ARCHIVE

Not to be taken from this room
The programs and requirements set forth in this bulletin are necessarily subject to change without notice at any time at the discretion of the administration. All tuition and fee schedules are necessarily subject to change without notice, at any time, upon action by the Board of Trustees of the City University of New York, regardless of its tuition and fee schedules in effect at the time of preregistration. Information on any such changes can be obtained in the Office of the Dean of Students (Room 209).

Statement of Policy on Non-Discrimination

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

Academic Year 1979-80

Fall Semester 1979

September 3, Mon.
September 4, Tues.
September 6-13, Thurs.-Thurs.
September 15, Sat.
September 17-18, Mon.-Tues.
September 21, Fri.
September 22, Sat.
September 29, Sat.

October 1, Mon.
October 8, Mon.
October 9, Tues.

November 3, Sat.

November 6, Tues.
November 12, Mon.
November 21, Wed.
November 22-24, Thurs.-Sat.
December 19, Wed.
December 24-January 1, Mon.-Tues.

January 2, Wed.
January 10, Thurs.

January 11-18, Fri.-Fri.

January 11, Fri.

January 15, Tues.
January 21-26, Mon.-Sat.

Legal holiday.
Faculty meeting and department meetings.
Registration.
First day of classes.
Change of program and late registration.
No classes after 4:00 p.m.**
Rosh Hashanah (no classes).**
Last date to drop a course without penalty (no grade).
Yom Kippur (no classes).
Columbus Day (college closed).
Faculty Day (no classes.** Faculty activities scheduled).
Last date to drop a course and receive grade of "W". Last date to make up "I" grades for past Spring semester.
Election Day (college closed).
Veteran's Day (college closed).
Conversion Day (follow Monday schedule).
Thanksgiving Recess.
Conversion Day (follow Monday schedule).
Winter Recess.
Classes resume.
Last day of classes. Conversion Day (follow Tuesday schedule).
Final Exams (no exams on Tuesday, January 15. Exams to be held on Thursday, January 17).
Eugenio Maria de Hostos Day (observances to be announced).
Human Rights Day (college closed).
Intersession Recess.

*This calendar is subject to such changes and/or modifications as are deemed necessary to guarantee the achievement of the educational mission of Hostos Community College.

**Please note: Although there are no classes scheduled, administrative offices and the library will be open until 5:00 p.m.
Spring Semester 1980

January 28-February 4, Mon-Mon.
February 6, Wed.
February 6-7, Wed.-Thurs.
February 12, Tues.
February 18, Mon.
February 27, Wed.

March 14, Mon.
March 24, Wed.
March 31-April 5, Mon.-Sat.
April 9, Wed.
April 9, Wed.
April 10, Thurs.
May 23, Fri.

May 24-June 2, Sat.-Mon.
May 30, Fri.
May 31, Sat.

Registration

First day of classes.
Change of program and late registration.
Lincoln's Birthday (college closed).
Washington's Birthday (college closed).
Last date to drop a course without penalty (no grade).
Faculty Day (no classes).** Faculty activities scheduled.
Spring Recess (no classes).
Last date to drop a course and receive grade of "W". Last date to make up "I" grades for past Fall semester.
Conversion Day (follow Monday schedule).
Conversion Day (follow Tuesday schedule).
Last day of classes (Conversion Day, follow Wednesday schedule).
Final Exams.
Memorial Day (college closed).
No examinations.

Class Days in Fall Semester 1979

<table>
<thead>
<tr>
<th>Calendar Days</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>H</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conversion Days</td>
<td>13</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
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<tr>
<td>Total</td>
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<td>15</td>
</tr>
</tbody>
</table>

Class Days in Spring Semester 1980

<table>
<thead>
<tr>
<th>Calendar Days</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>H</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conversion Days</td>
<td>14</td>
<td>14</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>

*This calendar is subject to such changes and/or modifications as are deemed necessary to guarantee the achievement of the educational mission of Hostos Community College.

**Please note: Although there are no classes scheduled, administrative offices and the library will be open until 5:00 p.m.
A spirit of affirmation pervades Hostos Community College. It is a spirit that declares that everybody — young or old, recent high school graduate or working adult, woman or man — can learn.

Above all, Hostos was founded to serve students. It is not a center for arcane research, nor is it an ivory tower isolated from everyday life. It is an institution of higher learning which recognizes the right of the people of the City of New York to have access to higher education. And, while it is by no means a "traditional" college, its founding was the natural outgrowth of a tradition, going back over 130 years, when the precursor of the City University of New York, the Free Academy, was established for the people of this city.

While Hostos recognizes the right of access to higher education, it does not coddle its students. Although its faculty and administrators are highly accessible, they serve the student body, not as masters, but as genuinely interested guides. The college, in short, does not play at condescension or paternalism. Rather, it challenges its students, constantly reminding them that their right to higher education is coupled with a serious and sometimes awesome responsibility. Thus, Hostos invites its students to critically examine themselves and their surroundings, to order their thoughts, and to express themselves intelligently and clearly. At the core of the educational process at Hostos is the idea that, to the extent that one is educated, one understands the world; and, to the extent that one understands the world, one controls it.

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

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

Hostos Community College offers a wide choice of programs in the arts and sciences and career-oriented programs in the health sciences and various business fields.
Hostos Community College is accredited by the Middle States Association of Colleges and Secondary Schools, Commission on Higher Education.

The college is a member of the American Association of Community and Junior Colleges.

EUGENIO MARÍA DE HOSTOS
(1839–1903)

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

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

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

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

DEGREE PROGRAMS

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

Candidates for the A.A. degree study the arts and sciences. These include biology, Africana studies, English, mathematics, modern languages (French, Italian, Spanish), physical education/athletics, the physical sciences (chemistry, physics), Puerto Rican studies, the social sciences, and the visual and performing arts. Candidates for the A.A. degree may also study business administration.

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

Candidates for the A.A.S. degree follow programs in which there is concentration in the applied field. The professional fields in which programs are offered currently include business and accounting, civil and public service, dental hygiene, early childhood education, medical laboratory technology, radiologic technology, and secretarial science.

In keeping with the regulations of the Commissioner of Education of the State of New York, a minimum of 30 credits of the total required in any of the degree programs must be completed at Hostos Community College.

Entering freshmen who are veterans of United States military service should note that they will be required to fulfill the physical education requirement for all degree programs which include it.
# REGISTERED PROGRAMS APPROVED BY NEW YORK STATE EDUCATION DEPARTMENT

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>A.A.S.</td>
</tr>
<tr>
<td>Business Administration</td>
<td>A.A.</td>
</tr>
<tr>
<td>Civil and Public Service</td>
<td>A.A.S.</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>A.A.S.</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>A.A.S.</td>
</tr>
<tr>
<td>Humanities-Social Science</td>
<td>A.A.</td>
</tr>
<tr>
<td>Mathematics-Science</td>
<td>A.S.</td>
</tr>
<tr>
<td>Medical Laboratory Technology</td>
<td>A.A.S.</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>A.A.S.</td>
</tr>
<tr>
<td>Secretarial Science-Executive</td>
<td>A.A.S.</td>
</tr>
<tr>
<td>Secretarial Science-Medical</td>
<td>A.A.S.</td>
</tr>
</tbody>
</table>


REQUIREMENTS FOR ASSOCIATE IN ARTS (A.A.)
AND ASSOCIATE IN SCIENCE (A.S.) DEGREES

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Associate in Arts</th>
<th>Associate in Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>12 credits</td>
<td>12 credits</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>9 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>Modern Languages</td>
<td>6 credits</td>
<td>No requirement</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6 credits</td>
<td>12-14 credits</td>
</tr>
<tr>
<td>Visual and Performing Arts,</td>
<td>6 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>Africana Studies, or Puerto</td>
<td>2 credits</td>
<td>2 credits</td>
</tr>
<tr>
<td>Rican Studies</td>
<td></td>
<td>24 credits (one science for 2 years, either biology, chemistry, or physics, plus a one-year sequence in a different science)</td>
</tr>
<tr>
<td>Physical Education/Athletics</td>
<td>8 credits</td>
<td>6-9 credits</td>
</tr>
<tr>
<td>Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>15 credits</td>
<td>64 credits required for degree</td>
</tr>
<tr>
<td>Total</td>
<td>64 credits required for degree</td>
<td>64 credits required for degree</td>
</tr>
</tbody>
</table>

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

1. No student can graduate without completing Eng. 1302, Introduction to Composition I.

2. No student can graduate without achieving a specified reading level on an appropriate standardized test.

3. All students registered for English-as-a-second-language (ESL) courses must take an appropriate level English reading course at the same time. These reading courses are the following: ESL 1392, ESL 1393, ESL 1394, ENG 1395, and ENG 1396.

4. Students in ENG 1300 Basic Composition must take an appropriate level English reading course at the same time.

5. Students in the Libra Program must take ENG 1399 at the same time.

6. For students placed in Basic Elementary ESL I, the following six-semester sequence will fulfill the English requirements for graduation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 1314</td>
<td>2</td>
</tr>
<tr>
<td>ESL 1318</td>
<td>2</td>
</tr>
<tr>
<td>ESL 1322</td>
<td>2</td>
</tr>
<tr>
<td>ESL 1332</td>
<td>2</td>
</tr>
<tr>
<td>ENG 1300</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1302</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>14 credits</td>
</tr>
</tbody>
</table>

7. For students placed in Elementary ESL II, the following five-semester sequence will fulfill the English requirements for graduation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 1318</td>
<td>2</td>
</tr>
<tr>
<td>ESL 1322</td>
<td>2</td>
</tr>
<tr>
<td>ESL 1332</td>
<td>2</td>
</tr>
<tr>
<td>ENG 1300</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1302</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>12 credits</td>
</tr>
</tbody>
</table>

8. For students placed in Intermediate ESL, the following five-semester sequence will fulfill the English requirements for graduation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 1322</td>
<td>2</td>
</tr>
<tr>
<td>ESL 1332</td>
<td>2</td>
</tr>
<tr>
<td>ENG 1300</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1302</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1303</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>13 credits</td>
</tr>
</tbody>
</table>

9. For students placed in Advanced ESL, the following five-semester sequence will fulfill the English requirements for graduation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 1332</td>
<td>2</td>
</tr>
<tr>
<td>ENG 1300</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1302</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1303</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1305</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>14 credits</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1301</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1302</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1303</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1305</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>12 credits</td>
</tr>
</tbody>
</table>

11. For students placed in ENG 1302, Introduction to Composition I, the following four-semester sequence will fulfill the English requirements for graduation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1302</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1303</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1305</td>
<td>3</td>
</tr>
<tr>
<td>ENG elective</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td>12 credits</td>
</tr>
</tbody>
</table>
THE HOSTOS APPROACH TO BILINGUAL EDUCATION

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

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

Through the years, Hostos Community College has demonstrated an unflagging commitment to bilingual education. That commitment is expressed in terms of a variety of programs which are designed to support the academic program, student services, and extra-curricular activities. The aim of the college is to foster a total bilingual-multicultural environment in which students can develop proficiency in English, maintain and further develop their abilities in Spanish, and become more appreciative of the different cultural backgrounds of their peers. In sum, the college does not seek to replace the languages and cultural values of its students, but, rather, to enable them to function comfortably and easily in a variety of sociolinguistic settings.
COLEGIO COMUNAL
EUGENIO MARÍA DE HOSTOS

En el Colegio Comunal Eugenio María de Hostos prevalece un espíritu de confraternidad: un espíritu que reconoce que todo el mundo — joven o anciano, recién graduado de escuela secundaria o adulto que ya trabaja, mujer u hombre — puede aprender. Sobre todo, el Colegio de Hostos fue creado para servir a los estudiantes. No es un centro de investigaciones ocultas, ni una torre de marfil aislada del vivir diario. Es una institución de educación superior que reconoce que los residentes de la Ciudad de Nueva York pueden aprovecharse de las oportunidades de una educación universitaria. Y, aunque no es un colegio “tradicional,” su fundación fue una consecuencia lógica de una tradición, si miramos 130 años atrás, cuando el precursor de la Universidad de la Ciudad de Nueva York estableció para los residentes de esta ciudad lo que entonces se conocía como “Free Academy.”

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

Efectivamente, Hostos fue establecido para proveerle a sus estudiantes los medios para ejercer dominio — de ellos mismos, de su comunidad, y de su ambiente. Finalmente, la misión del Colegio Comunal de Hostos es la de proveer servicios que ayudarán a la Ciudad de Nueva York a convertirse en una comunidad urbana que le sirva a todos sus ciudadanos.

Fundado en el 1968, el Colegio Comunal Eugenio María de Hostos abrió sus puertas a una clase de 623 estudiantes en septiembre de 1970. Como parte de la Universidad de la Ciudad de Nueva York (CUNY), lleva el nombre del famoso educador y escritor puertorriqueño Eugenio María de Hostos, convirtiéndose en la primera institución de educación superior en los Estados Unidos en honrar a un puertorriqueño. Es la primera unidad de CUNY ubicada en una de las comunidades más pobres de la ciudad — el Sur del Bronx — con la responsabilidad de servir a las necesidades de esa comunidad.

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

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

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

El Colegio es miembro de la American Association of Community and Junior Colleges.

EUGENIO MARÍA DE HOSTOS (1839-1903)

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

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

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

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

PROGRAMAS DE ESTUDIO

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

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

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

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

Se completará un mínimo de 30 créditos del total requerido en cualquiera de los programas que otorgan títulos académicos, conforme a las normas del Comisionado de Educación del Estado de Nueva York.
ENFOQUE DE EDUCACIÓN BILINGÜE EN HOSTOS

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

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

A través de los años, el Colegio Comunal de Hostos ha sido constante en su compromiso para con la educación bilingüe. Ese compromiso se realiza a través de una variedad de programas que están diseñados para apoyar los programas académicos, los servicios estudiantiles y las actividades extracurriculares. La meta del colegio es fomentar un ambiente totalmente bilingüe y multicultural en el cual los estudiantes desarrollen las destrezas en inglés, mantengan y continúen afinando sus habilidades en español, y conozcan y respeten los diferentes trasfondos culturales de sus compañeros. En resumen, el colegio no desea sustituir el idioma y los valores culturales de los estudiantes por otros, más bien, capacitarlos para que funcionen cómoda y fácilmente en una variedad de ambientes socio-lingüísticos.
FACILITIES
Hostos Community College occupies a six-story building at 475 Grand Concourse in the Bronx. In addition to classrooms and administrative and academic offices, this building contains extensive clinical and laboratory facilities. The college also occupies a three-story classroom building and a four-story office building on East 151st St. between Morris and Courtlandt Avenues in the Bronx. Students in the health science programs (dental hygiene, radiologic technology and medical laboratory technology) also avail themselves of facilities at a number of hospitals and medical centers with which the college is affiliated. The college has acquired a modern, five-story building at 500 Grand Concourse across the street from the current main facility which, beginning in the fall of 1980, will house additional classrooms and offices.

ADMISSIONS
Admission to the College
The admissions program of the college is administered by the Office of Admissions. Inquiries regarding admission should be directed to the following address:

Admissions Office
Hostos Community College
City University of New York
475 Grand Concourse
Bronx, New York 10451
Telephone: (212) 960-1114-1115

Persons wishing to make inquiries in person may visit the Admissions Office Monday through Friday from 10:00 a.m. to 4:30 p.m. (during the summer from 10:00 a.m. to 4:00 p.m.). Evening hours may be scheduled by appointment only on certain evenings until 6:30.

The Admissions Office is located in Room 224, 475 Grand Concourse (at 149 Street), Bronx, New York.

An applicant for admission to the college may be approved for one of the college's programs. Applications are considered for fall and spring only if he/she fulfills specific departmental program requirements and basic admission requirements and adheres to the following procedures established for admission:

High School Diploma
A diploma from an accredited high school is required for admission to the college. A high school certificate is not an acceptable substitute for the diploma. A New York State Equivalency Diploma and General Education Development Examination may be substituted for a diploma. A USAFI diploma must be converted to a New York State Equivalency Diploma.

Residence
A resident of New York State who is admitted to Hostos as a matriculated student pays tuition (see Fees and Tuition). However, the residency of a student under 21 years of age is determined by the legal residency of his/her parents or legal guardian. The tuition charges for nonresidents of New York State admitted to the college are determined by the place of legal residency.

The New York State Education Law (Section 630, Paragraph 4) defines a New York State resident as “a person who has resided in New York State for a period of at least one year and in the country for a period of at least six months, both immediately preceding the date of such person’s registration in a community college.”

All New York State residents who live outside New York City and plan to register at Hostos Community College are required to secure a blank affidavit and certificate of residency from his/her county clerk’s office. The affidavit is to be completed and filed with the fiscal officer of the county of residency. The fiscal officer will complete the certificate of residency, which should be returned to the bursar before registration. A certificate of residency is valid for only one year from date of issuance. New York State residents who live outside New York City and fail to submit a valid certificate of residency will be required to pay full tuition according to the schedule established for nonresidents. Please note that all residency verification
must be submitted to the Hostos Admissions Office prior to registration.

Health
All students, regardless of their status, must submit, as part of their application, a medical examination report on the form provided by the college. In addition, students admitted to programs in the health sciences will be required to submit evidence of additional medical examinations before they will be eligible to participate in the clinical aspects of their programs. These students should report to the office of the college physician (Room 201) immediately upon being notified of the date of their initial registration so that they can receive specific instructions regarding the additional medical requirements.

Placement Examinations
All students who wish to take course work in English or in Spanish are required to take placement examinations in English and Spanish proficiency before registering for classes.

APPLICATION PROCEDURES
Securing an Application
The three application forms in use at the City University of New York (CUNY) are described below:

1. The "Regular application form" permits students to apply to as many as six regular college programs of CUNY on a single form. Even if the six are administered in six different units of the university, the student need file only one application.

2. The "special programs application" is designed for use by those students seeking admission to the university through the SEEK or College Discovery Programs. All applications for special programs are administered by the Office of Admission Services of the City University of New York. Hostos Community College does not have a SEEK Program; however, admission through College Discovery is offered to a limited number of students. It should be noted that those applicants not accommodated in these programs but who meet CUNY admission requirements will be automatically admitted to a regular community or senior college program.

3. The "foreign student application" is intended for use by all students who have completed more than one year of secondary school training outside the United States. Applicants must submit with their application a notarized photostat of their secondary school credentials. If the secondary school records are in a language other than English, an officially notarized translation of the records is required.

The prospective applicant may secure the appropriate application form either from his/her high school or from:
The Office of Admission Services
The City University of New York
875 Avenue of the Americas
New York, New York 10001

In addition, the Hostos Office of Admissions maintains a limited supply of all three application forms.

Where to Apply
The following applicants should complete either the regular or the special programs application form and return it directly to:
The University Application Processing Center
Box 148
Vanderveer Station
Brooklyn, New York 11210

1. Students who are presently attending high school and wish to be admitted as matriculated students (lower freshmen) at Hostos. The applicant must have completed at least six semesters (11th year) of high school.

2. Students who have earned an Equivalency Diploma and passed the General Education Development Examination.

3. Students who have been graduated from high school and have never attended any institution of higher learning.

4. Students who have had no more than one year of secondary schooling outside the United States.

The following applicants may apply and return the application to the Office of Admissions Services.

1. Students who have been graduated from high school and have attended any institution
of higher learning. An applicant who has previously attended another college, university or professional school must report that fact in his/her application and have the institution submit an official transcript, including an official statement of the conditions of withdrawal, directly to the Office of Admissions. Even if attendance at such college was for a short period of time, and no grades were recorded, a certificate of honorable dismissal is required. (See Advanced Standing Admission.)


3. Students who have had more than 1 year schooling outside the United States.

Application Fee
Each application must be accompanied by a money order for $20.00 made payable to the City University of New York.

Deadlines for Applications
All applications must be submitted by the following deadlines:
Lower freshman applications (including foreign students):
August 15 for the Fall semester
January 15 for the Spring semester
Advanced standing applications (transfer students):
August 15 for the Fall semester
January 15 for the Spring semester

Notification Dates
Applicants for Fall and Spring admissions will be notified on a monthly basis, depending on the month the application is received, up to the deadline; applicants who file late applications will receive notification of action to be taken as soon as practicable.

ADVANCED STANDING ADMISSION
A student seeking advanced standing admission must have his/her records evaluated by the college to determine his/her matriculation status and the remaining requirements for the degree. This evaluation will be completed only after the student has been admitted and has indicated his/her intention to attend Hostos. The college offers credit to transfer students for those courses completed at other accredited colleges and universities which are comparable to those offered at Hostos, provided that the grades received are satisfactory. Only grades of "C" and above from another institution will receive transfer credit at Hostos. Generally, a student will receive a maximum of 30 credits with advanced standing (transfer credit). In some cases, the student might receive waivers of requirements or prerequisites for the degree at Hostos (without college credit) based on college courses completed elsewhere. It is in the best interest of each student admitted to Hostos to be placed at the level of development best suited for him/her. Academic advisement will be provided by department chairpersons in each area to determine the precise point at which the student would enter the program. Students admitted with advanced standing may take only the total number of credits, plus four, required for their degree.
ADMISIONES

Oficina de Admisiones
Toda pregunta relacionada con admisión deberá dirigirse a la Oficina de Admisiones a la siguiente dirección:
Admisiones
Hostos Community College
475 Grand Concourse
Bronx, NY 10451
Teléfono: (212) 960-1114, 1115

Las personas que deseen conseguir alguna información pueden visitar personalmente la Oficina de Admisiones, de lunes a viernes desde las 10:00 am hasta las 4:30 pm (durante el verano de 10:00 am hasta las 4:00 pm). El horario nocturno se programará hasta las 6:00 pm durante ciertas noches y únicamente por cita.

La Oficina de Admisiones está localizada en el salón 224, en el 475 de Grand Concourse (cerca de la Calle 149), Bronx, NY.

Un solicitante al colegio deberá ser aceptado para admisión en uno de los programas del colegio. Las solicitudes se considerarán únicamente para el otoño y la primavera si satisfacen los requisitos departamentales específicos del programa, los requisitos básicos de admisión y se adhieren al siguiente procedimiento establecido para admisión:

Diploma de escuela secundaria
Para ser admitido al colegio, necesita diploma de escuela secundaria acreditada. Un certificado de escuela secundaria no es un sustituto aceptable del diploma. El diploma de equivalencia del Estado de Nueva York y el Examen General de Desarrollo Educativo puede sustituirse por el diploma. Un diploma de USAFI puede convertirse en un diploma de equivalencia del Estado de Nueva York.

Residencia
Un residente del Estado de Nueva York que se admita a Hostos como un estudiante matriculado pagará matrícula (Vea Cuotas y Matrícula). Sin embargo, la residencia de un estudiante de menos de 21 años se determina por la residencia legal de sus padres o guardián. Las cuotas por matrícula para los no residentes del Estado de Nueva York se determinan por el lugar de residencia legal. La Ley Educativa del Estado de Nueva York (Sección 630, Párrafo 4) define a un residente del Estado de Nueva York como “una persona que ha vivido en el Estado de Nueva York por un período de no menos de un año y en el país por un período de no menos de seis meses; ambos períodos deberán cumplirse antes de la fecha de matrícula de dicha persona en un colegio comunal.” A todos los residentes del Estado de Nueva York que vivan fuera de la Ciudad de Nueva York y piensen matricularse en el Colegio Hostos, tienen que conseguir un affidavit en blanco y un certificado de residencia de la oficina del condado. El affidavit se llenará y se archivará con el oficial fiscal del condado de residencia. El oficial fiscal llenará el certificado de residencia, el cual debe devolverse a la oficina de pagaduría del colegio antes de la matrícula. El certificado de residencia es válido por sólo un año después de la fecha de emisión. A los residentes del Estado de Nueva York que vivan fuera de la ciudad y no presenten un certificado de residencia se les exigirá pagar matrícula completa de acuerdo a la escala establecida para los no residentes. Todas las verificaciones de residencia deberán someterse a la Oficina de Admisiones de Hostos antes de la matrícula.

Salud
Todos los estudiantes, independientemente de su status, deberán someter un certificado médico en el formulario que le provee el colegio como parte de su solicitud. Además, es necesario que los estudiantes admitidos al programa en las ciencias de la salud presenten evidencia de exámenes médicos adicionales antes de poder participar en los aspectos clínicos de sus programas. Estos estudiantes deberán presentarse a la oficina del médico del colegio (oficina 201) inmediatamente después de haberseles notificado la fecha de su matrícula para que puedan recibir instrucciones específicas relacionadas con otros requisitos médicos.

Exámenes de ubicación
Es necesario que los estudiantes que deseen tomar cursos en inglés o en español tomen exámenes de ubicación en ambos idiomas antes de matricularse en sus respectivos cursos.
PROCEDIMIENTO PARA SOLICITAR

Consecución de solicitudes
1. El "Formulario de Solicitud Regular" le permite al estudiante solicitar a más de seis programas regulares de CUNY con un sólo formulario. Aún si los mismos se ofrecen en seis unidades diferentes de la universidad, el estudiante llena una sola solicitud.

2. La "Solicitud de Programas Especiales" está diseñada para el uso de los estudiantes que deseen matricularse en la universidad a través de los programas de SEEK o College Discovery. Todas las solicitudes de los programas especiales están a cargo de la Oficina de Servicios de Admisión de la Universidad de la Ciudad de Nueva York. El Colegio de Hostos no tiene el Programa SEEK; sin embargo, la admisión a través del Programa College Discovery se le ofrece a un número limitado de estudiantes. A los solicitantes que no se puedan acomodar en estos programas pero que cumplan con los requisitos de admisión de CUNY, se les admitirá automáticamente en un colegio comunal regular o en un programa de un colegio de cuatro años.

3. La "Solicitud para Estudiantes Extranjeros" se usa para los estudiantes que hayan completado más de un año de escuela secundaria fuera de los Estados Unidos. Los solicitantes deberán presentar, además, una copia notarizada de sus credenciales de escuela secundaria. Una traducción al inglés, notarizada, es obligatoria para toda documentación académica que esté en idioma extranjero.

El solicitante puede conseguir la solicitud apropiada en la escuela secundaria a que asiste o de:

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

Además, la Oficina de Admisiones de Hostos mantiene una cantidad limitada de las tres clases de solicitudes.

¿Donde se solicita?
Las siguientes clases de solicitantes deberán completar la solicitud regular o la de programas especiales y devolverla directamente a:
The University Application Processing Center
Box 148
Vanderveer Station
Brooklyn, NY 11210

1. Los estudiantes que actualmente asisten a la escuela secundaria y deseen ser admitidos como estudiantes matriculados ("lower freshmen") en Hostos. El solicitante deberá haber completado por lo menos seis semestres (11mo. grado) de escuela secundaria.

2. Los que hayan obtenido el Diploma de Equivalencia y hayan pasado el Examen General de Desarrollo Educativo.

3. Los que se hayan graduado de escuela secundaria y que nunca hayan asistido a ninguna otra institución de educación secundaria.

4. Los que no hayan tenido más de un año de escuela secundaria fuera de los Estados Unidos.

Los siguientes solicitantes pueden solicitar y devolver la solicitud a la Oficina de Servicios de Admisión:

1. Los estudiantes que se hayan graduado de escuela secundaria y hayan asistido a cualquier otra institución de educación superior. Un solicitante que previamente haya asistido a otro colegio, universidad o escuela profesional deberá informarlo en su solicitud y pedirle a esa institución que envíe directamente a la Oficina de Admisiones una copia oficial de las condiciones bajo las cuales se dió de baja de la misma. Aún si la asistencia a tal colegio fue por un período corto, y no recibió notas algunas deberá presentar un certificado que confirme que se dió de baja formalmente. (Vea la Sección de Admisión a Nivel Avanzado.)

2. Los estudiantes que posean un Diploma de Equivalencia de Puerto Rico (G.E.D.).

3. Los estudiantes que hayan pasado más de un año de escuela secundaria fuera de los Estados Unidos.

Cuota de Solicitud
Cada solicitud deberá incluir un giro postal de $20 a nombre de City University of New York.
Fechas para Solicitar
Las fechas para enviar las solicitudes son las siguientes:
Solicitudes para asistir al colegio mientras se termina el último año de escuela secundaria (incluyendo solicitudes de estudiantes extranjeros):
15 de agosto para el semestre del otoño
15 de enero para el semestre de primavera

Solicitudes para ubicar estudiantes a nivel avanzado (estudiantes de traslado):
15 de agosto para el semestre de otoño
15 de enero para el semestre de primavera

Fechas de aviso
A los solicitantes para admisión del otoño y la primavera se les avisará según el mes en que se haya recibido la solicitud, hasta el último día para solicitar; los que envíen su solicitud tardíamente, recibirán aviso tan pronto sea posible.

