchandising and Display (MM 36) ........................................... 3
Introduction to Fashion Marketing (MM 38) ........................................... 3
Fashion Sales Promotion (MM 39) ................................................... 3
Seminar and Field Experience (MM 92) ............................................... 3
Fundamentals of Business (BA 11) ............................................... 3
Business Law (BA 12) ................................................................. 3
Principles of Marketing (BA 14) ...................................................... 3
Introduction to Computer Concepts (BA 60) ........................................ 3

GROUP REQUIREMENTS* .................................................................. 9 credits

A minimum of three credits each selected from at least three different groups—I thru IV—must be in Basic Courses.

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

II. Language and Literature
   Foreign Language - Literature - Philosophy

III. Social Sciences
   Economics - History - Political Science

IV. Behavioral Sciences
   Anthropology - Psychology - Sociology

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

ELECTIVES—Sufficient to meet required total of ........................................ 60 credits

* Department requirements may be used to satisfy groups I–V requirements where applicable.
§ Consultation with the Department Advisor is required.
** This program is within the Business Department.
REGISTRAR'S OFFICE
Room A101 ext. 5087

Sonia Saladuchin, Director of the Office of Student Records and Admissions Services/Registrar
B.A., Queens College

Anna Flack, Assistant to Director, Admissions and Re-Admissions
B.A., Brooklyn College; M.S., College of Staten Island

BUSINESS OFFICE
Room A207 ext. 5902

Joseph Musicus, Administrator for Business Affairs
A.A.S., Bronx Community College; B.B.A., City College of New York (Bernard M. Baruch School of Business)

William Correnti, Asst Administrator, Business Affairs Internal Control Officer
A.A.S., Kingsborough Community College; B.S., St. John's University

Joanne Sagerian, Director, Purchasing
B.A., Mount Holyoke College

Rosemarie Cozza, Assistant Treasurer, Kingsborough Community College Association, Inc.
A.S., Kingsborough Community College; B.S., Brooklyn College

Marcia Retrey, Associate Business Manager for Fiscal Management
B.A., Brooklyn College
NOTIFICATION of POLICY

"Kingsborough Community College complies with the Federal Education Rights and Privacy Act of 1974. The full text of CUNY's Student Records Access Policy is posted for review in the Registrar's Office and in the Library."

Title I, Article 5, Section 224-a of New York State Education Law

Students unable because of religious beliefs to attend classes on certain days.

1. No person shall be expelled from or be refused admission as a student to an Institution of Higher Education for the reason that he/she is unable, because of religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.

2. Any student in an Institution of Higher Education who is unable, because of religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

3. It shall be the responsibility of the faculty and of the administrative officials of each Institution of Higher Education to make available to each student who is absent from school, because of religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which may have been missed because of such absence on any particular day or days. No fees of any kind shall be charged by the Institution for making available to the said student such equivalent opportunity.

4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.

5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each Institution of Higher Education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of availing him/herself of the provisions of this section.

6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the Supreme Court of the County in which such Institution of Higher Education is located for the enforcement of rights under this section.

7. As used in this section the term "Institution of Higher Education" shall mean schools under the control of the Board of Trustees of the State University of New York or of the Board of Trustees of The City University of New York or any Community College.

Rules and Regulations for the Maintenance of Public Order

(Henderson Rules)

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

Academic freedom and the sanctuary of the university campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends or who violate the norms of conduct established to protect that freedom. Against such offenders the university has the right and obligation, to defend itself. Therefore, the following rules and regulations are in effect at Kingsborough Community College and will be administered in accordance with the requirements of the process as provided in the Bylaws of CUNY's Board of Trustees.
To enforce these rules and regulations the Bylaws of CUNY's Board provide that:

THE PRESIDENT, with respect to this education unit, shall:

a. Have the affirmative responsibility of conserving and enhancing the education standards of the college and schools under his jurisdiction;

b. Be the advisor and executive agent to the Board and of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions and policies of any of its committees and the policies, programs and lawful resolutions of the several faculties;

c. Exercise general superintendence over the concerns, officers, employees and students of his education unit.

