The Board of Trustees of the City University of New York reserves the right to make changes of any nature in the academic programs and requirements of the City University of New York and its constituent colleges. All programs, requirements, and courses are subject to termination or change without advance notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of the City University of New York.
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   A.A.S., B.B.A.

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   B.A.
In Memoriam

LEON M. GOLDSTEIN
President

July 16, 1971 — January 8, 1999
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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 the 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 an optional 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. The actual time of each day class period is 58 minutes.

<table>
<thead>
<tr>
<th>12/6 ACADEMIC CALENDAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
</tr>
<tr>
<td>SEPT. OCT. NOV. DEC.</td>
</tr>
<tr>
<td>ONE TUITION</td>
</tr>
<tr>
<td>12 WEEKS</td>
</tr>
<tr>
<td>JAN. FEB.</td>
</tr>
<tr>
<td>6 WEEKS</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>12/6 ACADEMIC CALENDAR</th>
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</thead>
<tbody>
<tr>
<td>SPRING SEMESTER</td>
</tr>
<tr>
<td>MAR. APR. MAY JUNE</td>
</tr>
<tr>
<td>ONE TUITION</td>
</tr>
<tr>
<td>12 WEEKS</td>
</tr>
<tr>
<td>JUNE JULY</td>
</tr>
<tr>
<td>6 WEEKS</td>
</tr>
</tbody>
</table>

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, gender, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, veteran status or marital status in its student admission, employment, access to programs, 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 gender and sexual orientation. Sexual harassment is illegal under federal, state and city laws and contrary to the University policy of equal employment and academic opportunity.

Tanisa Williams, Esq., is the Kingsborough’s Affirmative Action/Equal Opportunity Officer. She also serves as KCC’s coordinator for Section 504 of the American Disabilities Act and coordinator of Title IX which prohibits discrimination on the basis of gender. Ms. Williams is located in Room P-204 and can be reached at extension 5563.
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

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

- **Fall Semester**
  - Freshman: January 15
  - Transfer: February 15

- **Spring Semester**
  - Freshman: September 15
  - Transfer: September 15

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 for 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 the day or evening session or on weekends. Day session students should be prepared to carry a minimum of 15 credits or equated credits per semester (see page 40).

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 the course to be transferred is appropriate to Kingsborough's degree requirements. Credits will be transferred only from official transcripts from accredited colleges. Refer to the Academic Calendar for the application filing deadline.
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 (TOEFL) 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 have NOT previously attended a college or university should apply for admission by requesting a Freshman Application form from:

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
   at local high school

Applicants who are high school seniors currently attending a New York City public school or some parochial schools should request the UAPC personalized application form from their high school college advisor's office.

United States Citizens and Permanent Residents who have attended a post-secondary institution such as a Hospital School of Nursing, secretarial science school, non-college-degree-granting technical institute or LPN training school must file a transfer application. However, these applications are not eligible for transfer of credits.

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 fewer than 12 credits or fewer than 12 equated credits) or who are non-degree students.

Admission Deadline Dates

Students who wish to be assigned to Kingsborough as their college of first choice 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 ++).................................$1,300.00
(inclusive of required fees)•

PART-TIME (less than 12 credits + or, less than 12 equated credits ++)
per credit + or equated credit ++.................................105.00
(per credit + or equated credit ++)

NON-DEGREE - NEW YORK CITY RESIDENTS per credit + or equated credit ++............. 120.00
(per required fees)*

NON-DEGREE - NON-RESIDENTS per credit + or equated credit ++......................... 175.00
(per required fees)*

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
(inclusive of required fees)•

PART-TIME (less than 12 credits + or, less than 12 equated credits ++)
per credit + or equated credit ++.................................130.00
(per credit + or equated credit ++)

Foreign students who have an alien registration card must present it to the Admissions Office. The
Admissions Office 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.

Students 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 15)

NOTE: 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.

*A semester consists of either the FALL session plus WINTER module or the SPRING session plus
SUMMER module.
• See Required Fees, page 15
+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.
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 (includes consolidated services fee)—Per semester .................. 70.00
  g. Co-operating Teacher (includes 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 scheduled opening date</td>
<td>50%</td>
<td>25%</td>
</tr>
<tr>
<td>Between thirteenth and seventeenth calendar days after scheduled opening date</td>
<td>25%</td>
<td>none</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.

*NOTE: 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: 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:

- Advance Standing evaluation of transfer credit
- Certification of enrollment to outside agencies
- Change of:
  - Address, name and/or social security number
  - Curriculum
  - Grades—page 42
  - Matriculation Status—page 38
  - Session (Day to evening/evening to day—page 43)
- Exams:
  - Finals—conflicts/make-ups—page 41
- Graduation—page 38
- Permit to attend other CUNY colleges
- Readmission
- Records access—page 315
- Residency determination—page 14
- Transcripts—page 15
- Transfer to CUNY senior college
  - after completing 2 year degree—page 47
- Withdrawal from college and/or course—page 16, 43

*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.
Mara Bianco, HEO Associate
Tana Bigelow, HEO Assistant
Uda Bradford, Assistant Professor
Judith Brilliant, Assistant Professor
Marilyn Chernin, Dean
Evelyn Cendan, Lecturer
Peter Cohen, Lecturer
Anthony Colarossi, Professor
Diego Colon, Professor
Carolyn Gribben, Assistant Professor
Wayne Harewood, HEO Associate
Otis Hill, Vice President/Professor
Oliver Klapper, Professor
John Lin, Associate Professor
Debbie Magids, Assistant Professor
Angelo Pappagallo, HEO Associate
Marilyn Perez, Assistant to HEO
Ella Puccio, Assistant Professor
William Rivers, Professor
Jennie Roman, Assistant Professor
Barbara Sadownick, HEO Assistant
Charles Schwartz, HEO Assistant
Valerie Stewart, Lecturer
Norman Toback, Higher Education Officer
Clyde Wesley, HEO Associate
Anne Winchell, Professor
The Department of Student Development is dedicated to helping students achieve self-understanding and direction, assisting them in developing their maximum educational, social and personal potential.

To aid students in their adjustment to the college community, and in 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

The formation of a student-counselor relationship is central to the Department of Student Development’s efforts to assist students. This counseling relationship begins with enrollment in the ongoing freshman orientation course (SD10) and the assignment of students by curriculum to individual counselors early in their first semester. Counseling sessions focus on issues related to academic and career planning as well as personal and social concerns. Counselors are available to meet with students, both day and evening, and Saturdays, whenever classes are in session.

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

Among the programs available to achieve additional goals are: Health Services; Special Services for disabled students; selected Educational and Vocational Testing; High Risk Student Advisement; My Turn; Honors Option; New Start; College Now; Freshman Year Experience; Leadership Training; Financial Aid; Foreign and English as a Second Language (ESL); Returning Adults; Veterans.

For further information, contact Professor Debbie Magids at extension 5398.

Orientation and the Freshman Year Experience

All incoming freshman are invited to participate in an Orientation Program. This includes an on-campus experience as well as an informational component. 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. The Freshman Year Experience is a program designed to assist first-year students with their adjustment to college. This includes the aforementioned courses, career exploration, remediation and support services, workshops and seminars.

Course Offerings

SD 10 Freshman Seminar

Orientation course that introduces first semester students to the “college culture”. Topics covered include study habits, learning problems, career and program planning, college resources, adjustments to college life, and related areas.

SD 11 Career and Life Planning

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.
SD 12 Strategies for College Success 1 cr. 1 hr.
Typical problems encountered in college and the strategies to overcome these difficulties. An assessment of personal academic strengths and weaknesses and an examination of the internal and external barriers to academic success.
Prerequisite: Department permission

Co-Curricular Activities—Office of Student Life
Room C-123, 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 literary and arts journal 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 and arts journal, encourages the expression of student poetry and fiction and the visual arts. Odyssey, the college yearbook, offers students an opportunity to produce an overview of the academic 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.

Assistance in job placement is offered to graduating students through resume writing and interview technique workshops. On-campus recruitment brings employers to Kingsborough, and Internet utilization brings students to job database Websites. For information contact Dr. Oliver Klapper.

Bilingual Studies
Room D-213, ext. 5576

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 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 Dr. Uda Bradford and Kingsborough student-parents.

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-4216, ext. 4660

C.O.P.E. (The College Opportunity to Prepare for Employment 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. Services offered include personal and academic counseling, job placement and computer training. COPE students also receive child care and transportation money from the Human Resources Administration. For information contact the program secretary.
H.E.L.M. (Health Education and Lifestyle Management) Center
Room D-102, ext. 4909

The H.E.L.M. Center is a health education and research resource whose primary mission is to raise the collective consciousness of the college and local community in regard to critical health issues. The Center strives to empower individuals in the management of their personal health and their life. It offers a setting to unify student wellness, life management, health referrals (including AIDS, substance abuse, family violence, pregnancy and abortion) and fitness programs. For information, contact the Director of the Center, Dr. Delores Washington.

Returning Adults Program
Room F-102, ext. 4806

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 Dr. Estelle Miller.

My Turn Program
Room F-219, ext. 5079

My Turn is a tuition-free college education program for New York State residents 60 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 $70 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 have 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 all students, particularly freshmen, in making an easier adjustment to college. Qualified students are trained to use a student-to-student approach to provide information, help with problems and provide needed support.
**Special Services (Disabled Students)**

Room D-205, ext. 5175

Students with disabilities find all facilities and 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 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. 4647

The key to financing a college education successfully is to determine a budget. The student budget is defined as the number of dollars students need to attend the City University of New York (CUNY) for one year. It is composed of direct educational expenses (tuition, fees, books) and indirect educational expenses (housing, food, transportation, & some personal expenses). CUNY has established two standard budgets: (1) students living with parents and (2) students living away from parents.

Balanced against student budgets is the effective family contribution (EFC). The EFC is calculated by the need analysis system that is established by Congress and is defined as the number of dollars that students and their families can contribute towards the budget. To ascertain each student's need, the EFC is subtracted from the budget established for that student. The need establishes the maximum amount of dollars that can be awarded from all financial aid programs.

The New York State Tuition Assistance Programs

The Tuition Assistance Program (TAP)

Sponsored by the State of New York, TAP provides tuition assistance for full-time matriculated students (students enrolled for 12 or more credits and/or chargeable hours; at least 6 credits must be in credit-bearing courses), depending upon family net taxable income. All students must apply each year to the New York State Higher Education Service Corporation (HESC) for TAP. Kingsborough students should apply for TAP using the City University of New York Financial Aid Form (CUNY-FAF), available in early Spring of each year. This application starts with the Fall session, continues with the Winter and Spring and ends with the Summer session.

Students whose applications for TAP are approved will receive an award certificate from HESC which states the amount of aid. The amount of the TAP award is scaled according to the level of study, tuition charges, the net taxable income as indicated on the CUNY-FAF application, and the number of TAP payments. STUDENTS ENROLLED IN A TWO-YEAR PROGRAM CANNOT RECEIVE MORE THAN THREE YEARS OF TAP WHILE COMPLETING THE PROGRAM. If students receive the award certificate before their registration date, tuition will be reduced by the amount stated on the certificate. If certificates are received after classes have begun, students must pay the tuition at the time of registration and will be reimbursed later in the school year.

Eligibility for TAP

To be eligible for TAP, students must be: (1) New York State residents and U.S. citizens or permanent residents; (2) enrolled as full-time matriculated students in an approved New York State post-secondary institution, and (3) have, if dependent, a family next taxable income below a specified amount, or, if independent, a taxable income below certain specified amounts as stated in the application.

Satisfactory Academic Standing to Continue TAP Awards

All students receiving TAP must maintain satisfactory academic standing as determined by New York State. Any students who fail to pursue a program of study or to make satisfactory academic progress, as defined by the New York State Education Department, will lose TAP eligibility for the following semester. Therefore, students must meet both the following minimum standards set by the New York State Department of Education:
Pursuit of Program/Academic Progress

Students are required to complete a certain minimum number credits or chargeable hours each semester, accumulate a specified minimum number of total credits and achieve a specified cumulative grade point average (GPA) to be eligible for each TAP award. Program pursuit/academic progress charts are available in Room A-205.

Important Notes

A. Students who withdraw from all courses during a semester will lose eligibility for TAP in the next semester.

B. Students on probation or continued probation who make satisfactory academic progress during this probationary period and continue to maintain their academic standing will maintain their eligibility for financial aid.

C. A repeated credit course cannot be included as part of students' minimum full-time or part-time course load for New York State financial aid purposes, except in the following cases: (1) when the repeated course was previously failed (2) when the course was previously passed but with a grade too low to be accepted in the enrolled curriculum, or (3) when a course may be repeated and credit earned each time.

D. A repeated non-credit (remedial) course cannot be included as part of students' minimum full-time or part-time course load for New York State financial aid purposes: (1) if students have already received two payments for that course, or (2) if students received passing grades for that course.

E. Loss of TAP eligibility. Students who fail to meet the standards of academic program pursuit, academic progress, and/or attendance will lose their TAP eligibility. In addition, any students who register for courses without having met these standards will be liable and billed for the full amount of their TAP award.

F. Transfer students or students making a change of curriculum should review their status with an academic adviser and a financial aid counselor in order to insure their TAP eligibility status.

G. Waiver Policy. Students who can demonstrate that exceptional circumstances beyond their control caused them to have a substandard record may be eligible for a one-time undergraduate waiver of TAP regulations. Waivers will be granted in these exceptional cases only when (1) there is a reasonable probability that the students will regain good academic standing (2) the students are able to present full documentation (3) the waiver is recommended by the Committee on Academic Standing after the students have met with an appropriate college official, and (4) the waiver is approved by the Committee on Academic Standing. Students who wish to apply for a TAP waiver must do so in writing to the Registrar's Office.

Aid for Part-time Study (APTS)

The Aid for Part-Time Study (APTS) program, sponsored by the State of New York, was established to provide tuition assistance for part-time matriculated students. Kingsborough students should use the CUNY supplement to apply for APTS. This form is mailed to all students after they complete the FAFSA.

Eligibility for APTS

APTS is not an entitlement program. There are limited resources. The institution (CUNY) selects and determines the individual award amounts. To be eligible, students must: (1) be enrolled as part-time students in an approved undergraduate degree program in New York State (part-time is defined as at least six (6) but not more than eleven (11) chargeable hours). (2) meet the income limits—if students are not eligible to be claimed as tax dependents, their net taxable income cannot exceed $34,000; if students are claimed as tax dependents, their families' net taxable income cannot exceed $50,500 (3) be New York State residents (4) be either U.S. citizens or permanent residents (5) have a tuition charge of at least $100 per year, and (6) have remaining TAP eligibility.
APTS Awards

The money available for all participating institutions is set each year in the Slate budget. The amount received by a particular college is determined by the school's percentage of the total part-time enrollment at all participating institutions. The number and the amount of awards is determined by the participating institution based on its allocation of funds.

Satisfactory Progress for APTS

Recipients must be in good academic standing in accordance with New York State's rules and regulations (GPA must be above 2.00) and must not be in default of a Student Loan.

FEDERAL ASSISTANCE PLANS (TITLE IV)

Federal PELL Grants

Matriculated students attending college on at least a half-time basis may apply for this Federal grant program. Students should use the Free Application for Federal Student Aid (FAFSA). These applications are available in the Financial Aid Office in the early Spring of each year. This application starts with the Fall semester, continues into the Spring, and ends with the summer.

Students must send the completed FAFSA in the appropriate envelope. In about one month, students will receive a Student Aid Report (SAR) which contains the EFC. If the SAR is received before students' registration dates, tuition and fees will be reduced by the amount of PELL award. If the SAR is received after classes have begun, students must pay the tuition and fees at the time of registration and will be reimbursed later in the school year. Students may also apply on the Web at www.FAFSA.ed.gov.

Eligibility for PELL

Eligibility and award amounts are based on need. The formula used to determine the need is voted upon by Congress each year. Students are notified by the Financial Aid Office about the conditions for receiving PELL payments and how and where these payments can be received. To remain eligible, students must attend classes and continue to make satisfactory academic progress in their chosen program of study.

Note: Students must have achieved at least a 2.00 GPA after two years of attendance at Kingsborough. PELL will only pay for a maximum of thirty (30) equated credits, excluding ESL courses.

Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG grants are available to exceptionally needy full-time and part-time (at least half-time) students. These grants range from $200 to $2,000 annually. Students may apply for this program on the FAFSA and must maintain satisfactory academic progress as stated under the PELL program.

Federal Perkins Loan Program (FPKL)

Applicants may borrow up to $5,000 during their first two years at Kingsborough, provided they remain in good standing. The amount students may receive is determined by financial need and availability of Federal funds. No interest is charged during the time borrowers are enrolled as qualified students. Upon termination of study, there is a six month grace period before payments begin at 5% simple interest for up to a ten-year repayment period. Application is made by completing the FAFSA. To continue their eligibility, students must be enrolled at least half-time and maintain satisfactory academic progress as stated under the PELL program.
Federal Work-Study Program (FWS)

This program enables qualified students to pursue degrees while holding a part-time job. This employment may be located on or off campus and may take place during the academic year (including vacation periods) and/or during the summer months. Eligibility for this program is based on the financial status of students and/or their families. Recipients are required to maintain satisfactory academic progress as stated under the PELL program. Students may apply to this program on the FAFSA form.

Direct Loans

Student seeking loans under the Direct Loan program should first obtain a PELL application form from the College’s Financial Aid Office (Room U-201) and file it as directed (by mail). Students will then receive a Student Aid Report (SAR). Students should bring the SAR to the Financial Aid Office and request a loan application.

Federal Direct Loans

This program provides low-interest loans totaling up to $23,000 to cover undergraduate work. Eligible Kingsborough students who carry at least 6 credits and/or equated credits may borrow up to a total of $2,625 for the freshman year and up to a total of $3,500 for the sophomore year. The amount of the loan will be determined by students’ Effective Family Contribution (EFC). Repayments begin six months after students graduate or leave school.

There are two types of Federal Direct Loans:

1. Subsidized Federal Direct Loan: The interest on this type of loan is paid by the Federal government while students attend college. To be eligible for the Subsidized Federal Stafford Loan, applicants must (a) be enrolled for at least half-time study at an approved institution (b) be United States citizens or permanent resident aliens (c) demonstrate satisfactory academic progress (d) have no outstanding debts from previous loans (e) show financial need, and (f) file a PELL application to determine the Effective Family Contribution (EFC).

2. Unsubsidized Federal Direct Loan: The interest on this type of loan is paid by students while they attend school, or the interest is added to the loan. To be eligible for the Unsubsidized Federal Stafford Loan, applicants must: (a) be enrolled for at least half-time study at an approved institution (b) be United States citizens or permanent resident aliens (c) demonstrate satisfactory academic progress (d) have no outstanding debts from previous loans, and (e) file a PELL application to determine the Effective Family Contribution (EFC).

Federal Parent Loan for Undergraduate Students (PLUS)

Parents may borrow up to the total cost of education minus other aid for each dependent child.
Satisfactory Academic Standing to Continue Title IV Awards

In order to make satisfactory academic progress toward a degree for the purposes of receipt of Title IV Federal Student Assistance, undergraduate students must achieve at least the GPA required for probationary status at the institution; after two years of enrollment at the college, student must have at least a "C" average, or its equivalent, or academic standing consistent with the requirements for graduation, and accumulate credits toward degree according to the following standards:

1. Accumulated credits are equal to or greater than two-thirds of the attempted credits at the institution.
2. Attempted credits are not more than 150% of the credits normally required for completion of the degree. (If the standards in paragraph A and B are not met, eligibility may be retained by meeting conditional standards.)
3. For the associate degree, the conditional standard is: accumulated credits equal to or greater than \(\frac{0.875 \times \text{credits attempted}}{21}\).

Students will be measured against the satisfactory academic progress standard at the end of the Spring term to determine eligibility for receipt of Title IV financial assistance for the upcoming year.

Important Notes

A. Attempted credits usually reflect course loads maintained in students' permanent records at their college.
B. Accumulated credits should reflect credits that students earn toward the completion of the degree program in which they are enrolled.
C. Enrollment in remedial courses will not be included as attempted credits.
D. Withdrawals which are recorded on students' permanent records will be included as attempted credits and will have an effect on their capability to meet the appropriate standard. A retroactive "non-punitive" withdrawal may result in students repaying any assistance received as a result of their enrollment at the time of receipt of the assistance.
E. Courses with incomplete grades are included as attempted credits. However, these courses cannot be used as credits accumulated toward the degree since successful completion is the criterion for positive credit accumulation.
F. Repeated courses can generally be accepted toward degree requirements once. However, each time students attempt courses, they are included as part of the attempted credit record. Therefore, repeated courses, regardless of the prior grade, reduce students' capabilities to meet the appropriate credit accumulation standard.

For detailed information on the topics below, go to Room U-201 or refer to Kingsborough's Financial Aid web page.

G. Appeal procedures
H. Non-standards admissions situations
   1. Readmitted students
   2. Transfer students
   3. Second degree students

NOTE: 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.

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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.

Behavioral Sciences Research Methodology Project

This program offers qualified Brooklyn high school upper juniors the opportunity to learn about research methodology while taking two, 3-credit college courses. BEH 70—Introduction to Research— is given during their upper junior year, and BEH 71—Conducting Research— during the Fall term of their senior year.

These courses are taught by Kingsborough faculty and utilize the latest in computer research technology. The goal of the program is to develop participants' research skills and to have them submit their individual projects to the Westinghouse Science Talent Search and other scholarship competitions.

All tuition and fees for these courses are waived. Students are also issued the required course textbooks and course materials for use during both semesters.

For further information, call 718-368-5170.

College Now Program

Room L-705, ext. 5170

College Now, a nationally recognized partnership between Kingsborough Community College and 24 New York City Public High Schools, is designed to help students make a smooth transition from high school to college. 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 school day during their senior year in high school. Students may earn up to 8 college credits, tuition free, while in the program.

Among the college level offerings are courses in Business (page 142), Communications (page 153), Humanities (page 156), Science, (page 135), Social Sciences (page 211), and Student Development (page 23). Developmental offerings include courses in English (page 165 and 171) and Mathematics (page 221).

For information contact Dr. Rachelle Goldsmith, 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, page 324).

Administrative Computing

Room L-117, ext. 4900

(Under the auspices of the Dean of Instructional Services)

Cultural Affairs

The KCC Orchestra, Concert Band, Dance Band and Chorus perform over 15 times a year. In addition, there are at least ten guest concerts. An active Drama Club performs theatrical events and the Children's Theatre Festival offers 20 performances a year for youngsters six to ten years of age.

For information, contact the Box Office at 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 at Kingsborough Community College is a collaborative effort between the City University of New York, the New York City Board of Education and the Human Resources Administration. The program offers women and men receiving Temporary Assistance to Needy Families (TANF) the opportunity to earn a career-oriented associate degree in an HRA approved area of study. While parents pursue their educational goals, their children attend the pre-Kindergarten through second grade at the Board of Education P.S. 225 Superstart Plus elementary school located on the Kingsborough campus.

The primary goal of Family College is to provide an opportunity for students to develop their educational and career skills in a supportive environment that will enable them to earn an associate degree, obtain employment and become economically self-sufficient. Support services offered include group and individual counseling, registration assistance, HRA guidance, technology support, career planning and job placement.

For information call the program director, Robert Pero or the assistant director, Zina Richardson, at 718-368-5170.

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 17). 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.

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.

Radio Station WKRB

Room U-228, ext. 5817

The college’s student-operated FM radio station broadcasts on 90.9 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, Faculty Adviser.

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.

Women's Studies Program

Kingsborough offers courses in Women's Studies as electives and as a concentration under the Liberal Arts degree. As electives, students may take Women's Studies courses in art history, American history, literature, psychology, film genre, anthropology, sociology, business, health, biology and American women in the performing arts. For complete course descriptions check within the respective departments. Also, special Women's Studies sections of basic courses in English, mass media, music, sociology and student development are offered regularly.

To graduate with a concentration in Women's Studies, students must take HIS 66, an interdisciplinary course on Women in the Social Sciences. In addition, they must take nine more credits in Women's Studies courses from three of the four remaining groups. Obtaining a concentration in Women's Studies does not require taking any extra group requirements.

For students wishing to obtain a four-year major in Women's Studies, Kingsborough has an articulation agreement with Hunter College.

For further information, see the co-directors, Professors Fran Kraljic or Inez Martinez, in F-115.
**SPORTS**

The Health, Physical Education and Recreation Department offers a program of intramural, recreation, and athletic activities geared to promote a variety of interests and skills.

**Intramurals**

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

The program consists of individual and team events such as touch football, volleyball, 3- and 5-man basketball, soccer, racquetball, tennis, karate, weight-lifting, body-building, swimming, aerobics, water aerobic workshops, water volleyball, volleyball, bowling, and ping-pong. Special events include tournaments in handball, softball, trangleball, golf, badminton, darts, chess, 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 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 varsity softball, volleyball and basketball teams. 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. In 1998, the men's tennis team won the national title and was ranked #1 in the nation in Division III.

*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.
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 or Weekend Studies Programs. It is possible to carry a full-time Evening program. However, not all KCC degree programs are 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 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, and 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.

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" average) for all courses taken at Kingsborough Community College (see page 38).

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.

* Non-degree students are NOT eligible for financial aid.
College Preparatory Initiative (CPI)

All entering Kingsborough students who graduated from high school June, 1993 or later will be expected to have completed units of high school work in specific academic subjects:

<table>
<thead>
<tr>
<th>Effective Fall Dates</th>
<th>Total Units</th>
<th>Science</th>
<th>Math</th>
<th>English</th>
<th>Social Sciences</th>
<th>Fine Arts</th>
<th>Foreign Language</th>
<th>Elective Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall '93 &amp; Fall '94</td>
<td>9 units</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>Fall '95 &amp; Fall '96</td>
<td>11 units</td>
<td>1</td>
<td>2</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>Fall '97 &amp; Fall '98</td>
<td>13 units</td>
<td>1</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td>X</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>Fall 1999</td>
<td>15 units</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>2</td>
<td>X</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>Fall 2000</td>
<td>16 units</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>1</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

Students who have not completed academic units according to the table above must complete the required number of units in addition to the requirements for their degree. In these cases, the total number of credits needed to graduate will exceed 60. Kingsborough courses that satisfy CPI unit requirements are listed in the Schedule of Classes. Kingsborough courses that satisfy CPI academic units, as well as degree requirements, are noted in the listings of degree requirements for Kingsborough programs in the Degree Programs section of this catalog. Students should consult with a counselor and/or faculty advisor in the selection of courses to ensure compliance.
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>1/2 12 to 23</td>
<td>1.50</td>
</tr>
<tr>
<td>1/2 24 to 35</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.

Students should pay the required readmission application fee and submit the completed readmission application, along with a letter of appeal addressed to the College Committee on Admissions and Academic Standing, to the Registrar’s Office, Room A-101, at least one month prior to registration. Acceptance is 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 Points</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>0</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 departmental 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>P</td>
<td>Passed, but not Counted in Computing Cumulative Average</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Yearly Course; Grade Assigned at end of Year</td>
<td></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>Counts as an F unless Work is Completed within Six Months</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew Without Penalty</td>
<td></td>
</tr>
<tr>
<td>WA</td>
<td>Withdrew Administratively</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 (WU or WF) 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 student’s 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. The student must first speak to the instructor about the grade. If that does not satisfactorily resolve the matter, the student must speak to the Chairperson of the Department. Following these steps, the student may file an appeal with the Committee on Academic Review.

*Kingsborough Community College Council action.*
Scholastic Standing

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

CHANGE of CURRICULUM

For any curriculum change, except Nursing* which has special regulations, students must file the appropriate form in the Registrar's Office, A-101, 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 of 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 the 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, A-101—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, A-101. The date that change of program or 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 course. See "Grades Assigned" under Student Attendance Policy (page 45).

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.

Students who wish to file for readmission to the college should pay the required application fee and submit the completed readmission application form to the Registrar's Office, A-101, at least one month prior to registration.

*Nursing Curriculum Requirements: Retention, Pre-Clinical Sequence (page 229)
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.

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 application fee, must be filed in the Registrar's Office, A-101, along with a letter of appeal to the Committee on Admissions and Academic Standing, documenting the reason for poor scholarship. 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><strong>Contact Hours</strong></td>
<td><strong>Course Meetings</strong></td>
</tr>
<tr>
<td>2 hours</td>
<td>2 hours</td>
</tr>
<tr>
<td>3 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>4 hours</td>
<td>4 hours</td>
</tr>
<tr>
<td>5 hours</td>
<td></td>
</tr>
<tr>
<td>6 hours</td>
<td></td>
</tr>
</tbody>
</table>

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

Excessive absences may result in the instructor assigning either a lower grade or punitive grade. Timely appeal of this policy may be made to the Office of the Vice President for Student Development.

Students who officially withdraw from courses within the first seventeen days after the first day of classes for the 12-week session or within the first seven days after the first day of classes for the six-week session will have *no-grade* recorded on their student transcript. (Courses will be deleted from their record.)

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, with 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 they are offered.
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 Office Administration and Technology, who maintain a cumulative "B" average after completing 30 credits at Kingsborough and who have given service to the Office Administration and Technology Department, are eligible for membership.

HONORS OPTION PROGRAM

For academically skilled, high achieving students. See page 34 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.

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

*Adopted by the CUNY Board of Trustees, June 24, 1985.
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

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.

*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.
SUNY TRANSFER POLICY

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

PRIVATE COLLEGE TRANSFER POLICIES

Students who wish to transfer to a private college should check catalogs, directories and other literature available at Kingsborough or 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-113, 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 Friday evening, Saturday and Sunday.

The Evening Studies Program serves:

• adults eager for a second or new career or 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 education opportunities and cultural interests for self-improvement and intellectual stimulation.

An extensive variety of course offerings is available in the Evening Studies Program. They include courses in the liberal arts, humanities, business and commerce, early childhood education 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 achieve academic excellence in their various disciplines, and to students who give 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.
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. A one-year certificate program in Entrepreneurial Studies is also offered.

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 59.

The Associate in Science (A.S.) degree is awarded upon satisfactory completion of the required credits for programs offered in Mathematics, in the Sciences and the Arts. Candidates for this degree follow programs which closely parallel the A.A. program, but have greater concentration in Mathematics or in Science, or in one of the Arts areas in which they plan to major. These programs include Biology (with Occupational Therapy, Pharmacy and Physician Assistant Transfer Options and concentrations in Marine Biology and Biotechnology), Chemistry, 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 63.

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 Human Services. 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/Child Care, Education Associate, Fashion Merchandising, Graphic Design and Illustration, Journalism and Print Media, Marine Technology, Marketing Management, Nursing, Office Administration and Technology (with the following options: Executive, Legal, School, plus concentrations in Medical, Word/Information Processing), Physical Therapist Assistant, Sports, Fitness and Therapeutic Recreation, Travel and Tourism (with concentrations in Travel and Tourism, Tourism and Hospitality, Aviation and International Transportation and Destination Management). Requirements and credits start on page 83.