ADMISION A NIVEL AVANZADO
El colegio evaluará el expediente académico de los estudiantes que deseen que se les ubique a un nivel avanzado para determinar su status de matrícula y los demás requisitos para el título. Esta evaluación se completará únicamente después que el estudiante haya sido admitido y haya demostrado su intención de asistir a Hostos. El colegio convalida los cursos que se hayan tomado en colegios y universidades acreditadas que sean comparables con los que se ofrecen en Hostos, con tal que las notas recibidas sean satisfactorias. Únicamente calificaciones de “C” o superiores a ésta se convalidarán en Hostos. Generalmente, un estudiante recibe un máximo de 30 créditos a nivel avanzado (créditos de traslado). En algunos casos, al estudiante se le podrá eximir de requisitos y pre-requisitos para el título en Hostos (sin crédito académico) en base a los cursos universitarios completados en cualquier otro sitio. Al estudiante que se admite a Hostos se le colocará en el nivel que mejor le convenga. Los directores de departamentos ofrecerán orientación académica en cada área para determinar el nivel apropiado. Los estudiantes admitidos al nivel avanzado pueden tomar únicamente el número total de créditos, más cuatro, necesarios para el título.
TUITION FEE SCHEDULE

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

**New York State Residents**
- Full-time: $462.50 per semester
- Part-time: $35.00 per credit

**Non-State Residents and Foreign Students**
- Full-time: $712.50 per semester
- Part-time: $55.00 per credit

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

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

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

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

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

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

**Summer Session Tuition Fee Schedule**

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<tbody>
<tr>
<td>New York State Residents</td>
<td>$35.00</td>
</tr>
<tr>
<td>Non-state Residents and Foreign Students</td>
<td>$55.00</td>
</tr>
</tbody>
</table>

Refunds for Tuition Payments

<table>
<thead>
<tr>
<th>Description</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal from course before the scheduled opening date of the session</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal from course in order to register at another unit of the City University during that semester</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal within one week after scheduled opening date of the session</td>
<td>75%</td>
</tr>
<tr>
<td>Withdrawal during second week after scheduled opening date of the session</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal during the third week after scheduled opening date of the session</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal after completion of third week after scheduled opening date of the session</td>
<td>NONE</td>
</tr>
</tbody>
</table>

Other than Summer Session

<table>
<thead>
<tr>
<th>Description</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal from course before the scheduled opening date of the session</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal from course in order to register at another unit of the City University during that semester</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal within one week after scheduled opening date of the session</td>
<td>75%</td>
</tr>
<tr>
<td>Withdrawal during second week after scheduled opening date of the session</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal during the third week after scheduled opening date of the session</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal after completion of third week after scheduled opening date of the session</td>
<td>NONE</td>
</tr>
</tbody>
</table>
A full (100%) refund of tuition, non-instructional and general fees (where applicable) is to be made in the event that:
(1) courses are cancelled by the college; (2) a student’s registration is cancelled by the college.

Note: The number of refunds which an individual student is allowed will be limited under conditions imposed by the college.

**Special Fees** (for all students—matriculated and non-matriculated)

a. Application for admission (payable at registration time if not paid already) $20.00
b. Student activities fee:
   - Fall semester: $30.50
   - Spring semester: $30.50
   - Summer: $20.00
c. Transcripts (no charge for transcripts sent to colleges of the City and State Universities of New York): $4.00
d. Late registration: $15.00
e. Change of program: $20.00
f. Duplicate of I.D. photo card: $5.00
g. Readmission: $10.00
h. Reinstatement: $10.00
i. Reprocessing fee: $15.00
j. Late payment penalty: $20.00
Other Expenses
In general, expenses other than tuition and fees for a full-time student are limited to the cost of books and supplies. This amounts to approximately $250.00 per year.

Special Program Expenses
Students enrolled in certain programs will be required to purchase special equipment and supplies. The following chart is an estimate of what will be required in health sciences programs:

<table>
<thead>
<tr>
<th>Item</th>
<th>Dental</th>
<th>Radiologic Technology</th>
<th>Medical Lab Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniforms</td>
<td>$ 82.00 (4)</td>
<td>$ 34.00 (2)</td>
<td></td>
</tr>
<tr>
<td>Shoes</td>
<td>15.00</td>
<td>15.00</td>
<td>25.00</td>
</tr>
<tr>
<td>Lab coats</td>
<td>15.00</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>Instruments</td>
<td>190.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name tags, patches, caps, scissors</td>
<td>5.00</td>
<td>6.00</td>
<td></td>
</tr>
<tr>
<td>Film markers</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notebook (technique)</td>
<td>.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slide ruler</td>
<td></td>
<td></td>
<td>5.00</td>
</tr>
<tr>
<td>Malpractice insurance</td>
<td>10.00</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>Class pin</td>
<td>40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior American Dental Hygiene Association (JADHA) membership and dues</td>
<td>10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>$357.00</td>
<td>$ 68.75</td>
<td>$ 30.00</td>
</tr>
</tbody>
</table>
POLICY ON GRADES AND ACADEMIC STANDARDS

Hostos Community College awards letter grades to denote the level of achievement for each course. The grading system is as follows:

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

Special Grades
NC — No credit. This is a penalty grade given as a result of inadequate class attendance.
W — Withdrawal without penalty. This grade indicates that a student has good and sufficient reasons for withdrawing from the course and is doing so at a time when he or she is doing passing work, prior to the eighth week of the course.
I — Incomplete. This grade indicates that the objectives of a course have not been completed for good and sufficient reasons and that there is reasonable expectation that the student can in fact successfully complete the requirements of the course. The student must complete the requirements of the course by the end of the eighth week of the next academic semester. No “I” grades are given in the summer session.

Student Retention Standards: Satisfactory Rate of Progress

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

**Table A**

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

**Table B**

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

*Grade Point Average (Index) is calculated on a cumulative basis (Table A) and Rate of Progress is calculated in blocks (Table B).
Example: Rate of Progress should be calculated when the student completes the first block of 12 credits or equated credits. All credits attempted in that semester, even though in excess of 12, are considered part of Block I. A first-semester student attempting 15 or 18 credits, for example, would be progressing satisfactorily if 50 percent of the total number of credits attempted were completed satisfactorily.

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

All credits attempted after Block II are evaluated each semester, with a satisfactory completion level of 75 percent expected.

“T” grades are not computed for GPA (Index) or Rate of Progress until a value can be assigned to replace them.

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

Readmission
Students may not be readmitted until they have been separated from the University for at least one semester or equivalent calendar time. Readmission shall be upon successful application to the appropriate faculty committee. Students who are separated from the University may not enroll for credit-bearing courses in any unit of the University in any status.

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

Attendance
Students at Hostos Community College are required to attend all classes scheduled for each course for which they are registered. Limited absences are permitted only when:
1. The teacher assigns the student to some alternate learning activity related to the course, and
2. This activity consists of work employing audio-tutorial or other learning aids, in the educational media services center and is directly related to the course, or
3. The student is assigned to research activity which will result in a written project that goes beyond the content that might normally be covered in the course.

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

Faculty members are to maintain attendance records, and to report to the Registrar, the departmental chairperson, Dean of Faculty, and Financial Aid Office excessive absences which might indicate that students require counseling or that students are no longer in attendance at the college.

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

Note: A student who has not attended 75 percent of required class sessions during the first four weeks of the course and has not formally withdrawn from the course will receive an NC (No Credit).

Maximum Student Course Load
The maximum course load for a student is not to exceed 18 credits or a combination of 18 credits and contact hours. Science laboratories, clinicals, and physical education courses will be counted as credits, not as clock hours.

Exceptions to this policy are to be approved by the Dean of Faculty. Students requesting exceptions must bring with them the latest transcript in their possession. There are two
possible reasons for making exceptions:
1. The student completed all 18 credits or 18 contact hours attempted in the previous semester.
2. A student who is not on probation needs additional credits in order to complete the graduation requirements.

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

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

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

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

Statement on Public Order;
Policy of the City University of New York on Student Decorum
RESOLVED, That the Board of Higher Education in compliance with Chapter 191 of the Laws of 1969, hereby adopt the following rules and regulations for the maintenance of public order on college campuses and other college property used for educational purposes.

Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law
The tradition of the university as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility and trust among teachers and students, only when members of the university community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the university campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to
policy

protect that freedom. Against such offenders the university has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Education.

With respect to enforcement of these rules and regulations we note that the Bylaws of the Board of Higher Education provide that:

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

"a. Have the affirmative responsibility of conserving and enhancing the educational 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 the Board, the lawful resolutions 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 educational unit."

I. Rules

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere with the institution's educational process or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.

3. Unauthorized occupancy of University/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation and use of University/college equipment and/or supplies.

4. Theft from or damage to University/college 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.

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

7. Disorderly or indecent conduct on University/college-owned or controlled property is prohibited.

8. No individual shall have in his possession a rifle, shotgun or firearm or knowingly have in his possession any other dangerous instrument or material that can be used to inflict bodily damage upon a building or the grounds of the University/college through the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college.

II. Penalties

1. Any student engaging in any manner in conduct prohibited under substantive rules 1-8 shall be subject to the following range of
sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.

2. Any tenured or non-tenured faculty member, or tenured or non-tenured member of the administrative or custodial staff engaging in any manner in conduct prohibited under substantive Rules 1-8 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 Board of Higher Education, 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 1-8 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 1-8 shall be subject to ejection, and/or arrest by the civil authorities.

Sanctions Defined:
A. ADMONITION. An oral statement to the offender that he has violated university rules.
B. WARNING. Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.
C. CENSURE. Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any university regulation within a period stated in the letter of reprimand.
D. DISCIPLINARY PROBATION. Exclusion from participation in privileges or extracurricular activities as set forth in the notice of disciplinary probation for a specified period of time.
E. RESTITUTION. Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
F. SUSPENSION. Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
G. EXPULSION. Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.
H. COMPLAINT TO CIVIL AUTHORITIES. I. EJECTION.

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

Adopted by the Board of Higher Education June 23, 1969, Calendar No. 3(b).

Records
The Office of the Registrar (Room 236) is the repository of the student’s college records. The staff of the Registrar’s Office will supply students with information related to their college records and refer those students requiring additional assistance to the proper college official.

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

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

Transcripts and Certified Statements
To secure a transcript, complete the transcript request form available in the Office of the Registrar. There is a charge of $4.00 per
transcript requested to be sent; however, transcripts to be sent to another college of the City University of New York or the State University of New York are forwarded free of charge.

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

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

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

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

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

Requests for Permits to Attend Another College
The student is responsible for securing a bulletin from the prospective host college and fulfilling whatever requirements it may establish for his/her attendance there. In addition, the student must report to the registrar’s office to arrange for a permit to attend another college. This is required to insure that the student will receive credit toward his/her degree at Hostos. In order for a student to obtain a permit to transfer, he/she must have attained a grade of at least “C” in every course.

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

Note: On April 5, 1976, The Board of Higher Education passed the following resolution: “RESOLVED, That students moving to the upper divisions of a four-year college either from the lower divisions of the college or from a community college within the University system or outside of it must provide evidence, in accordance with a standard to be determined by the Chancellor, that they have attained a level of proficiency in basic learning skills necessary to cope successfully with advanced work in the academic disciplines.”

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

Readmission
A student who has been granted a leave of absence and wishes to return to matriculate at Hostos should contact the registrar at least one month prior to the beginning of classes in a given session of the college.

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

Change of Curriculum
The opportunity for all students at Hostos Community College to change their career and/or educational objectives is provided for. Students wishing to change their curriculum area should report to the Office of the Registrar to place their names on the waiting list for the program in which they wish to enroll. Priority will be given to students already enrolled at Hostos. As openings occur, eligible students will receive instructions by mail from the Office of the Registrar.

Application for Graduation
At least six months prior to the date of expected graduation, the student must file an application for graduation. This will provide time for the Office of the Registrar to check the student’s records thoroughly and thus insure his/her graduation.
STUDENT SERVICES

Counseling

The Counseling Department provides continuing academic and personal counseling for students. The counseling process begins when a student is admitted to the college; at that time, counselors offer an orientation program to acquaint freshmen with the various programs and services offered at Hostos.

Students may meet with counselors both individually and in groups and may receive continuing academic advisement and counseling. Career planning is discussed, and personal problems which may be impeding academic progress are explored. Students are aided in finding viable alternatives which can help them to resolve their difficulties. The need for academic remediation may be revealed, in which case a developmental skills program might be prescribed. Social problems and family conflicts often interfere with a student's academic progress and require the support offered by counseling. Counselors work closely with the instructional staff to diagnose sources of difficulty and to facilitate and maximize the progress of students. The counseling service has established linkage with several community mental health centers so that students in need of ongoing therapy may receive treatment at these facilities.

Academic Advisement

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

Peer Advisors

Peer advisors are carefully selected students who are trained and supervised by the Director of Academic Advisement. They are able to offer extensive academic advisement and counseling to students throughout the year. Students may avail themselves of the services of peer advisors to plan their academic programs and to review their progress in detail. The peer advisors staff the College Information Center (Room 219), where students may drop in to ask questions and receive information regarding any college processes or procedures.

Counseling Referrals

Students may go directly to the peer advisement center for academic counseling, advisement, or information. They may also seek out the services of any one of the professional counselors. Faculty members are encouraged to refer students for academic, vocational, or personal matters, to the director of counseling, who coordinates all referrals.

Job Placement and Development

In the Placement Office, students are offered vocational guidance and job placement services. Major companies send representatives to the college to discuss opportunities for employment and to recruit qualified students. The job placement officer develops jobs in the community and refers interested students to these positions. Job-hunting techniques, preparation of resumes, and interview behavior are discussed with students. Students interested in obtaining employment are encouraged to register with the Placement Office.

Student Activities

The student activities counselors assist students in developing social and cultural programs, providing opportunities for group interaction, and developing a framework within which student leadership may develop. Counselors assist in developing and organizing dances, clubs, a college newspaper, lectures, and fund-raising activities. The student government works closely with counselors in developing these activities. Faculty members serve as advisors to these activities. The Student Activities Office is located in Room 303 (ext. 1135).

Transfer Counseling

The Counseling Office (Room 249, ext. 1092)
provides counseling for students who are graduating and transferring from Hostos to senior colleges. Articulation agreements have been established with both public and private colleges in order to facilitate the transfer of credits earned at Hostos. Students who have completed 34 credits are expected to meet with the transfer counselor to discuss their transfer to senior colleges.

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

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

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

- Routine and diagnostic physical examinations.
- First Aid and emergency treatment.
- Counseling on general health matters.
- Referrals to health agencies of the City of New York which provide such services as chest x-rays, immunizations, pre-natal care and blood tests.

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

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

Office hours are posted each semester at the health office (Room 201). The College Physician will also be available for telephone consultations from 9:00 a.m. to 9:00 p.m. Monday thru Friday at (212) 992-2710.
TUITION ASSISTANCE AND FINANCIAL AID

There are many forms of financial aid available to help Hostos students meet tuition and other costs. Following is a detailed description of these programs which has been provided by the New York State Education Department. Students should note that the deadlines provided in this description are outdated. They should also note that some of these programs do not apply to them as students at Hostos Community College. For the latest deadlines and further information about tuition assistance and financial aid, students should contact the Financial Aid Office (Room 230, ext. 1116, 1117).

STATE PROGRAMS

TUITION ASSISTANCE PROGRAM (TAP)

Application Procedures: Applicants must apply annually to the New York State Higher Education Services Corporation (HESC), Tower Building, Empire State Plaza, Albany, NY 12255. The application deadline for the 1978-79 academic year is March 31, 1979. Application forms will be mailed, beginning in April, 1978, to all: (1) students who received a TAP grant or Regents Scholarship award in 1977-78; (2) high school seniors who applied for a 1978-79 Regents Scholarship; and (3) approved postsecondary institutions and high schools in New York State.

Before submitting the application, the applicant should review it with the high school counselor or college financial aid officer, especially if there have been questions relating to completion of the application.

The Higher Education Services Corporation determines the applicant's eligibility and mails an award certificate directly to the applicant indicating the amount of the grant. The applicant presents the Institutional Copy of the certificate at the time of payment of tuition. The postsecondary institution may defer payment on the basis of receipt of the award certificate.

Selection of Recipients and Allocation Awards: Tuition Assistance Program is an entitlement program. There is neither a qualifying examination nor a limited number of awards. The applicant must: (1) be a New York State resident and a U.S. citizen or permanent resident alien, (2) be enrolled full time and matriculated at an approved New York State postsecondary institution, (3) have, if dependent, a family net taxable income below $5,667, and (4) be charged a tuition of at least $200 per year.

The current definition of independent status is as follows:

(1) 35 years of age or older on July 1, 1978, or
(2) 22 years of age or older on July 1, 1978 and not
   (a) resident in any house, apartment or building owned or leased by parents for more than 2 consecutive weeks in calendar years 1977, 1978, 1979,
   (b) claimed as a dependent by parents on their Federal or State income tax returns for 1977, 1978, 1979,
   (c) recipient of gifts, loans or other financial assistance in excess of $600 from parents in calendar years 1977, 1978, 1979, or
(3) under 22 years of age on July 1, 1978 and meeting requirements of (2) above, and in addition able to meet at least one of the following requirements:
   — both parents deceased, disabled or incompetent,
   — receiving public assistance other than Aid to Dependent Children (ADC) or food stamps,
   — ward of a court,
   — unable to ascertain parents’ whereabouts,
   — unable, due to an adverse family situation, to submit parents’ income

*Independent status under the State definition does not necessarily insure independent status for Federal aid programs.

Graduate students are exempt from the 27 year old minimum age requirement in provision (2) above in determination of financial independence.

Undergraduate students may generally receive TAP awards for four years of study. Students enrolled in approved five-year programs, or in a State-sponsored opportunity program, may receive undergraduate awards for five years. Graduate students may receive awards for four years. No student (including opportunity students) may receive awards for more than a total of eight years of undergraduate and graduate study.

Award Schedule: the amount of the TAP award is scaled according to level of study, tuition charge, and net taxable income.* Four award schedules are in effect, as shown in the following table. These awards are examples, and are based on the payment schedules as of April 1, 1978.

*The income measure is the family’s (or independent student’s) net taxable income from the preceding tax year plus certain non-taxable income, and (for dependent students) support from divorced or separated parents. This income if
**Example Awards for the Tuition Assistance Program (TAP)**  
**as of April 1, 1978**

<table>
<thead>
<tr>
<th>Income (Net Taxable Balance)</th>
<th><strong>UNDERGRADUATE</strong></th>
<th><strong>GRADUATE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Schedule C</td>
<td>Schedule E</td>
</tr>
<tr>
<td></td>
<td>(Dependent or Married Annual Tuition)</td>
<td>(Independent and Single Annual Tuition)</td>
</tr>
<tr>
<td></td>
<td>$775</td>
<td>$925</td>
</tr>
<tr>
<td>$0 - 1,000</td>
<td>$775</td>
<td>$925</td>
</tr>
<tr>
<td>2,000</td>
<td>775</td>
<td>925</td>
</tr>
<tr>
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<td>760</td>
<td>910</td>
</tr>
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<td>4,000</td>
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</tr>
<tr>
<td>7,000</td>
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<tr>
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<td>420</td>
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<td>340</td>
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<td>1015</td>
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<td>795</td>
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<td>415</td>
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<td>19,000</td>
<td>200</td>
<td>275</td>
</tr>
<tr>
<td>OVER $20,000</td>
<td>-0</td>
<td>-0</td>
</tr>
</tbody>
</table>

* These maximum $1,800 awards apply only to those students first receiving TAP during or after the 1977–78 academic year; all others are eligible for a maximum award of $1,500.

**NOTE:** TAP awards are reduced by $200 per year for Schedule C and Schedule E students who have received four or more payments.

**SOURCE:** New York State Higher Education Services Corporation  
Tower Building, Empire State Plaza  
Albany, NY 12255
further adjusted to reflect other family members enrolled full time in postsecondary study.

REGENTS COLLEGE SCHOLARSHIPS

Application Procedures: Applicants may obtain information and application forms from the high school and file them with the high school principal.

Selection of recipients and Allocation of Awards: Regents College Scholarships are awarded competitively for full-time postsecondary study in New York State in (1) an approved degree certificate or diploma program offered by a college or other degree granting institution, (2) a hospital school program leading to licensure or certification, and (3) a two-year program in a registered business school not authorized to grant a degree.

Basis of the award is the Scholastic Aptitude Test (SAT) or American College Testing Program Assessment (ACT) score. A registration fee, currently $7.25, is charged for either of these examinations. A limited number of fee waivers are available for economically disadvantaged applicants and may be applied for. These examinations may be taken more than once, with the highest score used as the basis for the award.

A total of 18,843 scholarships is allocated by county. Additional scholarships are allocated to insure that each approved high school has at least one scholarship for each 40 graduates of the previous year.

The applicant must (1) have been a legal resident of New York State for at least one year immediately preceding the first term for which application for an award is made, (2) either graduate from high school by the end of the school year in which the examination was taken or be accepted as a full-time matriculated student at a college or other approved school located in New York State by September of that year; (3) not previously have competed for a Regents Scholarship. Requirements two and three may be waived for reasons satisfactory to the Commissioner of Education.

Award Schedule: The award is $250 per year, for up to five years, depending on the normal length of the program in which the recipient is enrolled.

SOURCE: Division of Educational Testing
New York State
Education Department

REGENTS NURSING SCHOLARSHIPS

Application Procedures: Applicants may obtain information and application forms from the high school and file them with the high school principal.

Selection of Recipients and Allocation of Awards: Regents Nursing Scholarships are awarded competitively for full-time study in New York State in an undergraduate program approved for the training of registered professional nurses, in a college or in a hospital school.

Basis of the award is the Scholastic Achievement Test (SAT) or American College Testing Program Assessment (ACT) score. A total of 800 awards is allocated annually by county.

The applicant must (1) have been a legal resident of New York State for at least one year immediately preceding the effective date of the award; (2) either graduate from high school by the end of the school year in which the examination was taken or be accepted as a full-time matriculated student at a college or other approved school located in New York State by September of that year; (3) not previously have competed for a Regents Scholarship. Requirements two and three may be waived for reasons satisfactory to the Commissioner of Education.

Award Schedule: The award is $250 per year, for up to five years, depending on the normal length of the program in which the recipient is enrolled. The Regents Nursing Scholarship may not be applicable to certain prerequisite liberal arts course work, at some colleges.

SOURCE: Division of Educational Testing
New York State
Education Department

REGENTS AWARDS FOR CHILDREN OF DECEASED OR DISABLED VETERANS

Application Procedures: A special application, obtainable from the high school principal or counselor, must be filed with the New York State Higher Education Services Corporation (HESC), Tower Building, Empire State Plaza, Albany, NY 12255. Documentary evidence to establish eligibility is required with the application. Any high school counselor can provide assistance with this.

Selection of Recipients and Allocation of Awards: The applicant must be (1) the child of a veteran who died, or who has a current disability of 50 percent or more, or who had such disability at the time of death, resulting form U.S. military service during one of the following periods:

- April 16 — November 11, 1918
- December 7, 1941 — December 14, 1946
- June 25, 1950 — July 27, 1953
- October 1, 1961 — March 29, 1973

and, (2) a legal resident of New York State. Legal residence in New York State on the part of the parent is also required at the time of entry into
military service, or, if the parent died as a result of military service at the time of death. Regents awards to children of deceased or disabled veterans are independent of family income or tuition charge, and are in addition to such other grants or awards to which the applicant may be entitled.

Award Schedule: the amount of the award is $450 per year for up to five years, depending on the normal length of the program of study of full-time study in a college or in a hospital nursing school in New York State.

SOURCE: New York State Higher Education Services Corp.
Tower Building, Empire State Plaza
Albany, NY 12255

STATE AID TO NATIVE AMERICANS

Application Procedures: Application forms may be obtained from the Native American Education Unit, New York State Education Department, Albany, NY 12234. The completed application form should be forwarded by the applicant to the Native American Education Unit along with the following materials: (1) official transcript of high school record or photostat of General Equivalency Diploma, (2) letter(s) of recommendation from one or more leaders in the community attesting to personality and character, (3) personal letter, setting forth clearly and in detail educational plans and desires, (4) signatures of the parents of minor applicants, approving education plans, and (5) official tribal certification form.

Selection of Recipients and Allocation of Awards: The applicant must be (1) a member of one of the Native American tribes within New York State, (2) have graduated from an approved high school, or have earned a General Equivalency Diploma, or be enrolled in a program in an approved postsecondary institution leading to degree-credit status and the General Equivalency Diploma, and (3) enrolled in an approved postsecondary institution in New York State.

State aid to Native Americans is an entitlement program. There is neither a qualifying examination nor a limited number of awards.

Award Schedule: The award is $1,100 per year for a maximum of four years of full-time study, a minimum of 12 credit hours per semester. Students registered for less than this number will be funded at approximately $46 per credit hour.

Rights and Responsibilities of Recipients: Students are responsible for notifying the Native American Education Unit in writing of any change in student status or program or institutional enrollment.

SOURCE: Native American Education Unit
New York State Education Department
Albany, NY 12234

GUARANTEED STUDENT LOAN PROGRAM

Application Procedures: The student should obtain a loan application from a participating New York State lending institution (bank, credit union, etc.) in his/her area of permanent residence. The completed application is presented to the financial aid officer at the postsecondary institution being attended. The application is then routed to the lending institution and the Higher Education Services Corporation.

A counseling session or an interview, or both, may be required. When the loan is approved, a promissory note is signed by the student. For the school year beginning in the fall, funds may not be disbursed earlier than August 1.

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

Loan Schedule: an undergraduate may borrow up to $2,500 per class year, up to a total of $7,500. A graduate student may borrow up to $5,000 per class year, up to a combined total of $15,000 including any loans for undergraduate study.

A student enrolled in a vocational school approved by the U.S. Office of Education may borrow up to $2,500 per school year. A student enrolled in a vocational school not approved by the U.S. Office of Education may borrow up to $1,500 per school year provided that the vocational school has been approved by the Regents of The University of the State of New York and the school has made a loan agreement with the New York State Higher Education Services Corporation.

A student may be eligible for a full interest subsidy, during the time he/she is in school, and for a following nine-month grace period before repayment must begin. An annual insurance premium of 1 percent of the loan amount is payable in full at the time the check is issued. This information is shown in the following table:
## Adjusted Family Income* | Annual Rate of Interest and Fee | Interest Paid by Student in School and During Grace Period | Interest Paid by N.Y.S. in School and During Grace Period | Insurance Fee Paid by Student in School and During Grace Period | Annual Rate of Interest During Repayment
---|---|---|---|---|---
0 – below $25,000 | 8% | 0% | 7% | 1% | 7%
$25,000, below $30,000 | 8% | 3% | 4% | 1% | 7%
$30,000 and over** | 8% | 7% | 0% | 1% | 7%

* Gross family income less 10 percent of adjusted gross and the number of Federal exemptions multiplied by $750 claimed, on most recent Federal income tax return.

** A student whose adjusted family income is $25,000 or over may qualify for full interest subsidy based on results of a needs analysis conducted by a designated official of the institution attended.

### Rights and Responsibilities of Recipients:

A student may borrow at a relatively low interest rate (currently 7 percent) with no repayment as long as he/she remains enrolled at least half-time, and for nine months after he/she ceases to be at least a half-time student. Payment of principal may further be deferred during study under a graduate fellowship program approved by the U.S. Commissioner of Education, during up to three years of active U.S. armed forces service, during up to three years as a full-time Peace Corps or VISTA or similar national program volunteer, or during up to 12 months of unsuccessful search for full-time employment.

If a student applies for an additional loan, application must be made to the original lending institution.

Four months after ceasing to be at least a half-time student, the borrower must make formal arrangements with the lending institution to begin repayment. The following regulations apply:

1. Depending on the amount of the loan, the minimum monthly payment will be $30 plus interest. Under usual and extenuating circumstances the lender, on request, may permit reduced payments.
2. The maximum repayment period is 10 years.
3. The maximum period of a loan from date of the original note may not exceed 15 years excluding authorized deferments of payments.
4. Repayment in whole or part may be made at any time without penalty.

### SEARCH FOR ELEVATION AND EDUCATION THROUGH KNOWLEDGE (SEEK)

**Application Procedures:** Application is by means of a form available from, and returned to the University Application Processing Center of The City University of New York (CUNY).

**Selection of recipients and Allocation of Awards:**

The applicant must be (1) a resident of New York City; (2) academically disadvantaged according to guidelines approved by the Board of Higher Education in the City of New York; (3) economically disadvantaged according to guidelines approved by the Board of Regents and the Director of the Budget; and (4) an applicant for admission to one of the four-year colleges of CUNY. Eligible applicants, after screening for academic potential, are offered admission to the CUNY senior colleges of their first choice.

**Award Schedule:** The amount of financial assistance and other support provided to SEEK participants is dependent on need as determined by the CUNY Office of Student Financial Assistance and/or the individual college SEEK programs within State guidelines. The maximum weekly stipend is currently $60

### WORK INCENTIVE PROGRAM

**Application Procedures:** Application is through the New York State Department of Social Services, which determines eligibility for Aid to Dependent Children (ADC). ADC recipients may be eligible for WIN.