Rules

1. No member of the academic community shall intentionally obstruct and/or forcibly prevent others from the exercise of their rights, or interfere with the institution's educational process or facilities, or with the rights of those who wish to avail themselves of any of the institution's instructional, administrative, recreational, and community services.

2. Individuals are liable for failure to comply with lawful directions issued by representatives of the university/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.

3. Unauthorized occupancy of university/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation and use of university/college equipment and/or supplies.

4. Theft from or damage to university/college premises is prohibited.

5. Each member of the academic community, or an invited guest, has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds, shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.

6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution's educational process or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

7. Disorderly or indecent conduct on college-owned or controlled properties is prohibited.

8. No individual shall have in his possession a rifle, shotgun or firearm, or knowingly have in his possession any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the college.

9. It is a violation of acceptable standards of conduct at the college, and it is prohibited for any individual, group or organization to engage in the practice of "hazing":

   "Hazing is defined as any action or situation which recklessly or intentionally endangers mental or physical health or involves forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization."

10. In accordance with the policy of The City University of New York, the College prohibits sexual harassment of employees or students.
Penalties

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1–10 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.

2. Any tenured or non-tenured faculty member, or tenured or non-tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1–10 shall be subject to the following range of penalties: warning, censure, restitution, fine (not exceeding those permitted by law or by the Bylaws of the CUNY Board), or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection and/or arrest by the civil authorities. In addition, in the case of a tenured faculty member, or tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1–10 shall be entitled to be treated in accordance with applicable provisions of the Education Law or Civil Service Law.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1–10 shall be subject to ejection, and/or arrest by the civil authorities.

Sanctions Defined

A. ADMONITION: An oral statement to the offender that University rules have been violated.

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

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

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

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

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

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

H. COMPLAINT TO CIVIL AUTHORITIES.

I. EJECTION.

Adopted by the Board of The City University of New York, June 23, 1969, Calendar No. 3(b).

In addition to Henderson Rules, student conduct and discipline is governed by Article XV of the Bylaws of The City University of New York. Students are urged to familiarize themselves with the content of the Article. Copies of the Bylaws are available in the Library. They are printed in the Student Handbook as are the rules and regulations pertaining to Sexual Harassment.
A. Administration
   - President
   - Senior Vice President & Provost
   - Vice President for Administration & Planning
   - Dean of Continuing Education & External Affairs
   - Dean of Finance & Institutional Development
   - Dean of Instructional Services
   - Vice President for Student Development
   - Admissions Services
   - Bursar
   - Business Manager
   - Evening & Summer Studies
   - Health Services
   - Institutional Research
   - Personnel
   - Purchasing
   - Registrar
   - Tapestry Room

B. Beach

C. (West Academic Cluster)
   - English Department
     - Career Counseling,
     - Placement & Transfer

D. (West Academic Cluster)
   - Behavioral Sciences & Human Services Department
   - History, Philosophy & Social Sciences Department
   - Bilingual Program
   - Mental Health & Human Services Program
   - Veterans Affairs

E. (West Academic Cluster)
   - Foreign Languages Department
   - Speech & Theatre Department
   - Travel & Hospitality Department
   - Cultural Affairs
   - Performing Arts—Ticket Office
   - Sports, Fitness & Therapeutic Recreation Program
   - Speech & Hearing Center

F. (West Academic Cluster)
   - Mathematics & Computer Science Department
   - Admission Info Center
   - ESL Counseling
   - KIPS
   - Math Skills Center

G. Physical Education Center
   - Health, Physical Education & Recreation Department
     - Dance Studio
     - Gymnasium
     - Swimming Pool