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 be 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*

Associate in Arts (A.A.)
Liberal Arts
Women’s Studies Concentration

Associate in Science (A.S.)
Arts Programs
Fine Arts

Sciences and Mathematics Programs
Biology
- Biotechnology Concentration
- Marine Biology Concentration
Occupational Therapy
Pharmacy
- Physician Assistant Transfer Option
Chemistry
Community Health
- Gerontology Concentration
Computer Science
Educational Studies
Engineering Science
Mathematics
Mental Health and Human Services
Physics
Pre-Physical Therapy

Associate in Applied Science (A.A.S.)
Business Career Programs
Accounting
- Tax Accounting Concentration
Broadcasting Technology and Management
- Music Technology Concentration
Business Administration
Computer Data Processing
Fashion Merchandising
Graphic Design and Illustration
Journalism and Print Media
Marine Technology
Marketing Management
Office Administration and Technology
- (Executive, Legal, Medical, School) plus—
  Word/Information Processing and
  Medical Word/Information Processing Concentrations
Travel and Tourism
Travel and Tourism, Tourism and Hospitality,
Aviation and International Transportation
  and Destination Management Concentrations

*NOTE: Enrollment in other than registered (or otherwise approved) programs may jeopardize a student’s eligibility for certain student aid awards.
Health and Human Services Programs

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Nursing  Page 95  5208
Physical Therapist Assistant  Page 99  
Education Associate  Page 89  5503
Sports, Fitness, and Therapeutic Recreation  Page 100  5506

COURSE DESCRIPTIONS

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Business Department  
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Communications and Performing Arts Department  
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English Department  
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Foreign Languages Department  
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Health, Physical Education and Recreation Department  
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History, Philosophy and Social Sciences Department  
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Mathematics and Computer Science Department  
Courses—page 215

Nursing Department  
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Office Administration and Technology Department  
Courses—page 237

Physical Sciences Department  
Courses—page 245

Tourism and Hospitality Department  
Courses—page 255
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
- Graphic Design
- English
- Fine Arts
- Foreign Languages
- Health, Physical Education and Recreation
- History, Philosophy and the Social Sciences
- Mathematics
- Physical Sciences
- Speech and Theatre
A.A. LIBERAL 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

GROUP REQUIREMENTS**
At least six credits of the nine credits from EACH group—I thru IV—must be in Basic Courses.

Students shall elect to take three credits less in any one group, I thru V.

<table>
<thead>
<tr>
<th>Group</th>
<th>Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Performing and Visual Arts (2 areas)</td>
<td>9</td>
</tr>
<tr>
<td>II.</td>
<td>Language and Literature (2 areas)</td>
<td>9</td>
</tr>
<tr>
<td>III.</td>
<td>Social Sciences</td>
<td>9</td>
</tr>
<tr>
<td>IV.</td>
<td>Behavioral Sciences (2 areas)</td>
<td>9</td>
</tr>
<tr>
<td>V.</td>
<td>Mathematics and Sciences (2 areas)</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Biological Sciences - Mathematics &amp; Computer Science - Physical Sciences - Chemistry - Earth Science</td>
<td></td>
</tr>
</tbody>
</table>

CONCENTRATION IN WOMEN'S STUDIES

Students who choose to complete this concentration are required to take 12 credits from the Group Requirements in Women's Studies courses. The 12 credits must come from four of the five groups.

Group I — ART 39 or THA 48 or Women's Studies sections of MCM 30 or MCM 43 or MCF 43
Group II — ENG 67
Group III — HIS 66 (required)
Group IV — ANT 82 (Sex and Culture) or PSY 37 or SOC 38 or Women's Studies sections of SOC 31
Group V — BIO 28

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

* CPI Unit(s)
** May meet CPI requirement; refer to CPI Unit Requirements in the Schedule of Classes.
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 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

- Fine Arts
- Mathematics/Computer Science
- Biology (with concentrations in Pre-Physician Assistant, Occupational Therapy and Pharmacy Transfer Options)
- Chemistry
- Community Health
- Educational Studies
- Engineering Science
- Mental Health and Human Services
- Physics
- Pre-Physical Therapy
A.S. DEGREE PROGRAMS

ARTS PROGRAMS

Fine Arts
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HEALTH AND HUMAN SERVICES PROGRAMS

Biology
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Chemistry
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Engineering Science
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Mental Health and Human Services
Requirements, page 75
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Physics
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MATHEMATICS PROGRAMS

Computer Science
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Mathematics
Requirements, page 74
Course Descriptions, page 221
A.S. BIOLOGY • 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 ............................................................................................... 3
If Required
ENG 04, 91, 92 &/or 93.............................................................................. 0
MAT M1 & M2 or MAT R2 proficiency...................................................... 0

DEPARTMENT REQUIREMENTS §
++* General Biology I and II (BIO 13-14).................................................. 8 credits
Biology Laboratory Courses (excluding BIO 11-12 and BIO 51).................. 8
* General Chemistry I and II (CHM 11-12)............................................... 8
++Analytic Geometry and Pre-Calculus Math (MAT 14).............................. 4
Introductory Computer Applications course (BA 60 or CP 11 or TEC 25)......3-4

CONCENTRATION IN MARINE BIOLOGY
Please note that for this concentration, HE 36 is required: not HPE 12.
DEPARTMENT REQUIREMENTS §
++ General Biology I and II (BIO 13-14).................................................. 8 credits
Marine Biology (BIO 52) and Field Studies in Oceanography....................... 8
* General Chemistry I and II (CHM 11-12)............................................... 8
++Analytic Geometry and Pre-Calculus Math (MAT 14).............................. 4
Introductory computer applications course (BA 60 or CP 11 or TEC 25)......3-4

CONCENTRATION IN BIOTECHNOLOGY
DEPARTMENT REQUIREMENTS §
++ General Biology I and II (BIO 13-14).................................................. 8 credits
* General Microbiology (BIO 50) and Genetics (BIO 59)............................ 8
* General Chemistry I and II (CHM 11-12)............................................... 8
++Analytic Geometry and Pre-Calculus Math (MAT 14).............................. 4
Introductory computer applications course (BA 60 or CP 11 or TEC 25)......3-4

• These programs are within the Biological Sciences Department.
* CPI units)
§ Consultation with the Department Advisor is required.
+ Prerequisites must be satisfied or additional credits may be required.
Suggested guidelines for academic advisement for students who wish to pursue studies in upper-division programs:

**OCCUPATIONAL THERAPY**

* Human Anatomy and Physiology I and II (BIO 11-12) ........................................ 8  credits
* General Biology I and II (BIO 13-14) ................................................................. 8
* General Chemistry I and II (CHM 11) ..................................................................... 4
* Elements of Statistics (MAT 20) ............................................................................ 3

PLUS...

Completion of 40 hours of volunteer or paid experience in an occupational therapy facility approved, in advance, by the Program Coordinator.

**PHARMACY**

* Human Anatomy and Physiology I and II (BIO 11-12) ........................................ 8  credits
* General Biology I and II (BIO 13-14) ................................................................. 8
* General Chemistry I and II (CHM 11-12) ............................................................ 4
* Organic Chemistry I and II (CHM 31-32) ............................................................ 10
+ * Calculus I (MAT 15) ......................................................................................... 4  Recommended
  * General Physics I (PHY 11) ..............................................................

**PHYSICIAN ASSISTANT**

* Biology (BIO 13-14), Chemistry (CHM 11-12), Mathematics (MAT 14) ............ 20  credits
* Human Anatomy and Physiology (BIO 11-12) ....................................................... 8
* Microbiology in Health and Disease (BIO 51) ....................................................... 4
* General Psychology (PSY 11) ................................................................................ 3
* Human Growth and Development (PSY 32) .......................................................... 3
* Elements of Statistics (MAT 20) ............................................................................. 3
  ✦ Recommended Electives
    * Science of Nutrition (BIO 70) ........................................................................ 3
    * Cardiopulmonary Resuscitation (HE 20) ....................................................... 1
    * Emergency Health Care (NUR 41) ............................................................... 2
  * Organic Chemistry I and II (CHM 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.

* 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.

* CPI unit(s)
+ Prerequisites must be satisfied or additional credits may be required.
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
    Foreign Language - Literature - Philosophy

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

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

V. Mathematics and Sciences ** Satisfied by Department requirements ............................ 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. May also meet CPI requirements; refer to CPI unit requirements in Schedule of Classes.
A.S. CHEMISTRY • 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 ................................................................................. 3
If Required
  ENG 04, 91, 92 &/or 93 .................................................................. 0
  MAT M1 & M2 or MAT R2 profiency ............................................ 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

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 Satisfied by Department requirements .... 24 credits
    Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES—Sufficient to meet required total of .................................. 60–64 credits

• This program is within the Physical Sciences Department.
* CPI Unit(s)
§ Consultation with the Department Advisor is required.
** Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
A.S. COMMUNITY HEALTH • 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
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

GERONTOLOGY CONCENTRATION
Introduction to Gerontology (MH 35) ......................................................................... 3 credits
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 (ICOH 91) .................................................. 3
Drugs, the Individual and Society (HE 40) ................................................................. 3
Science of Nutrition (SCI 70) .................................................................................... 3
* Human Anatomy and Physiology (BIO 11, 12) ....................................................... 3
* Introduction to Sociology (SOC 31) ...................................................................... 3
* General Psychology (PSY 11) ............................................................................... 3

• This program is within the Health, Physical Education and Recreation Department.
• CPI Units
§ Consultation with the Department Advisor is required.
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  **Satisfied by Department requirements** ............. 3
    Anthropology - Psychology - Sociology

V. Mathematics and Sciences  **Satisfied by Department requirements** ....... 6 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. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
A.S. COMPUTER SCIENCE *

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 .................................................................................................................................. 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 Satisfied by Department requirements .................................... 24 credits
    Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES—Sufficient to meet required total of .................................................................... 60-64 credits

* This program is within the Mathematics and Computer Science Department.
* CPI Units)
§ Consultation with the Department Advisor is required.
** Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
A.S. EDUCATIONAL STUDIES • Total credits: 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 .................................................. 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 §
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 (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

• This program is within the Department of Behavioral Sciences and Human Services.
* CPI Unit(s)
§ Consultation with the Department Advisor is required.
** Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirements; refer to CPI Unit Requirements in Schedule of Classes.
A.S. ENGINEERING SCIENCE • Total credits: 66–70

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
Engineering Science (EGR 21) ...................................................................................... 3
Introduction to Engineering Thermodynamics (EGR 23) ........................................... 3
Introduction to Electrical Engineering (EGR 22) .......................................................... 3
* Advanced General Physics I and II (PHY 13, 14) .................................................... 8
* Introduction to Computing (CS 12) .............................................................................. 4

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 Satisfied by Department requirements ....................... 24 credits
   Biological Sciences - Mathematics & Computer Science - Physical Sciences

ELECTIVES—Sufficient to meet required total of ............................................................................. 66–70 credits

* This program is within the Physical Sciences Department.
* CPI Unit(s)
§ Consultation with the Department Advisor is required.
** Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
A.S. FINE ARTS • 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 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

PLUS... Sequences in Fine Arts Concentrations

Art History
* Modern Art I and II (ART 35–36) .................................................................................................. 6 credits
* African, Oceanic and Native American Art (ART 37) ................................................................. 3
* Renaissance Art (ART 38), Recommended Electives ........................................................................ 3

Drawing and Painting
  Drawing II (ART 58) .................................................................................................................... 3
* Painting I and II (ART 59–60), ** Recommended Electives .......................................................... 7–9

Sculpture
* Sculpture I and II (ART 61–62), Figure Modeling (ART 83) ......................................................... 7
  ** Recommended Electives ........................................................................................................ 7–9

* This program is within the Art Department.
* CPI Unit(s)
§ Consultation with the Department Advisor is required.
** Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
GROUP REQUIREMENTS** ................................................................. 12 credits

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

I. Performing and Visual Arts .......................... Satisfied by Department requirements
   (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 .......................... 6 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. May meet also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
A.S. MATHEMATICS • 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 §
**Calculus I, II and III (MAT 15, 16, 21) .................................................................................. 12 credits
Differential Equations (MAT 55) ......................................................... 3
Linear Algebra (MAT 56). ............................................................................ 3
Programming in Fortran (CP 51) or Introduction to Computing (CS 12) ........... 4

**Mathematics OR Computer Programming Electives .......................................... 8
** Laboratory Science ................................................................................................. 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 Satisfied by Department requirements ...................... 24 credits
   Biological Sciences - Mathematics & Computer Science - Physical Sciences

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

• This program is within the Mathematics and Computer Science Department.
* CPI Unit(s)
§ Consultation with the Department Advisor is required.
+ Prerequisites must be met or additional credits may be required.
** Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
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.)

* 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
* Human Growth and Development (PSY 32) .................................... 3
* Abnormal Psychology (PSY 36) .................................................. 3
* Introduction to Sociology (SOC 31) ............................................. 3
  Choice of ONE from the following for ..................................... 3
  Sociology of the Family (SOC 35) ............................................. 3
  * Minority Groups in the U.S. (SOC 36) ..................................... 3
  Introduction to Anthropology (SOC 37) ..................................... 3
  Introduction to Human Services (MH 11) .................................... 3
  Human Services Organizations (MH 30) .................................... 3
  Principles of Interviewing and Group Leadership (MH 31) ............... 3
  Activities Therapy (MH 34) .................................................... 3
  Introduction to Gerontology (MH 35) ....................................... 3
  Supervised Instructional Experience in Mental Health (MH 96-97) .... 6

GROUP REQUIREMENTS ** .................................................. 6 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 ................................................. 3 credits
II. Language and Literature .................................................. 3
  Foreign Language - Literature - Philosophy ............................. 3
III. Social Sciences  Satisfied by Department requirements .................. 3
  Economics - History - Political Science ................................. 3
IV. Behavioral Sciences .................................................. 3
  Anthropology - Psychology - Sociology ................................. 3
V. Mathematics and Sciences .................................................. 6 credits
  Choice of—*BIO 33 or SCI 37 or *MAT 13
  PLUS
  Choice of—BIO 32 or 37 or 49 or 70 or SCI 25

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

• This program is within the Behavioral Sciences and Human Services Department.
* CPI Unit(s)
§ Consultation with the Department Advisor is required.
**Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.

75
A.S. PHYSICS • 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 $

* 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 ** ................................................................. 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 Satisfied by Department requirements .............................................. 24 credits
   Biological Sciences - Mathematics & Computer Science - Physical Sciences

$ Consultation with the Department Advisor is required.
§ Prerequisites must be met or additional credits may be required.
++ Department requirements may be used to satisfy groups I-V requirements. May also meet CPI
requirement; refer to CPI Unit Requirements in Schedule of Classes.

* This program is within the Physical Sciences Department.
+ CPI Unit(s)

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

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

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

DEPARTMENT REQUIREMENTS §

Preparatory Biology (BIO 10 if required)............................................. 0
* General Biology I and II (BIO 13-14)............................................. 8
* Human Anatomy and Physiology (BIO 11-12)................................. 8
* General Chemistry I and II (CHM 11, 12)............................................. 8
* General Physics I and II (PHY 11, 12)............................................. 8
* Analytic Geometry and Pre-Calculus Math (MAT 14)......................... 4
* General Psychology (PSY 11)............................................. 3
* Human Growth and Development (PSY 32)............................................. 3
* Introduction to Sociology (SOC 31)............................................. 3
* Elements of Statistics (MAT 20)............................................. 3

§ PLUS Completion of 50–100 volunteer or paid work hours in approved physical therapy facility
Recommended
First Aid and Personal Safety (HE 35)............................................. 2
Cardiopulmonary Resuscitation (HE 20)............................................. 1

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

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

I. Performing and Visual Arts ............................................. 3
   (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 Satisfied by Department requirements ............................................. 3
   Anthropology - Psychology - Sociology
V. Mathematics and Sciences Satisfied by Department requirements ............................................. 24
   Biological Sciences - Mathematics & Computer Science - Physical Sciences

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

• This program is within the Biological Sciences Department.
* CPI Unit(s)
§ Consultation with the Department Advisor is required.
** Department requirements may be used to satisfy groups I-V requirements. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
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.

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>
</thead>
<tbody>
<tr>
<td><strong>Business</strong></td>
</tr>
<tr>
<td>Accounting</td>
</tr>
<tr>
<td>(with concentration in Tax Accounting)</td>
</tr>
<tr>
<td>Broadcasting Technology and Management</td>
</tr>
<tr>
<td>(with concentration in Music Technology)</td>
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<tr>
<td>Business Administration</td>
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<tr>
<td>Computer Data Processing</td>
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<td>Fashion Merchandising</td>
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<td>Graphic Design and Illustration</td>
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<td>Journalism and Print Media</td>
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<tr>
<td>Marine Technology</td>
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<td>Marketing Management</td>
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<tr>
<td>Office Administration and Technology</td>
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<tr>
<td>(Executive, Legal, Medical, School, Word/Information Processing)</td>
</tr>
<tr>
<td>Travel and Tourism</td>
</tr>
<tr>
<td>(with concentrations in Travel and Tourism, Tourism and Hospitality, Aviation and International Transportation and Destination Management)</td>
</tr>
</tbody>
</table>

| **Health**        |
| Nursing |
| Physical Therapist Assistant |
| Sports, Fitness, and Therapeutic Recreation |

| **Human Services** |
| Early Childhood Education/Child Care |
| Education Associate |
A.A.S. DEGREE PROGRAMS

BUSINESS CAREER PROGRAMS

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Sports, Fitness and Therapeutic Recreation
Requirements, page 100
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A.A.S. ACCOUNTING • 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
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

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: 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
 Biological Sciences - Mathematics & Computer Science - Physical Sciences

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

TAX ACCOUNTING CONCENTRATION §

NOTE: For the Tax Accounting Concentration, Federal Taxation II (ACC 42) is required in place of
ACC 31. New York Taxes (ACC 43) is highly recommended.

• This program is within the Business Department.
* CPI Unit(s)
§ Prior to preregistration or registration, consultation with the Department Advisor is required.
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.)

* 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 Broadcasting (MCB 35) .................. 3 credits
Radio Station Operation (MCB 59) 3 semesters (1 cr. ea.) .................. 3
Three Program Courses (3 crs. ea.) .................. 3
* Mass Media (MCM 30) OR
  Communication Development and Application (MCM 42) .................. 3
* Rudiments of Theory (MUS 30) OR
  The Musical Experience (MUS 31) .................. 3
** PLUS, additional three credits from Groups I-IV .................. 3

NOTE: Consult with Advisor to use electives for concentrations in:
Advertising, Engineering, Management, News, Performance, Production.

MUSIC TECHNOLOGY CONCENTRATION

In addition to the Department requirements listed above:

Music Theory/Ear Training (MUS 48) .................. 3 credits
MIDI Studio Operations (MUS 40) .................. 1
Sequencing (MUS 41) .................. 2
Sound Synthesis and Digital Editing (MUS 42) .................. 3
Sampling and Advanced Sequencing (MUS 81) .................. 3

* This program is within the Communications and Performing Arts Department.
* CPI Unit(s)
§ Prior to preregistration or registration, consultation with the Department Advisor is required.
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. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
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.)

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<th>Course Code</th>
<th>Credits</th>
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<tr>
<td>ENG 12</td>
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<td>ENG 24</td>
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<tr>
<td>HPE 12</td>
<td>3</td>
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<tr>
<td>ENG 04, 91, 92 &amp;/or 93</td>
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If Required

DEPARTMENT REQUIREMENTS §

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<tr>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Accounting I and II (ACC 11-12)</td>
<td>8</td>
</tr>
<tr>
<td>Fundamentals of Business (BA 11)</td>
<td>3</td>
</tr>
<tr>
<td>Business Law (BA 12)</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing (BA 14)</td>
<td>3</td>
</tr>
<tr>
<td>Organizational Behavior and Management (BA 31)</td>
<td>3</td>
</tr>
<tr>
<td>Business Communications (BA 33)</td>
<td>3</td>
</tr>
<tr>
<td>Advertising: Theory and Practice (BA 52)</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Computer Concepts (BA 60)</td>
<td>3</td>
</tr>
<tr>
<td>Macroeconomics (ECO 12)</td>
<td>3</td>
</tr>
<tr>
<td>Money and Banking (ECO 14)</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.

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

ELECTIVES—Sufficient to meet required total of

<table>
<thead>
<tr>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>60</td>
</tr>
</tbody>
</table>

* This program is within the Business Department.
* CPI Unit(s)
§ Consultation with the Department Advisor is required.
** Department requirements may be used to satisfy groups I–V requirements where applicable. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
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

At least THREE of the following, with at least ONE DP course:
(Consult with Department Advisor) for: ..................................................................................... 12-15

* Introduction to BASIC (CP 30)
  BASIC II (CP 31)
  LAN Administration Using Novell Network (DP 70)
  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
  * 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 Satisfied by Department requirements ......................................... 4 credits
   Biological Sciences - Mathematics & Computer Science - Physical Sciences

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

* CPI Unit(s)
• This program is within the Mathematics and Computer Science Department.
§ Consultation with the Department Advisor is required.
**Department requirements may be used to satisfy groups I-V requirements where applicable. May also
meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
# A.A.S. Early Childhood Education/Child Care

**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>Requirement</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>
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</table>

### Department Requirements §

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Psychology (PSY 11)</td>
<td>3</td>
</tr>
<tr>
<td>Psychological Disorders in Young Children (PSY 24)</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development (PSY 32)</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology (SOC 31)</td>
<td>3</td>
</tr>
<tr>
<td>Foundations of Education (EDC 20)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science in Education (EDC 21)</td>
<td>3</td>
</tr>
<tr>
<td>Art Workshop for Students in Education (EDC 22)</td>
<td>2</td>
</tr>
<tr>
<td>Music and Movement Workshop for Students in Education (EDC 23)</td>
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</tr>
<tr>
<td>Seminar and Practicum in Education (EDC 30)</td>
<td>3</td>
</tr>
<tr>
<td>Development of Literacy in Children (HUM 81)</td>
<td>1</td>
</tr>
<tr>
<td>Liberal Arts (Groups I-V) Electives</td>
<td>4</td>
</tr>
<tr>
<td>Supervised Instructional Experience in Education I and II (EDC 91 and 93)</td>
<td>6</td>
</tr>
</tbody>
</table>

### Group Requirements**

A minimum of three credits each selected from at least two different groups—I thru III—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** **Satisfied by Department requirements**
   - Anthropology - Psychology - Sociology
5. **Mathematics and Sciences (2 areas)**                                    | 8 credits |
   - Biological Sciences - Mathematics & Computer Science - Physical Sciences

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

* CPI Unit(s)

§ Consultation with the Department Advisor is required.

** Department requirements may be used to satisfy groups I–V requirements where applicable. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
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 ** ......................................................................................... 3 credits

A minimum of three credits selected from groups—II or III—must be in Basic Courses.

I. Performing and Visual Arts  Satisfied by Department requirements
   (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  Satisfied by Department requirements
   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

* This program is within the Behavioral Sciences and Human Services Department.
* CPI Unit(s)
§ Consultation with the Department Advisor is required.
** Department requirements may be used to satisfy groups I–V requirements where applicable. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
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

• This program is within the Business Department.
• CPI Unit(s)
§ Consultation with the Department Advisor is required.
**May meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
# A.A.S. GRAPHIC DESIGN and ILLUSTRATION

## 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.

- English 12: 4 credits
- English 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

* Choose one of the following four Art History courses:
  - Art Survey I (ART 33): 3 credits
  - Art Survey II (ART 34): 3 credits
  - Modern Art I (ART 35): 3 credits
  - Modern Art II (ART 36): 3 credits

* Drawing I (ART 57): 3 credits
* Illustration I and II (ART 68, 69): 6 credits
* Publications Layout and Design (ART 73): 3 credits

* Designing with Type I and II (ART 74, 40): 6 credits
* Computer as a Design Tool (ART 43): 3 credits
* Photodigital Illustration (ART 46): 3 credits
* Basic Desktop Publishing (ART 45): 3 credits
* Introduction to Graphic Design & Advertising (ART 75): 3 credits

### GROUP REQUIREMENTS

A minimum of three credits each from at least two different groups - II - IV. Courses selected must be Basic Courses.

I. Performing and Visual Arts
   - Satisfied by Department requirements
   - (excluded are Art & Music Studio, Theatre Production and Technique courses)
   - Art - Music - Speech - Theatre Arts

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

III. Social Sciences
   - Economics - History - Political Science

IV. Behavioral Sciences
   - Anthropology - Psychology - Sociology

V. Mathematics and Sciences
   - Biology - Math or Computer Science - Physical Science

### ELECTIVES

- Sufficient to meet required total of: 60 credits

---

* This program is within the Art Department
* CPI Unit(s)

§ Consultation with the Department Advisor is required.

** Department requirements may be used to satisfy groups I-V requirements where applicable. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
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 SIX courses for ................................................................................................. 6
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
Feature and Magazine Writing (JRL 44) .......................................................................................................... 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
   Biological Sciences - Mathematics & Computer Science - Physical Sciences
ELECTIVES — Sufficient to meet required total of ......................................................................................... 60 credits

* This program is within the English Department.
* CPI Unit(s)
§ Consultation with the Department Advisor is required.
**May meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
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.)

* ENG 12 (based on CUNY Test scores; students may be exempt) ........................................ 4 credits
  * ENG 24 ..................................................................................................................... 3
  HE 36 ........................................................................................................................... 3

DEPARTMENT REQUIREMENTS §
Vessel Operations
Seamanship (MT 30) ........................................................................................................ 3 credits
Navigation (MT 31) .......................................................................................................... 3
Vessel Technology I and II (MT 33, 34) .................................................................... 6
Diesel Technology (MT 35) .......................................................................................... 3
Auxiliary Systems (MT 37) ............................................................................................ 3
Vessel Maintenance (MT 39) ........................................................................................ 3
Marine Electrical Systems (MT 41) ............................................................................. 2
Marine Electronics (MT 42) .......................................................................................... 3
Marina Operations (MT 43) .......................................................................................... 3
Outboard and Inboard Engines (MT 44) .................................................................... 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

• This Program is administered by the Office of the Director of Marine Education.
* CPI Unit(s)
§ Consultation with the Department Advisor is required.
**May meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
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

• This program is within the Business Department.
• CPI Unit(s)
§ Consultation with the Department Advisor is required.
**May meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.**
A.A.S. NURSING • Total credits: 66-67

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

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

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

First Semester (Pre-Clinical Component)
* Applied Physical Sciences for Allied Health Careers (SCI 25) ........................................ 3 credits
* General Psychology (PSY 11) ........................................................................... 3
* Human Anatomy and Physiology (BIO 11—NOTE: Prerequisite REQUIRED) ............ 4
* Freshman English I (ENG 12) ........................................................................... 4

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

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

Fourth Semester
* Freshman English II (ENG 24) ........................................................................... 3
Nursing the Emotionally III (NUR 20) ................................................................. 4
Nursing the III Adult II (NUR 22) ........................................................................... 5

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

Students requiring remediation based upon College placement test scores may be required to take any or all of the following prior to taking the Pre-Clinical Sequence.

Preparatory Biology (BIO 10)
Remedial Math (M1 and M2, or MAT R2)
English Skills (ENG 04, 91, 92 &/or 93)

• This program is within the Nursing Department.
* CPI Unit(s)*
§ Consultation with the Department Advisor is required.
Those students (not more than 5% of each class) who complete the degree in two years will take the semester-sequences in the following order.

First Semester
- Applied Physical Sciences for Allied Health Careers (SCI 25) ........................................ 3 credits
- General Psychology (PSY 11) .................................................................................. 3
- * Human Anatomy and Physiology I (BIO 11) ......................................................... 4
- Drug Calculations in Nursing (NUR 17) ................................................................. 1
- Fundamentals of Nursing (NUR 18) ........................................................................ 7

Winter or Summer Module +
- * Human Anatomy and Physiology II (BIO 12) ...................................................... 4

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

Second Semester
- Microbiology in Health and Disease (BIO 51) ............................................................. 4
- * Freshman English I (ENG 12) .............................................................................. 4
- Nursing the Ill Adult (NUR 21) .............................................................................. 9

Third Semester
- * Human Growth and Development (PSY 32) .......................................................... 3
- * Introduction to Sociology (SOC 31) ....................................................................... 3
- Nursing the Emotionally Ill (NUR 20) ................................................................... 4
- Nursing the Ill Adult II (NUR 22) .......................................................................... 5

Fourth Semester
- * Freshman English II (ENG 24) ............................................................................. 3
- Family-Centered Maternity Nursing (NUR 19) ....................................................... 4
- Nursing of Children (NUR 23) .............................................................................. 5
- Issues in Nursing (NUR 24) ................................................................................... 1

ELECTIVES—Sufficient to meet required total of ......................................................... 66-67 credits

* CPI Unit(s)
A.A.S. OFFICE ADMINISTRATION
and TECHNOLOGY

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:
• Elementary Keyboarding (TEC 11) ........................................................................... 2 credits
• Intermediate Keyboarding (TEC 12) .......................................................................... 2
  Advanced Keyboarding (TEC 13) ............................................................................. 2
  Secretarial Practice (TEC 34) .................................................................................. 3
  Business Communications (ADM 37) ...................................................................... 3
  Field Experience (ADM 92) .................................................................................... 3

PLUS...FOR STENOGRAPHIC MAJORS WITH CONCENTRATIONS IN:

Executive
• Elementary Shorthand (ADM 15) ............................................................................. 3
• Intermediate Shorthand (ADM 17) .......................................................................... 3
  Advanced Shorthand and Transcription (ADM 30) .................................................. 4 credits

Legal
• Elementary Shorthand (ADM 15) ............................................................................. 3
• Intermediate Shorthand (ADM 17) .......................................................................... 3
  Advanced Shorthand and Transcription (ADM 30) .................................................. 4
  Legal Stenography, Transcription and Procedures (ADM 50) .................................. 4 credits

School
• Elementary Shorthand (ADM 15) ............................................................................. 3
• Intermediate Shorthand (ADM 17) .......................................................................... 3
  Advanced Shorthand and Transcription (ADM 30) .................................................. 4 credits
  School Secretary I and II (ADM 53, 54) ................................................................. 4
  School Records and Accounts (ADM 55) .............................................................. 2

* CPI Unit(s)
§ 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 Advisor.
PLUS OPTIONS FOR NON-STENOGRAPHIC MAJORS WITH CONCENTRATIONS IN

### WORD/INFORMATION PROCESSING

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

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
    Biological Sciences - Mathematics & Computer Science - Physical Sciences

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

Elementary Keyboadring and Shorthand required of students who do not meet Department requirements.
Intermediate Keyboarding and Shorthand may be waived for students who meet Department requirements.

**May meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.**
A.A.S. PHYSICAL THERAPIST ASSISTANT • Total credits: 68

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 credits

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

DEPARTMENT REQUIREMENTS $§

* Foundations of Human Anatomy and Physiology (BIO 7) ...................... 3 credits
* Human Anatomy and Physiology I and II (BIO 11 and 12) ...................... 8 credits
* General Psychology (PSY 11) ............................................................ 3 credits
  Foundations of Physical Therapy (PTA 1) ........................................ 3 credits
  Kinesiology/Applied Anatomy (PTA 2) ................................................. 4 credits
  Pathology (PTA 20) ........................................................................ 3 credits
  Introduction to Physical Therapy (PTA 10) .......................................... 3 credits
  Foundations of Physical Therapy II (PTA 3) ....................................... 3 credits
  Modalities and Procedures I (PTA 4) .................................................. 5 credits
  Therapeutic Exercise (PTA 5) ............................................................ 5 credits
  Clinical Practicum I (PTA 6) ............................................................ 3 credits
  Modalities and Procedures II (PTA 7) ................................................... 4 credits
  Selected Topics in Physical Therapy (PTA 8) ....................................... 5 credits
  Clinical Practicum II (PTA 9) ............................................................ 3 credits

GROUP REQUIREMENTS** ...................................................................... 6 credits

A minimum of three credits each selected from at least three different groups—I thru III—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  Satisfied by Department requirements
   Anthropology - Psychology - Sociology

V. Mathematics and Sciences  Satisfied by Department requirements
   Biological Sciences - Mathematics & Computer Science - Physical Sciences

* This program is within the Biological Sciences Department.
* CPI Unit(s)
§ Consultation with the Department Advisor is required.
** Department requirements may be used to satisfy groups I-V requirements where applicable. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
A.A.S. SPORTS, FITNESS and
THERAPEUTIC RECREATION •
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
Introduction to Recreation (REC 11) ........................................ 3 credits
Principles of Sports, Fitness and Recreation (REC 12) ............. 3
Social Recreation (REC 13) ...................................................... 3
Methods and Materials for Teaching Folk and Square Dance (REC 16) ........................................ 2
Therapeutic Recreation for Individuals with Disabilities I (REC 31) ........................................ 3
Organization and Administration of Recreation Programs (REC 32) ........................................ 3
Methods and Materials in Arts and Crafts (REC 34) ............. 3
Therapeutic Recreation for Individuals with Disabilities II (REC 35) ........................................ 3
+ Field Experience in Sports, Fitness and Recreation (REC 91) ........................................ 3
+ Field Experience in Sports, Fitness and Therapeutic Recreation (REC 92) ......................... 3
* General Psychology (PSY 11) ..................................................... 3
* Introduction to Sociology (SOC 31) .......................................... 3

GROUP REQUIREMENTS** ........................................................................... 9 credits
A minimum of three credits each selected from at least three different groups— I thru III—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  Satisfied by Department requirements
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
(Specific electives must be discussed in advance with the Department Advisor.)