**Selection of Recipients and Allocation of Awards:**

As part of achievement of the primary goal of the WIN Program to place eligible applicants in permanent unsubsidized employment, applicants...
may be registered with the New York State Department of Labor for institutional training. Training must be related to jobs which are, or are likely to become, available in the WIN project area. WIN registrants may be placed in training programs which do not exceed one year, e.g., to be considered for the program, a registrant wishing to complete a bachelor's degree must have completed 3 years toward this goal and be enrolled in a vocationally oriented curriculum.

**Award Schedule:** Tuition and books are paid for by WIN Registrants are paid $2 per day for training-related expenses, plus an incentive allowance of up to $30 a month which is not included in ADC assistance payment computations. Child care costs may also be paid.

**Rights and Responsibilities of Recipients:** Each participant in the institutional training component of the WIN program has the responsibility of attending training, doing the best he/she can to complete training and to obtain regular unsubsidized employment.

**SOURCE:** Employment Services Superintendent
Manpower Services Division
New York State Department of Labor

**OTHER STATE FINANCIAL AID PROGRAMS**

A number of additional State programs exist, of interest to relatively smaller groups of students and prospective students than those described on the preceding pages. For detailed information contact:

The New York State Education Department
Division of Educational Testing
Albany, NY 12234

Regents Scholarship in Cornell University
Regents Scholarships for Study of Medicine and Dentistry
Regents Physician Shortage Scholarships

**TUITION DEDUCTION, AND THE PARENTS' AND STUDENTS' SAVINGS PLAN (PASS)**

Beginning with the 1978 tax year, New York State resident parents (and others who pay the tuition of their dependent, full-time students) may take a deduction for part of this tuition payment for State and City income tax purposes. Resident parents may also deduct amounts equivalent to payments into a qualified higher education fund. In both cases deductions are from Federal adjusted gross income.

For further information parents should contact:
Department of Taxation and Finance
Taxpayer Assistance Bureau
Building 9
State Campus
Albany, NY 12227

**Federal Programs: 1978-79**

**BASIC EDUCATIONAL OPPORTUNITY GRANTS (BEOG)**

**Application Procedures:** Applications and other materials are available through financial aid offices at approved postsecondary institutions. Students may also apply for BEOG by filing a Financial Aid Form (FAF) or a Family Financial Statement (FFS). The completed application should be submitted for processing according to the directions included on it. A calculated Student Eligibility Report will be sent to the applicant. Based on this the amount of the applicant's awards is determined by the financial aid officer at the postsecondary institution attended. Upon enrollment, funds are paid directly to the applicant or credited to his/her institutional account.

**Method of Selection of Recipients and Allocation of Awards:** The Basic Educational Opportunity Grant Program is an entitlement program. Eligibility and award amount are based on need rather than academic achievement. The applicant must be enrolled as an undergraduate student, at least on a half-time basis, in an approved postsecondary institution and must need financial assistance to continue his/her education.

Financial need is determined by a formula applied to all applicants. It was developed by the U.S. Office of Education and is reviewed annually by Congress. The student eligibility index is calculated by this formula. Basic Grant awards are usually paid for up to four years of study. If the student is enrolled in a program which requires five years of study for a first degree, or if he/she is required to complete noncredit remedial courses to prepare for degree-credit enrollment, a fifth year award may be paid.

Copies of the booklet Determination of Basic Grant Eligibility Index in Academic Year 1978-79, 1978-79 Student Guide: Basic Grants, and a list of approved eligible postsecondary institutions, may be obtained by writing to BEOG at the following address:

BEOG
P.O. BOX 84
Washington, D.C. 20044

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Award Schedule: Currently awards range from $200 to $1,600, but not more than one-half the total cost of attendance. The amount of the award will be affected by costs of attendance and full- or part-time enrollment status. The BEOG award is not duplicative of State awards.

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

Before receiving payment, the student must sign an affidavit, available from the institutional financial aid office or business office, that all money received will be used for the costs of attendance only.

Award payments made by check must be picked up by the student within a reasonable time. The institution must notify the student of the availability of the award check, and where it is being held.

SOURCE: 1978-79 Student Guide Basic Grants
U.S. Department of HEW
Office of Education

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)

Application Procedures: Application is through the institutional financial aid office, which is responsible for determining who receives a Supplemental Grant, and the amount.

Selection of Recipients and Allocation of Awards: The applicant must be (1) in exceptional financial need, to the extent that without a Supplemental Grant award his/her education could not be continued, (2) enrolled at least half-time as an undergraduate student in an approved postsecondary institution, and (3) enrolled in an institution which will provide the applicant with additional financial assistance at least equal to the amount of the Supplemental Grant award.

Award Schedule: The award ranges from $200 to $1,500. Normally an award may be paid for up to four years, or for five years for certain courses of study. However, the total amount that may be awarded is $4,000 for a four-year course of study, $5,000 for a five-year course of study.

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

SOURCE: 1978-79 Student Guide Basic Grants

NATIONAL DIRECT STUDENT LOAN PROGRAM (NDSL)

Application Procedures: Application is made through the postsecondary institution financial aid office. Forms, as well as specialized information on loan cancellation provisions for borrowers who go into certain fields of teaching or specified military duty, are available from this source.

Selection of Recipients and Allocation of Awards: Loans are available to students enrolled at least half-time in approved postsecondary institutions.

Award Schedule: Amounts which may be borrowed are $2,500 by students who have completed less than two years of a program leading to a bachelor’s degree or who are enrolled in a vocational program; $5,000 by students who have completed two years toward a bachelor’s degree, to include any amount borrowed through an NDSL for the first two years of study; $10,000 for graduate study, to include any amount borrowed through an NDSL for undergraduate study.

Rights and Responsibilities of Recipients: Continued eligibility is dependent on maintenance of satisfactory academic progress. The current interest rate, payable during the repayment period, is 3 percent on the unpaid principal. Repayment begins nine months after graduation or leaving school, and may extend over a period of 10 years. Payment is not required for up to three years of active U.S. military service, or service in the Peace Corps, VISTA, or similar national program.

SOURCE: 1978-79 Student Guide Basic Grants

COLLEGE WORK-STUDY PROGRAM (CWS)

Application Procedures: Application is made through the postsecondary institutional financial aid office. Eligibility is determined and work arrangements made at this point. (Eligibility for SEOG, NDSL, and CWS is determined on the basis of a uniform methodology and by means of the same application form.)

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

An institution must make employment reasonably available to all eligible students in the institution who are in need of financial aid. In the event that more students are eligible for CWS than there are funds available, preference is given to students who have great financial need and who must earn a part of their educational expenses.

Award Schedule: The postsecondary institution arranges jobs on campus, or off campus, with
public or private nonprofit agencies, such as hospitals, for up to 40 hours per week.

Factors considered by the financial aid office in determining whether, and how many hours, the recipient may work under this program are: financial need; class schedule academic progress; and health status.

Level of salary must be at least 80 percent of the minimum wage; maximum wage is dependent on the nature of the job and applicant qualifications.

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


SOCIAL SECURITY PAYMENTS TO CHILDREN OF DECEASED OR DISABLED PARENTS

Application Procedures: Application may be made at any Social Security Office. Applicant should present the Social Security card, if one has been issued, and provide the following information: name and address of the institution, dates of past attendance; student ID number if any; number of credit hours carried, and full- or part-time status planned for next academic period.

Selection of Recipients and Allocation of Awards:
The applicant must be (1) single and between 18 and 22 years of age; (2) financially dependent and have a deceased or disabled or retired parent who worked long enough to qualify for Social Security; and (3) enrolled in a postsecondary institution (including trade and vocational schools) as a full-time undergraduate.

Award Schedule: The amount of Social Security benefits may be affected by earnings from employment or self-employment, if these are greater than $3,000 per year. Earnings of a parent may also affect size of the applicant’s checks, even if the applicant is not employed. Checks can continue until the end of the academic period in which the student becomes 22.

Rights and Responsibilities of Recipients:
Applicants already receiving benefits will be notified several months before turning 18 by the Social Security Administration, about what must be done upon becoming a full-time postsecondary student so that benefits will continue.

Applicants who become eligible for benefits after reaching 18, by the death, disability or retirement of a parent, must apply for benefits upon beginning full-time study.

Eligible applicants who apply late may receive back payments for up to 12 months.

SOURCE: Social Security Checks
1978-79 Student Guide: Basic Grants
U.S. Department of HEW
Social Security Administration
HEW Publication No (SSA) 77-10048

UNITED STATES BUREAU OF INDIAN AFFAIRS AID TO NATIVE AMERICANS

Higher Education Assistance Program

Application Procedures: Application forms may be obtained from the Bureau of Indian Affairs Office. An official needs analysis from the college financial aid office is also required each year. Each first-time applicant must obtain tribal enrollment certification from the Bureau agency or tribe which records enrollment for the tribe.

Selection of Recipients and Allocation of Awards: To be eligible, the applicant must: (1) be at least one-fourth American Indian, Eskimo or Aleut; (2) be an enrolled member of a tribe, band or group recognized by the Bureau of Indian Affairs; (3) be enrolled in or accepted for enrollment in an approved college or university, pursuing at least a four-year degree, and (4) have financial need.

Rights and Responsibilities of Recipients: For grants to be awarded in successive years, the student must make satisfactory progress toward a degree, and show financial need. Depending on availability of funds, grants may also be made to graduate students and summer session students. Eligible married students may also receive living expenses for dependents.

VETERANS ADMINISTRATION (VA) EDUCATIONAL BENEFITS

Application Procedures: Application forms are available at all VA offices, active duty stations, and American embassies. Completed forms are submitted to the nearest VA office.

Selection of Recipients and Allocation of Awards: Persons who served over 180 days between January 31, 1955 and January 1, 1977, and (1) continue on active duty; (2) were honorably discharged at the end of their tours of duty; or (3) who qualify because of service-connected disabilities, are eligible for benefits. Veterans are entitled to benefits for full-time study at an approved postsecondary institution for 1½ months for each month of active service, up to 45 months. Eligible veterans who served for 18 continuous months are entitled to benefits for 45 months of
full-time study. In each case, the equivalent in part-time study may be authorized.

Eligibility extends for 10 years after release from service, but not after December 31, 1989.

Children, spouses and survivors of veterans whose deaths or permanent total disabilities were service-connected, or who are listed as missing in action may be eligible for postsecondary education benefits under the same conditions as veterans.

**Award Schedule:** Current monthly benefit rates are shown below:

<table>
<thead>
<tr>
<th>Status</th>
<th>Dependents</th>
<th>1</th>
<th>2</th>
<th>Each additional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>None</td>
<td>$311</td>
<td>$370</td>
<td>$422</td>
</tr>
<tr>
<td>Three-quarters</td>
<td>233</td>
<td>277</td>
<td>317</td>
<td>19</td>
</tr>
<tr>
<td>Half Time</td>
<td>156</td>
<td>185</td>
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</table>

Veterans enrolled in full-time study may agree to part-time employment under VA supervision and receive extra benefits. For 250 hours of work, the student will receive 250 x the minimum wage, but not less than $625. Lesser numbers of hours are paid proportionately.

Veterans may borrow up to $2,500 for an academic year of full-time study through a special loan program for veterans.

**Rights and Responsibilities of Recipients:** Educational and vocational counseling will be provided by the VA on request.

A program of education outside the United States may be pursued at an approved institution of higher learning.

Institutions are required to report promptly to the VA interrupted attendance or termination of study on the part of students receiving benefits.

**SOURCE:** Federal Benefits for Veterans and Dependents

VAIS-1 Fact Sheet, January 1, 1977.

Also: Veterans Education Special Newsletter: GI Bill Improvement Act of 1977 (P.L. 95-202), December 1977

**Aid for Undergraduate Full-Time Matriculants**

Full-time matriculants are encouraged to apply for New York State’s TUITION ASSISTANCE PROGRAM (TAP). Depending on an applicant’s family’s net taxable income balance, TAP awards may range from $100.00 per year to the full cost of annual tuition.
LIBRARY SERVICES

Location
The library is located on the first floor of the Concourse building, one floor below the main entrance to the College.

Hours
Fall and Spring 9 a.m. — 8 p.m.
Summer 9 a.m. — 5 p.m.
Friday 9 a.m. — 5 p.m.
Saturday, Sunday Closed
Major Holidays Closed

Learning Resources Center
Located in Room 108, adjoining the main reading room, the learning resources center is available for independent and individualized learning. Group listening and viewing may be arranged by contacting the circulation desk two days in advance. The center contains live carrels and a variety of audiovisual equipment, and it is reserved exclusively for the use of this equipment and related materials such as films, tapes, records, and cassettes.

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

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

Reserve Materials
Reserve materials may be used inside or outside the library for a two-hour period during the day. They may be borrowed for home use at 7:00 p.m., Monday through Thursday and at 4 p.m. on Friday. They are due back by 10 a.m. the next day the library is open. Single copies do not circulate for home use.

Fines
General Circulating Books: 10¢ each day
Reserve Books:
50¢ first hour overdue
50¢ for rest of day
50¢ for each succeeding day to a maximum of $10.00

Borrowers must pay for lost or damaged materials, and home-use borrowing privileges are suspended until fines are paid and overdue materials are returned.

Borrowing Procedures
1. Look up the material you want in the card catalog. (Please ask a librarian for assistance if you need it.)
2. Complete the request slip at the table.
3. Take the request slip to the circulation desk.
4. Show your current I.D. card, and, where necessary, write your name and I.D. number on the charge card in the material.
5. Borrowers must temporarily leave their I.D. cards at the desk when borrowing newspapers, periodicals, and reference, reserve, and archival materials.
THE DIVISION OF COMMUNITY AND CONTINUING EDUCATION

The Division of Community and Continuing Education offers a wide variety of courses which are seldom offered as components of degree-granting programs. These courses are designed to meet the interests and needs of the people of the South Bronx and similar communities. The non-credit offerings are not listed here but information about them can be obtained at the Office of Community and Continuing Education, Room 331. Most of the courses offered in this division are non-credit bearing and are usually free of charge. Many courses are offered in English and in Spanish. All offerings are taught by qualified experts in the respective areas.
AFRICANA STUDIES

The Department of Africana Studies offers courses which trace the history and culture of African peoples on the continent as well as in the diaspora. All courses are taught within the framework of the established academic disciplines such as history, sociology, anthropology, psychology, and literature. Students interested in planning a concentration in Africana studies should consult with the Africana Studies Department chairman.

CUB 3102 African History I
3 credits
The student will explore the evolutionary development of man in Africa beginning with the Miocene period and terminating with the Pleistocene period. The student will trace the history of the African peoples from the earliest times to the last kingdoms of Africa ending in 1800. Emphasis will be placed on the political, social, and economic history of the continent of Africa.

CUB 3104 African History II
3 credits
The student will trace the cultural and political development from 1100 A.D. to the present. The student will demonstrate knowledge of the historical development of the infra and supra structures giving rise to the new national states of the continent of Africa. In specific instances the student will give special attention to the European influence in developing Africa and the socioeconomic conditions that have produced the political instability of the present.

CUB 3106 History of the Black Man in the Americas I
3 credits
The student will examine the history of Black Americans with a view to understanding their origins and their diaspora. He/she will analyze the African experience and slavery and their resulting effects on the Black American. The student will identify the institutions created by the Black man as a means of survival.

CUB 3108 History of the Black Man in the Americas II
3 credits
The student will examine the events which have taken place since the abolition of slavery. He/she will analyze the period of Reconstruction, World Wars I and II, the Depression, and their effects on the Black American. The student will also analyze the movement from civil rights to nationalism.

CUB 3110 The Comparative History of Haiti and the Dominican Republic
3 credits
The student will examine the socio-political conditions which resulted from the colonization of the Island of Santo Domingo. He/she will analyze the influence of the French Revolution on the island as well as the racial problems which went along with the Haitian Revolution. He/she will also trace the movement toward independence in both countries of the island.

CUB 3114 Psycho-Social Development of the Black Child
3 credits
The student will demonstrate an understanding of the Black child's development from birth to adulthood; the social influences on the development of physical, emotional, intellectual, personality, language, and social characteristics. (Formerly listed as CUB 3122-23.)

CUB 3116 The Black Family
3 credits
The student will consider the family as a social institution and those behavior patterns which are specific to the Black family. Emphasis will be placed on the affective influence of the family environment. (Formerly listed as CUB 3146-47.)

CUB 3124 Social Problems of the Black Community
3 credits
The student will analyze various aspects of social problems which affect the Black community such as drugs, housing, welfare, and crime with respect to their etiology, as well as strategies for amelioration. (Formerly listed as CUB 3126-27 The Impact of Social Welfare on the Black Community.)

CUB 3128 Afro-American Biographical Sketches
3 credits
The student will relate the lives of major figures in the Black world to the historico-cultural settings in which they lived. Frederick Douglas, W. E. B. DuBois, Malcolm X, and others will be considered. (Formerly listed as Black Biographical Sketches.)
CUB 3172 African Literature
3 credits
The student will identify the main sources and trace the thematic development of African oral and written literature. The student will discuss and evaluate the contribution of literature to African historiography. The student will discuss, analyze, and criticize representative works from such countries as Nigeria, Kenya, and Ethiopia. The works considered will be from the earliest times to the advent of the European.

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

The curriculum of the Biology Department is dual in nature: the transfer curriculum in biology and the career-oriented curriculum in the health sciences. The biology curriculum provides the student with the requisite skills to transfer to a four-year college as a biology major or to move into a job as a science technician.

Students can earn credits for each course in biology by satisfactorily completing all examinations and laboratory work in each course. There are two modes of presentation: lecture-discussion and independent study. Laboratory attendance is mandatory. Students interested in planning a concentration in biology should consult with the Biology Department chairperson.

Arts and Science Sequence*

BIO 3702, 3802 General Biology I, formerly General Biology I & II 3701, 3801, 3702, 3802; BIO 3704, 3804 General Biology II, formerly General Biology III and IV 3703, 3803, 3704, 3804.

8 credits, 4 per semester

BIO 3714, 3814 Genetics, formerly Genetics I and II 3714, 3814, 3715, 3815.

Health Science Sequence

BIO 3706, 3806 Anatomy and Physiology I, formerly General Biology I and Anatomy & Physiology I, 3701, 3711, 1811; BIO 3708, 3808 Anatomy & Physiology II, formerly Anatomy and Physiology II and III 3705, 3805, 3706, 3806.

8 credits, 4 per semester

BIO 3712, 3812 Microbiology, formerly Microbiology I and II, 3712, 3812, 3713, 3813
BIO 3716 Medical Microbiology
BIO 3718 Histology
BIO 3820 Hospital Laboratory Practice

4 credits
4 credits
4 credits
0 credits

* Medical Laboratory students take arts and sciences sequence of General Biology.

Recommended A.S. program in Science. Suggested outline of courses: two years of biology and a one year sequence in general chemistry is recommended a total of 24 credits in science.

First Year

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<th>First Semester</th>
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16
Second Semester

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<td>Mathematics</td>
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<td>General Biology IV Lecture</td>
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<td>General Biology IV Laboratory</td>
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Second Year

Third Semester

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Fourth Semester

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<td>Biology</td>
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BIO 3702 Lecture General Biology I
3 credits

BIO 3802 Laboratory
1 credit

Prerequisite: ENG. 1396 or SPA 2210. Math 1604 or 1700, or co-requisite.
The student will demonstrate his/her knowledge of the application of the scientific method; basic chemistry; the concept of diffusion and osmosis; the structure and function of the cell; the kinds of plant and animal tissue; the structure and function of the circulatory system, digestive system, reproductive system, and respiratory system. Three hours lecture-discussion, three hours laboratory. Offered in English and Spanish, first semester.

BIO 3706 Lecture Anatomy & Physiology I
3 credits

BIO 3806 Laboratory
1 credit

Prerequisite: ENG. 1396 or SPA 2210. MATH 1604 or 1700, or co-requisite.
The student will demonstrate his/her knowledge of the application of the scientific method, basic chemistry, body fluids and the structure and function of the cell. The student will also list and describe the four kinds of animal tissue; list major bones and their function; describe structure and function of the muscular and circulatory systems. Three hours lecture-discussion, three hours of laboratory. Offered in English and Spanish, first semester.
BIO 3708 Lecture Anatomy & Physiology II
3 credits
BIO 3808 Laboratory
1 credit
Prerequisite: BIO 3706, 3806 Anatomy and Physiology I.
The student will recognize and describe the structure and function of the urinary, respiratory, digestive, endocrine, nervous, and reproductive systems. Three hours lecture-discussion, three hours laboratory. Offered in English and Spanish, second semester.

BIO 3716 Medical Microbiology
4 credits
Prerequisite: BIO 3712, 3812 General Microbiology.
The student will examine, describe, and classify micro-organisms of medical importance. The student will cultivate and identify the organisms in the laboratory using standard methods of identification. Lecture-discussion two hours, laboratory four hours.

BIO 3704 Lecture General Biology II
3 credits
BIO 3804 Laboratory
1 credit
Prerequisite: BIO 3702, 3802 General Biology I.
The student will recognize and state the structure and function of the endocrine system and nervous system. The student will classify organisms by use of the taxonomic system and state their economic importance. Also, the student will solve problems involving monohybrid and dihybrid crosses by applying Mendel’s laws of inheritance. The student will state or recognize terms related to functions of DNA and RNA in heredity, the basic concepts and theories of evolution, and the function of an ecosystem. Three hours lecture-discussion, three hours laboratory. Offered in English and Spanish, second semester.

BIO 3712 Lecture Microbiology
3 credits
BIO 3812 Laboratory
1 credit
Prerequisite: BIO 3704, 3804 General Biology or BIO 3708, 3808 Anatomy & Physiology.
The student will recognize and describe terms related to the following aspects of microbiology: history, methods of studying, cultivation, reproduction and growth, metabolism, genetics, and control. The student will recognize and state terms related to the following: pathogens, resistance and immunity, bacteria, rickettsia, chlamydia, viruses, parasitology, mycology, and epidemiology. Six hours lecture-demonstration, six hours laboratory. Offered in English each semester. This course replaces MLT 5908-09 General Microbiology.

BIO 3714 Lecture Genetics
3 credits
BIO 3814 Laboratory
1 credit
Prerequisite: BIO 3704 General Biology II.
The student will identify the principles and processes involved in the transmission of heredity traits. The student will correlate Mendelian principles with modern genetic concepts and their application to man and genetic diseases. Improved food production will be included. Three hours lecture-discussion, three hours laboratory. Offered in English each semester.

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

BIO 3718 Histology
4 credits
Prerequisite: Clinical Laboratory Science and CHE 4002 General Chemistry I.
The student will process tissue in paraffin and frozen sections for microscopic examination. The student will study and identify cells, tissues, organs from human and animal sources. Lecture-discussion two hours, laboratory four hours.
ENGLISH

The primary goals of the English program are to enable the student to communicate effectively in career, academic, and social situations; to understand the nature and function of language; and to use it as a tool for projecting his/her ideas and for receiving and transmitting information. In addition to developing basic skills, study in English makes it possible for the student to order his/her thinking into logical structures, to exercise his/her creative powers, and to approach imaginative literature with the joy of discovery.

To successfully complete English program courses, students are required to demonstrate their achievement of course objectives in essay tests, written reports, and quizzes. The English staff works closely with the individual student, providing continual diagnostic, tutorial, and program advisement services. On the basis of his/her performance in the City University Reading and Writing Assessment test, the entering student will be advised as to whether he/she may register for (a) the regular English first-year sequence; (b) the Libra program; or (c) the English-as-a-second-language (ESL) sequence.

Students interested in planning a concentration in English should consult with the English Department chairperson.

Regular First-Year Program

Upon successful completion of City University Assessment tests, the following 12-credit sequence is required for the A. A. degree:

ENG 1302 Introduction to Composition I
ENG 1303 Introduction to Composition II
ENG 1305 Introduction to Literature, and an English elective.

These four courses are designed to enable the student to use written and spoken English as a flexible, creative tool for the expression of his/her ideas. Major attention is given to the essentials of English, the nature of language, writing as a communication process, and imaginative literature as a vitalizing and humanizing source of experience. The student will consistently improve his/her facility with written and spoken language.

The Libra Program

The Libra Program will provide a total learning environment for the student who requires further development of basic English skills. The emphasis will be on communication of all kinds — reading, writing, speaking, listening — in a context of intellectual inquiry focused upon subject matter related to the health sciences or arts and sciences programs. The schedule for the student in the Libra program will include the following:

ENG 1301 Core English (writing and study skills).
ENG 1399 Developmental Reading.
VPA 3612 Fundamentals of Public Speaking.
Core subject (health sciences, social sciences, visual and performing arts, Black studies, or Puerto Rican studies).
PED 0100 Personal Physical Fitness.
SSD 9000 Freshman Developmental Seminar.

The goal of the Libra Program is to develop those skills which enable the student to succeed in the regular college program. Under advisement from an academic counselor, the student may enroll in a developmental mathematics course.

English-As-A-Second Language (ESL) Program

The entering student whose primary language is other than English and who is planning to obtain an Associate in Arts degree (A.A.)* will be tested to determine his/her level of competence in the English language. The student will then be placed in a sequence of courses as indicated by level of placement.

ESL Program I

The English program for the student in this three-year sequence begins with Basic English as a Second Language 1 and 2 plus Basic Reading in English as a Second Language 1. The following year he/she will complete the ESL sequence by taking Intermediate English as a Second language, and Advanced English as a Second Language plus Intermediate and Advanced ESL Reading. In the final two semesters, the student takes specially designed courses of Basic Composition and Introduction to Composition I, coupled with Reading in the Social Sciences and Reading in the Natural Sciences. This completes the English requirements for students in this program. Most of the student's remaining academic courses may be taken bilingually; however, the student will be required to progressively take more and more content courses in English.

*Students planning to pursue an Associate in Applied Science degree must consult with the appropriate department to determine eligibility and degree requirements.
ESL 1314 Basic English as a Second Language I
2 credits
Corequisite: ESL 1392 or other reading course as indicated by placement.
The course is designed to introduce the student to the basic elements of the American English language. The student will demonstrate his or her ability to construct simple English sentences, in speech and writing, with the present tense of the verb to be, and the present continuous and simple future tenses of other verbs. The student's conversation and writing will include commands, question-and-answer patterns, prepositional phrases of place and time, determiners, pronouns, simple word modification, and simple combination of sentences. The skills of listening, speaking and writing will be emphasized.

ESL 1318 Basic English as a Second Language II
2 credits
Prerequisite: ESL 1314 or other grammar course indicated by placement.
Corequisite: ESL 1393 or other course indicated by placement.
The student will demonstrate his or her ability to construct simple English sentences, in speech and writing, using the present, simple past, and past continuous tenses of verbs. His/her sentences will include past time expressions, frequency expressions, simple and compound prepositions, direct and indirect objects, adverbs, and question phrases. The simple sentence will be refined and augmented. The skills of listening, speaking, and writing will be emphasized.

ESL 1322 Intermediate English as a Second Language
2 credits
Prerequisite: ESL 1318 Basic English As a Second Language or permission based on placement examination.
Corequisite: ESL 1394 or other reading course indicated by placement.
The student will demonstrate mastery of the present perfect and past perfect tenses, some modal auxiliaries, the comparative and superlative degrees in adjectives and adverbs, and the phrase as a unit. The student will concentrate on developing paragraphs and will participate in classroom conversation exercises.

ESL 1322 Intermediate English as a Second Language
2 credits
Prerequisite: ESL 1322 Intermediate English As a Second Language or permission based on placement examination.
Corequisite: ESL 1395 or other reading course indicated by placement.
The student will review verbs and the use of prepositions and modifiers. The student will be introduced to the passive voice, the infinitive, the gerund, and clauses. The student will practice developing the multi-paragraph essay and work on specific refinements of the sentence. Although conversation exercises will be conducted in class, the student will focus on development of writing skills.

ESL 1392 Basic English As A Second Language Conversation
0.5 credits
Corequisite: ESL 1314
The student will demonstrate the ability to use and understand spoken English through aural and oral practice of conversation patterns. Knowledge and application of the English sound system through oral reading and dictation will be part of the course. The student will undertake comprehension of main idea and vocabulary through silent reading selections.

ESL 1393 Basic Reading In English As A Second Language
0.5 credit
Prerequisite: ESL 1392 or permission based on placement examination.
Corequisite: ESL 1318 or other grammar course indicated by placement.
Classes meet two times per week for instruction in the classroom and once per week in the Reading Laboratory for additional practice. Students are given intensive practice in oral reading skills using a prescribed text as well as teacher-made materials. Students work on skills including base/root words, functions or suffices, prefixes, use of bilingual dictionary, oral reading skills, and following directions. Offered in English.

