Building New York, One Mind at a Time.

THE 1987 CATALOG
CALENDAR 1986/87

FALL QUARTER

September 8  
First official day of Co-op Internships

September 20  
First day of regular classes

October 3  
Rosh Hashana—no classes after 4 p.m.

October 4-5  
Rosh Hashana—no classes

October 13  
Columbus Day—no classes

October 6  
Last day to apply for graduation this quarter. Last day to add Independent Study/Individualized Course. Last day of tuition refund period.

October 30  
Last day to withdraw from a course officially

November 4  
Election Day—no classes

November 11  
Veteran’s Day—no classes

November 27-30  
Thanksgiving—no classes

December 6  
Last day of Fall Quarter for Day Classes.

December 12  
Last official day of Co-op Internship.

WINTER QUARTER

December 15  
First official day of Co-op Internship

January 2  
First day of regular classes.

January 8  
Last day for transfer applications for February admission to CUNY colleges. Late applications accepted on space available basis.

January 16  
Last day to add Independent Study/Individualized Course. Last day to apply for graduation this quarter. Last day of tuition refund period.

January 19  
Martin Luther King, Jr. Day—no classes

February 11  
Classes will meet according to a Monday schedule.

February 12  
Lincoln’s Birthday—no classes

February 16  
Washington’s Birthday—no classes

February 17  
Classes will meet according to a Thursday schedule

February 26  
Last day to apply for Readmission or Reinstatement from Suspension.

March 25  
Last day of apply as a non-degree student (Applications accepted on a space available basis).

March 18  
Last day of Winter Quarter.

March 20  
Last official day of Co-op Internship.

SPRING QUARTER

March 23  
First official day of Co-op Internship

April 13-18  
Spring Recess—no classes

April 21  
Last day to apply for graduation with quarter.

April 26  
Classes meet according to a Monday schedule.

May 25  
Memorial Day—no classes

May 28  
Last day to apply as a non-degree student. (Applications accepted on a space available basis).

June 16  
Last day of Spring Quarter.

June 19  
Last official day of Co-op Internship.

SUMMER QUARTER

June 22  
First official day of Co-op Internship

June 27  
First day of regular classes

July 4  
Independence Day—no classes

July 13  
Last day to apply for graduation this quarter. Last day to add Independent Study/Individualized Course. Last day of tuition refund period.

July 23  
Last day to withdraw from a course officially.

August 20  
Last day for transfer applications for September admissions to CUNY colleges. Late applications accepted on a space available basis. Last day to apply for Readmission or Reinstatement from Suspension.

August 28  
Last day of Summer Quarter.

September 5  
Last official day of Co-op Internship.
Building New York,
One Mind at a Time.

LAGUARDIA COMMUNITY COLLEGE
When LaGuardia Community College accepted its first students in 1971, it wanted to be what the words in its name promised. It wanted to be both a college and a community.

The idea is simple, really. LaGuardia was founded by people who believed that a college should be more than a place students attend until they graduate. They believed a college is also a human experiment created by different people who share a common goal.

Beyond that, they believed that a college is more than the community it creates within its walls. A college is also part of the community in which it is located. In fact, that first thing the founders of this college did was talk to people in the neighborhoods nearby about the kind of college the people wanted built here.

Naturally, if this is the kind of college you want to be, it will affect the way you do your work.

How does the college want to do its work?

First, the college believes it has a responsibility to go beyond merely providing students with the opportunity for an education. The college must also make it possible for students to succeed and even to excel.

Of course, every college wants the same for its students. Here at LaGuardia that desire is matched by a special level of commitment.

To put it very simply, we believe in the possibility of excellence. We look for it in the people who work here and in the programs we offer. We look for it in students.

The question is: how can a college make the possibility of excellence real for its students?

LaGuardia saw part of the answer in an idea we all know to be true: that in this life, people learn in many different ways. We took that idea and said: what is true in life should also be true in college. To make a college education true to life, however, means taking students out of the classroom and into the work place.

Unlike any other community college before it, this college was the first to require students to complete off-campus work/study internships as a requirement for graduation.

But the college does not simply put students into a job and say: "See you next quarter."

The college works with its students through a unique program merging classroom instruction, work experience, and career-related seminars. As a result, when LaGuardia students graduate, they have more than a degree. They have a resume.

That was the beginning of cooperative education at the college. It has grown to become a central feature of the LaGuardia experience.
But expanding a college education into the workplace is only part of what it takes to make a LaGuardia education work. Just as important—a college must be able to narrow its focus to a single student where there is an individual need.

For example, some of our students have mastered the material taught in some of our classes before they ever get to college. To them we offer an alternative degree program and give them credit for what they already know.

Other students need special help with reading, writing, mathematics, and communication skills. To them we offer a basic skills program of small classes and special tutoring where they have a new chance to learn these essential skills.

For all of our students, however, whatever their skills, we know college is a demanding experience. For this reason the college provides many kinds of counseling services—opportunities to talk about their school work, their career plans, their personal lives.

LaGuardia, however, is surrounded by a community which needs more from it than college degrees. The college has responded with a great deal more.

For example, the Division of Continuing Education offers programs for community residents at the college and in the neighborhoods where they live. It provides training for older people and small business people. For people who are deaf and people who are blind. For veterans and prison inmates. For those who want a career change, a high school equivalency diploma, or an auto repair class.

Other people, however, prefer sports. For these people the college operates a recreation program which mixes community residents and college students.

For other people, a community college is a community center. For these people a classroom can be a confering room. Or a theatre can be a meeting hall.

The college plays host to dozens of such events each year. For all these people, this college is all these things. Still, is this all a college can be? This college thought not.

So for a student with a young child, LaGuardia is also a day care center. While the parent goes off to class, the child attends a city-licensed nursery school located at the college and paid for by the students.

For a youngster from the local public schools who is thinking of dropping out, LaGuardia is also an alternative high school. Unfulfilled in the normal school setting, these students come to LaGuardia's Middle College High School. After three years here, instead of dropping out, most go on to college—often at LaGuardia!

Why are we telling you all of this here? Fiorello LaGuardia could have told you why. As mayor of New York, LaGuardia was a plainspoken crusader and perhaps the most popular figure in the city's political history. "Forget the details," he once told a aide with impatience "Get to the reasons why!"

A college catalog cannot completely forget the details, of course. This one contains a great many, and they all begin on the next page.

But along with the details, we also want to state our reason why—why this college is here, and what it is we are trying to do.

After that, there seems only this to say: Welcome to the college and the community. Welcome to the experiment.
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ACADEMIC PROGRAMS
The academic programs offered by the college are presented in alphabetical order. They are:
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LaGuardia Community College is designed to provide its students with a wide range of learning opportunities in the areas of personal growth, academic achievement, and career preparation. To meet these goals the college has created a variety of academic programs both traditional and experimental, which can be summarized in this way.

The college offers programs leading to three degrees, the Associate in Arts (AA), the Associate in Applied Sciences (AAS), and the Associate in Science (AS). The programs of study within each degree area include:

**ASSOCIATE IN ARTS**
- Bilingual Education Associate
- Human Services—child care, mental health, and gerontology options
- Liberal Arts

**ASSOCIATE IN APPLIED SCIENCES**
- Accounting—career and transfer patterns
- Animal Health Technology
- Business Management
- Computer Technician
- Credit Management
- Data Processing—operations and programming options
- Emergency Medical Technician/Paramedic
- Mortuary Science
- Nursing
- Office Technology
- Physical Therapist Assistant
- Secretarial Science—administrative office assistant, bilingual, executive and legal options
- Telecommunications
- Travel and Tourism

**ASSOCIATE IN SCIENCE**
- Business Administration
- Computer Science
- Dietetic Technician
- Foodservice Management
- Dietetic Technician
- Nutrition Care Services
- Emergency Medical Technician/Paramedic
- Occupational Therapy Assistant
- School Foodservice Management

**CERTIFICATE PROGRAM**
- Word Processing
The Accounting Program, coordinated by the Accounting and Managerial Studies Department, offers a course of study leading to an Associate in Applied Science Degree (AAS).

Although an AAS degree program is usually designed for students with immediate career goals upon graduation, our experience has proven that a large percentage of accounting majors will continue their studies at a four-year college upon graduation (either full-time or part-time). Therefore, the accounting curriculum provides options for both the student who plans to transfer to a four-year college and the student whose immediate post-graduation goal is full-time employment.

The program of study recommended for students who intend to continue their education at a four-year college enables them not only to receive through exposure to accounting and related fields but also to complete many of the liberal arts courses required at four-year colleges. The recommended program of study enables the student to transfer to a four-year college with the skill levels necessary for successful completion of the baccalaureate degree and also limits the additional course work that must be completed for the baccalaureate.

The program of study recommended for students with immediate career goals upon graduation is tailored to the needs and demands of job opportunities in the general business environment or in specific accounting positions. Graduates are employable in entry level accounting positions in the private business sector and in federal, state, and local governmental agencies (at approximately the GS-5 civil service level). Graduates are also qualified to perform routine auditing and accounting functions on the staffs of public accounting firms.

Regardless of the post-graduation goals, the student is able to complete three internships from numerous job opportunities available through LaGuardia's Cooperative Education Division. These work experiences not only enable the student to bridge the gap between classroom theory and practical applications in the business world, but also provide valuable experience for subsequent full-time employment.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 41.
## Accounting Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>51-52 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
<td></td>
</tr>
<tr>
<td>Writing through Literature ENGI02</td>
<td>3</td>
</tr>
<tr>
<td>(Recommended for transfer students)</td>
<td></td>
</tr>
<tr>
<td>Writing for Business ENG112</td>
<td>3</td>
</tr>
<tr>
<td>(Recommended for career students)</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
<td></td>
</tr>
<tr>
<td>Pre-Calculus MAT200</td>
<td>3-4</td>
</tr>
<tr>
<td>(Recommended for transfer students)</td>
<td></td>
</tr>
<tr>
<td>Elementary Statistics MAT120</td>
<td>3</td>
</tr>
<tr>
<td>(Recommended for career students)</td>
<td></td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td></td>
</tr>
<tr>
<td>Introductory Economics I SSE101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Accounting I AMA101</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting II AMA102</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting III AMA103</td>
<td>2</td>
</tr>
<tr>
<td>Accounting Applications for Microcomputers AMA110</td>
<td>3</td>
</tr>
<tr>
<td>Business Law I AMM110</td>
<td>3</td>
</tr>
<tr>
<td>Select three of the following:</td>
<td></td>
</tr>
<tr>
<td>Intermediate Accounting I AMA201</td>
<td>9</td>
</tr>
<tr>
<td>Intermediate Accounting II AMA202</td>
<td></td>
</tr>
<tr>
<td>Cost Accounting I AMA210</td>
<td></td>
</tr>
<tr>
<td>Cost Accounting II AMA211</td>
<td></td>
</tr>
<tr>
<td>Individual Income Tax Procedures AMA150</td>
<td></td>
</tr>
<tr>
<td>Partnership and Corporation Tax Procedures AMA155</td>
<td></td>
</tr>
<tr>
<td>Internal Audit AMA220</td>
<td></td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td></td>
</tr>
<tr>
<td>(Optional for Extended Day students)</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>Three internships, three credits each</td>
<td>9</td>
</tr>
<tr>
<td><strong>Computer Information Systems</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Data Processing BDP100</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>14-15 credits</th>
</tr>
</thead>
</table>

If students do not take an urban study course within their program requirements, one of their electives must be an urban study course. Liberal arts electives—for restrictions, see page 42. (Number of credits required depends on Math and English courses chosen)

Unrestricted electives 7
(Transfer students are advised to take liberal arts courses from any department. Career students should select courses from the Accounting and Managerial Studies Department.)

Total credits: 66
The Animal Health Technician Program provides for both classroom and clinical training in the areas of small and large animal care, and laboratory animal science. It is coordinated by the Department of Natural and Applied Science and leads to the Associate in Applied Science Degree (AAS). The program is designed to meet requirements set forth by the New York State Department of Education and the American Veterinary Medical Association, and will prepare the graduate for a career as an Animal Health Technician.

Animal Health Technicians work under the supervision of a veterinarian in a wide variety of tasks. These include such services as: collection of specimens and performance of tests on blood and urine, preparation of animal patients and equipment for surgery; routine nursing of medical and surgical patients; exposure and development of radiographs; supervision of subordinate hospital personnel; and routine business management procedures.

Students will spend 3 of their 8 quarters working in veterinary practices and research animal facilities. A number of New York City practicing veterinarians will provide work experience for students. Students will also work with laboratory animals at one of many research laboratories in New York City.

There are a wide variety of employment opportunities for Animal Health Technicians in the metropolitan area. These include animal research laboratories, private veterinary practices, pet shops, testing laboratories and animal shelters. The LaGuardia Community College program will prepare students with training to meet the requirements for New York State licensure as animal health technicians. Students will also be prepared for a certifying examination given by the American Association for Laboratory Animal Science.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 41.
### Animal Health Technology Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>57 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SSI100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
</tr>
<tr>
<td>Elementary Statistics I MAT120</td>
<td>3</td>
</tr>
<tr>
<td><strong>Natural &amp; Applied Science</strong></td>
<td></td>
</tr>
<tr>
<td>Biological Chemistry SCC140</td>
<td>3</td>
</tr>
<tr>
<td>Comparative Vertebrate Anatomy and Physiology SCB210</td>
<td>5</td>
</tr>
<tr>
<td>General Microbiology SCB260</td>
<td>4</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>Research Animal Practice CEV201</td>
<td>3</td>
</tr>
<tr>
<td>Small Animal Practice CEV202</td>
<td>3</td>
</tr>
<tr>
<td>Selected Animal Practice CEV203</td>
<td>3</td>
</tr>
<tr>
<td><strong>Animal Health Technology</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Animal Health Technology SCV101</td>
<td>3</td>
</tr>
<tr>
<td>Research Animal Technology SCV201</td>
<td>4</td>
</tr>
<tr>
<td>Veterinary Nursing I SCV210</td>
<td>4</td>
</tr>
<tr>
<td>Veterinary Nursing II SCV211</td>
<td>4</td>
</tr>
<tr>
<td>Veterinary Radiography SCV212*</td>
<td>3</td>
</tr>
<tr>
<td>Veterinary Laboratory Techniques SCV213</td>
<td>3</td>
</tr>
<tr>
<td>Farm Animal Nursing SCV214*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>9 credits</td>
</tr>
</tbody>
</table>

*Course will be taught at an off campus location.*

Total credits: 66

Karen Kelsey '85  
Animal Health Technician  
Westside Veterinary Center  

Interned:  
Animal Medical Center  
New York Veterinary Hospital  
Rockefeller University
The Education Associate Program with a specialization in Bilingual Education is administered by the Department of Humanities and awards the Associate in Arts degree (AA). Students are encouraged to transfer to a senior college after graduation.

Students who apply for admission to the program are selected by examination in English, mathematics, and Spanish.

Selected courses in major subject areas—social science, psychology, and mathematics—are offered bilingually, in English and Spanish, with a focus on Hispanic culture. In addition, the program provides field-based instruction in bilingual curriculum development and teaching methodology.

Students who are not currently working as paraprofessionals will serve three 10-week internships in bilingual schools. Working classroom paraprofessionals may use their current employment site to fulfill the internship requirement.

The internships are accompanied by seminars designed to assist students with problems they encounter in their teaching positions. The seminars available to program participants include: Social Science in the Bilingual Program, Realities of Your Career Choice, Bilinguals and the World of Work, and Independent Research.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective unrestricted courses.
## Bilingual Education Associate Curriculum

### Required Courses  54 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing Through Literature ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics/Sciences</td>
<td></td>
</tr>
<tr>
<td>Early Concepts of Math for Children I MAB103 (bilingual mode)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics in Elementary Education II MAB104 (bilingual mode)</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
<td></td>
</tr>
<tr>
<td>Topics in Biological Sciences SCB101</td>
<td>3</td>
</tr>
<tr>
<td>Topics in Chemistry SCC101</td>
<td>3</td>
</tr>
<tr>
<td>Topics in Physical Sciences SCP101</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SSB100 (bilingual mode)</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY101 (bilingual mode)</td>
<td>3</td>
</tr>
<tr>
<td>Group Dynamics: Small Group Processes SSY260</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
</tr>
<tr>
<td>These courses taught in Spanish only.</td>
<td></td>
</tr>
<tr>
<td>Advanced Spanish Composition HUS210</td>
<td>3</td>
</tr>
<tr>
<td>Latin American Civilization HUS204</td>
<td>3</td>
</tr>
</tbody>
</table>

### Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latin American Literature I HUS200</td>
<td>3</td>
</tr>
<tr>
<td>Latin American Literature II HUS201</td>
<td>3</td>
</tr>
<tr>
<td>Literature of the Caribbean HUS270</td>
<td>3</td>
</tr>
</tbody>
</table>

### Bilingual Education Associate Curricula (Taught in bilingual mode)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Bilingualism HUN101</td>
<td>3</td>
</tr>
<tr>
<td>The Bilingual Child in the Urban Environment: Educational Psychology HUB102*</td>
<td>3</td>
</tr>
<tr>
<td>Principles and Practices of Bilingual Education HUB103</td>
<td>3</td>
</tr>
<tr>
<td>Bilingual Language Arts HUB200</td>
<td>3</td>
</tr>
</tbody>
</table>

### Cooperative Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>Three internships, three credits each, in educational institutions requiring bilingual skills.</td>
<td>9</td>
</tr>
</tbody>
</table>

### Elective Courses  12 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts Electives: for restrictions see page 42.</td>
<td>9</td>
</tr>
<tr>
<td>Unrestricted electives</td>
<td>3</td>
</tr>
</tbody>
</table>

*Students who have had Developmental Psychology SSY240

Total credits: 66

should see instructor before registering.*
Computer Information Systems: All programs in CIS award students an AAS degree except for Computer Science which awards the AS degree. All options that the department offers, help prepare students for careers in CIS as well as to facilitate transfer to senior colleges.

The major objectives are to provide students with the technical competencies in the field of CIS and to instill a basic understanding of business organization and the role of CIS in support of the management process.

Students at LaGuardia can select the following courses of study:

Computer Science: The concentration in computer science is appropriate for those students interested in mathematics and/or computer science who plan on transferring to a senior college for further study in computer science. Graduating students will be prepared for careers as applications programmers.

Programming: The concentration in computer programming provides training for entry level jobs as well as for transfer to a senior college as a business or information sciences major. Graduates of this option may qualify for positions as a junior programmer or programmer trainee.

Operations: The concentration in computer operations prepares students to operate computer equipment. Students will qualify after graduation for positions as input/output control clerk, computer operator, and console operator.

Computer Technician: The concentration in the computer technician program provides needed skills for a career in high-tech industries, in either microcomputer repair and operations, or design and interface of micros with peripherals. This program is designed to fill the gap between existing CIS programs and to provide students with vocational training in an area in which companies are currently hiring.

Telecommunications: The concentration in telecommunications provides students with skills for working in data switching centers, data line maintenance and communications devices repair. In addition, students can have the opportunity to plan advanced studies in teleprocessing and telecommunications.

All graduates who receive an AAS Degree are expected to be familiar with safety requirements on the job, electronic test equipment, integrated circuitry, microcomputer architecture, data communications media, switching techniques and terminal interfacing.

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills courses. These courses are not listed in the required course section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of electives courses. For more information on the basic skills requirements see page 41.
## Computer Science Option
**Curriculum: AS Degree**

**Required Courses** 63-64 credits

<table>
<thead>
<tr>
<th>Mathematics</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Precalculus MAT200</td>
<td>4</td>
</tr>
<tr>
<td>Students not requiring MAT200 should select one elective from:</td>
<td></td>
</tr>
<tr>
<td>Linear Algebra MAT210</td>
<td></td>
</tr>
<tr>
<td>Elementary Differential Equations MAT204</td>
<td></td>
</tr>
<tr>
<td>Mathematical Probability and Statistics, I, II MAT220, 221</td>
<td></td>
</tr>
<tr>
<td>Calculus, I, II, III MAT201, 202, 203</td>
<td>12</td>
</tr>
<tr>
<td>Introduction to Discrete Mathematical Structures MAT230</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computer Information Systems</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Computer Science BDP101</td>
<td>4</td>
</tr>
<tr>
<td>Structured Programming Techniques with COBOL BDP195</td>
<td>4</td>
</tr>
<tr>
<td>Basic Assembler Language for Computer Science BDP196</td>
<td>5</td>
</tr>
<tr>
<td>Computer Architecture BDP295</td>
<td>4</td>
</tr>
<tr>
<td>Choose two departmental electives other than BDP105</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accounting/Managerial Studies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>English</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Composition II ENG102</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Science</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Social Science SS1100</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cooperative Education</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>Three internships, three credits each</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>3 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal arts electives:</td>
<td>3</td>
</tr>
<tr>
<td>The liberal arts elective must be an Urban Study course.</td>
<td></td>
</tr>
</tbody>
</table>

Total credits: 66-67

---

Carlos E. Rodriguez '84
Telecommunications Technician
IBM
Interned:
IBM

---

## Programming Option
**Curriculum: AAS Degree**

**Required Courses** 55 credits

<table>
<thead>
<tr>
<th>English/Humanities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>English or Humanities (Liberal Arts) Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td>Students who have previously completed a year of algebra will be placed in Pre-Calculus. It is recommended that students intending to transfer to a four-year college elect an additional course from the calculus sequence. Other students should elect an additional course in statistics.</td>
<td></td>
</tr>
<tr>
<td>One additional course from the Mathematics Department. (MAT098 and 099 do not satisfy this requirement).</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Science</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Social Science SS1100</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accounting and Business</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Accounting I AMA101</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting II AMA102</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cooperative Education (Optional for Extended Day students)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>Three internships, three credits each</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computer Information Systems</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Data Processing BDP100</td>
<td>3</td>
</tr>
<tr>
<td>Cobol Programming I BDP106</td>
<td>3</td>
</tr>
<tr>
<td>Cobol Programming II BDP200</td>
<td>3</td>
</tr>
<tr>
<td>System 370/Assembler Language I BDP120</td>
<td>3</td>
</tr>
<tr>
<td>System 370/Assembler Language II BDP121</td>
<td>3</td>
</tr>
<tr>
<td>Operating Systems BDP230</td>
<td>3</td>
</tr>
<tr>
<td>Systems Analysis and Design BDP110</td>
<td>3</td>
</tr>
<tr>
<td>Choose any departmental elective other than BDP105.</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>11 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>If students do not take an urban study course within their program requirements, one of their electives must be an urban study course.</td>
<td></td>
</tr>
<tr>
<td>Liberal arts electives—for restrictions, see page 42.</td>
<td>5</td>
</tr>
<tr>
<td>Unrestricted electives</td>
<td>6</td>
</tr>
</tbody>
</table>

Total credits: 66
## Operations Option Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English/Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>One course from the English or Humanities Departments.</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td>Students who have previously completed a year of algebra will be placed in Elementary Statistics. It is recommended that students elect an additional course in statistics.</td>
<td></td>
</tr>
<tr>
<td>One additional course in the Mathematics Department. (MAT098 and 099 do not satisfy this requirement.)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SS100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting and Business</strong></td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting I AMA101</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting II AMA102</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td></td>
</tr>
<tr>
<td>(Optional for Extended day students)</td>
<td>0</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>9</td>
</tr>
<tr>
<td>Three internships, three credits each</td>
<td></td>
</tr>
<tr>
<td><strong>Computer Information Systems</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Data Processing BDP100</td>
<td>3</td>
</tr>
<tr>
<td>Cobol Programming I BDP106</td>
<td>3</td>
</tr>
<tr>
<td>System 370/Assembler Language I BDP120</td>
<td>3</td>
</tr>
<tr>
<td>Operating Systems BDP230</td>
<td>3</td>
</tr>
<tr>
<td>Computer Operations I BDP270</td>
<td>3</td>
</tr>
<tr>
<td>Computer Operations II BDP275</td>
<td>3</td>
</tr>
<tr>
<td>RPG Programming BDP108</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>14</td>
</tr>
<tr>
<td>Computer Information Systems elective: select any departmental elective other than BDP105</td>
<td>3</td>
</tr>
<tr>
<td>(Teleprocessing is a recommended elective for computer operations students.)</td>
<td></td>
</tr>
<tr>
<td>If students do not take an urban study course within their program requirements, one of their electives must be an urban study course.</td>
<td></td>
</tr>
<tr>
<td>Liberal arts electives—for restrictions, see page 42.</td>
<td>5</td>
</tr>
<tr>
<td>Unrestricted electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total credits</strong></td>
<td>66</td>
</tr>
</tbody>
</table>

## Computer Technician Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English/Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101 or other Oral skills course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td>Precalculus MAT200</td>
<td>4</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SS100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting and Business</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>Three internships, three credits each</td>
<td>9</td>
</tr>
<tr>
<td><strong>Computer Information Systems</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Data Processing BDP100</td>
<td>3</td>
</tr>
<tr>
<td>Assembler I BDP120 (Cobol 1, BDP106, is waived as a prerequisite for students enrolled in this program)</td>
<td>3</td>
</tr>
<tr>
<td>Computer Electronics BDP290</td>
<td>4</td>
</tr>
<tr>
<td>Computer Hardware Interfacing and Programming BDP265</td>
<td>3</td>
</tr>
<tr>
<td>Computer Architecture BDP295</td>
<td>4</td>
</tr>
<tr>
<td>Computer Logic 1*</td>
<td>4</td>
</tr>
<tr>
<td>Computer Logic 2 w/trouble shooting*</td>
<td>4</td>
</tr>
<tr>
<td>Computer Repair*</td>
<td>4</td>
</tr>
<tr>
<td>Computer Project Lab*</td>
<td>1</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>5-6</td>
</tr>
<tr>
<td>If students do not take an urban study course within their program requirements, one of their electives must be an urban study course.</td>
<td></td>
</tr>
<tr>
<td>Unrestricted elective</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>3</td>
</tr>
<tr>
<td>*New Courses</td>
<td></td>
</tr>
<tr>
<td><strong>Total credits</strong></td>
<td>67</td>
</tr>
</tbody>
</table>
# Telecommunications Option: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English/Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communications HUC101</td>
<td>3</td>
</tr>
<tr>
<td>English or Humanities (Liberal Arts) electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td>Precalculus MAT200</td>
<td>4</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SS100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting and Business</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>Three internships, three credits each</td>
<td>9</td>
</tr>
<tr>
<td><strong>Computer Information Systems</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Data Processing BDP100</td>
<td>3</td>
</tr>
<tr>
<td>Assembler I BDP120 (Cobol 1, BDP106, is waived as a prerequisite for students enrolled in this program)</td>
<td>3</td>
</tr>
<tr>
<td>Computer Electronics BDP290</td>
<td>4</td>
</tr>
<tr>
<td>Computer Architecture BDP295</td>
<td>4</td>
</tr>
<tr>
<td><strong>Telecommunications</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Teleprocessing BDP260</td>
<td>3</td>
</tr>
<tr>
<td>Network Operations*</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Telephony*</td>
<td>3</td>
</tr>
<tr>
<td>Data Communications Concepts*</td>
<td>4</td>
</tr>
<tr>
<td>Telecommunications Project Lab*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td></td>
</tr>
<tr>
<td>Unrestricted elective</td>
<td>2-3</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>2-3</td>
</tr>
</tbody>
</table>

If students do not take an urban study course within their program requirements, one of their electives must be an urban study course.

*New Courses Total credits: 67-68
Dietetic Technician/ Foodservice Management

The Dietetic Technician Program, coordinated by the Department of Natural and Applied Sciences, leads to the Associate of Science (AS) degree. The program is approved by the American Dietetics Association, the national professional accreditation organization. It is designed to train individuals to assume supervisory responsibilities in foodservice operations in health care related facilities such as hospitals and nursing homes. Such responsibilities include menu planning for institutional use, food purchasing, equipment selection and personnel supervision, evaluation, and training.

The program provides management courses which deal with the direct application of management theories to foodservice operations and basic science courses which include human anatomy, physiology, microbiology, and nutrition.

During their second year, students complete a required clinical affiliation experience at health care facilities in the New York metropolitan area. This experience provides the opportunity to combine classroom learning with practical work experience.

Successful graduates qualify for immediate employment in hospitals, nursing homes, and other business and community foodservice operations. They also may enroll in bachelor's degree programs at various senior colleges. Graduates are eligible for Technician membership in the American Dietetic Association and the Dietary Managers Association.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 41.
The Nutrition Services Dietetic Technician Program leads to an Associate in Science (AS) degree. It is approved by the American Dietetic Association, the national professional accreditation organization.

The program prepares individuals to work under the supervision of a Registered Dietitian in health care related facilities. Nutrition Services Dietetic Technicians become competent in the provision of nutrition services which include: screening of the patient/client situation; and the planning, communication, and implementation of a care plan.

The program provides training in two major areas: nutrition and basic sciences. The nutrition course sequence deals with the theory and application of nutrition knowledge. Basic science courses include human biology (anatomy and physiology), and chemistry. Students will also take courses in foodservice management, social sciences, and the humanities to broaden their educational experiences and to further develop practitioner competency.

During each of four quarters, students complete 160 hours of clinical fieldwork experiences in health care facilities and nutrition related programs in the New York City area. Under the supervision of a dietitian, students apply classroom learning in a practical work setting.

Graduates will be eligible for immediate employment in such facilities as hospitals, nursing homes, community programs, and nutrition-related businesses. They also may enroll in bachelor degree programs at various senior colleges. Graduates are eligible for Technician membership in the American Dietetic Association and the Dietary Managers Association.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 41.
Dietetic Technician Nutrition Services Curriculum: AS Degree/Option One

Required Courses 64 credits

**English/Humanities**
Composition ENGI01 3
Humanities Elective 3

**Social Science**
Introduction to Social Science SSI100 3
Sociology of Organizations: Health Care 3
Delivery Systems SSS175 3
Sociology of Education SSS185 3

**Natural Sciences**
Fundamentals Human Biology I SCB203 4
Fundamentals Human Biology II SCB204 4
Essentials of Inorganic Chemistry SCC200 4
Essentials of Organic Chemistry SCC250 4
Community Health SCNI95 2

**Mathematics**
Algebra MAT110 3

**Dietetic Technician**
Foods SCD100 3
Nutrition I SCD200 3
Nutrition II SCD201 3
Nutrition III SCD202 3
Nutrition IV SCD203 3
Foodservice Management SCD250 3
Dietetic Seminar SCD270 1

**Cooperative Education**
Co-op Prep 0
Nutrition Field Experience I SCD220 2
Nutrition Field Experience II SCD221 2
Nutrition Field Experience III SCD222 2
Nutrition Field Experience IV SCD223 2

**Elective Courses** 3 credits
Liberal Arts electives 3

Total credits: 66

Note: This program's courses begin after completion of the basic skills and ESL courses, if necessary.

Dietetic Technician Nutrition Services Curriculum: AS Degree/Option Two

Required Courses 58 credits

**English/Humanities**
Composition ENGI01 3
Humanities Elective 3

**Social Science**
Introduction to Social Science SSI100 3
Sociology of Organizations: Health Care 3
Delivery Systems SSS175 3
Sociology of Education SSS185 3

**Natural Sciences**
Fundamentals Human Biology I SCB203 4
Fundamentals Human Biology II SCB204 4
Essentials of Inorganic Chemistry SCC200 4
Essentials of Organic Chemistry SCC250 4
Community Health SCNI95 2
Biological Chemistry SCC140 3

**Mathematics**
Algebra MAT110 3

**Dietetic Technician**
Foods SCD100 3
Nutrition I SCD200 3
Nutrition II SCD201 3
Nutrition III SCD202 3
Nutrition IV SCD203 3
Foodservice Management I SCD250 3
Dietetic Seminar SCD270 1

**Cooperative Education**
Co-op Prep 0
Nutrition Field Experience I SCD220 2
Nutrition Field Experience II SCD221 2
Nutrition Field Experience III SCD222 2
Nutrition Field Experience IV SCD223 2

**Elective Courses** 8 credits
Unrestricted electives 5
Liberal Arts electives 3

Total credits: 66

Option II contains the chemistry course SCC140 Biological Chemistry and meets the requirements of the American Dietetic Association. Inorganic and organic chemistry and the diet therapy courses will have to be completed at a four year college to satisfy the requirements of the baccalaureate program.
These programs offer career advancement possibilities to two groups involved in health care in New York City. EMT-1's can take a year of liberal arts courses at the College followed by a year in a specialized training program at Booth Memorial Medical Center. Completing the program successfully will give students both an Associate in Science or an Associate in Applied Science degree and their New York State certification as paramedics.

Graduates of the program will be eligible to sit for the New York State certification examination.

Paramedics will receive 33 credits in recognition of their specialized technical skills and will complete a further 33 credits at LaGuardia in order to receive an Associate degree. Programs of study will be tailored to match the interests and career goals of individual paramedics.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 41.

### Emergency Medical Technician/Paramedic Curriculum: AS/AAS Degrees

<table>
<thead>
<tr>
<th>Required Courses for AS Degree</th>
<th>66 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science/Mathematics</td>
<td></td>
</tr>
<tr>
<td>Elementary Statistics I MAT120</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Human Biology I SCB203</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Human Biology II SCB204</td>
<td>4</td>
</tr>
<tr>
<td>Biological Chemistry SCC140</td>
<td>3</td>
</tr>
<tr>
<td>English/Humanities</td>
<td></td>
</tr>
<tr>
<td>Composition I ENGI01</td>
<td>3</td>
</tr>
<tr>
<td>Composition II ENGI02</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SS1100</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY101</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Electives*</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Subtotal: 33</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Courses for AAS Degree</th>
<th>66 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Humanities</td>
<td></td>
</tr>
<tr>
<td>Composition I ENGI01</td>
<td>3</td>
</tr>
<tr>
<td>Liberal Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics/Science</td>
<td></td>
</tr>
<tr>
<td>Elementary Statistics I MAT120</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Human Biology I SCB203</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Human Biology II SCB204</td>
<td>4</td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SS1100</td>
<td>3</td>
</tr>
<tr>
<td>Unrestricted Electives*</td>
<td></td>
</tr>
<tr>
<td>Subtotal: 33</td>
<td></td>
</tr>
</tbody>
</table>

For both degree programs (AS and AAS), students must complete the following 33 credits in Emergency Medical Technology:

**Emergency Medical Technology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to EMT/Paramedic Technology SCE200</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Patient and Physical Assessment SCE201</td>
<td>2</td>
</tr>
<tr>
<td>Obstetrics/Pediatrics/Psychiatrics SCE202</td>
<td>1</td>
</tr>
<tr>
<td>Physiology of Respiratory Function &amp; Dysfunction SCE251</td>
<td>2</td>
</tr>
<tr>
<td>The Physiology of the Cardiovascular System: Function and Dysfunction SCE252</td>
<td>3</td>
</tr>
<tr>
<td>Pharmacology for the Paramedic I SCE261</td>
<td>2</td>
</tr>
<tr>
<td>Pharmacology for the Paramedic II SCE262</td>
<td>2</td>
</tr>
<tr>
<td>Psychological Intervention with the Emergency Patient SCE271</td>
<td>1</td>
</tr>
<tr>
<td>Introduction to Special Patients SCE272</td>
<td>2</td>
</tr>
<tr>
<td>Neurological and Musculo-Skeletal Injury SCE280</td>
<td>2</td>
</tr>
<tr>
<td>Medical and Surgical Emergencies SCE290</td>
<td>2</td>
</tr>
<tr>
<td>Clinical Rotation Paramedic SCE295 (1-4)</td>
<td>12</td>
</tr>
</tbody>
</table>

**EMT Subtotal: 33**

**Total credits: 66**

*If students do not take an urban study course within these program requirements, one of their electives must be an urban study course.*
HUMAN SERVICES

The Human Services Program, coordinated by the Department of Natural and Applied Sciences, leads to an Associate in Arts degree (AA) with a special orientation toward the helping professions. Students may select concentrations in either child development or mental health or gerontology. The curriculum is designed to prepare students either for career objectives or for transfer to senior colleges.