• This program is within the Health, Physical Education and Recreation Department.
* CPI Units)
§ Consultation with the Department Advisor is required.
** Department requirements may be used to satisfy groups I-V requirements where applicable. May also meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
A.A.S. TRAVEL and TOURISM • 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 §

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

Destination Management
Interpretive Guiding (TAH 51) .................................................................................... 3
Comparative Tourism Venues (TAH 53) ................................................................. 3
Comparative Hospitality Venues (TAH 54) .................................................................. 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

• This program is within the Tourism and Hospitality Department.
* CPI Unit(s)
§ Consultation with the Department Advisor is required.
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
   Biological Sciences - Mathematics & Computer Science - Physical Sciences

**May meet CPI requirement; refer to CPI Unit Requirements in Schedule of Classes.
CERTIFICATE IN ENTREPRENEURIAL STUDIES •
Requirements for Matriculants

DEPARTMENT REQUIREMENTS §
All Majors MUST TAKE:

- Fundamentals of Accounting I (ACC 11) ........................................................................ 4 credits
- Small Business and the Entrepreneurial Perspective (ES 51) .............................................. 3
- Legal Issues for the Entrepreneurial and Small Firm (ES 52) ............................................ 3
- Entrepreneurial Strategic Planning (ES 55) ........................................................................ 3
- Cases in Entrepreneurial Strategies (ES 57) ....................................................................... 3
- Introduction to Computer Concepts (BA 60) ....................................................................... 3
- Effective Public Speaking (SPE 21) .................................................................................. 3
- General Psychology (PSY 11)
  OR
- Introduction to Sociology (SOC 31) ................................................................................ 3

Total Credits ......................................................................................................................... 25

• This program is within the Business Department
§ Consultation with the Department Advisor is required.
Janice Farley, Associate Professor and Chairperson
Michel Kanter, Professor
Manel Lledos, Assistant Professor
Peter Malone, Senior College Laboratory Technician
Janice Mehlman, Associate Professor
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 art of Africa, Oceania, the North American Indian and the Pre-Columbian civilizations of Central and South America in its cultural context.

+ 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 39  HISTORY OF WOMEN IN ART 3 crs. 3 hrs.
A survey of women in the visual arts from the ancient world through the present, including her image, her traditional arts, gender discrimination from professional institutions, individual women artists, their liaisons and the evolution of feminist art.

+ Basic Course
ART 40  DESIGNING WITH TYPE II
3 crs. 4 hrs.
An advanced study of typography as a design tool with an in-depth focus on the creative and aesthetic use of letterforms for the study of personal visual communication problem solving.
Prerequisite: ART 74 or Department permission

+ ART 43  THE COMPUTER as a DESIGN TOOL
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.
(Also listed as TEC 57)

ART 44  STILL LIFE PAINTING
3 crs. 4 hrs.
A studio course using methods of oil and/or acrylic painting in a concentrated approach to the expressive possibilities of still life as a subject matter.
Prerequisite: ART 59 or Department permission

ART 45  BASIC DESKTOP PUBLISHING
3 crs. 3 hrs.
Basic desktop-publishing skills, including the placement of text and graphics into a desktop-publishing program, the design of documents such as flyers, newsletters and advertisements.
Prerequisite: College level computer course or Department permission
(Also listed as TEC 58)

ART 46  PHOTODIGITAL ILLUSTRATION
3 crs. 4 hrs.
The basic functions of a photodigital computer program to create and manipulate images, to retouch photographs and to create special graphical effects are covered. These images may be used for on-screen multimedia presentations, print media and publication on the World Wide Web.
Prerequisite: ART 43/TEC 57 or Department permission
(Also listed as TEC 59)
+ **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**

3 crs. 4 hrs.

Continued study of various drawing media. The figure model is used to explore traditional and experimental drawing techniques.  
Prerequisite: ART 57 or Department permission
<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Hours</th>
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<tr>
<td>ART 59</td>
<td>PAINTING I</td>
<td>3</td>
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<td>ART 60</td>
<td>PAINTING II</td>
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<td>ART 61</td>
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</tr>
<tr>
<td>ART 63</td>
<td>CERAMICS I</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>ART 64</td>
<td>CERAMICS II</td>
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<td>4</td>
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<tr>
<td>ART 65</td>
<td>MIXED MEDIA</td>
<td>3</td>
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<tr>
<td>ART 66</td>
<td>PRINTMAKING I</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>ART 67</td>
<td>PRINTMAKING II</td>
<td>3</td>
<td>4</td>
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</table>

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.

Continuation of ART 59 gives students an opportunity for advanced work in painting, self-expression and creativity.

Prerequisite: ART 59 or Department permission

Study and work in a studio setting where techniques and aesthetics of modern sculptural concepts are emphasized.

Prerequisite: ART 61 or Department permission

An introduction to problems in ceramic design, materials and techniques. Use of potter's wheel, handbuilding techniques, high-fire ware production, glazing and firing.

Prerequisite: ART 63

Solutions to the intermediate problems in ceramic design. Further emphasis on handbuilding techniques, potter's wheel, high-fire ware production, glazing and firing of intricate designs and pieces.

Prerequisite: ART 63

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

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

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

+ Basic Course
+ **ART 68** **ILLUSTRATION I** 3 crs. 4 hrs.
Basic concepts and skills of illustration including drawing, painting, and various media. Acquiring illustration techniques appropriate for the field of visual communication and the development of a portfolio.

**ART 69** **ILLUSTRATION II** 3 crs. 4 hrs.
An 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 73** **PUBLICATION DESIGN** 3 crs. 4 hrs.
Design for publications including newspapers, magazines, book jackets and CD covers. Students strive for the greatest artistic and practical effect obtainable from applying the principles of design.

+ **ART 74** **DESIGNING with TYPE** 3 crs. 4 hrs.
An introduction into the use of typography (letter forms) as a basic design element, while exploring the principles of design.

+ **ART 75** **INTRODUCTION to GRAPHIC DESIGN and ADVERTISING** 3 crs. 4 hrs.
Introductory course on the conceptual aspects of problem-solving in graphic design and advertising. The class will be geared toward creating a professional level portfolio.

**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  
Study of the representation of the human figure in motion. Clay and stone will be predominant materials used.  
Prerequisite: ART 83

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

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

ART 87  TRANSPARENT WATERCOLOR PAINTING  
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  
Advanced study of transparent watercolor painting, using wet-into-wet and glazing techniques.  
Prerequisite: ART 87

ART 90  INTRODUCTION to WELDED SCULPTURE  
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

A. S. Degree
FINE ARTS
Requirements—Page 72
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
Debra Cohen, Assistant Professor
Edwin Cooperman, Associate Professor
Ann Couper, Instructor
Susan Farrell, Associate Professor
Delores Friedman, Assistant Professor
Connie Goldfarb, Professor
   Director, Early Childhood Education/Child Care and Educational Studies Program
Ilsa Glazer, Associate Professor
Charles Guigno, Assistant Professor
Helaine Harris, Assistant Professor
Anna Karpathakis, Assistant Professor
Susan Lachman, Lecturer
Susanne LaFont, Assistant Professor
Laurence Simon, Professor
Franceska Smith, Associate Professor
Vimla P. Vadhan, Professor
Barbara Weisbergs, Assistant Professor
William Winter, Assistant Professor
ANTHROPOLOGY

+ ANT 37  INTRODUCTION to ANTHROPOLOGY  3 crs. 3 hrs.
A comparative study of the human condition in various societies and its application in solving practical problems. Topics include: human evolution, the meaning of our physical diversity, communication, miscommunication and past and present cultural diversity.

EARLY CHILDHOOD EDUCATION/CHILD CARE PROGRAM & EDUCATIONAL STUDIES PROGRAM

NOTE: Unless otherwise indicated, the EDC courses are only open to students in the Early Childhood Education Sequence.

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.
Open to all students.
Corequisite: HUM 81

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 corequisite: 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 90 or 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, 91 or Department permission

+ Basic Course

115
EDC 28  TECHNIQUES in MATH, SCIENCE and SOCIAL STUDIES TEACHING for EARLY CHILDHOOD EDUCATION  
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. Open to all students.

EDC 30  SEMINAR and PRACTICUM in EARLY CHILDHOOD EDUCATION CURRICULUM  
3 hrs. 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 hrs. 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 hrs. 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 hrs. 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 21, EDC 23, SOC 32, PSY 32, ENG 12 and passing score on CUNY math exam
Corequisite: EDC 22

EDC 91  SUPERVISED INSTRUCTIONAL EXPERIENCE in EDUCATION I  
3 hrs. 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.
Prerequisites: EDC 21, EDC 30 and ENG 12
Corequisites: EDC 22 and PSY 32

EDC 93  SUPERVISED INSTRUCTIONAL EXPERIENCE in EDUCATION II  
3 hrs. 6 hrs.
Students are assigned increasing responsibility within the limits of the agency structure. Leadership of group activities is included.
For ECE Majors only.
Prerequisites: EDC 22, 91 and passing score on CUNY mathematics examination
Corequisite: EDC 23
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

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A.S. Degree
EDUCATIONAL STUDIES

Requirements—Page 70
EDU 25  THE EMOTIONALLY DISTURBED and NEUROLOGICALLY IMPAIRED CHILD  
3 hrs. 3 hrs.
Knowledge and understanding of causes, characteristics, and learning needs of emotionally disturbed and neurologically impaired school children. Emphasis is on methods of identifying and diagnosing, their educational needs and problems, and the possibilities for treatment and intervention, in a variety of educational settings.
Prerequisite: PSY 24 or Department permission

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

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

EDU 33  EDUCATION in MODERN SOCIETY  
3 hrs. 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 hrs. 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 hrs. 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

• Required for Education Associate majors
+ Basic Course
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 45  SIGN LANGUAGE IN THE CLASSROOM I  
2 crs. 2 hrs.

Designed to help students use Signed English and American Sign Language. Special emphasis will be placed on uses in the classroom. At the conclusion, students will be familiar with the various forms of communication used by the Deaf/Hard of Hearing Community, and the uses of ASL and Signed English in the classroom, Deaf culture and the special needs of Deaf/Hard of Hearing students.

EDU 46  SIGN LANGUAGE IN THE CLASSROOM II  
2 crs. 2 hrs.

A continuation of EDU 45. Students will continue to build their receptive and expressive sign language skills for the classroom, and their interpreting skills through oral and written exercises. At the conclusion of the course students will possess a functional vocabulary for use with the Deaf and Hearing Impaired community, as well as basic interpreting skills for use in the classroom.

* 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.
Open to all students.

MH 30 HUMAN SERVICES ORGANIZATION *

3 hrs. 3 hrs.
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 *

3 hrs. 3 hrs.
Basic principles of gathering information through the use of interviewing techniques. The nature of group formation, function and leadership, and how they relate to one another. Emphasis is on providing preventative and therapeutic service to the mentally ill with role playing and classroom practice sessions.
Prerequisite: MH 11
Corequisite: MH 96

MH 34 ACTIVITIES THERAPY *

3 hrs. 3 hrs.
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

3 hrs. 4 hrs.
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

1-3 hrs. 1-3 hrs.
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 and Department permission

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 and Department permission

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MENTAL HEALTH and HUMAN SERVICES
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* Required for Mental Health Majors
PSYCHOLOGY

+ PSY 11 GENERAL PSYCHOLOGY

3 crs. 3 hrs.

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

PSY 24 PSYCHOLOGICAL DISORDERS in YOUNG CHILDREN

3 crs. 3 hrs.

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

Prerequisites: PSY 11

PSY 32 HUMAN GROWTH and DEVELOPMENT

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

PSY 33 SOCIAL PSYCHOLOGY

3 crs. 3 hrs.

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 crs. 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 crs. 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

+ Basic Course
PSY 36  ABNORMAL PSYCHOLOGY
3 crs. 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 crs. 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 52  INDUSTRIAL and ORGANIZATIONAL PSYCHOLOGY
3 crs. 3 hrs.
Psychological and sociological principles relevant to the work environment of an organization. Concepts such as motivation, leadership, attitudes, testing and test discrimination, moral and organization climate, mental health and growth in the work world, and the problems surrounding selection decisions. Some aspects of applied research included.
Prerequisite: PSY 11

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

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

+ SOC 28 CONTEMPORARY ISSUES in HEALTH CARE
(Also listed as BA 28 and NUR 28) 3 hrs.
The sociological, ethical, legal and economic impact of managing health care into the next century.

+ SOC 31 INTRODUCTION to SOCIOLOGY 3 hrs.
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 3 hrs.
To better understand the effects of urbanization, the inherent contradictions in urban living are reviewed in terms of the multiplicity of problems that currently challenge the city.
Prerequisite: SOC 31

SOC 33 SOCIAL PROBLEMS: INSTITUTIONS in CRISIS 3 hrs.
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 3 hrs.
Concepts and techniques for doing social research using participant observation fieldwork. Students will have direct, personal experience doing fieldwork projects of their choice and learn to write them as ethnographies.
Prerequisite: ANT 37 or SOC 31

SOC 35 SOCIOLOGY of the FAMILY 3 hrs.
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 3 hrs.
Selected minority groups in American society are studied. Topics discussed include: nature of prejudice and discrimination; social meaning of minority, annihilation, assimilation, competition, conflict, exploitation; social and cultural change; past and present trends and developments.
Prerequisite: SOC 31

+ Basic Course
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
BIOLOGICAL SCIENCES DEPARTMENT
Room S-244  ext. 5502

Fortune Baranes, College Laboratory Technician
Isaiah A. Benathen, Professor
  Coordinator, Physician Assistant Transfer Option
Carol Biermann, Professor
Rosa M. Bradley, Assistant Professor
  Coordinator, Occupational Therapy Transfer Option and
  Pharmacy Transfer Option Programs
Mary Dawson-Basoa, Assistant Professor
James C. Goetz, Assistant Professor
Baila Gulkowitz, Senior College Laboratory Technician
Judith Hugo, Senior College Laboratory Technician
Christina Hurley, Assistant Professor
  Co-Director, Physical Therapist Assistant Program
  Pre-Physical Therapy Program
Miriam Kittrell, Professor
Peter A. Lanzetta, Professor
Georgia Lind, Assistant Professor
Theodore C. Markus, Professor
LaShon McKenzie, College Laboratory Technician
Joseph N. Muzio, Professor
  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
  Pre-Physical Therapy Program
Anthea Stavroulakis, Associate Professor
Loretta Taras, Assistant Professor
Arthur N. Zeitlin, Professor and Chairperson
+ **BIO 7  FOUNDATIONS of HUMAN ANATOMY and PHYSIOLOGY**  
3 crs. 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 who have prior course work in Biological Sciences, and want to be exempt from BIO 7, may take the BIO 7 Exemption Exam. Students who have completed BIO 13 may enroll directly in BIO 11. Information is available in the Department Office (S-244). Passing score permits entry directly into BIO 11.*  

+ **BIO 10  PREPARATORY BIOLOGY**  
0 crs. 4 hrs.  
(4 equated crs.)  
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 do not pass CUNY FSA English and Math 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 crs. 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 and BIO 7 or equivalent  
Prerequisite for BIO 12: BIO 11*
+ 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.

BIO 21 COMPARATIVE ANATOMY

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 DEVELOPMENTAL BIOLOGY

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

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 •

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 •

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.

• Open to all students in partial fulfillment of their science requirement.
+ Basic Course
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.

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

* Open to all students in partial fulfillment of their science requirement.
+ Basic Course
BIO 51 MICROBIOLOGY in HEALTH and DISEASE

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

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

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

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

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 59 GENETICS

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

* Open to all students in partial fulfillment of their science requirement.
+ Basic Course
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.

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

Basic Course
PHYSICAL THERAPIST ASSISTANT

PTA 1  FOUNDATIONS of PHYSICAL THERAPY  
3 crs. 5 hrs.
Introduction to medical terminology and abbreviations; effective documentation and interpretation of physical therapy documents; multimedia documentation strategies; basic skills and competencies including range of motion, vital signs monitoring, body mechanics, lifting techniques, bed mobility/draping and transfer activities.
Prerequisite: BIO 7
Corequisites: PTA 2, 10, 20, BIO 11

PTA 2  KINESIOLOGY and APPLIED ANATOMY  
4 crs. 6 hrs.
Introduction to the anatomy of the musculo-skeletal system as well as basic kinesiology concepts. Joint goniometry is presented. Emphasis is on the role and nature of muscles, muscular origins, insertions and innervations, articular function and structure.
Prerequisite: BIO 7
Corequisites: PTA 1, 10, 20, BIO 11

PTA 3  FOUNDATIONS of PHYSICAL THERAPY II  
3 crs. 5 hrs.
A continuation of PTA 1; introduction to gait deviations and ambulation activities using assistive devices and guarding techniques. Wheelchair activities are also presented. Introduction to the rehabilitation population, including the effects of aging and the geriatric patient.
Prerequisites: PTA 1, 2, 10, 20, BIO 11

PTA 4  MODALITIES and PROCEDURES I  
5 crs. 8 hrs.
Introduction to the physical basis of physical therapy modalities of heat and cold, and the physiological principles, indications, contraindications and precautions; the origins and management of pain; basic assessment techniques necessary to evaluate the efficacy of the applied modality, including length and girth assessments and skin and sensation assessments.
Prerequisite: PTA 3
Corequisites: PTA 5, BIO 12

PTA 5  THERAPEUTIC EXERCISE  
5 crs. 8 hrs.
Introduction to therapeutic exercise techniques, studied by anatomical region. Manual muscle testing is presented and practiced. Topics include resistive exercise, passive stretching and range of motion techniques. Therapeutic exercise equipment such as kinetron, egrometers, treadmill and wall pulleys are introduced.
Prerequisite: PTA 3
Corequisites: PTA 4, BIO 12

PTA 6  CLINICAL PRACTICUM I  
3 crs. 35 hrs.
Initial eight-week, full-time clinical experience as assigned by the Academic Coordinator of Clinical Education. Under the supervision of clinical faculty, at a facility providing physical therapy services, students interact with patients, provide physical therapy treatment and assist therapists in measurements and complex procedures. Students apply their knowledge, and practice the skills of transfer and gait training, the application of heat and cold and therapeutic exercise. Students must be assessed as competent in all previous coursework prior to the first clinical practicum.
Prerequisite: PTA 5
PTA 7 MODALITIES and PROCEDURES II
4 crs. 6 hrs.
The physical basis of physical therapy modalities of electricity and physiological principles, indications, contraindications and precautions. Introduction to the pulmonary toilet, mechanical traction, phototherapy and therapeutic massage.
Prerequisites: PTA 3, 4, 5, 6, BIO 12
Corequisite: PTA 8

PTA 8 SELECTED TOPICS in PHYSICAL THERAPY
5 crs. 8 hrs.
Selected topics related to the physical therapy management of pathology with emphasis on comprehensive physical therapy, including normal motor development, neuro-developmental techniques, proprioceptive neuromuscular facilitation, back pathologies and treatments, orthotic management, amputee and prosthetic management, orthopedic protocols and administrative topics. Facilitation of the application of all previous learning in classroom, laboratory and clinical settings.
Prerequisites: PTA 4, 5, 6, BIO 12
Corequisites: PTA 7

PTA 9 CLINICAL PRACTICUM II
3 crs. 35 hrs.
Concluding eight-week, full-time clinical experience as assigned by the Academic Coordinator of Clinical Education. Under the supervision of clinical faculty at a facility providing physical therapy services, students interact with patients, provide physical therapy treatment and assist therapists in measurements and complex procedures. Students practice the skills of transfer and gait training, modalities application and therapeutic exercise. Students' skills and competence in these areas are assessed by the program faculty prior to participation in this course and must be assessed as competent in all previous coursework prior to this clinical practicum.

PTA 10 INTRODUCTION TO PHYSICAL THERAPY
3 crs. 3 hrs.
Introduction to physical therapy profession. Topics include the history of physical therapy; pertinent laws governing practice; code of conduct; the role of the professional association; the role of the physical therapist and physical therapist assistant; definition of the rehabilitation population; communication skills and psycho-social aspects of disabilities.
Corequisites: PTA 1, 2, 20, BIO 11

PTA 20 PATHOLOGY
3 crs. 3 hrs.
Introduction to common pathologies partially managed by physical therapy. The course is divided into four units: orthopedic, neurological, cardiopulmonary and acute medical conditions. General overviews of common pathologies, including anatomical and physiological considerations, etiologies and physical therapy management.
Prerequisite: BIO 7
Corequisites: PTA 1, 2, 10, BIO 11

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A.S. Degree
BIOLOGY

Plus—
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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 mankind’s place in the universe, self-explorations and technological achievements.
ACCOUNTING

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

ACC 21 INTERMEDIATE ACCOUNTING I
3 crs. 3 hrs.
The worksheet, a fundamental tool of the accountant, is reviewed and underlying accounting principles, concepts and conventions, 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
3 crs. 3 hrs.
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
4 crs. 4 hrs.
Techniques and methods of cost accounting include: cost concepts and analysis of costs; material control; accounting for labor; nature and application of manufacturing overhead (including factory overhead variance analysis); job order cost systems; process cost systems; direct costing.
Prerequisite: ACC 12

ACC 41 FEDERAL TAXATION
4 crs. 4 hrs.
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 A. A. S. Accounting Degree Students.
Prerequisite: ACC 41

ACC 60  MICROCOMPUTER ACCOUNTING APPLICATIONS  
3 crs. 3 hrs.
The use of accounting system software as a tool for processing accounting data into financial information. Accounting system topics include the accounting cycle, general ledger, sales and accounts receivable, purchasing and payment, payroll, inventory, account reconciliation, financial reporting and budget analysis.
Prerequisite: ACC 12 and BA 60 or equivalent

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

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

A.A.S. Degree
ACCOUNTING
Requirements—Page 83
+ BA 1 NEW STUDENT TECHNOLOGY SKILLS
(Also listed as DP 1 and TEC 1)
1 cr. 1 hr.
Basic technology skills on the computer and Internet necessary for research and term paper preparation.

+ BA 11 FUNDAMENTALS OF BUSINESS
3 crs. 3 hrs.
The interrelationships among management, labor, and government in both the domestic and global environments. Emphasis is placed on business objectives, strategies, and operational implementation. Contemporary trends are studied in the areas of management, marketing, human resources and finance, including legal and ethical implications.

+ 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 20 THE BUSINESS OF SHOW BUSINESS
(Also listed as MCB 20, MUS 20, ThA 20)
3 crs. 3 hrs.
A survey of the industry’s legal, accounting and business practices for students planning a career in the performing arts (or performing arts management).

BA 28 CONTEMPORARY ISSUES IN HEALTH CARE
(Also listed as SOC 28 and NUR 28)
3 crs. 3 hrs.
The sociological, ethical, legal and economic impact of managing health care into the next century.

BA 31 ORGANIZATIONAL BEHAVIOR and MANAGEMENT
3 crs. 3 hrs.
The impact of organizational behavior on individuals, the economy and society; the role of organizations. Topics include: improving performance and productivity, individual motivation, leadership style and the effect of the external environment on the organization.
Prerequisite: BA 11
+ **BA 33**  **BUSINESS COMMUNICATIONS**  3 crs. 3 hrs.
The principles of writing effective business communications, including letters, reports, memora-
danda, directives. Emphasis on organization, language, personal relations and application of business
psychology in writing.
*Prerequisite: ENG 93 or passing score on the CUNY Writing Assessment Test*

**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*

+ **BA 60**  **INTRODUCTION to COMPUTER CONCEPTS**  3 crs. 4 hrs.
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 com­
pete 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 61**  **SPREADSHEET APPLICATIONS in BUSINESS**  3 crs. 3 hrs.
Advanced spreadsheet applications in business. An intensive look at electronic spreadsheets in a
lab-oriented course.
*Prerequisite: BA 60 or equivalent*

**BA 81**  **INDEPENDENT STUDY**  1-3 crs. 1-3 hrs.
Independent study of Business Administration is developed individually between student and facul-
ty 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 inter­
est[s] of various student populations. It is offered for a maximum of two semesters.
BA 10  BUSINESS ADMINISTRATION: Introduction to Business  

3 crs. 3 hrs.

The dynamic world of the business environment is examined, including: 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). Additional topics include 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.
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 20 THE ECONOMICS OF INTERNATIONAL TRADE 3 crs. 3 hrs.
The expanding trade opportunities between privately owned businesses in the nations of the world including national trade policies, pertinent international treaties, domestic and foreign regulations, insurance, transportation, credit and credit collection and the variations in ethical standards and business practices. 
Open only to students in the Honors Option Program.

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 or Business Administration. For students majoring in Fashion Merchandising or Marketing Management, ECO 14 does not meet Group III requirements.
ENTREPRENEURIAL STUDIES

ES 51 SMALL BUSINESS AND THE ENTREPRENEURIAL PERSPECTIVE
3 crs. 3 hrs.
A comprehensive perspective with which to better understand the determining factors in successfully starting a new business. In addition to familiarizing students with the characteristics and nature of the entrepreneurial personality and providing a framework for self-analysis, the course addresses particular needs of small entrepreneurial businesses including marketing, finance, human resources management and crafting the business plan.
Corequisite: ACC 11

ES 52 LEGAL ISSUES FOR THE ENTREPRENEURIAL AND SMALL FIRM
3 crs. 3 hrs.
Legal issues pertaining to the starting and managing of a small, entrepreneurial business. A comprehensive understanding of essential legal issues including an evaluation of the best business form, special laws affecting small businesses, credit and collection laws, patents and trademark, sales contract and warranties, commercial real estate and leases, and other pertinent issues. A review and practical application of actual legal and business forms.

ES 55 ENTREPRENEURIAL STRATEGIC PLANNING
3 crs. 3 hrs.
A strategic planning approach for the successful growth of a small entrepreneurial firm. The course is designed to provide the student who has completed ES 51 with a framework with which competitive advantage can be maintained and enhanced. An effective analysis of macro and micro aspects of the small entrepreneurial firm in order to better exploit opportunities while avoiding potential threats.
Prerequisite: ES 51

ES 57 CASES IN ENTREPRENEURIAL STRATEGIES
3 crs. 3 hrs.
Practical information concerning venture creation and management through an in-depth analysis of case studies and through presentations and discussions by guest entrepreneurs.
Prerequisite: ES 51
Corequisite: ES 55

Certificate
ENTREPRENEURIAL STUDIES
Requirements—Page 104
MARKETING MANAGEMENT

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

+ MM 33 SALESMAINSHIP 3 crs. 3 hrs.
Principles of selling based on modern marketing concepts. Consumer needs and desires combined with company objectives, contributions of the behavioral sciences to the study of consumer behavior and buying patterns, organization and control of wholesale, industrial, and retail sales.

MM 34 MERCHANDISING PLANNING and CONTROL 3 crs. 3 hrs.
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 crs. 3 hrs.
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 3 crs. 4 hrs.
Visual merchandising communicates merchandise information to customers and encourages people to buy. The purpose, value, and methods of display as a part of sales promotion and how it fits into the total marketing picture, designing and building interior window and point-of-purchase merchandise displays.
Prerequisite: MM 31

+ MM 38 INTRODUCTION to FASHION MARKETING 3 crs. 3 hrs.
Introduction to the fashion industry 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
MM 39  FASHION SALES PROMOTION  
3 crs. 3 hrs.

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

MM 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 graduating Fashion Merchandising and Marketing Management majors only.

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FASHION MERCHANDISING  
Requirements—Page 90

A.A.S. Degree  
MARKETING MANAGEMENT  
Requirements—Page 94
Sheldon I. Aptekar, Professor
Eleanor Cory, Assistant Professor
David Frankel, Assistant Professor
Marta Ghezzo, Professor
Cindy Greenberg, Associate Professor
Cliff Hesse, Professor and Chairperson
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
MASS COMMUNICATIONS

+ MCB 20 The BUSINESS of SHOW BUSINESS
(Also listed as BA 20, MUS 20 and THA 20)
3 crs. 3 hrs.
A survey of the industry’s legal, accounting and business practices for students planning a career in the performing arts (or performing arts management).

+ MCB 34 BROADCAST ADVERTISING
3 crs. 3 hrs.
Understand broadcast advertising and its effects; 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 RADIO BROADCAST 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 RECORDING 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

+ Basic Course
MCB 41 INTRODUCTION to TELEVISION
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
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
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 46 BROADCAST TECHNOLOGY
Basic broadcasting technology skills utilized in the field of radio and television and other audio and video applications. Topics include set-up, physical maintenance, alignment, synchronization, flow charts and interfacing of various equipment.
Prerequisite: MCB 39 and successful completion of the CUNY math exam

MCB 59 RADIO STATION OPERATIONS
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
Independent study of Mass Communications is developed individually between student and faculty member and must be approved by the Department.

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

MCF 40 FILM: THE CREATIVE MEDIUM
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
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.

Basic Course
+ 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

+ 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, CULTURE and TECHNOLOGY

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.

+ 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.

A.A.S. Degree

BROADCASTING TECHNOLOGY and MANAGEMENT

Requirements—Page 84
MUS 20 The BUSINESS of SHOW BUSINESS
(Also listed as BA 20, MCB 20 and ThA 20)
3 crs. 3 hrs.
A survey of the industry's legal, accounting and business practices for students planning a career in the performing arts (or performing arts management).

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 23 INTRODUCTION TO SONGWRITING
3 crs. 3 hrs.
Song composition for beginners. Music notation, melody writing, chord choice, song forms, setting words to music, score and lead sheet preparation.
Prerequisite: ENG 93

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.

+ Basic Course
MUS 40 MIDI (Musical Instrument Digital Interface) STUDIO OPERATIONS

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 30

MUS 41 SEQUENCING

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 30

MUS 42 SOUND SYNTHESIS and DIGITAL EDITING

The theory and practice of the creation of sound. Practice working with digital synthesizers to construct original sounds or model pre-existing ones. Editing of sounds directly on the personal computer using sound editing software.
Prerequisite: MUS 30
Prereq or corequisite: MUS 40

MUS 48 MUSIC THEORY/EAR TRAINING

Explores the musical skills necessary for performing, engineering and producing music. Both theory and practice (including dictation, melody writing and arranging) and ear training (including sight singing and rhythmic and interval exercises) will be investigated.
Prerequisite: MUS 30

MUS 51 MUSIC LITERATURE

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

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

MUS 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.