ESL 1394 Intermediate Reading In English As A Second Language
0.5 credit
Prerequisite: Successful completion of ENG 1393 or permission of instructor.
Corequisite: ESL 1322 or other grammar courses as indicated by placement.
Classes meet two times per week for classroom instruction and once per week in the Reading Laboratory for additional skills practice. Students are given intensive practice in oral as well as silent reading skills. Students are further encouraged to develop vocabulary using base/root words, prefixes and suffixes. They will study rules of syllabization, the accent principle, use of context clues on a limited basis, continued dictionary usage, recognition of main idea in a paragraph, recognition of details, following the sequence of events in a paragraph, following directions, and recognizing the different types of main ideas (stated and unstated).

ESL 1395 Advanced Reading in English As A Second Language
0.5 credit
Prerequisite: Successful completion of ESL 1394 or permission of instructor.
Corequisite: ESL 1332 or other grammar course as indicated by placement.

Classes meet two times per week for classroom instruction and once per week in the Reading Laboratory for additional skills practice. Students are given intensive practice in both oral and silent reading on higher level materials. Students are introduced to the different types of comprehension skills, vocabulary through Greek/Latin roots, affixes, context clues, continued dictionary usage, recognition of main idea and details in a paragraph, and study skills including preview and survey. Students may be required to write as part of this reading course. Offered in English.

English Courses

ENG 1300 Basic Composition
3 credits; 3 credit hours
Prerequisite: Successful completion of ESL 1332, or demonstration of an equivalent level of written English proficiency on the English Placement Examination.
Corequisite: ENG 1396, preferably, or the appropriate ESL reading course, or demonstration of meeting the CUNY-wide reading level on a standardized examination.
Suggested Corequisite: VPA 3612 Fundamentals of Public Speaking.
The student should make every effort to take his/her course work in English to have an opportunity to improve his/her proficiency in listening, speaking, reading and writing skills. Success in this course depends on the student creating as many opportunities as possible to practice English in an academic context. The goal of ENG 1300 is to give the student sufficient practice writing clear, idiomatic English so that he or she is ready to start the freshman composition sequence and compete in written English proficiency with the native speaker. The student is drilled in the basic descriptive, narrative, and expository prose forms and given review of the basic English phrase and clause structures, and the principal rules of spelling and usage in conformity with the guidelines of the CUNY Basic Skills Assessment examination.

ENG 1301 Core English (For Libra Program)
3 credits
Corequisite: English 1399 Developmental Reading.
In Core English, the student will work intensively on the logic and rhetoric of composition and speech; the structure of language (grammar, punctuation, and sentence construction); vocabulary; note taking; effective listening.

ENG 1302 Introduction to Composition I
3 credits
Prerequisites: Successful completion of CUNY Placement Exam.
Corequisite: ENG 1306 Writing Laboratory (when required).
The student will learn to analyze and produce topic sentences and write unified paragraphs; to utilize inductive and deductive methods of development; to utilize descriptive details, factual details, illustration, definition, quotation, and paraphrase; to organize paragraphs according to topic sentences using major and minor supports. Selected essays will be analyzed for structure.

ENG 1303 Introduction to Composition II
3 credits
Prerequisite: ENG 1302 Introduction to Composition I or equivalent.
Corequisite: ENG 1306 Writing Laboratory (when required).
The student will learn to develop paragraphs using techniques of argumentation, classification, cause and effect, and analysis. He/she will utilize transitional devices showing addition, contrast, comparison, emphasis, exemplification, place, and reason. He/she will learn to detect and avoid the most common fallacies of logic. Finally, he/she will make the transition from paragraph to essay. Selected essays will be analyzed for sentence structure.
ENG 1305 Introduction to Literature  
3 credits  
Prerequisite: ENG 1303 Introduction to Composition II, or the equivalent college course in composition taken elsewhere.  
The student will examine selected texts exemplifying the major forms of expression, fiction, drama, and poetry, and will demonstrate his/her skills by analyzing these texts in writing. The social uses of literature and the psychological insights provided by both classical and modern works of literary art, will be considered, relating the function of literature to that of other arts.

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

ENG 1342 Studies in Fiction  
(elective)  
3 credits  
Prerequisite: ENG 1305 Introduction to Literature.  
Through study of selected works of such major modern writers as Dostoevsky, Mann, Kafka, and Ellison, the student will develop and demonstrate skills in analysis of narrative order, point of view, characterization, conflict, and theme.

ENG 1346 Studies in Drama  
(elective)  
3 credits  
Prerequisite: ENG 1305 Introduction to Literature.  
The student will examine structures and style of modern drama through careful reading of the works of such playwrights as Ibsen, Shaw, Beckett, Miller Jones, and Bullins. Both dramatic and analytic skills will be demonstrated by the successful completion of a term paper.

ENG 1352 Shakespeare  
3 credits (elective)  
Prerequisite: ENG 1305 Introduction to Literature.  
Through close study of selected Shakespearean Histories, Comedies, and Tragedies, the student will trace the evolution of the playwright’s career, examine Shakespeare’s life set within cultural and political influences of his age. Records, films, and slides will be used as aids to develop appreciation for the Shakespearean theatre, and students will be encouraged to attend performances of Shakespeare’s plays. Development of the student’s ability to read and understand the Shakespearean play as drama is a primary objective of the course.

ENG 1354 The Modern American Novel  
3 credits (elective)  
Prerequisite: ENG 1305 Introduction to Literature.  
The student will analyze major works of 20th Century American fiction, identifying themes, styles, and structural components. Novelists such as Dreiser, Hemingway, Fitzgerald, Steinbeck, Wright, Ellison, and Bellow will be studied in relation to their cultural milieu as well as in terms of their relevance to the present.

ENG 1356 Women in Literature  
3 credits (elective)  
Prerequisite: ENG 1305 Introduction to Literature.  
The student will examine the roles women have played in literature from classical times to the present, comparing these roles to the current status of women. Attention will be given also to a study of the little known art of various women authors. The views of male and female authors toward women will be compared. Slides will be used to visually present the various roles women have played.

ENG 1358 Literature of the Black American  
3 credits (elective)  
Prerequisite: ENG 1305 Introduction to Literature.  
Through a reading and discussion of writers such as Richard Wright, Ralph Ellison, James Baldwin, John Killens, Amiri Baraka, Douglas Turner Ward, and Ed Bullins, the student will study aspects of the experience of Black Americans.

ENG 1360 The Literature of Science Fiction  
3 credits (elective)  
Prerequisite: ENG 1305 Introduction to Literature.  
The student will study current problems such as the technological revolution, the population explosion, world famine, and government
interference in private life through literary works which deal with visions of possible futures. The readings will consist of a variety of possible futures. The readings will consist of a variety of short stories and at least two novels by current science fiction writers.

**ENG 1396 Reading in the Social Sciences**
1 credit
Prerequisite: Successful completion of ENG 1395 Advanced Reading in English As A Second Language or permission of instructor.
Corequisite: ENG 1300 Basic Composition or ENG 1302 Introduction to Composition I.
Class meets twice per week for classroom instruction and once per week in the Reading Laboratory for additional practice in skills. The course deals with higher-level reading skills, including literal, critical, and analytical reading; organization of reading materials; relationship between main idea and other sentences in paragraphs; function of summary or conclusion; development of vocabulary using root words, context clues, prefixes, and suffixes; study skills including previewing, surveying, note-taking, outlining, and test-taking techniques. Students will have an opportunity to achieve mastery of these skills while being exposed to a variety of social science materials.

**ENG 1397 Reading in the Natural Sciences**
1 credit
Prerequisite: Successful completion of ENG 1396 Reading in the Social Sciences or permission of instructor.
Class meets twice per week for classroom instruction and once per week in the Reading Laboratory for additional skills practice. This course will provide students with an opportunity to develop those reading skills that apply to reading scientific materials, recognizing the organizational patterns of scientific materials, developing a specialized vocabulary in the areas of science, being able to translate the written work into charts and graphs, and being able to read charts and graphs. The student will develop the ability to use illustrations and diagrams.

**ENG 1399 Developmental Reading**
1 credit
Corequisite: ENG 1301
The student will work intensively to develop his/her ability to organize ideas, increase speed, and improve comprehension and interpretation. He/she will also concentrate on vocabulary improvement and retention of facts. Class meets twice per week for classroom and 1 time per week for additional skills work in the Reading Laboratory.

---

**Bilingual Model Program for Elementary ESL (Low Elementary)**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
<th>Eq. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 1314 Basic English as a Second Language</td>
<td>2.0</td>
<td>4.0</td>
</tr>
<tr>
<td>ESL 1392 Basic Reading in English as a Second Language</td>
<td>0.5</td>
<td>1.0</td>
</tr>
<tr>
<td>SPA 2210 Pre-Composition Work** or an appropriate course as specified by the Modern Languages Department</td>
<td>0.0</td>
<td>3.0</td>
</tr>
<tr>
<td>A mathematics course as specified by the Mathematics Department</td>
<td>1.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Behavioral/Social Sciences</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6.5</strong></td>
<td><strong>15.6</strong>*</td>
</tr>
</tbody>
</table>

* All content courses may be taken in Spanish.

** Liberal Arts students are required to take six (6) credits in modern languages.

*** Veterans must be advised by a counselor in the Veterans Administration Office.
Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Eq. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 1318 Basic English as a Second Language 2</td>
<td>2.0</td>
<td>4.0</td>
</tr>
<tr>
<td>ESL 1393 Basic Reading in English as a Second Language</td>
<td>0.5</td>
<td>1.0</td>
</tr>
<tr>
<td>SPA 2212 Basic Spanish Composition or an appropriate course as specified by the Modern Languages Department</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Mathematics* as specified by the Mathematics Department</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Behavioral/Social Sciences*</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>11.5</td>
<td>14.0</td>
</tr>
</tbody>
</table>

*Warning: One of these content courses must be taken in English. Experience has shown that students who fail to take the prescribed ESL courses, or who do not follow the guidelines for the sequence or the number of credits to be taken in English, may fall behind in their English-language progress. The students could be retested and placed at the appropriate proficiency level at the discretion of the English Department. Furthermore, they will (1) jeopardize their academic functioning both at Hostos and at senior college levels, (2) jeopardize their professional opportunities in the English-speaking world of work, and (3) possess less marketable skills by not being active bilinguals functional in both English and Spanish.

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Eq. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 1322 Intermediate English as a Second Language</td>
<td>2.0</td>
<td>4.0</td>
</tr>
<tr>
<td>ESL 1394 Intermediate Reading in English as a Second Language</td>
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<td>1.0</td>
</tr>
<tr>
<td>SPA 2214 Introduction to Literature</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Biology,* Chemistry or Physics</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Behavioral/Social Sciences*</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Mathematics as specified by Mathematics Dept.</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>15.5</td>
<td>18.0</td>
</tr>
</tbody>
</table>

* Two courses must be taken in English.

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Eq. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 1332 Advanced English as a Second Language</td>
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<td>4.0</td>
</tr>
<tr>
<td>ESL 1395 Advanced Reading in English as a Second Language</td>
<td>0.5</td>
<td>1.0</td>
</tr>
<tr>
<td>Biology,* Chemistry or Physics</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Behavioral/Social Sciences*</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Visual &amp; Performing Arts*</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>12.5</td>
<td>15.0</td>
</tr>
</tbody>
</table>

* Two courses must be taken in English.

Fifth Semester

<table>
<thead>
<tr>
<th>Course</th>
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<th>Eq. Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ENG 1300 Basic Composition</td>
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<tr>
<td>ENG 1396 Reading in the Social Sciences</td>
<td>1.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Africana or Puerto Rican Studies*</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Electives*</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Physical Education*</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>11.0</td>
<td>15.0</td>
</tr>
</tbody>
</table>

* Only one course may be taken in Spanish.
Sixth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Eq. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1302 Introduction to Composition</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>ENG 1397 Reading in the Natural Sciences</td>
<td>1.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Behavioral/Social Sciences*</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Physical Education*</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>Electives*</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Electives*</td>
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<td>3.0</td>
</tr>
<tr>
<td></td>
<td>14.0</td>
<td>16.0</td>
</tr>
</tbody>
</table>

* Only one course may be taken in Spanish.

Bilingual Model Program for Elementary ESL 2 (High Elementary)*

The English program for the students in this three-year sequence begins with Basic English as a Second Language 2, plus Basic Reading in English as a Second Language 2. During the next two semesters the student will take Intermediate and Advanced English as a Second Language, plus Intermediate and Advance Reading in English as a Second Language. In the fourth and fifth semesters the student will take a specially designed course in writing plus Reading in the Social Sciences, and Introduction to Composition I, plus Reading in the Natural Sciences. These last four courses will satisfy the English requirements for students in this program. Some of the remaining content courses may be taken bilingually. However, the student will be required to progressively take a prescribed number of courses per semester in English.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Eq. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 1318 Basic ESL 2</td>
<td>2.0</td>
<td>4.0</td>
</tr>
<tr>
<td>ESL 1393 Basic ESL Reading 2</td>
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</tr>
<tr>
<td>SPA 2210 Pre-Composition Work or</td>
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<td>3.0</td>
</tr>
<tr>
<td>appropriate course as specified by the</td>
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<td></td>
</tr>
<tr>
<td>Modern Languages Department</td>
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<td>MAT 1700 Remedial Mathematics or an</td>
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</tr>
<tr>
<td>appropriate course as specified by the</td>
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<td></td>
</tr>
<tr>
<td>Mathematics Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behavioral/Social Sciences</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>6.5</td>
<td>15.0</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Eq. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 1322 Intermediate ESL</td>
<td>2.0</td>
<td>4.0</td>
</tr>
<tr>
<td>ESL 1394 Intermediate ESL Reading</td>
<td>0.5</td>
<td>1.0</td>
</tr>
<tr>
<td>SPA 2212 Basic Spanish Composition or an</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>appropriate course as specified by the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modern Languages Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics** as specified by the</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Mathematics Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education**</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>Behavioral/Social Sciences**</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>12.5</td>
<td>15.0</td>
</tr>
</tbody>
</table>

*Warning: One content course must be taken in English. Experience has shown that students who fail to take prescribed ESL courses, or who do not follow the guidelines for the number of credits to be taken in English where this is specified, may fall behind in their English language progress. These students may be retested and placed at the appropriate proficiency level at the discretion of the English Department. Furthermore, they will (1) jeopardize their academic functioning both at Hostos and at senior college levels, (2) jeopardize their professional opportunities in the English-speaking world of work, and (3) possess less marketable skills by not being active bilinguals in English and Spanish.

** Two courses must be taken in English.
Third Semester Credits Eq. Cr. Hrs.
ESL 1332 Advanced ESL 2.0 4.0
ESL 1395 Advanced ESL Reading 0.5 1.0
SPA 2214 Introduction to Literature 3.0 3.0
Biology*, Chemistry, or Physics 4.0 4.0
Mathematics* as specified by the Mathematics Department 3.0 3.0

12.5 15.0

* One course may be taken in Spanish.

Fourth Semester Credits Eq. Cr. Hrs.
ENG 1300 Basic Composition 3.0 5.0
ENG 1396 Reading in the Social Sciences 1.0 3.0
Biology*, Chemistry, or Physics 4.0 4.0
Behavioral/Social Sciences* 3.0 3.0
Visual & Performing Arts* 3.0 3.0

14.0 18.0

* One course may be taken in Spanish.

Fifth Semester Credits Eq. Cr. Hrs.
ENG 1302 Introduction to Composition 3.0 3.0
ENG 1397 Reading in the Natural Sciences (if necessary) 3.0 3.0
Elective* 3.0 3.0
Elective* 3.0 3.0
Africana or Puerto Rican Studies* 3.0 3.0

15.0 15.0

* One course may be taken in Spanish.

Sixth Semester Credits Eq. Cr. Hrs.
ENG 1303 Introduction to Composition 2 3.0 3.0
Behavioral/Social Sciences 3.0 3.0

6.0 6.0

Bilingual Model Program for Intermediate English As a Second Language

The English Program for this two-and-a-half year program begins with the ESL sequence Intermediate English as a Second Language and Intermediate English as a Second Language Reading. During the next two semesters the student will take Advanced English as a Second Language, Advanced English as a Second Language Reading, a specially designed course in writing, and Reading in the Social Sciences. In the last year, he/she will take Introduction to Composition 1, and Reading in the Natural Sciences and Introduction to Composition 2. These last two courses will satisfy the English requirements for students in this program. Some of the remaining content courses may be taken bilingually; however, the student will be required to take a prescribed number of courses per semester in English.
**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Eq. Cr. hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 1322 Intermediate ESL</td>
<td>2.0</td>
<td>4.0</td>
</tr>
<tr>
<td>ESL 1394 Intermediate ESL Reading</td>
<td>0.5</td>
<td>1.0</td>
</tr>
<tr>
<td>SPA 2210 Pre-Basic Composition or a course as prescribed by the Modern Languages Department</td>
<td>0.0</td>
<td>3.0</td>
</tr>
<tr>
<td>MAT 1700* or a course as prescribed by the Mathematics Department</td>
<td>1.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Behavioral/Social Sciences*</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Physical Education*</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>7.5</td>
<td>16.0</td>
</tr>
</tbody>
</table>

*Warning: Two courses *must* be taken in English. Experience has shown that students who fail to take prescribed ESL courses, or who do not follow the guidelines for the number of credits to be taken in English where this is specified, may fall behind in their English language progress. The students may be retested and placed at the appropriate proficiency level at the discretion of the English Department. Furthermore, they will (1) jeopardize their academic functioning both at Hostos and at senior college levels, (2) jeopardize their professional opportunities in the English-speaking world or work, and (3) possess less marketable skills by not being active bilinguals functional in English and Spanish.

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Eq. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 1332 Advanced ESL</td>
<td>2.0</td>
<td>4.0</td>
</tr>
<tr>
<td>ESL 1395 Advanced ESL Reading</td>
<td>0.5</td>
<td>1.0</td>
</tr>
<tr>
<td>SPA 2212 Basic Spanish Composition or an appropriate course as prescribed by the Modern Languages Department</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Mathematics* as prescribed by the Mathematics Department</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Behavioral/Social Sciences*</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Elective*</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Physical Education*</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15.5</td>
<td>18.0</td>
</tr>
</tbody>
</table>

* Two courses *must* be taken in English.

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Eq. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1300 Basic Composition</td>
<td>3.0</td>
<td>5.0</td>
</tr>
<tr>
<td>ENG 1396 Reading in the Social Sciences</td>
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</tr>
<tr>
<td>Biology*, Chemistry, or Physics</td>
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<td>4.0</td>
</tr>
<tr>
<td>SPA 2214 Introduction to Literature</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Behavioral/Social Sciences*</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Mathematics* as prescribed by the Mathematics Department</td>
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<td>3.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td>16.0</td>
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**Fourth Semester**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
<th>Eq. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1302 Introduction to Composition I</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>ENG 1397 Reading in the Natural Sciences (if necessary)</td>
<td>1.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Biology*, Chemistry, or Physics</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Behavioral/Social Sciences*</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Africana or Puerto Rican Studies*</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>14.0</td>
<td>16.0</td>
</tr>
</tbody>
</table>

* One course may be taken in Spanish.
Model Advanced ESL Program

The English program, for the students in this two-and-a-half year sequence, begins with Advanced English as a Second Language and Advanced Reading in English as a Second Language. The student will then take a specially designed course in Basic Composition Writing and Reading in the Social Sciences. The student will complete the program with the regular sequence Introduction to Composition 1 and 2, Reading in the Natural Sciences and a course in Introduction to Literature. These last four courses will satisfy the English requirements for students in this program. Many of the student’s remaining courses should be taken in English although the student may be allowed to take some in Spanish.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Eq. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 1332 Advanced ESL</td>
<td>2.0</td>
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</tr>
<tr>
<td>ESL 1395 Advanced ESL Reading</td>
<td>0.5</td>
<td>1.0</td>
</tr>
<tr>
<td>SPA 2210 Pre-Basic Composition or an</td>
<td>0.0</td>
<td>3.0</td>
</tr>
<tr>
<td>appropriate course as prescribed by the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modern Languages Department</td>
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<td></td>
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<tr>
<td>MAT 1700* or a course as prescribed by the</td>
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<td>4.0</td>
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<tr>
<td>Mathematics Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behavioral/Social Sciences*</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Physical Education*</td>
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<td>1.0</td>
</tr>
<tr>
<td></td>
<td>7.5</td>
<td>16.0</td>
</tr>
</tbody>
</table>

*Warning: Only one course may be taken in Spanish. Experience has shown that students who fail to take prescribed ESL courses, or who do not follow the guidelines for the number of credits to be taken in English where this is specified, may fall behind in their English-language progress. These students may be retested and placed at the appropriate proficiency level at the discretion of the English Department. Furthermore, they will (1) jeopardize their academic functioning both at Hostos and at senior college levels, (2) jeopardize their professional opportunities in the English-speaking world of work, and (3) possess less marketable skills by not being active bilinguals functional in English and Spanish.

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Eq. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1300 Basic Composition</td>
<td>3.0</td>
<td>5.0</td>
</tr>
<tr>
<td>ENG 1396 Reading in the Social Sciences</td>
<td>1.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Mathematics* as prescribed by the</td>
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<td>3.0</td>
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<tr>
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<tr>
<td>Behavioral/Social Sciences*</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Physical Education*</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>14.0</td>
<td>18.0</td>
</tr>
</tbody>
</table>

* One course may be taken in Spanish.
### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Eq. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1302 Introduction to Composition I</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>ENG 1397 Reading in the Natural Sciences (if necessary)</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Biology*, Chemistry, or Physics</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>SPA 2214 Introduction to Literature</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Mathematics* as prescribed by the Mathematics Department</td>
<td>3.0</td>
<td>3.0</td>
</tr>
</tbody>
</table>

* One course may be taken in Spanish.

### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Eq. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1303 Introduction to Composition 2</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Biology*, Chemistry, or Physics</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Behavioral/Social Sciences</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Africana or Puerto Rican Studies</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Elective*</td>
<td>3.0</td>
<td>3.0</td>
</tr>
</tbody>
</table>

* One course may be taken in Spanish.

### Fifth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Eq. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1305 Introduction to Literature</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Behavioral/Social Sciences* (2 courses)</td>
<td>6.0</td>
<td>6.0</td>
</tr>
<tr>
<td>Visual &amp; Performing Arts</td>
<td>3.0</td>
<td>3.0</td>
</tr>
</tbody>
</table>

* One course may be taken in Spanish.
MATHEMATICS

The goal of the mathematics curriculum is twofold:
To provide students in the natural, health, and social sciences with the particular skills they need for higher-level work in their specialty.
To give students in the arts and sciences program a deeper appreciation for the reality of mathematics that lies beyond mere computational skill. The emphasis is on logic and systematic construction leading to more sophisticated mathematical models.

The mathematics curriculum provides a variety of offerings that survey the meaning of mathematics as a logical system. The particular models chosen to exemplify these logical principles will vary from time to time depending on the current interest of students and faculty. Since such models are meant to be illustrations only, the choice can be selective without any change of purpose.

At the end of every semester (January and May) every student who takes a mathematics course must take and pass a skills test. No credit will be given for any mathematics course until this test is passed.

All courses in the Mathematics Department can be offered in English or Spanish, depending upon student needs.

Students interested in planning a concentration in mathematics are advised to consult with the Mathematics Department chairperson.

MAT 1600 Remedial Mathematics
(Formerly MAT 1700)
1 credit
The student will be drilled in the use of integers, fractions, decimals under the four basic arithmetic operations. He/she will also study powers and roots of integers, percent, ratio and proportion. The student will demonstrate his/her proficiency in these operations formally and as applied to word problems.

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

MAT 1622 Elementary Algebra
2 credits
Prerequisite: Pass qualifying examination, MAT 1600 or MAT 1604.
Fundamental operations with polynomials and rational algebraic expressions, simplification of algebraic expressions with integral exponents, factorization of polynomials, solution of linear and quadratic equations, simplification of algebraic expressions, graphs of linear and quadratic equations, graphic and algebraic solution of simultaneous linear equations.

MAT 1628 College Algebra
3 credits
Prerequisite: MAT 1624 Intermediate Algebra or pass qualifying exam, or have taken two years of high school mathematics.
The student will study the complex number system and solve problems involving complex numbers; solve first and second degree systems of equations using different techniques; study trigonometric functions and their inverses as well as exponential and logarithmic functions; solve problems using trigonometric laws and identities; and study progressions and mathematical induction and solve elementary problems involving concepts of “limit.”
MAT 1632 Introductory College Mathematics I
3 credits
The student will study and become proficient in operations that involve the decimal system, systems with other bases, modular arithmetic, and the fundamentals of set theory; evaluate compound statements involving disjunction, conjunction, and implications; construct truth tables; and perform basic operations and identify properties possessed by the set of integers and rational and real numbers.

MAT 1634 Introductory College Mathematics II
3 credits
The student will solve problems involving denominate numbers based on both the metric and English systems of measurement as well as problems in nonmetric geometry and elementary problems in topology. The student will also define fundamental concepts of elementary algebra and solve linear equations in one and two variables. He/she will graph linear equations, relations, and functions and investigate the meaning of probability and some of its applications.

MAT 1642 Calculus I
3 credits
Prerequisite: Three years of high school mathematics or MAT 1628 College Algebra or pass qualifying exam.
The student will review coordinate geometry and study the mathematical notion of the increment of a function and learn to apply it to limits, to slope, and finally, to the derivative. The student will study and show proficiency in operating with elementary functions and their limits; in finding the derivatives of polynomial functions, of rational functions, and of trigonometric functions, and finally, in applying all of these operations to selected problems.

MAT 1644 Calculus II
3 credits
Prerequisite: MAT 1642 Calculus I or its equivalent.
The student will study and become proficient in various techniques of integration and their applications. Among these techniques are included integration by the method of partial fractions, integrations by parts, and numerical methods for approximating integrals. Among the applications are included the evaluation of improper integrals and simple differential equations. The student will apply the definite integral to standard problems involving the following: area, volume, arc length, surface of revolution, moment and center of mass, centroid, hydrostatic pressure, and work.

MAT 1646 Calculus III
3 credits
Prerequisite: MAT 1642-44 Calculus I-II or its equivalent.
The student will study and become proficient in his/her knowledge of functions and in evaluating sequences and series of constants. He/she will test such sequences and series for convergence and divergence. He/she will prove Taylor’s Theorem with remainder and apply it to selected problems. The student will also re-examine elementary calculus in a rigorous fashion, and present detailed proofs for continuity of functions, the intermediate value theorem, the mean value theorem, and convergence and uniform convergence.

MAT 1682 Introduction to Probability and Statistics
3 credits
Prerequisite: One year of algebra or its equivalent.
The student will identify, define, and compute the measures of central tendency and dispersion, develop frequency distribution and related histograms; determine the level of correlation, and draw inferences from regression lines. The student will also solve problems involving sample spaces, counting techniques, and mathematical expectation; determine the probability of normally distributed events through use of tables; conduct hypothesis testing; and determine confidence intervals.

MAT 1692 Introduction to Computer Science
3 credits
Prerequisite: At least one year of algebra.
The student will study the following as they relate to computers: the algorithm, its expressions as a flow-chart, a computer model and a computer language (BASIC), computation and data organization, arithmetic expressions, compound conditions, branching, arrays, and looping. The student will also study the following as they relate to computers: approximations, functions and procedures, numerical applications, roots of equations, maxima and minima, areas, simultaneous equations, averages, and deviation from the average.

MAT 1722 Linear Algebra
3 credits
Prerequisite: One semester of calculus.
The student will study matrix algebra; solve systems of homogeneous and inhomogeneous linear equations; define and understand the concepts of vector space, subspace, linear independence and dependence of vectors and spanning set. The student will define the concepts of basis and dimension of a vector space; define the concept of linear transformation and determine its matrix representation; determine Eigenvalues and Eigenvectors for a linear transformation.

MAT 1732 Number Theory
3 credits
Prerequisite: Two years of high school algebra or MAT 1634 Introductory College Mathematics II, or pass qualifying exam.
The student will verify some fundamental properties of natural numbers; express numbers in different bases; find the greatest common divisors of two numbers by Euclid's algorithm, factor an integer by various methods such as Fermat's and Euler's methods; and become acquainted with several solved and unsolved problems in number theory. The student will find the number of divisors of a natural number, the sum of the divisors, the product of the divisors, and the means of the divisors; become acquainted with perfect, multiply perfect, amicable and sociable numbers, and analyze various theorems related to perfect numbers; study Euler's function; solve simple diophantine equations; and study congruences.

MAT 1742 Ordinary Differential Equations
3 credits
Prerequisite: MAT 1644 Calculus II.
The student will formulate and solve differential equations of the first and second order. He/she will apply these methods to related practical problems. The student will formulate and solve linear differential equations with constant coefficients and apply these techniques to practical problems that give rise to such equations.
MODERN LANGUAGES

The study of modern languages is designed to enable the student to acquire elementary conversational skills in French, Italian, or Spanish for everyday social and professional communication and for career goals. Students who already possess demonstrable practical language skills can pursue advanced offerings in language and literature (French and Spanish), including independent readings. In the elementary language offerings, the student can mark his/her progress by achievement of the performance objectives set forth in each course either through oral or written tests. To attain conversational skill in basic offerings (02-04 sequence) attendance is mandatory at each class meeting, reinforced by a one-hour-per-week minimum of oral practice in the language laboratory.