The child development concentration prepares students for work with young children in group settings. Child development graduates who transfer to senior colleges can continue their studies in such fields as early childhood and special education.

The mental health concentration prepares students for careers in community mental health centers, child and family clinics, hospitals, and other related institutions. Mental health graduates who transfer to senior colleges can continue their studies in fields such as social work and psychology.

The gerontology concentration prepares students for careers in neighborhood senior citizens' centers, in nursing homes, and in geriatric outreach programs. Gerontology students who transfer to senior colleges can continue their studies in fields such as gerontology and social work.

To complete the program successfully, all human services students must earn nine credits in supervised internships in an approved human services setting. Internships are not assigned before the third quarter. Integration of classroom and work experience is then achieved through a weekly schedule evenly divided between classroom study and field work.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 41.

Child Development Curriculum

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>54 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English/Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Art HUA101</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Music HUM101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics/Science</strong></td>
<td></td>
</tr>
<tr>
<td>Early Concepts of Math for Children MAT103</td>
<td>3</td>
</tr>
<tr>
<td>Topics in Biological Sciences SCB101</td>
<td>3</td>
</tr>
<tr>
<td>Topics in Physical Sciences SCP101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SS1100</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY101</td>
<td>3</td>
</tr>
<tr>
<td>Developmental Psychology I: Childhood SSY240</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>Two half-time internships and two full-time internships</td>
<td>9</td>
</tr>
</tbody>
</table>

**Human Services**

| Orientation to Human Services HSC101 | 3 |
| Principles of Human Relations HSC102 | 3 |
| Community Dynamics: Impact on Human Services HSN103 | 3 |

**Child Development**

| Integrated Curriculum A: The Developing Child HSD170 | 3 |
| Integrated Curriculum B: Developing Problem-Solving Skills HSD171 | 3 |
| Integrated Curriculum C: Developing Creativity HSD172 | 3 |

**Elective Courses**

Liberal arts electives—for restrictions, see page 42. 12

Total credits: 66

Ruby Gaines '76
Director
Ravenswood Community Center
(NYC Housing Authority)

Interned:
Calvary Daycare Center
Martin DePorres Community Center
# Gerontology Curriculum

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>48 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English/Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Composition II ENG102</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SS1100</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY100</td>
<td>3</td>
</tr>
<tr>
<td>Psychology of Aging SSY290</td>
<td>3</td>
</tr>
<tr>
<td><strong>Natural Science</strong></td>
<td></td>
</tr>
<tr>
<td>Topics in Biology SCB101</td>
<td>3</td>
</tr>
<tr>
<td>Aging as a Health Process SCH111</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>Two half-time internships and two full-time internships, one full time serving the elderly</td>
<td>9</td>
</tr>
<tr>
<td><strong>Human Services</strong></td>
<td></td>
</tr>
<tr>
<td>Orientation to Human Services HSC101</td>
<td>3</td>
</tr>
<tr>
<td>Principles in Human Relations HSC102</td>
<td>3</td>
</tr>
<tr>
<td>Community Dynamics: Impact on Human Services HSN103</td>
<td>3</td>
</tr>
<tr>
<td><strong>Gerontology</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Gerontological Services HSG150</td>
<td>3</td>
</tr>
<tr>
<td>Activities for Human Services Settings HSC130</td>
<td>3</td>
</tr>
<tr>
<td>Human Services Roles and Systems HSC135</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>18 credits</td>
</tr>
<tr>
<td>Two of the three courses listed below are suggested:</td>
<td></td>
</tr>
<tr>
<td>Economics of Aging</td>
<td>6</td>
</tr>
<tr>
<td>Nutrition I SCD210</td>
<td>3</td>
</tr>
<tr>
<td>The Minority Aged in the Inner City SS240</td>
<td>3</td>
</tr>
<tr>
<td>Liberal arts electives—for restrictions, see page 42.</td>
<td>12</td>
</tr>
<tr>
<td>Total credits: 66</td>
<td></td>
</tr>
</tbody>
</table>

# Mental Health Curriculum

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>51 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English/Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>English or Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics/Science</strong></td>
<td></td>
</tr>
<tr>
<td>Topics in Biological Sciences SCB101</td>
<td>3</td>
</tr>
<tr>
<td>One additional course from the Department of Mathematics or Natural and Applied Sciences. (MAT098 and 099 do not satisfy this requirement.)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SS1100</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY101</td>
<td>3</td>
</tr>
<tr>
<td>Developmental Psychology I: Childhood SSY240</td>
<td>3</td>
</tr>
<tr>
<td>Group Dynamics: Small Group Processes SSY260</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>Two half time internships and two full time internships</td>
<td>9</td>
</tr>
<tr>
<td><strong>Human Services</strong></td>
<td></td>
</tr>
<tr>
<td>Orientation to Human Services HSC101</td>
<td>3</td>
</tr>
<tr>
<td>Principles in Human Relations HSC102</td>
<td>3</td>
</tr>
<tr>
<td>Community Dynamics: Impact on Human Services HSN103</td>
<td>3</td>
</tr>
<tr>
<td><strong>Gerontology</strong></td>
<td></td>
</tr>
<tr>
<td>Survey of Psychological Treatment Approaches HSM120</td>
<td>3</td>
</tr>
<tr>
<td>Activities for Human Services Settings HSC130</td>
<td>3</td>
</tr>
<tr>
<td>Human Services Roles and Systems HSC135</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>15 credits</td>
</tr>
<tr>
<td>Liberal arts electives—for restrictions, see page 42.</td>
<td>12</td>
</tr>
<tr>
<td>Unrestricted electives</td>
<td>3</td>
</tr>
<tr>
<td>Total credits: 66</td>
<td></td>
</tr>
</tbody>
</table>
The Liberal Arts and Science Program is designed for students who want to transfer to senior colleges and to engage in studies leading to careers in the arts and sciences. Students in these programs choose from a wealth of courses offered by the Departments of English, Humanities, Mathematics, Natural and Applied Sciences, and Social Science.

The Science Program, leading to the Associate in Science (AS) degree, is suggested for students interested in pursuing a career in mathematics, the sciences, engineering, medicine, and allied health fields. The science and mathematics career concentrations are designed specifically to meet the requirements of those students who wish to continue their education beyond the Associate degree.

The Liberal Arts Program leads to an Associate in Arts (AA) degree. For students who want an early start in planning for a liberal arts-related career, the program has a number of Career Preparation Patterns from which to choose. Career patterns are now offered in such areas as art, music, media, theater, film, journalism, the business minor, aging, community studies, child development, Latin-American studies, and legal studies. Several new patterns are being developed. Liberal arts majors also have a special opportunity to link job skills with liberal studies by taking a business minor.

In the Introductory Cluster, an interdisciplinary approach to the liberal arts, AA students learn how to use the tools of thought which are helpful in making meaningful connections among different areas of study.

Through core courses, students gain knowledge of liberal studies necessary for transfer.

In addition to required courses, students choose electives to meet their individual career goals and interests; electives may include one or more of the career patterns listed above. Through the sequence of courses offered in patterns and concentrations, students are prepared for internships taken in the Division of Cooperative Education. These internships provide a laboratory for linking classroom preparation with further exploration of careers in the liberal arts and sciences. Students bring together their work/study experience in a final seminar where liberal studies are viewed through humanistic and technological themes.

Liberal Arts and Sciences Program majors have specifically appointed faculty advisors to help with the planning of their programs. Students are requested to consult each quarter with their faculty advisors.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills courses. These courses are not listed in the required course section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 41.
## Liberal Arts: AA Degree Curriculum

### General Requirements 47 credits

<table>
<thead>
<tr>
<th>English</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition I ENGI01</td>
<td>3</td>
</tr>
<tr>
<td>Composition II ENGI02</td>
<td>3</td>
</tr>
<tr>
<td>Writing the Research Paper ENGI03</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>English/Humanities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>One English Department elective</td>
<td>3</td>
</tr>
<tr>
<td>One Humanities Department elective</td>
<td>3</td>
</tr>
<tr>
<td>One English or Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>(ENG098 and ENX/ENG099 and HUC098 and 099 do not satisfy these requirements.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics/Science</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>One Math Department elective</td>
<td>3</td>
</tr>
<tr>
<td>One Natural and Applied Sciences lab elective</td>
<td>3</td>
</tr>
<tr>
<td>One Math or Natural and Applied Sciences elective</td>
<td>3</td>
</tr>
<tr>
<td>(MAT098 and 099 do not satisfy these requirements.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Science</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Social Science SSI100</td>
<td>3</td>
</tr>
<tr>
<td>Two Social Science Department electives</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liberal Arts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanism and Technology: Liberal Arts Seminar LIB200</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cooperative Education</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Optional for Extended Day students)</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>Three internships, three credits each</td>
<td>9</td>
</tr>
</tbody>
</table>

### Cluster Requirement

#### Introductory Cluster: AA students must take an introductory cluster (see Schedule of Classes) during the quarter they take Composition I ENGI01 and/or Introduction to Social Science SSI100. (The introductory cluster is required for day students only.)

### Core Requirement

#### Liberal Arts and Sciences General Core: All students must select 12 credits of the above requirements from the courses listed below. One course must be taken in each of four of the following areas:

<table>
<thead>
<tr>
<th>Social Science</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Themes in American History to 1865 SSH101</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY101</td>
<td>3</td>
</tr>
<tr>
<td>Cultural Anthropology SSA101</td>
<td>3</td>
</tr>
<tr>
<td>Power and Politics SSP101</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Economics SSE101</td>
<td>3</td>
</tr>
<tr>
<td>Urban Sociology SSS101</td>
<td>3</td>
</tr>
</tbody>
</table>

### Science

(All Science majors must take one lab science course. SCS101 and SCS111 do not fulfill the lab science requirement.)

| History of Science SCS101             | 3          |
| Science and Modern Society SCS111     | 3          |
| Topics in Astronomy SCP140            | 3          |
| Topics in Biological Sciences SCB101 (lab) | 3        |
| Topics in Chemistry SCC101 (lab)      | 3          |
| Topics in Physical Sciences SCP101 (lab) | 3         |

### Mathematics

| Mathematics and the Modern World MAT107 | 3          |
| History of Mathematics MAT132          | 3          |
| Logic and Computers MAT130             | 3          |
| Elementary Statistics I MAT120         | 3          |
| Precalculus MAT200                     | 4          |

### Humanities

| Introduction to Art HUA101             | 3          |
| Introduction to Music HUM101           | 3          |
| Art of Theatre HUC170                  | 3          |
| Art of Film HUC150                     | 3          |
| Mass Media and Their Evolution HUC120  | 3          |
| Introduction to Philosophy HUP101      | 3          |

### English

| The Short Story ENG250                 | 3          |
| The Novel ENG260                       | 3          |
| The Drama ENG265                       | 3          |
| Introduction to Poetry ENG270          | 3          |

### Elective Courses 19 credits

If students do not take an urban study course within their program requirements, one of their electives must be an urban study course.

Liberal arts electives (no studio courses) see page 42. 7

Unrestricted electives 12

Total credits: 66

### Elective Career Preparation Patterns: Students may choose to use elective courses to complete one of the career preparation patterns, which include, journalism, fine arts, film production and performance, cinema studies, jazz performance, vocal performance, legal studies, aging, community, studies, child development, Latin-American studies, or a business minor in secretarial studies, data processing, or accounting/managerial studies. See the Liberal Arts Handbook for courses in these patterns.
**Liberal Arts: AS Degree Curriculum**

### Required Courses (33 credits)

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English/Humanities</strong></td>
<td>Composition I ENGI01</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Composition II ENGI02</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives from the English and/or Humanities Departments (ENG098 and ENX/ENG099 and HUC098 and 099 do not satisfy this requirement)</td>
<td>6</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>Introduction to Social Science SS100</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Two Social Science Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Liberal Arts</strong></td>
<td>Humanism and Technology: Liberal Arts Seminar LIB200</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td>(Optional for Extended Day students)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Three internships, three credits each</td>
<td>9</td>
</tr>
</tbody>
</table>

### Mathematics/Science Elective Concentrations (27 credits)

Students must complete 27 credits in math and science. At least one math course and one lab science course must be included. All math courses must be at or above the level of MAT110. Students may follow one of the suggested patterns listed below:

<table>
<thead>
<tr>
<th>Pre-Engineering</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Physics I, II, III SCP240, 241, 242</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Engineering Mechanics: Statistics SCP250</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Engineering Mechanics: Dynamics SCP251</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Calculus I, II, III MAT201, 202</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Differential Equations MAT204</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Biology/Health Services</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fundamentals of Biology I, II SCB201, 202</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Fundamentals of Chemistry I, II SCC201, 202</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Electives from Natural &amp; Applied Sciences Department</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
</tbody>
</table>

### Chemistry

- Fundamentals of Chemistry I, II SCC201, 202: 8 credits
- Organic Chemistry I, II SCC251, 252: 10 credits
- Calculus I, II MAT201, 202: 8 credits
- Electives from Natural and Applied Sciences and/or Math Departments: 8 credits

### Mathematics

- Precalculus MAT200 (if needed): 4 credits
- Calculus I, II, III MAT201, 202, 203: 12 credits
- One or both of the following:
  - Elementary Differential Equations MAT204: 4 credits
  - Elementary Linear Algebra MAT210: 3 credits
- One or more of the following:
  - Elementary Statistics I MAT120: 3 credits
  - Elementary Statistics II MAT121: 3 credits
  - Logic and Computers MAT130: 3 credits
  - History of Mathematics MAT132: 3 credits
- One of the following course sequences:
  - Fundamentals of Biology I, II SCB201, 202: 8 credits
  - Fundamentals of Chemistry I, II SCC201, 202: 8 credits
  - General Physics I, II, III SCP240, 241, 242: 12 credits

### Pre-Actuarial Mathematics

- Calculus I, II, III MAT201, 202, 203: 12 credits
- Elementary Linear Algebra MAT210: 3 credits
- Elementary Differential Equations MAT204: 4 credits
- Mathematics Electives*: 5 credits
- Science (lab) Elective*: 3-4 credits
- Business Electives*: 6 credits
- Data Processing Electives: 6 credits

### General Elective Courses (6 credits)

- If students do not take an urban study course within their program requirements, one of their electives must be an urban study course.
- Unrestricted electives: 6 credits

*To be chosen individually by the student and faculty advisor. Total credits: 66

---

Robert Whiting '85
Collection Analyst
Chemical Bank
Interned:
Chemical Bank

Yvette Tolbert '84
Collection Analyst
Chemical Bank
Interned:
Chemical Bank
Bank of Boston International
Bonwit Teller
The Managerial Studies Programs, coordinated by the Department of Accounting and Managerial Studies, are designed to acquaint the student with the range of opportunities in the business world and to introduce the student to the various functional areas of business.

The Business Administration Program leads to an Associate in Science (AS) degree and is designed for students who intend to transfer to a senior college after graduating from LaGuardia. The Business Management Program leads to an Associate in Applied Science (AAS) degree and is designed for students who are interested in immediate full-time employment upon graduation.

The Credit Management Program is specifically designed to introduce the student to the place of Commercial Credit in today's business world. The program will examine the role of the credit department within a company, and the career possibilities within the department. It will prepare the student to work as a collector in a credit department by explaining specialized terminology, collection policy, principles and procedures and necessary legal concepts. In addition to factoring firms, employment opportunities exist in manufacturing, banks and retail establishments. Employment opportunities are excellent.

During the first year of study, the courses taken under either program are essentially the same—enabling the student to clarify his/her postgraduation goals. Transfer-oriented students (in the AS program) then take more liberal arts courses in the second year of study since these are usually required during the first two years at a senior college. Career-oriented students (in the AAS program) are able to select numerous business-oriented courses related to their specified fields of interest, such as marketing, personnel, finance, insurance, credit management and salesmanship.

Regardless of the program selected, the student is able to complete three internships from numerous job opportunities available through LaGuardia's Cooperative Education Division. These work experiences enable the student to bridge the gap between classroom theory and practical applications in the business world and provide valuable experience for choosing a career and subsequent full-time employment.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 41.
## Business Administration Curriculum: AS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>52 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td>3</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td></td>
</tr>
<tr>
<td>Writing Through Literature ENG102*</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>3</td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td></td>
</tr>
<tr>
<td>Pre-Calculus MAT200*</td>
<td></td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td>4</td>
</tr>
<tr>
<td>(Optional for Extended Day students)</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>Three internships, three credits each</td>
<td>9</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>3</td>
</tr>
<tr>
<td>Introductory Economics I SSE101</td>
<td></td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies</strong></td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting I AMA101</td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting II AMA102</td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting III AMA103</td>
<td></td>
</tr>
<tr>
<td>Accounting Applications for Microcomputers AMA110</td>
<td></td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td></td>
</tr>
<tr>
<td>Principles of Finance AMM102</td>
<td></td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td></td>
</tr>
<tr>
<td>Principles of Marketing AMM104</td>
<td></td>
</tr>
<tr>
<td>Business Law I AMM110</td>
<td></td>
</tr>
<tr>
<td><strong>Computer Information Systems</strong></td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Data Processing BDP100</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>14-15 credits</th>
</tr>
</thead>
</table>

If students do not take an urban study course within their program requirements, one of their electives must be an urban study course.

Liberal arts elective 14-15* (Number of credits required depends on Math and English courses chosen.)

Total credits: 66-67

*Writing through Literature ENG112 and/or Elementary Statistics MAT120 will be accepted as graduation requirements for this program in place of ENG102 and/or MAT200. However, the listed requirements will prepare the student better for transfer to a senior college.

## Business Management Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>45 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td>3</td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td></td>
</tr>
<tr>
<td>Writing for Business ENG112*</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>3</td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td></td>
</tr>
<tr>
<td>Elementary Statistics MAT120*</td>
<td></td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td>3</td>
</tr>
<tr>
<td>(Optional for Extended Day students)</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>Three internships, three credits each</td>
<td>9</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>3</td>
</tr>
<tr>
<td>Introductory Economics I SSE101</td>
<td></td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies</strong></td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting I AMA101</td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting II AMA102</td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting III AMA103</td>
<td></td>
</tr>
<tr>
<td>Accounting Applications for Microcomputers AMA110</td>
<td></td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td></td>
</tr>
<tr>
<td>Principles of Finance AMM102</td>
<td></td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td></td>
</tr>
<tr>
<td>Principles of Marketing AMM104</td>
<td></td>
</tr>
<tr>
<td>Business Law I AMM110</td>
<td></td>
</tr>
<tr>
<td><strong>Computer Information Systems</strong></td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Data Processing BDP100</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>21 credits</th>
</tr>
</thead>
</table>

If students do not take an urban study course within their program requirements, one of their electives must be an urban study course.

Liberal arts electives 6-9 (Number of credits required depends on Math and English courses chosen.)

Unrestricted electives 12-15 (Number of credits required depends on Math and English courses chosen.)

Total credits: 66

*Writing through Literature ENG112 and/or Pre-Calculus MAT200 will be accepted as graduation requirements for this program in place of ENG112 and/or MAT120. However, the listed requirements will prepare the student better for immediate career goals upon graduation.
Credit Management Curriculum

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>54 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENGI01</td>
<td>3</td>
</tr>
<tr>
<td>Writing for Business ENGI12</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td>Elementary Statistics MAT120</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong> (Optional for Extended Day Students)</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>Three internships (three credits each)</td>
<td>9</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td></td>
</tr>
<tr>
<td>Introductory Economics I SSE101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting/Managerial Studies</strong></td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting I AMA101</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting II AMA102</td>
<td>2</td>
</tr>
<tr>
<td>Principles of Accounting III AMA103</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td>3</td>
</tr>
<tr>
<td>Business Law I AMM110</td>
<td>3</td>
</tr>
<tr>
<td>Accounting Applications for the Microcomputer AMA110</td>
<td>3</td>
</tr>
<tr>
<td><strong>Credit Management</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Credit Management AMM140</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Commercial Credit and Collection*</td>
<td>2</td>
</tr>
<tr>
<td>Financial Statement Analysis*</td>
<td>2</td>
</tr>
<tr>
<td>Accounts Receivable Financing*</td>
<td>2</td>
</tr>
<tr>
<td><strong>Computer Information Systems</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Data Processing BDP100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>12 credits</td>
</tr>
<tr>
<td>Liberal Arts Electives</td>
<td>9</td>
</tr>
<tr>
<td>Unrestricted Electives</td>
<td>3</td>
</tr>
<tr>
<td>One Liberal Arts or unrestricted Elective must be an Urban Study Course</td>
<td></td>
</tr>
</tbody>
</table>

*Taken at New York Institute of Credit while on internship. Total credits: 66
The Mortuary Science Program, coordinated by the Department of Natural and Applied Sciences, leads to an Associate in Applied Science (AAS) degree and career preparation as a funeral service practitioner.

The funeral service practitioner has responsibility for reposing and burial procedures carried out according to statutes, religious codes, and traditions. This includes embalming, restorative arts, and coordinating funeral services. Students in the Mortuary Science Program are given both a theoretical and a practical understanding of funeral home operation and are taught the public health roles of the funeral director and embalmer.

Mortuary Science is an affiliated program between LaGuardia Community College and the American Academy-McAllister Institute in Manhattan. AAMI is nationally accredited by the American Board of Funeral Service Education.

Students spend their first year at LaGuardia completing 33 liberal arts credits. The second year of the program is taught at AAMI, where the necessary practical training and coursework in mortuary science are completed. At AAMI, students earn an additional 33 credits, completing the requirements for the Associate in Applied Science degree. Graduates serve one-year residencies at funeral homes, and take the National Funeral Services Board Examination for New York State Licensure.

During their first year at LaGuardia, students pay all tuition and fees to the college bursar; during the second year at AAMI, the students pay AAMI tuition charges to the AAMI bursar.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum.

The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 41.

### Mortuary Science Curriculum: AAS Degree

#### Required Courses 28 credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Humanities</td>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>Introduction to Social Science SSI100</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General Psychology SSY 101</td>
<td>3</td>
</tr>
<tr>
<td>Business and Accounting</td>
<td>Small Business Management AMM150</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Accounting I AMA101</td>
<td>2</td>
</tr>
<tr>
<td>Natural and Applied Sciences</td>
<td>Biological Chemistry SCC140</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Fundamentals of Biology I SCB201</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Fundamentals of Biology II SCB202</td>
<td>4</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>Unrestricted electives</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Suggested electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accounting II AMA102</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Business Law I AMM110</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office and Personnel Management AMM120</td>
<td></td>
</tr>
</tbody>
</table>

#### Mortuary Science Courses (taken at AAMI) 33 credits

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy</td>
<td>41, 42, 43, 44</td>
<td>6</td>
</tr>
<tr>
<td>Chemistry</td>
<td>41, 42, 43, 44</td>
<td>4</td>
</tr>
<tr>
<td>Embalming</td>
<td>41, 42, 43, 44</td>
<td>4</td>
</tr>
<tr>
<td>Funeral Service Principles</td>
<td>41, 42, 43, 44</td>
<td>4</td>
</tr>
<tr>
<td>Law</td>
<td>31, 32, 33</td>
<td>3</td>
</tr>
<tr>
<td>Restorative Arts</td>
<td>31, 32, 33</td>
<td>4</td>
</tr>
<tr>
<td>Pathology</td>
<td>23, 24</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td>23, 24</td>
<td>2</td>
</tr>
<tr>
<td>Microbiology</td>
<td>21, 22</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits: 66-69**
The Nursing Program, coordinated by the Department of Natural and Applied Sciences, offers a course of study leading to the Associate in Applied Science (AAS) degree.

The program will prepare graduates to function as registered nurses in structured care settings, using the nursing process to provide direct care to clients of all ages who exhibit common, well-defined health problems. The curriculum contains a balance of nursing and general education courses to enable the graduate to teach clients, communicate effectively, manage client care and function within the legal and ethical framework of the profession. Classroom instruction for each nursing course is complemented by campus laboratory experience and actual clinical practice in area health care facilities.

Graduates will be eligible to sit for the National Council of State Boards Licensure Examination (N-CLEX-R.N.).

Students who need additional skill development in reading, writing, mathematics and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. For more information on the basic skills requirements see page 41.

In order to be considered for admission into the first nursing course, students must meet eligibility requirements established as part of the pre-nursing sequence. These requirements are available from the Director of the Nursing Program.

National League for Nursing Accreditation of the program will be sought as soon as possible.

### Nursing Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>68 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mathematics/Science</strong></td>
<td></td>
</tr>
<tr>
<td>Biological Chemistry SCC140*</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Human Biology I SCB203*</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Human Biology II SCB204</td>
<td>4</td>
</tr>
<tr>
<td>General Microbiology SCB260</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics of Medical Dosages MAT106</td>
<td>2</td>
</tr>
<tr>
<td><strong>English/Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101*</td>
<td>3</td>
</tr>
<tr>
<td>Composition II ENG102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td></td>
</tr>
<tr>
<td>General Psychology SSY101*</td>
<td>3</td>
</tr>
<tr>
<td>Developmental Psychology SSY240</td>
<td>3</td>
</tr>
<tr>
<td>Elective—Select Urban Study—Urban Sociology SSN187 or Urban Anthropology SSN182</td>
<td>3</td>
</tr>
<tr>
<td><strong>Nursing</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to the Nursing Process SCR101</td>
<td>5</td>
</tr>
<tr>
<td>Nursing Process I: (including Clinical Experience) SCR201</td>
<td>6</td>
</tr>
<tr>
<td>Nursing Process II: (including Clinical Experience) SCR205</td>
<td>6</td>
</tr>
<tr>
<td>Nursing Process III: (including Clinical Experience) SCR250</td>
<td>7</td>
</tr>
<tr>
<td>Nursing Process IV: (including Clinical Experience) SCR255</td>
<td>7</td>
</tr>
<tr>
<td>Contemporary Issues in Nursing SCR295</td>
<td>2</td>
</tr>
</tbody>
</table>

Total credits: 68

All clinical learning experiences will be held in area health care facilities. All nursing courses must be taken in sequence.

Graduates of the program may take the NCLEX-RN examination for licensure as a registered nurse.

*Pre-Nursing sequence
The Occupational Therapy Assistant Program, coordinated by the Department of Natural and Applied Sciences, offers a course of study leading to the Associate in Science (AS) degree.

Graduates work with occupational therapists providing services to persons with problems caused by physical injuries, developmental impairment, aging, or psychological disabilities.

Such services include: using developmental and play activities to help the child who has growth problems and learning disabilities develop the skills to manage school and social learning; assisting the elderly and others with diminished physical endurance to perform essential tasks of daily living and achieve maximum independence; working with patients who have lost a limb to use a new prosthesis and master normal skills; designing and fabricating hand splints and instructing the client in their use; helping a depressed client feel more positively toward his environment through the use of productive activity; and making it easier for the socially withdrawn person to interact with others through the use of planned group experiences.

This is an approved program of the American Occupational Therapy Association and leads to eligibility to sit for the certification examination for occupational therapy assistants (COTA). Graduates are also eligible for New York certification without examination.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 41.

### Occupational Therapy Assistant Curriculum: AS Degree

#### Required Courses (55 credits)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>SCB203</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Human Biology I</td>
<td>SCB204</td>
<td>4</td>
</tr>
<tr>
<td>Community Health</td>
<td>SCN195</td>
<td>2</td>
</tr>
<tr>
<td>Psychology</td>
<td>SSY101</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>SSY230</td>
<td>3</td>
</tr>
<tr>
<td>Abnormal Psychology</td>
<td>SSY240</td>
<td>3</td>
</tr>
<tr>
<td>Developmental Psychology I: Childhood</td>
<td>SSY241</td>
<td>3</td>
</tr>
<tr>
<td>Developmental Psychology II: From Adolescence</td>
<td>SSY290</td>
<td>3</td>
</tr>
<tr>
<td>Though Senescence or Psychology of Aging</td>
<td>SSY291</td>
<td>3</td>
</tr>
<tr>
<td>Group Dynamics: Small Group Processes</td>
<td>SSY260</td>
<td>3</td>
</tr>
<tr>
<td>Occupational Therapy Skills and Applications I</td>
<td>SCO210</td>
<td>3</td>
</tr>
<tr>
<td>Occupational Therapy Skills and Applications II</td>
<td>SCO225</td>
<td>2</td>
</tr>
<tr>
<td>Occupational Therapy Skills and Applications III</td>
<td>SCO212</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Occupational Therapy

- Occupational Therapy: Theory and Practice in Psychosocial Dysfunction
- Functional Pathology
- Occupational Therapy: Theory and Practice in Physical Dysfunction

#### Cooperative Education

- Co-op Prep
- Introductory Co-op in Occupational Therapy
- Psychosocial Dysfunction
- Introductory Co-op in Occupational Therapy
- Physical Dysfunction
- Clinical Placement in Psychosocial Dysfunction
- Clinical Placement in Physical Dysfunction

#### Elective Courses (11 credits)

Liberal arts electives—for restrictions, see page 42. 11

Total credits: 66

Charles Gray '79
Certified Occupational Therapy Assistant
Goldwater Memorial Hospital

Interned:
- Brooklyn Jewish Geriatric Center
- Long Island Jewish Psychiatric Center
The Office Technology Program, coordinated by the Office Technology/Secretarial Science Department, leads to the Associate in Applied Science (AAS) degree. The Office Technology Program has been developed to give students the option of a career based on technical office skills. It is designed to prepare students to meet the challenge of the new skills needed to function effectively in increasingly sophisticated electronics offices.

This curriculum responds to two areas: Language skills and technological skills. It does this by providing students with a foundation of Liberal Arts courses, and a working knowledge of the concepts of information processing systems.

In the technical area, this program gives students hands-on training on microcomputer applications such as word processing, spreadsheets, and data base management. Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 41.

---

**Office Technology Curriculum: AAS Degree**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Humanities</td>
<td>56</td>
</tr>
<tr>
<td>Critical Writing: Argumentation and Analysis ENG106</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics/Science</td>
<td>3</td>
</tr>
<tr>
<td>One elective course</td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Social Science SS100</td>
<td></td>
</tr>
<tr>
<td>Accounting/Business Management</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td></td>
</tr>
<tr>
<td>Accounting I AMA101</td>
<td>2</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Data Processing BDP100</td>
<td></td>
</tr>
<tr>
<td>Cooperative Education</td>
<td>2</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>9</td>
</tr>
<tr>
<td>3 Internships—3 credits each</td>
<td></td>
</tr>
<tr>
<td>Office Technology</td>
<td>3</td>
</tr>
<tr>
<td>Typewriting I SEC140</td>
<td>2</td>
</tr>
<tr>
<td>Typewriting II SEC141</td>
<td>2</td>
</tr>
<tr>
<td>Typewriting III SEC142</td>
<td>2</td>
</tr>
<tr>
<td>Word Processing I SEC145</td>
<td>2</td>
</tr>
<tr>
<td>Word Processing II SEC146</td>
<td>2</td>
</tr>
<tr>
<td>Administration of Information Processing Center SEC147</td>
<td>3</td>
</tr>
<tr>
<td>Word Processing on the Microcomputer SEC150*</td>
<td>2</td>
</tr>
<tr>
<td>Microcomputer Applications: Spread Sheets SEC181*</td>
<td>2</td>
</tr>
<tr>
<td>Microcomputer Applications: Data Base SEC182*</td>
<td>2</td>
</tr>
<tr>
<td>Business Communications SEC260*</td>
<td>3</td>
</tr>
<tr>
<td>Electronic Office Procedures SEC261*</td>
<td>2</td>
</tr>
<tr>
<td>Elective courses</td>
<td>10</td>
</tr>
<tr>
<td>One of the following must be an urban study course:</td>
<td></td>
</tr>
<tr>
<td>Liberal arts electives</td>
<td>6</td>
</tr>
<tr>
<td>Unrestricted electives</td>
<td>4</td>
</tr>
</tbody>
</table>

*New courses

Total credits: 66
Word Processing
Certificate Curriculum

The Office Technology/Secretarial Science Department also offers a one-year certificate program in Word/Information Processing. This program is intended to give the student a general overview of the fast-developing field of word processing.

The student learns the basic and more advanced operating techniques of various word processing keyboarding and printing machines. Through field trips, lectures, and special class projects, the student is given a practical understanding of the administrative duties involved in running and/or working in a word processing center.

An important part of this one-year program is the simulated word processing center where the student is exposed to office-type situations involving production work and administrative responsibility.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 41.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>30 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English/Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Managerial Studies</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Secretarial Science</strong></td>
<td></td>
</tr>
<tr>
<td>Typewriting I SEC140 (qualified students exempt)</td>
<td>2</td>
</tr>
<tr>
<td>Typewriting II SEC141</td>
<td>2</td>
</tr>
<tr>
<td>Typewriting III SEC142</td>
<td>2</td>
</tr>
<tr>
<td>Word Processing I SEC145</td>
<td>2</td>
</tr>
<tr>
<td>Word Processing II SEC146</td>
<td>2</td>
</tr>
<tr>
<td>Administration of Information Processing SEC147</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Office Automation SEC</td>
<td>3</td>
</tr>
<tr>
<td>Electronic Office Procedures SEC160</td>
<td>2</td>
</tr>
<tr>
<td>Business Communications SEC260</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>3 credits</td>
</tr>
<tr>
<td>Liberal arts electives—for restrictions see page 42.</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total credits:</strong></td>
<td>33</td>
</tr>
</tbody>
</table>
The Physical Therapist Assistant Program leads to an Associate in Applied Science (AAS) Degree and its graduates are eligible for certification by the New York State Licensure Board.