MUS 91 CHORUS
(Spring and Fall)
Audition required

MUS 92 BAND
(Spring and Fall)
Concert Band; Stage Band
Audition required
MUS 93 ORCHESTRA
(Spring and Fall)
Audition required

1 cr. 3 hrs.

MUS 94 CHORUS
(Winter and Summer)
Audition required

1/2 cr. 1 1/2 hrs.

MUS 95 BAND
(Winter and Summer)
Audition required

1/2 cr. 1 1/2 hrs.

MUS 96 ORCHESTRA
(Winter and Summer)
Audition required

1/2 cr. 1 1/2 hrs.

HUM 1 HUMANITIES: FREEDOM and CONTROL: CULTURE in the 20TH CENTURY
3 crs. 3 hrs.

A humanities course that 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.

HUM 70 MUSIC in the 20TH CENTURY
3 crs. 3 hrs.

Explores the relationship between music in the 20th century and activity in other art forms during this period, placing the developments in 20th century music into historical context and illustrating the continuity of culture.

Open only to students in the Honors Option program
SPEECH

+ SPE 11 LISTENING and SPEAKING SKILLS

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. Not open to students at the ENG 12 level or higher.

+ SPE 12 INTRAPERSONAL/INTERPERSONAL COMMUNICATION

The communicator's development of self-concepts, ability to understand and project a comfortable and confident self-image. Methods to improve and use this knowledge when interacting and communicating with other individuals and with groups.

+ SPE 15 SPEECH ARTS for PRE and ELEMENTARY SCHOOL GRADES

Methods and materials for teaching speech arts in nursery and elementary schools. Students learn to understand and work with children on such activities as dramatic play, pantomime, creative dramatics, puppetry, storytelling, reading aloud, choral speaking, group discussions and talks.

+ SPE 16 SPEECH PROBLEMS of CHILDREN

Study of children's normal speech and language development. Future speech majors, classroom teachers, child care workers and parents learn to diagnose and help remediate children's major speech and language disorders.

+ SPE 21 EFFECTIVE PUBLIC SPEAKING

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.

SPE 22 THE ART of CONVINCION AND PERSUASION

An introduction to the art of discourse and its practical application to law, politics, literature and science. The development of critical thinking skills while analyzing controversial issues, constructing logical arguments and presenting those arguments in a convincing manner. Open only to students in the Honors Option Program.

+ SPE 23 SPEECH for FOREIGN-SPEAKING STUDENTS

To speak English more effectively students study the formation of word pronunciation, and the correct stress and rhythm in phrases and sentences. Practice in conversation, reading aloud and informal speech.

+ SPE 24 CAREER COMMUNICATION

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.

+ Basic Course
SPE 25 GROUP DISCUSSION

3 crs. 3 hrs.
Principles and techniques of group interaction. Conference leadership and participation skills are learned through reading, discussion, practice, observation and evaluation of group discussions. Focus is on how learned concepts may be applied to educational, social and business situations.

SPE 27 ORAL INTERPRETATION

3 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 170).
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 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.
THEATRE ARTS

+ Th.A 20 The BUSINESS of SHOW BUSINESS
   (Also listed as BA 20, MCB 20 and MUS 20) 3 crs. 3 hrs.
   A survey of the industry's legal, accounting and business practices for students planning a career in the performing arts (or performing arts management).

+ Th.A 48 AMERICAN WOMEN IN THE PERFORMING ARTS 3 crs. 3 hrs.
   Examines the contributions of American women in the worlds of theater, dance and cabaret who were instrumental in molding the heritage of this country from 1775 to 1945.
   Prerequisite: ENG 12

+ Th.A 50 INTRODUCTION to THEATRE ARTS 3 crs. 3 hrs.
   Various elements which compose theatre—from classical to modern times—are studied as art forms and as parts of an integrated whole. The cultural role, as well as the business of theatre, 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 crs. 3 hrs.
   Through consideration of a number of outstanding plays in theatrical history, and the study of various productions given these plays, students gain understanding of the plays and appreciation of the production problems involved. Relevance of the plays to the contemporary stage, screen, and television production.

+ Th.A 52 BEGINNING ACTING 4 crs. 4 hrs.
   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 crs. 4 hrs.
   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 57 PUPPETRY 3 crs. 3 hrs.
   The history, the making and the manipulation of puppets as educational instruments. The concept of "theatre" as an educational technique in the classroom is a major foundation of this course.

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

+ Basic Course
Th.A 66  DIRECTING: THE FUNDAMENTALS

3 crs. 4 hrs.

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

+ 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.
ENGLISH DEPARTMENT
Room C-309 ext. 5849

Isidor Apterbach, Assistant Professor
Bonae August, Professor
Marcia Babbitt, Assistant Professor
Robert Blaisdell, Assistant Professor
Isabella Caruso, Associate Professor
Norah Chase, Associate Professor
Kate Garretson, Assistant Professor
Leonard Green, Associate Professor
Lea Hamaoui, Assistant Professor
Linda Holman, Assistant Professor
Patricia Hopkins, Associate Professor
Loretta Kasper, Associate Professor
Yvonne Laurenty, Assistant Professor
Natasha Lvovitch, Assistant Professor
Inez A. Martinez, Professor
Gene McQuillan, Associate Professor
Norma Miles, Assistant Professor
Rebecca Mlynarczyk, Associate Professor
Susan O'Malley, Professor
Hope A. Parisi, Assistant Professor
Barbara Petrello, Assistant Professor
Eva H. Richter, Assistant Professor
Robert Singer, Associate Professor
Denis Sivack, Assistant Professor
Bailin Song, Assistant Professor
Jack H. Taub, Lecturer
Ronald E. Walcott, Lecturer
Stephen S. Weidenborner, Professor and Chairperson
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 165, 169) 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 a course 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 scores achieved on the CUNY Writing Assessment Test. If the controlling score is 4, the required 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 or ESL.

Students who, on entrance to the college, score 5 or 6 on the CUNY Writing Assessment Test 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 3 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.

Pre OR Corequisite: ENG 12, for all English credit-bearing courses

READING/Writing

Students who do not pass both Reading and Writing CUNY tests enroll in ESL, ENG 91, or ENG 92, depending on their scores. Combined Reading/Writing courses allow students to progress as quickly as possible through remediation.
**ENG W** CORRECTIVE WRITING SKILLS

0 crs. 2 hrs.
(2 equated crs.)

Elective course for students who scored 3-3 on the CUNY Writing Assessment Test and passed ENG 93. 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 are encouraged to take ENG W before or along with ENG 12 if they pass ENG 93 but have not passed the CUNY Writing Assessment Test. They may not take ENG W unless they have passed ENG 93 or the writing half of ENG 92.

**ENG 04** ANALYTICAL READING

0 crs. 4 hrs.
(4 equated crs.)

Helps students improve reading proficiency through instruction and intensive practice in 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 crs. 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 crs. 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 develop in writing and related research.

Prerequisite: ENG 12 or exemption from ENG 12 upon admission to the college.

* Remedial Course

* Individual and small group instruction in the appropriate Skills Center, one hour a week.

+ Basic Course
+ ENG 30  INTRODUCTION to LITERATURE  
3 crs. 3 hrs.
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  
3 crs. 3 hrs.
Readings including the Bible, Homer, Greek dramatists, Plato, Aristotle and Virgil.
Prerequisite: ENG 12

+ ENG 32  WORLD LITERATURE  
3 crs. 3 hrs.
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  
3 crs. 3 hrs.
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  
3 crs. 3 hrs.
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  
3 crs. 3 hrs.
Introduction to poetry including the different styles, forms, and themes, with attention given to their purpose and effect.
Prerequisite: ENG 12

+ ENG 43  DRAMA  
3 crs. 3 hrs.
An analysis of dramatic structure and a study of plays representing major dramatic styles.
Prerequisite: ENG 12

+ ENG 44  THE TRAGIC VISION  
3 crs. 3 hrs.
Tragic literature, from ancient times until the present, is studied in an attempt to understand the patterns and changing concepts in various literary genres.
Prerequisite: ENG 12

+ ENG 45  THE COMIC SPIRIT  
3 crs. 3 hrs.
Comedy in prose and verse, its meaning, use, and techniques.
Prerequisite: ENG 12

• Appropriate writing assignments
+ 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

ENG 56 CREATIV El 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 CREATIV El 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 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.
Writing by and about 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 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, unless ESL placement is indicated.

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 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 writing requirements for entrance into ENG 12.

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

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

**ESL 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 09  READING AND WRITING SKILLS IMPROVEMENT FOR STUDENTS LEARNING ENGLISH as a SECOND LANGUAGE**  
0 crs. 9 hrs.

For ESL students who are moderately fluent in the use of the language, this course consists of activities designed to improve English language communication skills, emphasizing fluency of expression.

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

**ESL 15  ENGLISH I for STUDENTS whose NATIVE LANGUAGE is SPANISH •**  
2 crs. 12 hrs.  
(10 equated crs.)

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 •**  
(Equivalent to ESL 09)  
2 crs. 10 hrs.  
(8 equated crs.)

Intermediate English grammar and structure with increasing emphasis on reading and writing skills. Small group sessions are required.

**ESL 17  ENGLISH III for STUDENTS whose NATIVE LANGUAGE is SPANISH •**  
2 crs. 8 hrs.  
(6 equated crs.)

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 09.

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.)

ENG BW: FOUNDATIONS for COLLEGE-LEVEL WRITING  
0 crs. 4 hrs.  
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.

ENG BR: FOUNDATIONS for COLLEGE-LEVEL READING  
0 crs. 4 hrs.  
Helps students increase ability to read, outline, summarize and draw conclusions from their readings.

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

* Remedial Course.
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.
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 92
Frantz A. Leconte, Assistant Professor
Eduardo Lolo, Assistant Professor
Joyce Miller, Associate Professor
Julio Hernández-Miayares, Professor and Chairperson
Alfonso García-Osuna, Associate Professor
Gloria Pollack, Assistant Professor
Ronald Schwartz, Professor
Liliana Soto-Fernandez, Assistant Professor
FRENCH

+ FR 1 ELEMENTARY FRENCH I

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.)

+ FR 2 ELEMENTARY FRENCH II

Further development of language skills, comprehension, speaking, reading and writing.
Prerequisite: FR 1 or acceptable Language Placement Examination score

+ FR 3 INTERMEDIATE FRENCH I

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

FR 4 INTERMEDIATE FRENCH II

Advanced grammar, composition and reading of modern French authors.
Prerequisite: FR 3 or acceptable Language Placement Examination score

+ FR 22 FRENCH CONVERSATION

Practice in conversational patterns and basic vocabulary leading to fluency in everyday situations.
Prerequisite: FR 1 or acceptable Language Placement Examination score

+ FR 57 HAITIAN CULTURE and CIVILIZATION

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.

FR 81 INDEPENDENT STUDY

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

FR 82

This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
HEB 1 ELEMENTARY HEBREW 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 two years of high school Hebrew or the equivalent or acceptable Language Placement Examination score or Department permission

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 three years of high school Hebrew or passing grade on the New York State Regents Exam or Department permission

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

+ IT 22 ITALIAN CONVERSATION
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 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 165)

IT 70 ITALIAN CINEMA
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 165)

IT 81 INDEPENDENT STUDY
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 hrs.
This course is of a topical and pilot nature and is designed to meet the immediate needs and interests of various student populations. It is offered for a maximum of two semesters.
+ SPA 1  ELEMENTARY SPANISH I

4 crs. 4 hrs.

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.
+ SPA 18  PROPER MODELS of SPANISH GRAMMAR and CONVERSATION for NATIVE SPEAKERS   3 crs. 3 hrs.

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

+ SPA 22  ELEMENTARY SPANISH CONVERSATION  3 crs. 3 hrs.

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

+ SPA 30  READINGS in PENINSULAR SPANISH LITERATURE in TRANSLATION  3 crs. 3 hrs.

A study, analysis and discussion of the most outstanding literary productions of Spain, from the Middle Ages to contemporary texts. The course will be taught in English.
Pre or corequisite: ENG 12

+ SPA 31  READINGS in SPANISH-AMERICAN LITERATURE in TRANSLATION  3 crs. 3 hrs.

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

+ SPA 33  INTERMEDIATE SPANISH CONVERSATION  3 crs. 3 hrs.

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

+ SPA 34  SPANISH AMERICA: CULTURE, ART and MUSIC  3 crs. 3 hrs.

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

+ SPA 35  THE CONTEMPORARY LATIN AMERICAN SHORT STORY  3 crs. 3 hrs.

A study of contemporary Latin American culture as revealed in the short story genre. Examining texts in translation will reveal the elements in the writing which combine to create their particular qualities.
Prerequisite: ENG 12

+ SPA 36  SPANISH SYNTAX and COMPOSITION  3 crs. 3 hrs.

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

+ Basic Course
+ **SPA 40 SPANISH for STUDENTS in CAREER PROGRAMS**

3 crs. 3 hrs.

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*

**SPA 44 ADVANCED SPANISH CONVERSATION**

3 crs. 3 hrs.

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

*Prerequisite: SPA 3 or Department permission*

**SPA 53 SPANISH-AMERICAN LITERATURE**

3 crs. 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 crs. 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 crs. 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 crs. 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 crs. 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 score on Placement Examination*
SPA 81  INDEPENDENT STUDY  1-3 crs. 1-3 hrs.

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

SPA 82  1-3 crs. 1-3 hrs.

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

+ YID 1  ELEMENTARY YIDDISH I

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

YID 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 maximum of two semesters.
Olympic-size swimming pool, one of the many outstanding sports and recreational facilities in the Health and Physical Education building.
HEALTH, PHYSICAL EDUCATION and RECREATION DEPARTMENT
Room G-201 ext. 5696

Rebecca Arliss, Assistant Professor
Catherine A. Dachtera, Coordinator of Athletic Facilities and Events
Ronald Gerwin, Professor
Barbara Ginsberg, Professor
  Director, “My Turn” Program
Rachelle Goldsmith, Professor
  Director, Collaborative Programs
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
KerriAnn McTietman, Athletic Director
Anthony Sagnotti, College Laboratory Technician
Samuel Scherek, Professor and Chairperson
Louis Shor, Assistant Professor
Silvea Thomas, Associate Professor
Nikola Zlatar, Assistant Professor
A bridge joins the wedge-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 clerestory 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.
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 38  WOMEN'S HEALTH ISSUES  
3 crs. 3 hrs.
A comprehensive exploration of current health issues and their specific impact on women. The health concerns for each developmental phase of a woman's life are covered, with an emphasis on behaviors that can enhance wellness.
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.

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.
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, 13, 20 or Department permission

A.S. Degree
COMMUNITY HEALTH
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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
   Introduction to the principles and practices for assessing and improving cardiovascular fitness. 1 cr. 2 hrs.

+ PEC 3 MODIFIED PHYSICAL EDUCATION
   To meet the needs of students who have medical restrictions on the extent of physical activity permitted, the modified program includes general and specific conditioning, individual and dual activities, team sports, rhythmic activities and outdoor recreation. Prerequisite: Open only to selected students screened by the Health Service Office, course advisors and the College physician. 1 cr. 2 hrs.

+ PEC 4 TRAINING with WEIGHTS
   Study of weight training techniques to increase muscle strength and endurance in relation to various sports activities and to improve physical appearance. 1 cr. 2 hrs.

+ PEC 5 BODY BUILDING
   Increases knowledge and appreciation of the physical attributes involved in body building. Course covers beginning, intermediate and advanced training techniques to increase muscular strength, muscular endurance, flexibility, and to improve physical appearance as desired. 1 cr. 2 hrs.

+ PEC 6 PHYSIOLOGICAL FITNESS and DEVELOPMENT: TRAINING with WEIGHTS
   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. 2 crs. 3 hrs.

+ PEC 11 BEGINNING TENNIS
   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). 1 cr. 2 hrs

+ Basic Course
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 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 26  GOLF  
1 cr. 2 hrs.
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  
1 cr. 2 hrs.
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 30  SWIMMING for NON-SWIMMERS and BEGINNERS  
1 cr. 2 hrs.
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  
1 cr. 2 hrs.
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 corequisites: Swimming skills equivalent to American Red Cross Swimmer Course, Standard First and CPR skills

PEC 32  WATER SAFETY INSTRUCTOR  
1 cr. 2 hrs.
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

Basic Course
PEC 33  SWIMMING for FITNESS  
1 cr. 2 hrs.
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  
1 cr. 2 hrs.
The fundamental principles of various schools of modern dance includes analysis of movement, conditioning techniques, and basic combinations.

+ 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 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 64 DEEP WATER EXERCISE FOR FITNESS  
1 cr. 2 hrs.
An introduction to the components of fitness achieved through the utilization of non-impact movements performed in deep water. The development of muscular strength, flexibility and increased aerobic capacity will be stressed as students work in a non-impact exercise environment.  
Prerequisite: Each student will be required to swim 25 meters (1 lap) and demonstrate the ability to stay afloat by treading water for a two-minute time period.

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 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

+ Basic Course
PEC 82

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

The 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 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

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 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. Includes history, rules, scoring, terminology, general conditioning, individual volleyball skills, team play elements, specific offense and defense tactics.

+ Basic Course
SPORTS, FITNESS and THERAPEUTIC RECREATION

+ REC 11 INTRODUCTION to RECREATION 3 crs. 3 hrs.
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 3 crs. 3 hrs.
The importance of obtaining knowledge of human dynamics, leadership abilities and related techniques for teaching recreational skills, personnel practices, policies and supervision techniques.
Pre- or Corequisite: REC 11

+ REC 13 SOCIAL RECREATION 3 crs. 3 hrs.
How to conduct, plan and program social recreation activities in camps, centers, clubs, institutions and playgrounds. Under supervision, leadership is developed and performance evaluated.
Pre- or Corequisite: REC 11

+ REC 14 OUTDOOR RECREATION 2 crs. 2 hrs.
Trends in outdoor recreation, place of the recreation leader in outdoor programs, scope and extent of programs in conservation, camping, aquatics and nature. An outdoor recreation experience is required.

+ REC 15 SUMMER CAMP LEADERSHIP 2 crs. 2 hrs.
To prepare as future camp counselors, students examine basic camping philosophy, camping objectives, problems in the camping field, acquire skills and leadership essential in camp life. Weekend camping trip required.

+ REC 16 METHODS and MATERIALS for TEACHING FOLK and SQUARE DANCE 2 crs. 2 hrs.
Basic dance movements, dance positions, dance etiquette, dance terminology, and how to teach and direct folk and square dances in various forms.

REC 31 THERAPEUTIC RECREATION for INDIVIDUALS with DISABILITIES I 3 crs. 3 hrs.
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 an integral component of health care services, how to plan recreation programs to fit the needs and capabilities of specific disabilities. An off-campus field trip to a therapeutic agency is required.
For Program Majors only.
Prerequisites: REC 11 and 12
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 disparate 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 those with emotional/social disorders.  
**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*
**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 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**
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+ Basic Course
HISTORY, PHILOSOPHY and
POLITICAL SCIENCE DEPARTMENT
Room D-309A  ext. 5417

Michael Barnhart, Associate Professor
Voorhees E. Dunn, Associate Professor
Joseph Felser, Assistant Professor
Norman Hanover, Assistant Professor
Sidney Helfant, Professor
Alphonse Homeha, Assistant Professor
Bernard Klein, Professor and Chairperson
Frances Kraljic, Professor
Vernon Mogensen, Assistant Professor
Mira Morgenstern, Assistant Professor
Mitchell Okun, Professor
Arnold E. Perlmutter, Assistant Professor
Anna Procyk, Assistant Professor
Michael Sokolow, Assistant Professor
Morton Wagman, Professor
++ ARERICAN 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; 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.

+ Basic Course

203
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 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 63 THE HISTORY of RELIGION
3 crs. 3 hrs.
A survey of the historical development of the major religions in world civilizations; the ancient religions of Mesopotamia, Egypt, Persia, classical Greece and Rome; Christianity and Islam; the religious traditions of India, China and Japan.

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.
WORLD HISTORY

+ HIS 31  EUROPE: NAPOLEON to HITLER, 1789 to 1945  
  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  
  The reshaping of China and its revolutionary role in the modern world.

+ HIS 33  AFRICA: PAST and PRESENT  
  The historical development of Africa with emphasis on the cultural interchange, colonialism and the nationalist revolts, new governments and the problem of modernization, conflicts of interest of the great powers, and 20th century nationalistic rivalries.

+ HIS 34  MILITARY HISTORY  
  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 36  EUROPE in the TWENTIETH CENTURY  
  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  
  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  
  Historical causes for political protest and revolution in sub-Saharan Africa as well as the prospects for non-violent political change. Emphasis is on the anti-colonial reactions, insurrections and the role of the military in shaping African society.
+ HIS 42  THE CARIBBEAN: 1492 to the PRESENT  
3 crs. 3 hrs.
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  HISTORY of PUERTO RICO  
3 crs. 3 hrs.
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  
3 crs. 3 hrs.
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  
3 crs. 3 hrs.
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  ROOTS OF THE MODERN WORLD  
3 crs. 3 hrs.
World civilizations from the Middle Ages to the 18th Century. The nature of medieval society, birth of modern capitalism, expansion, exploration, colonization and empires; the Renaissance, religious conflicts; emergence of modern science; development of the modern state system and the Age of Reason.

+ HIS 53  RUSSIAN HISTORY: 1860 to the PRESENT  
3 crs. 3 hrs.
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  
3 crs. 3 hrs.
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  
3 crs. 3 hrs.
The development of Latin America from colonial times to the present, the intermingling of cultures, ideas, and the formation of a Latin American civilization.

+ Basic Course
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.

HIS 65 SOCIAL UNREST AND REVOLUTION IN MODERN TIMES

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

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

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

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

HIS 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.
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 PHILOSOPHY of the BEAUTIFUL: AESTHETICS 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 crs. 3 hrs.
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 77 PHILOSOPHY of RELIGION 3 crs. 3 hrs.
Introduction to the major metaphysical, epistemological and religious approaches to the fundamental questions of human existence. A comparative analysis of the varying concepts of divinity found in the religious traditions of the world.

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 AMERICAN POLITICAL PARTIES 3 crs. 3 hrs.
The function and role of the American political party system in American life will be explored. Special emphasis will be given to social bases of voting blocks, patterns of voting and non-voting, the influence of money and interest groups on the parties and how the system has changed over time.

+ POL 56 CITY POLITICS 3 crs. 3 hrs.
An examination of the urban community's political actions and responses to government policy. How ethnic, racial, religious and economic groups interact within the political system to meet the needs of their respective communities.

+ 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.

+ Basic Course
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
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<tbody>
<tr>
<td>POL 58</td>
<td>ENVIRONMENTAL POLITICS</td>
<td>3 crs. 3 hrs.</td>
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<td></td>
<td>The nature and causes of hazards that pose threats to the global environment and the policies that have been put forth to solve these problems. The roles played by political parties, interest groups and government in shaping public policy on the state, national and international levels are also examined.</td>
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<tr>
<td>+ POL 59</td>
<td>INTERNATIONAL RELATIONS</td>
<td>3 crs. 3 hrs.</td>
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<td></td>
<td>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.</td>
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<tr>
<td>POL 61</td>
<td>PRINCIPLES of PUBLIC ADMINISTRATION and PUBLIC AGENCIES</td>
<td>3 crs. 3 hrs.</td>
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<td></td>
<td>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. <em>Prerequisite: POL 51 or 53 or Department permission</em></td>
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<tr>
<td>+ POL 63</td>
<td>INTRODUCTION to CRIMINAL JUSTICE</td>
<td>3 crs. 3 hrs.</td>
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<td>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.</td>
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<tr>
<td>POL 64</td>
<td>CRIME and PUNISHMENT</td>
<td>3 crs. 3 hrs.</td>
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<td>To further education in criminal justice, focus will be on &quot;Crime&quot; and on &quot;Punishment&quot;, 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. <em>Prerequisite: POL 63</em></td>
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<tr>
<td>+ POL 65</td>
<td>CIVIL RIGHTS and LIBERTIES</td>
<td>3 crs. 3 hrs.</td>
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<td>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.</td>
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<tr>
<td>+ POL 66</td>
<td>CONSTITUTIONAL LAW</td>
<td>3 crs. 3 hrs.</td>
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<td>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.</td>
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<tr>
<td>+ POL 67</td>
<td>THE AMERICAN LEGAL SYSTEM: THE COURTS</td>
<td>3 crs. 3 hrs</td>
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<td></td>
<td>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.</td>
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+ Basic Course
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 help students understand issues of current significance as they relate to the individual.
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
Ronald Forman, Assistant Professor
Samuel Gale, Professor
Daniel Grimaldi, Assistant Professor
Max Mlyrnski, Professor
Dianna Oratz, Associate Professor
Julius I. Rosenthal, Assistant Professor
David Salb, Assistant Professor
Dale Siegel, Assistant Professor
Richard Staum, Professor
Rachel Sturm-Beiss, Assistant Professor
Rina J. Yarmish, Professor and Chairperson
NOTE: Data processing courses do not satisfy Group V requirements.

+ DP 1 NEW STUDENT TECHNOLOGY SKILLS
(Also listed as BA 1 and TEC 1)  
1 cr. 1 hr.

Basic technology skills on the computer and Internet necessary for research and term paper preparation.

DP 7 INTRODUCTION to the INTERNET  
2 crs. 2 hrs.

Methods of access to the Internet and all the important functions of the new technology will be discussed and explored on-line, in hands-on sessions.

Prerequisites: Passing CUNY Math Assessment Test or Department permission

DP 8 HTML AUTHORING AND WEB PAGE DEVELOPMENT  
4 crs. 4 hrs.

The mechanics, techniques, and mark-up language used to develop Web pages and publish them on the Internet.

Prerequisite: DP 7

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 IOCS; 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

+ 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: MAT 9 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 ADVANCED DATABASE PROGRAMMING 4 crs. 4 hrs.
Introduction to the concepts and structures needed to design and implement a database management system. Interactive programming techniques and the design of user-friendly screen formats.
Prerequisite: DP 55

DP 65 INTRODUCTION TO JAVA 4 crs. 4 hrs.
An introduction to the Java programming language, including algorithms, data representation, debugging and verification of programs and object-oriented programming concepts.
Prerequisite: Passing grade on the CUNY Math Assessment Test and one course in a programming language

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. Provides a partial preparation for Novell's Certified Network Administration (CNA) exam.
Prerequisite: DP 56 or Department permission

DP 71 ADVANCED LOCAL AREA NETWORK SYSTEM 4 crs. 4 hrs.
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.

DP 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.
COMPUTER PROGRAMMING

COMPUTER PROGRAMMING courses are offered as electives to all students.

+ CP 11  INTRODUCTION to COMPUTERS and COMPUTER APPLICATIONS  4 crs. 4 hrs.
Introduction to the uses of computers in society; components of a computer system; input/output devices; flowcharting and programming in BASIC and other programming languages. Computer applications include word processing, spreadsheets, graphics and database management systems; computer concepts and information processing. Computer Data Processing Majors and students who completed BA 60 or DP 54 WILL NOT receive credit for this course. 
*Prerequisite: Passing Score on CUNY Mathematics Examination Test*

+ CP 28  MICROCOMPUTER APPLICATIONS in EDUCATION  4 crs. 4 hrs.
Introduction to computers through software teaching, mathematics and the sciences, and the elements of the language LOGO. Participants develop their own skills and explore methods of presenting these concepts to children.
*Prerequisites: MAT 9 or Department permission*

+ CP 29  INTRODUCTION to COMPUTER PROGRAMMING for OFFICE ADMINISTRATION and TECHNOLOGY STUDENTS  4 crs. 4 hrs.
Programming in the BASIC language with more emphasis on string and character manipulation and less on mathematical programming. Hands-on experience using IBM microcomputer, disk operations and proper use of a printer for producing hard copy. Open to Office Administration Word/Information Processing Majors only.
*Prerequisite: Passing score on CUNY Mathematics Assessment Test, parts 1 and 2*

+ CP 30  INTRODUCTION to BASIC  4 crs. 4 hrs.
BASIC, a general-purpose computer language used in conversational mode and time-sharing computer centers. A simple and natural language requiring minimum programming skills, brings an appreciation of the power of a computer. This hands-on course, with direct interaction between students and the computer, problems in mathematics, sciences and social sciences awakens and augments student interest in problem areas of today's civilization.
*Prerequisite: MAT 9 or equivalent*

CP 31  VISUAL BASIC  4 crs. 4 hrs.
Computer programming using the language VISUAL BASIC. Covers the production of a graphical user interface and writing code to make use of it. Participants will create applications that make use of file and data management techniques.
*Prerequisites: MAT 9 or equivalent*
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: MAT 9 or equivalent

+ 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: Knowledge of a programming language and MAT 9 or equivalent

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

+ Basic Course
COMPUTER SCIENCE

+ CS 12  INTRODUCTION to COMPUTING  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.
Students who completed DP 59 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. 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 69

+ Basic Course

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MATHEMATICS

The primary determination for entry into mathematics courses is the CUNY Placement Examination.

**MAT M1 BASIC MATHEMATICS**
0 crs. 4 hrs.  
(4 equated crs.)
Arithmetic stressing quantification and manipulative skills and applications for students who are deficient in that subject.  
NOTE: This course is followed by MAT M2.  
Required of all students who score 14 or less on the CUNY Math Skills Exam.

**MAT M2 ALGEBRA**
0 crs. 4 hrs.  
(4 equated crs.)
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**
0 crs. 5 hrs.  
(5 equated crs.)
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 20 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**
0 crs. 1/2 hr.  
(1/2 equated cr.)
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 6 MATHEMATICS of FINANCE**
4 crs. 4 hrs.  
Mathematical concepts readily applicable to business situations including: logarithms, progressions, simple and compound interest, equations of equivalence, nominal and effect rates, simple annuities, ordinary general annuities, amortization, depreciation, sinking funds, stocks and bonds, introduction to life insurance and graphic presentation of data.  
Prerequisite: MAT 9 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 numbered 9 or higher, or third-year sequential Mathematics.  
Prerequisite: Passing score on parts 1 and 2 of the CUNY Mathematics Assessment Test

Remedial Course  
+ Basic Course
MAT 9  COLLEGE ALGEBRA  

A comprehensive treatment of the following college algebra topics: real numbers, absolute value, integer and rational exponents, polynomial operations, factoring techniques, roots and radicals, linear and quadratic equations, graphing techniques, systems of linear equations, Gaussian elimination. Introduces the study of functions in preparation for the study of calculus and pre-calculus. This course is appropriate for liberal arts students as well as majors in other subject areas.

Prerequisite: A passing score on the CUNY Mathematics Assessment Test, Parts 1 and 2

+ MAT 10  COLLEGE TRIGONOMETRY  

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  

Analysis of polls, linear programming by graph, introduction to probability, games and game theory, Markov chains, growth and decay problems, savings plans, annuities, amortization and other problems in the mathematics of management, such as PERT, simulation and forecasting. Calculators and/or minicomputers are used to do calculations. Designed as an elective for liberal arts or business students interested in some practical problems solved by mathematics.

Prerequisite: MAT 9 or equivalent

+ MAT 12  CONCEPTS of MODERN MATHEMATICS I  

Introduction to the spirit of mathematical investigation and mathematical logic including: the prime numbers, the Fundamental Theorem of Arithmetic, the rational and irrational numbers, tiling, congruence and number bases. Students may take MAT 12 and/or MAT 13 during the same or different semesters in either order.

Prerequisite: MAT 9 or equivalent

+ MAT 13  SURVEY of MATHEMATICS and COMPUTER CONCEPTS  

To introduce A.A. and A.A.S. students to several branches of mathematics, topics include: probability and statistics, computer programming, logic, the real number system, and linear programming. Students may take MAT 12 and/or MAT 13 during the same or different semesters in either order.