In the advanced offerings, credit is earned by the development of skills basic to the appreciation of literature: identification of literary genres, analysis of texts, cultural patterns reflected in a given work, comparison of stylistic modes, and the organization of ideas in writing techniques. Frequent individual conferences with the instructor guide the student to evaluate his/her own progress.

A three-credit semester sequence in language offerings insures course equivalency for transfer to other colleges. A student receives credit for the first semester only after completion of the second semester.

In the elementary offerings, the use of the vernacular will be limited to the minimum necessary in order to insure comprehension. Only the modern language itself will be used in the study of literature; exceptions to this are French 1922 African Literature in French and French 1952 French Culture and Science, which are offered in both French and English. Arts and sciences students will receive credit for the 02-04 semester sequence only after they have completed the two courses in this sequence, unless credited with advanced placement. Health science students who choose a modern language as an elective need only complete three credits, except for the A.A. degree in Early Childhood Education, which requires six credits. Attendance is obligatory for all class sections. Students interested in planning a concentration in the modern languages are advised to consult the Modern Languages Department chairman. Commencing June 1979, the department will grant the Raoul Perez Award to the student with the highest grade point average in Modern Languages.

French

FRE 1902 Elementary French I
3 credits
The beginning student will demonstrate elementary skills in speaking, reading, and writing French through recitation in the classroom and practice in the language laboratory.

FRE 1904 Elementary French II
3 credits
Prerequisite: FRE 1902 Elementary French I or the equivalent.
The student will demonstrate further development of the basic skills acquired in FRE 1902 through recitation in the classroom and practice in the language laboratory.

FRE 1906 Intermediate French I
3 credits
Prerequisite: FRE 1904 Elementary French II or the equivalent.
The student will demonstrate self-expression in French through a systematic review of grammar and the reading and discussion of selected prose and poetry in class. The student will use the language laboratory for supplementary oral drill.

FRE 1908 Intermediate French II
3 credits
Prerequisite: FRE 1906 Intermediate French or the equivalent.
The student will demonstrate self-expression in French through continued systematic review of grammar, the reading and discussion of the works of selected contemporary writers, the presentation of written and oral reports based on current periodicals, happenings, or subjects of personal interest. The student will use the language laboratory for supplementary oral drill.

FRE 1922 African Literature in French
3 credits
Prerequisite: FRE 1908 Intermediate French or the equivalent.
The student will read, discuss, and prepare written or oral reports on the imaginative and didactic works of such contemporary African writers as Oyono, Diop, Senghor, Camara Laye, and Frantz Fanon and Aime Cesaire of the Caribbean. Current philosophies such as "La Negritude" will be analyzed as well as political, economic, aesthetic, and linguistic trends in the African nations represented by these men of letters. Offered in French and English.

FRE 1944 Extensive Readings in French
3 credits
Prerequisite: Consent of the instructor.
The student will read five to seven works from a list recommended by the instructor or suggested by the student and approved by the instructor. The student will submit a written report on each of the readings and will meet with the instructor to discuss these reports.

FRE 1952 French Culture and Science
3 credits
Prerequisite: Consent of the instructor.
The student will read and discuss key excerpts of works by French thinkers who reflect contemporary culture and values. Through classroom demonstrations, the student will identify major research contributions of renowned French scientists, one of whom will be chosen for a written and oral report. Offered in French and in English.

Italian

ITA 2102 Elementary Italian I
3 credits
The beginning student will demonstrate elementary skills in speaking, reading, and writing Italian through recitation in the classroom and practice in the language laboratory.

ITA 2104 Elementary Italian II
3 credits
Prerequisite: ITA 2102 Elementary Italian or the equivalent.
The student will demonstrate further development of the basic skills acquired in ITA 2102 through recitation in the classroom and practice in the language laboratory.

Spanish

SPA 2202 Elementary Spanish I
3 credits
The beginning student will demonstrate elementary skills in speaking, reading, and writing Spanish through recitation in the classroom and practice in the language laboratory.

SPA 2204 Elementary Spanish II
3 credits
Prerequisite: SPA 2202 Elementary Spanish or the equivalent.
The student will demonstrate further development of the basic skills acquired in SPA 2202 through recitation in the classroom and practice in the language laboratory.

SPA 2206 Intermediate Spanish I
3 credits
Prerequisite: SPA 2204 Elementary Spanish or the equivalent.
The student will demonstrate self-expression in Spanish through a systematic review of grammar and the reading and discussion of selected prose and poetry in class. The student will use the language laboratory for supplementary oral drill.

SPA 2208 Intermediate Spanish II
3 credits
Prerequisite: SPA 2206 Intermediate Spanish or the equivalent.
The student will demonstrate self-expression in Spanish through continued systematic review of grammar, the reading and discussion of the works of selected contemporary writers, the presentation of written and oral reports based on current periodicals, happenings, or subjects of personal interest. The student will use the language laboratory for supplementary oral drill.

SPA 2210 Basic Spanish Composition I
0 credits
The student will demonstrate skills in elementary writing by an analysis of sentence structure and usage, paragraph formation, and the application of the latter in reading comprehension. Use of library reference materials and note taking will also be included in course.

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

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

**SPA 2216 Spanish for U.S. Hispanics I**  
3 credits  
Prerequisite: Placement test.  
The student will demonstrate skills in speaking and reading through a basic review of Spanish grammar, in particular those aspects that present special difficulties to the native speaker born in the United States or educated in this country.

**SPA 2218 Spanish for U.S. Hispanics II**  
3 credits  
Prerequisite: SPA 2216 Spanish for Native Speakers I or the equivalent.  
Continuation of SPA 2216, but with special emphasis on composition skills: spelling, paragraph, and essay organization.

**SPA 2220 Spanish American Literature I**  
3 credits  
Prerequisite: SPA 2212 Basic Spanish Composition or equivalent.  
The student will read representative short works by writers from the colonial period through those of the 19th century Spanish American countries, with emphasis on the latter century; participate in literary discussions based on readings and lectures presented by the instructor; and prepare oral and written reports.

**SPA 2222 Spanish American Literature II**  
3 credits  
Prerequisite: SPA 2212 Basic Spanish Composition or equivalent.  
A continuation of SPA 2220. The student will read representative works of contemporary writers, participate in literary discussions based on readings and lectures presented by the instructor; and prepare oral and written reports.

**SPA 2224 Contemporary Spanish-American Theatre**  
3 credits  
Prerequisite: Spanish 2212 Basic Spanish Composition or the equivalent.

The student will analyze and discuss representative dramatic works of present-day Spanish-American writers as related to the social, political, and economic conditions prevailing in the different countries. The student will compare and contrast works, formulate character analyses, and identify dramatic elements noted therein.

**SPA 2226 The Contemporary Spanish-American Novel**  
3 credits  
Prerequisite: Spanish 2212 Basic Spanish Composition or the equivalent.  
The student will read some of the most important Spanish-American novels of today, and discuss them both orally and in writing. A term paper may be required. Such novelists as Asturias, Carpentier, and García Márquez will be analyzed.

**SPA 2228 The Spanish-American Short Story**  
3 credits  
Prerequisite: SPA 2212 Basic Spanish Composition or the equivalent.  
The student will read representative short stories by Spanish-American writers; participate in literary discussions based on the readings; prepare both oral and written reports.

**SPA 2230 Caribbean Literature**  
3 credits  
Prerequisite: SPA 2212 Basic Spanish Composition or the equivalent.  
The student will read, analyze, and discuss selections from the contemporary literature of Cuba, the Dominican Republic, and Puerto Rico, paying special attention to the political, social, and cultural aspects of each work. Written or oral reports may be required.

**SPA 2232 Advanced Spanish Composition**  
3 credits  
Prerequisite: SPA 2212 Basic Spanish Composition or the equivalent.  
The student will demonstrate the skill to present ideas effectively in written Spanish by writing expository, descriptive, narrative, and argumentative prose as well as by translating English prose.

**SPA 2242 Modern Spanish Literature**  
3 credits  
Prerequisite: SPA 2212 Basic Spanish Composition or the equivalent.
The student will read representative works by Spanish authors from the Generation of 1898 to the present; participate in literary discussions based on readings and lectures presented by the instructor; and prepare both oral and written reports.

**SPA 2244 Extensive Readings in Spanish**
3 credits
Prerequisite: Consent of the instructor.
The student will read five to seven works from a list recommended by the instructor or suggested by the student and approved by the instructor. The student will submit a written report on each of the readings and meet with the instructor to discuss the reports.

**SPA 2246 The Golden Age**
3 credits
Prerequisite: SPA 2212 Basic Spanish Composition or the equivalent.
The student will read and discuss representative works of Lope, Calderón, Quevedo and of the classical period, and prepare oral and written reports based on the readings and lectures presented by the instructor.

**SPA 2248 Spanish-American Essay**
3 credits
Prerequisite: SPA 2212 Basic Spanish Composition or the equivalent.
The student will read, analyze, and discuss essays of modern Spanish-American writers such as: Alfonso Reyes, Ezequiel Martínez Estrada, Pedro Henríquez Ureña, Antonio S. Pedreira. Written and oral reports may be required.
The philosophy of the Department of Physical Education/Athletics is to provide students with educational experiences to help them to meet the needs of individual physical fitness and leisure living.

The department attempts to express its philosophy in the following ways:

1. Through a service program, the department seeks to insure that each student acquires a comprehensive understanding of physical fitness, dynamic health, and leisure living, the ability to identify personal fitness and leisure-living needs on a continuing basis; the experience of counseling techniques which explore available options toward meeting individual fitness and leisure-living needs; and basic and advanced skills in healthful physical activities of the student's own selection.

2. The department offers a program of intramurals, recreational, and special activities designed to meet student skills and interests.

3. The department offers varsity, intercollegiate athletic programs to meet student needs and interests when feasible.

Students who are interested in planning a concentration in physical education are advised to consult with the Physical Education/Athletics Department chairman.

Beginning in September 1974, all freshman students in programs of study requiring physical education must successfully complete PED 0100 Personal Physical Fitness as a prerequisite to any activity modules.

All required physical education modules within the service program are to be taken from among modules PED 0100 to PED 0146.

**PED 0100 Personal Physical Fitness**
1 credit
This module is required of all freshman students in programs requiring physical education. The student will analyze modern concepts of fitness; obtain an evaluation of his or her own level of fitness and health and participate in a variety of exercise programs designed to improve muscular and cardiovascular systems. Students will be counseled to answer their fitness-health needs.

**PED 0101 Advanced Athletics-Men's Basketball**
1 credit
The student will receive credit after he has met pre-established criteria in the activity of intercollegiate basketball.

**PED 0104 Advanced Athletics-Women's Cheerleading**
1 credit
The student will perform the basic jumps and tumbling skills in cheerleading and be able to demonstrate knowledge of basic welcome, sideline, and floor cheers. Learning methods include films, demonstration, and lab sessions.

**PED 0105 Advanced Athletics-Women's Volleyball**
1 credit
The student will receive credit after she has met pre-established criteria in the activity of intercollegiate women's volleyball.

**PED 0106 Advanced Athletics-Women's Basketball**
1 credit
The student will receive credit after she has met pre-established criteria in the activity of intercollegiate women's basketball.

**PED 0107 Advanced Athletics-Men's Soccer**
1 credit
The student will receive credit after he has met pre-established criteria in the activity of intercollegiate soccer.

**PED 0115 Beginning Karate**
1 credit
Prerequisite: PED 0100 Personal Physical Fitness.
At the conclusion of this module, the student will be able to perform the fundamental skills related to karate. This course will meet for two hours per week for one semester.

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

**PED 0119 Self-Defense for Men and Women**
1 credit
Prerequisite: PED 0100 Personal Physical Fitness.
The student will defend himself or herself against attacks from the side and back, and will identify the various safety programs for the home and streets. This course will meet for two hours per week for one semester.
PED 0121 Non-Swimmer  
1 credit  
Prerequisite: PED 0100 Personal Physical Fitness.  
The student will observe rules of water safety and perform the fundamental strokes and survival skills in deep water. This course will meet for two hours per week for one semester.

PED 0122 Beginning Swimming  
1 credit  
Prerequisite: PED 0100 Personal Physical Fitness.  
The student will observe the rules of water safety and perform the basic swimming strokes associated with the American Red Cross Program for beginning swimmers. This course will meet for two hours per week for one semester.

PED 0123 Intermediate Swimming  
1 credit  
Prerequisite: PED 0100 Personal Physical Fitness.  
The student will perform advanced swimming strokes and diving skills and develop stamina in the water. This course will meet for two hours per week for one semester.

PED 0124 Senior Life Saving  
1 credit  
Prerequisite: PED 0100 Personal Physical Fitness.  
The student will observe advanced rules of water safety and perform advanced swimming strokes and life-saving techniques as required by the American Red Cross Senior Life Saving. This course will meet for two hours per week for one semester.

PED 0130 Bowling  
1 credit  
Prerequisite: PED 0100 Personal Physical Fitness.  
The student will state the basic rules, methods of scoring, and etiquette of bowling and demonstrate the fundamental bowling skills. Learning methods include discussion, videotapes, demonstrations, and lab sessions. This course will meet for two hours per week for one semester.

PED 0131 Beginning Fencing  
1 credit  
Prerequisite: PED 0100 Personal Physical Fitness.  
The student will perform competitively with the foil, executing various attacks and parries. This course will meet for two hours per week for one semester.

PED 0132 Outdoor Winter Sports  
1 credit  
Prerequisite: PED 0100 Personal Physical Fitness.  
The student will perform the basic skills related to the outdoor winter sports of ice skating, downhill skiing and cross-country skiing. The student will demonstrate his or her knowledge of the safety measures and use of equipment in each sport.

PED 0135 Slimnastics and Figure Control  
1 credit  
Prerequisite: PED 0100 Personal Physical Fitness.  
The student will learn the basic concepts of body development and weight control by means of calisthenic and isometric exercises. A figure and nutrition analysis will be taken of each student. Learning methods include lecture-discussions, films, demonstrations, and lab sessions. This course will meet for two hours per week for one semester.

PED 0136 Beginning Tennis  
1 credit  
Prerequisite: PED 0100 Personal Physical Fitness.  
The student will perform basic tennis ground strokes, analyze court strategy, define court rules and observe the etiquette of both single and double tennis matches.

PED 0137 Intermediate Tennis  
1 credit  
Prerequisite: PED 0136 Beginning Tennis or permission of the instructor.  
The student will improve and strengthen basic ground strokes, develop advanced strokes, and implement court strategy in both single and double tennis matches.

PED 0138 Weight Training and Body Development  
1 credit  
Prerequisite: PED 0100 Personal Physical Fitness.  
The student will perform the proper skills of weight training; analyze modern concepts of weight training, muscular development, and physical fitness; and participate in his own weight-training program. The student will learn the basic terms and concepts and perform the basic skills associated with weight training and body building. This course will meet for two hours per week for one semester.

PED 0139 Beginning Yoga  
1 credit  
Prerequisite: PED 0100 Personal Physical Fitness.
The student will perform the fundamental exercises and breathing techniques of Yoga as a basis for physical and mental self-improvement. Learning methods include lecture-discussions, demonstrations, and lab sessions. This course will meet for two hours per week for one semester.

PED 0144 Independent Study
1-2 credits
Prerequisite: Permission of the chairman.
The student will be given an opportunity, in consultation with the chairman of the department, to formulate an active, individualized, independent program of learning within physical education.

PED 0133 Handball, Paddleball
1 credit
The student will develop and demonstrate the skills of handball and paddleball and develop a higher level of physical fitness through participation. This course will meet for two hours per week for one semester.

PED 0145 Black and Puerto Rican Dance
1 credit
Prerequisite: PED 0100 Personal Physical Fitness.
The student will perform the basic movements of Black and Puerto Rican dance. The student will have the opportunity to explore creative movement. This course will meet for two hours per week for one semester. Offered in English and Spanish.

PED 0146 Fitness Through Dance
1 credit
Prerequisite: PED 0100 Personal Physical Fitness.
The student will improve his or her physical fitness through specific dance steps and exercises performed to music. Teaching methods include lecture-discussions and demonstration. This course will meet for two hours per week for one semester.

PED 0150 Theory and Practice of Basketball and Baseball
1 credit
Prerequisite: For physical education concentration students only, or by special permission of the instructor.
The student will analyze and appraise player ability. He will identify and define organizational and administrative elements of both sports. In addition, the student will formulate coaching philosophies based on modern concepts of sports and human relationships.

PED 0157 Introduction to Movement
1 credit
Prerequisite: For physical education concentration students only, or by special permission of the instructor.
The student will perform movement patterns as found in dance, sports, and daily movement activities. The student will recognize, identify, and define basic concepts of movement.

PED 0175 Games of Low Organization
1 credit
Prerequisite: For physical education concentration students only, or by permission of the instructor.
The student will state, recognize, and perform the elements involved in teaching games of low organization. Emphasis will be placed on motor exploration, class orientation, and fundamental game skills. Physical education concentration students will be expected to do field work.

PED 0177 First Aid and Safety
2 credits
Prerequisite: For physical education concentration students only, or by permission of the instructor.
The student will analyze and perform immediate and temporary care for an accident victim. The student will also demonstrate knowledge of accident prevention principles and practices of safety education in the home in school, on the job, and in the community with special attention given to sports-derived injuries.
PHYSICAL SCIENCES

The Physical Sciences Department offers courses in chemistry, physics, and clinical science. The curriculum includes courses for career-oriented programs in the health sciences area such as medical laboratory technology, radiologic technology, and dental hygiene. In addition, courses are offered for liberal arts students and for those students who intend to major in the physical or natural sciences.

Chemistry - Physics

1. Health Sciences
   a. Dental Hygiene students
      CHE 4012 Introductory Chemistry
      CHE 4018 Principles of Organic Chemistry
   b. Medical Laboratory Technology students
      CHE 4008 Fundamentals of Chemistry*
      CHE 4002-04 General Chemistry 1-2 lecture
      CHE 4102-04 General Chemistry 1-2 laboratory
      CHE 4009-10 Clinical Science 1-2
      CHE 4020 Introduction to Organic and Biological Chemistry
   c. Radiologic Technology students
      PHY 4308 Introduction to Physics

2. Arts and Sciences
   a. Students not intending to major in the sciences can fulfill the science requirements for graduation by completing a year sequence of Environmental Science 4014-16. Students who have a degree requirement of only 4 credits in the sciences, can take Astronomy laboratory and lecture, PHY 4306-4406 or Environmental Science I, CHE 4014.
   b. Students intending to major in the physical sciences are advised to take the following courses.
      CHE 4008 Fundamentals of Chemistry*
      CHE 4002-04 General Chemistry 1-2
      PHY 4302-04 Physics 1-2
      PHY 4306, Astronomy, is an elective course open to all students.
      *This is an introductory chemistry course for students without a math and/or science background.

Chemistry
CHE 4002 Lecture General Chemistry I
3 credits
CHE 4012 Laboratory
1 credit
Prerequisite: CHE 4008 Fundamental of Chemistry and MAT 1622 Elementary Algebra with a grade of "C" or better or equivalent placement test.
Corequisite: MAT 1624 Intermediate Algebra or higher.

The student will analyze data and solve problems related to the principles of atomic structure, atomic theory, the gas laws, and chemical stoichiometry. The student will explain the most important
postulates of the quantum theory and correlate the failure of the classical theory with the emergence of quantum concepts. The student will explain the basis of the modern periodic law, predict trends in physical and chemical properties of the elements, and solve problems and explain concepts relating to chemical thermodynamics and chemical kinetics. Three hours lecture-demonstration, one hour recitation, three hours laboratory.

CHE 4004 Lecture General Chemistry 2
3 credits

CHE 4104 Laboratory
1 credit
Prerequisite: CHE 4002 General Chemistry I.
The student will explain concepts and solve problems relating to chemical equilibrium, solution chemistry, and ionic equilibria in aqueous solutions. The student will balance oxidation-reduction equilibria, and electrochemistry. The student will classify the different classes of organic compounds and state their properties. Three hours lecture-demonstration, three hours laboratory, one hour recitation.

CHE 4008 Fundamentals of Chemistry
(3 excess hours)
2 credits
Prerequisite: MAT 1604 with a grade of "C" or better or equivalent examination.
Corequisite: MAT 1622 or higher.
The student will solve problems requiring the interconversion of units of length, weight, and capacity from the English system to the metric system. The student will also explain the basic principles of atomic structure, periodicity, chemical bonding, and solve simple problems related to chemical stoichiometry, the gas laws, and composition of solutions. Five hours lecture, demonstration and laboratory.

CHE 4009 Clinical Laboratory Science I
4 credits
Prerequisites: CHE 4002 General Chemistry I and BIO 3704 General Biology II.
The student will demonstrate standard routine methods of analysis on urine, physical, microscopic, and chemical tests. The student will perform routine hemotological tests, standard blood-banking techniques, and basic coagulation tests.

CHE 4010 Clinical Laboratory Science II
4 credits
Prerequisite: CHE 4004 General Chemistry II.
The student will perform standard current biochemical determinations using both manual techniques and some automated procedures. Lecture-discussion two hours, laboratory four hours.

CHE 4012 Introductory Chemistry
(2 excess hours)
4 credits
Prerequisite: Satisfactory performance on math skills test.
The student will solve problems or analyze data which require a knowledge of the principles of atomic theory, chemical bonding, the gas laws and solutions. The student will also recognize the different classes of organic compounds. Three hours lecture-demonstration, one hour recitation, and two hours laboratory.

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

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

CHE 4018 Principles of Organic Chemistry
2 credits
Prerequisite: CHE 4012.
A survey of the fundamentals of organic and biological chemistry for dental hygiene students. Two hours lecture.
CHE 4020 Introduction to Organic and Biological Chemistry  
(1 excess hour)  
4 credits  
Prerequisite: CHE 4002 General Chemistry II.  
A study of the fundamentals of organic and biological chemistry to satisfy the requirements of the Medical Laboratory Technology Program and other programs requiring a survey of organic and biological chemistry. It may not be used for students intending to major in chemistry. Three hours lecture, four hours laboratory, one hour recitation.

Physics

PHY 4302 Lecture Physics I  
3 credits  
PHY 4402 Laboratory  
1 credit  
Prerequisite: MAT 1622 Elementary Algebra.  
Corequisite: MAT 1624 Algebra for College Students II.  
The student will apply the laws of motion to the solution of problems in mechanics. The student will recognize or state the definition of force, momentum, work and energy, and the corresponding concepts of the kinetic theory of matter and solve simple and practical problems related to heat. Three hours laboratory.

PHY 4304 Lecture Physics II  
3 credits  
PHY 4404 Laboratory  
1 credit  
Prerequisite: PHY 4302 Physics I.  
The student will explain the principles of electrostatics, simple direct current circuitry, and the practical generation and properties of alternating currents. The student will solve simple problems involving electromagnetic waves and optics and state or recognize terms related to the atomic and quantum theory. The student will also correlate the failure of the classical theory with the emergence of quantum concepts, explain or recognize terms related to the atomic and nuclear theory of matter, and perform simple radioactivity experiments. The student will give a descriptive account of contemporary physics. Three hours lecture-discussion, one hour recitation, three hours laboratory.

PHY 4306 Astronomy  
3 credits  
This is a descriptive survey course dealing with the solar system, the galaxy, theories of the universe and stellar evolution. Examinations consist of essay and descriptive questions. Offered in English and Spanish. (This is an elective course open to all students. Those students who need 4 credits in science for graduation will take Astronomy lecture PHY 4306, Astronomy lab, PHY 4406.)

PHY 4406 Astronomy Laboratory  
1 credit  
Corequisite: PHY 4306 Astronomy  
Experiments related to astronomical observations (measurements, star location determinations, spectral analysis of stars, etc.) will be performed. In addition, there will be night observations of the sky and field trips (planetarium).

PHY 4308 Introductory Physics (Radiologic Technology)  
4 credits  
Prerequisite: MAT 1622 Elementary algebra or higher.  
Corequisite: MAT 1624 Intermediate Algebra or higher.  
An introduction to basic principles of physics and their applications to Radiologic Technology. The student will study Newton’s Laws of motion, energy relations, atomic theory, and structure of matter, optics, simple electrical circuits and magnetism. Laboratory experiments will emphasize and supplement the lecture material and its applications. Three hours lecture, 1 hour recitation, and three hours laboratory.
PUERTO RICAN STUDIES

The Department of Puerto Rican Studies offers a program which provides students the opportunity to acquaint themselves with the various facets of Puerto Rican culture. It is designed to further develop in the student the skills necessary to obtain a better understanding of and involvement with the Puerto Rican community.

The department offers a variety of courses dealing with the history, politics, economy, society, literature, music, and visual arts of Puerto Rico. Sections will be offered in English and Spanish, depending upon the needs of students.

To earn credit and achieve progress in this department, the student must successfully complete the course requirements as outlined in syllabi.

Students interested in planning a concentration in Puerto Rican studies are advised to consult with the Puerto Rican Studies Department chairman.

CUP 3202 History of Puerto Rico I
3 credits
The student will discuss the geography of the island; the events that led to the advent of Spain to America; the Spanish conquest and colonization of Borinquén; the later transformation of the island from a non-profitable mine to a military garrison by the end of the 16th century; the factors leading to the economic, military, and population deterioration of the island during the 17th century; discuss and analyze the turn of events that improved conditions on the island during the 18th century, especially the reforms promoted by Marshall O'Reilly. Offered in Spanish and English. (Formerly listed as CUP 001-002, CUP 3151-52, CUP 3201-02.)

CUP 3204 History of Puerto Rico II
3 credits
Prerequisite: CUP 3202 History of Puerto Rico I
The student will recall and evaluate the events that led to the emergence of political and national consciousness of the Puerto Ricans during the 19th century; discuss the political and economic transformations that led to the Grito de Lares, the abolition of slavery, and the triumph of autonomismo later in the century. The student will state and explain the events leading to, and the results of, the American invasion of Puerto Rico; discuss the politics and society of the island under the Foraker and Jones organic acts, the "desperate thirties," the Nationalist Movement, Operation Bootstrap, the proclamation of the Commonwealth (E.L.A.), the church and state struggle of 1960, and the defeat and reemergence of the Populares. Offered in Spanish and English. (Formerly listed as CUP 003-004, CUP 3153-54, CUP 3203-004.)

CUP 3212 Puerto Rican Society and Culture
3 credits
The student will discuss and analyze the concepts of society and culture and relate them to Puerto Rico; the development of the Puerto Rican society and its culture and human elements; the process of birth of the Puerto Rican nation; and the colonial society approach to the study of the Puerto Rican society and culture; the dynamics of the socio-cultural change in Puerto Rico, the struggle for survival of the Puerto Rican national identity, Puerto Rico's political culture, economic dependency, family, religion, racial prejudice, social class, poverty, migration, and public opinion. Offered in Spanish and English. (Formerly listed as CUP 005-006, CUP 3155-56, CUP 3211-12.)

CUP 3216 The African Presence in Puerto Rican Culture
3 credits
The student will trace the history of the African from his arrival in Puerto Rico to the present. He/she will discuss the cultural, social, and political contributions of Blacks, as well as institutionalized discrimination and prejudices. He/she will identify and analyze the evidence of the African presence in Puerto Rico; its influence and contributions to religion, language, foods, folklore, music, dance, and art. Offered in Spanish and English. (Formerly listed as CUP 3215-16.)

CUP 3232 The Puerto Rican Migration
3 credits
Prerequisites: CUP 3202 History of Puerto Rico I or CUP 3212 Puerto Rican Society and Culture. Corequisite: SOC 1232 Introduction to Sociology.
The student will analyze the phenomenon of migration to the United States; compare and contrast the migration of Puerto Ricans with other ethnic groups established in New York City; and examine available statistics on health, age groups, education, housing, and employment, and discuss the myth of the "melting pot." The student will discuss prejudice and discrimination against Puerto Ricans; evaluate the work of agencies at the community level; discuss and analyze the political
militancy among the Puerto Ricans in New York; and discuss possible differences and similarities with the islanders and the relevance of the Puerto Rican community in New York to the island's affairs. Offered in Spanish and English. (Formerly listed as CUP 3167-68, CUP 3231-32).

**CUP 3252 Puerto Rican Politics and Economics**
3 credits
Prerequisites: CUP 3202 History of Puerto Rico I or CUP 3212 Puerto Rican Society and Culture. Corequisite: SOC 1232 Introduction to Sociology. The student will demonstrate knowledge of the historical development of the economy of Puerto Rico. He/she will analyze the effects of industrialization on the Puerto Rican economy, the economic sector emerging as a result of this development, and effects of labor organizations in the industrial society. The student will describe and analyze the principal provisions of the organic laws of the island, the political groups and their activities under these laws, and the present organization of the Puerto Rican government. He/she will describe and discuss the present political movements on the island. Offered in Spanish and English. (Formerly listed as CUP 3251-52.)