Graduates work under the supervision of a registered physical therapist in a variety of settings such as: nursing homes, general hospitals, rehabilitation centers, school programs, developmental centers, orthopedic and sports medicine programs and private offices of physical therapists. The patients served could include those with cerebral palsy, mental retardation, cerebro-vascular accidents (stroke), fractures, amputations, arthritis, head or spinal cord injuries, burns, back and musculoskeletal problems, and other conditions.

Some of the treatment techniques performed by the physical therapist assistant include: therapeutic exercise, massage, heat and cold treatments, hydrotherapy, ultrasound, electrical stimulation, and soft tissue mobilization.

The program consists of classroom and laboratory courses at the College, as well as clinical placements (affiliations) in different types of settings where physical therapy services are provided.

The Physical Therapist Assistant Program is approved by the New York State Education Department. Preliminary steps for accreditation by the American Physical Therapy Association have been completed.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 41.

**Physical Therapist Assistant Curriculum: AAS Degree**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>52 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English/Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENGI01</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td></td>
</tr>
<tr>
<td>General Psychology SSY101</td>
<td>3</td>
</tr>
<tr>
<td>Developmental Psychology I SSY240</td>
<td>3</td>
</tr>
<tr>
<td><strong>Natural Science</strong></td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Human Biology I SCB203</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Human Biology II SCB204</td>
<td>4</td>
</tr>
<tr>
<td>Community Health SCN195</td>
<td>2</td>
</tr>
<tr>
<td>Functional Pathology SCO230</td>
<td>3</td>
</tr>
<tr>
<td>Aging as a Health Process SCH111</td>
<td>3</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistant</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Physical Therapy SCT101</td>
<td>2</td>
</tr>
<tr>
<td>Kinesiology and Functional Activities SCT201</td>
<td>4</td>
</tr>
<tr>
<td>Therapeutic Applications of Physical Agents SCT205</td>
<td>3</td>
</tr>
<tr>
<td>Hydrotherapy and Special Procedures SCT255</td>
<td>2</td>
</tr>
<tr>
<td>Massage and Related Procedures SCT210</td>
<td>3</td>
</tr>
<tr>
<td>Therapeutic Exercise SCT290</td>
<td>4</td>
</tr>
<tr>
<td><strong>Cooperative Education and Affiliations</strong></td>
<td></td>
</tr>
<tr>
<td>Physical Therapist Assistant Co-op Prep CPP035</td>
<td>0</td>
</tr>
<tr>
<td>General Health Internship and Seminar CET200</td>
<td>3</td>
</tr>
<tr>
<td>Physical Therapist Assistant Affiliation and Seminar SCT291</td>
<td>3</td>
</tr>
<tr>
<td>Physical Therapist Assistant Affiliation and Seminar SCT292</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>14 credits</td>
</tr>
<tr>
<td>Liberal Arts and Science</td>
<td></td>
</tr>
<tr>
<td>Total (depending on option taken): 66 or 71-72</td>
<td></td>
</tr>
</tbody>
</table>

*Students who are interested in the Science option must take 8 credits in Chemistry, 8 credits in Physics and 3 or 4 credits in Mathematics and see a faculty advisor for specific recommended courses. Students who do not take the science option should take 3 credits in the Humanities.*

John Kovacs '87
Student
Admission to the School Foodservice Management Program is available only to students referred to LaGuardia by District Council 37/Local 372 and/or the New York City Office of School Food and Nutrition Services. Those referred are employed in school foodservice positions such as school lunch assistants, school lunch aides, and school lunch helpers.

The School Foodservice Management program at LaGuardia awards the Associate in Science degree to those who successfully complete the program. The degree fulfills the academic requirements for eligibility for promotion to a school lunch manager position with the Office of School Food and Nutrition Services, N.Y.C. Department of Personnel. Students may also choose to pursue their bachelor's degree at a senior college of their choice.

Cooperative education internships begin the second academic quarter at the College. They are completed at the student's school work site under the direction of their district supervisor. The internships are accompanied by workshops known as internship seminars, designed to assist students with problems and to provide reinforcement for technical and human relations skills.

Applications for the program are submitted through the District Council 37 Education Fund. The basic skills testing and any additional basic skills courses required in reading, writing, and mathematics are also provided by the Education Fund of District Council 37. Courses at LaGuardia are scheduled in the evening, two nights each week in consideration of student's work schedules.

**School Foodservice Management Curriculum: AS Degree**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>60 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English/人文</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing for Business ENG112</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SSI100</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY101</td>
<td>3</td>
</tr>
<tr>
<td>Urban Sociology SSS101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Natural Sciences</strong></td>
<td></td>
</tr>
<tr>
<td>Community Health SCN195</td>
<td>2</td>
</tr>
<tr>
<td>Foods Microbiology SCB160</td>
<td>4</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
</tr>
<tr>
<td>Elementary Statistics I MAT120</td>
<td>3</td>
</tr>
<tr>
<td><strong>Managerial Studies</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management AMM103</td>
<td>3</td>
</tr>
<tr>
<td><strong>Dietetic Technician</strong></td>
<td></td>
</tr>
<tr>
<td>Foods SCD100</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition I SCD200</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management I SCD250</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management II SCD251</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management III SCD252</td>
<td>3</td>
</tr>
<tr>
<td>Foodservice Management IV SCD253</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td></td>
</tr>
<tr>
<td>School Foodservices Management I (2x1.5)</td>
<td>3</td>
</tr>
<tr>
<td>School Foodservices Management II (2x1.5)</td>
<td>3</td>
</tr>
<tr>
<td>School Foodservices Management III (2x1.5)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>6 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts electives</td>
<td>6</td>
</tr>
<tr>
<td>(Recommended electives: Principles in Human Relations HSC102; Mass Communication HUC130 or Public Speaking HUC106)</td>
<td></td>
</tr>
</tbody>
</table>

Total credits: 66

Serafin Garchitorena '84
School Foodservice Manager
Martin Luther King High School

Interned:
Manhattan Vocational & Technical High School
SECRETARIAL SCIENCE

The Secretarial Science Program, coordinated by the Department of Office Technology/Secretarial Science, leads to the Associate in Applied Science (AAS) degree through one of four courses of study: the legal option, the executive option, the bilingual concentration, or the Administrative Office Assistant option.

The legal option prepares students for secretarial positions in law departments, private and corporate law offices, and judicial agencies. (This option is not offered in Extended Day.)

The executive option prepares students for positions as executive, supervising, and administrative secretaries in government and private industry.

The bilingual concentration offers preparation for secretarial positions requiring fluency in Spanish and English, both in language skills and in typewriting and stenography. (This option is not offered in Extended Day.)

The Administrative Office Assistant option prepares students for positions in which they will help supervise the daily operations of businesses and other organizations.

Students who have studied Gregg, Pitman, Machine or ABC shorthand in high school may continue study in their system or in Machine shorthand. Students will be placed in advanced courses according to skill achieved and will receive exemption credit for beginning courses. Students who begin shorthand study at LaGuardia will be taught Gregg, Machine, or ABC shorthand.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills courses. These courses are not listed in the required courses section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses. For more information on the basic skills requirements see page 41.

Carol Brogsdale ’84
Legal Secretary
Jimmie L. Engram, Attorney at Law

Interned:
Jimmie L. Engram, Attorney at Law
Brooklyn Family Court
### Administrative Office Assistant Option

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENGI01</td>
<td>3</td>
</tr>
<tr>
<td>Writing for Business ENGI12</td>
<td>3</td>
</tr>
<tr>
<td>Writing the Research Paper ENGI03</td>
<td>2</td>
</tr>
<tr>
<td><strong>Mathematics-Science</strong></td>
<td></td>
</tr>
<tr>
<td>One elective course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SSI100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>3 Internships—3 credits each</td>
<td>9</td>
</tr>
<tr>
<td><strong>Secretarial Science</strong></td>
<td></td>
</tr>
<tr>
<td>Typewriting I SEC140</td>
<td>2</td>
</tr>
<tr>
<td>Typewriting II SEC141</td>
<td>2</td>
</tr>
<tr>
<td>Typewriting III SEC142</td>
<td>2</td>
</tr>
<tr>
<td><strong>Select one course sequence from the following:</strong></td>
<td></td>
</tr>
<tr>
<td>Stenography I, II, III Gregg SEC100, 110, 120</td>
<td></td>
</tr>
<tr>
<td>Stenography I, II, III Pitman SEC101, 111, 121</td>
<td></td>
</tr>
<tr>
<td>Stenography I, II, III ABC SEC103, 113, 123</td>
<td></td>
</tr>
<tr>
<td>Office Techniques &amp; Trends I SEC200</td>
<td>2</td>
</tr>
<tr>
<td>Office Techniques &amp; Trends II SEC201</td>
<td>2</td>
</tr>
<tr>
<td>Word Processing I SEC145</td>
<td>2</td>
</tr>
<tr>
<td>Administration of Word Processing Center SEC147</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting/Business Management</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Secretarial Accounting I AMA120</td>
<td>2</td>
</tr>
<tr>
<td><strong>Humanities/Social Sciences</strong></td>
<td></td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td>Public Speaking HUC106 or General Psychology SSY101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Computer Information Systems</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Data Processing BDP100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective courses</strong></td>
<td></td>
</tr>
<tr>
<td>7 credits</td>
<td></td>
</tr>
</tbody>
</table>

One of the following must be an urban study course:
- Liberal arts electives—for restrictions, see page 42.
- Unrestricted electives

Total credits: 66

---

### Bilingual Concentration Curriculum

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENGI01</td>
<td>3</td>
</tr>
<tr>
<td>Writing for Business ENGI12</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>Spanish for Fluent Speakers I or II HUS105 or HUS106 may be waived by placement examination.</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Spanish Composition HUS210</td>
<td>3</td>
</tr>
<tr>
<td>Commercial Spanish HUS220</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics/Science</strong></td>
<td></td>
</tr>
<tr>
<td>One course from either the Mathematics or Natural and Applied Sciences Department. (MAT098 and 099 do not satisfy this requirement.)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SSI100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td></td>
</tr>
<tr>
<td>(Optional for Extended Day students)</td>
<td></td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>0</td>
</tr>
<tr>
<td>Three internships, three credits each</td>
<td>9</td>
</tr>
<tr>
<td><strong>Secretarial Science</strong></td>
<td></td>
</tr>
<tr>
<td>Typewriting I, II, III SEC140, 141, 142</td>
<td>6</td>
</tr>
<tr>
<td>Stenography I, II, III: Gregg SEC100, 110, 120</td>
<td>7</td>
</tr>
<tr>
<td>Spanish Stenography I, II SEC105, 115</td>
<td>4</td>
</tr>
<tr>
<td>Bilingual Transcription I, II SEC218, 219</td>
<td>8</td>
</tr>
<tr>
<td>Office Techniques and Trends I, II SEC200, 201</td>
<td>4</td>
</tr>
<tr>
<td><strong>Managerial Studies</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Office and Personnel Management AMM120</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>1-4</td>
</tr>
</tbody>
</table>

One of the following must be an urban study course:
- Liberal arts electives—for restrictions, see page 42. 1-4

Total credits: 66

---

*Any required Basic Skills or ESL courses should be included in the student's program in place of electives.*
Executive Option Curriculum

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>51 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing for Business ENG112</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics/Science</strong></td>
<td></td>
</tr>
<tr>
<td>One course from either the Mathematics or Natural and Applied Sciences Department (MAT098 and 099 do not satisfy this requirement.)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SSI100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td>(Optional for Extended Day students)</td>
</tr>
<tr>
<td>Co-op Prep</td>
<td>3</td>
</tr>
<tr>
<td>Three internships, three credits each</td>
<td>9</td>
</tr>
<tr>
<td><strong>Accounting/Business Management</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Office and Personnel Management AMM120</td>
<td>3</td>
</tr>
<tr>
<td><strong>Secretarial Science</strong></td>
<td></td>
</tr>
<tr>
<td>Typewriting I, II, III SEC140, 141, 142</td>
<td>6</td>
</tr>
<tr>
<td>Office Techniques and Trends I, II SEC200, 201</td>
<td>4</td>
</tr>
<tr>
<td><strong>Select one course sequence from the following:</strong></td>
<td></td>
</tr>
<tr>
<td>Stenography I, II, III Gregg SEC101, 110, 120</td>
<td>7</td>
</tr>
<tr>
<td>Stenography I, II, III Pitman SEC101, 111, 121</td>
<td>7</td>
</tr>
<tr>
<td>Stenography I, II, III ABC SEC103, 113, 123</td>
<td>7</td>
</tr>
<tr>
<td><strong>Select one group of courses from each of the following:</strong></td>
<td></td>
</tr>
<tr>
<td>Transcription I, II</td>
<td>7</td>
</tr>
<tr>
<td>Gregg SEC210, 216</td>
<td>7</td>
</tr>
<tr>
<td>Pitman SEC211, 221</td>
<td>7</td>
</tr>
<tr>
<td>ABC SEC215, 225</td>
<td>7</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>15 credits</td>
</tr>
<tr>
<td>One of the following must be an urban study course:</td>
<td></td>
</tr>
<tr>
<td>Liberal arts electives—for restrictions, see page 42.</td>
<td>11</td>
</tr>
<tr>
<td>Unrestricted electives</td>
<td>4</td>
</tr>
<tr>
<td>Total credits: 66</td>
<td></td>
</tr>
</tbody>
</table>

Legal Option Curriculum

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>55 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENG101</td>
<td>3</td>
</tr>
<tr>
<td>Writing for Business ENG112</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics/Science</strong></td>
<td></td>
</tr>
<tr>
<td>One course from either the Mathematics or Natural and Applied Sciences Department (MAT098 and 099 do not satisfy this requirement.)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SSI100</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting/Business Management</strong></td>
<td></td>
</tr>
<tr>
<td>Business Law AMM110</td>
<td>3</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td>(Optional for Extended Day students)</td>
</tr>
<tr>
<td>Three internships, three credits each</td>
<td>9</td>
</tr>
<tr>
<td><strong>Secretarial Science</strong></td>
<td></td>
</tr>
<tr>
<td>Typewriting I, II, III SEC140, 141, 142</td>
<td>6</td>
</tr>
<tr>
<td>Word Processing I SEC145</td>
<td>2</td>
</tr>
<tr>
<td>Office Techniques and Trends I, II SEC200, 201</td>
<td>4</td>
</tr>
<tr>
<td><strong>Select one group of courses from the following:</strong></td>
<td></td>
</tr>
<tr>
<td>Stenography I, II, III Gregg SEC100, 110, 120</td>
<td>7</td>
</tr>
<tr>
<td>Pitman SEC101, 111, 121</td>
<td>7</td>
</tr>
<tr>
<td>Machine SEC102, 112, 122</td>
<td>7</td>
</tr>
<tr>
<td><strong>Select one group of courses from the following:</strong></td>
<td></td>
</tr>
<tr>
<td>Legal Office Technology I and II</td>
<td>6</td>
</tr>
<tr>
<td>Gregg SEC235, 245</td>
<td>6</td>
</tr>
<tr>
<td>Pitman SEC236, 246</td>
<td>6</td>
</tr>
<tr>
<td>Machine SEC237, 247</td>
<td>6</td>
</tr>
<tr>
<td><strong>Select one group of courses from the following:</strong></td>
<td></td>
</tr>
<tr>
<td>Legal Dictation and Transcription I, II</td>
<td>6</td>
</tr>
<tr>
<td>Gregg SEC265, 275</td>
<td>6</td>
</tr>
<tr>
<td>Pitman SEC266, 276</td>
<td>6</td>
</tr>
<tr>
<td>Machine SEC267, 277</td>
<td>6</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td>11 credits</td>
</tr>
<tr>
<td>One of the following must be an urban study course:</td>
<td></td>
</tr>
<tr>
<td>Liberal arts electives—for restrictions, see page 42.</td>
<td>11</td>
</tr>
<tr>
<td>Total credits: 66</td>
<td></td>
</tr>
</tbody>
</table>
The Travel and Tourism program, a course of study leading to an Associate in Applied Science degree (AAS), is administered by the Accounting and Managerial Studies Department and co-sponsored by the Department of Social Sciences. The program is designed to prepare students for entry-level positions in the travel industry.

In the last few years, employment in the travel field has increased at twice the rate of the total business employment. Projections for the next ten years indicate a growth rate twenty-five percent greater than that of general employment.

The Travel and Tourism industry is very diverse. It encompasses airline, bus, rail and ship travel; hospitality enterprises (hotels, motels, resorts); tour packaging; retail and wholesale travel agencies; car rentals; cargo transport, etc. Each of these areas has employment needs on several levels: sales, market research and development; packaging and advertising; customer service and general management.

The curriculum is designed to meet the needs of the industry, combining liberal arts courses, specialized courses in travel and tourism, and the experience of three internships. These full-time cooperative internships give students thirty weeks as travel industry employees, enabling them to utilize the knowledge learned in the classroom and to learn the realities of working at their chosen profession. The travel courses in the program are taught by experienced professionals.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills courses. These courses are not listed in the required section of the curriculum. The number of credits and the particular courses students must successfully complete are determined by their scores on the college placement test. When basic skills courses are required, they are included in the program in place of elective courses.

### Travel and Tourism Curriculum: AAS Degree

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>59 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English and Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>Composition I ENGI01</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication HUC101</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
</tr>
<tr>
<td>Algebra MAT110</td>
<td>3</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Social Science SSY100</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology SSY101</td>
<td>3</td>
</tr>
<tr>
<td>Cultural Anthropology SSA101</td>
<td>3</td>
</tr>
<tr>
<td>World Geography SSE125</td>
<td>3</td>
</tr>
<tr>
<td><strong>Accounting/Business Management</strong></td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting I AMAM101</td>
<td>2</td>
</tr>
<tr>
<td>Introduction to Business AMM101</td>
<td>3</td>
</tr>
<tr>
<td>Business Law I AMM110</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing AMM104</td>
<td>3</td>
</tr>
<tr>
<td>Salesmanship AMM155</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to the Travel Industry*</td>
<td>3</td>
</tr>
<tr>
<td>Airline Reservations I, II*</td>
<td>6</td>
</tr>
<tr>
<td>Tour Planning I, II*</td>
<td>6</td>
</tr>
<tr>
<td><strong>Cooperative Education</strong></td>
<td></td>
</tr>
<tr>
<td>Three Internships, three credits each</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>7 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 credits</td>
<td></td>
</tr>
<tr>
<td>Total credits: 66</td>
<td></td>
</tr>
</tbody>
</table>

If students do not take an urban study course within their program requirements, one of their electives must be an urban study course.

*New course to be developed.
ACADEMIC PROGRAMS

ACADEMIC REQUIREMENTS

Each student must successfully complete a specified number of required courses prior to graduation. Since the number of courses required differs with each major and also depends on the amount of basic skills work needed as explained below, it is important that each student consult immediately with a counselor to arrange proper sequence of courses. Students should begin taking required courses in the first quarter of their freshman year. The college-wide requirements are below:

BASIC SKILLS PROGRAM

To be successful at LaGuardia, all students must be able to use reading, writing, oral and mathematical skills. The college offers a comprehensive program to help students achieve success in their college careers.

Basic Skills Program includes:
1. Careful evaluation of each student's skill-building needs;
2. A variety of courses in reading, writing, mathematics, and oral communication geared to specific skill levels; and
3. Extensive counseling help in making academic, vocational, and personal decisions.

Since basic skills courses are designed to teach skills needed in other subjects, the students are required to attend these courses regularly and to complete these courses during their first 36 credits attempted at the college.

Most basic skills courses have fewer credits than regular college courses. The low credit value is necessary to leave students more room in their 66 credit degree programs to choose free electives in areas that interest them. Therefore, students who need to take several basic skills courses should expect to take extra time to complete all of their LaGuardia degree requirements. Generally this means at least two extra study quarters, for a total of two and one-half years.

EVALUATION AND PLACEMENT

The basic skills course requirements for each student are determined by scores on the placement tests. These tests in reading, writing, and mathematics are part of CUNY's Freshman Skills Assessment Program (FSAP). When students report for their first quarter registration appointment, they meet with counselors to review their placement test scores and plan their first quarter programs. No student will be permitted to register for classes without having taken the placement tests.

Students who do not pass one or more of the three placement tests of the FSAP will be required to take a retest when they complete their basic skills courses in that area. All three of the tests must be passed while at LaGuardia if a student wishes to transfer to a four-year college in CUNY.

BASIC SKILLS COURSES

For detailed descriptions of these courses, including credits and tuition units, please refer to the Course Description section of the catalog. In general, students are required to complete each sequence of courses to which they are assigned from the point of their initial placement.

Writing: The Basic Writing sequence consists of three courses: Basic Writing I (ENG097), Basic Writing II (ENG098) and Basic Writing III (ENG099, ENX099).

Reading: The Basic Reading sequence consists of four courses: Basic Reading Workshop (CSE096), Basic Reading I (CSE097), Basic Reading II (CSE098), Basic Reading III (CSE099). CSE096 and CSE097 are not offered in the Extended Day session.

Mathematics: The Basic Mathematics sequence consists of two courses: Basic Mathematics I (MAT098), Basic Mathematics II (MAT099). MAB098 and MAB099 are the bilingual Spanish/English versions of these courses.

Oral Communication: The Basic Oral Communication sequence consists of two courses: Basic Communication Strategies Workshop (HUC098), Basic Communication Strategies (HUC099). These courses are not offered in the Extended Day session.

TUTORIAL LABORATORIES AND SERVICES

Each of the basic skills departments provides, in addition to classroom instruction, individual or small-group tutoring services.

The Writing Center offers help in all areas of writing—from grammar through complex essays and reports. Peer tutors, students who have successfully completed ENG104, provide a portion of the tutoring services.

The mathematics labs, the reading labs, and the communications labs, all provide personal tutoring, as well as audio-visual aids to help students master basic skills and concepts necessary for success in college and for a career.
PAIRS AND CLUSTERS The College may link, at times, sections of two or more courses in "pairs" or "clusters." The purpose of this linking is to enable students to see connections between subjects by offering an integrated, multidisciplinary, educational experience.

Some students, depending on their initial placement and/or career goals, may be required to register for a pair or cluster of courses. Other students may elect to take sections which are paired or clustered.

ENGLISH AS A SECOND LANGUAGE (ESL)

LaGuardia Community College offers through its English Language Center a four-level, integrated language skills program for students whose native language is not English. Students are placed in the program on the basis of results of the Writing Assessment Test of City University's Freshman Skills Assessment Program. English as a Second Language courses offer intensive practice in reading, writing, speaking, and listening. The sequence ranges from a workshop which is designed for students with little or no English to an advanced course focusing on expository writing and critical reading skills. In addition, the ESL Lab provides individual and small group tutoring.

The ESL sequence consists of the following courses: ESL Workshop (ESL096), ESL I (ESL097), ESL II (ESL098), and ESL III (ESL099). ESL for Selected Readers (ESR098) is offered to some new students by special placement procedures. Students are generally required to complete the sequence from the point of initial placement. For detailed descriptions of the courses, please refer to the Course Descriptions section of the catalog.

LIBERAL ARTS ELECTIVE REQUIREMENTS

In general, courses offered by the departments of English, Humanities, Mathematics, Natural and Applied Sciences, and Social Sciences are considered liberal arts courses and may be used to fulfill the liberal arts elective requirements specified in each degree program. The following courses, however, must be applied to Unrestricted Elective requirements.

Once a student completes 20 liberal arts credits for an A.A.S. degree, 30 liberal arts credits for an A.S. degree and 45 liberal arts credits for an A.A. degree, these courses satisfy departmental distribution requirements.

COMMUNICATION SKILLS:
CSE103 Advanced Reading and Study
CSE200 Speed Reading

ENGLISH
ENG112 Writing for Business
ENG197 Media Arts Workshop

HUMANITIES
Visual Arts:
HUA103 Beginning Drawing

HUM100 The American Musical Theatre: A Production Workshop
HUM200 Electronic Music
HUN245 The New York Theatre Experience

HUMAN SERVICES

CHILD DEVELOPMENT:
HSD170 Integrated Curriculum A: Framework for the Developing Child
HSD171 Integrated Curriculum B: Developing Problem-Solving Skills
HSD172 Integrated Curriculum C: Developing Creativity

MENTAL HEALTH:
HSC130 Activities for Human Service Settings
HSC135 Human Services Roles and Systems

HUMAN SERVICES ELECTIVES:
HSE109 Principles and Practices of Early Childhood

NATURAL AND APPLIED SCIENCES

BIOLOGY:
SCB290 Principles of Cardiology Care
SCB291 Principles of Respiratory Disease Care
URBAN STUDY REQUIREMENT

The purpose of the Urban Study Requirement as stated in the original charge of the College is to encourage multidisciplinary approaches to the environment. Classroom learning will be applied and reinforced through direct experience in the surrounding city.

At least one urban study course must be completed by each candidate for graduation. A course taken at an accredited college in New York City that fulfills the criteria for the Urban Studies course and is the equivalent of an existing Urban Studies course may fulfill the LaGuardia Urban Studies requirement. Additional urban study courses would count as electives. Some urban study courses will be offered every academic quarter. Urban study courses:

1. Focus primarily on aspects of urban life and to help students understand some aspects—cultural, historical, political, sociological, economic, ecological, etc.—of New York City.
2. Explore systematically and visit resources within New York City in order to introduce and/or reinforce course concepts. At least two or more field trips will be made during the quarter.
3. Are scheduled in a mode which facilitates the use of the city as a learning laboratory and permits follow-through of conceptual material in the classroom.

Following is a list, by department, of urban study courses:

ACCOUNTING/ MANAGERIAL STUDIES:
AMNI95  Profile and Prospects of Business in New York City

ENGLISH:
ENN191  Art, Politics and Protest
ENN195  Violence in American Art and Culture
ENN198  Creative Writing
ENN/SSN193 Ideal Societies

HUMAN SERVICES:
HSN103  Community Dynamics: Impact on Human Services
HSN110  Perspectives on Homelessness

HUMANITIES:
HUN101  Introduction to Bilingualism
HUN192  Art and Society
HUN194  Puerto Rican Community: Minority Group Experience
HUN245  The New York Theatre Experience

NATURAL AND APPLIED SCIENCES
SCN195  Community Health
SCV/N101  Introduction to Animal Health Technology

SOCIAL SCIENCES
SSN181  Contemporary Urban Issues
SSN182  Urban Anthropology
SSN188  Archeology
SSN189  The Urban Economy
SSN190  Leadership
SSN192  Practical Politics in New York City
SSN/ENN193 Ideal Societies
SSN194  Religion and Social Change
SSN196  Psychology at Work in the Community
SSN198  The Effects of Crowding
SSN199  Neighborhood History
SSN240  History of New York City
SSN280  Urban Black Psychology

INDEPENDENT STUDY AND INDIVIDUAL COURSES

INDEPENDENT STUDY  The college offers students the opportunity to pursue independent study courses. This format is designed for the student who is self-motivated, self-disciplined, and capable of doing advanced work. Before registering for an independent study course, students must secure permission from the instructor and chairperson of the appropriate academic department. This permission form is available in the Registrar’s Office, M-101, and must be returned at the time of registration. The completed permission form must also indicate the number of credits to be earned for the course. The formal learning contract must be developed with the instructor and submitted to the Registrar’s Office before the end of the third week of classes. In addition:

1. Focus primarily on aspects of urban life and to help students understand some aspects—cultural, historical, political, sociological, economic, ecological, etc.—of New York City.
2. Explore systematically and visit resources within New York City in order to introduce and/or reinforce course concepts. At least two or more field trips will be made during the quarter.
3. Are scheduled in a mode which facilitates the use of the city as a learning laboratory and permits follow-through of conceptual material in the classroom.

Following is a list, by department, of urban study courses:
ACADEMIC PROGRAMS

1. The student must have successfully completed 36 credits.
2. The student must meet the requirements for independent study set by the individual department.
3. Contract may involve an in-depth exploration of a special topic not within an existing course or it may involve an in-depth exploration of a specific topic within (but not duplicating) an existing course.
4. Students may take a maximum of six credits of independent study and may not engage in more than three credits of independent study per quarter. (A request for waiver may be made to the Dean of Faculty’s Office, M400.)

INDIVIDUALIZED COURSE At the discretion of the department, for certain courses and under certain conditions, the college offers students the chance to accomplish the goals of preexisting courses in a non-traditional mode. The project must be based on and fulfill the instructional and performance objectives of the existing courses. Students interested in pursuing such a project must meet departmental prerequisites for the existing courses, and must provide a transcript of work already completed to his/her instructor. The student must also secure permission from the instructor and the chairperson. The permission form is available in the Registrar’s Office, M101, and must be returned at the time of registration. The formal learning contract must be developed and submitted to the Registrar before the end of the third week of classes. The course may be offered if any of the following conditions are met:
1. Student needs course to graduate in next two quarters.
2. The course is required for the student’s progress in sequences.
3. The course has been cancelled by the college.
4. The course won’t be offered in this quarter or the next quarter.
5. Students may take a maximum of six credits of individualized courses and may not engage in more than 3 credits of individualized course study per quarter. (A request for waiver may be made to the Dean of Faculty’s Office, M400.)

In addition:

1. The student must meet departmental requirements of prerequisites for individualized course study.
2. The student and faculty member must have met and formalized a learning contract within stated time requirements.
3. The course must be among those listed as being offered for individualized course study by the department.
4. All of the above depend upon faculty consent.

PROCEDURES FOR INDEPENDENT STUDY AND INDIVIDUALIZED COURSES

In order to pursue Independent Study or an Individualized Course, the student must read the catalog description to see if he/she is eligible. If eligible, the student must complete the following steps:

FACULTY APPROVAL Consult a faculty member who is willing to serve as an instructor for the student. Complete the Request to Register form. The form must be signed by instructor, student and chairperson.

REGISTRATION Submit the signed request form at registration so the course can be put on a roster.

PLANNING THE CONTRACT Meet with the instructor at a planning session to be held during the first 2 weeks of the quarter. The purpose of this planning session is to complete the contract form. For independent study a detailed description of course requirements must be listed on the contract. For an individualized course, the course outline must be attached and the material to be covered during the session should be noted. Student and instructor should determine dates for future meetings. A minimum of 7 hours and a maximum of 10 hours must be spent in discussing course work during predetermined sessions with the instructor.

RECORDING THE CONTRACT The signed contract must be submitted to the Registrar’s Office by either the instructor or the chairperson of the department by the end of the 3rd week of classes.

CONSEQUENCES FOR FAILING TO MAKE OR CARRY OUT THE PLAN Once registered, the student is responsible for completing all requirements as stated in the contract. Failure to meet with the Instructor as agreed, or to fulfill course requirements, will result in a punitive grade which may negatively affect a student’s financial aid.

| CUNY BA/BS PROGRAM |

An exciting alternative for mature, highly motivated students. Participants have a home campus, a faculty committee, individualized programs of study and access to the courses and resources of all City University campuses.

To be eligible for the program students must have completed at least 15 credits with a GPA of 2.5 or higher.

Further details are available from Dr. Michael Brookes, 718-626-8739.
ACADEMIC POLICIES

In this section you will find general information regarding semester credits and credit loads as well as specific information about: the grading system and policies, academic standards, attendance policies, graduation, basic skills program, transfer credits, and permit students.

SEMESTER CREDITS LaGuardia Community College divides its calendar year into four quarters. However, we schedule our classes so that each instructional "hour" is 70 minutes long instead of the traditional 50 minutes. In this way we are able to offer the same total number of instructional hours in a quarter as other colleges offer in a semester. Consequently, LaGuardia awards semester credits for all of our courses. Students transferring from LaGuardia should have all credits evaluated as semester credits, despite our quarterly calendar.

CREDIT LOAD The College does not require that students enroll for a minimum number of credits. A full-time program however, is considered to be between 7.0 and 12.0 credits or credit equivalents per quarter. Many financial aid programs depend on full-time status. For further information consult with the Financial Aid Office.

RESIDENCY REQUIREMENTS A student must successfully complete a minimum of 36 credits toward his or her degree at the college before being awarded a degree at this institution. Note: Exemption credits, as well as courses taken "on permit" may be used to fulfill this requirement.

GRADING SYSTEM The following grading symbols are included in the calculation of Grade Point Averages (GPA):

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = Lowest passing grade (see D Grade Policy below)
- F = Failure (see note below)
- WU = Unofficial Withdrawal (see note below)

The following symbols are also used on the official transcript.

- CR Exemption credit (credit earned). Students with demonstrated competence in specific areas may be granted credit for courses related to these areas.
- E Excellent. (Used prior to Fall, 1975 with GPA value of 4.00)
- F The failure grade is used when an instructor evaluates a student's work as not having met the standards for the course. Ordinarily the student is expected to retake the course. A student who has received an F twice for the same course must consult with and receive permission from the department chairperson or designee before attempting the course again.
- FIN An INC grade which has been coverted to a failing grade will appear as a FIN grade.

G Good. (Used prior to Fall, 1975 with GPA value of 3.00)

INC The Incomplete Grade may be awarded to students who have not completed all of the required course work. An INC grade can be changed to a passing or failing grade by the instructor during the quarter after which the INC was incurred. The one-quarter allowance may be extended for a specified time under extraordinary circumstances at the discretion of the instructor and department chairperson or designee. If a change of grade form is not submitted by the end of two quarters, the INC grade automatically converts to a FIN. Instructors giving INC grades must inform students in writing of the conditions under which they may receive passing grades. The student should not re-register for the course.

NC No credit (Currently used only for high school students enrolled in college-level courses. Used for all students prior to March, 1977. Calculated as an F in the GPA if earned between September, 1976 and March, 1977. Not calculated for any other period.)

P Passing. (Used prior to Fall, 1975. Not calculated in GPA.)

R The R grade is awarded only in Basic Skills courses and only if a student has not reached the level required to pass the course at the end of the quarter. In general, the student has satisfactorily completed all assignments and has demonstrated satisfactory progress towards the goal of the course. The course must be repeated the following quarter.