Prerequisite: MAT 9 or equivalent or “A” grade in MAT 7

+ MAT 14  ANALYTIC GEOMETRY and PRE-CALCULUS MATHEMATICS  

This pre-calculus course stresses real numbers, fields, open sentences, functions and relations, and serves as an introduction to analytic geometry and to probability. Recommended for students planning to continue with calculus and/or mathematics electives. Not open to students who completed Advanced Algebra or MATH 12A in high school.

Prerequisite: MAT 9 or equivalent
MAT 15  CALCULUS I
4 crs. 4 hrs.
The first part of a three-semester integrated course in the elements of coordinate geometry, differential and integral calculus, with applications. Algebraic functions of a single variable, the derivative, differentiation formulas, and application to geometry, physics and maximization. Not open to students who completed at least one term of calculus in high school.
Prerequisites: Advanced Algebra, 12th yr. high school math or MAT 14, PLUS passing score on 11th yr. Regent's Math Exam or MAT 10

MAT 16  CALCULUS II
4 crs. 4 hrs.
Continuation of MAT 15, with emphasis on transcendental functions, special methods of integration, and hyperbolic functions.
Prerequisite: One term of high school calculus or MAT 15

MAT 20  ELEMENTS of STATISTICS
3 crs. 3 hrs.
Introduction to probability and statistics including: tabulation and graphing of distributions, central and dispersion tendencies, comparison techniques, correlations and predictive techniques. Instruction and practice in the use of desk calculators and the basic language. Recommended for students planning careers in economics, education, psychology, sociology, data processing and environmental technology.
Prerequisite: MAT 9 or equivalent. Not open to students who have taken MAT 22

MAT 21  CALCULUS III
4 crs. 4 hrs.
Continuation of MAT 16 with emphasis on partial differentiation, polar coordinates, multiple integration, solid geometry, vectors, and hyperbolic functions.
Prerequisite: MAT 16 with "C" grade or better

MAT 22  STATISTICS FOR BUSINESS WITH COMPUTER APPLICATIONS
4 crs. 4 hrs.
An introduction to probability and statistics as they apply to business applications including: data summary measures, discrete random variables and probability distributions, sampling methodologies and analysis, hypothesis testing and regression analysis. Special emphasis will be given to solutions of practical business problems using statistical computer software.
Prerequisite: MAT 9 or equivalent. Not open to students who have taken MAT 20

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: MAT 9 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

+ Basic Course
MAT 56 LINEAR ALGEBRA

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

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

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

MAT 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.S. Degree

MATHEMATICS

Requirements—Page 74
Human-caused
the environment creates an undesirable effect.
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's Computer and Media Centers.
NURSING DEPARTMENT
Room M-401 ext. 5522

Patricia Bartley-Daniele, Assistant Professor
Laura DiCapua, Senior College Laboratory Technician
Valerie Gill, Assistant Professor
Joanne Lavin, Professor
Pamela Mahon, Assistant Professor
Marjorie McDonough, Associate Professor
Patricia Morrison-Sasso, Assistant Professor
Dolores Shrimpton, Associate Professor and Chairperson
Delores Washington, Professor
NURSING

The Nursing Program consists of two components, Pre-Clinical and Clinical.

To enter the Clinical Component, students MUST FIRST complete the Pre-Clinical Sequence of the college.

Students with disabilities who are interested in the Nursing Program should make an appointment with the Department Chairperson.

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.

Qualified applicants who are not admitted to the Clinical component due to lack of available space will NOT be placed on a waiting list or be given preferential admission into a later class. After having attempted 25 credits at Kingsborough, Nursing students who are not admitted into the Clinical component of the Nursing Program MUST FILE for a change of curriculum into another degree program or they will be automatically transferred into Liberal Arts. Exception to this rule can be made only by the Nursing Department Admissions Committee.

Application forms for the Clinical component of the Nursing Program are available in the Nursing Department Office (M-401). The completed form should be filed in that office during the Spring semester in which the student expects to complete the pre-clinical requirements. Students completing the requirements during the Summer module should file their applications in the following Spring semester. Specific filing dates are available in the Nursing Department Office.

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.

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, it is strongly recommended that all students 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-106).

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 Licensure 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 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 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 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 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

+ Basic Course
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 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

NUR 28 CONTEMPORARY ISSUES IN HEALTH CARE
(Also listed as SOC 28 and BA 28)
3 crs. 3 hrs.
The sociological, ethical, legal and economic impact of managing health care into the next century.

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
2 crs. 2 hrs.
The nature of food and fluid intake in healthy and in ill individuals. Cultural differences, the age variable and dietary modifications are examined.
Pre or corequisite: BIO 11

NUR 45 PHARMACOLOGY IN HEALTH AND DISEASE
3 crs. 3 hrs.
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 46 TRANSCULTURAL PERSPECTIVES in HEALTH CARE

Introduction to the field of transcultural health care. Provides an anthropological approach to healing, health values and practices of selected groups. Explores the roles of health professionals in reconciling ethnocentric health care values with health practices of culturally diverse groups.

Prerequisite: ANT 37 or SOC 31

NUR 47 HOME HEALTH CARE: PATTERNS AND NEEDS

An introduction to current home health care delivery systems; regulatory agencies; reimbursement mechanisms (insurance, private pay, Medicaid, Medicare); and roles and levels of care providers. Proposed Federal, State, City and private initiatives, planned changes in utilization and providers as well as accreditation and quality assurance programs will be explained. Options and skills to negotiate and obtain home care services for individuals and families will be discussed.

NUR 48 INTRODUCTION TO BASIC HEALTH ASSESSMENT and PHYSICAL EXAMINATION of the ADULT

Introduction to the basic knowledge and skills required to perform a comprehensive health assessment of an adult. The compilation of a Health History, interview techniques and a regional approach to the physical examination of the adult will be introduced and practiced. A synthesis of the physical, psychosocial, developmental and cultural assessments will prepare students to develop a holistic statement of the health status of an adult individual.

Prerequisite: NUR 18

NUR 49 EKG RHYTHM RECOGNITION

An intermediate level course that builds on basic cardiac knowledge. The advanced knowledge and skill necessary to visually recognize, understand and treat cardiac rhythm disturbances.

Prerequisite: NUR 18 or Department permission

NUR 82

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

NUR 90 REGISTERED NURSE INTERNSHIP

For newly-graduated nurses who have passed the NCLEX-RN exam but have not yet secured employment as a registered professional nurse. Students will gain experience in delegation, resource allocation, management of multiple client case loads and collaboration with the interdisciplinary team.

Prerequisite: Priority given to graduates of KCC Nursing Program. Applications will also be considered from graduates of other CUNY accredited Nursing Programs with the NY State RN License.

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ACCREDITATION
The Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC). Information is available by contacting the NCLNAC—National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006 (212) 363-5555.
OFFICE ADMINISTRATION and TECHNOLOGY DEPARTMENT
Room M-211  ext. 5655

Donald Donin, Associate Professor
Lyla Garfield, Professor
Naomi Platt, Professor
William C. Yenna, Associate Professor
and Chairperson
**ADMINISTRATION**

+ **ADM 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.

ADM 16 BASIC DICTATION  
1 cr. 2 hrs.
Timed dictation at basic levels on previewed materials, automatizing brief forms, and the transcription of short business letters with correct spelling and punctuation. Shorthand theory in Gregg is reviewed through homework assignments and classroom participation.

ADM 17 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: ADM 15 or equivalent and ADM 16 or equivalent  
Corequisite: TEC 12

+ **ADM 24 OFFICE SYSTEMS and PROCEDURES**  
3 crs. 3 hrs.
The systems and procedures of the electronic office for administrative assistant 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 majors.

+ **ADM 27 LEGAL ASSISTING I**  
3 crs. 3 hrs.
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.

ADM 28 LEGAL ASSISTING II  
3 crs. 3 hrs.
Specialized training for the legal assistant in the procedural aspects of Surrogate Court practice.  
Prerequisite: ADM 27

ADM 29 LEGAL ASSISTING III: MATRIMONIAL and FAMILY LAW SPECIALIZATION  
3 crs. 3 hrs.
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: ADM 27

+ Basic Course
ADM 30 ADVANCED STENOGRAPHY and TRANSCRIPTION

4 crs. 6 hrs.

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: TEC 12, ADM 17 or equivalent
Corequisites: TEC 13, ADM 37

ADM 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 TEC 11 or the equivalent

ADM 44 INTERMEDIATE SHORTHAND: INTENSIVE

4 crs. 4 hrs.

Develops skill attainment levels of ADM 15, and ADM 17, 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 ability to take dictation, the completion of transcription projects in the computer laboratory, and tutorial instruction.

Prerequisite: Department permission

ADM 50 LEGAL STENOGRAPHY, TRANSCRIPTION AND PROCEDURES

4 crs. 6 hrs.

Sustained dictation of comprehensive legal shorthand vocabulary at the rate of 80-100 words per minute and transcription of rough draft into mailable copy (error free) on the computer within strict time limits. Discourses, role playing and examples of professional behavior are included.

Prerequisites: TEC 12, ADM 17, 37
Corequisites: ADM 30, TEC 13

+ ADM 53-54 THE SCHOOL SECRETARY

2 crs. 2 hrs.

This two-semester course considers educational principles relating to the school office professional's work. Emphasis is on the organization of school systems, particularly in New York City.

Open to Program (School) Majors only.

+ ADM 55 SCHOOL RECORDS MANAGEMENT

2 crs. 2 hrs.

Introduction to the activities and responsibilities of the school office professional, 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.
ADM 81  INDEPENDENT STUDY

1-3 crs. 1-3 hrs.

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

ADM 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.

ADM 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.

Prerequisites: ADM 30, 37, TEC 13
Corequisite: TEC 34

ADM 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.

Prerequisites: TEC 33, ADM 37
Corequisites: TEC 34, ADM 50

ADM 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.

Prerequisites: ADM 30, 37, 53, TEC 13
Corequisites: TEC 34, ADM 54, 55

ADM 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.

Prerequisites: ADM 37, TEC 13, 61
Corequisites: TEC 34, 62

ADM 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: ADM 24, 37, TEC 13, 22, 23
Corequisites: TEC 25, 34

+ Basic Course
TECHNOLOGY

+ TEC 1 NEW STUDENT TECHNOLOGY SKILLS
   (Also listed as BA 1 and DP 1) 1 cr. 1 hr.
   Basic technology skills on the computer and Internet necessary for research and term paper preparation.

+ TEC 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.

TEC 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: TEC 11 or equivalent

TEC 13 ADVANCED KEYBOARDING 2 crs. 4 hrs.
   Mastery of keyboarding skills and formatting techniques includes formatting business communications, directives, business reports, and statistical data.
   Prerequisite: TEC 12 or equivalent or Department permission

+ TEC 14 KEYBOARDING for BUSINESS COMMUNICATIONS 2 crs. 3 hrs.
   Basic keyboarding skills for electronic keyboarding 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.

+ TEC 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 specialist. Keyboarding of correspondence and tables using word processing software. Basic word processing terminology will be introduced.
   Prerequisite: TEC 11 or equivalent
   Corequisite: TEC 12

TEC 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 TEC 21.
   Prerequisites: TEC 12, 21
   Corequisite: TEC 13
TEC 23  ELECTRONIC TRANSCRIPTION for the ADMINISTRATIVE SECRETARY  3 crs. 4 hrs.
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: TEC 12 and 21
Corequisite: ENG 12 or 24

TEC 25  OFFICE INFORMATION PROCESSING APPLICATIONS  3 crs. 4 hrs.
Knowledge, skill and understanding the uses of integrated software in the electronic office. Electronic spreadsheets, database management, word processing, graphics, and telecommunications are applied to office information processing.
Prerequisite: TEC 21

TEC 26  ADVANCED COMPUTER OFFICE APPLICATIONS  3 crs. 4 hrs.
The advanced functions of Microsoft Office Software Suite. The application of Microsoft Word to create and edit business correspondence; Microsoft Excel to format and create spreadsheets, charts and macros; Microsoft Access to create an enhanced database and Microsoft Powerpoint to create slides for professional presentations.
Prerequisites: TEC 25, BA 60 or CP 11

TEC 34  OFFICE ADMINISTRATION  3 crs. 4 hrs.
Simulates on-the-job administrative office 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 office professional.
Open to Program Majors only.
Prerequisites: TEC 13, ADM 37
Corequisite: ADM 92

TEC 41  INTERMEDIATE KEYBOARDING: INTENSIVE  4 crs. 4 hrs.
Develops skill attainment levels of TEC 11 and TEC 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 computer laboratories, development of mailability standards, and tutorial instruction.
Prerequisite: Department permission

TEC 42  ADVANCED KEYBOARDING: INTENSIVE  4 crs. 4 hrs.
Develops skill attainment and production levels of TEC 12 and TEC 13, 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 computer laboratory for skill building, and use of tutorial services.
Prerequisite: Department permission

TEC 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.
TEC 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.  
Prerequisite: College-level computer course or Department permission

TEC 59 PHOTODIGITAL ILLUSTRATION  
(Also listed as ART 46)  
3 crs. 4 hrs.  
The basic functions of a photodigital computer program to create and manipulate images, to retouch photographs and to create special graphical effects. These images may be used for on-screen multimedia presentations, print media and publication on the World Wide Web.  
Prerequisite: TEC 57/ART 43 or Department permission

TEC 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 Office Administration Majors.  
Prerequisites: TEC 12, 21, 23; ENG 12  
Pre or corequisite: TEC 13  
Equivalent courses and Department permission may be accepted in lieu of these requirements.

TEC 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 Office Administration Majors.  
Prerequisites: TEC 12, 21; ENG 12

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

TEC 82 PRESENTATION GRAPHICS for the OFFICE  
3 crs. 4 hrs.  
The application of presentation graphics to plan, organize and create slide shows, notes and outlines in an office environment. Topics covered will include use of integrated software and multimedia presentations.  
Prerequisite: TEC 25 or BA 60 or CP11 or Department permission
PHYSICAL SCIENCES DEPARTMENT
Room S-243A   ext. 5746

Grigoriy 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
Laxman Kanduri, Lecturer, Marine Technology
Khosrow Kashfi, Assistant Professor
John Lawrence, College Laboratory Technician
Edward Look, Assistant Professor
Thomas O. Meeks, Associate Professor
John Mikalopas, Assistant 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.  
Required of all students who wish to enroll in CHM 11 but do not meet the prerequisites.  
Corequisite: MAT 9

**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 9 or passing Part 3 of the CUNY Mathematics Assessment Test. In addition, CHM 01 or successful completion of one year of high school chemistry or the equivalent

**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.
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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EGR 21 ENGINEERING DESIGN
3 crs. 5 hrs.
For beginning engineering students, hands-on investigations and an appreciation of the importance of engineering in our society. In the laboratory, students will investigate problems relevant to the study of engineering, including mechanical, thermodynamic and optical systems. Computers will be utilized for some laboratory sessions. Lecture discussions will include preparation for the labs, selected videos about engineering, guest speakers and discussions of approaches engineers have used to solve difficult problems.
Prerequisite: Passing FSA in reading and writing
Corequisite: MAT 14

EGR 22 INTRODUCTION to ELECTRICAL ENGINEERING
3 crs. 4 hrs.
First course in electrical engineering, includes: circuit elements and their voltage-current relations; Kirchoff'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

EGR 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

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GEOLOGY

+ GEO 31 METEOROLOGY 3 crs. 3 hrs.
Fundamental physical and chemical structure of the atmosphere including weather, climate, meteorological instrumentation, and air pollution.

+ GEO 32 PHYSICAL OCEANOGRAPHY 3 crs. 3 hrs.
Factors that have a major influence on the physical and chemical structure of the oceans includes tides, waves, currents, oceanographic instrumentation and coastal oceanography.

+ GEO 33 PHYSICAL GEOLOGY 4 crs. 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.
MARINE TECHNOLOGY

MT 30  SEAMANSHIP

The principles and practice of seamanship, including nautical terminology, introduction to vessels, vessel handling, deck equipment, Rules of the Road, marlinspike seamanship and meteorology. Consideration of life saving, fire fighting and wire splicing.

+ MT 31  NAVIGATION

Introduction to navigation emphasizing nautical charts, the marine compass, piloting, tides and currents, position determination, aids to navigation and marine electronics. Preparation for appropriate, safe navigation of a vessel in coastal and near-coastal waters.
Prerequisite: Placement at Math R2 level or above.

MT 33  VESSEL TECHNOLOGY I

Seamanship theory and fundamentals of vessel operations, including vessel handling, piloting, major phases of applied engineering technology, operating rigging and deck machinery. Extensive on-board training for operations in tight quarters and open sea. Consideration of Coast Guard procedures, towing, vessel stability and meteorology.
Prerequisites: HE 36, MT 30

MT 34  VESSEL TECHNOLOGY II

Practical experience aboard vessels engaged in party-and-charter-boat fishing, oceanographic survey work, vessel delivery and cruising. Day and overnight cruises aboard the R/V CUNY at Kingsborough vessel. Introduction to maritime industry opportunities.
Prerequisites: MT 31, 33

+ MT 35  DIESEL TECHNOLOGY

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, starting and control systems. Troubleshooting, minor repairs and parts replacement of two- and four-stroke engines.
Prerequisite: Passing score on CUNY Mathematics Skills Assessment Test

+ MT 37  AUXILIARY SYSTEMS

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. Pumps, filters, seals, cylinders, valves and other hydraulic systems.
Prerequisite: Passing score on CUNY Mathematics Skills Assessment Test

+ MT 39  VESSEL MAINTENANCE

Basic skills required for maintaining and repairing wooden, fiberglass and steel vessels with emphasis on hulls, fluid and propulsion systems, rigging and welding. In practicing these skills, preparation, planning and safety issues are emphasized.
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. Series and parallel circuits, battery types and engine wiring are emphasized.

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. Consideration of various marine electronics manuals.

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. Consideration of marina products in relation to operations and clientele.

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. Theoretical and operational experiences to diagnose, troubleshoot and repair engine components and systems.

A.A.S. Degree
MARINE TECHNOLOGY
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+ Basic Course
PHYSICS

PHY 11 GENERAL PHYSICS I 4 crs. 6 hrs.
First term of a 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
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 a calculus-based two-semester lecture and laboratory course in classical and modern physics. Includes the study of mechanics, heat, hydrostatics and hydrodynamics, harmonic motion and waves. 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 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.
Prerequisite: 11th year Math or Department permission
SCIENCE

+ 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 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.

+ SCI 51 PEOPLE and the ENVIRONMENT—CHEMISTRY EMPHASIS

2 crs. 2 hrs.
From a chemical point of view, course assesses what is known of the environment and how to conserve it; the actions designed to expand that knowledge and its use. Important contemporary problem of energy consumption and related pollution problems, waste disposal, and recycling.

Note: This is a Basic Course. It does NOT require any prerequisite.

+ SCI 70 THE SCIENCE of NUTRITION

3 crs. 3 hrs.
Increased food processing and addition of chemical substances in foods make it important 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.
TOURISM 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: TAT 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

+ Basic Course
TAH 31 TRANSPORTATION
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

TAH 41 INTRODUCTION to MEETING PLANNING
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
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
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
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
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 52 INTERNET APPLICATIONS IN TOURISM AND HOSPITALITY
This course will prepare students to understand the basic essentials of Ecotourism, Diversity in Tourism and tourism research. These are new and significant emerging competencies that are required for developmental opportunities in the tourism and hospitality industry.
Prerequisite: TAH 1 or equivalent professional experience

TAH 53 GEOGRAPHIC HIGHLIGHTS
The financial, sociocultural, physical resource and environmental consequences of tourism developmental decisions. The application of this information in the competition for market share.
TAH 54 COMPARATIVE HOSPITALITY VENUES

Meeting planning, Event management, Trade Show Development and administration and catering support as elements critical to the growth and economic development of the hospitality industry. This course will help prepare students to recognize and manage these factors in today's global marketplace.

TAH 61 INTRODUCTION TO LOGISTICS AND TRANSPORTATION

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 14 or equivalent professional experience

TAH 62 COMPUTER CONCEPTS IN TRANSPORTATION

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

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

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 71 INTRODUCTION TO PROFESSIONAL FOOD SERVICE

An introduction to the various components of the professional food service industry. Subjects will include the history, scope, classification, trends and the role of the customer.
Prerequisites: TAH 1 and 2

TAH 72 INTRODUCTION TO RESTAURANT AND CATERING OPERATIONS

An introduction to restaurant concepts and operations for students who want to open their own restaurant, or manage a restaurant or catering establishment. The course is a blueprint for how to proceed from the conceptual development stage through the marketing, operations and management of a restaurant or catering facility.
Prerequisites: TAH 71
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 1 TAH 11

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 1, TAH 11

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

TAH 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.

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 discussion of relevant topic.
Prerequisite: TAH 11
LIBRARY DEPARTMENT
Room L-200  ext. 5637

Jeanne Galvin, Associate Professor
Sharad Karkhanis, Professor
Alan Minnis, Assistant Professor
Josephine Murphy, Instructor
Coleridge Orr, Associate Professor and Chairperson
Roberta Pike, Assistant Professor
Michael Rosson, Associate Professor
          Director, Media Services
Cecelia Salber, Instructor
Louis Tirado, College Laboratory Technician
Angelo Tripicchio, Associate Professor
THE ROBERT J. KIBBEE LIBRARY

The Library and Media Center is the major learning resource facility at the college. Students and faculty are provided with a rich variety of materials to support the curriculum, meet information needs, assist in study, in research, in stimulating cultural development, satisfying special interests and academic curiosity. Professional librarians offer reference service and individual teaching assistance for students, produce and distribute a library handbook and a twice yearly newsletter “Op Cit” for faculty, administration and staff, and are available to promote the full utilization of all library resources.

The Library’s high-quality collection includes more than 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.
CONTINUING EDUCATION and EXTERNAL AFFAIRS
Room A-214  Ext. 5051

Saul W. Katz, Dean
   Director, Community Relations
Christine Buite-Beckner, Director, Information Systems
Janet Birnkrant, Director, Program Development
Karl Dettmer, Assistant Director, Continuing Education Programs
Norman Hunter, Director, Continuing Education Programs
Emily Mack, Director, Corporate Training/Contracts
Frank Milano, Director, CUNY Language Immersion Program
CONTINUING EDUCATION and EXTERNAL AFFAIRS

In support of its mission as an educational institution for the community, the College relies on outreach to a broad spectrum of learners. In addition to students of all ages who matriculate in credit and degree programs, the College serves learners who seek courses and programs on a non-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, and are 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. Continuing Education's involvement in both the Administration's vocational training and job programs are reflective of its workforce retraining commitment.
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, the Publications Office is responsible for the campus student publications, including the College newspaper, yearbook, literary and arts journal, student handbook, and graduation programs. The office also provides technical assistance in producing published materials such as flyers, letterheads and brochures, to individual departments and special campus 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, keyboarding 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, word processing, insurance, medical administrative assistant, medical billing, medical transcription, real estate salesperson, and real estate broker.
CUNY Language Immersion Programs

The CLIP Program is designed for students who have been accepted by CUNY colleges but whose English skills need refining before they can enter CUNY as a matriculated student. It is an intensive 25-hour-a-week immersion program. Students may remain in this program for up to one year. After completing instruction, it is expected that they will enter the CUNY college of their choice.

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

This preparation program is offered at public high schools in the College’s service area. By providing preparation for the GED examination, 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: reading and math, 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

Michael Aboussleman, Adjunct Lecturer, Health, Physical Education and Recreation
B.S., Brooklyn College

Steven Abramowitz, Adjunct Lecturer, “College Now” Program,
B.A., Lehman College; M.A., Long Island University; M.A., Brooklyn College

Audrey Ackerman, Adjunct Lecturer, English
B.A., M.A., Brooklyn College

Norman J. Adise, Lecturer, Business
L.L.B., B.A., New York University

Ruby Adlerberg, Adjunct Lecturer, Behavioral Sciences and Human Services
B.A., Brooklyn College; M.S., Bank Street College of Education

M. Victor Alper, Assistant Professor, Business
B.A., Boston University; M.B.A., Rutgers University; M.A., Ph.D., New York University

Judith H. Altman, Adjunct Lecturer, "College Now" Program
B.A., State University of New York at Albany; M.A., Brooklyn College; M.S., C.W. Post,
Long Island University

Louis Altschul, Professor, Behavioral Sciences and Human Services
Director, Mental Health and Human Services Program
A.B., New York University; Ph.D., Adelphi University

Sheldon I. Aptekar, Professor, Communications and Performing Arts
B.A., Brooklyn College; M.A., Trinity University

Isidor Apterbach, Assistant Professor, English
B.A., Yeshiva University; M.A., M. Phil., Columbia University

Susan Aranoff, Associate Professor, Business
B.A., Barnard College; Ph.D., Columbia University

Leslie Arberman, Assistant Professor, Behavioral Sciences and Human Services
B.A., Brooklyn College; M.S., The City College of New York;
Certificate in Psychoanalysis, National Psychological Association for Psychoanalysis;
M.S.W., Wurzweiler School of Social Work, Yeshiva University

John Arias, Adjunct Lecturer, Foreign Languages
B.A., Brooklyn College

Rebecca Arliss, Assistant Professor, Health, Physical Education, and Recreation
B.A., Queens College; M.S., M. Ed., Ed.D, Columbia University

Frank Armada, Adjunct Assistant Professor, Foreign Languages
B.A., New York University; M.S., Brooklyn College; Ed.D., Teachers College, Columbia University

Jack Arnow, Assistant Professor, Mathematics and Computer Science
B.S., Brooklyn College; M.A., Queens College
Stuart Aronow, Adjunct Lecturer, "College Now" Program
B.A., Brooklyn College

Amy Ashe, Adjunct Lecturer, English
B.A., Brooklyn College; M.A., Hunter College

Jane Atlas, Higher Education Assistant, Applications Programmer, Computer Center
B.S., Brooklyn College

Bonne August, Professor, English
B.A., D'Youville College; M.A., Ph.D., New York University

Grigoriy Ayzin, Assistant Professor, Physical Sciences
M.S., Buelorussian State University, Ph.D., Russian Academy of Sciences

Marcia Babbitt, Assistant Professor, English
B.A., Temple University; M.A., State University of Iowa; Ph.D., City University Of New York Graduate Center

Andrew Baddish, Adjunct Lecturer, Communications and Performing Arts
B.A., Long Island University

Richard Balestrino, Adjunct Lecturer, Business
B.S., Long Island University

Fortune Baranes, Clinical Lab Technician, Biological Sciences
B.S., Brooklyn College

Michael G. Barnhart, Associate Professor, History, Philosophy and Political Science
B.A., Haverford College; Ph.D., Temple University

Patricia Bartley-Daniele, Assistant Professor, Nursing
B.S.N., M.S., Hunter College

Elizabeth Basile, Higher Education Assistant
Assistant Director, Recruitment and Admissions Information
A.A., B.A., M.S., The College of Staten Island; M.S., St. John's University

Gordon Bassen, Associate Professor, Mathematics and Computer Science
B.S., M.A., Brooklyn College; Ph.D., Graduate School, The City University of New York

Sylviane Baumfleik, Adjunct Lecturer, English
B.A., Brooklyn College; M.A., Columbia University

Jan Baybusky, Director, Human Resources and Labor Relations,
Higher Education Officer/Assistant Administrator
B.S., Regents College Degree, University of the State of New York

Gayle Becker, Adjunct Lecturer, Student Development "College Now" Program
B.A., University of Bridgeport; M.A., New York University

Laurence Becker, Adjunct Assistant Professor, Communications and Performing Arts
A.B., M.A., Brooklyn College

Norman Becker, Adjunct Lecturer, "College Now" Program
B.S., Brooklyn College; M.S., Richmond College
Andrew Beckerman, Adjunct Lecturer, "College Now" Program
B.A., M. Ed., College of Staten Island

Perry Beckerman, Adjunct Lecturer, "College Now" Program
B.A., M.S., Pace University

Rita Bell, Adjunct Assistant Professor, Communications and Performing Arts.
B.A., Hunter College; M.F.A., Brooklyn College

Renato Bellu, Professor, Business
A.A.S., Kingsborough Community College; B.S., Brooklyn College; M.B.A., Pace University; Ph.D., Union Graduate School

Stuart Benas, Adjunct Lecturer, "College Now" Program
B.A., Hunter College; M.A., Pennsylvania State University

Isaiah A. Benathen, Professor, Biological Sciences
B.S., The City College of New York; M.S., Long Island University; Ph.D., The City University of New York

David J. Berger, Higher Education Officer, Computer Center, Associate Director, Administrative Computing Systems
B.A., University of Colorado; M.B.A., Pace University

Roberta Bernstein, Adjunct Lecturer, "College Now" Program, B.A., M.A., Brooklyn College

Mara Bianco, Financial Aid Counselor, Higher Education Associate
B.S., College of New Rochelle

Harvey Bien, Adjunct Associate Professor, Health, Physical Education and Recreation
B.S., Brooklyn College; M.A., Teachers College, Columbia University; Ed.D., New York University

Carol Biermann, Professor, Biological Sciences
B.A., M.A., Brooklyn College; Ed. D., Rutgers University

Tana Bigelow, Student Publications Advisor
Higher Education Assistant, Student Development
B.A., University of California, Los Angeles; M.A., New York University

Janet Birnkrant, Director, Recruitment, Promotion and Development, Higher Education Officer, Continuing Education
B.A., Brooklyn College; M.A., University of Illinois

Robert Blaisdell, Assistant Professor, English
B.A., M.A., Ph.D., University of California, Santa Barbara

Marian Blasi, Adjunct Lecturer, English
B.A., Brooklyn College; M.A., New York University

Stanley Bloomfield, Adjunct Lecturer, "College Now" Program
B.A., M.A., Brooklyn College

John Blunt, Associate Professor, Physical Sciences
B.A., B.S., University of Michigan; M.S., Michigan State University; M.A., Ph.D., New York University
Ana Marie Bonn, Adjunct Lecturer, "College Now" Program
B.A., St. Joseph's College

Rosalie Boosin, Adjunct Lecturer, Mathematics and Computer Science,
B.A., St. John's College of Annapolis; M.A., New York University

Jane Boris, Adjunct Lecturer, English
B.A., Boston University; Ed. M., Temple University

Sheryl Bossak, Adjunct Lecturer, Office Administration and Technology
A.A.S., Kingsborough Community College; B.S., M.S., Bernard M. Baruch College

Uda Bradford, Assistant Professor, Student Development
B.A., New York University; M.S.W., Hunter College; Ph.D., Fordham University

Rosa M. Bradley, Associate Professor, Biological Sciences
B.A., Dunbarton College; M.S., Howard University; Ph.D., New York University

Harold Braun, Adjunct Lecturer, Business
B.S., New York University; M.S.W., Hunter College

Robert Brennan, Higher Education Associate, Ship's Captain, Marine Education
B.A., University of Southern Maine; M.S., University of Arizona

Norton Brenner, Adjunct Lecturer, Student Development
B.A., New York University; M.A., Hunter College; M.S., Brooklyn College

Judith Brilliant, Assistant Professor, Student Development
B.A., M.S., Queens College; Ph.D., Fordham University

Paul Brockman, Adjunct Lecturer, Business
B.B.A., Pace College; M.S., Long Island University

Judith Bronstein, Vice President for Administration and Planning
A.A.S., New York City Technical College; B.S., City University of New York;
M.S., Bernard M. Baruch College

Ellen Bruckner, Adjunct Lecturer, "College Now" Program
B.A., Barnard College

Charles Bryan, Adjunct Lecturer, English
B.A., M.A., Brooklyn College

Lydia Bryan, Adjunct Lecturer, English
B.A., Brooklyn College; M.A., New York University