**CUP 3262 Contemporary Government and Politics of Puerto Rico**
3 credits
Prerequisite: CUP 3202 History of Puerto Rico I or the consent of the instructor. The student will describe the organic laws preceding the Constitution of the Commonwealth, the Constitution itself, Constitutional Court decisions, and projects for changes; will describe the functions of each branch of government and the interrelationship between these branches; describe and analyze the principal traits of the political culture of the Puerto Ricans, its relations to historical developments and colonialism; and describe and discuss political parties, their ideologies, organizations, activities, and leadership.

**CUP 3282 Contemporary Economy of Puerto Rico**
3 credits
Prerequisite: CUP 3202 History of Puerto Rico I or the consent of the instructor. The student will trace the development of industrial Puerto Rico; discuss the effect of the reforms of the New Deal, the Plan Chardon, and Operation Bootstrap implemented by agencies such as PRRA, land authorities, Planificación, and Fomento. He/she will analyze these macroeconomic changes with reference to increased dependence on the United States; changes in political structures, effects on community organization, and urbanization and emigration. The student will discuss the present economic structure of the island with its potentialities and problems; identify economic geographical regions and principal economic sectors such as tourism, heavy industries, manufacturing, and banking; and discuss the lack of integration among these economic sectors and the labor movement in its present state. Offered in Spanish and English. (Formerly listed as CUP 3281-82.)

**CUP 3312 History of Puerto Rican Literature I**
3 credits
Suggested corequisite: CUP Puerto Rico I. The student will explain and discuss the main historical events on the island from the late 16th century to the mid-19th century; the prevailing social, economic, and political conditions; and their relationship to the literary activity of the Puerto Rican during this period. The student will identify and discuss the various forms of oral and written literature and analyze and criticize representative works. The student will explain and discuss the significance of the Romantic Movement in literature and its relationship to the liberation movements in Hispanic America and Puerto Rico in the 19th century. He/she will analyze and appraise representative romantic literary manifestations of Puerto Rican writers. Offered in Spanish. (Formerly listed as CUP 007-008, CUP 3157-58, 3311-12.)

**CUP 3314 History of Puerto Rican Literature II**
3 credits
Prerequisite: CUP 3312 History of Puerto Rican Literature I. Suggested corequisite: CUP 3202 History of Puerto Rico I. The student will evaluate the contribution and state the influences of Eugenio María de Hostos on Hispanic thought in the 19th century and analyze the factors that led writers to the new interpretation of life and society that anticipated realism. He/she will analyze the effects of the American Invasion (1898) on Puerto Rico as seen in the literary works of Modernismo. The student will appraise the reaffirmation of a national conscience in literary manifestatons of contemporary Puerto Rican writers; analyze the works of post-Modernismo and the search for identity; and discuss,
criticize, and evaluate works of contemporary writers. Offered in Spanish. (Formerly listed as CUP 004-010, CUP 3159-60, CUP 3313-14.)

CUP 3322 Puerto Rican Poetry
3 credits
The student will discuss the relevance of poetry as the major manifestation of Puerto Rican literature during the romantic literary movement; discuss significant foreign influences; analyze representative works of authors such as Alonso, Gautier-Benítez, Marín, and El Caribe; and identify romantic trends that still prevail in Puerto Rican poetry; trace the evolution of Modernismo in Hispanic America; discuss its influence on Puerto Rican poetry; analyze representative works by poets such as De Diego, Llorens-Torres, Dávila and Palés; compare and contrast romanticism and Modernismo; and discuss and analyze works by contemporary poets such as de Burgos, Corretjer, Matos Paoli, and several young Puerto Rican poets. Offered in Spanish. (Formerly listed as CUP 3321-22.)

CUP 3324 The Puerto Rican Short Story
3 credits
The student will discuss and analyze short stories by Oliver, Díaz Alfaro, Blanco, González and others; trace the thematic and structural evolution of the genre; analyze characters in relation to environment and social conditions presented by the author; present oral and written analyses on any aspect of the work studies; analyze short stories by contemporary writers such as Marqués, Díaz, Varcárcel, Figueroa, Vivas, and Sánchez; present through oral and written reports a psychological study of literary characters; and summarize literary trends in the 20th century Puerto Rican short story. Offered in Spanish. (Formerly listed as CUP 3188-89, CUP 3323-24.)

CUP 3326 The Puerto Rican Novel
3 credits
The student will analyze and discuss the subcultural patterns present in Puerto Rican culture as seen in the work of 19th century novelist Zeno-Gándia and 20th century novelists such as Laguerre and Soto; explain and discuss the change from an agrarian to an industrial society and its social implications; discuss the adjustment to social changes as presented in the works studied; discuss existentialism and nationalism as literary themes in the Puerto Rican novel; compare and contrast techniques and resources used by different authors. Representative works from Marqués, Andreu-Iglesias, and Díaz-Valcárcel and others will be studied. Offered in Spanish. (Formerly listed as CUP 3180-81, CUP 3325-26.)

CUP 3328 The Puerto Rican Essay
3 credits
Prerequisite: CUP 3202 History of Puerto Rico I or the consent of the instructor.
The student will place the essay in its proper literary, political, and historical perspective in the 19th century and indicate its neoclassical pattern and expository form as presented by such authors as Hostos and Brau; differentiate and match essays, criticisms, and expository analyses as seen in the works of Canales, Albizu Campos, Marqués, Bonilla, Mari-Bras, and others. Offered in Spanish. (Formerly listed as CUP 3161-62, CUP 3327-28.)

CUP 3332 Survey of Puerto Rican Drama I
3 credits
The student will discuss and analyze theater as a literary genre and means of communication; trace its evolution from a religious rite to 17th century Spanish theater; discuss theatrical activity as related to social, political, and economic conditions prevailing on the island until the advent of romanticism; discuss romanticism in Puerto Rico; and analyze works by Tapia and Brau; discuss costumbrismo as it appears in romantic Puerto Rican theater, the integration of realism by the theatrical movement, the jíbaro as a main character, and migration as a dramatic theme. The student will analyze, compare, and contrast works by authors such as Méndez Quiñones, Llorens, Canales, Sierra-Berdecia, Méndez-Ballester, and Marqués. Offered in Spanish. (Formerly listed as CUP 3182-83, CUP 3331-32.)

CUP 3334 Survey of Puerto Rican Drama II
3 credits
The student will discuss the conditions that led to the re-emergence of theatre as a relevant literary manifestation in the mid-20th century; indicate main themes present in contemporary drama and the techniques used to develop them; and discuss and analyze specific dramatic elements in the works of Laguerre, Rechany, Arrivé, Belaval, and others. The student will discuss, analyze, and criticize dramatic works by authors such as Méndez-Ballester, Marqués, Marín and Sánchez; formulate character analyses; indicate recurrent themes and discuss their treatment by different authors; and indicate and discuss the influence of foreign theatrical movements on present-day Puerto Rican drama. Offered in Spanish. (Formerly listed as CUP 3190-91, CUP 3333-34.)
CUP 3342 The Black Man in Puerto Rican Literature
3 credits
Prerequisite: CUP 3312 History of Puerto Rican Literature I or the consent of the instructor.
The student will trace and discuss the Black man as a theme in literary manifestations from the 19th century through the 20th century. He will differentiate among points of view toward ethnic groups of authors such as Daubón, Tapia and Palés Matos. The student will discuss and analyze the relevance of the Black man in the different literary genres; identify non-Puerto Rican influences of writers such as Guíllén, Hemingway, Lindsay and Baldwin on Puerto Rican authors. The works of González, Figueroa, Díaz, Valcárcel, Sánchez, and others will be studied. Offered in Spanish. (Formerly listed as CUP 3341-42.)

CUP 3344 Women in Puerto Rican Literature
3 credits
The student will discuss and analyze women as a creative force in Puerto Rican literature; appraise their contribution to and influence on the various genres; and discuss, analyze, and interpret their involvement in social, political, and cultural conflicts as contained in literary works from María B. Benítez to Margot Arce and other contemporary writers. The student will discuss and analyze women as a theme in Puerto Rican literature; analyze their different roles as portrayed in the works of major writers; and trace the evolution of the concept of womanhood in the various literary movements from the 19th through the 20th centuries. Offered in Spanish. (Formerly listed as CUP 3343-44.)

CUP 3346 The New York Puerto Rican in Literature
3 credits
Prerequisite: ENG 1302-03 Introduction to Composition I-II.
The student will discuss and analyze the New York Puerto Rican as portrayed in insular literary manifestations dealing mainly with the conflict created by the cultural clash in works such as Spicks, La ceiba en el tiesto, La carreta, and Paisa, and as portrayed by himself in literary manifestations dealing mainly with the struggle for self-realization as seen in the works of Colón, Pietri, Luciano, Quero-Chiesa, Hernández, Thomas, and others. Offered in Spanish and English. (Formerly listed CUP 3345-46.)

CUP 3356 Puerto Rican Folklore
3 credits
The student will identify main themes present in the various manifestations of written and oral folkloric literature and discuss their possible origin; identify and analyze characters and heroes recurrent in folk tales; present and analyze tales and riddles as told to him or her; analyze and discuss folkloric arts such as woodcarving, popular imagery (santos) and masks; appreciate representative works by major artisans; identify the Taíno, Spanish, and African presences in Puerto Rican folk music; identify the various types of folk music as practiced by different ethnic groups; identify regional variations in folk music; and discuss and analyze the popular music of composers such as Hernández, Rexach, Flores, Venegas, and Estrada. Offered in Spanish and English. (Formerly listed as CUP 3355-56.)

CUP 3362 History of Puerto Rican Music
3 credits
The student will trace and identify the musical styles and the main composers that influenced musical activity in Puerto Rico from the 16th century to the late 19th century; discuss and analyze the factors that led to the emergence of autochthonous music; analyze and appreciate the music of Puerto Rican composers from the late 19th century to the present; analyze the various musical forms; and discuss the work and contribution of representative figures. (Formerly listed as CUP 3361-62.)
SOCIAL SCIENCES
The Social Sciences Department offers instruction in the disciplines of anthropology, economics, history, political science, political economy, psychology, sociology, and interdisciplinary social science. Introductory courses cover these disciplines and serve as prerequisites for advanced courses within the department. Beginning students must start with one of the introductory social science courses, but can also take more than one introductory course. Most courses are offered in both English and Spanish.

Students interested in planning a concentration in the social sciences are advised to consult with the Social Sciences Department chairman.

Study in social sciences areas or disciplines allows for a wide choice of careers in teaching, law, government, diplomacy, public agencies, social work, research foundations, business, health fields, as well as self-employment. It provides an opportunity for students to examine the nature of society and human behavior, social problems, and social change.

Introductory Courses
Students wishing to take advanced courses in disciplines other than psychology, must take at least one of the following courses:

- SSC 4601 Introduction to Social Science
- ECO 4641 Introduction to Political Economy
- HIS 4661 Introduction to History
- SOC 1232 Introduction to Sociology

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

Psychology

PSY 1032 General Psychology
3 credits
The student will demonstrate familiarity with the areas of modern psychology, including methods, learning and memory, sensation, perception, physiological processes, emotions, drives, personality, abnormal behavior, psychotherapy, individual differences, social behavior, and growth and development. Offered in English and Spanish.

PSY 1036 Developmental Psychology
3 credits
Prerequisite: PSY 1032 General Psychology or equivalent.
The student will demonstrate an understanding of personality development from infancy to adolescence, with an emphasis on the genetic determinants of behavior as well as on social learning. The student will show knowledge of prenatal development, cognitive development, language development, socialization, identification, deprivation studies, development of aggressiveness, dependency, quiet, fears and anxiety, sex typing, and other topics. Offered in English and Spanish.

PSY 1042 Abnormal Psychology
3 credits
Prerequisite: PSY 1032 General Psychology or equivalent.
The student will demonstrate an understanding of the description and delineation of the various patterns which prevent the individual from functioning constructively in our society. The student will also show an understanding of human personality, psychopathology, and the problems of general personality functioning. The student will describe and/or differentiate the etiology, symptomatology, treatment, and prognosis of psychoneuroses, major functioning psychosis, and severely delinquent behavior. Offered in English and Spanish.

PSY 1044 Personality
3 credits
Prerequisite: PSY 1032 General Psychology or equivalent or permission of instructor.
The student will demonstrate an understanding of the structure of personality, origins of personality characteristics, defense mechanisms, the individual and the self, frustration and conflict, and the personality theories of Freud, Jung, and others. Offered in English and Spanish.

PSY 1082 Social Psychology
3 credits
Prerequisite: PSY 1032 General Psychology or equivalent or permission of instructor.
The student will demonstrate an understanding of the development, maintenance, and change of regularities in behavior and interaction as affected by norms and norm formation, social roles, and interpersonal attraction. The student will also describe or identify the various processes that
shape and influence a person’s perceptual, cognitive, and affective responses toward aspects of his/her environment. Attitude organization and change, personal and social perception, aggression, conflict, and intergroup conflict. Offered in English and Spanish.

**PSY 1086 Industrial Psychology**  
3 credits  
Prerequisite: PSY 1032 General Psychology or equivalent, or a basic business course, or permission of instructor.  
The student will show mastery of important concepts of industrial psychology, including personnel selection and evaluation, learning and training, motivation, and morale as related to job performance, employee-management relations, working conditions, safety, and consumer psychology.

**PSY 1072 Hypnosis and Related States**  
3 credits  
Prerequisite: PSY 1032 General Psychology or equivalent, or permission of instructor.  
The student will demonstrate a knowledge of the theory and techniques of hypnosis and related states. The student will effectively demonstrate the hypnotic techniques with human subjects. Offered in English and Spanish.

**PSY 1056 Measurement and Research Methods**  
3 credits  
Prerequisite: 30 credits including at least 3 in social sciences or permission of instructor.  
The student will take and give a variety of sample tests of ability, personality, interest, and attitude. The student will demonstrate knowledge of various types of tests, how tests are constructed, what makes a good test, and the purpose (individual and group) for which tests are used and misused. The student will also demonstrate familiarity with basic descriptive statistics, sampling procedures, probability and significance, and simple inferential tests. Students will plan, carry out, and analyze a study in a selected area.

**Sociology**

**SOC 1232 Introduction to Sociology**  
3 credits  
The student will demonstrate an understanding of the basic topics of sociology, including social mobility, role, status, race and prejudice, and factors leading to social change. Offered in English and Spanish.

**SOC 1234 Sociology of Social Problems**  
3 credits  
Prerequisite: Any social science introductory course (except PSY 1032 General Psychology). The student will analyze American society and the dynamics of its major social problems, including the functional and dysfunctional effects of these problems upon society. The student will also show understanding of the major social problems affecting large cities and metropolitan areas. Offered in English and Spanish.

**Anthropology**

**ANT 1110 Introduction to Anthropology**  
3 credits  
The student will demonstrate an understanding of the basic topics of cultural anthropology, including the concept of culture, cultural development, sex and marriage patterns, family and kinship patterns, social controls, religion-magic-science-arts, and physical anthropology, including human evolution and race.

**Social Science**

**SSC 4601 Introduction to Social Science**  
3 credits  
The student will study the nature of the social sciences and the application of social science analysis to a number of contemporary social, political, and economic issues, such as poverty and income distribution, racism, political power, and social change. The student will also have an opportunity to carry out individual research on a topic of the student’s choice.

**SSC 4603 Independent Study**  
3 credits  
Prerequisite: Completion of an introductory course. The student will be able to carry out a contracted program of independent study in cases where the student would like to pursue a special interest or is unable to schedule a needed subject. A student wishing to take independent study must have the prior permission of the instructor in the Social Sciences Department who will be working with the student.

**Political Economy**

**ECO 4641 Introduction to Political Economy I**  
3 credits  
The student will analyze and explain the...
relationship between political and economic structures through a historical study of human society and a study of how the present day capitalist system functions. This module is not a substitute for introductory economics.

**ECO 4642 Introduction to Political Economy II**
3 credits
Prerequisite: Completion of an introductory course is recommended.
The student will study the functioning and development of modern capitalism and the alternatives, stressing the relationship between the political and economic structures. Topics covered include commodity exchange, wage labor, profit, monopolies, imperialism and political crises, and the possible development of fascism or socialism.

**ECO 4647 Political Economy of Latin America**
3 credits
Prerequisite: Completion of an introductory course.
The student will study the history of colonialism and neocolonialism in Latin America and analyze the present structure of economic and political dependence.

**ECO 4649 Political Economy of Africa**
3 credits
Prerequisite: Completion of an introductory course is recommended.
The student will study the response of African nations to the problems of balkanization and economic development, the influence of multinationals, foreign aid, and planning for rapid economic change. The issues of the colonial heritage (including neocolonialism) and the effects of dependence on foreign markets will be analyzed.

**Economics**

**ECO 4643 Principles of Microeconomics**
3 credits
This course examines the theory of price. The topics include the theory of demand; production functions, costs, and supply; prices in the short and long run; wages and interest payments. It provides a basic theoretical foundation for the analysis of labor, economic history, institutional and philosophical foundations of industrial organization, and government regulation of industry.

**ECO 4645 Principles of Macroeconomics**
3 credits
The student will examine national income measurements, basic models of macroeconomic theories of income, employment, prices, and interest rates. The student will also examine problems of business cycles, sources and models of economic growth, and the problems and theories of income distribution. The interdependence of fluctuations, growth and value, and distribution will be stressed; emphasis will also be placed on policy implications and social theory.

**History**

**HIS 4663 American History I**
3 credits
This course will provide a critical analysis of traditional views of American History. This will be accomplished by studying controversial issues in the development of the United States from the colonial era through the Civil War. Topics will include the oppression of American Indians, classes in early America, the development of slavery, the position of women and early concepts of democracy.

**HIS 4665 American History II**
3 credits
This course extends the study of selected issues in American History from the Reconstruction Era to the present. Topics will include the reconstructionist period, the Great Depression, American Imperialism, the Cold War, and the protest movements of the 1960's.

**HIS 4673 Afro-American History I**
3 credits
Prerequisite: Completion of an introductory course is recommended.
The student will examine the results of the Civil War; Reconstruction and its overthrow; post-Reconstruction to the 20th Century; Black people in the early labor movement; Booker T.
Washington and W.E.B. Du Bois; and the history of Black people from World War I to the post-World War II efforts and struggles.

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

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

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

Philosophy

PHI 4681 Philosophy
3 credits
Prerequisite: Completion of an introductory course.
In this introduction to philosophy, the student will analyze and compare the basic way in which philosophers have interpreted reality and the meaning of life. The student will also study the social implications of each view of reality. The readings analyzed include selections by Sartre, Marx, Plato, Machiavelli, Mill, and works in Buddhist and African philosophies.

Political Science

POL 4701 American Government
3 credits
Prerequisite: Completion of an introductory course is recommended.
The student will identify the major institutions of government on the local, state, and federal levels and their powers and relationships to each other. Emphasis will be placed on the legal assumptions underlying these institutions and how the latter operate in practice. The student will recognize the relationship between political institutions and the socioeconomic structure of the country. American international involvements will also be analyzed.

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

POL 4707 Political Systems of Latin America
3 credits
The student will analyze the history and political structure of capitalism and socialism in Latin America. Case studies will be used.
URBAN HEALTH STUDIES

The curriculum in urban health studies serves to introduce students to the entire range of educational experiences within the health field by offering an interdisciplinary overview of basic health concepts (common to all of the health professions) derived from the biological, the behavioral, and the social sciences. A student interested in pursuing a career in the health professions, and in particular community health, will take a basic core of courses in health in addition to the liberal arts courses required and recommended to complement his/her preprofessional health studies. The curriculum is designed around three major health-related components — scientific knowledge, attitudinal concepts, and behavioral concepts. Course offerings are open to all health science and arts and science students.

HLT 6503 Human Relations for the Health Professions
3 credits
The student will demonstrate his/her knowledge and use of various interpersonal skills in the area of human relations and patient care by participating in small T-groups, role playing, and lecture-demonstrations. The student will also identify and analyze certain psychological concepts necessary to understand the factors of patient behavior. Offered in English and Spanish. (Formerly listed as HLT 6502-03 Interpersonal Relations and Teamwork.)

HLT 6504/24 Medical Terminology I & II
2 credits
The student will demonstrate a knowledge of the language of medicine, including word construction, definition, and use of terms related to all areas of medical science such as the anatomy and physiology of the human body and disease classification.

HLT 6505 Laboratory Skills
2 credits
The student will demonstrate a knowledge of basic principles underlying patient care. He/she will be provided with an opportunity to demonstrate in a college laboratory the basic skills needed in the delivery of health sciences.

HLT 6507 Contemporary Health Issues
3 credits
The student will study and analyze current health problems such as drug use and abuse, malnutrition, heart disease, and the spread and control of communicable disease. He/she will review the decision-making process in regard to health and discuss in depth the factors which affect the dynamic process of health and disease.

HLT 6509 Mental Health
3 credits
The student will recognize and define terms related to the field of mental health. He/she will review the history of the mental health movement along with the determinants of positive mental health. The student will study and analyze in depth various life adjustment problems from birth to old age.

HLT 6510 Human Sexuality
2 credits
The student will study and analyze the dynamics of human sexuality by exploring basic knowledges and attitudes related to human sexual behavior. The student will be required to demonstrate his/her knowledge of sexual anatomy and physiology, the concept of intersex, family planning, and the changing concept of masculinity and femininity.

HLT 6511 Health Problems of the Young Child
1 credit
The student will identify the health needs and problems of young children. He/she will analyze the role played by the home and school in the physical development of the child. He/she will examine common disorders and diseases of childhood and the principles of nutrition related to meal planning for young children.

HLT 6512 Drugs and Society
2 credits
The student will explore drug use in our society. The nature and effects of various drugs in use will be discussed with emphasis on the psychological, sociological, and legal aspects of drug use and abuse.

HLT 6514 Nutrition/Dental Hygiene
2 credits
HLT 6515 Nutrition
3 credits
Prerequisite: HLT 6507.
The student will demonstrate a knowledge of the meaning of nutrition and its relation to health. The student will analyze and identify the different kinds of nutrients, their chemical nature and main sources. He/she will also demonstrate his/her knowledge of the specific diets for different age groups and various pathological conditions. Offered in English and Spanish.

**HLT 6518 Introduction to Community Health**
3 credits
Prerequisites: HLT 6503, 6507.
The student will study and analyze the organization of involuntary and voluntary health agencies. The course is designed to provide the student with an understanding of the role of various agencies and health programs in providing comprehensive health care. Health education within the community health structure and the principles underlying health behavior, learning and change will be explored.

**HLT 6519 Field Experience in Community Health**
2 credits
Prerequisite: HLT 6518 Introduction to Community Health.
The student will observe community health programs in action such as comprehensive health care centers, mental health, drug abuse, family planning and nutrition.

**HLT 6520 Poverty and Health**
2 credits
The student will read, analyze in writing, and discuss selected readings concerning health and poverty. The student will study and analyze the nature of poverty, economic and social differences in the prevention of illness, maintenance of health, the treatment of the sick, and current efforts to deal with poverty and ensure proper medical care.

**HLT 6522 Health, Ethics and the Law**
1 credit
The student will recognize and define terms related to the basic concepts of health, the health team, health statistics, and community health agencies. The student will review and analyze the overall parameters of malpractice and the health practitioner as well as specific information about the relevance of the law for the allied health professions. The student will discuss in depth the issues involved in malpractice, ethics, and the legal system as they pertain to the health practitioner.

**HLT 6525 Dynamics of Patient Care**
2 credits
The student will explore the dynamics of interpersonal relations necessary for effective health care delivery. The student will examine his/her attitudes and behavior as well as various personality and mental disturbances. Effective communication, positive intervention, and listening will be stressed.
VISUAL AND PERFORMING ARTS

The Visual and Performing Arts Department offers courses in art, photography, music, public speaking, theatre, and the development of arts and civilization. Lecture courses are designed for those students who may choose to pursue advanced study in a senior college. Skill courses are designed for those students who may choose to seek career or employment opportunities.

Students who elect to earn credits in the visual and performing arts will find a variety of approaches to learning which include: lectures, workshops, reading assignments, tests, field trips, individual projects, and public performances. Students who complete courses successfully will find a background in the arts a useful and, in some situations, essential basis for study in other disciplines as well as a valuable source for personal development.

Students interested in planning a concentration in the visual and performing arts are advised to consult with the Visual and Performing Arts Department chairman.

VPA 3502 Arts and Civilization I
3 credits
An arts forum in which the student will analyze examples of the visual and performing arts of several outstanding civilizations and will discuss the role of the artist in various societies, the relationship of the arts to historic events, and the development of culture beginning with prehistoric times up to the fifteenth century. Offered in English and Spanish.

VPA 3504 Arts and Civilization II
3 credits
An arts forum in which the student will analyze and discuss appropriate material (as in Arts and Civilization I) from the fifteenth century to the present. Offered in English and Spanish.

VPA 3522 Introduction to Art
3 credits
The student will analyze, discuss, and define: nature of art, meaning of art, major forms of art, and components of art; art periods, narration, description, illusion and reality, criteria for criticism, and art in New York. The student will engage in field trips and special projects.

VPA 3528 Applied Art I
3 credits
The beginning art student will master the basic principles of composition, design, and color through the use of collage, paint, and photographic montage; he/she will develop basic skills in the use of paint and collage materials. He/she will be required to complete at least two pictures to the satisfaction of the instructor.

VPA 3530 Applied Art II
3 credits
Prerequisite: VPA 3528 Applied Art I or the consent of the instructor.
The advanced art student will develop or improve skills in painting assemblage and three dimensional art. He/she will become acquainted with and master the use of “found objects” in making a picture. He/she will complete a master project to the satisfaction of the instructor.

VPA 3534 Art in the City
3 credits
The student will identify and discuss: City of Paris (1865-1909), Impressionism and post-Impressionism, and the School of Paris; he/she will identify and discuss City of New York (1910-present), Cubism, Futurism, Dadaism, Surrealism, Social Realism, contemporary Black and Hispanic art, and the School of New York. He/she will complete two field trips in conjunction with the above.

VPA 3536 Art Crafts
3 credits
The student will practice the techniques of linoleum and wood cutting. He/she will develop the use and care of tools used in various art crafts as well as work in a variety of media. He/she will be required to complete at least three pieces of work per module to the satisfaction of the instructor.

VPA 3540 Photography I
3 credits
Prerequisite: Consent of instructor.
The student will operate a 35-mm camera and light meter; expose, process, and make contact prints from film which has been shot on class assignments; use negatives which he/she has already generated in performing contact printing, editing, enlarging, and photo finishing.
VPA 3542 Photography II
3 credits
Prerequisite: VPA 3540 Photography I or the consent of the instructor.
The student with previous photographic experience will be able to plan and execute a picture story and identify the methods of other photojournalists by viewing published picture stories and books; he/she will edit and enlarge prints which he/she will present to the instructor and class.

VPA 3552 Introduction to Music
3 credits
The student will analyze, discuss, and define the nature, meaning and components of music; listen to outstanding works; and identify specific styles, forms, and periods for the purpose of obtaining an overview of the performing art of music. Offered in English and Spanish.

VPA 3558 Music Theory
3 credits
The student will discuss the physics of sound, read notation, identify pitch, beat rhythm, write major/minor triads, identify basic chord progressions, sing solfeggio exercises, sight read, identify pitch with a given octave, play scales, and coordinate reading and playing. Offered in English and Spanish.

VPA 3578 Chorus
3 credits
Prerequisite: Ability to participate in group singing.

VPA 3581 Introduction to Theatre
3 credits
The student will analyze, discuss and define the nature, meaning and components of theatre as well as the creative forces that contribute to its shape and effect. The student will engage in field trips and special projects.

VPA 3598 Theatre Production
3 credits
The student will execute physical and vocal exercises; do dramatic improvisations and readings; execute ensemble exercises; act from scripted scenes; and perform in public. Offered in English and Spanish. (Formerly listed as Community Theatre Production I-II.)

VPA 3612 Fundamentals of Public Speaking
3 credits
The student will present introductions; present impromptu, extemporaneous, and manuscript speeches; perform exercises to improve public-speaking techniques; limit topics; create outlines; and present informative and persuasive speeches as well as speeches for special occasions. (Formerly listed as VPA 3611-12 Speech I-II.)
The need for professionally trained men and women to fill various positions in business and industry is a vital concern of the Hostos Accounting Program. Candidates for the Associate in Applied Science (A.A.S.) degree will be given extensive training in the field of accounting. This program has been designed as a career program, providing a broad and comprehensive accounting education for students who, upon graduation from Hostos, wish to obtain employment in this field. Graduates may also pursue a bachelor’s degree at a four-year institution, where, after graduation, together with appropriate experience and after passing a State examination, the student may qualify for certification as a Certified Public Accountant. MAT 1628 College Algebra is required for all students who are candidates for the A.A.S. degree in accounting.