S Satisfactory. (This grade is used only in Freshman Seminar, Coop Prep.)
**ACADEMIC POLICIES**

**TCR** The TCR grade is given to students who have transferred into LaGuardia with credits earned at other accredited colleges. Based on guidelines established by the academic departments, these transfer credits are evaluated by the Registrar’s Office (M-101) prior to or during the first quarter of attendance at LaGuardia. Students may receive a maximum of 10 transfer credits towards a Certificate and 30 credits towards a degree.

**U** Unsatisfactory. (This grade is used only in Freshman Seminar, Coop Prep.)

**W** Official Withdrawal. This grade is given when a student officially withdraws from a course after the first two weeks of classes (change of program period) but prior to the official withdrawal deadline (fifth week of classes).

**WU** The Unofficial Withdrawal grade is awarded to a student who never officially withdrew and never attended class, or stopped attending prior to the official withdrawal date. If the student stopped attending after the official withdrawal date, a grade of "F" is given.

**Y** Indicates completion of the first quarter of a two quarter course. (Used prior to Fall, 1980.)

**Z** This "temporary" grade indicates that a student’s actual grade was not received by the Registrar in time to be recorded on the official transcript. The actual grade usually appears on the next issued transcript.

**@** Waiver of requirement (without credit). A student may obtain a waiver for a course when the appropriate department chairperson (or designee) determines that such a waiver is warranted.

**GRADE POLICY** Starting with the Fall 1983 quarter, students who receive a "D" grade may wish to repeat a course in an attempt to upgrade the skill level achieved. Each department has its own guidelines and procedures for students who wish to repeat a "D" grade, and not every department allows repetition of course work. Special permission must be obtained from the appropriate academic department prior to repeating the course. In addition to securing departmental approval, the following general conditions must be met:

1. Students may repeat the same course only once.
2. The repeat must occur in the student’s next quarter of attendance, or the next time the course is offered by the department (whichever comes first).
3. Both grades will appear on the student’s transcript and will be included in the calculation of the G.P.A. (even if the student failed the course the second time).
4. More than three different "D" grades may be repeated only with the permission of the Academic Standing Committee.
5. The student may only apply course credit once toward a degree.

**EXEMPTION CREDIT** Exemption credit from any course offered at LaGuardia may be granted on the basis of an examination or a project equivalent to the final requirement of the course. Equivalencies are determined by the faculty of the appropriate division or department and must be approved by the Chairperson. To receive credit by exemption, the student should apply to the appropriate Chairperson or designee.

The maximum number of exemption credits that can be counted towards LaGuardia’s graduation requirement is ten. Any credits transferred from an accredited college or university are in addition to the credits mentioned above. A maximum of ten exemption credits may be applied towards LaGuardia’s 36 residency requirement for a degree; a maximum of six exemption credits may be applied toward a certificate.

Note: These credits may be applied towards the 36.0 credit residency requirement.

**EXEMPTION CREDITS IN COOPERATIVE EDUCATION** All matriculated day students must meet the nine-credit Cooperative Education requirement. Although this generally includes the College’s special programs, students are advised to consult with Program Coordinators for details.

To be eligible to receive credit for previous experience, a student must:

1. Be a fully matriculated student
2. Have completed 12 credits at LaGuardia
3. Have completed all introductory courses in his/her major
4. Have had six months or more of continuous full-time work experience

Day students must apply during the Coop Prep course. Extended day students may apply to the Cooperative Education department without having completed the Coop Prep course. The final decision is made by the Dean of Cooperative Education or designee.

**COOPERATIVE EDUCATION GRADES** Students receive grades for cooperative education internships according to the LaGuardia grading system as outlined above. The grade reflects the degree to which the student has achieved the learning objectives set by the college in general and agreed upon in particular by the student and the co-op advisor. The co-op advisor is responsible for determining the grade. In grading, factors considered include direct observations, employer evaluation, student self-evaluation, and the internship seminar grade. Appeals on grades go first to the co-op advisor. Further appeal is to the Dean of Cooperative Education or designee. Final appeal is to the Academic Standing Committee. The decision of the Academic Standing Committee is final.

In order to receive a passing grade, students must schedule a Final Evaluation conference with the coop advisor for each internship.

**ACADEMIC STANDARDS**

**Grade Point Average (GPA):** The GPA is a numerical computation of a student’s academic record and is used to determine graduation eligibility, graduation honors, inclusion on the Dean’s List, probation, and suspension. The GPA is also used to determine continued eligibility for some financial aid programs. The GPA is calculated quarterly and cumulatively. The GPA is computed as follows:

1. Multiply the credit value of each course with a grade of A, B, C, D, F, FIN, or WU by the numerical value of the grade for that course. Numerical values are A=4.00, B=3.00, C=2.00, D=1.00, FIN, F & WU=0.00. Total the results of the multiplication.
2. Total the number of credits for all of the courses involved.
3. Divide the result of Step 1 by the result of Step 2 to obtain the GPA (calculated to two decimal places).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>Credits</th>
<th>Total Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>X 3</td>
<td>12</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>X 3</td>
<td>9</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>X 3</td>
<td>6</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>X 3</td>
<td>3</td>
</tr>
<tr>
<td>F,WU,FIN</td>
<td>0</td>
<td>X 3</td>
<td>0</td>
</tr>
</tbody>
</table>

Therefore, 30 divided by 15 yields a grade point average of 2.00, which is a C.

Note: Courses with grades of INC, CR, Z, R, TCR, W, S, and U are not included in calculating the GPA.

RETENTION POLICY All matriculated students must have a minimum cumulative grade point average (G.P.A.).

<table>
<thead>
<tr>
<th>Minimum Credits Attempted</th>
<th>Cumulative Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0-12.0</td>
<td>1.50</td>
</tr>
<tr>
<td>12.5-24.0</td>
<td>1.75</td>
</tr>
<tr>
<td>24.5-or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

DEAN'S LIST The Dean's List is established every quarter to honor those students who have achieved academic excellence.

To be eligible for inclusion on the Dean's List in a given quarter, a student must have:
1. Earned 4.0 credits or more,
2. Achieved a grade point average (G.P.A.) of 3.50 for the quarter,
3. Not received grades of: F, INC, FIN, WU, Z, R, and
4. Not enrolled in any of the following courses: CSE096, CSE097, CSE098, CSE099, ENG097, ENG098, ENG099, ENX099, ESL096, ESL097, ESL098, ESN099, ESR098, HUC098, HUC099, HUL099, HUL100, MBA098, MBA099, MAT098, MAT099, MAX099.
5. Maintained a cumulative G.P.A. of 2.00.

ACADEMIC REVIEW The academic records of all students are reviewed each quarter. Letters are sent to students who do not meet the scholastic requirements at LaGuardia. All students, however, are responsible for maintaining the requirements even if they have not received a letter.

ACADEMIC APPEALS/CHANGE OF GRADE A student who wants to appeal a grade should contact his or her instructor to discuss the grade. If no equitable solution is reached, the student may then go to the instructor's department chairperson for consultation. If no agreement is reached, the student has the option of appealing the case in writing to the chairperson of the Academic Standing Committee. The decision of the Academic Standing Committee is final. Students who wish to appeal final grades must file a written appeal within two quarters fol-
ACADEMIC POLICIES

lowing the quarter in which the course was taken (including requests for medical leaves of absences). Appeal forms are available from Day Counseling (M-149) or Extended Day Counseling (M-103).

ACADEMIC PROBATION Students who do not meet the minimum grade point average (G.P.A.) will be placed on academic probation. They will be given two quarters to achieve the minimum grade point average as outlined in the Retention Policy. If the minimum G.P.A. is not achieved during the following two quarters, the student will be suspended by the College. In order to allow students to file appeals (due to the time constraints associated with the quarterly calendar), there is a one quarter delay on actions concerning suspensions.

SUSPENSION The student who has been suspended is not eligible to register for courses at the college for two quarters. They may appeal the suspension in writing to the chairperson of the Academic Standing Committee. Appeal forms are available in the Day Counseling Office and the Extended Day Counseling Office. If the appeal is approved, the student should ordinarily maintain a quarterly average of 3.00 ("B") each quarter, until such time as the student’s cumulative G.P.A. reaches a 2.00 ("C"). All decisions of the Academic Standing Committee are final.

REINSTATEMENT If a student is on academic suspension he or she may apply in writing for reinstatement during the second quarter of suspension. Applications may be obtained and returned to the Registrar’s Office. Applications must be returned five weeks prior to the beginning of the quarter for which a student is eligible to return. Students should check the academic calendar for the quarterly deadline. There is a $10 non-refundable reinstatement processing fee (even if the application is rejected) payable to the Bursar. If reinstated, the student should ordinarily maintain a quarterly G.P.A. 3.00 ("B"), until such time as the student’s cumulative G.P.A. reaches a 2.00 ("C").

ATTENDANCE POLICY Attendance in class is a requirement and will be considered in the evaluation of student performance. Instructors are required to keep an official record of student attendance. The maximum number of unexcused absences is limited to 15% of the number of class sessions. (For example, if a course meets three times per week, the maximum number of absences is four.)

Note: Absences are counted from the first day of class even if they are a result of late registration or change of program.

LATE REGISTRATION Students will not be permitted to register for a course after the first week of classes. Exceptions may be granted by chairpersons or departmental designees when reassignment based on skill level is deemed appropriate or when exceptional circumstances exist. However, in no case will students be permitted to register for a class after the second week of instruction.

WITHDRAWAL FROM COURSES There are two mechanisms for students to drop courses. During the Change of Program period, (the first two weeks of each quarter) students may come to the Registrar’s Office to drop a course or courses from their record. No grade will appear on the students’ transcripts for courses dropped during this time. Students will have a financial liability for these courses and/or will be entitled to a refund according to the tuition refund policy.

Dropping courses after the second week is discouraged, but possible through the College’s Official Withdrawal procedure. A student who wishes to withdraw from a course must have an Official Withdrawal form signed by the instructor indicating good academic standing at the time of withdrawal. Withdrawal must occur by the quarterly deadline, normally during the fifth week of the quarter. When a student officially withdraws by the deadline date, a grade of W is given. Any student who stops attending a class after the official date to withdraw will receive an F grade. Official Withdrawal does not entitle a student to a refund.

WITHDRAWAL FROM BASIC SKILLS COURSES Normally, students may not drop courses after the second week of the quarter. If a student feels that extenuating circumstances exist, the form must be signed first by a counselor and then by the course instructor, indicating good academic standing at the time of withdrawal.

WITHDRAWAL FROM COOPERATIVE EDUCATION Termination or withdrawal from a cooperative education internship is subject to the approval of the student’s co-op advisor. It is recognized that termination of employment may be due to a variety of justifiable reasons. Therefore, each case will be handled individually by the co-op advisor, subject to normal grading procedures of review and appeal of cooperative education grades.

LEAVE OF ABSENCE Students who wish to leave the college for one or more quarters do not need to apply for a “leave of absence.” Normally, students attend the College for as many consecutive quarters as they need to complete their requirements and earn their degrees. Those students who wish to discontinue enrollment temporarily must go to the Registrar’s Office to withdraw from any courses in progress prior to the quarterly deadline. When they wish to return, they must apply to the Registrar’s Office for readmission, observing the quarterly deadline listed in the academic calendar.

MEDICAL LEAVE OF ABSENCE Students are permitted to take a medical leave of absence provided there has been certification by the Director of the college’s Health Services Office, and a written statement from the student’s physician. Medical leave of absence forms are available in the Health Services Office.

READMISSION TO THE COLLEGE All students who have not registered for classes for one or more quarters must apply for readmission. This includes those students who have been on a medical leave of absence. Readmission forms are available in the Registrar’s Office, and must be completed and returned by the quarterly deadline (approximately 5 weeks prior to the quarter in which they would like to return). There is a non-
refundable $10 readmission processing fee payable to the Bursar. Students who have registered for the Spring quarter but not the Summer quarter are exempt from this process. They are automatically invited to register for the Fall quarter.

Students returning to the College within one year (four quarters) will be readmitted to the college under the same curriculum (major) requirements which were in effect at the time the student was admitted to the college. However, students returning after one year will be readmitted under the curriculum requirements in effect at the time of their readmission. In exceptional cases, where the new requirements create an unnecessary hardship (such as graduating with an excess of 72 credits), students will be eligible to petition the requirement and seek possible exception to this policy to the Academic Standing Committee. The decision of the committee is final.

**GRADUATION** At LaGuardia, a 2.00 GPA (C) is required for graduation. A graduate whose cumulative G.P.A. is between 3.50 and 3.89 shall be graduated with honors. The term “with honors” will be inscribed on the student’s diploma and noted on the commencement program. A graduate whose cumulative G.P.A. is 3.90 or better shall be graduated with high honors. The term “with high honors” will be inscribed on the student’s diploma and noted on the commencement program. All students must register for “Intent to Graduate” in order to have their records reviewed. This should be done when they register for their final quarter. Students wishing to appeal graduation requirements may submit a written appeal to the Academic Standing Committee. The decision of the committee is final.

**MAXIMUM CREDITS ATTEMPTED PRIOR TO GRADUATION** In general, students are expected to graduate prior to completion of 73 credits attempted. All students who have attempted 73 or more credits and have not satisfied the degree requirements for graduation may have to obtain approval of the Dean of Students in order to register for additional courses.

**PURSUIT OF ADDITIONAL STUDY AFTER GRADUATION** Students who have earned a certificate and then wish to pursue a degree, and students who graduate with a degree and wish to pursue a certificate, must file a “Second Credential Application.” This is available in the Registrar’s Office and must be filed by the quarterly deadline. Courses completed for the first credential may also be used to meet the requirements of the second credential. Students must re-register for “Intent to Graduate” in the quarter in which they anticipate completing the second credential. Students with a previous degree (from LaGuardia or another College) who wish to pursue a second degree should contact the Admissions Office.

**REGISTRAR** The Registrar’s Office, located in the lobby of the Main building, room M-101, serves the students of LaGuardia in a variety of ways. In addition to coordinating and implementing the registration process, the Registrar’s Office also provides the following services; transcript requests, tuition refund requests, verification of attendance, change of data (name, address, etc.), maintenance of student records, transfer credit evaluations, CUNY assessment test scores, graduation checks, student enrollment data, readmission applications, and reinstatement applications.
ACADEMIC POLICIES

TRANSFER CREDIT POLICY

Transfer credits will be granted for courses taken at an accredited college that are equivalent to LaGuardia courses as determined by the particular academic department. For courses to be transferred a grade of C or better must be earned or, if taken at another unit of City University a grade of D or better is earned.

TRANSFER CREDITS A student may transfer to LaGuardia credits earned at other accredited colleges, provided these credits are comparable to those meeting degree requirements of his or her curriculum. Transfer credits are evaluated by the Registrar's Office (M-101) prior to or during the first quarter of attendance at LaGuardia. The maximum number of credits to be granted toward the degree is 30. and 10 toward a certificate.

TRANSFER AND THE FRESHMAN SKILLS ASSESSMENT TEST (FSAP) In general, transfer students are required to take FSAP tests in reading, writing and mathematics. (The only exceptions are those students who have already passed all three tests, or students who were admitted to a City University school prior to 1978). Placement at LaGuardia is based solely on FSAP test results. These scores determine the initial placement, which may be in basic skills courses, or in college-level courses. If the initial placement at LaGuardia is at the basic skills level, no transfer credit will be awarded for higher level courses taken elsewhere, and students may be required to repeat such higher level courses.

Students who have taken remedial courses at other CUNY colleges, but who have not passed FSAP retests in those skill areas, will be tested before enrollment at LaGuardia, and will be placed according to their LaGuardia test results. Based on those test results, LaGuardia may require retaking of remedial courses passed elsewhere.

Therefore, transfer students from other CUNY units are urged to make every effort to pass all parts of the FSAP test before applying for transfer to LaGuardia.

TRANSFER CREDIT IN COLLEGE-LEVEL COURSES Student who transfer having received credit from another college for a college-level course, but who, according to LaGuardia's placement procedures, are required to take a course or courses below the level of the course previously taken, upon successful completion of the course(s) will be eligible to receive transfer credit for the college-level course previously taken.

TRANSFER CREDITS IN COOPERATIVE EDUCATION Transfer credit may be granted for cooperative education courses for which credits have been granted at another college. The number of credits transferred may not exceed three. The determination of comparability is made by the Dean of Cooperative Education. Transfer students without cooperative education credit must satisfy the cooperative education requirement, as described in the "Academic Programs" section of this catalog. (Co-op requirements vary by major, and by students' day/extended day admit status.) Transfer students may apply to the Division of Cooperative Education for a waiver of a portion of their co-op requirement, based on the following guidelines: 0-10 Transfer Credits—3 Co-ops required; 11-20 Transfer Credits—2 Co-ops required; 21-30 Transfer Credits—1 Co-op required.

TRANSFER CREDITS IN HEALTH EDUCATION Transfer credit may be granted for coursework in health education taken at other institutions of higher education. The Natural and Applied Sciences Department will be responsible for approving transfer credits in health education. Transfer credits for nursing courses will not be awarded. See the Nursing Admissions Guide for additional information.
TRANSFER CREDITS IN RELIGIOUS STUDIES
Transfer credit may be granted for theological or religious courses where those courses come under the heading of philosophy. This decision shall be made by the chairperson of the Humanities Department.

TRANSFER CREDIT IN REMEDIATION
Students who transfer having received credit from another college for a remedial-level course in English, mathematics, reading, or oral communications, but who, according to college placement procedures, are required to take a course or courses of or below the level of the course previously taken, will not receive transfer credit for their remedial course previously taken.

PERMIT STUDENTS
LaGuardia students who are currently active and wish to take courses at other CUNY colleges must pick up a Permit Slip in the Registrar’s Office, M-101, obtain the appropriate departmental permissions and pay all tuition and fees at the LaGuardia Bursar’s Office. At the conclusion of the course, students must request an official copy of the grade (transcript) to be sent to LaGuardia. This course will appear on the LaGuardia transcript as transfer credit.

Students from other CUNY colleges who wish to attend LaGuardia on permit must obtain the required permissions and make payment at their home college. They are eligible to register on a space available basis.

CREDIT IN FOREIGN LANGUAGES

BASIC LANGUAGE COURSES
Students who start a new language must complete a minimum of six credits or two quarters of study before they are granted any credit toward the degree at the elementary level.

INTERMEDIATE AND ADVANCED COURSES
Students who successfully complete a course at the intermediate and/or advanced level are granted all due credits immediately.

TRANSFER CREDITS
Students who have taken level 101 of the elementary sequence at another institution and wish to receive transfer credit, must complete level 102 at LaGuardia before the transfer credits are accepted.

ADVANCED STANDING CREDIT

LaGuardia is a member institution of the College Entrance Examination Board. The college has a policy governing the granting of credit to students who have taken the College Level Examination Program subject exams and the Advanced Placement exams.

College Level Examination Program
Students presenting scores in the 50th percentile or above in the subject area listed below, would receive the appropriate credits.

Advanced Placement
Students presenting scores of B or above will receive appropriate credit as indicated below:

College Placement Exam Program (Administered by the Board of Regents/State Education Department)
Students presenting scores the equivalent of Grade C or better in the subject examinations (those subject indicated under the CLEP heading) will receive credits as indicated under CLEP.

Social Science
CLEP Examination Title
General Psychology: 3 credits (for those students taking C.L.E.P. exams in General Psychology and Human Development, they must score in the 60th percentile or above for exemption).
Economics: 3 credits in the Economics courses, which are Macro-Economics, Micro-Economics and Micro-Macro Economics, the student must score in the 50th percentile or above for exemption credit. The student may use any one of the above for 3 exemption credits, but may not earn 9 credits through having taken all three of the Economic courses.

Accounting Managerial Studies
Introduction to Accounting: 50% or above-2 credits each; a total of 6 credits (AMA101, 102, 103).
Introduction to Business Management: 3 credits
Introduction to Marketing: 3 credits
Introduction to Business Law: 3 credits

Data Processing
Computer and Data Processing: 3 credits

Mathematics
Calculus with Analytic Geometry: A total of 8 credits (4 credits for Calculus I and Calculus II).
Natural and Applied Sciences
General Biology: 4 credits (SCB201 and 202)
General Chemistry: 4 credits (SCC201 and 202)

Humanities
Spanish Level I: 3 credits;
Spanish Level II: 3 credits. The student must score in the 75th percentile or above in either.
COOPERATIVE EDUCATION

The college has as its major premise the notion that learning takes place in many different settings—both in and outside the classroom. Through its cooperative education program, the college seeks to provide off-campus non-classroom learning experiences. Cooperative education at LaGuardia is designed to help students determine their individual goals and specifically to assist them in:

1. Exploring various career options or confirming career plans;
2. Applying classroom learning to real work situations; and
3. Practicing or strengthening interpersonal or work-related technical skills.

Cooperative Education helps keep the college in touch with changing conditions in the business world. By developing internships and placing students on assignments, the college is able to modify curricula to meet market needs. This interaction aids the college in bringing its resources to public and private agencies, and to its own community.

The "co-op" experience is a 9-credit degree requirement for day students and all students in specialized curricular areas such as Human Services, Occupational Therapy, Animal Health Technology, Dietetic Technology, Bilingual Education Associate, EMT/Paramedic, Mortuary Science, Physical Therapist Assistant, Pre-Nursing, and School Food Service Management.

In general, students take three 3-month internships—the field experiences. They combine these with internship seminar classes that relate academic skills and concepts to their work settings. The college tailors its idea of co-op, or "experiential" education to its wide range of students and programs.

Most LaGuardia students, especially those who are full-time day students, normally spend their first two or three quarters studying on campus and then begin to alternate off-campus internship terms with on-campus study terms. They select internships from those developed by the cooperative education staff. In the course of the basic two-year program, a student will go out on three internships. The co-op sequences are determined for students individually depending on several criteria, including the availability of appropriate internships.

Students in the Human Services Program follow a special pattern in which, generally after two study terms, they divide their week between classroom study and a part-time human services internship. Part-time students may have specialized patterns as well.

In three internship quarters, students accumulate nine months of valuable experience. Students are evaluated and graded for each internship according to the Cooperative Education grading system. For each successfully completed internship, students receive 3 credits, or a total of 9 credits toward the Associate Degree.

AN INDIVIDUALIZED PROGRAM OF PREPARATION & PLACEMENT

Each student works closely with a co-op coordinator throughout his/her stay at the college. The co-op coordinator prepares the student for the program, advises him/her in the selection of each of the three internships, and helps him/her set objectives and assess what has been learned through the internship program.

Prior to the first internship, each student attends a preparatory course taught by a co-op coordinator. This "Co-op Prep" course helps students:

1. Clarify the basic objective procedures, and requirements of the co-op program;
2. Identify life accomplishments and the personal skills one has developed;
3. Identify the needs/values one seeks to satisfy through work and outside of work;
4. Clarify ideas about careers they are considering or are currently in;
5. Identify the basic components of a resume and prepare a resume summarizing accomplishments and qualifications;
6. Formulate personal objectives for the first internship, and make preliminary selections of those internships which will help achieve those objectives;
7. Develop skills and techniques for successful employment interviewing; and
8. Develop an understanding of the TAR approach (see below) to learning.

When students are ready for their internships, they work closely with their co-op coordinator to select internships that meet their career, personal, and educational objectives.

Once placed on internships, students are supervised by the employer and visited by the internship coordinator. Coordinators are available during the internship, should problems arise.

THE INTERNSHIP AS AN EDUCATIONAL EXPERIENCE

LaGuardia views the internship as a central feature of its entire educational program. The internship offers the opportunity for meeting the college's objectives of personal growth and career development. The internship is also the vehicle for examining, practicing, or applying skills and knowledge learned initially in the classroom.

Through its TAR (Teach, Apply, Reinforce) curricula strategy, the classroom is linked directly with the work experience and thus makes both more meaningful to the student. The TAR approach is integral to all curricula. Specifically, introductory courses teach certain concepts
appropriate to their particular field. Workbooks help students apply these concepts during the course of their first internship; and the concepts are discussed and reinforced in the internship seminar.

**THE INTERNSHIP**

LaGuardia students choose their internships from over 350 cooperating companies. The internships are in the world of business and industry as well as in the public, nonprofit, and service areas.

Students may select three internships that give them an opportunity to explore their career interests, strengthen and develop their interpersonal or technical skills or apply classroom concepts to the work environment.

In general, the Division of Cooperative Education develops the internships based on the interests and needs of the students and the realities of labor market conditions. The possibilities for unusual and individualized internships are unlimited. Students are encouraged to identify their own internships, propose unusual placements, and develop existing part-time jobs into full-time positions if they do, in fact, meet the program’s educational requirements and the student’s needs.

**INTERNSHIP SEMINAR**

A distinctive educational component of LaGuardia’s cooperative education program is the internship seminar. This class, taken during the evening during the same quarter as the field work experience, is designed to provide the educational bridge between the off-campus and on-campus experiences. It also permits students to discuss and compare their experiences with other students.

Specifically, the goals of the seminar are to:
1. Maximize student’s ability to learn from their internships;
2. Aid the students in relating the field experience to their career explorations and development;
3. Help students relate previous classroom learning to their internship setting; and
4. Provide the foundation and motivation for learning in subsequent courses.

A sequence of seminars is offered to permit different perspectives on work experience. The first internship seminar specifically focuses on the TAR approach, helping students to observe the applicability of the concepts learned in the introductory courses to their internship experience. The first seminar also helps students clarify their personal and work values in the context of the internship and to examine the organizational structure and dynamics of the workplace.

The second internship seminar provides students with the opportunity to research their career fields through interviewing and reviewing career information materials. The third internship seminar is an opportunity to observe and analyze at an advanced level the application of classroom learning to specific practical situations. (See specific listings under course descriptions.)

The seminar class offers the student an opportunity to do field assignments in the area of the student’s major. It is necessary that the seminar accompany the work experience in order for the student to receive credit for Cooperative Education.
COOPERATIVE EDUCATION POLICIES

INTERNSHIP REQUIREMENTS As part of the requirements for the LaGuardia degree, all students are required to complete successfully three cooperative education courses or their equivalent. Each course consists of an internship and a seminar. Three credits are awarded for each course. A student’s internship sequence is determined individually, depending on several criteria including academic progress and the availability of appropriate internships.

PREREQUISITES TO INTERNSHIPS Prior to their first internship, students must have fulfilled the following requirements:

1. Completion of Basic Skills courses as specified by the Division of Cooperative Education or have received waivers.
2. Completion of the Coop Prep Course which is offered by the Division of Cooperative Education.
3. Evidence of satisfactory academic progress. Students are required to have at least a 2.0 cumulative grade point average the quarter prior to their internship quarter.
4. Completion of the appropriate introductory T.A.R. or other prerequisite courses in one’s major field before one’s first internship.

Responsibility for deciding whether the student is ready to go out on an internship rests with the student’s cooperative education coordinator. Appeal of this decision should be addressed to the Dean of Cooperative Education or a designee.

FINANCIAL AID AND COOP By Federal law, projected coop earnings, minus expenses, will be applied against all financial aid awards other than TAP and PELL. Students must consult with a coop advisor and a financial aid counselor to determine how their financial aid will be affected.

TAKING COURSES DURING AN INTERNSHIP QUARTER Students on internships can also take academic course work, but the student’s primary objective is to the internship and seminar requirement. It is generally considered inadvisable for students to take more than six credits of academic course work during an internship quarter.

THE INTERNSHIP SEMINAR Part of the internship requirement is the successful completion of an internship seminar. The seminar is normally taken one evening per week during the internship quarter. In special cases, the cooperative education coordinator may approve taking the seminar in the subsequent study quarter. In unique circumstances, arrangements may be made for individualized contracts in place of the seminar.

CONDITIONS FOR FULFILLING THE COOPERATIVE EDUCATION REQUIREMENT

1. A student must receive credit for each cooperative education course.
2. The cooperative education grade is determined by the degree to which a student meets the requirements for both the internship and the internship seminar. The internship and the seminar each contribute 50% to the final grade. Failure to pass either the seminar or internship will result in a failing grade for the Cooperative Education course.

The internship grade is based on: on-site visit evaluation, employer evaluation and the progress made toward achieving the learning objectives. The seminar grade is based on attendance, class participation and grades received on class field assignments. The Co-op Advisor determines the final Cooperative Education grade which appears on the transcript.
3. The Division of Cooperative Education does not place or grant further cooperative education credit to a student who has received two F grades in internships. Appeal may be made to the Academic Standing Committee.

INTERNATIONAL COOPERATIVE EDUCATION PROGRAM

A variety of programs designed to promote international understanding and cooperation are being sponsored by the Office of International Programs at LaGuardia Community College. The office develops and administers exchange programs for students and faculty; study abroad programs through the College’s membership in the College Consortium for International Studies; affiliations with foreign colleges and universities; and training and education programs for targeted foreign student groups under government-funded initiatives.

INTERNATIONAL EXCHANGE PROGRAM The Division of Cooperative Education sponsors an International Exchange Program to provide students with the opportunity of understanding, on a first-hand basis, each country’s economic and business systems, their societies and cultures. We are presently working with universities from France, West Germany, Ireland, and South America. This “sister relationship” is established with educational institutions that also have incorporated the philosophy of cooperative education and internships into their curricula. A unique feature of the Exchange Program is that exchanged students not only work at internships developed by the host institution, but have the option of taking courses at the exchanged school. Students are assisted in finding low-cost housing, thereby living amidst and enjoying the numerous social and cultural opportunities available to them. Participation in the program is available to all CUNY students including LaGuardia, in all majors. Selection is based upon foreign language ability, grades and personal objectives. Contact the International Student Advisor in Room 214 for additional information.
INTRODUCTION STUDENTS WITH A TEMPORARY (NON-IMMIGRANT) VISA Students attending LaGuardia Community College on a temporary (non-immigrant) visa and who are full-time matriculated day students are required to take Cooperative Education and complete 3 internships in order to graduate. They must inform their Cooperative Education Prep Instructor of their visa status during Coop Prep. Students will be referred to the Cooperative Education International Student Advisor who will explain the steps to be taken to receive official authorization from Immigration to work. This must be done before the first internship is started. Refer to the “Student Guide to Coop” for more details.

COOPERATIVE EDUCATION UNDER THE OPTIONAL PLAN

Generally, nine credits of cooperative education are required for all full-time day students admitted through the University Applications Processing Center, all transfer “advanced standing” students with less than 11 credits and Extended Day Students in some majors. Transfer advanced standing credit toward cooperative education must be approved by the Division of Cooperative Education.

Extended Day Students in Human Services, Physical Therapist Assistant, Occupational Therapy, Foodservice Management, Animal Health Technology, Education Associate and Bilingual Education Associate programs must complete the cooperative education requirements for those programs. Cooperative Education is optional for Extended Day students in other majors.

Evening students who are unemployed, working in the home or seeking a career change or promotion may be interested in the optional cooperative educational program.

Adults from a variety of special and off-campus programs as well as students in the Extended Day session or in the extension center programs may take from three to nine credits of cooperative education.

Adult students in the optional program often work during the day and attend classes in the evening. The internship seminars have been structured to fit conveniently into the class schedules of Extended Day and Extension Program students.

THE INTERNSHIP Adult students who are unemployed or who wish to change careers may elect a three-month internship to provide entry or reentry into a chosen field of work to practice specific skills or to further their personal growth. Students who are currently employed may design a learning experience in the context of their current job or have a part-time volunteer work experience.

THE INTERNSHIP SEMINAR The seminar class, which is taken during the same quarter as the internship, is designed to help students meet their cooperative education objectives and offers an opportunity to do field assignments in the area of the student’s major.

OTHER OFFERINGS Exemption credit is available to students with a minimum of six months of consecutive full-time work experience. Also, through the Alternative Degree Program, co-op offers preparation in utilizing experiential education, including application for credit for prior learning. Adult students seeking new permanent positions may use the services of the college’s Placement Office. For further information on co-op for adults, contact the Division of Cooperative Education.

PLACEMENT OFFICE

The Placement Office is available to all students and alumni and offers the following services.

Full and part-time job referrals based on a student’s interests, skills, experience, and class schedule; placement referrals for alumni; placement in temporary positions; and assistance in developing interview techniques and the preparation of a resume.

The office is open each week day and until 4 p.m. and two evenings a week, which vary depending on the quarter. Students should call the office in advance.
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ADMISSION SERVICES

Information regarding admission to LaGuardia is available from the Admissions Office, located in room M-147, or by calling (718) 626-5588.

ADMISSION REQUIREMENTS FOR DEGREE CANDIDATES

Prospective students who plan to attend the college to earn a degree apply for "matriculated status" and may attend either the day or the extended day (evening) session.

NEW FRESHMAN Applicants who have not previously attended any college are required to have a high school diploma or its equivalent (GED). A high school certificate is not acceptable. Applicants who earn a United States Armed Forces Institute Diploma must submit proof of having earned a total score of 225 on the GED examination.

STUDENTS APPLYING WITH ADVANCED STANDING Applicants who have attended another accredited college or university and have earned fewer than 24 college credits who wish to be considered for matriculated status to the college must submit a high school diploma or its equivalent (GED), and an official college transcript from each college attended.

Credit is granted for courses taken and passed at other accredited colleges if such courses are comparable to those required to meet the degree requirements in the student's curriculum at LaGuardia. Course comparability is determined by the LaGuardia departments involved. A maximum of 30 transfer credits may be granted toward a degree and 10 credits toward a certificate program.

The acceptance of students requesting transfer to LaGuardia will be determined by the availability of seats and budget considerations. To be eligible for advanced standing, students should have been matriculated with good academic standing at their home college. In addition, they are required to meet City University standards of retention as a condition for admission.

LaGuardia participates in both the New York State College Proficiency Examination Program and the College Entrance Examination Board's College Level Examination Program and Advanced Placement Program. Specific information regarding the granting of credit to students who have taken these examinations can be obtained in the Registrar's Office.

SECOND DEGREE STUDENTS Students interested in pursuing a second degree at LaGuardia should contact the Admissions Office. Second degree students must complete LaGuardia's residency requirements of 36 credits and may transfer up to 30 credits toward a degree. All second degree students will be held accountable for the Cooperative Education requirement.

ADMISSION TO NURSING PROGRAM Special rules and procedures apply for admission to the Nursing Program. Interested applicants should contact the Nursing Program Office, LaGuardia Community College, 31-10 Thomson Avenue, Long Island City, N.Y., 11101, (718) 626-5080, for a copy of the "Nursing Admissions Guide".