Rosemary Bufano, Lecturer, Tourism and Hospitality
B.A., Queens College

Christine Buite-Beckner, Assistant Director, Information Systems & Data Processing
Assistant to Higher Education Officer
A.A.S., Kingsborough Community College; B.A., Brooklyn College

William Burger, Professor and Chairperson, Behavioral Sciences and Human Services
A.A.S., Nassau Community College; B.A., Richmond College;
Ed. M., Harvard University; Ph.D., Union Graduate School
Juanita Butcher, *Adjunct Lecturer, “College Now” Program*
B.B.A., Pace University; M.S., Hofstra University; C.A.S., Hofstra University

Cathy Callis, *Adjunct Assistant Professor, Communications and Performing Arts*
B.M., M.M., D.M.A., University of Rochester

Nancy Camillieri, *Adjunct Lecturer, Health, Physical Education and Recreation*
A.A.S., Kingsborough Community College; B.S., Graduate School, The City University of New York; M.A., Hunter College, The City University of New York

Harvey F. Carroll, *Professor, Physical Sciences*
*Director, Engineering Science Program*
A.B., Hunter College; Ph.D., Cornell University

Barbara Carrubba, *Higher Education Associate, Computer Center*
B.A., University of North Carolina

Isabella Caruso, *Associate Professor, English*
B.S., New York University; M.A., Brooklyn College; M. Philosophy, Ph.D., New York University

Stephen Castellano, *College Laboratory Technician, Instructional Computing*
*Adjunct Lecturer, Communications & Performing Arts*
B.A., Villanova University

Mary Ann Cavallo, *Senior College Laboratory Technician, English Skills Center*
A.A.S., Kingsborough Community College

Evelyn Cendan, *Lecturer, Student Development*
B.A., Barnard College; M.A., Columbia University; M.A., Teachers College, Columbia University

Geraldine Chapey, *Professor, Behavioral Sciences and Human Services*
B.S., St. John’s University; M.A., Teachers College, Columbia University; Ed.D., Rutgers University

Norah Chase, *Associate Professor, English*
B.A., Hofstra University; M.A., University of Minnesota; Ph.D., The Union Institute

Marilyn Chernin, *Dean, Student Life & Special Functions*
*Assistant Professor, Student Development*
B.A., Brooklyn College; M.A., Teachers College, Columbia University; Certificate, Group Psychotherapist, Washington Square Institute

Franz Chille, *Adjunct Professor, Health Services*
M.D., Bologna University Medical School, Bologna, Italy

S. Margaret Ciccolella, *Adjunct Lecturer, Nursing*
B.S., Richmond College; M.S., Immaculate Conception Seminary; M.S., Fordham University

Richard Cockrell, *Assistant to Director, Registration & Scheduling*
*Higher Education Associate*
B.A., Brooklyn College

Andrea Cohen, *Adjunct Lecturer, Nursing*
A.A.S., Queensborough College; B.S., M.S., Hunter College
Debra Cohen, Assistant Professor, Behavioral Science & Human Services  
B.S., SUNY Binghamton; M.Ed., SUNY Buffalo; M.S.W., SUNY, Albany; Ph.D., Syracuse University

Kenneth Cohen, Adjunct Assistant Professor, Biological Science  
B.S., M.S., Queens College; Ph.D., Ohio State University

Linda Cohen, Adjunct Lecturer, “College Now” Program  
B.A., M.A., Brooklyn College

Miriam Cohen, Adjunct Lecturer, History, Philosophy and Political Science  
B.A., Brooklyn College; M.S., Yeshiva University

Peter Cohen, Higher Education Officer,  
   Director, Freshman Year Experience, Student Development  
B.A., M.S.W., New York University

Sheila Cohen, Adjunct Lecturer, “College Now” Program  
B.S., New York University; M.A., Teachers College, Columbia University; M.A., New York University

Anthony Colarossi, Professor, Student Development  
B.A., M.S., Brooklyn College; Ph.D., Fordham University

Christopher Coleman, Adjunct Assistant Professor, Behavioral Sciences and Human Services  
B.A., Lindenwood College; M.S. Ed., Baruch College; Ph.D., City University of New York

Diego L. Colon, Professor, Student Development  
   Director, Bilingual Studies Program  
B.A., University of Puerto Rico; M.S., The City College of New York; Ph.D., New York University

Patrick Compton, Adjunct Lecturer, “College Now” Program  
M.A.T., University of Louisville; B.A., Spalding College

Joseph Consolo, Lecturer, Business  
A.A., Kingsborough Community College; B.A., New York University;  
M.A., New School For Social Research

Margaret Conway, Assistant Professor, Business  
B.B.A., Bernard M. Baruch College; M.B.A., Long Island University

Davida Cooper, Higher Education Assistant,  
   Assistant Registrar, Student Records/Advanced Standing Evaluation  
B.A., Brooklyn College

Edwin Cooperman, Associate Professor, Behavioral Sciences and Human Services  
B.A., M.S., Brooklyn College; Ph.D., St. John’s University

William Correnti, Higher Education Officer,  
   Assistant Administrator, Business Affairs  
B.S., St. John’s University
Eleanor Cory, Assistant Professor, Communications & Performing Arts
B.A., Sarah Lawrence College; M.A.T., Harvard Graduate School of Education;
M.M., New England Conservatory; D.M.A., Columbia University

Flora Costelloe, Adjunct Lecturer, Foreign Languages
B.A., Queens College; M.A., Hunter College

Ann Couper, Instructor, Behavioral Sciences & Human Services
B.A., Skidmore College; M.Ed., Bank Street College of Education

Janine Coyne, Adjunct Associate Professor, Art
B.A., M.F.A., Brooklyn College

Gearlen M. Crump, Senior College Laboratory Technician, Physical Sciences
A.A.S., Kingsborough Community College

Maryann C. Cucchiara, Adjunct Lecturer, "College Now" Program
B.A., Brooklyn College; M.A., Long Island University

Catherine A. Dachtera, Senior College Laboratory Technician; Adjunct Lecturer,
Coordinator, Athletic Facilities and Events,
Health, Physical Education and Recreation
A.A.S., Kingsborough Community College; B.S., Brooklyn College

Maureen Daly, Assistant to Dean, Higher Education Associate, Administration for College Events
A.A.S., Kingsborough Community College; B.B.A., Hofstra University

Santina D'Angelo, Adjunct Lecturer, Library
B.A., Brooklyn College; M.L.S. St. John's University

Mel David, Adjunct Assistant Professor, Health, Physical Education and Recreation
B.A., M.A., The City College of New York

Daniel T. Davis, Assistant Professor, Mathematics and Computer Science
B.S., M. A., University of Texas

Mary Dawson-Basoa, Assistant Professor, Biological Sciences
B.S., Brooklyn College; Ph.D., SUNY Health Science Center at Brooklyn

Erika Delacruz, Executive Secretary to the President, Higher Education Assistant
A.S., B.S., John Jay College

Anita DeMattia, Adjunct Lecturer, "College Now" Program
B.A., M.A., Rutgers University; M.S., Brooklyn College

Frank DeSena, Adjunct Lecturer, "College Now" Program,
B.A; M.A., Brooklyn College

Karl Dettmer, Adjunct Lecturer, English
Assistant Director, Continuing Education Programs
B.F.A; M.F.A., Brooklyn College

Beatrice Diamond, Adjunct Assistant Professor, Office Administration and Technology
B.A., Brooklyn College; M.A., New York University
Rita Diamond, *Adjunct Lecturer*, English  
A.A., Kingsborough Community College; B.A., The College of Staten Island

Laura DiCapua, *Senior College Laboratory Technician, Adjunct Lecturer*, Nursing  
A.A.S., Kingsborough Community College; B.S., Long Island University;  
M.S., Cornell University/Bernard M. Baruch College

Anthony DiLernia, *Associate Professor*, Physical Sciences  
B.S., M.S., Professional Diploma, St. John's University

Loretta DiLorenzo, *Higher Education Officer*, Office of the Provost  
B.A., Brooklyn College; M.S., Richmond College; Ed.D., Teachers College, Columbia University

Richard Dimentstein, *Adjunct Lecturer*, "College Now" Program  
B.A., Brooklyn College; M.A., New York University; M.S., Pace University

Douglas Ditoro, *Adjunct Lecturer*, English  
B.A., Brooklyn College

Donald Donin, *Associate Professor*, Office Administration and Technology  
B.S., New York University; M.S., Bernard M. Baruch College

Micheline Driscoll, *Fringe Benefits Specialist*  
*Assistant to Higher Education Officer*  
B.S., Regents College, the State University of New York

Wendy Drucker, *Adjunct Lecturer*, Health, Physical Education and Recreation  
B.A., M.S., Brooklyn College

William Dumont, *Adjunct Lecturer*, "College Now" Program  
B.A., New York University; M.A., Brooklyn College

Voorhees Dunn, Jr., *Associate Professor*, History, Philosophy and Political Science  
B.A., M.A., Ph.D, Rutgers University

Patricia Early, *Adjunct Lecturer*, Art  
B.F.A., Michigan State University; M.F.A., Brooklyn College

Abraham Edelheit, *Adjunct Assistant Professor*, History, Philosophy and Political Science  
M.A., Yeshiva University; M.A., Brandeis University; Ph.D., City University of New York

Fred Einerman, *OSHA & Chemical Hygiene Officer*  
*Higher Education Assistant*  
A.A., Bronx Community College; B.A., College of Staten Island

Bruce Einsohn, *Adjunct Lecturer*, Physical Sciences  
B.A., Queens College

Esther Eisikovac, *Adjunct Lecturer*, Mathematics and Computer Science  
B.A. Brooklyn College

Cydelle Erich, *Adjunct College Laboratory Technician*, Library  
State University of New York
Richard Epstein, *Adjunct Professor*, Health Services
B.S., Long Island University; M.D., Tulane School of Medicine

Yves Etienne, *Adjunct Lecturer*, Business
A.A.S., Staten Island Community College; B.S., New Jersey Institute of Technology;
M.S., Adelphi University

Charlotte Falkowsky, *Adjunct Lecturer*, “College Now” Program
B.A., M.A. Brooklyn College

Janice Farley, *Associate Professor and Chairperson*, Art
B.A., Marymount College; M.F.A., Pratt Institute

Susan Farrell, *Associate Professor*, Behavioral Sciences and Human Services
B.A., Queens College; M.A., St. John’s University; Ph.D., Graduate School,
The City University of New York

Lawrence Feigenbaum, *Adjunct Professor*, Admission Information Center
Director, Teacher Studies Program
B.A., Brooklyn College; M.A., Ph.D., New York University

Joseph Feit, *Professor*, Mathematics and Computer Science
B.A., M.A., Brooklyn College

Steven Feldman, *Adjunct Lecturer*, Health, Physical Education and Recreation
B.A., Hofstra University; M.D., St. George University of Medicine, Granada

Joseph Felser, *Assistant Professor*, History, Philosophy and Political Science
B.A., Boston University; M.A., Ph.D., University of Chicago

Judith Fink, *Director*, Public Relations and Public Information
Higher Education Officer/Assistant Administrator
B.A., Brooklyn College

Leslie Fintz, *Adjunct Lecturer*, “College Now” Program
A.B., Princeton University; M.A., University of Pennsylvania

Rae-Ann Fishcher, *Adjunct Lecturer*, “College Now” Program
B.A., Brooklyn College; M.A., New York University

Frank Foder, *Adjunct Lecturer*, “College Now” Program
A.B., Hamilton College; M.S., Brooklyn College

Ronald Forman, *Assistant Professor*, Mathematics and Computer Science
B.S., M.A., Brooklyn College

Richard Fox, *Director of Institutional Research; Higher Education Officer*
*Adjunct Assistant Professor*, Behavioral Sciences and Human Services
B.A., Hunter College; M.A., University of Nebraska; Ph.D., State University of New York at Buffalo

Rebecca Fraley-Corrado, *Associate Director*, Human Resources for Labor Relations
B.S., St. John’s University; M.S., Baruch College

David Frankel, *Assistant Professor*, Communications & Performing Arts
B.F.A., New York Institute of Technology; M.S., St. John’s University

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Debra Freedman, Adjunct Lecturer, Communications & Performing Arts
B.A., M.S., Brooklyn College; M.S., Polytechnic University

Anita Friedland, Adjunct Lecturer, English
B.A., Brooklyn College; M.A., New York University

Sheldon Friedland, Professor, Travel and Hospitality
B.S., M.S., Brooklyn College

Delores Friedman, Assistant Professor, Behavioral Sciences and Human Services
B.A., M.S., Hunter College; Advanced Certificate in Administration and Supervision, Brooklyn College; Ed.D., Teachers College, Columbia University

Myrna Frommer, Adjunct Assistant Professor, Communications & Performing Arts
B.S., Ph.D., New York University

Samuel Gale, Professor, Mathematics and Computer Science
B.A., Queens College; M.F.A., Princeton University; M.S., Ph.D., New York University

Howard B. Galin, Adjunct Lecturer, "College Now" Program
B.A., M.A., Brooklyn College

Jeanne Galvin, Associate Professor, Library
B.A., Le Moyne College; M.A., Fordham University; M.L.S., Queens College

Kenneth Ganser, Adjunct Lecturer, Behavioral Sciences and Human Services
B.S., Wilkes College; M.S., Brooklyn College

Donald J. Garcia, Adjunct Lecturer, "College Now" Program
B.A., M.A., Brooklyn College

Judy Garcia, Adjunct Lecturer, "College Now" Program
B.A., Brooklyn College

Alfonso Garcia-Osuna, Associate Professor, Foreign Languages
A.A., Nassau Community College; B.A., M.A., Queens College; Ph.D., Graduate School, The City University of New York

Lyla Garfield, Professor, Office Administration and Technology
B.S., M.A., The City College of New York

Kate Garretson, Assistant Professor, English
B.A., Vassar College, M.A., M.Philosophy, Yale University; Ph.D., New York University

Amelia Gebbia, Senior College Laboratory Technician, Instructional Computing
A.A.S., Kingsborough Community College

Herbert Gellhart, Adjunct Assistant Professor, History, Philosophy and Political Science
B.A., Long Island University; M.A., Ph.D., New York University

Jay Gelbein, Professor, Business
B.S., Brooklyn College; M.S., Long Island University; C.P.A., State of New York and State of New Jersey

Ronald Gerwin, Professor, Health, Physical Education and Recreation
B.S., Brooklyn College; M.Ed., Temple University; Ed.D., Teachers College, Columbia University
Marta Chezzo, Professor, Communications & Performing Arts
B.A., School of Fine Arts, Tg-Mures (Romania); M.A., Conservatory of Music, Bucharest (Romania);
M.Ph., Ph.D., The City University of New York

Kelvin Gift, Director, Testing and Assessment Services; Higher Education Assistant
A.S., Kingsborough Community College; B.A., City College of New York

Valerie Gill, Assistant Professor, Nursing
A.A.S., B.S.N., Medgar Evers College; M.S., M.Ed., Teachers College, Columbia University

John Gilleece, Adjunct Lecturer, “College Now” Program
B.A., St. John’s University; M.A., New York University

Aston G. Gillies, Senior College Laboratory Technician, Adjunct Lecturer, Physical Sciences
A.S., Kingsborough Community College; B.S., M.A., M.S., City College of New York

Barbara Ginsberg, Professor, Health, Physical Education and Recreation
Director, My Turn Program
B.S., Brooklyn College; M.S., University of Wisconsin; Ed.D., Teachers College, Columbia University

Ilsa M. Glazer, Associate Professor, Behavioral Sciences and Human Services
B.A., Brooklyn College; M.A., Brandeis University; Ph.D., University of Sussex

James C. Goetz, Assistant Professor, Biological Sciences
B.S., University of Dayton; M.S., Ohio State University

Thomas Goetz, Adjunct Lecturer, History, Philosophy, Political Science
M.A., Northeastern University; B.S., University of Wisconsin, Stevens Point

Joseph Goglioirmella, Adjunct Lecturer, “College Now” Program
B.A., M.A., Brooklyn College

Sidney Goldenberg, Adjunct Lecturer, Student Development
B.A., Long Island University; M.S.W., New York University

Connie Goldfarb, Professor, Behavioral Sciences and Human Services
Director, Early Childhood Education Program; Educational Studies
B.A., Brooklyn College; M.S., Bank Street College of Education;
M.A., Ph.D., Ferkauf Graduate School, Yeshiva University

David Goldfarb, Adjunct Assistant Professor, History, Philosophy and Political Science
B.A., Brooklyn College; M.A., University of Minnesota; M.A., Ph. D., New York University

Frances Goldman-Levy, Adjunct Lecturer, English
B.A., Brooklyn College; M.S., Long Island University

Leonard Goldman, Lecturer, Business
A.A., Kingsborough Community College; B.A., M.S., Richmond College;
M.B.A., Long Island University

Robert Goldschmidt, Adjunct Lecturer, History, Philosophy and Political Science
B.A., Brooklyn College; M.A., New York University

Barry Goldsmith, Adjunct Lecturer, Health, Physical Education and Recreation
B.S., M.S., Brooklyn College
Rachelle Goldsmith, Professor, Health, Physical Education and Recreation
  Director, Collaborative Programs
  B.S., Brooklyn College; M.A., Ed.D., Teachers College, Columbia University

Judah Goldstein, Adjunct Lecturer, Business
  B.B.A., St. John’s University; M.S., Bernard M. Baruch College

Leonard Goldstein, Adjunct Lecturer, Behavioral Sciences and Human Services
  B.B.A., The City University of New York; M.A., State University of New York at Stonybrook

David Gomez, Dean, Instructional Services
  Associate Professor, Behavioral Sciences and Human Services
  B.A., State University of New York at Albany; M.A., Teachers College, Columbia University

Octavio Gooden, Adjunct Lecturer, English
  B.S., Grambling State University

Karlene Gooding, Adjunct Lecturer, English
  A.A., Borough of Manhattan Community College; B.A., Brooklyn College

Phyllis Goodkin, Adjunct Lecturer, English
  B.A., City College of New York; M.A., New York University

Thelma Goodman, Adjunct Lecturer, English
  B.A., Brooklyn College

George Gould, Adjunct Assistant Professor, Art
  B.F.A., M.F.A., Pratt Institute

Robert J. Graham, Adjunct Lecturer, Mathematics and Computer Science
  B.A., Brooklyn College; M.S., College of Staten Island

Elba Grau, Assistant Registrar, Records and Registration
  A.A., Kingsborough Community College; B.A., College of Staten Island

Richard Graziano, Associate Professor, Tourism and Hospitality
  B.A., M.A., St. John’s University; Professional Diploma, Queens College

Kenneth Grebner, Adjunct Lecturer, "College Now" Program
  B.A., M.F.A., Brooklyn College

Leonard Green, Associate Professor, English
  B.A., Hamilton College; Ph.D., Cornell University

Cindy Greenberg, Associate Professor, Communications and Performing Arts
  B.A., Queens College; M.A., Ph.D., Graduate School, The City University of New York

Sylvia Gregory, Adjunct Lecturer, Nursing
  M.S.N., Hunter College; B.S.N., City College

Carolyn Gribben, Assistant Professor, Student Development
  B.S., Brooklyn College; M.A., Teachers College, Columbia University; Ph.D., Fordham University

Daniel Grimaldi, Assistant Professor, Mathematics and Computer Science
  B.A., Fordham University; M.S., New York University
Morris Grob, Adjunct Lecturer, Student Development
B.A., M.S., Brooklyn College

Joseph Guardino, Professor, Business

Renzo Guidarelli, Adjunct Lecturer, Foreign Languages
B.S., M.A., Fordham University

Vincenza Guidarelli, Adjunct Assistant Professor, Foreign Languages
B.S., M.A., Ph.D., Fordham University

Charles Guigno, Assistant Professor, Behavioral Sciences and Human Services
B.A., Pace University; M.S., City College of New York, M.S.Ed., Columbia University

Edmund Guilhempe, Adjunct Lecturer, Physical Sciences
B.A., Columbia College; M.A., Teachers College, Columbia University

Baila G. Gulkowitz, Senior College Laboratory Technician, Biological Sciences
A.A.S., New York City Community College; B.S. Richmond College

Carl Gussin, Adjunct Assistant Professor “College Now” Program
B.A., C.W. Post; Ph.D., Syracuse University

Amy Haas, Associate Professor, Business
B.S., State University of New York at Binghamton; M.B.A., Hofstra University;
C.P.A., State of New York

Dina Haines, Adjunct Lecturer, “College Now” Program
B.A., M.A., Brooklyn College

Lea Hamaoui, Assistant Professor, English
B.A., M. Phil., Yeshiva University; Ph.D., Graduate Center, The City University of New York

Norman Hanover, Assistant Professor, History, Philosophy and Political Science
A.B., New York University; M.A., Harvard University

Wayne Harewood, Director, Financial Aid
Higher Education Officer
B.S., Houghton College; M.S., Long Island University; M.S., Bernard M. Baruch College

Victoria Harfosh, Adjunct Lecturer, Behavioral Sciences and Human Services
B.A., Hunter College; M.S., Richmond College; Ph.D. St. John’s College

Helaine Harris, Assistant Professor, Behavioral Sciences and Human Services
B.S., SUNY at Buffalo; M.S.Ed., Pace University; Ph.D., Pace University;
Certificate, Manhattan Institute for Psychoanalysis

Sherry H. Harris, Assistant Professor, Health, Physical Education and Recreation
B.A., M.S., Herbert H. Lehman College; M.Ed., Teachers College, Columbia University

Patricia Hazlewood, Assistant Professor, Health, Physical Education and Recreation
Director, Community Health Program
B.S., Howard University; M.S., Hunter College; Ed.D., Teachers College, Columbia University
Sidney Helfant, Professor, History, Philosophy and Political Science
B.A., M.A., The City College of New York

Richard Helfer, Adjunct Assistant Professor, Communications & Performing Arts
B.A., University of Illinois; M.A., Memphis State University; Ph.D., Graduate School, The City University of New York

Claire Hendler, Adjunct Lecturer, Student Development
B.A., M.A., M.S., Brooklyn College

Rochelle Hendlin-Granville, Adjunct Assistant Professor, Behavioral Sciences
B.A., Brooklyn College; M.S., Hunter College; Ed.D., Yeshiva University

Cliff Hesse, Professor and Chairperson, Communications and Performing Arts
B.A., M.A., Brooklyn College; Ph.D., New York University

Jonathan Hill, Assistant Professor, Tourism and Hospitality
B.A., University of the Pacific; Stockton, CA; M.B.A., Baruch College, City University of New York

Otis Hill, Vice President for Student Development
Professor, Student Development
B.S., Knoxiville College; M.A., The City College of New York; Ed.D., Rutgers University

Nat Hirschfeld, Assistant Professor, Business
B.A., M.A., D.H.L., Beth Medrash Govoha; J.D., Hofstra University, School of Law

Ira Hochman, Adjunct Lecturer, Business
B.S., Fairleigh Dickinson University; M.B.A., Long Island University; M.S., Pace University

Linda Holman, Assistant Professor, English
B.A., State University of New York at Albany; M.A., Ph.D., State University of New York at Buffalo

Charlotte Holzer, Adjunct Assistant Professor, English
B.A., Brooklyn College; M.A., Northwestern University; Ph.D., Columbia University

Susan Hom, Director, Institute of Tutorial Services
Adjunct Lecturer, Mathematics and Computer Science
B.A., Fordham University; M.A., State University of New York at Stonybrook; Ph.D., Graduate School, The City University of New York

Alphonse Horneha, Assistant Professor, History, Philosophy and Political Science
B.A., Lane College; M.A., New York University

Patricia Hopkins, Associate Professor, English
B.S., M.A., Memphis State University; Ph.D., University of Kentucky

Seymour Horner, Adjunct Lecturer, Health, Physical Education and Recreation
B.A., Brooklyn College; M.A., Columbia University

Stephen Howard, Adjunct Lecturer, Foreign Languages
B.A., Hunter College; M.A., Lehman College

Richard Hudson, Adjunct Assistant Professor, English
B.A., Swarthmore College; M.A., University of Pennsylvania; Docteur de l'Université, University of Paris, France
Judith Hugo, Senior College Laboratory Technician, Biological Sciences
B.A., The City University of New York

Norman A. Hunter, Director, Continuing Education Programs
Higher Education Associate
B.A., City College; M.B.A., Bernard M. Baruch College

Christina Hurley, Assistant Professor, Biological Sciences
B.S., Quinnipiac College; M.A. Hofstra University

Sheldon Hyman, Adjunct Lecturer, "College Now" Program
B.A., M.A., Brooklyn College; M.Ed., Teachers College, Columbia University

Robert Ingenito, Director, Recruitment and Admissions Information
Higher Education Officer
B.S., The City College of New York; M.S., Bernard M. Baruch College

Margaret IriZary, Adjunct Lecturer, Office Administration and Technology
B.S., M.S., Bernard M. Baruch College

Edward Isseks, Adjunct Lecturer, Student Development
B.A., M.S., Brooklyn College

Michael Jeter, Adjunct Lecturer, English
B.A., M.A., University of Alabama

Jeffrey Jewell, Adjunct Lecturer, Art
B.A., Columbia University; M.A., Teachers College, Columbia University

Tobe Joffee, Adjunct Lecturer, "College Now" Program
B.A., Barnard College; M.S.Ed., Hofstra University

Kwatei Jones-Quartey, Senior College Laboratory Technician, Instructional Computing
B.A., University of Ghana; B.S., The City University of New York;
M.F.A., The City College of New York

Richard Kamen, Assistant Professor, Health, Physical Education and Recreation
B.S., M.S., Brooklyn College; Ph.D., Ohio State University

Laxman Kanduri, Lecturer, Physical Sciences
B.S., Andhra Pradesh Agricultural University, India;
M.S., University of Mysore, India; M.S., University of Maine

Michel Kanter, Professor, Art
Diploma/Advertising, Diploma/Tapestry, National School of Fine Arts, France;
Diploma/Superior, Plastic Art, National Superior School of Fine Arts, France

Sharad Karkhanis, Professor, Library
Diploma, Bombay Library Association, India; B.A., University of Bombay, India;
M.L.S., Rutgers University; M.A., Brooklyn College; Ph.D., New York University

Martin Karman, Adjunct Lecturer, "College Now" Program
B.A., M.A., Brooklyn College

Anna Karpathakis, Assistant Professor, Behavioral Sciences and Human Services,
B.A., Queens College; M.A., M.Ph., Ph.D., Columbia University
Khosrow Kashfi, Assistant Professor, Physical Sciences
B.S., Kingston Polytechnic; M.S., Cranfield Institute of Technology; Ph.D., University of Tennessee

Loretta Kasper, Associate Professor, English
B.A., M.A., Brooklyn College; B.A., College of Staten Island; M.S., Ph.D., Rutgers University

Joel Katz, Adjunct Lecturer, Student Development
B.A., Brooklyn College; M.A., Hunter College

Saul W. Katz, Dean, Continuing Education
Director, Community Relations
B.S., New York University; M.A., Brooklyn College; Ed.D., Rutgers University

Richard Kaye, Professor, Health, Physical Education and Recreation
B.S., New York University; M.S., The City College of New York

Michael Keany, Coordinator, Telecommunications Services
Higher Education Associate
A.A., Burlington County Community College; B.S., Arizona State University

Charles Kee, Associate Professor, Business
A.A.S., Kingsborough Community College; B.B.A., Bernard M. Baruch College;
M.B.A., St. John’s University

Christine Kelly, Adjunct Lecturer, Health Physical Education and Recreation
A.A.S., Kingsborough Community College; B.S., Brooklyn College

Marsha Kelly, Senior College Laboratory Technician, Instructional Computing
A.A.S., Kingsborough Community College

Adrienne King, Adjunct Lecturer, Health, Physical Education and Recreation
A.S., Kingsborough Community College; B.S., Northeastern University; M.A. Hunter College

Jacqueline King-Burnett, Assistant to Director, Collaborative Programs
Assistant to Higher Education Officer
B.A., Hunter College; M.S. Ed., Brooklyn College

Miriam Kittrell, Professor, Biological Sciences
B.S., Brooklyn College; M.S., New York University; Ed.D., Teachers College, Columbia University

Oliver Klapper, Professor, Student Development
Director, Career Counseling and Placement
B.A., Brooklyn College; M.A., Ed.D., Teachers College, Columbia University

Albert Klein, Adjunct Lecturer, “College Now” Program
B.S., M.S., The City College of New York; Advanced Certificate in Supervision and Administration,
Brooklyn College

Bernard Klein, Professor and Chairperson, History, Philosophy and Political Science
B.A., Brooklyn College; M.A., Ph.D., Columbia University

Joan Kleinman, Adjunct Lecturer, English
B.A., M.A., Brooklyn College

Murray Klier, Adjunct Lecturer, Business
B.A., Brooklyn College
Miriam Korfin, Assistant to the Coordinator, Math Workshop
Assistant to Higher Education Officer
B.A., Brooklyn College

Mimi Korn, Adjunct Lecturer, Student Development
B.A., Brooklyn College; M.A., Hunter College

Martin Kornberg, Adjunct Lecturer, Communications & Performing Arts
B.A., M.F.A., Brooklyn College

Harold Kornblum, Adjunct Lecturer, Mathematics and Computer Science
B.S., Brooklyn College; M.S., New York University; Ed.M., M.A., Columbia University

Harold Kozak, Adjunct Lecturer, “College Now” Program
B.S., Wagner College; M.S., Richmond College

Frances Kraljic, Professor, History, Philosophy and Political Science
B.A., Georgian Court College; M.A., Ph.D., New York University

Wilhelm Krapf, Chief Administrative Superintendent, Campus Buildings and Grounds

Carol Kravetz, Financial Aid Counselor
A.A., Kingsborough Community College; B.A., Brooklyn College; M.S.Ed., Richmond College

Isabelle A. Krey, Director, Womens Center
B.A., Hunter College, M.A., New York University

Helene Kuskoñsky, Adjunct Lecturer, “College Now” Program
B.S., M.A., Brooklyn College; M.S., Long Island University

Susan Lachman, Lecturer, Behavioral Sciences and Human Services
B.A., M.A., Brooklyn College; Ph.D., New York University

Barbara Ladman, Assistant to Provost, Instructional Personnel & Records Management
Higher Education Assistant
B.S., Brooklyn College

Jeffrey Ladman, Adjunct Lecturer, “College Now” Program
B.A., M.A., Advanced Certificate in Administration and Supervision, Brooklyn College

Suzanne LaFont, Assistant Professor, Behavioral Sciences and Human Services,
B.A. University of Michigan; M. Phil., Ph.D., Yale University

Julie Lambrianakos, Adjunct Lecturer, "College Now" Program
B.A., Brooklyn College; M.A., New York University

Peter A. Lanzetta, Professor, Biological Sciences
A.B., University of California; Ph.D., The City University of New York

Steven LaPlaca, Adjunct Lecturer, "College Now" Program
B.A., Brooklyn College

Elise Laurenti, Adjunct Lecturer, English
B.A., State University of New York at Buffalo; M.A., School for International Training, Vermont
Yvonne G. Laurenty, Assistant Professor, English  
B.A., M.A., Columbia University; Ed.D., Temple University

Joanne Lavin, Professor, Nursing  
R.N., St. Mary's Hospital; B.S., Marymount Manhattan College;  
B.S., Regents College Degree, University of the State of New York; M.S., Hunter College;  
Ed.D., Teachers College, Columbia University

John Lawrence, College Laboratory Technician, Physical Sciences  
B.S., Fordham University

Frantz A. Leconte, Assistant Professor, Foreign Languages  
B.A., M.A., Brooklyn College;  
Ph.D., M.Ph., Graduate School, The City University of New York

Michael Lederhandler, College Security Director  
Adjunct Lecturer, History, Philosophy and Political Science  
B.S., SUNY at Oneonta; M.A., SUNY at Albany

Nancy Leggio, Adjunct Lecturer, Behavioral Sciences and Human Services  
B.S., New York University; M.S., Bank Street College

Jeffrey Leibowitz, Assistant Director, Safety and Security  
Higher Education Assistant

Dennis Lenner, Adjunct Lecturer, "College Now" Program  
B.S., Brooklyn College; M.S., Bernard M. Baruch College;  
Advanced Certificate in Supervision and Administration, Brooklyn College

Dorothy Lennon, Adjunct Lecturer, Student Development  
B.A., Notre Dame College of St. John's University; M.A., Long Island University;  
M.S., Richmond College

Jackie Leonard, Adjunct Lecturer, Behavioral Sciences and Human Services  
B.A., M.A., Queens College

Arlene Lester, Adjunct Lecturer, Business  
B.S., State University of New York at Old Westbury; B.A., Hunter College;  
M.S., Richmond College; C.P.A., State of New York

Judith Levine, Adjunct Associate Professor, Behavioral Sciences and Human Services  
B.A., Brooklyn College; M.A., Ph.D., New York University

Gail R. Levine, Assistant Professor, Health, Physical Education and Recreation  
Director, Sports, Fitness and Therapeutic Recreation Program  
B.A., M.A., Ph.D., New York University

Sidney Levine, Adjunct Assistant Professor, Health, Physical Education and Recreation  
B.S., M.S., Brooklyn College; M.S., Long Island University

Robert Allen Levy, Adjunct Lecturer, English  
B.A., M.A., Brooklyn College

Doris Lewis, Adjunct Lecturer, Student Development  
B.S., New York University; M.S., New York University; M.S., Bank Street School of Education
Eileen Lichtenthal, *Adjunct Lecturer*, Math and Computer Science  
M.A., B.A., Queens College; M.S., Rutgers University

John P. Lin, *Associate Professor*, Student Development  
B.A., Amherst College; M.Phil., Ph.D., Graduate School of Arts and Sciences, Columbia University

Juanita Linares, *Associate Director*, Human Resources  
B.S., Brooklyn College

Georgia Lind, *Assistant Professor*, Biological Sciences  
A.B., Ph.D., University of Chicago

Janet Liou-Mark, *Adjunct Lecturer*, Mathematics and Computer Science  
B.A., New York University

Rose Litvack, *Professor*, Business  
B.S., M.A., Brooklyn College; C.P.A., State of New York

Manel Lledos, *Assistant Professor*, Art  
B.A., Mila I. Fontanals, Spain; M.F.A., University of Barcelona, Spain

Eduardo Lolo, *Assistant Professor*, Foreign Languages  
B.A., Central University, Matanzas, Cuba; M.A., City College of New York; Ph.D., Graduate Center, City University of New York.