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

<table>
<thead>
<tr>
<th>Liberal Arts</th>
<th>Credits</th>
<th>Business</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>6</td>
<td>Principles of accounting</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>Introduction to business</td>
<td>4</td>
</tr>
<tr>
<td>Natural sciences</td>
<td>4</td>
<td>Business law</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral or social sciences</td>
<td>6</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>Social sciences</td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>Visual and performing arts</td>
<td>3</td>
<td>Other Courses</td>
<td></td>
</tr>
<tr>
<td>Physical education</td>
<td>2</td>
<td>Career planning</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Typing</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Computer concepts</td>
<td>3</td>
</tr>
<tr>
<td></td>
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<td>Total credits</td>
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</tr>
<tr>
<td>Accounting</td>
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<td>Liberal arts</td>
<td>24</td>
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<tr>
<td>Taxes—Federal</td>
<td>3</td>
<td>Business</td>
<td>18</td>
</tr>
<tr>
<td>Intermediate accounting</td>
<td>4</td>
<td>Accounting</td>
<td>14</td>
</tr>
<tr>
<td>Internship or accounting elective</td>
<td>3</td>
<td>Other courses</td>
<td>10</td>
</tr>
<tr>
<td>Cost accounting</td>
<td>4</td>
<td></td>
<td>66</td>
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</tbody>
</table>

*See department chairman for information regarding the following options:
1. Program of studies leading to the A.A. degree in liberal arts with concentration in accounting for small business.
2. Certificate program offered jointly by the Accounting Department and the Secretarial Science Department.
# Suggested Program of Studies

## First Year

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1302 Introduction to Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1804 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1852 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 1628 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MSS 5602 Elementary Typing I</td>
<td>2</td>
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<tr>
<td>PED 0100 Personal Physical Fitness</td>
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**Total Credits:** 16

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 1303 Introduction to Composition II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1802 Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1806 Career Planning</td>
<td>2</td>
</tr>
<tr>
<td>ECO 4643 Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1854 Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>Physical Education</td>
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**Total Credits:** 17

## Second Year

### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS 1810 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1856 Intermediate Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1808 Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ECO 4645 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1886 Taxes: Federal Income</td>
<td>3</td>
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</tbody>
</table>

**Total Credits:** 16

### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPA 3612 Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1862 Cost Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1812 Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1814 Internship (co-op education) or accounting elective</td>
<td>3</td>
</tr>
<tr>
<td>BIO 3702 General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 3802 Laboratory I or</td>
<td>4</td>
</tr>
<tr>
<td>CHE 4012 Introductory Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHE 4102 Laboratory I or</td>
<td>4</td>
</tr>
<tr>
<td>PHY 4302 Essentials of Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 4402 Laboratory I</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits:** 17

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**ACC 1852 Principles of Accounting I**

4 credits

Corequisites: BUS 1804 Business Mathematics and ENG 1300 Basic Composition.

The student will become familiar with the recording process and acquire an understanding of the accounting cycle. The student will learn the techniques of recording transactions in special journals, summarizing the transactions, adjusting and closing the accounts, and preparing financial statements. The student will study accounts receivable and payable, merchandise inventory, plant assets, payroll accounting, and analyze and record various transactions involving prepaid expenses and accrued liabilities. The student will be introduced to accounting systems and basic internal control procedures. Control procedures over cash and non-cash items will be reviewed. Four hours lecture, three hours laboratory.
ACC 1854 Principles of Accounting II
4 credits
Prerequisite: ACC 1852 Principles of Accounting I.
The student will be introduced to accounting principles and concepts and to fundamentals of cost accounting. The student will study partnership and corporate forms of business organization. Topics covered will include stockholders' equity, long-term liabilities and investments, flow of funds, manufacturing accounting, job order and process cost accounting, budgeting and standard costs, and income taxes and their effect on business decisions. Four hours lecture and three hours laboratory.

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

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

ACC 1860 New York City and State Business Taxes
3 credits
Prerequisite: ACC 1866 Federal Income Taxes.
The student will examine the various federal, state, and local taxes that are imposed on unincorporated and corporate businesses. Taxes that will be discussed include New York State/City personal and unincorporated taxes, New York State corporate franchise tax, and New York City rent and occupancy tax. Three hours lecture.

ACC 1862 Cost Accounting
4 credits
Prerequisite: ACC 1854 Principles of Accounting II.
The student will study cost accounting principles, stressing its use by management in controlling operations and in making decisions. Topics covered include job order and process cost systems, budgeting, standard costs, direct and absorption costing, inventory planning and control, and joint and by-product costs. Four hours lecture, three hours laboratory.

ACC 1866 Taxes: Federal Income
3 credits
Prerequisite: ACC 1852 Principles of Accounting I or equivalent.
The student will attain mastery of the preparation of the taxpayer's short form 1040A and long form 1040 with all applicable supporting schedules. In addition, the student will be introduced to the corporate tax return form 1120 and form 1120S, and the partnership return form 1065. Three hours lecture.

ACC 1871 Accounting for Small Business I
2 credits
Prerequisite: MATH 1604 Basic Mathematics skills or pass qualifying exam, ESL 1322 Intermediate ESL.
Corequisite: BUS 1804 Business Mathematics.
The student will become familiar with the recording process and will acquire an understanding of the complete accounting cycle. The student will develop the ability to record business transactions in special journals, to maintain general and subsidiary ledgers, to prepare simple entries to adjust recorded data, and to prepare financial statements commencing with the worksheet for sole proprietorship. Both service and merchandise business will be covered. Three hours lecture, one and one half hours laboratory.

ACC 1873 Accounting for Small Business II
2 credits
Prerequisite: ACC 1871 Accounting for Small Business I.
The student will study the accounting operations associated with cash, accounts and notes receivable, inventories, plant and equipment, and intangible assets. In addition, the student will study internal control, voucher systems and payroll accounting. Three hours lecture, one and one half hours laboratory.
ACC 1814 Internship
3 credits
Prerequisites: ACC 1854 Principles of Accounting II and approval of accounting department faculty. The student will apply acquired accounting and human relations skills on the job with a cooperating employer under supervision of the employer and the cooperative education coordinator of the college. The student will describe the work experiences with fellow students and the coordinator in a seminar. The student will assess his/her own performance as an employee in terms of learning objectives. The student will submit a written report of the internship experience, describing the employer's organization, methods, and procedures.

BUS 1802 Introduction to Business
4 credits
Corequisites: ESL 1322 Intermediate ESL or ENG 1300 Basic Composition.
The student will discuss and analyze problems relating to financing and operating a business, and will demonstrate his/her knowledge of the functions of a business including items such as market management, accounting, and capital investment and financing. The student will explain the principles of business management such as planning, staffing, organizing, directing, and decision making. The student will participate in individual and group written analysis and verbal presentation of cases. Four hours lecture.

BUS 1804 Business Mathematics
3 credits
Prerequisites: MAT 1604 Basic Mathematics Skills or pass qualifying exam.
The student will apply his/her fundamental knowledge of various mathematical applications to business problems involving trade and bank discounts, interest charges, insurance premiums, retail markups, payroll and income taxes, stocks and bonds, depreciation, compound interest, and present value. Three hours lecture.

BUS 1806 Career Planning
2 credits
Corequisites: ENG 1300 Basic Composition or ESL 1332 Advanced ESL.
The student will assess himself/herself as an individual in the context of the world of work by sampling various interest and aptitude tests and preparing personal job résumés. The student will identify the employment sectors of the economy and learn the techniques and tools of job hunting, such as completing applications, taking skills tests, and job interviewing. Skills in communications (verbal and non-verbal), human relations, and self-knowledge will be analyzed as critical factors in the search for employment and career development. Two hours lecture.

BUS 1808 Computer Concepts
3 credits
Prerequisite: ACC 1854 Principles of Accounting II.
The student will describe the basic elements of a data processing system in terms of input/output methods and devices, processing, and storage components. The student will explain how computers can be utilized in a typical business situation. The student will be able to prepare basic flow charts showing how individual components of a computer system can be applied to typical business problems, such as accounts receivable and inventory control. Three hours lecture.

BUS 1810 Business Law
3 credits
Corequisite: ACC 1852 Principles of Accounting I.
The student will examine various business-related legal problems with emphasis on Contract Law, and on the Uniform Commercial Code's Articles on Sales and Commercial Paper. The student must be able to recognize and apply basic legal principles to everyday business problems in these areas. Three hours lecture.

BUS 1812 Principles of Finance
3 credits
Corequisite: MATH 1628 College Algebra.
Prerequisite: ACC 1854 Principles of Accounting II.
The student will analyze the organization and operations of the public and private financial systems in the United States. The student will discuss money and capital markets as they relate to financial problems and procedures of business firms, and to central banking and banking policy. The student will analyze the relationship between financial and economic activity and the effect of governmental monetary and fiscal policy. Three hours lecture.
CIVIL AND PUBLIC SERVICE

(Organization and Management for Public Agencies and Private Businesses and Corporations)

The Civil and Public Service curriculum is designed to prepare men and women for employment in entry- and middle-management positions in one of the many career areas available in the public sector at the federal, state, county, and municipal levels of government; in the private sector in various areas of small business and corporate and industrial organizations; and in community organizations such as ASPIRA and the Urban League. The student completing the Civil and Public Service program will also be prepared to transfer to a four-year college to pursue a bachelor’s degree.

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

The objectives of this program are to educate individuals to become meaningfully employed in public, private, and community organizations and to provide them with an understanding of the issues of value and policy, including problems of social responsibility and accountability, as they affect the public and private sectors individually and collectively.

Comprised of 68 credits, this program requires students to complete 19 credits in public administration (ADM-CCE) courses and 47 credits in liberal arts courses. The remaining two credits may be taken in physical or health education. With special permission from the program director, students may opt to take a course in accounting and a course in taxation.

To help the student to achieve his/her professional goal(s), a credit course known as Career Planning in the Public-Private Sectors is offered. The student will learn about various types of employment located in the multiple career areas available in government and private sectors and the practical and special environmental concerns which exist in such employment markets.

Upon graduation, the student will be qualified to seek employment in various positions. Some typical entry-level job titles are:

- Publicity aide (bilingual).
- Health program assistant planner.
- Research intern.
- Urban planning aide.
- Archivist aide.
- Foreign news translator.
- Litigation assistant.
- Management analyst trainee.
- Criminal justice careers.

Where possible equivalences can be determined and documented, students majoring in civil and public service may receive credit for prior experience.

Program of Studies Leading to the A.A.S. Degree in Civil and Public Service

First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1302 Introduction to Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1622 Algebra &amp; Trigonometry</td>
<td>2</td>
</tr>
<tr>
<td>Modern Language Elective</td>
<td>3</td>
</tr>
<tr>
<td>POL 4701 American Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1032 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ADM 2501 Fundamentals of Public Administration</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
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Second Semester

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ADM 2504 Government Personnel Management</td>
</tr>
<tr>
<td>VPA 3612 Speech</td>
</tr>
<tr>
<td>Modern Language Elective</td>
</tr>
<tr>
<td>-------------------------</td>
</tr>
<tr>
<td>ADM 2503 Career Planning in the Public Sector</td>
</tr>
<tr>
<td>MAT 1682 Introduction to Probability and Statistics</td>
</tr>
<tr>
<td>ENG 1305 Introduction to Literature</td>
</tr>
<tr>
<td>Physical Education Elective</td>
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<tr>
<td><strong>Total</strong></td>
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### Second Year

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ADM 2510 State and Municipal Administration or ADM 2507 Bureaucracy, Public Management, and Behavioralism</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1232 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1056 Measurement and Research Methods in Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>English Elective</td>
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<tr>
<td>Visual and Performing Arts, Africana, Puerto Rican Studies Elective</td>
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<tr>
<td>Physical Education Elective</td>
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<tr>
<td>Physical Science</td>
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<tr>
<td><strong>Total Credits</strong></td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM 2508 Field Practicum/Organization</td>
<td>3</td>
</tr>
<tr>
<td>(Student placement will be arranged individually; placement will be made according to student’s course specialization. A minimum of 75-85 hours of internship to be spaced out by student, employer, and faculty advisor. Student may begin practicum during intersession, immediately after completing second semester. Course-lab meetings (2) will follow in regular term schedule. Discussion will include organization theory and practicum experiences. Supervisor will be invited to participate.)</td>
<td></td>
</tr>
<tr>
<td>MAT 1682</td>
<td>3</td>
</tr>
<tr>
<td>2 Electives (ADM courses)</td>
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<tr>
<td>Physical Science</td>
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<tr>
<td><strong>Total Credits</strong></td>
<td><strong>67</strong></td>
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</tbody>
</table>

**ADM 2502 Fundamentals of Public Administration**

3 credits

The student will examine the basic concepts and processes of organization, leadership, decision making, and information flow as they are applied in the public sector.

**ADM 2503 Career Planning in the Public Sector**

1 credit

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

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

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

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

**ADM 2510 State and Municipal Administration**  
3 credits  
The student will explore American state, county, city and special district governments in terms of urban and metropolitan challenges confronting political units in the New York metropolitan area. The student will examine intergovernmental conflicts and relations including administration, sources of fiscal support, inventory of services, and procedures for regulation and modification.

**Criminal Justice Courses**

Listed below are five credit-bearing courses in criminal justice. These courses are offered alternately each semester in English and in Spanish. Students should consult the Civil and Public Service program director to determine in which language a given course will be offered. The criminal justice courses will be given in the evening and are particularly recommended for persons employed in or desirous of pursuing a career in the criminal justice system. Eighteen credits in criminal justice will constitute a concentration.

**CCE 8002 Careers in Criminal Justice**  
3 credits  
The student will explore the careers available in the branches of the criminal justice system including the courts, correctional institutions, the police department, and the parole and probation departments. By the end of the semester, the student will have obtained an understanding of the human relations and technical skills involved in such careers.

**CCE 8004 Social Change as Related to the Law**  
3 credits  
Through historical investigation and critical analysis, the student will gain an understanding of the relationship between law and social change. The student will examine historical movements such as the abolitionist movement, labor movement, women's rights movement, and civil rights movement.

**CCE 8006 Society and the Law Enforcement Process**  
3 credits  
The student will investigate how such institutions as the courts, correctional institutions, the police department, and the parole and probation departments interact with each other and society. Through case study analysis students will also investigate how these institutions work in the South Bronx community, how community residents view the institutions, and how the institutions view the community and their interactions with city, state, and other law enforcement institutions.
CCE 8008 Penal Law of New York State
3 credits
Prerequisite: At least one other course in criminal justice.
The student will gain a general understanding of the Penal Law of the State of New York with its historical and legal underpinnings. The Criminal Procedure Law and its effect on the residents of the State of New York in general and the South Bronx in particular will be examined.

CCE 8010 The Role of the Police in the Community
3 credits
The student will gain an understanding of the functions of the police department with particular emphasis on the relationship of the police to the South Bronx community. The issues affecting the interactions of the police and various community groups will be examined both from the viewpoints of the police and those of community groups.
DENTAL HYGIENE

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

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

Credit Distribution

| Liberal Arts | 33 credits |
| Urban Health Studies | 2 credits |
| Dental Hygiene | 38 credits |
| Total Credits | 73 credits |

First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEN 5302 Oral Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>DEN 5306 Clinical Dental Hygiene Practice I</td>
<td>2.5</td>
</tr>
<tr>
<td>DEN 5330 Hospital Affiliation</td>
<td>.5</td>
</tr>
<tr>
<td>ENG 1302 Introduction to Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 3706 Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 3806 Anatomy &amp; Physiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHE 4012 Introduction to Chemistry</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>17</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEN 5303 Head and Neck Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>DEN 5308 Clinical Dental Hygiene Practice II</td>
<td>3</td>
</tr>
<tr>
<td>DEN 5334 General and Oral Embryology &amp; Histology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1303 Introduction to Composition II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 3708 Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 3808 Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHE 4018 Principles of Organic Chemistry</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>17</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Summer Session</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>DEN 5310 Clinic</td>
<td>2</td>
</tr>
<tr>
<td>DEN 5316 Radiology</td>
<td>1.5</td>
</tr>
<tr>
<td>HLT 6814 Nutrition</td>
<td>2</td>
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<tr>
<td><strong>Total Credits</strong></td>
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## Second Year

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEN 5312 Clinic</td>
<td>2.5</td>
</tr>
<tr>
<td>DEN 5320 General &amp; Oral Pathology</td>
<td>3</td>
</tr>
<tr>
<td>DEN 5324 Periodontology</td>
<td>3</td>
</tr>
<tr>
<td>DEN 5329 Expanded Functions</td>
<td>2</td>
</tr>
<tr>
<td>DEN 5332 Dental Materials</td>
<td>1</td>
</tr>
<tr>
<td>DEN 5322 Community Dentistry</td>
<td>1.5</td>
</tr>
<tr>
<td>BIO 3713 Microbiology</td>
<td>4</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>DEN 5314 Clinic</td>
<td>2.5</td>
</tr>
<tr>
<td>DEN 5333 Clinical Dental Hygiene Practice III</td>
<td>1.5</td>
</tr>
<tr>
<td>DEN 5325 Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>DEN 5327 Dental Health Education</td>
<td>1.5</td>
</tr>
<tr>
<td>SOC 5232 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1032 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>VPA 3612 Fundamentals of Public Speaking</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEN 5302 Oral Anatomy and Physiology</strong></td>
<td>3 credits</td>
</tr>
<tr>
<td>Corequisite: BIO 3706 Anatomy and Physiology I.</td>
<td></td>
</tr>
<tr>
<td>The student will demonstrate a knowledge of the gross and microscopic anatomy of the teeth, tissues, and organs of the oral cavity as well as the nomenclature of the teeth and normal malocclusion. Laboratory session to observe tooth form and structure.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>DEN 5303 Head and Neck Anatomy</strong></td>
<td>1 credit</td>
</tr>
<tr>
<td>Prerequisite: DEN 5302 Oral Anatomy and Physiology.</td>
<td></td>
</tr>
<tr>
<td>The student will identify, describe, and locate the bones of the skull, muscle of mastication tongue, face, pharynx, glands of the oral cavity, cranial nerves, and blood vessels of the head and neck.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEN 5306 Clinical Dental Hygiene Practice I</strong></td>
<td>2.5 credits</td>
</tr>
<tr>
<td>Corequisite: DEN 5302 Oral Anatomy and Physiology.</td>
<td></td>
</tr>
<tr>
<td>The student will demonstrate a knowledge of the profession of dental hygiene and dentistry. He/she will interpret and demonstrate the procedures relative to the dental hygiene appointment and the dental specialties.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEN 5308 Clinical Dental Hygiene Practice II</strong></td>
<td>3 credits</td>
</tr>
<tr>
<td>Prerequisite: DEN 5302 Oral Anatomy and Physiology, DEN 5306 Clinical Dental Practice I.</td>
<td></td>
</tr>
<tr>
<td>The student will demonstrate principles of instrumentation, root planing, and polishing in a pre-clinical setting. Learning methods include lecture, laboratory, and clinical experience.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEN 5310 Clinic</strong></td>
<td>2 credits</td>
</tr>
<tr>
<td>Prerequisite: DEN 5306 Clinical Dental Hygiene Practice I and DEN 5308 Clinical Dental Hygiene Practice II.</td>
<td></td>
</tr>
<tr>
<td>The student will perform the oral prophylaxis, expose and process X-rays, apply fluoride, chart, and give patient instruction. Learning methods include clinical and seminar experience.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEN 5312 Clinic</strong></td>
<td>2.5 credits</td>
</tr>
<tr>
<td>Prerequisite: DEN 5310 Clinic and DEN 5317 Oral Histology.</td>
<td></td>
</tr>
<tr>
<td>This course is a continuation of DEN 5310.</td>
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</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEN 5314 Clinic</strong></td>
<td>3 credits</td>
</tr>
<tr>
<td>Prerequisite: DEN 5312 Clinic.</td>
<td></td>
</tr>
<tr>
<td>This course is a continuation of DEN 5312.</td>
<td></td>
</tr>
</tbody>
</table>
DEN 5316 X-ray
1.5 credits
Prerequisite: DEN 5301 Oral Anatomy and Physiology, DEN 5303 Head and Neck Anatomy, DEN 5306 Clinical Dental Hygiene Practice I, and DEN 5308 Clinical Dental Hygiene Practice II.
The student will demonstrate a knowledge of radiation producing, protection, techniques of exposure, processing, mounting, and the anatomical landmarks used in radiology. Learning methods include lecture and laboratory experience, slides, and tapes.

DEN 5334 General & Oral Embryology and Histology.
2 credits
Prerequisites: DEN 5302 Oral Anatomy and Physiology and DEN 5303 Head and Neck Anatomy.
The student will correlate general and oral histology and embryology with the clinical dental hygiene situations, with emphasis on the histological foundations of preventive dentistry. The student will utilize oro-facial embryology and general oral histology as a basis for understanding general and oral pathology and for making clinical evaluation of patients with common oral diseases.

DEN 5320 General and Oral Pathology
3 credits
Prerequisites: DEN 5334 General Embryology and Histology, and DEN 5317 Oral Embryology and Histology.
The student will explain terms related to general and oral pathologic conditions, etiologies of diseases, inflammation, infection, immunity, and degenerative processes.

DEN 5322 Community Dentistry
1.5 credits
The student will provide dental health services to the community and establish personal relationships with people treated outside a clinical situation. Learning methods include seminar, field experience, and lectures.

DEN 5324 Periodontology
3 credits
Prerequisite: DEN 5334 General Embryology and Histology and DEN 5317 Embryology and Histology.
The student will expand his/her knowledge of prevention of gingival and periodontal disease by (1) identifying the etiology and (2) applying methods available to treat gingival and periodontal diseases.

DEN 5325 Pharmacology
1.5 credits
Prerequisite: DEN 5320 Pathology.
The student will list the following characteristics of drugs used in the clinical practice of dental hygiene and dentistry: action and use, methods of administration, and toxicology.

DEN 5327 Dental Health Education
1.5 credits
Prerequisite: VPA 3612 Speech.
The student will develop and teach dental health education lessons to a variety of grade levels in a public school setting encompassing the areas of preventive, maintenance, and consumer education.

DEN 5329 Expanded Functions Seminar
2 credits
Prerequisites: Completion of all dental modules through the first semester of the second year.
The student will be able to describe the theory, demonstrate laboratory procedures, and perform selected clinical procedures in the area of dental materials, preventive dentistry and restorative dentistry. Expanded Functions will include those procedures recently delegated to the dental hygienist for various dental boards.

DEN 5330 Hospital Affiliation
.5 credit
Corequisites: DEN 5302 Oral Anatomy and Physiology, DEN 5306 Clinical Dental Hygiene Practice I.
The student will demonstrate the principles learned in DEN 5306 in a hospital setting.

DEN 5332 Dental Materials
1 credit
Prerequisites: DEN 5306 Clinical Dental Hygiene Practice I and CHE 4012 Chemistry.
The student will demonstrate an understanding of the physical and chemical properties of materials used in dentistry and their proper applications.

DEN 5333 Clinical Dental Hygiene Practice II
1.5 credits
Prerequisite: DEN 5308 Clinical Dental Hygiene Practice III.
Continuation of DEN 5308. Integration of theory with clinical experience in dental hygiene preventive procedures.
EARLY CHILDHOOD EDUCATION

The rapid expansion of early childhood programs has created a need for personnel trained in the philosophy and methodology of working with young children. The program of early childhood education at Hostos Community College is designed to prepare students with the background, knowledge, and skills for employment in schools, day care centers, and other agencies providing programs for infants and young children. The course of study combines classroom instruction with workshops, seminars, and field experiences. Students have an opportunity to apply theoretical knowledge through firsthand experiences in the methods and materials of instruction and by observation and participation in early childhood programs. The program also prepares students to work in bilingual programs and provides them with the foundation for advanced work in other areas such as elementary education and special education.

For students who are planning to continue their education, an associate in arts (A.A.) degree (12-credit early childhood elective concentration) is offered. For students planning to delay further study, the program leading to the associate in applied science degree (A.A.S.) is offered.

Learning methods available to the student include lecture-discussion, independent study in early childhood laboratory, and workshop experience.

Program of Studies Leading to A.A. and A.A.S. Degrees in Early Childhood Education (Effective September 1977)

<table>
<thead>
<tr>
<th></th>
<th>A.A. Degree Minimum Credits</th>
<th>A.A.S. Degree Minimum Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication Skills:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td><strong>Social Sciences:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 1032 General Psychology</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1036 Developmental Psychology</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>SOC 1232 Introduction to Sociology</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td><strong>Biology</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 3702-04 General Biology I-II</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td><strong>Modern Language (Spanish Recommended)</strong></td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td><strong>Visual &amp; Performing Arts, Puerto Rican Studies, Africana Studies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VPA 3612 Fundamentals of Public Speaking</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Elective in any of the above (VPA, CUP, CUB)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Health &amp; Physical Education</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLT 6503 Human Relations for the Health Professions</td>
<td>not required</td>
<td>3</td>
</tr>
<tr>
<td>HLT 6509 Mental Health</td>
<td>not required</td>
<td>3</td>
</tr>
<tr>
<td>HLT 6511 Health Problems of the Young Child</td>
<td>not required</td>
<td>1</td>
</tr>
<tr>
<td>HLT 6514 Nutrition</td>
<td>not required</td>
<td>3</td>
</tr>
<tr>
<td>Elective:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any 3-credit course in liberal arts</td>
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<td>0</td>
</tr>
</tbody>
</table>
Early Childhood education
All students must be registered in or have completed Eng. 1300, 1301 or ESL 1332 in order to register for ECE 6802.
All students are required to complete ECE 6802 Introduction to Early Childhood Education before registering for additional early childhood courses.
Students choose 12 credits maximum for A.A.; all credits for A.A.S., except ECE 6817 which is optional.

ECE 6802 Introduction to Early Childhood Education 3 credits
ECE 6804 Language Arts for Young Children 3 credits
ECE 6805 Social Studies for Young Children 3 credits
ECE 6807 Creative Art Activities for Young Children 3 credits
ECE 6809 Music and Rhythmic Activities 3 credits
ECE 6811 Science and Mathematics for Young Children 3 credits
ECE 6813 Field Experience in Early Childhood Education I 3 credits
ECE 6815 Field Experience in Early Childhood Education II 3 credits
ECE 6816 Development of the Young Child 3 credits
ECE 6817 Bilingual-Bicultural Early Childhood Education 3 credits

(73 credits with ECE 6817)

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

ECE 6802 Introduction to Early Childhood Education
3 credits
The student will demonstrate his/her knowledge of the basic philosophy, methods, and materials of early childhood education and the various programs for young children that are provided by public and private agencies. Offered in English and Spanish.

ECE 6804 Language Arts for Young Children
3 credits
Prerequisite: ECE 6802 Introduction to Early Childhood Education.
The student will plan and organize language arts activities in early childhood education. The student will demonstrate his/her familiarity with children’s literature, listening activities for young children, and reading readiness skills. The student will be able to effectively read, tell, and dramatize children’s stories, and participate in language games and reading readiness activities.

ECE 6805 Social Studies for Young Children
3 credits
Prerequisite: ECE 6802 Introduction to Early Childhood Education.
The student will plan and organize social studies activities in early childhood programs. The student will demonstrate his/her familiarity with the resources and methods used in developing social studies concepts through the preparation of materials and activities.

ECE 6807 Creative Art Activities for Young Children
3 credits
Prerequisite: ECE 6802 Introduction to Early Childhood Education.
The student will demonstrate his/her ability to organize creative art activities for young children. The student will display dexterity with such media as paint, clay, paper and wood, and an understanding of the methods of introducing young children to the values of these materials.
Special learning techniques include workshop experience.

**ECE 6809 Music and Rhythmic Activities for Young Children**

3 credits

Prerequisite: ECE 6802 Introduction to Early Childhood Education.
The student will plan and organize creative music and rhythmic activities for young children. The student will demonstrate an understanding of terms related to the fundamentals of music theory and the techniques needed in introducing singing, playing, moving, and listening activities in early childhood programs. Special learning methods include workshop experience.

**ECE 6811 Science and Mathematics for Young Children**

3 credits

Prerequisite: ECE 6802 Introduction to Early Childhood Education and a minimum of 3 additional credits in Early Childhood Education.
The student will plan and organize science and mathematics activities for young children. The student will also prepare materials used to present introductory science and mathematics concepts to young children.

**ECE 6813 Field Experience in Early Childhood Education I**

3 credits

Prerequisite: ECE 6802 Introduction to Early Childhood Education and a minimum of 3 additional credits in Early Childhood Education.
The student will observe and participate in early childhood programs such as day care centers, kindergartens, and infant care programs. The student will also participate in weekly seminars.

**ECE 6815 Field Experience in Early Childhood Education II**

3 credits

Prerequisite: ECE 6815 Field Experience in Early Childhood Education I.
The student will demonstrate in an assigned early childhood program the principles and skills introduced during the early childhood sequence. The student will also participate in weekly seminars.

**ECE 6816 Development of the Young Child**

3 credits

Prerequisite and/or Corequisite: ECE 6802 Introduction to Early Childhood Education.
The student will demonstrate his/her knowledge of the physical, cognitive, social, and emotional development of infants, toddlers, and pre-school children and its implications for group programs for young children.