ADMISSION REQUIREMENTS FOR NONDEGREE APPLICANTS

Prospective students who wish to register for classes but who are not interested in earning a degree must still apply for admission and must send or bring their application to the College—not to the University Applications Processing Center. These application forms are available only from the College’s Admissions Office, and must be completed by the quarterly deadline. Non-degree registration is on a space available basis each quarter. Non-degree students must have a high school diploma or equivalent, and are not eligible for financial aid.
APPLICATION PROCEDURES FOR MATRICULATED STATUS

Adults: United States citizens and permanent residents who have not attended a college or university previously may obtain an application from any of the admissions offices listed below.

High School Students: Current high school seniors in the New York City public schools (and some parochial schools) must use the UAPC personalized application form which is obtained from the college advisor's office in their high school.

Transfer: United States citizens and permanent residents with previous college attendance must file an advanced standing (transfer) application. The application form may be obtained from either the LaGuardia Admissions Office or the university's Office of Admissions Services at the addresses listed below.

Foreign Students: Students with foreign educational experience may obtain applications from either the college or the university's International Students Office at the address listed below.

Applicants who hold or expect to obtain temporary, nonimmigrant visas should apply for admission through the university's International Students Office at the address listed below. Students who are permanent residents with foreign credentials must also apply to the International Students Office.

WHERE TO REQUEST AN APPLICATION

LaGuardia Community College Admissions Office
31-10 Thomson Avenue
Long Island City, NY 11101
(718) 626-5588
Office hours:
Monday—Thursday: 9 am—7 pm
Friday: 9 am—5 pm
Saturday: 9 am—2 pm

CUNY Office of Admission Services
101 West 31 Street
New York, N.Y. 10001
(212) 947-4800

CUNY International Students Office
101 West 31 Street
New York, NY 10001
(212) 947-4800

COLLEGE DISCOVERY PROGRAM

The College Discovery Program at the college offers a comprehensive program of basic skills courses, counseling, tutoring, and financial aid to students who meet the eligibility requirements. The criteria for admission include:

1. High school diploma or General Equivalency Diploma (GED).
2. High economic need.
3. Academic underachievement in high school.
4. No previous attendance at an institution of post-secondary education (except veterans who may have earned up to 18 credits of college level work prior to entering the service);
5. United States citizenship or permanent resident status; and
6. Residency in New York City for at least one year.

Important: Applicants will be considered only if they complete the College Discovery portion of the City University application at the time they made initial application to the college.

CREDIT BANK PROGRAM FOR HIGH SCHOOL STUDENTS

LaGuardia offers qualified high school juniors and seniors the opportunity to earn college credits while they are still in high school. Students are selected from participating high schools based on their academic record and career aspirations. Participants who successfully complete their LaGuardia courses will have the credits "banked" for future use. Upon entering LaGuardia, students can apply
all credits earned through the program towards the associate degree. Further information about the Credit Bank Program is available from the Office of High School/College Articulation. (718) 626-8501.

**TRANSFERS TO SENIOR COLLEGES AND UNIVERSITIES**

Articulation agreements are in effect between LaGuardia and many City University, State University, and private senior colleges. These agreements make it possible for students who graduate from LaGuardia programs to transfer directly into the third year of a collaborating four-year institution without any loss of credit.

**CUNY TRANSFER POLICIES FOR LAGUARDIA GRADUATES**

LaGuardia graduates who earn the Associate in Arts or the Associate in Science degree and meet all other CUNY requirements, including the university’s Freshman Skills Assessment Tests in basic reading, writing, and mathematics skills, are guaranteed admission to a CUNY senior college with a minimum of 64 credits transferable to the admitting senior college.

Under ordinary conditions, it will not be necessary to earn more than the 128 credits usually needed to earn a bachelor’s degree. Additional credits may be required if the major field is changed or prerequisites are lacking.

An Associate in Applied Science degree graduate who makes a change in the senior college into a program not directly related to the former major, or into a liberal arts program, cannot be assured a specific number of transfer credits. Additional credits may be needed for the new curriculum’s requirements.

Transfer students are not guaranteed admission to their first-choice senior college. Further, if the transfer is into a high demand program, graduates cannot be guaranteed their curriculum choice. In such cases, criteria for admission are established by the senior college according to seat availability.

**CUNY TRANSFER POLICIES FOR NON-GRADUATES**

Students who wish to transfer to another CUNY college before earning the associate degree must meet that unit’s entrance requirements, have completed a certain number of credits, and earned a minimum grade point index at LaGuardia before filing a transfer application. Specific guidelines vary from college to college.

Students are advised to contact LaGuardia’s Career and Transfer Resource Center or the Admissions Office of the college they wish to attend for specific requirements.

**SUNY TRANSFER PROCEDURES**

The State University of New York Transfer Guarantee Program pledges that, “a New York State resident who wishes to transfer from a State University of New York two-year college, including all community colleges throughout the state, and who possesses, or who will have, an Associate in Arts or Associate in Science degree at the time of transfer, is guaranteed an opportunity to continue education on a full-time basis at a senior campus of the University.” Students with an Associate in Applied Science degree or those who do not graduate are not guaranteed admission.

Students are advised to contact LaGuardia’s Career and Transfer Resource Center or the Admissions Office of the college they wish to attend for specific requirements.

**PRIVATE COLLEGE TRANSFER POLICIES**

Students who wish to transfer to a private college should check catalogues, directories, and other literature available at LaGuardia’s Admissions Office and/or Career and Transfer Resource Center. Information can also be obtained by contacting, directly, the college they wish to attend.

**TRANSFER AGREEMENTS**

With a $250,000 grant from the Ford Foundation, LaGuardia has developed programs which enable students who want to pursue a bachelor’s degree to transfer with greater ease to such institutions as Vassar College as well as colleges within City University. The Office of the Dean of Faculty has made specific agreements with a number of senior colleges to guarantee acceptance of LaGuardia credits when students transfer to these colleges.

At the time of printing, the following colleges have established transfer agreements: Baruch College, College for Human Services, Hunter College, Lehman College, Long Island University, New York University, Queens College, St. John’s University, SUNY at Old Westbury, and York College.

The agreements are published in the *Articulation Transfer Handbook* which is available in the Transfer and Career Resource Center and from counselors and faculty advisors and will contain additional agreements established after this Catalog was printed.
At LaGuardia every effort is made to help students overcome financial hardships. The Financial Aid Office, located in room MB-04, is staffed by professional counselors who assist students in securing financial aid.

In addition, financial aid counselors are also available to work with students on budgeting their incomes to meet their expenses.

What follows is a comprehensive description of each of the financial aid programs available to eligible students of the college.

**FEDERAL PROGRAMS** Pell Grants, Supplemental Educational Opportunity Grants, National Direct Student Loan Program, College Work/Study Program, Social Security Payments to Children of Deceased or Disabled Parents, U.S. Bureau of Indian Affairs Aid to Native Americans, Adult Vocational Training Program, and Veterans Administration Education Benefits Program.

*Note:* Where any question of eligibility exists for any of these programs, the student or prospective student should see a financial aid counselor.

**NEW YORK STATE PROGRAMS** Tuition Assistance Program, Regents College Scholarships, Regents Awards for Children of Deceased or Disabled Veterans, State Aid to Native Americans, Guaranteed Student Loan Program, College Discovery Program, and Work Incentive Program.

**FEDERAL PROGRAMS**

**ACADEMIC REQUIREMENTS FOR FEDERAL AID (TITLE IV)**

Students at LaGuardia Community College may remain eligible to receive TITLE IV assistance for a maximum of four (4) "Full-Time Equivalency Years" providing that they are enrolled on a full-time basis. They must also complete a minimum of 18 degree credits per full-time equivalency year. If they do not complete a minimum of four (4) "Full-Time Equivalency Years" providing that they are enrolled on a full-time basis. They must also complete a minimum of 18 degree credits, they will be placed on provisional status.

The following table will be used to convert each quarter’s enrollment into units of full-time equivalency degree enrollment.

<table>
<thead>
<tr>
<th>Degree Credit Enrolled</th>
<th>Status</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0-3.0</td>
<td>1/4 time</td>
<td>.0625</td>
</tr>
<tr>
<td>3.5-5.0</td>
<td>1/2 time</td>
<td>.1250</td>
</tr>
<tr>
<td>5.5-6.5</td>
<td>3/4 time</td>
<td>.1875</td>
</tr>
<tr>
<td>7.0 and above</td>
<td>Full time</td>
<td>.2500</td>
</tr>
</tbody>
</table>

The following table represents the minimum annual credit accumulation to meet TITLE IV satisfactory progress and provisional status.

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Status</th>
<th>Years (after)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory</td>
<td>18</td>
<td>36 54 72</td>
</tr>
<tr>
<td>Provisional</td>
<td>0</td>
<td>21 42 63</td>
</tr>
</tbody>
</table>

Students who fail to meet the provisional status will lose TITLE IV eligibility. They may file an appeal through the Academic Standing Committee. If they do not wish to file an appeal, or if their appeal has been denied, they may regain eligibility by leaving LaGuardia for a period of at least one year. Upon readmittance, they will be placed on the standard by dividing their credit accumulation by 24. Thus a student who returns after one year with 48 credits, will be placed at the "2" full-time equivalency year point.

**ACADEMIC REQUIREMENTS FOR FEDERAL AID (PELL)**

In order to be eligible to receive PELL, a student must be making significant progress towards a degree. The Federal Government will not pay for courses that are considered "Special Value" if the student has registered (and received PELL money) for thirty or more "Special Value" tuition units. All students are entitled to only thirty "Special Value" tuition units. For example, if a student is registered for Accounting 1 and Math 2, he/she is taking eight (8) "Special Value" tuition units (see "Special Value" courses in the Schedule of Classes). If those tuition units are used in calculating the PELL award, the student will have 22 hours remaining in his/her account. If on the other hand they are not used in the calculation of the award (eg. he/she also registered for Social Science, Composition, and Business Law) because the student was full-time without them, he/she would still have thirty "Special Value" tuition units in his/her account.

Once a student has used up his/her thirty "Special Value" tuition units, he/she can only receive PELL money for courses not considered "Special Value". Students should keep this in mind when planning a schedule. It is to the students advantage (if he/she is academically eligible) to take "Special Value" courses along with regular courses.

**PELL GRANTS (FORMERLY BEOG)**

*Application Procedures:* Applications and other materials are available in the financial aid office. The complete application should be submitted for processing according to the directions included on it. A calculated Student Aid Report will be sent to the applicant. Based on this, the amount of the applicant’s award is determined by the financial aid office. Upon enrollment funds are paid directly to the applicant or credited to his/her college account.

*Selection of Recipients and Allocation of Awards:* The Pell Grant is an entitlement program. Eligibility and award amounts are based on need rather than academic achievement. The applicant must be enrolled at an approved post-
SECONDARY INSTITUTION AND MUST NEED FINANCIAL ASSISTANCE TO CONTINUE HIS/HER EDUCATION, AND MUST ATTEND HIS/HER CLASSES.

FINANCIAL NEED IS DETERMINED BY A FORMULA APPLIED TO ALL APPLICANTS. IT WAS DEVELOPED BY THE U.S. OFFICE OF EDUCATION AND IS REVIEWED ANNUALLY BY CONGRESS. THE STUDENT AID INDEX IS CALCULATED BY THIS FORMULA.

PELL GRANT AWARDS ARE PAID AS LONG AS A STUDENT IS ENROLLED IN AN APPOINTED PROGRAM.

AWARD SCHEDULE: 1985-86 AWARDS RANGED QUARTERLY FROM $62.25 TO $489.00, 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 PELL AWARD DOES NOT DUPLICATE 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 REFUNDS ON PELL GRANTS 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 FINANCIAL AID OFFICE WHICH STATES 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 FINANCIAL AID OFFICE WILL NOTIFY THE STUDENT OF THE AVAILABILITY OF THE AWARD CHECK, AND WHERE IT IS BEING HELD.

BEGINNING WITH THE SUMMER 1980 QUARTER, STUDENTS WILL BE ELIGIBLE TO RECEIVE PELL AWARDS FOR SUMMER ATTENDANCE. THIS PROCEDURE IS REQUIRED BY FEDERAL REGULATIONS AND WILL HAVE THE FOLLOWING EFFECTS:

STUDENTS WILL RECEIVE ONE FOURTH OF THEIR ANNUAL PELL AWARD EACH QUARTER FOR WHICH THEY ENROLL ON A FULL TIME BASIS.

IN ORDER TO RECEIVE THE MAXIMUM ALLOWABLE AWARD FOR THE YEAR, STUDENTS MUST ENROLL FOR ALL FOUR QUARTERS.

STUDENTS MUST ATTEMPT 28 CREDITS DURING THE ACADEMIC YEAR IN ORDER TO EARN THE FULL PELL AWARD. THEREFORE, ENROLLMENT STATUS FOR PELL WILL BE AS FOLLOWS: FULL-TIME—7 CREDITS OR 7 OR MORE TUITION HOURS (OR EQUIVALENT); 1/4 TIME—5.25 OR 6.75 TUITION UNITS; AND 1/2 TIME—3.5 OR 5 TUITION UNITS (OR EQUIVALENT).

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (SEOG)

APPLICATION PROCEDURES: APPLICATION IS MADE THROUGH THE FINANCIAL AID OFFICE BY COMPLETING THE CITY UNIVERSITY STUDENT AID FORM (CSAF).

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 CANNOT 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 AWARDS RANGED FROM $200 TO $1000 IN 1985-86. NORMALmäßig 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 $4,500 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.

NATIONAL DIRECT STUDENT LOAN PROGRAM (NDSL)

APPLICATION PROCEDURE: APPLICATION IS MADE THROUGH THE FINANCIAL AID OFFICE BY COMPLETING THE CITY UNIVERSITY STUDENT AID FORM (CSAF). LOAN CANCELLATION INFORMATION FOR BORROWERS WHO GO INTO CERTAIN FIELDS OF TEACHING OR SPECIFIED MILITARY DUTY IS ALSO AVAILABLE.

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: UP TO $1,500 BY STUDENTS WHO HAVE COMPLETED FEWER THAN TWO YEARS OF A PROGRAM LEADING TO A BACHELOR'S DEGREE OR WHO ARE ENROLLED IN A VOCATIONAL PROGRAM; UP TO $5,000 BY STUDENTS WHO HAVE COMPLETED TWO YEARS TOWARD A BACHELOR'S DEGREE, TO INCLUDE ANY AMOUNT BORROWED THROUGH ON NDSL FOR THE FIRST TWO YEARS OF STUDY; UP TO $10,000 FOR GRADUATE STUDY, TO INCLUDE ANY AMOUNT BORROWED THROUGH ON NDSL FOR UNDERGRADUATE STUDY.

RIGHTS AND RESPONSIBILITIES OF RECIPIENTS: CONTINUED ELIGIBILITY DEPENDS ON MAINTENANCE OF SATISFACTORY ACADEMIC PROGRESS. THE CURRENT INTEREST RATE, PAYABLE DURING THE REPAYMENT PERIOD, IS 5 PERCENT ON THE UNPAID PRINCIPAL. REPAYMENT BEGINS SIX MONTHS AFTER GRADUATION OR LEAVING SCHOOL AND MAY EXTEND OVER A PERIOD OF 10 YEARS. PAYMENT IS NOT REQUIRED FOR UP TO THREE YEARS OF ACTIVE U.S. MILITARY SERVICE OR SERVICE IN THE PEACE CORPS, VISTA, OR SIMILAR NATIONAL PROGRAM.

COLLEGE WORK-STUDY PROGRAM (CWS)

APPLICATION PROCEDURES: APPLICATION IS MADE THROUGH THE FINANCIAL AID OFFICE BY COMPLETING THE CITY UNIVERSITY STUDENT AID FORM (CSAF). ELIGIBILITY IS DETERMINED AND WORK ARRANGEMENTS MADE AT THIS POINT.

SELECTION OF RECIPIENTS AND ALLOCATION OF AWARDS: THE APPLICANT MUST BE ENROLLED AT LEAST HALF-TIME.

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 THE PUBLIC OR PRIVATE NONPROFIT AGENCIES, SUCH AS HOSPITALS, FOR UP TO 35 HOURS A WEEK.

FACTORS CONSIDERED BY THE FINANCIAL AID OFFICE IN DETERMINING WHETHER, AND FOR 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 MIN-
FINANCIAL AID

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

Applicants 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 post-secondary institution (including trade and vocational schools) as a full-time undergraduate.

Award Schedule: The amount of Social Security benefits may be affected by earnings for employment or self-employment, if these are greater than $3,000 per year. Earnings of a parent may also affect the 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 post-secondary student so that benefits will continue.

Applications 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 for Students 18 to 22 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 application is necessary for each year of study. 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: 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.

ADULT VOCATIONAL TRAINING PROGRAM Application Procedures: Same as Higher Education Assistance Program above.

Selection of Recipients and Allocation of Awards: the Vocational Training Program is for short-term vocational training (up to two years).

To be eligible, the applicant must fulfill the requirements listed in (1) and (2) above, and: 3) must reside on a reservation; 4) be enrolled in or accepted for enrollment in an approved training school; and 5) have financial need.

Rights and Responsibilities: For a grant to be awarded the following year, the student must make satisfactory progress toward a degree, and show financial need.

Source: United States Department of Interior, Bureau of Indian Affairs, New York Liaison Office, Federal Building, Room 523, 100 South Clinton St., Syracuse, NY 13202.

VETERANS ADMINISTRATION EDUCATIONAL BENEFITS

Application Procedures: Application forms are available at all VA offices, the office of Veterans Affairs on campus, 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 fulltime study at an approved postsecondary institution 
for 1 1/2 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:

<table>
<thead>
<tr>
<th>Status</th>
<th>Dependents: None</th>
<th>1 Additional</th>
<th>2 Additional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>$342</td>
<td>$407</td>
<td>$464</td>
</tr>
<tr>
<td>Three-quarters</td>
<td>257</td>
<td>305</td>
<td>348</td>
</tr>
<tr>
<td>Half-Time</td>
<td>171</td>
<td>204</td>
<td>232</td>
</tr>
</tbody>
</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 $775. Lesser 
numbers of hours are paid proportionately.

**Tutorial Benefits for Veterans:** To be eligible for tutorial 
benefits, veterans must be receiving benefits on at least a 
half-time basis. A veteran is entitled to 12 months of 
tutorial benefits to a maximum of $76 per month.

**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.

**Note:** Veterans are required to report their classroom 
attendance on a weekly basis in order to maintain their 
eligibility for benefits. The attendance status of each vet­ 
eran is reported to the Veterans Administration on a regu­ 
lar basis.

**OFFICE OF VETERANS AFFAIRS**

The Office of Veterans Affairs, in room MB04, provides a 
full range of counseling services for our veteran popula­
tion. Counselors in the office are prepared to provide 
information regarding all of the benefits available to you 
and help you with any other problems encountered while 
attending the college. The programs available to veterans 
are:

**Monthly Educational Benefits:** Full-time and part-time stu­
dents are eligible. Awards range from $171 to over $342 
per month.

**Veterans Tutorial Benefits:** To be eligible for tutorial 
benefits, veterans must be receiving monthly benefits on 
at least a half-time basis. A veteran is entitled to 12 
months of tutorial benefits to a maximum of $76.00 per 
month.

**Veterans Work Study:** Veterans must be receiving full-
time benefits to be eligible to work up to 750 hours per 
year. The hourly rate is $3.35. Placements are in areas 
which directly affect the student veteran population.

**Vocational Rehabilitation:** This is available to veterans who 
have at least a 10% disability rating from the Veterans 
Administration and includes payment for tuition, fees, and 
a monthly stipend. Full-time and part-time veteran stu­
dents are eligible.

**Benefits for Dependents of Veterans:** There are numerous 
programs available to dependents of disabled veterans. If 
you’re interested in learning more about these programs, 
please visit the Office of Veterans Affairs.

**Note:** Veterans are required to report their classroom 
attendance on a weekly basis in order to maintain their 
eligibility for benefits. The attendance status of each vet­
eran is reported to the Veterans Administration on a regu­
lar basis.

**NEW REGULATIONS**

Under new Federal regulations, you may accumulate a 
maximum of thirty remedial credits, excluding ESL 
courses, and still receive financial aid. If you exceed the 
maximum of thirty remedial credits you will no longer be 
eligible for financial aid.

When submitting the Pell Student Aid Report (SAR) 
for processing to the Financial Aid Office, students will be 
required to verify the number of other family members in 
college. Each member of the family attending college will 
have their respective educational institution complete a 
form known as the “Verification of Post-Secondary Insti­
tution Attendance.”

For Pell awards, students not yet twenty-two by Janu­
ary 1 must prove their independence if they claim to be 
independent of their parents. Proof will consist of the par­ 
ent’s tax return which will show whether or not the stu­
dent was claimed.

In order to submit CSAF and Pell award certificates to 
the Financial Aid Office for processing, green card holders 
must also submit a copy of the green card. Students who 
have an I-94, with the following endorsements, are no longer eligible for Pell, Work-Study, SEOG or NDSL: a) 
Adjusted Applicant, b) 245, c) 245 Applicant, d) Applicant 
for Permanent Residence, e) Voluntary Departure, and f) 
Deferred Action.

In order to meet Federal regulations regarding Co-op 
earnings, those earnings are now considered a part of the 
financial aid package. Thus, it is important for you to 
adequately consider your scheduled Co-op internship since it will 
impact your financial aid if you don’t.

Students are reminded that attendance is a requirement 
for receiving financial aid. Failure to attend classes could 
result in a reduction or loss of financial aid. If you charge 
your tuition and/or books and do not attend classes, you 
are still liable for these costs and will be billed 
accordingly.
STATE PROGRAMS

ACADEMIC REQUIREMENTS FOR STATE AID (TAP)

In order to be eligible for TAP, there are three major requirements that students must meet. They are outlined below.

1. They must be registered as full-time students. In the Schedule of Classes, there is a chart called, "Am I a Full Time Student?" Students should check each quarter at registration to be sure they are registering for a full-time program.

2. They must be making progress toward their degree. In each quarter that they wish to receive an award, they must meet the following standards: (a) Successfully pass a specified number of credits (see chart below), and (b) Achieve a grade point average at a specified minimum level (see chart below).

3. They must pursue their courses at a specified level of completion. Completion means receiving any LaGuardia grade except W or WU (grades of R and F are acceptable). Students complete their courses at the rate shown below.

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 is March 31, 1987. Application forms will be mailed, beginning in May 1986; to all: 1) students who received a TAP grant or Regents Scholarship award in 1986-87; 2) high school seniors who applied for a 1986-87 Regents Scholarship and 3) approved postsecondary institutions and high schools in New York State.

Before submitting the application, the applicant should review it with a financial aid counselor.

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 to the Bursar's Office as soon as it is received.

Selection of Recipients and Allocation of 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 $29,001, or if independent and single with no tax dependents, a 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: (independent status under the state definition does not necessarily insure independent status for federal aid programs).

1) Thirty-five years of age or older on June 30, 1986; or
2) Twenty-two years of age or older on June 30, 1986 and not:
   a) resident in any house, apartment, or building owned or leased by parents for more than 2 consecutive weeks in calendar years 1985, 1986, 1987;
   b) claimed as a dependent by parents on their Federal or State income tax returns for 1985, 1986, 1987;
3) Under 22 years of age on June 30, 1986 and meeting all other requirements of (2) above, and in addition able to meet at least one of the following requirements:
   a) resident in any house, apartment, or building owned or leased by parents for more than 2 consecutive weeks in calendar years 1985, 1986, 1987;
   b) claimed as a dependent by parents on their Federal or State income tax returns for 1985, 1986, 1987;
3) Under 22 years of age on June 30, 1986 and meeting all other 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 as a Dependent Child (ADC) or food stamps; ward of a court; unable to ascertain parents' whereabouts; or unable, due to an adverse family situation, to submit parents' income.

Undergraduate students may generally receive TAP awards for four years of study. Students enrolled in approved five-year programs may receive undergraduate awards for five years. No student 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. 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 is 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 charge for either of these examinations. A limited number of fee waivers is available for economically disadvantaged applicants. 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 of an award is made; 2) either graduated 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; and 3) not previously have competed for a Regents Scholarship. Requirement 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 AWARDS FOR CHILDREN OF DECEASED OR DISABLED VETERANS

Application Procedures: A special application may be obtained from the high school principal or counselor, and 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. High school counselors 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 from U.S. military service during one of the following periods: April 16, 1917-November 11, 1918; December 7, 1941-December 31, 1946; June 25, 1950-July 27, 1953; October 1, 1961-March 29, 1973; and 2) the child’s parent must be a legal resident of New York State or a legal resident at the time of entry into military service, or, if the parent died as the 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 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 Corporation, 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, with a minimum of 12 credit hours per semester. Students registered for fewer credit hours 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 complete application is presented to the financial aid officer. 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.

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 a foreign country.

Loan Schedule: An undergraduate may borrow up to $2,500 per class year for a maximum of four years of full-time study, with a minimum of 12 credit hours per semester. Students registered for fewer credit hours will be funded at approximately $46 per credit hour.

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

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 stu-
dent, 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 $50 plus interest. Under unusual 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.

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

**PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)**

PLUS enables either natural or adoptive parents of dependent undergraduate students to borrow up to $3,000 per child for each academic year in order to help meet the costs of postsecondary education at federally-approved schools. The amount borrowed in any year cannot be greater than the cost of going to school during that year, minus all other financial aid received for the period of the loan. Costs that may be covered include: tuition and fees, room and board, books, travel, and an allowance for personal expenses. The total amount borrowed for any one student may not exceed $15,000.

The annual interest rate is currently 12 percent.

Repayment of the loan must begin within 60 days after the date funds are disbursed. Borrowers have ten years to repay. There is an Insurance Premium of 1 percent, payable at the time of disbursement. Applications may be obtained from participating New York State lending institutions. Parents will be eligible for the same authorized deferments described in the Guaranteed Student Loan Program.

**AUXILIARY LOANS TO ASSIST STUDENTS (ALAS)**

ALAS enables independent undergraduate and graduate or professional students at federally approved schools to borrow money in the following amounts:

<table>
<thead>
<tr>
<th>Category of Student</th>
<th>Annual Limit</th>
<th>Aggregate Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Undergraduate</td>
<td>2,500</td>
<td>12,500</td>
</tr>
</tbody>
</table>

The limits for independent undergraduates include any amounts borrowed under the GLS Program. The total amount borrowed in any year cannot be greater than the cost of going to school in that year, minus all other financial aid received for the period for the loan. Costs that may be covered include: Tuition and fees, room and board, books, travel, and an allowance for personal expenses.

The annual interest rate is currently 12 percent. You will be billed quarterly for interest payments while you are in school. Repayment of the loan principal is deferred only while you remain in full-time attendance at your school.

**COLLEGE DISCOVERY (CD)**

*Application Procedures*: Application is made by completing the appropriate form available from, and returned to the University Application Processing Center of The City University of New York.

*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 Trustees of the City University 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 two-year colleges of CUNY. Eligible applicants, after screening for academic potential, are offered admission to the CUNY community college of their first choice, on a space available basis.

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

**WORK INCENTIVE PROGRAM (WIN)**

*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 the 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 Recipient*: 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 obtained regular unsubsidized employment.

Source: Employment Services Superintendent, Manpower Services Division, New York State Department of Labor.
THE COST OF EDUCATION

Cost is an important consideration for most students when they are deciding which educational program is best suited to their goals and aspirations.

The following information will help students calculate the cost of attending the City University of New York. By performing some basic calculations, a student can develop his/her own “student budget.”

Generally, a student budget consists of the direct educational costs of tuition, fees, books and supplies, as well as those costs which are incurred by virtue of attendance, such as transportation and lunch. In addition, all students have costs related to recreation and personal expense.

DEVELOPING A BUDGET

Students who depend on some other person to provide a substantial portion of their support are generally defined as dependent students. For these students, the costs, defined below, represent the total out-of-pocket cost which results from college attendance.

For self-supporting students, who do not depend upon some other person for support, the out-of-pocket costs must be considered in addition to the regular cost of living, which the student incurs as a result of being dependent upon his/her own resources. A general description of these living costs is described in the section under the heading below.

TYPICAL EXPENSES

Following is an itemized estimation of the educationally-related expenses a student is likely to incur for a nine-month (three quarter) period. It is expected that during the student’s internship quarter, their salary will cover the expenses. Most students receive some form of financial assistance to help meet these expenses.

DEPENDENT AND CERTAIN INDEPENDENT STUDENTS

Dependent students, those who receive assistance from family or other sources, can expect to pay, in addition to $1306 annual tuition and fees, the following costs during the 1986-87 academic year; books and supplies, $250, transportation, $488, lunches, $540, personal items, $450, and $1100 for miscellaneous expenses. The total is $4,134.

INDEPENDENT STUDENTS

Independent students and dependent students living away from home for 12 months during the 1986-87 academic year can expect the following expenses based on the number of students from a family living under those conditions:
Typical Expenses for Independent Students and Dependent Students Living Away from Home for 12 Months in Academic 1986-87

<table>
<thead>
<tr>
<th>Number in Family</th>
<th>Each additional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, fees</td>
<td>$1,306</td>
</tr>
<tr>
<td>Books, supplies</td>
<td>250</td>
</tr>
<tr>
<td>Rent, utilities</td>
<td>3,904</td>
</tr>
<tr>
<td>Transportation</td>
<td>720</td>
</tr>
<tr>
<td>Food</td>
<td>1,425</td>
</tr>
<tr>
<td>Clothing</td>
<td>471</td>
</tr>
<tr>
<td>Personal</td>
<td>1,005</td>
</tr>
<tr>
<td>Medical</td>
<td>363</td>
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</table>

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
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<tbody>
<tr>
<td>$1,306</td>
<td>$1,306</td>
<td>$1,306</td>
</tr>
<tr>
<td>250</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>4,622</td>
<td>4,622</td>
<td>4,622</td>
</tr>
<tr>
<td>720</td>
<td>720</td>
<td>720</td>
</tr>
<tr>
<td>2,239</td>
<td>3,124</td>
<td>1,068</td>
</tr>
<tr>
<td>940</td>
<td>1,411</td>
<td>231</td>
</tr>
<tr>
<td>1,508</td>
<td>1,911</td>
<td>302</td>
</tr>
<tr>
<td>688</td>
<td>1,006</td>
<td>150</td>
</tr>
</tbody>
</table>

$9,444 $12,273 $14,350 $1,751

7 Tuition units* or more $306.25
Cooperative education internship $306.25
Fewer than 7 tuition units* $40/unit

TUITION

All fees and tuition charges listed in the college Catalog and in any registration material issued by the college are subject to change by action of the university’s Board of Trustees without prior notice. In the event of any increase in the fees or tuition charges, payments already made to the college will be treated as partial payments and notification will be given of the additional amount due and the time and method for payment. Any student who has not paid the total fees and tuition by the time indicated will not be considered as registered and will not be admitted to classes. In the event of an overpayment, the appropriate amount will be refunded.

TUITION PER QUARTER

NEW YORK CITY To qualify, a student must have made New York his principal place of abode for at least 12 consecutive months immediately prior to the first day of classes. New York State residents who are not city residents must obtain a Certificate of Residence from their County Treasurer prior to registering. A new Certificate of Residence is required each school year.

7 tuition units* or more $306.25
Cooperative education internship $306.25
Fewer than 7 tuition units* $40/unit

NON-STATE RESIDENTS AND FOREIGN STUDENTS

7 tuition units* or more $506.25
Cooperative education internship $506.25
Fewer than 7 tuition units* $76/unit

SENIOR CITIZENS

(Enrollment on space available basis.)

Tuition free
General fee $12.50
Senate fee .45

*Citizenship units represent the number of credits plus compensatory hours required in a course as listed in the Schedule of Classes.
TUITION AND FEES

Students who drop courses from their record during the Change of Program period are entitled to a refund according to the following schedule:

On or before the 1st day of the quarter: 100%
On or before the fifth calendar day of the quarter: 75%
On or before the tenth calendar day of the quarter: 50%
On or before the fourteenth calendar day of the quarter: 25%
After the Change of Program Period: None

NOTE: The actual refund dates for each quarter are published in the Schedule of Classes. Refunds for Saturday classes will be handled on an individual basis.

MILITARY, PEACE CORPS AND VISTA

REFUNDS The following guidelines govern all applications for refunds for students withdrawing from the college for service in the military, Peace Corps or Vista:

Evidence of Service Military service must be documented with a copy of induction orders or military orders. Service in the Peace Corps or Vista must be documented with appropriate letters or other evidence.

Qualification for Grades No refund will be made for any course in which a student has been assigned a grade regardless of whether the grade is passing or failing.

Refund If a student has enlisted in the armed services, the Peace Corps or Vista, does not attend classes for a sufficient time to qualify for a grade, but continues in attendance within two weeks of induction, refund of tuition and fees, except for the application fee, will be made as follows:

Withdrawals before the fourth calendar week after scheduled opening of session: 100% refund withdrawals thereafter: 50% refund.

TAP REFUNDS Students who have paid their full tuition prior to receiving award notification in the mail from the Tuition Assistance Program (TAP) are entitled, if in full attendance at the college, to a refund in the amount of the TAP award notification.

In order to obtain a TAP refund, students must fill out a Refund Request Form in the Bursar’s Office as soon as the TAP notification is received. A student may pick up the refund check at the Business Office, or, if the student chooses, the check will be mailed to his or her home.

At least 10 to 12 weeks are needed by the college to process the TAP refund because the State of New York does not send the college individual student checks, but sends one check which may cover the TAP awards for as many as 500 students. The college then must deposit the state check and prepare individual refund checks after verification is made that the student is in full-time attendance. Completing this process accounts for the 10 to 12 weeks of delay.

OTHER REFUNDS The regulations concerning TAP also apply to all other refunds to which a student may be entitled. As a general rule, however, the college will process non-TAP refunds within six weeks of the submission of the request.

FEES

STUDENT ACTIVITIES FEES

These are nonrefundable fees paid each quarter of registration.