304
Aerial view of Kingsborough Community College looking North. Facing the College's private beach (far left) is the College Center with dining facilities, student lounges, WRKB the College FM Radio Station, general meeting rooms, etc. In the air-conditioned 'Cluster Hall' are classrooms, lecture rooms, workshops, faculty lounges, Admissions Information Center. The 8-story building houses the Library, the Media and Computer Centers which adjoins the Marine and Academic Center, with specially equipped laboratories, an aquarium, nautical displays, classrooms and an outside piazza for graduation ceremonies, concerts and theatrical performances. The adjacent Arts and Sciences building contains an Art Gallery, studios, laboratories, science exhibits, classrooms, etc. The wedge-shaped Performing Arts Center faces the award-winning Physical Education Building in which are two gyms, Olympic-size swimming pool, handball and tennis courts, dancing and calisthenics studios, etc. Separating the College from the Belt Parkway and Plum Beach (rear right) are the intermingled waters of Sheephead and Jamaica Bays. Photo by Hassen Photographer and Nassau Flyers, Inc.
TRAVEL DIRECTIONS to KINGSBOROUGH

By Car:

(From Manhattan)
Belt Parkway eastbound to Coney Island Avenue — Exit 8. (Note: Exit 8 follows very closely upon Exit 7 and can easily be missed). Watch for the directional signs leading to the campus. They point the way along the following route: cross Coney Island Avenue and continue along Guider Avenue to the stop sign. Turn right onto East 12th Street for one block. Turn left onto Neptune Avenue to the traffic light. Turn right at light onto Cass Place and proceed until next traffic light. Turn right onto West End Avenue. Turn left at the second traffic light onto Oriental Boulevard, which leads directly to the College.

(From Queens and Nassau)
Belt Parkway westbound to Coney Island Avenue — Exit 8. Watch for the directional signs leading to the campus. They point the way along the following route: Turn right at exit to Voorhies Avenue. Turn right at first traffic light onto Sheepshead Bay Road. At second traffic light turn right onto Emmons Avenue. At first traffic light turn left onto West End Avenue. Turn left at the second traffic light onto Oriental Boulevard which leads directly to the College.

By Bus:

Direct to the College:

B-1 and B-49

Take these buses to the last stop. Walk straight along Oriental Boulevard, which leads directly to the college.

Connecting Buses:

B-4, B-36 and B-68 connect with B-1*
B-2, B-3, B-5, B-6, B-8, B-9, B-12, B-25, B-31, B-35, B-36, B-45, B-47, B-48 and B-50 connect with B-49*.

By Subway:

BMT

BRIGHTON LINE
D OR Q Train to Sheepshead Bay Station; B-49 Bus* or to Brighton Beach Station; B-1 Bus*

SEA BEACH LINE
N Train to 86 Street Station; then B-1 Bus*

WEST END LINE
B Train to 25 Avenue Station; then B-1 Bus*

FOURTH AVENUE LINE
R Train to 59 Street Station; change for Sea Beach N Train to 86 Street Station; then B-1 Bus*

IRT

#2, #3, #4, or #5 to Franklin Avenue; then B-49 Bus*

IND

C (or A at certain times) to Franklin Avenue; then B-49 Bus*

*Take these buses to the last stop. Walk straight along Oriental Boulevard directly to the College.
CAMPUS BUILDINGS and GROUNDS
Room P220 ext. 5124

Wilhelm Krapf, Chief Administrative Superintendent

James Morlko, Administrative Superintendent

Frank Scimeca, Administrative Superintendent

Fraizer Venerable, Administrative Superintendent

SAFETY and SECURITY OFFICE
Room L202 ext. 5069

Rebecca Fraley-Corrado, Assistant Director, Safety and Security
B.S., St. John’s University

Michael Lederhandler, College Security Director
B.S., State University of New York at Oneonta; M.S., State University of New York at Albany

Jeffrey Leibowitz, Assistant Director, Safety and Security

William Rosenblum, Security Specialist

Fraizer Venerable, Administrative Superintendent, Buildings and Grounds
THE CITY UNIVERSITY OF NEW YORK

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