**ECE 6817 Bilingual-Bicultural Early Childhood Education**

3 credits

Prerequisite: ECE 6802 Introduction to Early Childhood Education and a minimum of 6 additional credits in Early Childhood Education. Student must have the ability to read and write on the 9th grade level in English and Spanish.
The student will demonstrate his/her knowledge of the philosophy, methods, and materials used in bilingual, bicultural early childhood classes. The student will also prepare materials to be used in demonstration lessons of bilingual, bicultural experiences for young children. Course is offered simultaneously in English and Spanish, and is optional for students meeting the prerequisites.
MEDICAL LABORATORY TECHNOLOGY

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

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

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

Criteria for Admission to Medical Laboratory Technology Program

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

Transfer Students

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

Readmission to the Program

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

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

Program of Studies Leading to the A.A.S. Degree in Medical Laboratory Technology for Students Beginning with MAT 1604 Basic Math Skills (Science)

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 1302 Introduction to Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 3702 General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 1604 Basic Skills for Science Majors</td>
<td>1</td>
</tr>
<tr>
<td>HLT 6504 Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education</td>
<td>10</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 1303 Introduction to Composition II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 3704 General Biology II</td>
<td>4</td>
</tr>
<tr>
<td>CHE 4008 Fundamentals of Chemistry</td>
<td>2</td>
</tr>
<tr>
<td>MAT 1622 Elementary Algebra</td>
<td>2</td>
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<tr>
<td><strong>Summer</strong></td>
<td></td>
</tr>
<tr>
<td>Bio 3712-3812 General Microbiology</td>
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</table>
Program of Studies for ESL Students Leading to the A.A.S. Degree in Medical Laboratory Technology

**First Year**

<table>
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<tr>
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*Or next advanced course based on English placement test — Some students will be placed in Basic Spanish Composition.

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**Second Year**

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<tr>
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<tr>
<td>CHE 4004 General Chemistry II</td>
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**Third Year**

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### Second Year

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### Fourth Semester

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<td>BIO 3704 General Biology II</td>
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<td>ENG 1300 Basic Composition</td>
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<tr>
<td>ESL 1396 Reading in Social Science</td>
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#### Summer

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<td>BIO 3712-3812 General Microbiology</td>
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<tr>
<td>ENG 1307 Reading in Natural Science</td>
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### Third Year

#### Fifth Semester

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<tbody>
<tr>
<td>CHE 4004 General Chemistry II</td>
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<tr>
<td>CHE 4009 Clinical Lab Science I</td>
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<tr>
<td>ENG 1302 Introduction to Composition I</td>
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<td>MAT 1628 College Algebra</td>
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#### Sixth Semester

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<tr>
<td>BIO 3716 Medical Microbiology</td>
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<tr>
<td>BIO 3718 Histology</td>
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<td>ENG 1303 Introduction to Composition II</td>
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#### Summer

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<tr>
<td>CHE 4010 Clinical Lab Science</td>
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### Fourth Year

#### Seventh Semester

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Program of Studies Leading to the A.A.S. Degree in Medical Laboratory Technology for Students Beginning with MAT 1622, 1624 or 1627

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<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>MAT 1622 Elementary Algebra*</td>
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<td>CHE 4008 Fundamentals of Chemistry*</td>
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*Or next advanced course based on entrance placement examination in math and chemistry.

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<tbody>
<tr>
<td>MAT 1624 Intermediate Algebra</td>
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<tr>
<td>CHE 4002 General Chemistry II</td>
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<td>Elective</td>
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<tr>
<td>BIO 3712-3812 General Microbiology</td>
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<tr>
<td>Elective (BIO 3706 Anatomy &amp; Physiology)</td>
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<td>CHE 4004 General Chemistry II</td>
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<tbody>
<tr>
<td>BIO 3716 Medical Microbiology</td>
<td>4</td>
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<tr>
<td>BIO 3718 Histology</td>
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<tr>
<td>Elective or HLT 6503 Human Relations</td>
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<tr>
<td>MAT 1628 College Algebra</td>
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<tr>
<td><strong>Summer</strong></td>
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<tr>
<td>BIO 3820 Hospital Lab Practice</td>
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<tr>
<td><strong>Fifth Semester</strong></td>
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<tr>
<td>CHE 4010 Clinical Lab Science II</td>
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<td>BIO 3820 Hospital Laboratory Practice</td>
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</table>
CHE 4009 Clinical Laboratory Science I
4 credits
Prerequisites: CHE 4002 General Chemistry I and BIO 3704 General Biology II.
The student will demonstrate standard routine methods of analysis on urine, physical, microscopic, and chemical tests. The student will perform routine hematological tests, standard blood-banking techniques, and basic coagulation tests.

CHE 4010 Clinical Laboratory Science II
4 credits
Prerequisite: CHE 4004 General Chemistry II.
The student will perform standard current biochemical determinations using both manual techniques and some automated procedures. Lecture-discussion two hours, laboratory four hours.

BIO 3718 Histology
4 credits
Prerequisites: BIO 3704 General Biology II and CHE 4002 General Chemistry I (Lecture).
The student will process tissue in paraffin and frozen sections for microscopic examination. The student will study and identify cells, tissues, and organs from human and animal sources. Lecture-discussion two hours, laboratory four hours.

BIO 3712 General Microbiology
4 credits
Prerequisite: BIO 3704 General Biology II
The student will classify and describe the main groups of micro-organisms and isolate and cultivate micro-organisms in the laboratory. The student will learn to practice sterile techniques and prepare micro-organisms for microscopic examination. Lecture-discussion two hours, laboratory four hours.

BIO 3716 Medical Microbiology
4 credits
Prerequisite: BIO 3712 General Microbiology
The student will examine, describe, and classify micro-organisms of medical importance. The student will cultivate and identify the organisms in the laboratory using standard methods of identification. Lecture-discussion two hours, laboratory four hours.

BIO 3820 & 3822 Hospital Laboratory Practice
0 credits
Prerequisite: Completion of 3 or more medical laboratory courses (here listed).
The student will perform the standard laboratory tests which he/she has learned in the college laboratory in a hospital setting.
RADIOLOGIC TECHNOLOGY

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

All students in the Radiologic Technology Department must complete all courses each semester before proceeding to the next semester. Before beginning the clinical radiography part of the program, the student must complete all required subjects prior to the clinical practicum. A total of 2,200 hours of clinical radiography practice at an affiliated hospital (to include two summers) is required. There is a presentation of an A.E.R.T. (Association of Educators in Radiologic Technology) award annually to the most deserving student.

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

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<th>Credit Distribution</th>
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<tr>
<td>Urban Health Studies</td>
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<tr>
<td>Radiologic Technology</td>
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**English:**
ENG 1302-03 Introduction to Composition I & II 6

**Biology:**
BIO 3706 Anatomy & Physiology I 3
BIO 3806 Anatomy & Physiology I Lab 1
BIO 3708 Anatomy & Physiology II 3
BIO 3808 Anatomy & Physiology II Lab 1

**Physics:**
PHY 4302 Physics I Radiologic Technology 3
PHY 4402 Physics I Radiologic Technology Lab 1
PHY 4304 Physics II Radiologic Technology 3
PHY 4404 Physics II Radiologic Technology Lab 1

**Mathematics:**
MAT 1622 Elementary Algebra 2
MAT 1624 Intermediate Algebra 2

**Urban Health Studies:**
HLT 6525 Dynamics of Patient Care 2
HLT 6504 Medical Terminology 2
HLT 6505 Laboratory Skills 2
HLT 6522 Health, Ethics, & the Law 1

**Radiologic Technology**
XRA 5111 Radiologic Science I 2
XRA 5112 Radiologic Science I Lab 2
XRA 5113 Radiography I .5
XRA 5114 Radiography I Lab .5
XRA 5115 Topographic Anatomy I 2
XRA 5116 Radiologic Science II 2
XRA 5117 Radiologic Science II Lab .5
XRA 5118 Radiography II 2
XRA 5111 Radiologic Science I  
2 credits  
XRA 5112 Laboratory  
.5 credit  
Corequisite: MATH 1622 Elementary Algebra.  
The student will identify the basic principles of radiographic exposures and image formation as well as the chemistry of the processing solutions, darkroom accessories, and the composition of the radiographic film and film holders. (Formerly listed as XRA 5113, XRA 5116, XRA 5122, XRA 5118, and XRA 5111.)

XRA 5113 Radiography I  
2 credits  
XRA 5114 Laboratory  
.5 credit  
Corequisites: XRA 5115 Topographic Anatomy, HLT 6504-24 Medical Terminology, ENG 1302 Introduction to Composition I, and HLT 6505 Laboratory Skills.  
The student will identify and perform the basic radiographic positions of the body. (Formerly listed as XRA 5114, XRA 5121, XRA 5115, and XRA 5117.)

XRA 5115 Topographic Anatomy I  
2 credits  
Corequisites: XRA 5113 Radiography I, XRA 5114 Laboratory, HLT 6504-24 Medical Terminology, BIO 3706-3806 Anatomy & Physiology I.  
The student will identify the radiographic anatomy of the skeleton. (Formerly listed as XRA 5132 and XRA 5151.)

XRA 5116 Radiologic Science II  
2 credits  
XRA 5117 Laboratory  
.5 credit  
Corequisite: MATH 1624 Intermediate Algebra.  
The student will identify the advanced concepts of radiographic exposure, preparation, and use of technique charts, and an introduction to radiographic equipment calibration. (Formerly listed as XRA 5152 and XRA 5118.)

XRA 5118 Radiography II  
2 credits  
XRA 5119 Laboratory  
.5 credit  
Prerequisites: XRA 5113 Radiography I, XRA 5114 Laboratory, HLT 6504-24 Medical Terminology, and HLT 6505 Laboratory Skills.  
Corequisites: XRA 5120 Topographic Anatomy II, XRA 5121 Radiation Protection, and ENG 1303 Introduction to Composition II.  
The student will identify and perform the advanced radiographic positions of the body and the skull. (Formerly listed as XRA 5123, XRA 5152, XRA 5117, and XRA 5119.)

XRA 5120 Topographic Anatomy II  
1 credit  
Prerequisite: XRA 5115 Topographic Anatomy I.  
Corequisites: XRA 5118 Radiography II and XRA 5121 Radiation Protection.  
The student will identify the basic points, planes, lines, and bony anatomy of the skull. (Formerly listed as XRA 5152.)
XRA 5121 Radiation Protection
2 credits
Prerequisite: BIO 3706-3806 Anatomy & Physiology I.
Corequisite: BIO 3708-3808 Anatomy & Physiology II.
The student will identify the principles of radiation protection, the interaction of X-rays with matter, quantities, and units of radiation. (Formerly listed as XRA 5112 and XRA 5216.)

XRA 5122 Clinical Radiography I
1.5 credits
Prerequisites: XRA 5111 Radiologic Science I, XRA 5112 Lab, XRA 5113 Radiography I, XRA 5114 Lab, and XRA 5115 Topographic Anatomy I.
Corequisite: XRA 5121 Radiation Protection.
The student will observe and apply elementary radiographic procedures under the direct supervision of a qualified radiologic technologist. (Formerly listed as XRA 5290.)

XRA 5123 Clinical Radiography II
2.5 credits
Prerequisite: XRA 5122 Clinical Radiography I.
The student will apply the basic radiographic procedures under the direct supervision of a qualified radiologic technologist. (Formerly listed as XRA 5291 Summer I.)

XRA 5121 Radiation Biology
2 credits
Prerequisites: XRA 5121 Radiation Protection and BIO 3708-3808 Anatomy & Physiology II.
The student will identify the biological effects of ionizing radiation. (Formerly listed as XRA 5221.)

XRA 5122 Medical & Surgical Diseases
1 credit
Prerequisites: HLT 6504-24 Medical Terminology, BIO 3706-3806 Anatomy & Physiology I and BIO 3708-3808 Anatomy & Physiology II.
The student will identify the application of radiography to pathological conditions of specific organs and systems. (Formerly listed as XRA 5133.)

XRA 5123 Contrast Media
1 credit
Prerequisites: XRA 5121 Radiation Protection, HLT 6504-24 Medical Terminology, and HLT 6505 Laboratory Skills.
Corequisites: XRA 5120 Topographic Anatomy II, XRA 5118 Radiography II and XRA 5119 Laboratory.
The student will identify the composition and use of contrast media and radiographic procedures involving the digestive system, biliary tract, and urinary system. (Formerly listed as XRA 5112.)

XRA 5214 Clinical Radiography III
2.5 credits
Prerequisites: XRA 5123 Clinical Radiography II.
The student will apply the basic radiographic procedures under the direct supervision of a qualified radiologic technologist. (Formerly listed as XRA 5330.)

XRA 5215 Special Procedures
2 credits
Prerequisites: XRA 5213 Contrast Media, XRA 5123 Clinical Radiography, and XRA 5120 Topographic Anatomy II.
The student will identify those radiographic examinations involving surgical procedures and specialized equipment which include the circulatory system and reproductive systems. (Formerly listed as XRA 5142.)

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

XRA 5217 Radiologic Physics
1 credit
Prerequisites: MAT 1622 Elementary Algebra, MAT 1624 Intermediate Algebra, and PHY 4302, 4402 Physics I Radiologic Technology.
Corequisite: PHY 4304, 4404 Physics II Radiologic Technology.
The student will examine the physics of radiographic equipment, especially the circuitry, accessories, image intensification, optics, and fundamentals of preventive maintenance. (Formerly listed as XRA 5223.)

XRA 5219 Clinical Radiography IV
2.5 credits
Prerequisite: XRA 5214 Clinical Radiography III.
The student will perform the advanced radiographic procedures under the direct supervision of a qualified radiologic technologist. (Formerly listed as XRA 5331 Summer II.)
The Hostos Community College Radiologic Technology Department offers a program to provide licensed and registered radiologic technologists* the opportunity to obtain an Associate in Applied Science (A.A.S.) degree in radiologic technology. Students must take the following modules for satisfactory completion of the degree.

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

<table>
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<td>Urban Health Studies**</td>
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<tr>
<td>Radiologic Technology**</td>
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<td>BIO 3808 Laboratory II</td>
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<tr>
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<td>PHY 4402 Laboratory I</td>
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<td>MAT 1624 Intermediate Algebra</td>
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<td>HLT 6525 Dynamics of Patient Care</td>
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<td>HLT 6504-24 Medical Terminology</td>
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<td>HLT 6505 Laboratory Skills</td>
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<th>Radiologic Technology</th>
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</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>37</strong></td>
</tr>
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</table>


**Students are given the opportunity to obtain credits in these subject areas by satisfactorily passing equivalency examinations in these courses.
SECRETARIAL SCIENCE

The career-oriented secretarial science curriculum offers the interested student an opportunity to acquire the typing, shorthand, transcription skills, and work attitudes essential for successful secretarial employment either in the business world or the allied health field. The program is planned to include additional important learning experiences within other relevant liberal arts and health core areas of study. Students must meet the performance standards of a diagnostic examination before being registered in certain courses. Students are expected to attend all classes. Credits in each course are earned by successfully completing the stated success criteria of the course. Credit for previous experience in skill courses will be given on the basis of proficiency examinations.

Upon completion of either the executive or medical option, students will receive an A.A.S. degree from the Secretarial Science Department, and be prepared for productive secretarial employment within the business world or allied health field or will be able to transfer to a four-year college.

All students are invited to participate in the Medical Secretarial Science Club and various departmental activities.

Secretarial Science Department
Executive Option

First Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hours</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MSS 5602</td>
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Second Semester

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<th>Hours</th>
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<td>MSS 5604</td>
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<td>MSS 5629</td>
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<td>BIO 3708</td>
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<td>BIO 3808</td>
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Third Semester

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<td>MSS 5641</td>
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Fourth Semester

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<td>MSS 5643</td>
<td>Advanced Shorthand &amp; Transcription IV (Gregg)</td>
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<td>MSS 5656</td>
<td>Medical &amp; Executive Secretarial Practice</td>
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Total Credits 65

*Student may take a three-credit liberal arts elective upon recommendation of chairman of Secretarial Science Department.

**Accounting for Small Business I or Secretarial Accounting (3 cr., 4 hrs.) pending recommendation of chairman of Secretarial Science Department.

Secretarial Science Department
Medical Option
First Year

**First Semester**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Hours</th>
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<tr>
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<td>MSS 5622</td>
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<td>BIO 3706</td>
<td>Anatomy &amp; Physiology I</td>
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<tr>
<td>BIO 3806</td>
<td>Anatomy &amp; Physiology Lab I</td>
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<tr>
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<td>Introduction to Composition I</td>
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**Second Semester**

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<td>MSS 5604</td>
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<td>MSS 5629</td>
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**Second Year**

**Third Semester**

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<td>MSS 5645</td>
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<td>MSS 5626</td>
<td>Machine Transcription*</td>
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**Fourth Semester**

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<th>Course Code</th>
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<tr>
<td>HLT 6502</td>
<td>Human Relations for the Health Professions</td>
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Total Credits 65

*Student may take a three-credit liberal arts elective upon recommendation of chairman of Secretarial Science Department.

**Accounting for Small Business I or Secretarial Accounting (3 cr., 4 hrs.) pending recommendation of chairman of Secretarial Science Department.
Fourth Semester

<table>
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<th>Course Code</th>
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<td>MSS 5647</td>
<td>Medical Terminology for Shorthand IV (Gregg)</td>
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<td>MSS 5656</td>
<td>Medical &amp; Executive Secretarial Practice</td>
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<td>MSS 5649</td>
<td>Medical Machine Transcription</td>
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<td>MSS 5664</td>
<td>Business Communications</td>
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Total Credits 69

*Student may take a three-credit liberal arts elective upon recommendation of chairman.
**Secretarial Accounting or equivalent course.

**MSS 5622 Elementary Shorthand I (Gregg)**

5 credits
Prerequisite or Corequisite: ENG 1302 Introduction to Composition I.
The student will take and transcribe shorthand notes covering theory, principles, phrases, and brief forms. The student will take and transcribe theory tests covering the same items. The student will write dictation at 60 words per minute for three minutes transcribed within 96 percent accuracy a minimum of three times during the module to receive credit. (Formerly listed as MSS 5621-22 Elementary Shorthand IA-IB.)

**MSS 5629 Intermediate Shorthand Transcription II (Gregg)**

4 credits
Prerequisite: MSS 5622 Elementary Shorthand I (Gregg) and MSS 5602 Elementary Typing I or equivalent. Skill as demonstrated on proficiency examinations.
Corequisite: ENG 1303 Introduction to Composition II or equivalent.
The student will take and accurately transcribe new matter dictation and theory tests. The student will be introduced to shorthand transcription skill at the typewriter. The student will write new matter material dictated at a rate of 80 words per minute for three minutes transcribed within 96 percent accuracy a minimum of three times during the module and transcribe both perfect and mailable letters to receive credit. (Formerly listed as MSS 5628-29 Intermediate Shorthand and Transcription IIA—IIIB.)

**MSS 5641 Advanced Shorthand and Transcription III (Gregg)**

4 credits
Prerequisite: MSS 5629 Intermediate Shorthand & Transcription II and MSS 5604 Intermediate Typing II or equivalent skill as demonstrated on proficiency examinations.
The student will take new matter dictation at a rate of 100 words per minute transcribed within 96 percent accuracy a minimum of three times during the module and transcribe both perfect and mailable letters to receive credit. The student will continue to develop transcription skill by transcribing mailable copy from various areas of business and medical dictation. (Formerly listed as MSS 5640-41 Advanced Shorthand and Transcription IIIA—IIIB.)

**MSS 5643 Advanced Shorthand and Transcription IV (Gregg)**

4 credits
Prerequisite: MSS 5641 Advanced Shorthand and Transcription III and MSS 5606 Advanced Typing III or equivalent skill as demonstrated on proficiency examinations.
The student will continue to increase both dictation and transcription skills. The student will take new matter dictation at a rate of 120 words per minute for three minutes transcribed within 96 percent accuracy a minimum of three times during the module and transcribe both perfect and mailable letters to receive credit. (Formerly listed as MSS 5641-42 Advanced Shorthand & Transcription IIIC—IIID.)
MSS 5645 Medical Terminology for Shorthand III (Gregg)
3 credits
Prerequisites: BIO 3708-3808 Anatomy and Physiology II and HLT 6504-24 Medical Terminology.
Corequisites: MSS 5641 Advanced Shorthand and Transcription III and MSS 5606 Advanced Typing III.
The student will demonstrate the ability to write and transcribe dictation in medical specialties such as cardiology, thoracic medicine, dermatology, diabetes, urology, and endocrinology. Special emphasis will be placed on the terminology related to these areas. (Formerly listed as MSS 5644-45 Medical Terminology IIIA—IIB [Gregg].)

MSS 5647 Medical Terminology for Shorthand IV (Gregg)
3 credits
Prerequisite: MSS 5641 Advanced Shorthand and Transcription III, BIO 3708-3808 Anatomy and Physiology II, and HLT 6504-24 Medical Terminology.
Corequisite: MSS 5643 Advanced Shorthand and Transcription IV and MSS 5658 Medical Typing. The student will demonstrate the ability to write and transcribe shorthand dictation in medical specialties such as mental health, gynecology, obstetrics, gastroenterology, chemotherapy, and neurology. Special emphasis will be placed on the terminology related to these areas. (Formerly listed as MSS 5646-47 Medical Terminology IIIC—IIDD [Gregg].)

MSS 5602 Elementary Typing I
2 credits
The student will operate the typewriter by the touch method, manipulating its mechanical controls efficiently. The student will demonstrate the ability to arrange and correctly type business letters, manuscripts, and basic tabulation. The student will type a minimum of 30 words per minute for five minutes within a five-error limit a minimum of three times. (Formerly listed as MSS 5601-02 Typing IA—IB.)

MSS 5604 Intermediate Typing II
2 credits
Prerequisite: MSS 5602 Elementary Typing I or equivalent skill as demonstrated on a proficiency examination.
The student will demonstrate the ability to type production problems such as manuscripts, outlines, tabulations, two-page letters, and various business forms. The student will type a minimum of 40 words per minute for five minutes within a maximum of five errors a minimum of three times to receive credit. The student will demonstrate the ability to type unarranged production problems within specified time limits. (Formerly listed as MSS 5603-04 Intermediate Typing IIA—IIB.)

MSS 5606 Advanced Typing III
2 credits
Prerequisite: MSS 5604 Intermediate Typing II or equivalent skill as demonstrated on a proficiency examination.
The student will continue to develop production techniques by typing legal, medical, technical and other materials. The student will type a minimum of 50 words per minute for five minutes within a maximum of five errors at least three times to receive credit for the module and demonstrate the ability to type unarranged production problems within specified time limits. (Formerly listed as MSS 5605-06 Advanced Typing IIIA—IIB.)

MSS 5658 Medical Typing IV
2 credits
Prerequisite: MSS 5606 Advanced Typing III or equivalent skill as demonstrated on a proficiency examination.
This module is designed for students taking the Medical Option. The student will continue to refine production skills and will type reports, treatment records, and other medical forms related to various medical specialties. The student will type a minimum of 60 words per minute within an error allowance of five a minimum of three times during the module in order to receive credit and demonstrate the ability to type unarranged production problems within specified time limits. (Formerly listed as MSS 5657-58 Medical Typing IVA—IVB.)

MSS 5662 Executive Typing IV
2 credits
Prerequisite: MSS 5606 Advanced Typing III or equivalent skill as demonstrated on a proficiency examination.
This module is designed for the student taking the Executive Option. The student will expand the ability to type detailed and varied business letters, office forms, tabulations, manuscripts, and other materials for accounting firms and technical, legal, medical, governmental, and various other offices. The student will type a minimum of 60 words per minute for five minutes within an error allowance
of five a minimum of three times to receive credit and demonstrate the ability to type production problems within specified time limits. (Formerly listed as MSS 5661-62 Executive Typing IVA—IVB.)

**MSS 5626 Machine Transcription**
2 credits
Prerequisite: MSS 5604 Intermediate Typing II or equivalent skill as demonstrated on proficiency examination.

The student will demonstrate the ability to accurately transcribe from transcription machines. The student will increase his/her business vocabulary and demonstrate English skills by transcribing letters, memos, and reports from various areas of the business world into perfect and mailable copy within specified time limits. (Formerly listed as MSS 5611 Machine Transcription IA and MSS 5626 Machine Transcription IIA.)

**MSS 5649 Medical Machine Transcription**
2 credits
Prerequisite: MSS 5604 Intermediate Typing II or equivalent skill as demonstrated on a proficiency examination. HLT 6504-24 Medical Terminology, MSS 5626 Machine Transcription or equivalent skill as demonstrated on a proficiency examination.

Corequisite: MSS 5658 Medical Typing IV or MSS 5662 Executive Typing.

The student will demonstrate the ability to transcribe from transcription machines medical histories, summaries, treatment forms, and a variety of other material relating to neurology, gastroenterology, pediatrics, and other medical specialties. Special emphasis will be placed on the terminology related to these areas. (Formerly listed as MSS 5648-49 Medical Machine Transcription IIA—IIB.)

**MSS 5664 Business Communications**
3 credits
Prerequisite: MSS 5602 Elementary Typing I or equivalent skill as demonstrated on a proficiency examination.

The student will relate effective communication to on-the-job success and describe and apply positive qualities and techniques of effective written and oral communication. The student will develop employment applications, résumés, criteria, and methods of writing successful business letters. (Formerly listed as MSS 5663-64 Business Correspondence A and B.)

**MSS 5656 Medical and Executive Secretarial Practice**
3 credits
Prerequisites: MSS 5606 Advanced Typing III, MSS 5641 Advanced Shorthand and Transcription III, or equivalent skills as demonstrated on proficiency examinations or consent of the instructor.

Corequisites: MSS 5658 Medical Typing IV or MSS 5662 Executive Typing IV and MSS 5643 Advanced Shorthand and Transcription IV or equivalent skill as demonstrated on proficiency examinations.

The student will begin coordinating typing and shorthand skills with answering the telephone, handling the mail, filing, and other routine office skills. The student will be made aware of the personality traits, attitudes, and work habits essential to the proper relationship of the secretary with her/his employer. (Formerly listed as MSS 5655-56 Medical Executive Secretarial Practice A and B.)

**MSS 5669 Secretarial English**
3 credits
Prerequisite: ENG 1302 Introduction to Composition I.

The student will demonstrate facility in applying correct usage of parts of speech in context. The student will demonstrate ability to accurately apply rules of punctuation, number usage, word division, possessives, spelling, and other areas essential to success during the transcription process.

**Members of the Advisory Committee of the Secretarial Science Department:**

- Mr. Samuel B. Granirer, Executive Director, Catholic Career Council and Parish Placement Service, New York, New York
- Dr. Elizabeth Iainizzi, Professor, Secretarial Science Department, New York City Community College, Brooklyn, New York
- Ms. Alfreda Williams, Manager, Training and Development, Mt. Sinai Medical Center, New York, New York
- Ms. Sharon Hill, graduate of the department.
THE CITY UNIVERSITY OF NEW YORK

The City University of New York (CUNY) is a public institution comprising ten senior colleges, seven community colleges, and an affiliated medical school. The university-wide doctoral program is supervised from the Graduate School and University Center in mid-Manhattan. The Board of Trustees is the governing board for the university.

The university dates from 1847, when the needs of the city for free higher education were first met by the establishment of The Free Academy — now City College — as the result of a public referendum. In 1961, seven municipal colleges, then operated by the Board of Higher Education, became the City University of New York through state legislation. The continuing growth of the university encompasses new institutions, an expansion of facilities to serve more students, and new programs and research geared to current urban needs.

To widen opportunity, the City University of New York has developed the largest university-sponsored program in the nation to aid disadvantaged high school youth to enter and stay in college through the College Discovery Program and Operation SEEK (Search for Education, Elevation, and Knowledge). Urban centers, offering short-term vocational training and college-adapter courses, are operated by the City University under contract with the State University of New York.
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Joan B. Maynard

Emanuel R. Piore  B.A., Ph.D., D.Sc.
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Secretary of the Board
Mary P. Bass  B.A., J.D.
General Counsel and Vice Chancellor for Legal Affairs

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Leo A. Corbie
Martin Warmbrand
Robin Elliott

Chancellor
Deputy Chancellor
General Counsel and Vice-Chancellor for Legal Affairs
Vice-Chancellor for Faculty and Staff Relations
Vice-Chancellor for Urban Affairs
Vice-Chancellor for University Systems
Vice-Chancellor for Budget and Finance
Vice-Chancellor for Academic Affairs
University Dean for Faculty and Staff Relations
University Dean for Teacher Education
Administrator of the Office of Facilities Planning and Management
Budget Director
Deputy to the Chancellor for Legislative Affairs
Deputy to the Chancellor for Executive Personnel
Deputy to the Chancellor for Planning
Deputy to the Vice Chancellor for Special Programs
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