Full-Time Students
7 tuition units or more*/$20
Human Service Curriculum (third quarter and thereafter)/$10

Part-time Students
6.5 tuition units or less*/$2.50

Cooperative Education Internship/None

University Senate Fee/.45

NONINSTRUCTIONAL FEES (NOT REFUNDABLE)

Application/$25
Late Registration/15
Program Change/$10
Transcript/$4 (Transcript sent free to CUNY. Cash or money order for all others.)
Readmission/$10
Reinstatement/$10
Penalty Fee for issuance of bad check /$15
Duplicate Diploma/$15  
Duplicate ID/$5  
Duplicate Bursar's Receipt Fee Form/$4  
Locker per year/$1  

**Special Examination:**  
First examination/$15  
Each additional examination/$5  
Maximum each quarter/$25  

**Library Fines**  
Overdue materials per day/10¢  

**Reserve materials**  
First hour overdue/50¢  
For the rest of the day/50¢  
For each succeeding day/50¢ (to maximum of $10)  

**Lost and damaged materials:**  
Overdue fines, accumulated to the date reported, and replacement costs of the materials—plus a $5 processing charge.

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**TUITION AND FEES**

**WAIVER OF PROGRAM CHANGE FEE** No change of program fee will be charged if any one of the following conditions is met:  
1. The college cancels or withdraws a course, whether or not the student substitutes another course;  
2. The college changes the hours of the course or makes other substantive changes that provide the student with justification for a change;  
3. The college requests that the student transfer from one section to another section of the same course; or  
4. The college cancels the registration of the student for academic, disciplinary or other reasons.

*Tuition units represent the number of credits plus compensatory hours required in a course as listed in the Schedule of Classes.
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The Division of Continuing Education is concerned with the educational needs of a variety of adult students—men and women who attend classes after a day of work to get education needed for a new career or to compete for better jobs, older adults seeking productive use of retirement years, veterans, recent immigrants and others with broader life experiences than those of the traditional student who enters college directly upon graduation from high school.

To meet the special needs and to accommodate the unique contributions of adult students, the Division of Continuing Education offers a variety of credit and noncredit programs which reflects the diversity of adult interests and needs in New York City generally and western Queens in particular.

Continuing education courses are offered in the day, during evening hours and on weekends, both at the college and at various off-campus locations. Off-campus sites include community centers, senior citizen centers, churches, high schools, union headquarters, business and industrial sites. Many of these programs began with a request from special groups within the broad community served by the college. For example, math courses leading to certification are offered to public school teachers. Other examples are courses in basic math and drafting skills which are offered in a tutoring program for sheet metal apprentices. The staff of the Continuing Education Division welcomes contact with organizations interested in developing educational programs for adults.

Through Continuing Education, adults may enroll in any of the following types of courses:
- Credit courses leading to a degree;
- Credit and noncredit courses for personal and professional development;
- Noncredit courses for educational preparation, skills training, and leisure pursuits; and
- Programs for special populations including children, deaf adults, visually impaired adults, veterans, unemployed and underemployed men and women, the homeless heads of households, and non-English speaking adults.

For further information on any of these programs, visit our noncredit programs office in the college's main building, room M-103, or call (718) 626-5057.

EXTENDED DAY SESSION

The Extended Day Session, a continuation of the scheduled day classes, provides students with a wide selection of courses and educational services. Extended Day students are encouraged to take courses meeting during the daytime, evening, or weekend hours, as their personal needs dictate. Similar, regular full-time day students may enroll in evening classes if they wish.

Extended Day and regular full-time students benefit from the same college services; counseling and advisement, health services, instructional laboratory facilities, and administrative services. In order to meet the needs of adults with work and family commitments, Extended Day courses are scheduled in a variety of patterns which permit a student to take several courses two or three evenings a week. Some courses require attendance only one evening a week or on Saturday. Extended Day Students are governed by general college policies and regulations.

TO ENROLL IN EXTENDED DAY SESSION

Persons interested should contact the college's Admissions Office at (718) 626-5588 for assistance with the following procedures:
1. Complete an application form and submit a $25 application fee with the following documents:
   a. High school or equivalency diploma;
   b. Marriage certificate (if diploma is in maiden name);
   c. DD214 (if veterans benefits are claimed); and
   d. Alien registration card (if on immigrant visa).
2. Take the Freshman Skills Assessment Test;
3. Attend financial aid workshop if seeking financial aid;
4. Meet with a counselor for assistance in academic planning and course selection prior to registration.

PROGRAMS OF STUDY Extended Day Students may pursue degrees in the following programs (exact degree requirements and other information are found on the pages indicated next to each program):
- Accounting
- Business Administration/Management
- Data Processing
- Human Services
- Liberal Arts
- Secretarial Science

COOPERATIVE EDUCATION FOR EXTENDED DAY STUDENTS Cooperative Education is optional for Extended Day Students. They may substitute unrestricted electives for all or part of the nine cooperative education credits required of day students.
CONTINUING EDUCATION

College policy provides adults and other Extended Day Students several options for earning academic credit for work experience.

Questions? Any questions concerning the Extended Day Program can be directed to the college's Extended Day Office at (718) 626-5513.

NONCREDIT PROGRAMS

Noncredit programs are offered throughout the year, both on campus and at community locations. Courses are designed to meet the different interests and needs of a variety of individuals and groups.

Noncredit courses may be designed to meet special needs through revisions in course content, scope, and difficulty. The scheduling, duration and location of these courses may also be varied to meet the needs of specific groups of students.

Because many noncredit courses are initiated and modified to meet new needs as they emerge, any printed listing of courses is incomplete. Current information on all noncredit programs may be obtained from our noncredit programs office by calling (718) 626-5057. Below are some areas and courses which have remained popular.

Educational
High School Equivalency (in English and Spanish)
English as a Second Language
Adult Basic Education

Skills Development
Bookkeeping
Speed Reading
Data Processing
Real Estate
Typing
Word Processing

Personal Development and Leisure Pursuits
Art Workshop for Parents and Children
Assertiveness Training
Auto Repair
Yoga
Photography
Aerobics

Career Development
A certificate program in Telecommunications Technology.
A series of workshops and seminars designed for the individual interested in making a career change or for those seeking increased job satisfaction.

cAMPUS-BASED PROGRAMS

PROGRAMS FOR DEAF ADULTS Since 1975, the college has sponsored a variety of programs and noncredit courses for deaf adults to assist them in developing skills to cope with the academic, social, and communication problems related to post secondary education and to independent living within the community and the world of work.

Services such as individual counseling, interpreter referral and tutoring are available to deaf students in both credit and noncredit programs. Classes and guided independent study in basic education and high school equivalency as well as in American Sign Language and interpreting are offered to both hearing and deaf persons.

LaGuardia is one of the programs within the City University with full-time professional staff composed of both hearing and deaf individuals who communicate fluently with deaf persons using American Sign Language. A full-time interpreter is also available for deaf professional staff and students. For more information, contact the Program for Deaf Adults, at (718) 626-2706 (Voice) or 392-9240 (TTY).

CERTIFICATE PROGRAM IN TELECOMMUNICATIONS The Division of Continuing Education in conjunction with Empire WIT (Women and Men in Telecommunications) offers a 160-hour Certificate Program in Telecommunications which includes courses designed to meet the needs of both entry-level students and professionals already practicing in the field. A variety of program options are offered including entry into the certificate program or the availability of individual courses. A total of eleven 20-hour courses are offered: five required and six elective. Certificates are granted upon completion of 160 hours of course work. Courses are conveniently scheduled; most offered once a week for a period of nine weeks during the fall, winter, and spring quarters. For additional program information and a complete listing of current offerings, call (718) 626-5055.

ENGLISH LANGUAGE CENTER This center provides instruction in English in both noncredit and credit courses. Noncredit courses are open to recent immigrants, foreign visitors, and non-English speaking community residents on either a part-time or full-time basis.

The full-time program, meeting 21 hours each week, is designed primarily to improve the English of those who hope to continue their education at an American college, university or vocational school, or who need immediate English improvement in their work. The full-time program qualifies a student to receive the immigration Form I-20 to request a foreign student visa.

The part-time courses, meeting four hours each week, are for students who wish to improve their English for occupational or personal reasons.

Both the full-time and part-time noncredit programs are supported by tuition fees. Credit courses (ESL 096, 097, 098 and 099) are open to regular first-year students registered at LaGuardia in preparatory, beginning, intermediate, and advanced levels. For further information visit the English Language Center or call (718) 626-2718.

NEW YORK CITY TAXI DRIVER INSTITUTE Part of the application process to become a New York City Taxi Driver includes a 20 hour course of study. The College is approved by the Taxi and Limousine Commission to offer this training. The program offered by the...
Division of Continuing Education holds classes on Fridays, Saturdays, and Sundays from 9:00 a.m. to 5:00 p.m. Course content covers the rules and regulations of the Taxi and Limousine Commission, orientation to the Taxi Industry, geography of New York City, Driver Safety Training and Driver/Passenger relations. A similar program is also offered weekday evenings by Federation Employment and Guidance Service. For further information on LaGuardia’s geography of New York City, Driver Safety Training and Driver/Passenger relations. A similar program is also offered Saturdays, and Sundays from 9:00 a.m. to 5:00 p.m. Course schedules of working adults. For additional information call (718) 626-8546.

ADULT LEARNING CENTER Through its Adult Basic Education and High School Equivalency Preparation programs, the Center offers a comprehensive approach to basic skills improvement and preparation for the high school equivalency diploma. The Adult Basic Education Program offers basic skills classes at a variety of levels from basic literacy through to high school equivalency level. Classes in basic education, and ESL are available to the adult student. The program also offers ESL classes and an innovative program of basic education in the native language at many community sites in the city. High school equivalency preparation in English and Spanish is available in day and evening programs. The Adult Learning Center is open from 9 a.m. to 9 p.m. and can accommodate the schedules of working adults. For additional information call (718) 626-8546.

WOMEN’S PROGRAM This program provides an opportunity for mature women to resume their formal education. Its recruitment efforts attract a diverse group of women who, in many instances, may not have considered themselves ready for college level work. The program provides career exploration/assessment, training in keyboarding and office automation (word processing, business computer operations), business communications. During the last cycle of training, students can obtain an internship in their fields of interest, and later use the college’s placement services. The program also offers office automation training for women preparing for new careers, or wanting to increase their current job skills and opportunities. For more information, call (718) 626-8520.

PROGRAMS FOR BUSINESS Through a variety of options, LaGuardia Community College’s Programs For Business provides cost-effective training specifically designed to meet the growth, re-organization or retraining needs of industry. During the past year the program has provided educational and training opportunity to over 3,000 employees from major hotel chains and hospitals to local wholesalers, retailers, manufacturers and their unions. Programs for Business courses have served all staff levels: executives and technical employees, foremen and factory workers, sales force and clerical staff, both on-campus and on-site at company locations. Program offerings include: English as a Second Language (specific to a particular profession), Supervisory Skills include stress and time management, training seminars for local development corporations such as advertising, financing, and upgrading their own businesses, telecommunications, and micro-computer applications. For more information call (718) 626-8709.

COLLEGE FOR CHILDREN LaGuardia’s College for Children offers a combination of leisure and academic enrichment activities and courses on Saturdays. By providing this service, the College enables parents with children between the ages of six and twelve to attend school themselves while their youngsters are engaged in productive learning activities at the same location. Courses are low-cost and range from Children’s Reading, Piano, and Computers for Kids to Math for Fun. For further information, call (718) 626-2705.

VETERANS EDUCATION CENTER This center provides academic preparatory courses and vocational counseling to veterans. Full time and part time evening students attend college preparatory courses emphasizing reading, writing, mathematics, and study skills. Also, high school equivalency preparation and vocational counseling are available.

Veterans who enroll in this special program are assisted in finding appropriate education, training and job opportunities which meet their particular needs. Those who successfully complete the program may be admitted to LaGuardia Community College as matriculated students. The Veterans Center works closely with the Office of Veteran Affairs to assist veterans in filing for V.A. educational benefits. For additional information, visit the Veterans Education Center or call (718) 626-5536.

JOBWARD BOUND PROGRAM The JobWard Bound Program is designed to serve unemployed, out of school, economically disadvantaged youths aged 16-21. JobWard Bound addresses the needs of these youths by offering a comprehensive program of vocational training, academic remediation, work internship, and job placement services. The program is made possible through assistance provided by the State Legislature and the Board of Higher Education. To ensure that participants attain the skills needed to find rewarding and productive employment, the JobWard Bound Program provides vocational training in the areas of: Clerical Skills/General Office Work, Food Services Operations, and Business Support Services. Participants receive nine (9) hours per week of training for a period of twelve (12) weeks. For further information, call (718) 626-5527.
CONTINUING EDUCATION

MATH CENTER In cooperation with the Graduate Center of City University’s Center for Advanced Study in Education (CASE) and the N.Y.C. Board of Education, the Division of Adult and Continuing Education is providing training for Board of Education math teachers whose current certification is in other subject areas. The major goal of the Math Center is to strengthen the teachers’ math skills so they may successfully gain math teacher licenser from the City and State. For further information call (718) 626-2714.

OFFICE OF ALTERNATIVE EDUCATION This office provides counseling and placement for adult students interested in nontraditional and independent study approaches to earning college credits. The college offers an Alternative Degree Program which gives academic credit for knowledge gained through prior life experience. Past work experiences and individual accomplishments may be converted into academic credits which can be used toward meeting the requirements for an associate degree. The program includes courses in accounting, business administration, business management, data processing, liberal arts, and human services. The program is designed for adults over 25 years of age who have the ability to do independent research, the necessary reading and writing skills, and the ability to develop an individualized educational plan leading to specific career or personal goals. For more information, call (718) 626-5450.

JOB TRAINING PROGRAM FOR HOMELESS HEADS OF HOUSEHOLDS RESIDING IN HOTELS LaGuardia Community College offers a model job training program for homeless heads of households residing in hotels. The goal of the program is to strengthen and preserve families through the provision of training and education for successful and meaningful employment. The program provides aptitude and skills assessment, training, and career guidance, placement, supportive services, personal development, job opportunities, remedial and further education options. For more information, call (718) 626-2705.

INTEGRATED SKILLS TRAINING PROGRAM This federally-funded program conducted jointly by the CUNY Graduate Center and LaGuardia provides a comprehensive non-degree educational/vocational training program for learning disabled and mildly retarded young adults. The program components include basic skills instruction, vocational training in office and clerical skills, career and employability skills development, internship placement and parent training. For further information call (718) 626-2705.

EMERGENCY MEDICAL TECHNICIAN LaGuardia in conjunction with Booth Memorial Medical Center offer an Emergency Medical Technician (EMT) certificate program. The program is designed to train individuals in Basic Pre-Hospital Emergency Care. Topics will include: patient assessments, resuscitation, oxygen therapy, bleeding control, general medical and surgical emergencies, obstetrical and pediatric emergencies, medical/legal issues, and various other related skills. The course schedule includes alternating sessions of didactic and practical material. New York State Certification will depend upon satisfactory attendance, successful completion of course exams, and passing of a final exam to be administered by the New York State Bureau of Emergency Medical Services. A pre-test will be given to determine the selection of 32 students for this course. For additional information: Please call (718) 626-2711 or 2713.

OUTREACH PROGRAMS

Special programs administered by the Division of Continuing Education are designed for specific populations and generally focus on educational preparation, occupationally-related skills and training, vocational counseling, or professional development. These programs, usually developed through community outreach, are funded by grants or contracts, and are frequently offered at off-campus locations. The division’s major efforts in this area currently consist of the following programs:

ASTORIA ADULT EDUCATION CENTER Residents of Astoria may be interested in enrolling in non-credit classes offered at our conveniently located Astoria Center—at the corner of Ditmars Boulevard and 31st Street. Over 300 adults each quarter enroll in classes in English as a Second Language, Small Business and Restaurant Management, Bookkeeping, Real Estate and foreign languages. Classes are held during the day, in the evenings and on Saturdays. Further information can be obtained by calling (718) 626-8594.

ADULT LEARNING CENTER AT THE QUEENS HOUSE OF DETENTION FOR MEN This center assists inmates in academic skills development through courses in Adult Basic Education, English as a Second Language and High School Equivalency Preparation. The program also coordinates English as a Second Language courses at four detention facilities on Rikers Island. Funding is provided through the Correctional Education Consortium by the New York City Department of Correction. For more information, call (718) 626-8701.

CHINATOWN CENTER The Division of Continuing Education offers a variety of courses in Chinatown to residents and employees of the Chinatown community. The Chinatown Center currently offers three educational programs: one credit and two non-credit components. Credit offerings include English as a Second Language and introductory social science, mathematics and business courses. The non-credit programs include Adult Basic Education and English for Special Purposes for home care workers. Classes are held on weekday evenings in a public school facility centrally located near Chinatown. Adults who work in the Chinatown area during the day and who would like to begin college may find this program of particular interest. For further information, please call (718) 626-5911 or (212) 219-2534.

EASTSIDE CONNECTION The Division each quarter offers non-credit classes to staff of the University’s Central Office as well as upper Eastside residents. Offered
weekdays after work at E. 80th Street, current program selections include: aerobics, financial planning, low stress exercise and varying special events. For further information call: (718) 626-8712.

**PROGRAMS FOR OLDER ADULTS**

On a regular basis the Division of Continuing Education offers the College Sampler, a free one-day workshop series for older adults on subjects of interest such as computers, art, and casino math. In addition, adults age 65 and over may register for credit courses of study on-campus, on a space available basis, without tuition costs. Only a registration fee of approximately $12.75 is required each quarter. The full range of services of the college is available to all students. For further information call: (718) 626-8712.

In cooperation with New York City Technical College, LaGuardia coordinates non-credit courses offered through the Institute of Study for Older Adults at senior citizen centers throughout Queens. This program also includes outreach to the visually and hearing impaired seniors.

**L.I.U. BS PROGRAM AT LAGUARDIA**

Long Island University offers an 18-credit program towards a Bachelor’s degree in Business Administration at LaGuardia Community College. This program is specifically designed for LaGuardia graduates with an A.A., A.A.S. or A.S. degree with a major in Accounting, Business Management, Business Administration or Data Processing. For additional information contact Alice H. Osman, (718) 626-5450.

**KOREAN PROGRAM**

Free English as a Second Language classes are offered to members of the Korean communities in Jackson Heights and Woodside under the direction of the Division’s Adult Basic Education Program. For additional information contact (718) 626-8546.

**REFUGEE VOCATIONAL ASSISTANCE PROGRAM**

In collaboration with the Church Avenue Merchants Block Association in Brooklyn, the Division of Continuing Education offers a language and vocational skills program to unemployed and underemployed Afghan and Southeast Asian refugees in need of English, cultural orientation and employment preparation. This program provides the clients with the appropriate language and vocational skills to achieve meaningful employment. Language skills necessary and specific to employment include identifying job hunting skills, comprehending the business world, succeeding on the job. Through vocational workshops, students learn what fields they can realistically enter and explore the cultural precepts which act as impediments to their employment in the United States. For additional information, please call (718) 626-5911 or (718) 287-2600.

**LAGUARDIA/WOODSIDE AT THE BULOVA SCHOOL**

Initiated in Winter Quarter 85, this program offers Woodside residents vocational and leisure courses in craftwork (Clock Repair, Jewelry Craft); health (Quit Smoking, Weight Control); physical fitness (Aerobics, Low Stress Exercise, Tennis, Swimming); and English as a Second Language at an accessible community facility. The Joseph Bulova School is located at 40-24 62nd Street. For more information call (718) 626-5911.

**STUDENT SERVICES**

The Division of Student Services offers programs designed to help students achieve goals that are essential to their academic, career, and personal development. These goals include:

1. Understanding the requirements for academic success;
2. Assessing personal interests and abilities in relation to choice of a career;
3. Selecting an appropriate career goal and formulating an educational plan for attaining that goal;
4. Creating an adequate plan for financing one’s education;
5. Building the skills of group participation and leadership; and
6. Personal and social growth.

**COUNSELING**

Central to the LaGuardia student’s educational experience are the support and information provided by the college’s counseling services. Student Services Division counselors assist students in making career choices, planning their academic programs, preparing for transfer to a four-year college or beginning a work career, and in dealing with personal and academic problems. The counseling staff also cooperates with the instructional faculty in academic advisement for registration.

The services to students made available through the counseling program are described below. There are three main counseling offices at the college:

- Day Counseling Services (M-149)
- Extended Day Counseling Services (M-103)
- College Discovery Office (MB-46)
FRESHMAN SEMINAR  Counselors teach Freshman Seminar, which is required of all new students in their first quarter. Freshman Seminar introduces students to LaGuardia's programs, policies, and requirements. It also helps students plan a successful college program and learn how to use the many resources available at the College to help them complete that program. Further, Freshman Seminar begins the process of career exploration and assessment which leads, for day students, into the Co-op Prep course and the Co-op Internship program. Evening students use these sessions to explore and evaluate their career and educational goals, and to consider whether or not to participate in the Co-op Program for Extended Day students.

COUNSELOR-ON-DUTY  Counselors are available to see students on a drop-in basis. During daytime hours, students who wish to see a counselor should go to Day Counseling Services in M-149. In the evening a counselor is available to see students in Extended Day Counseling Services (M-103). College Discovery students may see a counselor in the College Discovery Office in MB-46. Students can make an appointment to see a specific counselor by going to these offices.

INDIVIDUAL COUNSELING  Students may see a counselor for individual counseling about education and career concerns, and also about family and personal matters. They may make an appointment with a counselor in any of the counseling offices listed above; students may, if they wish to, request an appointment with a particular counselor they already know.

WORKSHOPS FOR STUDENTS  The counseling staff offers to students a variety of programs to develop their college skills and their skills for living. Group workshops are available on such topics as self-awareness, decision-making, career exploration, study skills, and probation. A complete schedule of the programs available each quarter can be obtained at the Information Center or at any of the counseling offices.

CAREER AND TRANSFER RESOURCE CENTER:  Students desiring assistance in making career decisions, setting occupational goals, and learning about training and educational requirements for various careers are encouraged to use the resources available in the Career and Transfer Resource Center. In addition to occupational and educational information, the center houses transfer resources, including four-year college catalogues, scholarship information, and transfer applications for CUNY and SUNY institutions.

ACADEMIC ADVISEMENT  The counseling staff shares responsibility for academic advisement of students with the instructional faculty. Their goal is to assure that students receive accurate advisement on courses they must take and other requirements they must meet.

STUDENT ACTIVITIES FEES PROGRAMS AND SERVICES

On May 20, 1981, students voted—and the College and the Board of Trustees approved—to designate portions of the activities fees to specific programs and services. The following is a brief summary of the programs and services funded by the activity fees.

CLUBS AND ORGANIZATIONS  Clubs are dependent upon the interests of students involved. They plan and implement social, cultural, educational and creative ventures outside of the classroom. Formation of new clubs is made as easy as possible by the Student Activities Committee, room M115.

RECREATION  The Recreation Department offers a host of on and off-campus intramural, athletic and leisure-time activities and programs. It provides a conducive environment for mental and physical growth and well-being.
Contact the Recreation Department, room MB34, for further information.

**MEDIA** Media provides a variety of programs and activities for students interested in communications. A campus television video program, a printing office and a student newspaper/letter have been established to inform students about programs and activities of the College. Efforts are currently underway to re-establish the radio station (WLGC).

**EARLY CHILDHOOD LEARNING CENTER** A child care facility is housed at the College for the children of LaGuardia students. Learning and play experiences are provided by the professional staff. For more specific information, contact the Early Childhood Learning Program in room MB-34.

**TICKETS** Reduced-price tickets to Broadway, Off-Broadway and other performing arts events taking place in New York City are provided for students. For details on the offerings of this area, please contact the Student Activities Department, room M115.

**INCOME-GENERATING PROGRAMS** Off-campus activities, such as ski, camping and ranching trips, are offered each year at relatively low prices. For time and place of the next event from this area, contact the Student Activities Department, room M115.

**GRADUATION** The annual Commencement Exercises and Honors Night Program are supported and funded by student fees. The rental of an auditorium, purchase of diplomas, invitations and awards are some of the specific items covered by this area. Please contact the Student Activities Office, room M115, or the Office of College and Community Relations, room M406, for additional information.

**STUDENT COUNCIL** Student Council is an organization elected by students to represent the student body in interacting with the administration of the college faculty, student organizations and the general college community. Elections are held annually. Any student who wishes to become actively involved in student government should consider running for Student Council. For further information, contact Student Council in room M160.

**HEALTH SERVICES** The Health Center offers a variety of services including blood pressure monitoring, health screenings, educational programs, counseling and community referrals, motor vehicle vision testing, as well as first aid and emergency care. The services and programs are provided for all members of the college community free of charge.

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**SPECIAL PROGRAMS**

**LAGUARDIA ARCHIVES**

The Fiorello H. LaGuardia Archives was established in 1982 to collect, preserve and make available documents and photographs on the social history of twentieth-century New York City. The new and growing repository houses the personal papers of Fiorello H. LaGuardia, the original files of the New York City Housing Authority, records of Steinway & Sons Piano Company, and oral histories on life in the neighborhoods of New York City in the early twentieth century.

The Archives has a twofold purpose: to educate the general public about social history and to provide a research center for scholars. To these ends, the LaGuardia Archives is actively involved in collecting and preserving documents and in producing exhibits, publications, workshops and seminars which involve community members in interpreting their own history. In these ways, the Archives reflects Fiorello LaGuardia's own commitment to serve the people of New York and his vision of a government responsive to the needs of all the people.

**LABORATORY FACILITIES**

- Accounting Lab provides scheduled lab sessions and serves as a tutorial center.
- Adult Learning Center Labs help students to improve their basic literacy skills, or to prepare for G.E.D. exams.
SUPPORT PROGRAMS

- Child Development Lab is used for supplemental work in the Dept. of Human Services.
- Community Services Lab schedules use for developmental studies and assists hearing impaired students to develop study skills for basic education, G.E.D., and college preparation.
- Computer Information Systems has two labs: the Microcomputer Lab, providing the laboratory component for several introductory courses, and the Computer Lab, focusing on computer use and programming beyond the introductory courses.
- English Language Center Lab is used in several credit courses in the English as a Second Language Program and is available on a drop-in basis for students’ independent work.
- Humanities Department contains the following labs: Foreign Language, Music, Piano, Music Center, Communication Arts, Photography, Art, Painting and Drawing, Sculpture, and Design.
- Math Lab supports all the courses offered by the Math Dept.
- Microcomputer Center of the Dean of Faculty’s Office is used in conjunction with several courses.
- Natural & Applied Sciences Dept. administers fourteen laboratory facilities which are located in the Sony and Main Buildings on Thomson Avenue.
- Office Technology/Secretarial Science Dept. administers a Stenography and Typing Lab, the Word Processing Lab, and the Audio-Visual Typing Lab and Practice Learning Center.
- Reading Lab of the Communication Skills Department is used for all developmental reading courses; in addition, the lab is a resource center to help students in reading and study skills on their request.
- Typing Lab is required for several non-credit Continuing Education courses and for an elective course to improve spelling skills for ESL students.
- Veterans’ Lab is required for several developmental courses, and assists students to prepare for G.E.D. Exams and exemption from basic skills courses upon entry into college.
- The Writing Center provides individual and group training for all students in the College to work on grammar, paper revision, paper development and research papers for any course they are taking. Special tutors for the deaf and the learning disabled are available by appointment.

LIBRARY

In this complex world of information buying and selling, the one thing that every student at LaGuardia needs is access to a dynamic, current collection of information resources.

Our magazines and newspapers brief you on information about current events, new social issues, or people in the news. A popular form of absorbing information is via audio-visual material—such TV series as Earth, Sea, and Sky, Ascent of Man, and Everybody’s Business, are but a few of our video programs.

The Library also provides textbooks, course readings, career information, study aids, research material, an employer pamphlet file, and much more. To make these varied treasures accessible to users, a team of eight Library faculty and four college laboratory technicians is on hand to see that you get what you need.

How do people get in touch with us? Basically, there are three ways we work together:

1. People use the resources of the Library on a walk-in, self-service basis. Last year people visited the Library over 275,000 times! The Library offers a book collection of 46,000 volumes, 10 percent of which constitute a richly useful core collection of reference works such as dictionaries and encyclopedias in a variety of subject areas. We currently receive 623 periodicals, including 12 newspapers. The non-print media collection of 2,400 items covers all subjects and all formats from audiocassettes to video recordings. Apart from the use that was made of these collections in the Library itself, people checked out over 20,000 books last year and used our media at over 5,600 show-times.

2. People approach Library faculty at the reference desk and ask for help one-on-one. This type of assistance can mean anything from a ten second reply to your question, to a quarter hour spent helping you start your research paper, term projects or regular course assignments. In 1984/85, the eight librarians collectively worked with users over 9,000 times. This is where we feel we get to know people best—often by name, after the second or third acquaintance!

3. Library faculty teach information gathering skills through various forms of user education programs. These programs include tours, small group orientations, course related/course integrated Library instruction and a credit-
bearing course on methods of Library research. Almost every student is exposed to a Library instruction class in conjunction with the English 101 program. This session helps to introduce users to what is in the collection, and how to find it with the help of the C.O.M. (microfiche) catalog or the various periodical indexes. The credit course (LRC 101) which is described below, is a more in-depth introduction to sources of information, not just at LaGuardia Community College, but as they exist in the professional world at large.

Do get to know your Library. We make it easy for you because we're located just off the main lobby, and we're open six days and four evenings a week (Mon-Thurs. 9am-9pm, Fri. 9am-5pm, Sat. 10am-2pm). A validated college ID is your Library card. The Library provides seating for studying and photocopy machines. You can even find a novel or a popular magazine for relaxation!

RECREATION

The Office of Recreation provides a wide variety of leisure time experiences for the entire college population. The programs are designed to include many kinds of activities throughout the day, evening, and on Saturdays. A validated, LaGuardia student I.D. card, or a Recreation Pass, is your "membership" card to the facility. Recreation Passes are available to LaGuardia faculty and staff, Continuing Education students and community guests and may be obtained in the Business Office or at the gym control desk.

The facility, located on the basement level of the main building, includes a multi-purpose gymnasium that is equipped to accommodate, at different times: two regulation basketball courts, two indoor soccer fields, three volleyball courts, three paddle/handball courts, two tennis courts and two enclosed tennis/golf/baseball alleys complete with ball machines and video tape replay.

The gymnasium is complemented by a dance/exercise room featuring the Universal Gym exercise and weight training machine, barbell and dumbell training areas, hardwood floors, wall to wall mirrors and training bars. A game area for backgammon, chess, checkers and table tennis is located in the lobby outside the gymnasium entrance.

Equipment for these games may be obtained at the gym control desk. The locker complex consists of large daily lockers, to be used with your personal lock, towels, separate men’s and women’s showers and bathrooms with hair drying facilities. The equipment and towel check-out is located immediately inside the entrance to the recreation facility.

The recreation program is divided into multiple categories.

OPEN RECREATION A portion of the gymnasium and exercise room is almost always scheduled for drop-in recreation for students, faculty and staff. Some of the activities available are basketball, volleyball, soccer, paddleball, dance, weight training, and table tennis. Your LaGuardia I.D. card allows you to check out equipment for use in the gymnasium or dance/exercise room.

INSTRUCTIONAL WORKSHOPS The workshop series provides professional instruction in such activities as modern dance, tennis, martial arts, weight training, aero-bics, swimming and archery.

Sections are offered for all levels of skill, beginner to expert. Workshops are scheduled once or twice weekly and continue throughout the quarter. Registration for all workshops takes place at the gym control desk, and in the Main Lobby, during the first week of classes each quarter.

INTRAMURAL SPORTS ACTIVITIES AND SPECIAL EVENTS The intramural program provides competitive recreational experiences in such team sports as basketball, coed volleyball, and soccer. Tournaments, leagues, and special novelty events, such as student vs. faculty competitions, are scheduled every quarter. You may compete in the activities or participate as coach, official, statistician, or timekeeper. Awards are presented to intramural champions at the conclusion of an event.

EXTRAMURAL SPORTS The Office of Recreation is currently developing an extramural, club sports program to provide competitive experiences for students against other schools and organizations. League play is planned in basketball, soccer, volleyball and cricket.

ANNOUNCEMENTS AND PUBLICITY Information governing hours of operation, scheduling, programs and activities is available at the gym control desk, or the Recreation Office, room MB34 and on bulletin boards posted outside student and faculty staff dining areas. The sports/recreation column in The Bridge, the official student publication, announces and reviews program highlights.
The International High School at LaGuardia Community College, serves students with varying degrees of limited English proficiency. As a collaborative venture between the Board of Education of the City of New York and the City University of New York, this school offers a high school/college curriculum combining substantive study of all subject matter with intensive study and reinforcement of English. The goal of the instructional program is to enable each student to develop the linguistic, cognitive and cultural skills necessary for success in high school, college and beyond.

The faculty members of The International High School utilize English as a Second Language techniques as a means of reinforcing English language development and facilitating the acquisition of content across the curriculum. As students move from concrete to abstract levels of language acquisition, teachers present the content in greater complexity, while maintaining a level of comprehensible input commensurate with the level of English skills development. Collaborative learning strategies encourage students at different levels of English language acquisition and academic preparation to work in small groups as they explore their subject area studies. With the teacher functioning as a facilitator, students are taught to rely upon themselves and each other for revision of written assignments, study and development of vocabulary, and mastery of content.

All graduates of The International High School are guaranteed admission to LaGuardia Community College. Courses specifically designed for high school students, and taught by college professors, are available. While enrolled in the high school, students may take courses in a variety of areas for both high school and advanced placement college credit. The International High School students are members of the college community, enjoying full use of the facilities, including the library, gymnasium, cafeteria and recreation programs.

CAREER EDUCATION A career/occupational education program serves as the focus of The International High School. All students participate in a mandatory out-of-school internship program for one-third of each school year. This graduation requirement allows limited English proficient (LEP) students to investigate careers in business technology, human services and liberal arts and sciences, while providing them with opportunities to further develop their English language skills within the context of the workplace.

AFTER SCHOOL PROGRAM Extended day study opportunities beyond the regular 8 am to 2:10 pm class schedule are available. Students can participate in small group tutorials designed to promote communicative competence, reinforce native language skills, extend content area studies and explore career education alternatives. Additionally, extracurricular teams and clubs supplement the After School Program.

ADMISSIONS The International High School is open to all newly-arrived immigrants who reside in New York City and will be entering the 10th grade in the next school year. For admissions consideration, students must be limited English proficient, have resided in the United States for less than four years, and be referred for admission by their guidance counselor as requiring an alternative educational environment to reach their full potential. Additional information may be obtained by contacting the Admissions Office at (718) 626-5909.

Middle College High School at LaGuardia Community College each year accepts 125 tenth graders from junior high schools in Districts 24 and 30 in the western section of Queens. The five-year program, which combines the tenth, eleventh, and twelfth grades with the first two years of college, provides intensive remediation, guidance, small classes, career exploration, and an interdisciplinary curriculum for students who might not reach their potential in a traditional school setting. The resources and positive role models provided by the college supplement the skills of the teachers, all of whom have New York City high school licenses.