Edward Look, *Assistant Professor*, Physical Sciences  
A.B. Columbia University; M.S., Northwestern University; Ph.D., Polytechnic University

Jack Lowenthal, *Adjunct Assistant Professor*, Physical Sciences  
B.S., Polytechnic Institute of Brooklyn; M.B.A., New York University; M.S., Ph.D., Pennsylvania State University

Howard Lucs, *Adjunct Lecturer*, "College Now" Program  
B.S., Long Island University; M.S., Brooklyn College; M.S., Long Island University

Michael Lustig, *Adjunct Lecturer*, "College Now" Program  
B.A., M.A., Brooklyn College

Natasha Lvovich, *Assistant Professor*, English  
B.A., M.A., Moscow Linguistic University; Ph.D. Union Graduate School

Beverly Lynch, *Adjunct Lecturer*, English  
A.A., Kingsborough Community College; B.A., M.S., Brooklyn College

Emily Mack, *Director*, Corporate Training and Contracts; *Higher Education Associate*  
B.A., Carlton College

Consolacion Magdangal, *Assistant Professor*, Business  
B.S.C., M.A., Far Eastern University, Philippines; M.B.A., New York University

Debbie Magids, *Assistant Professor*, Student Development  
B.A., State University of New York at Albany; M.A., Teachers College, Columbia University; Ph.D., Fordham University

Pamela Mahon, *Assistant Professor*, Nursing  
B.S., State University of New York at Downstate; M.A., New York University
Fred B. Malamet, *Interim Vice President and Dean of Faculty*
  *Associate Professor*, Behavioral Sciences and Human Services
  B.A., Brooklyn College; M.A., Teachers College, Columbia University; Ed.D., Rutgers University

Beth Malchiodi, *Adjunct Lecturer*, Behavioral Sciences
  B.A., Queens College; CUNY, M.A., University of Missouri, Columbia

Steve Malin, *Adjunct Professor*, Business
  B.A., M.A., Queens College; Ph.D., The City University of New York

Peter Malone, *Senior College Laboratory Technician*, Adjunct Lecturer, Art
  B.F.A., School of Visual Arts; M.A., Teachers College, Columbia University

Rachelle Maltzman, *Adjunct Lecturer*, English
  B.A., New York University; M.A., New York University, Graduate School of Arts and Sciences

Mark Mangini, *Adjunct Lecturer*, Communication and Performing Arts,
  B.A., Amherst College

Marilyn Margolin, *Adjunct Lecturer*, Behavioral Sciences and Human Services
  B.S., M.A., New York School of Education

Leslie Markus, *Adjunct Lecturer*, Behavioral Sciences and Human Services
  B.A. Brooklyn College; M.A., New York University

Sheila Markson, *Assistant to Director*, English Skills Center
  *Assistant to Higher Education Officer*
  B.A., Long Island University; M.A., New York University

Theodore C. Markus, *Professor*, Biological Sciences
  B.S., Brooklyn College; M.S., University of Michigan; Ed.D., Teachers College, Columbia University

Iris Marrus, *Adjunct Lecturer*, Behavioral Sciences and Human Services
  B.A. Brooklyn College; M.A., Manhattan School of Music

Laurel Marshall, *Assistant Professor*, Tourism and Hospitality
  B.S., Emerson College; M.P.S., New School for Social Research

Edward Martin, *Professor and Chairperson*, Business
  B.A., Queens College; M.S., P.D., Ed.D., St. John's University

Inez A. Martinez, *Professor*, English
  B.S., M.A., St. Louis University; Ph.D., University of Wisconsin at Madison

Theresa Mastrianni, *Lecturer*, Business
  B.S., State University of New York at Oneonta; M.B.Ed., New York University

Irina Matveevskii, *Adjunct Lecturer*, English
  M.A., Rostov University

Frederic Mayerson, *Professor*, Business
  B.A., New York University; M.S., P.D., M.B.A., Ph.D., St. John's University

William McCullion, *Adjunct Lecturer*, "College Now" Program
  B.A., M.S., St. John's University
Marjorie McDonough, Associate Professor, Nursing  
B.S., State University of New York at Downstate Medical Center; M.A., Ph.D., New York University

Maxine McGarvey, Instructor, Business  
B.A., Adelphi University; M.B.A., Long Island University

LaShon S. McKenzie, College Laboratory Technician, Biological Sciences  
B.S., Howard University

William B. McKinney, Professor, Communications and Performing Arts  
A.B., Princeton University; M.A., Columbia University; Diploma, Juilliard School of Music;  
D.M.A., University of Cincinnati

Michael McPartland, Adjunct Lecturer, English  
B.A., St. Francis College; M.A., Brooklyn College

Gene McQuillian, Associate Professor, English  
B.A., Queens College; Ph.D., Graduate Center, The City University of New York

Kerri Ann McTiernan, Adjunct Lecturer, Health, Physical Education and Recreation  
B.A., John Hopkins University; M.P.A., Long Island University

Thomas O. Meeks, Associate Professor, Physical Sciences  
B.S. Massachusetts Institute of Technology; M.S., Yale University;  
Ph.D., Polytechnic Institute of New York

Janice Mehlman, Associate Professor, Art  
B.A., M.F.A., Brooklyn College

Ana Melendez, Adjunct Lecturer, Foreign Languages  
B.A., M.A., Queens College

Leonard Meranus, Adjunct Lecturer, "College Now" Program  
B.A., M.A., New York University

Roy Merme, Assistant to Higher Education Officer, Computer Center  
A.A.S., Kingsborough Community College

Anthony R. Merola, Adjunct Lecturer, "College Now" Program  
B.A., M.S., Long Island University

Gerald Meyerson, Adjunct Lecturer, Business  
B.S., M.A., New York University

John Mikalopas, Assistant Professor, Physical Sciences  
B.S., Brooklyn College; M.S., Ph.D., University of California, Davis

Frank Milano, Director, ESL Immersion Program  
Higher Education Associate  
B.A., Montclair State College; M.A., Columbia University Teachers College

Norma Miles, Assistant Professor, English  
B.A., M.A., University of California at Los Angeles; Ph.D., University of California at Santa Barbara

Aaron Miller, Adjunct Lecturer, Business  
B.B.A., The City College of New York; M.A., New York University
Joyce Miller, Associate Professor, Foreign Languages
B.A., Brown University; M.A., New York University; Ph.D., University of Pennsylvania

Mark Millman, Adjunct Lecturer, “College Now” Program
B.A., Indiana University; M.A., Adelphi University

Andrew C. Miler, Adjunct Lecturer, Student Development
M.S., Ed., City College of New York

Allan Mirwis, Assistant Professor, Library
B.A., Brooklyn College; M.L.S., Columbia University; Ed.S., Ed.D., Indiana University

Fred Mitchell, Adjunct Associate Professor, Art
B.F.A., M.F.A., Cranbrook Academy of Art

Julio Hernández-Miyares, Professor and Chairperson, Foreign Languages
B.A., Colegio de Belen, Cuba; LL.D., University of Havana, Cuba; M.A., Ph.D., New York University

Rebecca K. Mlynarczyk, Associate Professor, English
B.A., Purdue University; M.A., Northwestern University; Ph.D., New York University

Max Mlynarski, Professor, Mathematics and Computer Science
B.S., M.A., Brooklyn College; Ph.D., Polytechnic Institute of New York

Vernon Mogensen, Assistant Professor, History, Philosophy and Political Science
B.A., Rutgers University; M.Phil., Ph.D., CUNY Graduate School

Oscar Mohl, Adjunct Associate Professor, History, Philosophy and Political Science,
B.A., New School; D.D. Rabbi, Chaim Joseph

Rosemary Mollica, Adjunct Lecturer, Physical Sciences
B.S., M.A., Brooklyn College; M.A., CUNY Graduate School

Rosina Montana, Adjunct Lecturer, “College Now” Program
B.S., M.S., Long Island University

Andre Montero, Professor, Business
A.A.S., Staten Island Community College; B.B.A., M.B.A., Pace University; C.P.A., State of New York

Mira Morgenstern, Assistant Professor
B.A., City College of New York; Ph.D., Princeton University

Patricia Morrison-Sasso, Assistant Professor, Nursing
B.S., Hunter College; M.A., New York University

Marilyn Moskowitz, Director, Accounts Payable
Special Assistant to Administrator for Business Affairs
A.A.S., Kingsborough Community College; B.A., Queens College

Josephine Murphy, Instructor, Library
B.A., Brooklyn College; M.S., Pratt University

Joseph Musicus, Administrator for Business Affairs
B.B.A., City College
Joseph N. Muzio, Professor, Biological Sciences; Director, Marine Education Program
B.A., Queens College; M.A., Ed.D., Teachers College, Columbia University

Irene Nachinoff, Adjunct Lecturer, "College Now" Program
B.A., Brooklyn College; M.S., Long Island University

Richard Najjar, Assistant Director, Media Center
Adjunct Lecturer, Mathematics and Computer Science
B.B.A., Baruch College

Ganesh Nankoo, Coordinator, Instructional Micro-Computing
Adjunct Lecturer, Mathematics and Computer Science
A.S., Kingsborough Community College; B.S., City College of New York;
M.S., Polytechnic Institute of New York

Mimi Nast, Adjunct Assistant Professor, Behavioral Sciences and Human Services
M.S., Brooklyn College; M.S., Ed.D., Columbia University

Lorettav Navarra, Adjunct Lecturer, English
B.A., Brooklyn College; M.A., Long Island University

Claire Nelson, Adjunct Lecturer, Student Development
B.A., M.S.Ed., Brooklyn College

Eleanor Nelson, Adjunct Lecturer, Communications & Performing Arts
B.S., Teachers College, Columbia University; M.A., Montclair State College

Robert Nelson, Adjunct Lecturer, "College Now" Program
B.A., St. Francis College; M.A., Brooklyn College

Walter Nelson, Adjunct Lecturer, Marine Technology
B.M.E., Maritime College, State University of New York

Barbara Neuberger, Adjunct Lecturer, Math & Computer Science
B.A., Skidmore College; M.A., University of California, Berkeley

Kenneth R. Neuberger, Associate Professor and Chairperson, Physical Sciences
B.A., University of Connecticut; Ph.D., University of California at Berkeley

Liana Neugart, Adjunct Lecturer, Foreign Languages
B.A., M. A., Queens College; Ph.D. New York University

Gloria Nicosia, Assistant Professor, Communications and Performing Arts
B.A., Hunter College; M.S., Brooklyn College; Ph.D., New York University

Lucille Nieporent, Coordinator, English Skills Center; Higher Education Assistant
B.A., Bard College

Kathleen Nitschelm, Adjunct Lecturer, Health, Physical Education and Recreation
B.A., Marymount College; M. Ed., Teachers College, Columbia University

Ailene Nusbacher, Adjunct Assistant Professor, Behavioral Sciences and Human Services
B.A., M.A., Brooklyn College; M.S.W., Boston University School of Social Work;
Ph.D., New York University
Ruth Oaklander, TAP Supervisor; Assistant to Higher Education Officer
A.A.S., Kingsborough Community College

Susan O’Malley, Professor, English
A.B., Smith College; M.A., Ph.D., Tulane University

Maxine Okner, Adjunct Lecturer, “College Now” Program
B.A., M.A., Brooklyn College

Mitchell Okun, Professor, History, Philosophy and Political Science
B.A., Brooklyn College; M.A., University of Minnesota;
Ph.M., Ph.D., Graduate School, The City University of New York

Ronald Olson, Adjunct Lecturer, Health, Physical Education and Recreation
B.A., M.S., Brooklyn College

Dianna Oratz, Associate Professor, Mathematics and Computer Science
B.A., Brooklyn College; M.A., New York University

Mary Theresa Ortiz, Assistant Professor, Biological Sciences
B.S., Wagner College; M.S., Ph.D., Rutgers University

Coleridge Orr, Associate Professor and Chairperson, Library
B.A., Queens College, Canada; M.A., Carleton University, Canada; M.L.S., Pratt Institute;
Ed.D., Teachers College, Columbia University

Anthony Padovano, Professor, Art
B.F.A., Columbia University; M.A., Hunter College

Angelo Pappagallo, Assistant Dean, Student Life & Special Functions
B.A., M.S. Ed., Brooklyn College

Gregory Paquette, Adjunct Lecturer, Art
B.A., Hunter College; M.F.A., Brooklyn College

Linda Paradiso, Adjunct Lecturer, Nursing
A.A.S., B.S.N., College of Staten Island; M.S.N., Hunter College

Hope A. Parisi, Assistant Professor, English
B.A., Fordham University; M.A., Columbia University; Ph.D., Graduate Center,
City University of New York

Sheila Pass, Adjunct Lecturer, Mathematics and Computer Science
B.S., M.A., New York University

Aaron Paukler, Adjunct Lecturer, Mathematics and Computer Science
B.S., The City College of New York; M.A., State University of New York at Albany

Frank Percaccio, Adjunct Lecturer, English
B.A., Brooklyn College

Marilyn Perez, Financial Aid Counselor
A.A., New York City Community College; B.A., York College
Fredric P. Perlman, Assistant to Director, Student Records & Advanced Standing Evaluation
Adjunct Lecturer, Speech and Theatre
B.B.A., Pace University; M.S., Brooklyn College

Arnold E. Perlmutter, Assistant Professor, History, Philosophy and Political Science
A.B., A.M., Boston University

Robert Pero, Assistant Director, College Now Program; Higher Education Associate Coordinator, Family College
Adjunct Lecturer, Evening Studies
B.A., Brooklyn College; J.D., Brooklyn Law School

Stevan Peters, Adjunct Lecturer, Mathematics and Computer Science

Barbara Petrello, Assistant Professor, English
B.A., McGill University; M.A., Middlebury College; Ed.D., Rutgers University

Beatrice Phillips, Adjunct Lecturer, Behavioral Sciences and Human Services
B.S., Brooklyn College; M.A., New School; M.B.A., University of Rhode Island; Ph.D., Union Institute

Linda Pierce, Assistant to Dean, Academic Programs
Assistant to Higher Education Officer
B.S., Northwestern University; M.A., Atlanta University; M.F.A., New York University

Roberta E. Pike, Assistant Professor, Library
A.B., Pratt Institute; M.A., New York University; M.L.S., Pratt Institute

Peter Pilchman, Professor, Biological Sciences
B.A., Queens College; Ph.D., The City University of New York

Christine Pinkowicz, Adjunct Lecturer, English
B.A., Shippensburg University; M.F.A., Columbia University

Elizabeth Plancon, Adjunct Lecturer, “College Now” Program
A.A., B.A., M.S., College of Staten Island

Naomi Platt, Professor, Office Administration and Technology
B.S., M.S., The City College of New York; Ed.D., Rutgers University

Ronald Plotkin, Adjunct Lecturer, Business
B.B.A., Pace University

Ira Plutzker, Adjunct Lecturer, Mathematics and Computer Science
B.S., M.A., Brooklyn College

Peter Pobat, Executive Assistant to the Interim President
Higher Education Officer
B.A., University of Hartford; M.A., Northwestern University

Maurice Poirier, Professor, Art
B.A., University of Montreal; M.A., University of British Columbia; Ph.D., New York University

Gloria Pollack, Assistant Professor, Foreign Languages
B.R.E., B.A., Stern College; M.A., New York University; M. Phil., Ph.D., Columbia University
Joann Porto, Adjunct Lecturer, "College Now" Program
B.A., Brooklyn College; M.S. Long Island University

Susan Prager, Adjunct Assistant Professor, Behavioral Sciences and Human Services
B.A., Clark University; M.A., New School for Social Research; Ph.D., The City University of New York

Jared Pratt, Adjunct Lecturer, English
B.A. Jackson College for Women; M.A. Queens College

Beth Preminger, Adjunct Assistant Professor, Communications and Performing Arts
B.S., Brooklyn College

Anna Procyk, Assistant Professor, History, Philosophy and Political Science
B.A. Hunter College; M.A., Ph.D. Columbia University

Ellen Proshansky, Assistant to Director, College Now

Ella Puccio, Assistant Professor, Student Development
B.A., Boston University; M.S.W., Hunter College; D.S.W., Adelphi University

Walter Rada, Adjunct Lecturer, Foreign Languages
B.A., York College

Bruce Rajswasser, Adjunct Lecturer, "College Now" Program
A.A.S., Sullivan County Community College; A.A.S.; B.A.; College of Staten Island

Marie Ranieri, Adjunct Lecturer, "College Now" Program
A.A.; B.S., College of Staten Island; M.A., Rider College

Miriam Rankin, Adjunct Lecturer, Evening Studies
B.A., Brooklyn College

Simon Raskin, Adjunct Lecturer, Business
B.A., M.S., Yeshiva University; M.A., Brooklyn College

Lawrence Regenbogen, Adjunct Lecturer, "College Now" Program
B.B.A., Bernard M. Baruch College; M.S., Pace University

Daniel Repole, Adjunct Associate Professor, Communications and Performing Arts
B.A., M.A., Columbia University

Gilbert L. Retrey, Campus Facilities Officer
R.A., A.S.I.D., B.A., University of Arkansas; B.F.A., Parsons School of Design; M.Arch., Pratt Institute

Marcia Retrey, Associate Business Manager for Fiscal Management/Bursar; Higher Education Officer
B.A., Brooklyn College

Zina Richardson, Associate Director, Collaborative Programs; Higher Education Assistant
B.S., SUNY College Old Westbury; M.S.Ed., Queens College

Eva H. Richter, Assistant Professor, English
A.M., University of Chicago

Marisa Rini, Adjunct Lecturer, "College Now" Program
M.S., College of Staten Island
Dominick Rivalan, Adjunct Lecturer, “College Now” Program
B.A., Hunter College; M.S., Long Island University

William L. Rivers, Professor, Student Development
Director, “College Discovery” Program
B.S., Tennessee A & I University; M.S.W., Ed.D., Fordham University

Carmen Rodriguez, Higher Education Officer, Office of the Dean of Academic Programs
B.S., University of Wisconsin at Madison; M.A., Columbia University Teachers College;
M.S., City College of New York; Ed.D., Columbia University Teachers College

Jorge Rodriguez, Adjunct Associate Professor, Art

Edward Rohrlich, Senior College Laboratory Technician, Communications and Performing Arts
A.A., Kingsborough Community College

Rita Roldan, Adjunct Lecturer, Office Administration and Technology
A.A., New York City Community College; B.S., M.S., Hunter College

Jennie Roman, Assistant Professor, Student Development
A.A., Kingsborough Community College; B.A., M.S., Guidance and Counseling Certificate,
Brooklyn College; Ed.M., Ed.D., Teachers College, Columbia University

Darry Romano, Adjunct Lecturer, Business
B.A., The City College of New York

William Rooney, Adjunct Lecturer, English
B.A., Fordham University; M.S., Brooklyn College

William Rosenbaum, Adjunct Lecturer, Behavioral Sciences and Human Services
B.A., City College of New York; Ph.D., New York University

Julius I. Rosenthal, Assistant Professor, Mathematics and Computer Science
B.S., The City College of New York; M.S., New York University

Edna Ross, Adjunct Lecturer, Behavioral Sciences and Human Services
B.A., Brooklyn College; M.A., Bank Street College of Education

Arnold Rosner, Assistant Professor, Communications and Performing Arts
B.A., New York University; M.A., Ph.D., State University of New York, Buffalo

Michael Rosson, Associate Professor and Director, Media Center, Library
B.A., M.S., Ithaca College; M.S.I.S., Syracuse University

Eric Rothenburg, Assistant Professor, Business
B.B.A., Baruch College; M.A., Brooklyn College

Alan H. Rothstein, Adjunct Lecturer, Business
B.S., M.A., New York University

Ilene Rubenstein, Adjunct Lecturer, Student Development
B.A. New York University, Washington Square University College; M.A., New York University
Graduate School of Arts and Sciences; M.S.W., New York University School of Social Work

Charles Rubenstein, Adjunct College Laboratory Technician, Physical Sciences
B.A., New York University
Marcie Ruderman, Adjunct Lecturer, "College Now" Program
Adjunct Lecturer, English
B.A., Brooklyn College; M.A., Long Island University

Anthony Russo, Adjunct Lecturer, Biological Sciences
B.A., Brooklyn College; M.A., New York University

Janet Ruston, Adjunct Lecturer, Mathematics and Computer Science
B.A., Brooklyn College; M.S., Long Island University

Leo R. Rutledge, Adjunct Lecturer, "College Now" Program
A.A.S., New York City Community College; B.S., M.A., New York University;
P.D., Long Island University; Professional Diploma in Administration

Michael Sabatelle, Adjunct Assistant Professor, Art
A.A., Kingsborough Community College; B.A., M.F.A., Brooklyn College

Marion T. Saccardi, Senior College Laboratory Technician, Biological Sciences

Barbara Sacks, Adjunct Lecturer, Office Administration and Technology
B.S., M.S., The City College of New York

Barbara Sadownick, Associate Director, Placement
A.A., Kingsborough Community College; B.S., City University of New York

Joanne Sagherian, Director, Purchasing; Higher Education Associate
B.A., Mt. Holyoke College

Antonio Sagnotti, College Laboratory Technician, Health, Physical Education and Recreation
A.A.S., Kingsborough Community College

Sonia Saladuchin, Director, Office of Student Records and Admissions Services/Registrar
B.A., Queens College

David Salb, Assistant Professor, Mathematics and Computer Science
B.A., Yeshiva University; M.A., Brooklyn College; Ph.D., Graduate Center, City University of New York

Cecilia Salber, Instructor, Library
B.A., York College; M.S., Pratt Institute

James Sammon, Adjunct Lecturer, Student Development
M.S., Long Island University

Gary B. Sarinsky, Assistant Professor, Biological Sciences
A.A., Bronx Community College; B.A., Brooklyn College; M.A., Hofstra University

Charles Sarowitz, Adjunct Lecturer, Business
A.A.S., Kingsborough Community College; B.B.A., Bernard M. Baruch College

Goldie Satt-Arrow, Adjunct Lecturer, Behavioral Sciences and Human Services
B.A., Brooklyn College; M.A., City University of New York

Nenita Sausa-Fiske, Adjunct Lecturer, Nursing
M.A., New York University
Jacqueline Scerbinski, Assistant Professor, Business
A.A., Packer Junior College; B.A., Hunter College; M.B.A., St. John's University

Kryssa Schemmerling, Adjunct Lecturer, English
B.S., Boston University; M.F.A., Columbia University

Samuel Scherek, Professor and Chairperson, Health, Physical Education and Recreation
B.S., M.S., Brooklyn College; Ph.D., New York University

Martin Schisselman, Adjunct Lecturer, History, Philosophy and Political Science
B.A., Herbert H. Lehman College; M.A., Graduate Center, The City University of New York

Michael Schoenfeld, Adjunct Lecturer, “College Now” Program
B.A., Long Island University; M.A., Brooklyn College

Stephen Schoenfeld, Adjunct Lecturer, “College Now” Program
B.A., M.A., Brooklyn College; M.S., Long Island University

Julian I. Schieberman, Adjunct Lecturer, Behavioral Sciences and Human Services
B.S., University of Southern Mississippi; M.S., Brooklyn College; Ed.D., University of Sarasota

Stuart Schulman, Professor and Chairperson, Tourism and Hospitality

Estelle Schutzman, Adjunct Assistant Professor, Behavioral Sciences and Human Services
B.A., Brooklyn College; M.S.W., Yeshiva University; D.S.W., Columbia University

Arthur Schwartz, Adjunct Lecturer, “College Now” Program
B.A., Brooklyn College; M.A., New York University

Charles Schwartz, Director of Research & Evaluation
B.A., M.S.E., The City College of New York

Harry Schwartz, Adjunct Assistant Professor, History, Philosophy and Political Science
B.A., Brooklyn College; M.A., Columbia University; M.A., Ph.D., CUNY Graduate Center

Laurence Schwartz, Adjunct Lecturer, Communications and Performing Arts
B.F.A., Boston University

Patricia Schwartz, Assistant Professor, Physical Sciences
B.A., Hofstra University; M.A., Queens College; Ph.D., CUNY Graduate Center

Ronald Schwartz, Professor, Foreign Languages
B.A., Brooklyn College; M.A., Ph.D., University of Connecticut

Maria Scordaras, Adjunct Lecturer, English
B.A., New York University; M.A., University of California, Berkeley

Howard Seigel, Adjunct Lecturer, “College Now” Program
B.A., M.A., Brooklyn College

Arvin Shapiro, Adjunct Lecturer, “College Now” Program
B.S., City College of New York; M.S., Long Island University
Abraham Sher, Adjunct Lecturer, Mathematics and Computer Science
B.E., M.E.; The City College of New York

Sharon Sherman, Adjunct Lecturer, Behavioral Sciences and Human Services
B.A., M.A., Brooklyn College

Louis Shor, Assistant Professor, Health, Physical Education and Recreation
B.S., Long Island University; M.S., Brooklyn College

Dolores Shrimpton, Associate Professor and Chairperson, Nursing
B.S.N., Long Island University; M.A., New York University

Sarah Shulman, Adjunct Lecturer, Mathematics and Computer Science
B.A., M.A., Queens College

Alan Siegel, Adjunct Lecturer, “College Now” Program
A.S., College of Staten Island; B.A., M.S.Ed., Brooklyn College;
Certificate in Administration and Supervision, College of Staten Island

Dale Siegel, Assistant Professor, Mathematics and Computer Science
B.S., M.S., Ph.D., Polytechnic University

Norma Siegel, Adjunct Assistant Professor, Behavioral Sciences and Human Services
B.A., M.A., Brooklyn College; Ed.D., Ph.D. Hofstra University

Esa Silow, Assistant to Provost and Dean of Academic Affairs; Higher Education Assistant
B.A., Brooklyn College; M.S.Ed., Hunter College

David B. Silver, Associate Dean for Administration and Planning; Professor, Business
B.A., Amherst College; J.D., University of Pennsylvania

Laurence Simon, Professor, Behavioral Sciences and Human Services
B.A., College of New York; Ph.D., New York University

Alexander Singer, Adjunct Assistant Professor, Business
B.A., Yeshiva University; J.D., Brooklyn Law School

Rachel Singer, Director, Academic Scheduling and Evening Studies; Higher Education Associate
A.A.S., Kingsborough Community College; B.S.W., M.S.W., Adelphi University

Robert Singer, Associate Professor, English
B.A., M.A., M.Phil., Ph.D., New York University

Robert Sirlin, Adjunct Assistant Professor, Mathematics and Computer Science
B.A., Brooklyn College; M.A., Teachers College, Columbia University

Denis Sivack, Assistant Professor, English
B.A., Siena College; M.A., Fordham University

Steven Skinner, Associate Professor, Biological Sciences
Director, Physical Therapist Assistant Program
B.S., University of Pennsylvania; M.S., Queens College
Francesca Smith, Associate Professor, Behavioral Sciences and Human Services
Director, Education Associate Program
B.A., Radcliffe College; M.A., Ed.D., Teachers College, Columbia University

Michael Sokolow, Assistant Professor, History, Philosophy and Political Science
B.A., Brooklyn College; M.A., Ph.D., Boston University

Joseph Solomon, Adjunct Lecturer, Communications & Performing Arts
B.A., Columbia University; M.A., New York University School of Education;
M.A., Brooklyn College, Conservatory of Music

Bailin Song, Assistant Professor, English
B.A., Anhui University; M.A., Ph.D., The University of Mississippi

Liliana Soto-Fernandez, Assistant Professor, Foreign Languages
B.A., Brooklyn College; M.Ph., Ph.D., CUNY Graduate Center

Paul Speranza, Adjunct Lecturer, “College Now” Program
B.S., M.A., The City College of New York

George Staples, Adjunct Assistant Professor, History, Philosophy and Political Science
B.A., Catholic University of America; M.A., New York University; M.S., University of Illinois

Richard Staum, Professor, Mathematics and Computer Science
A.B., A.M., Columbia University; Ph.D., Polytechnic Institute of New York

Anthea M. Stavroulakis, Associate Professor, Biological Sciences
A.A., Kingsborough Community College; B.A., M.S., Ph.D., New York University

Marcia Stecker-Weller, Adjunct Lecturer, Behavioral Sciences and Human Services
B.A., Barnard College; M.S., Bank Street College

Barbara Steffen, Associate Professor, Tourism and Hospitality
B.A., Dickinson College; M.A., Ed.D., George Washington University

Valerie M. Stewart, Lecturer, Student Development
A.S., B.A., Pace University; M.S., Brooklyn College

Robert Stiglitz, College Laboratory Technician, Marine Technology
B.A., Queens College, City University of New York

Jackie Storm, Adjunct Lecturer, Health, Physical Education and Recreation
B.A., M.A., New York University

David Suarez, Database Administrator, Computer Center; Higher Education Assistant
B.S., M.S., Brooklyn College