Students may take courses both in the high school and in the college for high school credit. College level course credits are stored in a computer bank and may be counted toward the associate degree upon completion of high school.

Middle College High School is a cooperative venture between the Board of Education and the CUNY Board of Trustees. There is no tuition fee or charge for textbooks. Students who meet the criteria set by the City of New York are entitled to free lunch and transportation passes.

Students graduating from junior high schools in Districts 24 and 30 in northwest Queens who are not meeting their full academic potential are eligible to apply. Students interested in enrolling should speak with their junior high school guidance counselors for complete information. Students may call the Middle College High School admissions Office at (718) 626-8596 for information about admissions procedures.

SPECIAL COURSES AND PROGRAMS Career Education: All Middle College students participate in an out-of-school internship program which gives them unpaid full- or part-time work experience for one third of each school year as part of the graduation requirements. Students can investigate careers in depth in business technology, human services, and liberal arts and sciences. In some cases qualified high school seniors obtain 1st level college cooperative education internships, a number of which are paid.

Middle College students may choose from hundreds of college courses which can be taken for both college and high school credit. All students graduating from Middle College High School are guaranteed admission to LaGuardia Community College. Special courses, taught by college professors, especially for Middle College students, are available every cycle in the areas of secretarial science and data processing.

Students at Middle College are members of the college community, and can use the full facilities of the college including the library, membership in college clubs, participation in intramural sports and open recreation programs. Middle College has a special program for hearing handicapped students in western Queens.
The Accounting/Managerial Studies Department offers programs of study in business and accounting.

The Business Administration Program leads to an Associate in Science (AS) degree and is designed for students who intend to transfer to a senior college after graduating from LaGuardia. The Business Management program leads to an Associate in Applied Science (AA) degree and is designed for students who are interested in immediate full-time employment upon graduation. The Credit Management curriculum is an option under the Business Management Program which specifically prepares students for employment in the field of credit and collection.

The Accounting Program offers a course of study leading to an Associate in Applied Science (AAS) degree. Although an AAS degree program is usually designed for students with immediate career goals upon graduation, our experience has proven that a large percentage of accounting majors will continue their studies at a four-year college upon graduation. Therefore, the Accounting Program provides options for both the student who plans to transfer to a four-year college and the student whose immediate post-graduation goal is full-time employment.

Our Accounting Lab, which is equipped with modern audio-visual materials and tutorial support, is available to support instruction in the accounting courses.

Regardless of the program of study selected, all full-time day students are required to complete three internships (usually paid) before graduation. This is optional for part-time and extended day students. The Division of Cooperative Education works closely with the Accounting/Managerial Studies Department in the preparation, selection, and evaluation of students' internship experiences.

The department offers courses in: accounting, managerial studies, and urban study. They are presented in that order below.

Instructors: James Cernigliaro, Robert Coiro, Jeffrey Davis, Charles Gibson, Elaine Leff, Nathaniel Leichter, Namy Lytle, Ernest Manshel, Fernando Santamarina, Annette Siegel, Barry Silverman, Howard Stitzer, Linda Tauber, Frank Timoni, David Wertheimer, Patrick Wharton, and Emil Wittek

### Accounting

#### AMA101 Principles of Accounting I

4 hours; 2 credits

This course introduces the student to the entire accounting cycle as illustrated by service and merchandising concerns using the single proprietorship form of business organization. The course reviews the fundamental concepts and techniques of recording transactions in general journals, special journals, summarizing the transactions, adjusting and closing the accounts, and the preparation of financial statements. The student is also introduced to deferrals and accruals and their relationship to periodic reporting. The student will prepare classified balance sheets and income statements.

Prerequisite: CSE098, MAT098

#### AMA102 Principles of Accounting II

4 hours; 2 credits

This course covers accrual and valuation accounting as well as control procedures for cash, accounts and notes receivable, accounts and notes payable, inventories and fixed assets. Payroll accounting and accounting systems are explored. Accounting concepts relating to the partnership form of business organization are also covered.

Prerequisite: CSE099, ENG098, AMA101, MAT099
AMA103 Principles of Accounting III
4 hours; 2 credits

The first part of the course examines accounting techniques and principles of the corporate form of business organization and includes such topics as: the nature and formation of a corporation, stock transactions, elements affecting retained earnings, long-term liabilities and investments in stocks and bonds. Basic theoretical concepts and principles are also explored and related to accounting practice. The second part of the course introduces the student to the preparation of financial statements for decision purposes; the need for, preparation of, and use of the statement of changes in financial position; and basic analytical procedures and tools available for financial statement analysis.
Prerequisite: CSE099, ENX/ENG099, MAT099, AMA102

AMA110 Accounting Applications for the Microcomputer
3 lectures (1 voluntary lab hour); 3 credits

This course emphasizes management information systems through giving students “hands-on” microcomputer experience in the processing of accounting data. In an instructor-supervised laboratory environment students will explore both spreadsheets and dedicated accounting software. Lectures on the accounting systems, computer related management decisions, and strategic controls considerations will be integrated with applications.
Prerequisite: CSE099, ENX/ENG099, MAT099, AMA102, BDP100 or BDP101

AMA120 Secretarial Accounting
4 hours; 2 credits

This course is tailored to the accounting needs of the Secretarial Science student. It introduces the fundamentals of accounting and the entire accounting cycle. Emphasis is placed on the recording of transactions in special journals relating to cash receipts, cash payments, payroll, sales and purchase journals. The meaning and purpose of financial statements is explored. Students who wish to continue accounting studies can complete Audio Visual Tape units 12, 13, 17, 18, 24, 25, and 26 in order to be admitted to Accounting 102.
Prerequisite: CSE098 (or waiver), MAT098 (or waiver)

AMA150 Individual Income Tax Procedures
3 hours; 3 credits

This course introduces the fundamental concepts of individual income taxation, and the mechanics of Federal, New York State and City individual income tax return preparation. Some of the special topics are includable and excludable income, allowable deductions, personal exemptions and dependents, filing status, computation of tax and credits against tax. Students will complete a Federal income tax return practice set.
Prerequisite: CSE099, ENX/ENG099, MAT099

AMA155 Partnership and Corporate Tax Procedures
3 periods; 3 credits

The students will learn the basic principles of partnership and corporate taxation. This will include determination of income and the tax consequences of that income. Students will also become familiar with the preparation of Partnership and Corporation information and tax forms.
Prerequisite: CSE099, ENX/ENG099, MAT099, AMA150 and AMA103

AMA201 Intermediate Accounting I
4 hours; 4 credits

This course is designed to give an overview of the foundations of accounting theory, the problems of current practice and its relationship to accounting theory as expressed in the Accounting Principles Board’s Opinions and the Financial Accounting Standards Board’s Statements. A review of the accounting cycle sets the stage for detailed exploration of the reporting process namely, the Balance Sheet, the Income Statement, the Retained Earnings Statement, and the Statement of Changes in Financial Position.

Advanced and alternative accounting practices as well as control procedures are examined as they pertain to Cash, Short-term investments, and Receivables. Inflation and the effect of changing prices on financial reporting are also examined.
Prerequisite: CSE099, ENX/ENG099, MAT099, AMA103

AMA202 Intermediate Accounting II
4 hours; 3 credits

This course is a continuation of Intermediate Accounting I. It explores the problems of current practice and its relationships to Financial Accounting Theory as expressed in AICPA Opinions and FASB Statements. Topics examined include inventories, long-term investments in stocks, tangible and intangible fixed assets, liabilities and income taxes, and leases. Present value concepts and their applications are also covered.
Prerequisite: CSE099, ENX/ENG099, MAT099, AMA201

AMA210 Cost Accounting I
4 hours; 3 credits

Cost accounting methods and procedures are studied, including job-order costing, process costing, payroll accounting and budgeting. Emphasis is placed on the importance of cost accounting to management in controlling and analyzing cost data and in the areas of decision-making and planning future operations.
Prerequisite: CSE099, ENX/ENG099, MAT099, AMA103

AMA211 Cost Accounting II
4 hours; 3 credits

This course continues the study of cost determination and analysis as taught in AMA210. Cost-volume relationships, systems designs, flexible budgets, standard costs, cost allocation, and applications of the contribution margin approach to decision-making are included. A continued emphasis is placed on the importance of cost data to management in the areas of decision-making and planning.
Prerequisite: CSE099, ENX/ENG099, MAT099, AMA210
AMA220 Internal Audit
4 hours; 3 credits

This course explores the use of internal audit as a management tool that is used to evaluate the performance of a business. It focuses on the review of internal controls such as those used to safeguard company assets. The course also discusses audit tools such as the Audit Program which are used to evaluate various operational (e.g., payroll functions) and financial activities (e.g., preparation of balance sheets and other financial reports) of the organization. Topics include developing the audit program, sampling, field work, workpapers, computer auditing and report writing. (Note: This course is not always transferable.)
Prerequisite: CSE098, ENX/ENG099, MAT120 for career option students; MAT200 for transfer option students; BDP103 or BDP100, AMA103

Managerial Studies

AMM101 Introduction to Business
3 hours; 3 credits

An introductory course designed to acquaint the student with the role of business in our economy, the forms of organization, and the various business functions such as management, personnel, marketing and finance. Career opportunities in the business world are also explored. This course should be taken prior to any other Business courses.
Prerequisite: CSE098 and ENX/ENG099 or waiver

AMM102 Principles of Finance
3 hours; 3 credits

This course is a study of the monetary and credit systems of our economy and related policies and problems. In addition, the course addresses itself to the following: 1) commercial and non-commercial banking institutions and operations. 2) money and banking in relation to prices, economic growth, and international events.
Prerequisite: CSE098, ENX/ENG099, MAT098 or waiver, AMM101

AMM103 Principles of Management
3 hours; 3 credits

An analysis of the role of the manager and the functions of management in an enterprise. Consideration is given to the interlocking nature of these functions and the principles which are the basis for the practice of management. Attention is given to the impact of the external environment on the development of the managerial role and on managerial practice. This course is required for Business Administration and Management students prior to their first internships.
Prerequisite: AMM101

AMM104 Principles of Marketing
3 hours; 3 credits

This course explores the vital role of marketing in our economy. The factors of consumer behavior and motivation are covered to provide an understanding of market planning. The system of distribution of goods from producer to consumer is discussed by relating theory to actual case histories.
Prerequisite: AMM101

AMM105 Principles of Insurance
3 hours; 3 credits

The course covers the nature of risk and risk bearing, functions of insurance organizations, the fundamentals of insurance contracts, the major types of insurance and the basic laws covering insurance policies. It is designed for the student as an individual and as a prospective business manager.
Prerequisite: AMM101

AMM106 Principles of Retailing Management
3 hours; 3 credits

This course deals with basic retail principles and merchandising practices. Retail store organization and operations in large and small establishments are explored.
Prerequisite: AMM101

AMM107 Principles of Real Estate
3 hours; 3 credits

This course introduces the student to the social and economic impact of real estate, the nature and instruments involved in real property rights, various types and aspects of real property ownership, real estate brokerage operations, urban planning and leasing. Real estate contracts and title closing are also covered in this course.
Prerequisite: CSE098, ENX/ENG099 or waiver, AMM101, AMM110

AMM110 Business Law I
3 hours; 3 credits

This course introduces students to the areas of law & society, contracts and sales contracts. It includes legal rights & obligations, judicial systems, lawsuits, criminal and tort law and the law of contracts, sales contracts and an introduction to Article 2 of the Uniform Commercial Code.
Prerequisite: CSE098, ENX/ENG099 or waiver

AMM111 Business Law II
3 hours; 3 credits

This course introduces the student to the important area of products liability, consumer law, secured transactions, partnerships, corporations, agencies and bailments.
Prerequisite: CSE098, ENX/ENG099 or waiver, AMM110

AMM115 Basics of Advertising
3 hours; 3 credits

This course gives a broad overview of advertising, its roles in marketing and as a motivational force in society. The nature of media and their creative and productive functions are discussed as they are related to advertising programs.
Prerequisite: AMM101

AMM120 Office and Personnel Management
3 hours; 3 credits

This course, designed for Secretarial Science majors, is an introduction to the principles and practices of office
management and administration. It will include such topics as the office environment, employee/employer relations, job analysis and evaluation, fundamentals of motivation, the function of procedures and labor relations and grievances.

Prerequisite: CSE099, ENX/ENG099, MAT098 or waiver

**AMM121 Personnel Administration**  
*3 hours; 3 credits*

An introduction to the principles and practices of personnel administration including such topics as the personnel management system, recruitment, selection, training and development of employees, management-labor relations, remuneration and security, evaluation methods and leadership development. Particular emphasis is placed on leadership and supervision.

Prerequisite: AMM101

**AMM140 Introduction to Credit Management**  
*3 hours; 3 credits*

This course is designed to introduce the student to the role of commercial credit and collection in today’s business world. It will examine the role of the credit department within a company, the positions with the department and career possibilities. In addition, it will prepare the student to work as a collector in a credit department by explaining specialized terminology, collection policy, principles and procedures and necessary legal concepts.

Prerequisite: CSE099 or waiver, ENX/ENG099 or waiver, MAT099 or waiver AMM101; AMA101

This course is open to any student as an unrestricted elective but is primarily intended for freshmen interested in beginning their internship program in the Commercial Credit & Collection industry.

**AMM150 Organizing and Operating a Small Business**  
*3 hours; 3 credits*

This course is a basic study of the importance of small business, its status, problems, and requirements for success. The course covers, among other things, the decision to go into business for one’s self, the preparation needed, the methods of launching the business, and management functions involved in operating the business.

Prerequisite: CSE098, ENX/ENG099, MAT098 or waiver, AMM101, AMA101

**AMM155 Salesmanship**  
*3 hours; 3 credits*

This course is an introduction to the principles and practices of selling as a profession including such topics as the sales job, the sales environment, the sales process, and sales training. The dominant theme is professionalism in contemporary selling.

Prerequisite: AMM101

**Urban Study**

**AMN195 Profile and Prospects of Business in New York City**  
*3 hours; 3 credits*

This is an urban study course which examines the status of business in New York City using various sources of data and field assignments such as visitations to the New York Stock Exchange, major business corporations and various government agencies. Students will learn how to develop a profile of business in New York City in terms of employees, type of industry, and form of ownership. Students will also learn about various social responsibility programs being offered by the business community, and will examine the many different career opportunities available in the N.Y.C. area.

Prerequisite: MAT098 or waiver, AMM101

**Communication Skills Department**

The Communication Skills Department teaches courses in developmental reading, advanced reading, and study skills. The department encourages students to view reading as a thinking process and emphasis is placed upon comprehending college level materials. The reading laboratory provides students with supervised tutorial assistance.

**Instructional Staff:** Francine Brewer, Ira Epstein, Mary Feldstad, John Holland, Robert Levine, Sue Livingston, Dominic Lofaro, Irma Lynch, Ernest Nieratka, Estelle Schneider, Judith Wambu, Hannalyn Wilkens, and Joyce Zaritsky

**CSE096 Reading Workshop**  
*5 hours; ½ credit*

The 096 Reading Workshop provides intensive work in the basics of reading. Through various diagnostic approaches, students gain an understanding of their reading strengths and weaknesses. Students will be introduced to many types of materials and strategies appropriate to the demands of each type. There will also be focus on class dialogue, vocabulary development and study and note-taking techniques. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

**CSE097 Basic Reading I**  
*5 hours; ½ credit*

This course helps students improve their reading ability. The course focuses on basic reading comprehension strategies, vocabulary development and study skills. Among the topics studied are: paraphrasing and summarizing, dictionary use, previewing, library research, test-taking, note-taking and time management. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

Prerequisite: CSE096 or waiver
Prerequisite: MAT098 or waiver and the techniques of rapid reading, timed exercises. Emphasis is placed on the practice with mechanical aids and development of reading and study skills at a college level.

Prerequisite: CSE096, 097 or waiver

CSE099 Basic Reading III
5 hours; 1 credit

This course reinforces content studied in CSE098 with the reading and study skills strategies applied to more difficult texts. Critical reading is emphasized. Standardized reading test procedures and strategies are introduced. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

Prerequisite: CSE099, 098 or waiver

CSE103 Advanced Reading and Study*
3 hours; 3 credits

This course is designed for the development of reading and study skills at a more advanced level. Emphasis is on such skills as vocabulary improvement, previewing, notetaking, test-taking, summarizing and critical analysis. Students explore different types of exposition and styles of writing. Content area materials are utilized.

Prerequisite: CSE099, ENX/ENG099, MAT098 or waiver

CSE200 Speed Reading*
3 hours; 2 credits

This course is offered for students who are interested in speed reading techniques. Emphasis is placed on the development of effective reading habits and the techniques of rapid reading, identifying authors’ patterns of writing, skimming, scanning and ongoing practice with mechanical aids and timed exercises.

Prerequisite: CSE099, ENX/ENG099, MAT098 or waiver

Computer Information Systems Department

The primary mission of the Computer Information Systems Department is to prepare graduates for entry level positions in the data processing field as computer operator trainees or programmer trainees. In addition, the department offers a two-year Computer Science Transfer Program for students who wish to pursue a four-year degree.

The course, Introduction to Data Processing, is a prerequisite for all other data processing courses. It is also a required course for business administration, business management, and accounting majors.

The course, Introduction to Computer Science, is a prerequisite for all other computer science courses.

The course, Computers and Society, is a general elective intended for liberal arts majors.

Instructional Staff: Mercedes Acosta, Donald Davidson, Dan Ehrlich, Alice Franklin, Luz Gamba, Joan Greenbaum, John Lopez, Gerald Meyer, Barbara Mulhill, Lawrence Muller, Badimanyi Mulumba, Carol Okolica, Beverly Rosendorf, Toby Shatzoff, Meryl Sussman, Herman Washington, and Robert Weidemann

BDP101 Introduction to Computer Science
4 hours; 4 credits

This is the first course in the computer science option. It is designed to provide a broad overview of the fields of computer science and data processing. An emphasis will be placed on the logic of computer programming using PASCAL as an illustrative language. This course will include topics such as data representation, organization and characteristics of computers, program structure, string processing, data structures and their applications, and trees. Not open to students who have taken BDP100.

Prerequisite: CSE099, ENX/ENG099 or waiver. Pre- or Corequisite: MAT200

BDP/SSD105 Computers and Society*
4 hours; 3 credits

This course examines the relationship between human values, society and technology. It begins with an explanation of how computers work and then investigates how technology affects such issues as jobs, privacy, and education. Lab work is included.

Prerequisite: CSE098, ENX/ENG099, MAT098 or waiver

BDP106 Cobol Programming I
5 hours; 3 credits

This course introduces the student to the COBOL programming language. The student becomes familiar with the conceptual and syntactical characteristics of the COBOL language. The student then moves from theoretical to practical COBOL programming by means of programming drills, exercises and writing programs in COBOL utilizing various input and output devices. The course subject matter is woven into the business environment and experience with a variety of applica-
COMPUTER INFORMATION SYSTEM

BDP108 Report Program Generator
4 hours; 3 credits

This course introduces the student to RPG, a high-level computer language that can be used on a wide range of small-to-large computer systems for solving business problems. RPG, like other computer programming languages, is a means whereby individuals can communicate with the electronic computer for the purpose of getting the computer to solve some problem. RPG programming language is an excellent language for the beginning student and for the experienced programmer who wishes to learn RPG and RPG II as they are implemented on IBM Computer Systems.
Prerequisite: CSE099, ENX/ENG099, MAT099 or waiver, BDP100 or BDP101

BDP109 Principles of Programming with BASIC
4 hours; 3 credits

The student will learn to solve problems on the computer by using flow-charts to develop algorithms. The student will use such programming techniques as: input/output operations, arithmetic operations, decisions (simple, complex, compound), looping, control breaks, arrays, file handling (sequential and random), string processing and report formatting. Students will be required to implement algorithms by writing programs in BASIC.
Prerequisite: CSE099, ENX/ENG099, BDP100 or BDP101
Pre-or Corequisite: MAT110

BDP110 Systems Analysis and Design
4 hours; 3 credits

This course introduces the student to existing manual and electronic data processing systems and the design of computer based systems to replace them, with consideration given to organizational structures, form design, file design, data structures, scheduling, operations research techniques and hardware and software organization.

BDP111 Computer Information System
Prerequisite: CSE099, ENX/ENG099, MAT099 or waiver, BDP100 or BDP101

Actual and simulated case studies will be utilized. The student will program and document a comprehensive systems study.
Prerequisite: CSE099, ENX/ENG099, MAT099 or waiver, BDP195 or BDP200, ENG101

BDP120 Assembler Language I
5 hours; 3 credits

This course is designed to provide basic knowledge of the IBM System/370 Computer and Assembler Language Programming with emphasis on the following areas: main storage organization; addressing using base registers; index and displacement registers; fixed and variable length data formats; the condition code; interrupts and the program status word; arithmetic, logical, and branching operations; and writing assembler language programs.
Prerequisite: CSE099, ENX/ENG099, MAT099 or waiver, BDP100 or BDP101

BDP121 Assembler Language II
4 hours; 3 credits

The student will enhance his knowledge of BAL by writing sophisticated programs utilizing indexing, subroutines and linkage conventions and system and user defined macros. TR, EXEC, BXLE and logical instructions will be covered, as well as others.
Prerequisite: CSE099, ENX/ENG099, MAT099 or waiver, BDP120

BDP195 Structured Programming with Cobol
6 hours; 4 credits

This is the second course in the computer science program. Algorithms discussed in the introductory course will be coded in Cobol. A structured approach will be stressed in the analysis of control break logic, sequential file updates, random file processing, ISAM programs, table handling and subprogram linkage.
Prerequisite: CSE099, ENX/ENG099 or waivers BDP100 or BDP101, MAT110

BDP196 Basic Assembler Language for Computer Science
6 hours; 5 credits

This course is designed as a complete course in Basic Assembler Language covering most of the 360/370 instruction set as well as macros, conditional assembly and privileged instructions. Mathematical, scientific and business applications will be illustrated.
Prerequisite: CSE099, ENX/ENG099, MAT099, BDP100, BDP101, MAT200 or waivers

BDP200 Cobol Programming II
4 hours; 3 credits

This is an advanced course for students majoring in data processing. The course broadens the study of the Cobol language to include the handling of tape and disk files and the use of table structures. Students write and document programs involving the use of these techniques. The subject matter is woven into the business environment and experience with a variety of applications involving inventory control, accounting payroll and personnel records.
Prerequisite: CSE099, ENX/ENG099, MAT099 or waiver, BDP106

BDP210 PL/1 Programming
4 hours; 3 credits

In this course a student will learn the rules and structure of this higher level programming language. It will be assumed that the student already has some familiarity with compiler-oriented languages, and, therefore, will be expected to program and document problems of a more complicated nature than in earlier data processing courses. The student will be encouraged to learn how to read core dumps to find out where the "bugs" are. Each student will proceed at his/her own pace, thereby simulating conditions in commercial data processing installations.
Prerequisite: CSE099, ENX/ENG099, MAT099 or waiver, BDP100 or BDP101 or MAT200

BDP220 Fortran Programming
4 hours; 3 credits

This course introduces the student to the FORTRAN programming language, which is used primarily in the fields of mathematics and science. Topics covered include definition of constants, variables and expressions, real and integer arithmetic, input/output, control statements, looping, arrays and
telephony will be examined. The topics covered include numbering plan, voice switching using SxS, CROSSBAR, ESS, distributing frames (MDF) and carriers. Other topics include history, organization and regulation of Telephony. Telephone media such as cable, satellite, microwave, fiber optic, carriers, and CO equipment (power, MDF, repeaters), principles of wire and radio transmission, a computer controlled switching, PBX, CBS, PABX, CENTREX, VAN, WATS, bypass and cellular telephone systems, and digital services will be reviewed.

Prerequisite: CSE099, ENX/ENG099, MAT099 or waiver, BDP260

**BDP265 Computer Hardware Interfacing and Programming**

*4 hours; 3 credits*

This course will introduce the student to techniques in controlling a computer system. The course will include interfacing techniques such as memory mapped and isolated I/O, hardware/software interrupts, polling, and assembler language. Programming to include: addressing modes, arithmetic and logic instructions, conditional branching, stacks, subroutines, etc. Also, the student will program in conditional assembler language and macros. The laboratory portion will utilize a 16 or 32 bit based computer system.

Prerequisites: CSE099, ENX/ENG099, MAT099 or waiver, BDP106, BDP195 or BDP120 or BDP196

**BDP270 Computer Operations I**

*4 hours; 3 credits*

The study of the operation of computer systems with special attention given to computer organization, operation of peripheral units and terminals, and scheduling and documentation. The students will be required to demonstrate their operational and organizational skills in the computer center.

Prerequisite: CSE099, ENX/ENG099, MAT099 or waiver, BDP100 or BDP101

**BDP275 Computer Operations II**

*4 hours; 3 credits*

The student will study operating system concepts illustrated by applications on CP/M on a microcomputer. The student will study text editing, PIP, and other CP/M utilities. In addition, further coverage of IBM utilities on the mainframe will be included.

Prerequisite: CSE099, ENX/ENG099, MAT099 or waiver, BDP270

**BDP285 Pascal Programming**

*4 hours; 3 credits*

This course is an introduction to the language of Pascal and a study of algorithms to solve mathematical and business applications. A structured approach will be used and the student will be required to flowchart, code, test and debug programs during the laboratory portion of the course.

Prerequisite: CSE099, ENX/ENG099, MAT099, BDP100 or BDP101; Pre- or Co requisite: MAT200

**BDP295 Computer Electronics**

*4 hours; 3 credits*

This is a fundamental course in electrical theory and devices, which will provide a basis for further study and concentration in computer maintenance and repair. Among the topics to be considered are: Ohm’s Law, power, Kirchhoff’s Law, voltage divider rule, superposition theorem, measurement techniques, and some basic electronic components such as resistors, capacitors, inductors and transformers, including an introduction to diodes, power supplies and transistors.

The laboratory portion of the course will include experiments with voltmeters, ammeters, oscilloscopes, breadboarding, and circuit board fabrication. (The purchase of a small kit is required, $10-$15.)

Prerequisite: CSE099, ENX/ENG099 or waiver

Pre- or Corequisite: MAT200

**BDP290 Computer Architecture**

*5 hours; 4 credits*

This course is intended for students who are in the computer science program or for students interested in developing a background in hardware concepts. Topics covered include number systems, logic circuits, arithmetic circuits, flip-flops, registers, memories, sample designs of simple
Cooperative Education

Division

Through its internship program, the Division of Cooperative Education offers students the opportunity to gain experience and/or explore the career fields they are interested in pursuing. The “co-op” experience is a 9-credit degree requirement for all Day-Admitted students and all students in specialized curricular areas such as Animal Health Technology, Occupational Therapy, Human Services, Dietetic Technology, Bilingual Education Associate, and the Education Associate Program. The cooperative education requirement for the Education Associate Program is 12 credits.

Instructional Staff: Judy Bieber, Janet Cyril, Ilana Dunner, Catherine Farrell, Irwin Feifer, Michael Frank, Eleanor Gittens, Andrea Gould, Harry Heinemann, Joan Heitner, Freeman McMillan, Paula Nesoff, Fernando Oliver, Helen Perry, Lucy Sardell, George Schwartz, Ted Theodorou, Margo Turkel, John Weigel, Jeffrey Weintraub, and Dorrie Williams

Co-op Prep

1 hour; 0 credits

Students must successfully complete a Co-op Prep course as a prerequisite to their first internship. This course meets ten times and is usually taken the second or third quarter at LaGuardia. The course objectives include: understanding the co-operative education program, understanding employer expectations, developing career and personal goals for the internships, learning resume preparation and interviewing skills. Part of the TAR sequence, the course teaches the career education concepts which will be applied in the internship.

Pre- or Corequisite: Introductory TAR course in major field

CEP201, CEP202, CEP 203
Cooperative Education
7 hours; 3 credits

These courses include both the internship and the internship seminar. The internship is a full-time field experience which provides the opportunity for students to attain one or more of the following objectives: apply academic and career education concepts and skills, to explore or confirm their career interests, and to develop new skills. All admitted Day students, as well as all Extended Day students in the Bilingual Education curricula, register for CEP201, CEP202 and CEP203 in order to fulfill the cooperative education requirement for graduation. Extended Day students in other curricular areas may register for these courses as electives. Students need a permit to register, which is available from their co-op adviser.

Animal Health Technician majors register for CEV201 (Research Animal Practice), 202 (Small Animal Practice) and 203 (Selected Animal Practice) in place of CEP200.

Human Services majors register for CEC200 or 201 (child care) or CEM200 or 201 (mental health) in place of CEP200. See Department of Human Services course descriptions for details.

Occupational therapy majors register for C0290, 291, and 292 in place of CEP200. Course descriptions can be found under Natural and Applied Sciences Department.

Dietetic Technician majors register for CD260, 261, 262, 263, and 264 in place of CEP200. Course descriptions can be found under Department of Natural and Applied Sciences.

Through their co-op advisor, students must also register for the appropriate Internship Seminar. These include the following:
First Internship Seminar

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Second Internship Seminar

Career Opportunities within each major field (sections by curriculum)

- Animal Health Technician students take Practice Management for the Animal Health Technician.

Third Internship Seminar

Independent Research: The Application of Course Work to Reality (sections by curriculum)

- Animal Health Technician students take Jurisprudence and Ethics for the Animal Health Technician.

Counseling Program

The Division of Student Services' Counseling Program provides various programs for students seeking assistance with personal, academic and/or career concerns. The department also offers a Freshman Seminar, described below.


Freshman Seminar

1 hour; 0 credit

Freshman Seminar is designed to provide an orientation for students to LaGuardia and to provide them with the knowledge and skills they need to be successful in college. Students will learn college policies and requirements; they will learn effective study skills and test-taking strategies. In addition, students will engage in the career exploration process and develop plans for relating classroom learning to cooperative education experiences.

English Department

The English Department, through a carefully designed curriculum that includes composition, literature and journalism courses, teaches students writing and analytical skills necessary for both academic and career success.

*The department offers courses in:* journalism, literature, writing, and urban study. They are presented below in that order.

*Instructional Staff:* Tuzyline Allan, Marian Arkin, Sarah Barber, Lenore Beaky, Alan Berman, Michael Blaine, Terry Cole, Nora Eisenberg-Halper, Berton Eisenstadt, Thomas Fink, Brian Gallagher, George Gromian, Sandra Hansan, Margaret Johnson, Jan King, Arlene Ladden, Daniel Lynch, John Lynch, Cecilia Macheski, Gilbert Muller, Joan Richardson, Henry Shapiro, John Silva, Eleanor Q. Tignor, Leonard Vogt, and Harvey Wiener

Journalism

ENG212 Feature Writing for Newspapers and Popular Magazines

(Former Title: Forms and Techniques of Popular Writing)

3 hours; 3 credits

This course introduces students to a variety of feature story forms: the human interest story, investigative reporting, lifestyle columns and reviews. Students will learn how to conduct interviews, develop background information, organize articles and write in a lively style. Each student will write in his or her own area of interest—politics, fashion, sports or the arts—and will have an opportunity to publish work in the school newspaper, *The Bridge.*

Prerequisite: CSE099 or waiver, ENG101
ENG214 Journalism: Its Scope and Uses
3 hours; 3 credits

The course is an overview of journalism, with emphasis on print and related areas, such as publicity, in-house publications and public relations. Also to be covered are the history, techniques and impact of journalism as an institution. Newswriting, editing, production, organization and management methods are to be practiced through assignment to various college publications. Working press visitors to the classroom, and field trips to newspaper and magazine offices are course components.
Prerequisite: ENG101

ENG215 Journalism: The Craft of Gathering and Reporting The News
3 hours; 3 credits

This course emphasizes investigative techniques and old fashioned legwork. In addition to working on at least one major investigative and several other writing assignments, in teams or individually, students will be involved in rewriting, editing and headwriting. Students will be assigned to college publications. Field trips and working press visitors are elements of the course.
Prerequisite: ENG101

ENG216 Journalism in the Private Sector: The House Organ, Public Relations and Advertising
3 hours; 3 credits

Private sector journalism is an examination of house-and-group organ publications and their impact upon the people they are designed to serve. The course will also cover public relations and advertising history and their growth as institutions. Elements of copywriting for these journalism-related industries will be practiced, as well as planning for simulated advertising and public relations campaigns.
Prerequisite: ENG101

ENG217 Elements of Broadcast Journalism: Radio and Television Writing and Programming
3 hours; 3 credits

This course deals with news writing for radio and television. It also examines the history of these communications media and their impact on American society. Full coverage news programming will be studied and written. Areas to be covered include the traditional news shows, public and community affairs, music and educational offerings. Students will simulate television news programs with available equipment.
Prerequisite: CSE099, ENG101 or waiver

ENG225 Afro-American Literature
3 hours; 3 credits

This course is a survey of Black literature in America from its earlier writers (Phyllis Wheatley, Frederick Douglass) to important modern writers (Ralph Ellison, Richard Wright, Imamu Baraka, Gwendolyn Brooks). Key writers of the Harlem Renaissance will be considered as will popular anonymous forms of Black literature such as spirituals and work songs. Writers to be stu-
died might include Daniel Walker, Charles Chesnutt, James Weldon Johnson, Langston Hughes, Jean Toomer, Claude McKay, Countee Cullen, W.E.B. Du Bois, Robert Hayden, Toni Cade Bambara, Chester Himes, John A. Williams, James Baldwin, Maya Angelou and Ishmael Reed.
Prerequisite: CSE099, ENG101 or waiver

ENG240 Literature of the City
3 hours; 3 credits

This course is designed to introduce students to the literature of the city and make them more aware of the power, richness, and complexity of urban life. Attention will be given to important urban social issues and cultural developments as seen in novels, short stories, poems and plays. Popular art forms like journalism, songs and films may also be examined from an urban perspective. Such major city writers as Carl Sandburg, Charles Dickens, Daniel Defoe, Nathaniel West, Hart Crane, Lorraine Hansberry, Richard Wright and Ralph Ellison will be considered.
Prerequisite: CSE099, ENG101 or waiver

ENG243 The Price of Patriotism: Literature of War
3 hours; 3 credits

This course is designed to trace the experiences of the men who had to go to war and the women who had to stay behind, from the American Revolution and Civil War through the two World Wars and the Vietnam War. By studying works of literature focusing on the phenomenon of warfare, we hope to understand such differing responses as heroism, madness, escape, mutilation, resignation, loss, pacifism, and triumph. Readings will include works by Vonnegut, Isherwood, Owen, Hemingway, Whitman, Remarque, Brooke, Millay, and selected contemporary writings of Vietnam veterans.
Prerequisite: ENG101 and CSE099 or permission of the instructor

ENG245 Images of Women in Literature
3 hours; 3 credits

This course is designed to familiarize the student with the ways in which the
role of women has been portrayed in literature. By identifying various stereotypes and certain recurrent themes, students will be made aware of how literature reflects and sometimes determines societal expectations. Works by both male and female authors will be examined including such authors as Henrik Ibsen, D.H. Lawrence, Ernest Hemingway, Tennessee Williams, Edward Albee, Sylvia Plath, Mary Gordon, Toni Morrison, Alice Walker, and Andre Lorde.