Stuart Suss, Provost; Dean, Academic Programs
Professor, History, Philosophy and Political Science
B.A., The City College of New York; M.A., Ph.D., New York University

Greg D. Sutton, Adjunct Assistant Professor, Communications and Performing Arts
Coordinator, Broadcast and Production Facilities; Higher Education Assistant
B.A., M.S., Brooklyn College; M.F.A., Brooklyn College
Chaim Szanzer, Adjunct Lecturer, Business
B.A., Brooklyn College; M.A., New York University

Samuel A. Taitt, Assistant Professor, Communications and Performing Arts
B.A., M.F.A., Brooklyn College

Jennifer Tang, Assistant to Director, Public Relations; Assistant to Higher Education Officer
B.A., Hunter College; M.L.S., Pratt Institute

Loretta Taras, Assistant Professor, Biological Sciences
B.S., M.S., M. Phil., Ph.D., St. John's University

Jack H. Taub, Lecturer, English
B.A., Rutgers University; M.A., University of Oregon

Silvea Thomas, Associate Professor, Health, Physical Education and Recreation
B.A., Open University, England; M.P.H., Ed.D., Columbia University

Lawrence Thompson, Adjunct Lecturer, English
B.A. Queens College

Ted Timmins, Adjunct Lecturer, “College Now” Program
B.A., St. Francis College; M.S., Long Island University

Anna Tirado, Assistant to the Director, Evening Studies and Academic Scheduling
Assistant to Higher Education Officer
A.A.S., Kingsborough Community College; B.A., College of Staten Island

Hazel Tishkoff, Adjunct Lecturer, “College Now” Program
B.A., Vassar College; M.S.Ed., Yeshiva University

Norman Toback, Executive Assistant to the Vice President, Student Development
Higher Education Officer
B.A., Herbert H. Lehman College; M.S., Brooklyn College

Terry Trilling, Associate Professor, Communications and Performing Arts
B.A., Hunter College; M.A., New York University

Angelo Tripicchio, Associate Professor, Library
B.A., Brooklyn College; M.L.S., Queens College; M.A., Long Island University

Daniel Tumulo, Adjunct Lecturer, “College Now” Program
B.A., Pace University; M.A., New School for Social Research;
Certificate in Administration and Supervision, Brooklyn College

Eric Tupone, Adjunct Lecturer, English
A.A. Kingsborough Community College; B.A., M.A., College of Staten Island

Susan Turner, Adjunct Lecturer, “College Now” Program
B.S., City College; M.S. Ed., Baruch College

David Twersky, Adjunct Associate Professor, Behavioral Sciences and Human Services
B.A., Brooklyn College; M.A., Memphis State College; M.S., Adelphi University;
Ed.D., Rutgers University
Janet Unegbu, Coordinator, Math Workshop; Higher Education Assistant
Adjunct Lecturer, Mathematics and Computer Science
B.S., M.S., State University of New York at Stonybrook

Myrna Ussach, Adjunct Lecturer, “College Now” Program
B.A., Hunter College; M.A. State University of New York at Stonybrook

John M. Utting, Adjunct Assistant Professor, Biological Sciences
B.Sc., University of Leeds; M.Sc., Ph.D., University of London

Vimla P. Vadhan, Professor, Behavioral Sciences and Human Services
B.A., Jai Hind College, India; M.A., Bombay University, India; Ph.D., Syracuse University

Paul Valenti, Adjunct Lecturer, Foreign Languages
B. A., St. Francis College; M.S., Long Island University

Eileen VanNote, Adjunct Lecturer, Nursing
B.S.N., George Mason University; M.S.N., Seton Hall University

Lynne Vardaman, Adjunct Lecturer, Communications & Performing Arts
B. Mus., M. Mus., Manhattan School of Music

Frank Volpicella, Adjunct Lecturer, “College Now” Program
B.A., City College of New York; M.A., Brooklyn College

Darlene Vourman, Adjunct Lecturer, Behavioral Sciences and Human Services
B.A., M.A., M.S., Ph.D., St. Johns University

George Voysey, Adjunct Lecturer, Behavioral Sciences and Human Services
B.S., M. Ed., Penn State

Morton Wagman, Professor, History, Philosophy and Political Science
B.A., Brooklyn College; M.A., Ph.D., Columbia University

Ronald E. Walcott, Lecturer, English
B.A., Hunter College

Roger Ward, Assistant to the Dean for Student Life and Special Programs
A.A.S. Kingsborough Community College; B. A., M.P.A., John Jay College

Delores Washington, Professor, Nursing
B.S., Hampton Institute, Division of Nursing; M.Ed., Columbia University;
Ed.D., Teachers College, Columbia University; R.N., New York State

Lilly K. Wei, Senior College Laboratory Technician, Adjunct Lecturer, Art
B.A., Douglass College; M.A., Columbia University

Stephen S. Weidenborner, Professor and Chairperson, English
A.B., Princeton University; Ph.D., New York University

Barbara Weiserbs, Assistant Professor, Behavioral Sciences and Human Services
B.A., M.S., Brooklyn College; Ph.D., New York University

Saundra Tara Weiss, Adjunct Lecturer, English
B.A., Brooklyn College; M.A., M.Phil., Graduate Center, City University of New York

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Daniel Weitz, *Adjunct Assistant Professor, “College Now” Program*
M.A., Brooklyn College; Ph.D., Fordham University

Clyde R. Wesley, *Assistant Director, Financial Aid*
B.A., Talladega College; M.A., Brooklyn College

Raymond Wheeler, *Adjunct Assistant Professor, Communications*
B.S. University of Maryland; M.M. and A.Mus.D., University of Michigan

Jerome Widroff, *Adjunct Assistant Professor, Behavioral Sciences;*
B.A. Brooklyn College; D.S.W. Yeshiva University; M.S.W., Fordham University

Judith Wilde, *Assistant Professor, Art*
B.F.A., M.F.A., School of Visual Arts; M.A., Goddard College

Robert Wilkes, *Adjunct Assistant Professor, Behavioral Sciences and Human Services*
M.S.W., New York University; Ph.D., Hunter College

Jeanne Wilkinson, *Adjunct Lecturer, Art*
B.S., University of Wisconsin; M.F.A. Pratt Institute

Tanisa Williams, *Affirmative Action/Equal Opportunity Officer; Student Judicial Affairs Officer; Higher Education Associate*
B.A., Ithaca College; M.A., New York University; J.D., Syracuse University of Law

Anne Winchell, *Professor, Student Development*
B.A., William Smith College; M.A., New York University; Ph.D., Fordham University

Paul Winnick, *Special Assistant to the Vice President for Administration and Planning Assistant to Higher Education Officer*
B.A., Brooklyn College

William Winter, *Assistant Professor, Behavioral Sciences and Human Services*
B.A., M.A., Brooklyn College; Ph.D., Graduate School of C.U.N.Y.

Marc Wiskoff, *Assistant Director, Academic Computing; Higher Education Assistant*
B.A.; M.S., Brooklyn College

Alan Wittes, *Director, Enrollment Administration; Higher Education Officer*
B.A., M.S., Long Island University; M.A., New York University

Steven Wolfson, *Adjunct Lecturer, “College Now” Program*
B.A., M.A., Brooklyn College; Certificate in Administration and Supervision, Richmond College

Harvey A. Yablonsky, *Professor, Physical Sciences*
B.S., M.A., Brooklyn College; M.S., Ph.D., Stevens Institute of Technology

Joshua Yarmish, *Adjunct Professor, Mathematics and Computer Science*
B.S., Brooklyn College; M.S., Ph.D. New York University

Rina J. Yarmish, *Professor and Chairperson, Mathematics and Computer Science*
B.A., Queens College; B.H.L., Yeshiva University; M.S., Ph.D., New York University

William C. Yenna, *Associate Professor and Chairperson, Office Administration and Technology*
B.A., Brooklyn College; M.A., New York University
Arthur N. Zeitlin, Professor and Chairperson, Biological Sciences
B.S., Long Island University; Ed.D., Teachers College, Columbia University

Irene Zeldovich, Adjunct Lecturer, Evening Studies
B.A., Hunter College

Michael Zibrin, Interim President
Professor, Business
A.A., Chicago City College; A.B., M.B.A., University of Chicago; Ed.D., Rutgers University

Les Zinner, Adjunct Lecturer, Business
B.A., Queens College; M.A., Columbia University

Nikola Zlatar, Assistant Professor, Health, Physical Education and Recreation
B.S., M.A., New York University

Paul Zois, Adjunct Lecturer, Tourism and Hospitality
B.A., Brooklyn College

Roslyn R. Zuckerman, Adjunct Lecturer, English
B.A., M.S., Brooklyn College

David Zwibel, Assistant Professor, Business
A.A.S., Kingsborough Community College; B.S., M.S., Brooklyn College; C.P.A., State of New York
PROFESSORS EMERITI

Frieda Aaron, Associate Professor, English  
B.A., Brooklyn College, M.A., M.Phil., Ph.D., The City University of New York

Patrick J. Abbazia, Professor, History, Philosophy and Social Sciences  
B.A. Brooklyn College; M.A., University of California; Ph.D., Columbia University

Elio Alba, Professor, Foreign Languages  
B.A., Havana Institute, Cuba; M.A., Rutgers University; LL.D., University of Havana, Cuba;  
Ph.D., New York University

Richard Adelson, Associate Professor, Business  
B.S., M.A., New York University

Yvette Bader, Professor, Music  
B.A., Brooklyn College; B.Music, M.Music, Manhattan School of Music; M.A., New York University;  
Ed.D., Columbia University

Bobby L. Baldwin, Professor, Secretarial/Office Administration  
B.S., M.S., Prairie View A & M College

Elinor Barr, Associate Professor, Behavioral Sciences and Human Services  
B.A., Brooklyn College; M.S., Bank Street College of Education; Ph.D., Union Graduate School

Halice K. Beckett, Associate Professor, Nursing  
B.S., M.A., New York University; R.N. Bellevue Hospital, School of Nursing

Dorothy A. Beckmann, Associate Professor, Speech and Theatre  
B.A., M.A., Queen's College; Ph.D., Teachers College, Columbia University

Joseph H. Berliner, Associate Professor, Business  
B.S., Brooklyn College; J.D., New York University; M.B.A., Long Island University;  
C.P.A. State of New York

Jack L. Bolen, Professor, Art  
B.F.A., M.F.A., Kansas City Art Institute

Alfred Borrello, Professor, English  
B.A., St. John's University; M.A., New York University; Ph.D., St. John's University

Myron I. Brender, Professor, Behavioral Sciences and Human Services  
A.B., Ph.D., New York University

George Buchman, Assistant Professor, Business  
B.A., Brooklyn College; M.B.A., New York University; C. P. A., State of New York

Jocelyn A. Camp, Professor, English  
B.A., Southwestern at Memphis; M.A., Ph.D., University of Michigan

Betty Caroli, Professor, History, Philosophy and Social Sciences  
B.A., Oberlin College; M.A. University of Pennsylvania; Ph.D., New York University

Catherine Carr, Associate Professor, Nursing  
M.S., B.S., Hunter College; R.N., Jewish Hospital of Brooklyn, School of Nursing
Henry Chupack, *Professor*, English  
B.A., Brooklyn College; Ph.D., New York University

John R. Clune, *Professor*  
A.B., St. Joseph's Seminary; M.I.S., Pratt Institute; M.A., Long Island University

Mary V. Crowley, *Professor*, Communications and Performing Arts  
B.A., Barry College; M.A., Adelphi University

Judith Danoff, *Associate Professor*, Behavioral Sciences and Human Services  
B.A., Hunter College; M.S., Brooklyn College

Martin E. Danzig, *Professor*, Behavioral Sciences and Human Services  
B.A., St. John's University; M.A., Ph.D., New York University

Rosalind M. Depas, *Professor*, English  
B.A., University of London, England; M.A., Ph.D., University of the Saar, Germany

Alline C. DeVore, *Professor*, Behavioral Sciences and Human Services  
B.A., New York University; M.S., The City College of New York; Ed.D., Fordham University

Milton Drucker, *Professor*, History, Philosophy and Social Sciences  
B.A., M.A., Queens College; Ed.D., Fordham University

Andrew H. Drummond, *Professor*, Speech and Theatre  
B.A., Grinnell College; M.F.A., Columbia University; Ph.D., New York University

John Dydo, *Associate Professor*, Business  
A.B., Columbia University; B.S., Ph.D., University of California at Berkeley

Ralph Edwards, *Professor*, Health, Physical Education and Recreation  
B.S., The City College of New York; M.S., University of Illinois; Ed.D., Teachers College, Columbia University

Sidney L. Emerman, *Adjunct Associate Professor*, Physical Sciences  
B.S., Rutgers University; Ph.D., Cornell University

Harold S. Engelsohn, *Professor*, Mathematics and Computer Science  
B.S., Brooklyn College; M.A., Courant Institute, New York University

Jeptha A. Evans, *Assistant Professor*, English  
B.A., Arkansas Polytechnic College; M.F.A., University of Iowa

Ellen Fine, *Professor*, Foreign Languages  
B.A., Smith College; M.A., University of California, Berkeley; Ph.D., New York University

Clara J. Freeman, *Assistant Professor*, English  
B.A., M.A., University of Tulsa; Ph.D., New York University

Morton L. Fuhr, *Professor*, English  
A.B., A.M., Brooklyn College; Ed.D., New York University

Arnold Gallub, *Associate Professor*, Physical Sciences  
B.S., The City College of New York; M.S., Ph.D., New York University
Helen P. Gerardi, *Professor*, Health, Physical Education and Recreation
B.A., M.S., Hunter College; Ed.D., Teachers College, Columbia University

Irving Gersh, *Professor*, Foreign Languages
B.A., Brooklyn College; B.H.I., M.H.I., Jewish Theological Seminary;
M.A., Columbia University; Ph.D., Brandeis University

Gene Goldstein, *Professor*, Business
B.B.A., Bernard M. Baruch College; M.S., The City College of New York;
Ph.D., New York University; C.P.A., State of New York

Miles Goodman, *Associate Professor*, Physical Sciences
B.S., Brooklyn College; M.A., Yale University

Richard M. Graf, *Professor*, Behavioral Sciences and Human Services
B.A., M.A., New York University; Ed.D., Columbia University

Philip J. Greenberg, *Professor*, Mathematics and Computer Science
B.E.E., City College of New York; M.S. (E.E.), M.S. (Math), Polytechnic Institute of Brooklyn; Ph.D., New York University

Louise Grinstein, *Professor*, Mathematics and Computer Science,
B. A., M.A., State University of New York at Buffalo; Ph.D., Columbia University

Barbara Gurski, *Professor*, Nursing
B.S., Boston College; M.A., Teachers College, Columbia University;
R.N., St. Frances Hospital, School of Nursing

Peter E. Hanssen, *Associate Professor*, Art
B.S., M.F.A., Pratt Institute

Gloria P. Hartman, *Associate Professor*, Nursing
B.S., Philippine Women's University; M.A., University of Santo Tomas, Philippines;
R.N., St. Paul School of Nursing, Philippines

Robert A. Hecht, *Professor*, History, Philosophy and Political Science
B.A., Queens College; Ph.D., The City University of New York

I. Ronald Hecht, *Associate Professor*, Biological Sciences
B.S., M.S., Brooklyn College; Ed.D., Teachers College, Columbia University

David C. Henry, *Professor*, Secretarial/Office Administration
B.S., Maryland State College; M.A., New York University

Morton Hirsch, *Associate Professor*, Business

Florence Houser, *Professor*, Library
B.A., Brooklyn College; B.S., Columbia University; M.A., Hebrew College

Despoina Ikaris, *Professor*, English
B.A., M.A., University of Pittsburgh; Ph.D., University of London, England

Louise Jaffe, *Professor*, English
B.A., Queens College; M.A., Hunter College; Ph.D., University of Nebraska; M.F.A., Brooklyn College
Samuel Jaffe, Associate Professor, Physical Sciences
B.S., Long Island University; M.S., Ph.D., New York University

Bella Kanturek, Associate Professor, Nursing
B.S., M.A., New York University; R.N., Mount Sinai Hospital, School of Nursing

Joseph Karasyk, Associate Professor, Business

Moses Karman, Assistant Professor, Mathematics and Computer Science
B.S., M.A., Brooklyn College

Margaret R. Kibbee, Professor, Foreign Languages
B.S., College of Mount St. Vincent; M.A., Middlebury College; Ed.D., Nova University

Irene R. Kiernan, Professor, Behavioral Sciences and Human Services
B.A., College of Mount St. Vincent; M.A., Fordham University; Ph.D., New York University

Helen Kirshblum, Assistant Professor, Speech and Theatre
B.S., M.A., New York University

William Kluback, Professor, History, Philosophy and Social Sciences
B.A., George Washington University; M.A., Columbia University; Ph.D., Hebrew University, Jerusalem, Israel

Isabelle A. Krey, Professor, Office Administration/Technology
B.A., Hunter College; M.A., New York University

Melvin L. Levine, Professor, Business

Milton A. Levy, Assistant Professor, English
B.A. Upsala College; M.A. University of Wisconsin

H. Desmond Lewis, Associate Professor, Student Development
B.S., M.A., New York University; Ed.D. Teachers College, Columbia University

Rachel B. Lieff, Assistant Professor, Mathematics and Computer Science
B.A., B.E., University of Cincinnati; M.A., Columbia University

Vincent Liguori, Professor, Biological Sciences
B.S., St. Francis College; M.S., Long Island University; Ph.D., New York University

Simeon P. Loring, Professor, Music
B.A., M.A., Brooklyn College

Thelma L. Malie, Professor, Mathematics and Computer Science
B.S., Columbia University; M.A., Ph.D., New York University

Florence Maloney, Professor, Office Administration/Technology
B.B.A., Pace College; M.S., Hunter College; Ed.D., St. John’s University

John B. Manbeck, Professor, English
A.B., Bucknell University; M.A., New York University
Anthony Martin, Professor, Art
B.S., Hunter College; M.F.A., The City College of New York

Sylvia F. Martin, Professor, Nursing
B.S., Hunter College; M.A., New York University; R.N., State of New York

Gloria McDonnell, Professor, Office Administration/Technology
B.B.A., St. John's University; M.A., College of St. Rose; Ph.D., New York University

Charles H. Metz, Professor, Mathematics and Computer Science
B.B.A., St. John's University; M.S., University of Notre Dame

Howard Nimchinsky, Professor, English
B.A., Brooklyn College; Ph.D., Columbia University

Edward Nober, Assistant Professor, Health, Physical Education and Recreation
B.S., Brooklyn College; Certificate of Proficiency in Physical Therapy, University of Pennsylvania; M.A., Columbia University

Thomas I. Nonn, Professor, Art
B.S., Manhattan College; M.A., Ph.D., New York University

G. Curtis Olsen, Associate Professor, English
B.A., Augustana College; M.A., University of Wisconsin; Ph.D., University of Kentucky

Benjamin Pacheco, Associate Professor, Behavioral Sciences and Human Services
B.A., Inter-American University, Puerto Rico; M.S.W., New York University

Evelio Penton, Associate Professor, Foreign Languages
Bachiller, Instituto de Santa Clara, Cuba; Pe.D., Universidad de la Habana, Cuba; Diploma de Estudios, Centro de Estudios del I.N.P.R.S., Cuba; M.A., Columbia University

Judith A. Perez, Associate Professor, Health, Physical Education and Recreation
B.A., M.S., Hunter College

Angelica Petrides, Professor, Health, Physical Education and Recreation
B.A., Hunter College; M.A., Teachers College, Columbia University

Frances Mostel Poggioli, Professor, Office Administration and Technology
B.B.A., St. John's University; M.S. Long Island University; R.R.T.

John R. Price, Associate Professor, English
A.B., Ph.L., M.A., Th.L., St. Louis University; Ph.D., University of Wisconsin

Paul W. Proctor, Associate Professor, Student Development
B.S., Washington University; M.A., Teachers College, Columbia University; Ph.D., New York University

Morris Rabinowitz, Associate Professor, Student Development
B.A., City College of New York; M.A., Ed.D., Teachers College, Columbia University

Stanley Rabinowitz, Associate Professor, Mathematics and Computer Science
B.S., The City College of New York; M.S., New York University; Ph.D., The City University of New York

Irving Resnick, Professor, Physical Sciences
B.A., Brooklyn College; M.S., University of North Carolina; Ph.D., Johns Hopkins University
Sylvia Resnick, Assistant Professor, Communications and Performing Arts
B.A., M.A., Brooklyn College; Ph.D., New York University

Lester Rhoads, Professor, Health, Physical Education and Recreation
B.S., The City College of New York; M.A., Ed.D., Teachers College, Columbia University

Theresa M. Rodin, Assistant Professor, Nursing
B.S., St. John’s University; M.A., Columbia University; R.N., St. Michael’s School of Nursing

Rose K. Rose, Professor, Physical Sciences
B.A., Hunter College; M.S., Purdue University; Ph.D., City University of New York

Irwin Rosenthal, Professor, Student Development
B.A., Brooklyn College; M.A. Columbia University; Ph.D., New York University

Gordon A. Rowell, Professor, Library
B.A., Bowdoin College; B.S., Columbia University; M.A., Teachers College, Columbia University

Natalie Rubinton, Professor, Student Development
B.A., M.S., Brooklyn College; Ph.D., Fordham University

Adele Schneider, Professor, Library
B.A., Brooklyn College; M.L.S., Pratt Institute; M.A., Long Island University

Dorothy Schweitzer, Assistant Professor, Biological Sciences
B.A., New York University; M.A., Brooklyn College

Marvin I. Shapiro, Assistant Professor, Behavioral Sciences and Human Services
B.A., The City College of New York; M.B.A., Bernard M. Baruch College; Ph.D. Wayne State University

Michael Z. Sherker, Professor, Art
A.B., Brooklyn College; M.S.Des., University of Michigan; Ed.D., Columbia University

Joyce R. Socolof, Assistant Professor, Nursing
B.S., New York University; M.A., Hunter College; Diploma, Bellevue Hospital School of Nursing

Eleanor L. Spitzer, Assistant Professor, English
B.A., Hunter College; M.A., California State University

Philip Stander, Professor, Behavioral Sciences and Human Services
B.A., Brooklyn College; M.S., Queens College; Ed.D., Teachers College, Columbia University

John O. H. Stigall, Professor, English
A.B., Dartmouth College; B.A., M.A., Magdalen College, Oxford University; LL.B., Georgetown University; M.A., University of Kansas City; M.A., Ph.D., University of Colorado

C. Frederick Stoecker, Professor, Social Sciences
A.A., St. Joseph Junior College of Missouri; S.T.B., Boston University;
A.B., Baker University, Kansas; Ph.D., Missouri University

Alfredo Torres, Professor and Director, Health Services Center
B.S., M.S., Instituto del Carmen, Colombia; Ph.D., Javeriana University, Colombia

Richard Vagge, Associate Professor, Business
Robert R. Viscout, Assistant Professor, English
A.B., University of the Pacific; Diploma in Education, University of East Africa; M.A., Columbia University

Edward Wiener, Professor, Business
B.B.A., St. John’s University; M.A., New School for Social Research; C.P.A., State of New York

Walter Weintraub, Professor, Business
B.S., M.B.A., New York University

Eric Willner, Professor, Student Development
B.A., M.S., Yeshiva University; Ph.D., New York University

Jack S. Wolkenfeld, Professor, English
B.A., Brooklyn College; M.A., Ph.D., Columbia University

Marvin Yanofsky, Assistant Professor, Mathematics and Computer Science
B.A., Brooklyn College; M.A., Yeshiva University

Merrill Youkeles, Professor, Behavioral Sciences and Human Services
B.A., Brooklyn College; M.S.W., University of Pennsylvania; Ed.D., Teachers College, Columbia University

Zev Zahavy, Professor, English
B.A., M.H.L., Ph.D., Yeshiva University
REGISTRAR'S OFFICE
Room A101 ext. 5087

Sonia Saladuchin, Director of the Office of Student Records and Admissions Services/Registrar
B.A., Queens College

Richard Cockrell, Assistant to Director, Registration and Scheduling
B.A., Brooklyn College

Davida Cooper, Assistant Registrar, Student Records/Advanced Standing Evaluation
B.A., Brooklyn College

Elba Grau, Assistant Registrar, Records and Registration
A.A., Kingsborough Community College; B.A., 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, Assistant Administrator, Business Affairs; Internal Control Officer
A.A.S., Kingsborough Community College; B.S., St. John’s University

Joanne Sagherian, 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/Bursar
B.A., Brooklyn College

Ruth Oaklander, TAP Supervisor
A.A.S., Kingsborough Community College

Marilyn Moskowitz, Director, Accounts Payable
A.A.S., Kingsborough Community College; B.A., Queens 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.
In addition to Henderson Rules, student conduct and discipline is governed by Article XV of the Bylaws of The City University of New York. Students are urged to familiarize themselves with the content of the Article. Copies of the Bylaws are available in the Library. They are printed in the Student Handbook as are the rules and regulations pertaining to Sexual Harassment.

Penalties

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1–10 shall be subject to the following range of sanctions as hereafter defined in the appended 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).
A- Administration

President
Interim Vice President and Dean of...Faculty
Provost & Dean of Academic Programs
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
Teapetry 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
CUNY BA Program
Performing Arts—Ticket Office
Sports, Fitness & Therapeutic Recreation Program

F- (West Academic Cluster)
Mathematics & Computer Science Department
Admissions Info Center
Counseling
KIPS
Math Skills Center

G- Physical Education Center

Health, Physical Education & Recreation Department
Dance Studio
Gymnasium
Swimming Pool
**L- Library & Media Center**
- Library
- College Discovery
- Computer Center
- English Skills Center
- Family College Advisement
- Historical Society
- Library Department
- Media Center
- Security Office
- Tutorial Services

**M- Marine & Academic Center**
- Director of Marine Education Program
- Dean of Academic Programs
- Conference Center
- Business Department
- Instructional Computing Department
- Nursing Department
- Office Administration & Technology Department
- Childs Place—Child Care Center
- Dining Room & Cafeteria
- Early Childhood Education Program
- Environmental Education Center
- Fisheries & Marine Technology Program
- Marketing Management Program
- Pizzeria

**P- Central Services**
- Campus Facilities
- Central Receiving
- Superintendent of Buildings & Grounds

**R - Security Post**

**S - Arts & Sciences**
- Art Department
- Biological Sciences Department
- Physical Sciences Department
- Art Gallery
- Science Programs

**T - Performing Arts Center**

**U- College Center**
- Bookstore
- Cafeteria
- Financial Aid
- Multi-Purpose & Meeting Rooms
- Public Relations
- Student Activities Office
- WKRBS-FM Radio Station

**V - Vehicle Storage**

**X - Athletic Field**

**T-3**
- Marina

**T-4**
- Continuing Education C.O.P.E.

**T-5**
- Family College (B.E.) Ceramics

**T-7**
- Kingsborough High School for the Sciences

**Gates**
- NG-North Gate (Shore Blvd.)
- SG-South (Main) Gate (Oriental Blvd.)

**Parking**
- I, II, III, IV, V, VI, VII
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 traffic light. 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 second traffic light onto Sheepshead Bay Road. At third traffic light turn right onto Emmons Avenue. At first traffic light turn left onto West End Avenue. Turn left at the third traffic light onto Oriental Boulevard which leads directly to the College.

By Bus:
Direct to the college; Take B1 or B49 to last stop, Oriental Boulevard and Mackenzie Street, then walk east on Oriental Boulevard, which leads directly to the entrance of Kingsborough Community College.

Connecting Buses:
• B2: Transfer to B49 at Ocean Avenue and Avenue R.
• B3: Transfer to B49 at Ocean Avenue at Avenue U.
• B4: Transfer to B1 at Ocean Parkway and Neptune Avenue, or to B49 at Shore Road and Neptune Avenue.
• B6: Transfer to B1 at 86th Street and Bay Parkway, or B49 at Ocean Avenue and Avenue J.
• B7: Transfer to B49 at Ocean Avenue and Avenue P/Kings Highway.
• B8: Transfer to B1 at 86th Street and 18th Avenue, or to B49 at Ocean Avenue and Foster Avenue.
• B9: Transfer to B49 at Ocean Avenue and Avenue M.
• 11: Transfer to B49 at Ocean Avenue and Avenue J.
• B12: Transfer to B49 at Bedford Avenue and Clarkson Avenue.
• B16: Transfer to B1 at Bay Ridge Avenue and Fort Hamilton Parkway.
• B25: Transfer to B49 at Franklin Avenue and Fulton Street.
• B31: Transfer to B49 at Ocean Avenue and Avenue R.
• B35: Transfer to B49 at Bedford Avenue and Church Avenue.
• B36: Transfer to B1 at Ocean Parkway and Neptune Avenue, or B49 at East 16th Street and Sheepshead Bay Road.
• B43: Transfer to B49 at Bedford Avenue and Empire Boulevard.
• B45: Transfer to B49 at Bedford Avenue and Saint Johns Place.
• B48: Transfer to B49 at Franklin Avenue and Fulton Street.
• B68: Transfer to B1 at Brighton Beach Avenue and Coney Island Avenue.
• B82: Transfer to B1 at 86th Street and Bay Parkway, or B49 at Ocean Avenue and Avenue P/Kings Highway.

By Subway:
• D or Q Lines (Brighton Line): Take the D or Q Line to the Brighton Beach Station, then transfer to the eastbound B1 to KCC.
• B Line (West End): Take the B Line to the 25th Avenue Station, then transfer to the eastbound B1 to KCC.
• N line (Sea Beach): Take the N Line to the 86th Street Station, then transfer to the eastbound B1 to KCC.
• 2, 3, 4 or 5 Lines: Take the 2, 3, 4 or 5 to the Franklin Avenue Station, then transfer to the S Line (Franklin Shuttle). Take the S Line to Prospect Park Station, then transfer to the D or Q Lines; take the D or Q Line to the Brighton Beach Station, then transfer to the eastbound B1 to KCC.
Map with directions to the college

CAMPUS BUILDINGS and GROUNDS
Room P220  ext. 5124

Wilhelm Krapf, Chief Administrative Superintendent

Frank Scimeca, Administrative Superintendent

Fraizer Venerable, Administrative Superintendent

SAFETY and SECURITY OFFICE
Room L202  ext. 5069

Michael Lederhandler, College Security Director
B.S., State University of New York at Oneonta; M.S., State University of New York at Albany

Jeffrey Lebowitz, Assistant Director, Safety and Security

William Rosenblum, Security Specialist

Pedro Irizarry
THE CITY UNIVERSITY OF NEW YORK

BOARD OF TRUSTEES

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Herman Badillo, Vice-Chairperson

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Sherry Brabham, Vice-Chancellor for Budget, Finance, and Information Services
Anne I. Martin, University Dean for Academic Planning and Programs
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 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 33) 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. In addition, 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.

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. Latkin, 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
Fred Beaufait, 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
Lois Cronholm, Interim 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
Michael Zibrin, Interim President
BOROUGH of MANHATTAN COMMUNITY COLLEGE, founded in 1963
Antonio Perez, President
EUGENIO MARIA de HOSTOS COMMUNITY COLLEGE, founded in 1968
Delores M. Fernandez, Interim 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
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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>
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<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>1010 am</td>
</tr>
<tr>
<td>WCBS</td>
<td>880 am</td>
<td>WLIB</td>
<td>1190 am</td>
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<td></td>
<td>101.1 fm</td>
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</tr>
<tr>
<td>WKRB</td>
<td>90.9 fm (Kingsborough Community College Station)</td>
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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.
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 Sheepshead and Jamaica Bays. Photo by Hassen Photographer and Nassau Flyers, Inc.