Prerequisite: CSE099, ENG101

**ENG247 The Woman Writer: Her Vision and Her Art**  
3 hours; 3 credits

This course will explore the unique experience of the woman writer. Studying works written by women from a variety of ethnic groups, geographic locations, and historical periods will reveal how being a woman has influenced the woman writer's creative interpretation of the human condition. Tillie Olsen, Carson McCullers, Joyce Carol Oates, Toni Morrison, Lillian Hellman, and Nadine Gordimer may be studied.

Prerequisite: CSE099, ENG101

**ENG250 The Short Story**  
3 hours; 3 credits

An examination of the development and conventions of the short story, this course provides an analysis of representative short stories in the context of their biographical, social, intellectual, and artistic backgrounds. Such authors as Edgar Allan Poe, Anton Chekhov, D.H. Lawrence, F. Scott Fitzgerald, James Joyce, Ernest Hemingway, Ralph Ellison and Nadine Gordimer will be studied.

Prerequisite: CSE099, ENG101

**ENG256 Humor in Literature**  
3 hours; 3 credits

This course introduces students to humor in literature from the Classic period to the present in the genres of drama, poetry, and fiction and provides them with interpretive skills required for an appreciation and understanding of the texts. In reading the work of such authors as Aristophanes, Shakespeare, Ishmael Reed, and Fran Lebo-
Adrienne Rich may be studied.  
Prerequisite: CSE099, ENG101

ENG/HUC272 Literature and Film  
4 hours; 3 credits

This course studies the similarities and differences between literature and film. By comparing and contrasting literary works (complete and excerpts) with films, the course illuminates the methods, structures and contents of the two media, as well as their relationship. Writers to be considered may include Shakespeare, Keats, Dickens, Dickinson, Wright, and West; films to be viewed may include those made by Griffith, Chaplin, Eisenstein, Riefenstahl, Flaherty and Resnois.

Prerequisite: CSE099, ENG102, HUC150 or HUC270

ENG275 The Great Writer  
3 hours; 3 credits

This course studies the work of a single major author. Students will examine the author in depth, exploring the writer's career, major works, literary influence, and cultural context in order to understand his or her contribution to literary history. The author selected might be Chaucer, Milton, Austen, Dickens, Whitman, Dickinson, Wright, Faulkner, Hughes or Morrison.

Prerequisite: CSE099, ENG101

ENG280 Children's Literature  
3 hours; 3 credits

This course is designed to familiarize the student with various types of children's literature, including folklore, modern fantasy, poetry, picture books and realistic fiction. Students also learn how to evaluate the literature and how to choose books to share with children from pre-school through elementary school. Through a study of the works of such authors as Hans Christian Andersen, E.B. White, A.A. Milne, Louisa R. Shortwell, William H. Armstrong and Maurice Sendak, among others, the basic themes of children's literature are explored.

Prerequisite: CSE099, ENG101

ENG285 Literature for the Adolescent  
3 hours; 3 credits

This course focuses on literature for the adolescent at the junior and senior high school level. Students will learn how to evaluate various genres on the basis of criteria for literary excellence and on the basis of appropriateness for and accessibility to the adolescent. Emphasis is placed on works of literature dealing with the rite of passage into adulthood, and students will explore the various cultural, racial, economic and religious contexts in which that passage is experienced. Readings will include works by Mark Twain, Sherwood Anderson, J.D. Salinger, John Knowles, Sylvia Plath, Nat Hentoff, James Baldwin, Alice Childress, Paul Zindel and others.

Prerequisite: CSE099 or waiver, ENG101

Writing

ENG097 Basic Writing I  
4 hours; ½ credit

This course is designed to introduce students to the elements of sentence and paragraph writing. The focus is on generating ideas and strategies for composition. Students will also apply basic grammatical principles in practicing proofreading skills. Work will be done individually and in groups both in the classroom and at the Writing Center. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

ENG098 Basic Writing II  
4 hours; ½ credit

This course is designed to improve students' fluency in writing through personal experience narratives. The focus is on the development of an idea into a paragraph. The course introduces the student to essential principles of grammar and sentence structure. Students receive personalized instruction in the classroom and in the Writing lab. In addition, students are encouraged to receive tutoring at the Writing Center. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

Prerequisite: CSE098, ENG101

ENG099 Basic Writing III  
5 hours; ½ credit

This course is designed to develop and/or reinforce students' rhetorical, organizational and grammatical skills through an understanding of the writing process. The focus is on expressing ideas clearly in formal written English. Grammatical competency is reinforced throughout the term according to students' individual needs: both the classroom setting and the Writing lab are used for this purpose. In addition, students are encouraged to receive tutoring at the Writing Center. Students must write a series of passing in-class essays to complete the course. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

Prerequisite: ENG098 or waiver

ENX099 Basic Writing III  
3 hours; 3 credits

This course is equivalent to ENG099, but is offered in a five-hour format for new students in their first quarter at the College. See course description for ENG099 above. Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

ENG101 Composition I: An Introduction to Expository Writing  
3 hours; 3 credits

In this course students focus on the process of writing clear, correct and effective expository essays in response to selected prose readings. Emphasis is placed on using various methods of organization appropriate to the writer's purpose and audience. Students are introduced to argumentation and documentation. They write essays frequently both in and out of class. This course is required for all majors.

Prerequisite: CSE098, ENG101

ENG102 Composition II: Writing Through Literature  
3 hours; 3 credits

A continuation of the work done in ENG101, this course provides a dual focus: intensified work in writing and an introduction to the study of fiction,
ENG112 Writing for Business*
3 hours; 3 credits
This course introduces students to the principles of effective business writing and focuses on clarity, precision, brevity, inclusiveness, politeness and correct format. Students are introduced to a variety of different forms of business writing, like the memo, the resume, letters of application, complaint and adjustment letters. The students are also guided through the process of writing a longer research report.
Prerequisite: ENG101 or waiver

ENG196 The Arts of the City
3 hours; 3 credits
This course will explore an entire range of the arts currently being performed, written and presented in the city. Students will visit writers reading their work, museums showing modern art, a current play, a music performance and a film. While experiencing the city's vibrant cultural life, students will develop a critical vocabulary and the ability to describe and analyze the various arts.
Prerequisite: ENG101 or waiver

ENG197 Media Arts*
3 hours; 3 credits
The chief aim of this course is to reach a fuller understanding of the workings, devices, and effects of four types of mass media: film, newspapers, television and drama. The section on film discusses the very complex questions of when film is fact and when it is fiction. Using this knowledge of film, the course analyzes the portrait of newspapers in film and the ability of television to inform, cajole, and manipulate. Finally, filmed versions of plays will be compared to the written versions. Some creative work in one or another media, for those who wish it, is also possible.
Prerequisite: ENG101 or waiver

Urban Study

ENN191 Art, Politics, and Protest
3 hours; 3 credits
This course examines political and/or protest art as expressed in literature, song, drama, and other arts. Issues in New York that stirred or are stirring artistic responses will be given special emphasis. Activities will include visits to museums such as the Metropolitan Museum of Art or the Museum of Modern Art, to galleries in Greenwich Village or Soho, to Ellis Island, to Broadway and off-Broadway productions and to individual communities.
Prerequisite: ENX/ENG099, CSE098 or waiver

ENN193/SSN193 Ideal Societies
3 hours; 3 credits
This course is designed to help students understand utopian movements in urban society from historical, psychological and sociological perspectives. This course will focus on both the causes for creating utopian experiments and the ways in which utopias approach family structure, religion, education, power, and economic organization. Literary versions of utopian communities will be studied. Field trips may be taken to such places as Roosevelt Island and Shaker Village.
Prerequisite: CSE099, ENX/ENG099, SSI100

ENN195 Violence in American Art and Culture
3 hours; 3 credits
This course investigates the atmosphere of violence in New York life as reflected in urban art forms. Through field trips to television studios, theaters, construction sites, subway stations and selected neighborhoods, students will examine art that reflects the sources and forms of urban violence. Special attention will be given to forms of popular culture such as films, newspapers, theaters, crime stories and subway art.
Prerequisite: ENX/ENG099
ENGLISH AS A SECOND LANGUAGE

ENN198 Creative Writing Workshop
3 hours; 3 credits
This course introduces students to the elements of creative writing by using New York as a writer’s laboratory. Field trips to city places such as schools, streets, parks will lead to writing that uses these places and the people in them as themes. Students will write a variety of creative pieces—sketches, brief narratives, poems, dramatic dialogues dealing with this glimpsed New York life. Reading of and visits with New York writers writing on New York themes will complement these activities.
Prerequisite: ENG101 or waiver

Departments of:
English, Humanities, Mathematics, Natural and Applied Sciences, and Social Sciences

LIB200 Humanism and Technology: Liberal Arts Seminar
3 hours; 3 credits
The Liberal Arts Seminar explores aspects of the relationship between humanism and technology. The course deals with such questions as: What does it mean to be a man or woman in a world of machines? Are the values we cherish in conflict with those imposed on us by mechanization? The course probes these and other issues in class discussions based on selected readings; student seminar reports and papers; attention to current developments as covered, for example, in The Science Times; and trips to various museums.
Prerequisite: CSE099, ENX/ENG099, MAT099, and 39 credits.

English as a Second Language

English as a Second Language courses make up the core of the English Language Center, a program within the Division of Continuing Education. All other Division of Continuing Education courses are listed in the catalog under Student Services and Support Programs.

The English Language Center provides instruction in English in both noncredit and credit courses. Noncredit courses are open to recent immigrants, foreign visitors, and non-English speaking community residents on either a part-time or full-time basis.

The full-time program, meeting 21 hours each week, is designed primarily to improve the English of those who hope to continue their education at an American college, university or vocational school, or who need immediate English improvement in their work.

The full-time program qualifies a student to receive the immigration Form I-20 to request a foreign student visa.

The part-time course, meeting four hours each week, are for students who wish to improve their English for occupational or personal reasons.

Both the full-time and part-time noncredit programs are supported by tuition fees. Credit courses (ESL096, 097, 098 and 099) are open to regular first-year students registered at LaGuardia in preparatory, beginning, intermediate, and advanced levels.


ESL096 English as a Second Language Workshop
9 hours; 1½ credits
This course is designed for students who do not know any English or have only a minimal knowledge. They receive intensive practice in the language through listening and reading activities. Pronunciation, speaking and writing are also emphasized. At the end of the course, students are expected to show significant improvement in all of the skills, but especially in listening and reading.
Prerequisite: Admission to this course is based on college placement test scores of the Freshman Skills Assessment Program.

ESL097 English as a Second Language I
9 hours; 2½ credits
This course is for students who have some knowledge of English. Its purpose is to develop proficiency in all of the skills: listening, speaking, reading and writing, with pronunciation receiving careful attention. Special care is given to helping students recognize the similarities and differences between the spoken and written language. At the end of the course, students must demonstrate their overall proficiency in the use of the material covered in the course. Admission is automatic for students who have completed ESL096. For other students admission is based on the college placement test scores of the Freshman Skills Assessment Program.
Prerequisite: ESL096 or waiver

ESL098 English as a Second Language II
8 hours; 2½ credits
This course helps intermediate level ESL students to improve their reading and writing skills and also provides practice in listening and speaking. All of the activities focus on expanding the students’ knowledge of English and developing fluency in all of the skills. At the end of the course, students must demonstrate increased competency in writing as well as in reading, speaking, and listening. Admission is automatic for students who have completed ESL097. For other students, admission is based on the college placement test.
scores of the Freshman Skills Assessment Program.
Prerequisite: ESL096, 097 or waiver

ESL099 English as a Second Language III
8 hours; 2½ credits

This course provides extensive practice in reading, writing, listening and speaking using college-level materials. It also helps students to increase their vocabulary and to develop their note-taking skills. Its primary purpose is to enable students to develop the ability to express their ideas in acceptable written and spoken English. At the end of the course, students must demonstrate competency in listening, speaking, reading, and writing. Final compositions, which are read by both ESL and English Department faculty, determine placement in the sequence of English Department courses. Admission is automatic for students who have completed ESL098. For other students, admission is based on the college placement test scores of the Freshman Skills Assessment Program.
Prerequisite: ESL098 or waiver

ESR098 English as a Second Language for Selected Readers
8 hours; 2½ credits

This is an accelerated course which focuses on expository writing, critical reading skills, and speaking/pronunciation for the non-native speaker of English and is open only to those students who achieve a predetermined level based on the reading placement test. Oral presentations and/or themes will follow the discussion of reading selections used to improve the students' ability to think critically. These selections and the students' compositions will be used for grammar and vocabulary instruction. Students will practice all the language skills and at the end of the course are expected to use English with greater fluency and facility.
Prerequisite: Based on reading and writing scores achieved on college placement procedures of the Freshman Skills Assessment Program.

Humanities Department

The Humanities Department is composed of seven areas: bilingual education, critical thinking and reasoning, foreign language, performing arts, philosophy, speech communication, and visual arts.

Courses are designed to assist students in understanding and evaluating the cultural and environmental conditions in which they live. More specifically, students learn effective oral communication, comprehension and appreciation of literature from non-Anglophone cultures, artistic appreciation and expression, skills of music listening and performance, and the fundamentals of philosophy, and the theory and practice of bilingualism.

The department offers courses in: bilingual pedagogy, thinking and reasoning, language (French, Greek, Italian, and Spanish), performing arts (dance, music, and theatre), philosophy, speech, and visual arts (art, design, film, media, and photography). These courses are presented below in that order.

Instructional Staff: Alberta Arnold, Clare Borsic, Bruce Brooks, Peter Brown, John Chaffee, John Henry Davis, Sandra Dickinson-Card, Dorothy Ellis, Jesus Fuentes, Marguerita Grecco, Ana Maria Hernandez, Ivan Irizarry, Juan Izarra, Terence LaNoue, Philip Lerman, Sally Mettler, Carol Montgometry, Carol Rivera-Kron, Max Rodriguez, Neil Rossman, Gary A. Vollo, and John Williams

Bilingual Education

HUN101 Introduction to Bilingualism
3 hours; 3 credits

This course will cover the basic rationale, principles and applications of a bilingual philosophy of learning. A historical overview will be presented which will include a review of present and past legislation affecting the present bilingual education movement.
Specific emphasis will be given to the social and psychological factors of bilingual education. Theories of language acquisition will also be studied with special focus on the application of these theories in representative bilingual programs. Models of bilingual instruction will be examined through visits to bilingual classes, the NYC office of Bilingual Education, Centro de Estudios Puertorriqueños and through invited speakers.
Prerequisite: CSE098, EXC099, or equivalent in Spanish (as per exam) or waiver

HUB102 The Bilingual Child in and Urban Environment (Educational Psychology)*
3 hours; 3 credits

This course deals with an examination of the psychological theories of learning and motivation as they apply to bilingual children. Students will be introduced to the general concepts of educational psychology specifically as they apply to bilingual education. Theories of learning and motivation, cognition, learning disabilities and cultural pluralism will be examined in the context of preadolescent development in an urban setting. In addition to class sessions, a two-hour per week field lab and a case study log are required.
Prerequisite: CSE099, EXC099, SS100, SY101, HUB101
Note: This is a second TAR course in the Bilingual Education Associate sequence and must be completed before your first internship.

HUB103 Principles and Practices of Bilingual Education*
6 hours; 3 credits

This course deals with a) learning theories and their implications for the bilingual child in his total school environment, b) a review of instructional approaches and teaching strategies which could be effectively used to educate bilingual children, c) the nature of first and second language acquisition as well as the materials for the teaching of language to transitional bilingual children.
Prerequisite: CSE098, EXC099, HUB102

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
HUB200 Bilingual Language Arts*  
6 hours; 3 credits

This course surveys theories, practices, and materials in the teaching of language arts in bilingual programs. It includes examination of the interrelations of listening, speaking, reading, and writing, as well as the influence of culture on language development. Course work involves developing and presenting mini-lessons and designing a four-week language arts unit. In addition, students will evaluate materials and present written and oral reports. A three-hour weekly field experience is required.  
Prerequisite: CSE098, ENX/ENG099, HUB103, ENG101

**Critical Thinking And Reasoning**

HUP100 Critical Thought Skills  
3 hours; 3 credits

This course seeks to aid the development of students’ thinking skills. Concrete examples will be employed as a means of improving the students’ everyday use of concepts to organize their experience. The examples will focus on those skills which students need in order to solve problems and to make choices in their academic, career and personal lives. Corequisite: CSE097, 098, 099, ENX/ENG098, 099 or waivers; this course is limited to students enrolled in any one or more of these courses.

**Foreign Languages**

French

HUF101 Elementary French I  
4 hours (3 lectures, 1 lab); 3 credits

This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory. Prerequisite: CSE098, ENX/ENG099 or waiver. A student must successfully complete HUF102 before credit is granted for HUF101 Elementary French I.

HUF102 Elementary French II  
4 hours (3 lectures, 1 lab); 3 credits

This is a continuation of Elementary French I (HUF101). Prerequisite: CSE098, ENX/ENG099, HUF101 or permission of chairperson

HUF103 Intermediate French  
4 hours (3 lectures, 1 lab); 3 credits

This course is designed to further develop language skills. The relationship between speaking, reading and writing is emphasized. Prerequisite: CSE098, ENX/ENG099, HUF102, or permission of chairperson

Greek

HUK103 Intermediate Greek  
3 hours; 3 credits

This course is designed to further develop language skills. The relationship between speaking, reading and writing is emphasized. Prerequisite: CSE098, ENX/ENG099, HUK102 or permission of chairperson

Italian

HUI101 Elementary Italian I  
4 hours (3 lectures, 1 lab); 3 credits

This course for beginners is designed to develop listening, speaking, reading, and writing skills through work in the classroom and the language laboratory. Prerequisite: CSE098, ENX/ENG099 or waiver. A student must successfully complete HUI102 before credit is granted for HUI101 Elementary Italian I.

HUI102 Elementary Italian II  
4 hours (3 lectures, 1 lab); 3 credits

This is a continuation of Elementary Italian I (HUI101). Prerequisite: CSE098, ENX/ENG099, HUI101 or permission of chairperson

Spanish

HUS101 Elementary Spanish I  
4 hours (3 lectures, 1 lab); 3 credits

This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory. Prerequisite: CSE098, ENX/ENG099 or waiver; a student must successfully complete HUS102 before credit is granted for HUS101 Elementary Spanish I

HUS102 Elementary Spanish II  
4 hours (3 lectures, 1 lab); 3 credits

This is a continuation of Elementary Spanish I (HUS101). Prerequisite: CSE098, ENX/ENG099

HUS103 Intermediate Spanish  
4 hours (3 lectures, 1 lab); 3 credits

This course is designed to further develop language skills. The relationship between speaking, reading and writing is emphasized. Prerequisite: CSE098, ENX/ENG099, HUS102 or permission of chairperson

HUS105 Spanish for Fluent Speakers I  
4 hours (3 lectures, 1 lab); 3 credits

This course is designed to enable the native speaker of Spanish to master the intricacies of Spanish accentuation and spelling, to expand his/her vocabulary and to allow him/her to conduct a basic grammatical analysis of the sentence. Prerequisites: Placement Exam

HUS106 Spanish for Fluent Speakers II  
3 hours; (1 lab hour), 3 credits

This course is designed to develop mastery of Spanish orthography, to expand vocabulary and knowledge of perfect tenses and regular verbs, and to develop the ability to construct complex syntactical structures. Students will be expected to write grammatically correct short paragraphs. Prerequisites: HUS105 or placement examination

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
HUS200 Latin American Literature I
3 hours; 3 credits
This course deals with an introduction to Latin American literature and its relationship to the dynamics of social change. The course also traces the influence of European, North American, African, and pre-Columbian elements on Latin American literary movements. Topics include pre-Columbian literatures, colonization and exploration, the wars of independence, and abolition.
Prerequisite: HUS105 or placement test

HUS201 Latin American Literature II
3 hours; 3 credits
This course is a continuation of HUS200. The second term deals with urbanization, social consciousness, alienation, black awareness, and the new revolutions.
Prerequisite: HUS105 or placement test.

HUS204 Latin American Civilization
3 hours; 3 credits
This course deals with an in-depth study of the peoples and cultural institutions of Latin America through the examination of selected topics such as caudillismo, machismo, mestizaje, honor, slavery, and aboriginal traditions as reflected in different forms of literary and artistic expression. Students will learn to comment critically on Latin American civilization and to make significant comparisons with their own backgrounds and experiences.
Prerequisite: HUS105 or permission of instructor

HUS210 Advanced Spanish Composition
3 hours; 3 credits
This course is designed as an introduction to the study of fiction and stylistics in the Spanish language. Students learn to identify and utilize effective communicative strategies in written Spanish. They also build an adequate vocabulary for career or academic purposes. Weekly assignments will stress critical and composition skills.
Prerequisite: HUS105 or exemption exam

HUS220 Commercial Spanish*
3 hours; 3 credits
This course is designed to reinforce advanced composition and research techniques in the field of business. Emphasis is placed on types of business communications and the preparation and analysis of research reports. Students will become familiar with the main similarities and differences between commercial terminology in Spanish and English.
Prerequisite: CSE098, ENX/ENG099, ENG101, HUS210 or placement exam

HUS270 Literature of the Caribbean
3 hours; 3 credits
This course deals with a comparative study of the novel, drama, poetry, and essay of the countries in the Caribbean basin. Course content will change according to instructor and student preferences. Representative authors may include Marti, Hostos, Llorens Torres, Guillen, Lezama Lima, Mir, Bosch, Cesaire, Carpentier, and Fanon.
Prerequisite: HUS105 or placement test

Performing Arts

Dance

HUD101 Theatrical Dance I
2 hours; 1 practice hour; 2 credits
This course will introduce students to ballet, modern jazz and selected ethnic dance through dance history and class performance. Students will utilize the basic techniques of each of these dance forms, including barre exercises, center practice and combinations across the floor. The basic theory of the positions and movements of the body will be explored. Leotards and tights or loose-fitting athletic wear is recommended. Students will be required to attend one live dance performance (estimated cost: $5.00 to $10.00).
Studio time (one hour) will be recommended for use by students for practice. This will be unsupervised practice time and students will not be required to pay tuition for this hour.
Prerequisite or Corequisite: CSE098, ENX/ENG099 or waivers

Music Performance

HUM150 Choir*
3 hours; 1 credit
Emphasis is on the preparation of choral music for performance. The repertory will include traditional masterpieces of choral literature, Broadway show tunes and currently popular works. Choir will provide the student with an opportunity to learn and perform masterpieces of the chorale literature from ancient chants to the latest contemporary works. Choir members will study the form and structure of choral works from different historical periods and learn to recognize their stylistic differences. In addition to classwork (rehearsals), the students will be prepared for public performances before audiences and on radio and TV.
A student may take Choir five quarters for credit, or audit without credit. A student may earn a total of 10 credits.
in performance groups. Choir will be offered fall, winter and spring quarters. 
Prerequisite: CSE098, or waiver
Corequisite: ENX/ENG099, MAT098

HUM151 Contemporary Vocal Ensemble
3 hours; 1 credit

Emphasis is on the preparation for public performance of contemporary choral music for small vocal ensemble with two to four voices on each part. The repertory will include arrangements in a variety of contemporary vocal idioms: gospel, musical theatre, jazz. Performances of original works will also be encouraged. Enrollment will be limited to 20 students. 
Prerequisite: CSE098 A student may take Contemporary Vocal Ensemble five quarters for credit, or audit without credit. (A student may earn a total of 10 credits in Choir, Band and/or Contemporary Vocal Ensemble.)

HUM155 Voice Class I
3 hours; 3 credits

Emphasis is on the development of the voice for solo performance. Each student will explore the music most suitable for his or her individual voice or singing style. Class work includes basic music reading, vocal exercises, stage conduct and vocal styles. There will be both individual and group vocal work in class, including daily solo stage performance. Use of recording and TV taping for development of style and stage professionalism is included.
Prerequisite: ENX/ENG099, MAT098, or waivers

HUM156 Voice Class II
3 hours; 3 credits

Based on foundations and experience in HUM155, emphasis is on individual vocal and professional development in performance. Class work includes advanced vocal exercises, stage conduct and style, daily solo performance, use of recording techniques, stage and TV taping. Experience involves preparation of resumes and professional programs in various styles of vocal music. Actual working experience will include techniques and adaptations required on TV, recording, opera, clubs, orchestras, and combos. Business aspects of the vocal music profession will be investigated, including: agents, publicity, managers, and contracts. Public performance on campus is required. Opportunities for auditions in New York City for professional and semi-professional engagements are provided.
Prerequisite: HUM101 or HUM150 or equivalent; HUM155 or equivalent

HUM160 Band
3 hours; 1 credit

The Band will provide the student with an opportunity to learn and perform masterpieces of the instrumental literature from the Renaissance to the latest contemporary works of today. Members of the band will study the form and structure of instrumental works from different historical periods and learn to recognize their stylistic differences.

In addition to classwork (rehearsals), the students will be prepared for public performances before audiences and on radio and TV. A student may take Band for 5 quarters for credit, or audit without credit. A student may earn a total of 10 credits in performance groups. Band will be offered fall, winter and spring quarters. 
Prerequisite: CSE098, ENX/ENG099, MAT098 or waivers. By audition only (ability to read music; performance techniques equivalent to grade 5 music)

HUM165 Wind Instruments I
3 hours; 3 credits

Open to all students interested in playing a wind instrument but who have had no previous experience. Students in this class will develop ensemble and solo performance skills on an instrument of their choice. Skills include tone production, intonation, posture, breathing, embouchure, fingerings, rhythm, articulation, and scales, and the use of these skills in expressive performance.
Prerequisite: CSE098, ENX/ENG099, MAT098, or waivers; recommended: HUM101

HUM166 Wind Instruments II
3 hours; 3 credits

A continuation of HUM165. Students will continue to develop ensemble and solo performance skills on the instrument of their choice. Special emphasis will be placed on advanced concepts of tone, intonation, fingerings, embouchure, breathing, breath control, rhythm, articulation, scales, improvisation and composition. Students will use these skills in expressive musical performance.
Prerequisite: HUM165 or equivalent; HUM101 desirable but not required
Corequisite: HUM160 desirable but not required

HUM170 Guitar I
3 hours; 3 credits

This course is designed to introduce students to the fundamentals of acoustic guitar technique: strumming/picking technique, correct fingerings and tuning the guitar. Students will be introduced to the rudiments of music (types of notes, note values, time signatures, chord structure and scales). Students will learn to read and perform simple guitar melodies/chords and they need not have had previous guitar instruction. Guitars will be provided for student use.
Prerequisites: CSE098, MAT098 or waivers

HUM180 Piano I
3 hours; 3 credits

Open to all students interested in playing the piano but who have had no previous experience. Students in this class will develop the ability to play simple melodies and learn simple accompanying techniques for folk songs, sight read at the keyboard, and to play easy piano literature from a variety of stylistic eras.
Prerequisite: CSE098, ENX/ENG099, MAT098, or waivers

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
HUM181 Piano II*
3 hours; 3 credits

A continuation of “Piano I” (HUM180), this course will train students to play more complex compositions. Students will also learn to sight read more difficult musical selections, and will learn to improvise simple accompaniments for folk songs.
Prerequisite: HUM180 with grade of “C” or better, or by audition

HUM182 Piano III*
3 hours; 3 credits

A continuation of Piano II, this course is designed to give the student an increased technical and reading capability. The student will learn about scales and finger exercises which will aid in the study of pieces representative of the various periods of musical composition. Upon completion of the course, the student should be able to play pieces appropriate for the advanced beginner from both the classical and popular repertoire.
Prerequisite: Piano I and II or audition

Music Theory and History

HUM101 Introduction to Music
3 hours; 3 credits

This course is designed to develop an understanding and appreciation of various forms of music. Emphasis will be placed on the elements of musical organization, expression and style. Students will gain understanding by listening to selections and by discussing significant features of musical compositions from the Middle Ages to the present time.
Prerequisite: CSE098, ENX/ENG099, or waivers

HUM102 Music History
3 hours; 3 credits

This course is designed to provide in-depth exploration of various musical concepts through extensive and varied examination of the musical literature of the period of common practice. Live performances of the literature by faculty, students and guests will be emphasized. The changing concepts of melody, harmony, counterpoint, structure and medium will be explored with emphasis on the student’s developing an ability to recognize, analyze, and perform the literature. Outside listening, on reserve readings, and attendance at college concerts will be required.
Prerequisite: HUM180 with grade of “C” or better, or by audition

HUM105 Music of Africa
3 hours; 3 credits

This survey course will convey a sense of the general nature of the sound of African music as well as an understanding of how music “works” in the average African day, both past and present. A study also will be made of differing types of musical instruments to be found in the various cultures of Africa and the ways in which these instruments have evolved.
Prerequisite: CSE098, ENX/ENG099, or waivers

HUM110 Introduction to Jazz
3 hours; 3 credits

This course is designed to develop an understanding and appreciation of jazz as a folk art. The music and characteristics of various styles, including Dixieland, blues, ragtime, boogie-woogie, bop, cool, funky, eclectic, and jazz, fusion rock, will be studied through recordings and classroom performances. Emphasis will be on the stylistic characteristics of jazz piano, jazz/blues vocalists, the rhythm section, alto saxophone, tenor saxophone, trumpet and trombone. The course will involve outside reading and listening, as well as performances and lecture/demonstrations.
Prerequisite: CSE098, ENX/ENG099, or waivers

HUM111 Theory of Musical Improvisation
3 hours; 2 credits

This course will be concerned with the art of performing music as an immediate response to creative ability, that is, without the aid of manuscript, sketches or memory. Students will study the technique of spontaneous composition and improvisation, and learn how to extemporize on their principal instrument (including the singing voice).
Prerequisite: CSE098, ENX/ENG099, MAT098, or waivers. Any one of the following: HUM150, HUM155, HUM150, HUM150, or HUM180

HUM140 Music Theory I
3 hours; 3 credits

This course is concerned primarily with learning to read music. A study will be made of both the sight and sound of major scales. Diatonic intervals, primary chords and key signatures also will be emphasized, and students will learn to write simple melodies in staff notation from melodic dictation.
Prerequisite: HUM180 or equivalent

HUM141 Music Theory II
3 hours; 3 credits

This course is a continuation of HUM140. A study will be made by sight and sound of melodic, harmonic and natural minor scales. Key signatures and intervals in minor modes will be emphasized. Secondary chords and their inversions as well as suspensions and passing tones will be introduced in both major and minor keys. Students will learn to write melodies in minor keys and will learn to use both primary and secondary chords and their inversions in harmonizing melodies. Students will analyze music for keys, modulations, and chord progressions.
Prerequisite: HUM140 with grade of “C” or better

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
**HUMANITIES**

### HUM200 Electronic Music*
3 hours; 3 credits

After a brief investigation into the nature and history of electronic music, students become involved in a "hands-on" discovery of the various techniques of electronic music composition, including sound collecting, sound modification, tape techniques, tape experiments, acoustics, synthesizers and synthesizer experiments. The work of each student will culminate in the creation of an electronic composition which may involve a multimedia presentation.

**Prerequisite:** CSE098, ENX/ENG099, MAT098, or waivers

### HUM201 The American Musical Theatre: A Production Workshop*
4 hours; 3 credits

The student will participate in the preparation and public performance of a Broadway musical. Emphasis will be placed on individual and group learning experiences, and specific techniques required for performing in musicals, including such techniques as characterization, coordination of acting and body movement with singing, transition from speech to song, group movement for singing chorus, techniques of memorization, and overall production and publicity responsibilities. Additional rehearsal hours are part of the course requirement.

**Prerequisite:** HUM140 or 180, and both HUM155 and HUM156

### HUM210 American Music
3 hours; 3 credits

This exploration of musical development in America over the past 350 years will concentrate on three major areas: the origins and changing form and character of American folk music, musical theater and “pop” music, and the evolution of the American symphonic tradition. These will be examined in the light of present and probable future developments in each area.

**Prerequisite:** HUM101

### Theatre

#### HUC170 Art of Theatre
3 hours; 3 credits

This course introduces the student to the theories, techniques, and literature of the theatre. Subject matter includes the fundamental tools of playwriting, basic techniques of acting, function of the designer, and evaluation and criticism of performance. Readings, seminars, field trips to New York theatres, and class projects provide the student with an understanding of theatre as a social force and as an art form.

**Prerequisite:** CSE098, ENX/ENG099, or waivers

#### HUC180 Creative Drama
3 hours; 3 credits

This course examines the theories, procedures, and means of assessing improvisational drama in such nontraditional settings as day-care centers, rehabilitation centers, and a variety of social-work areas. Also explored is the relation of creative drama to such fields as occupational therapy, geriatrics, media and education. In addition, the student will have an opportunity to develop a resource file of dramatic materials applicable to his or her chosen field.

**Prerequisite:** CSE099, ENX/ENG099 or waiver

#### HUC190 Acting
3 hours; 3 credits

This course examines the theoretical perspectives and the practical demands of acting as an art form. Readings in theory are supplemented by student presentations of short scenes and possible seminar visits to New York theatres.

**Prerequisite:** CSE098, ENX/ENG099 (HUC170 recommended but not required.)

### Philosophy

#### HUP101 Introduction to Philosophy
3 hours; 3 credits

This course introduces students to the process of philosophical reflection. Utilizing the concept of freedom extensively, it seeks to develop the student’s ability to analyze concepts and to explore life experience in a structured and coherent fashion. Students are encouraged to develop their perceptions by critically examining their own beliefs, attitudes and assumptions in light of the philosophical analyses they encounter.

**Prerequisite:** CSE099, ENX/ENG099

#### HUP210 Ethics
3 hours; 3 credits

This course investigates the nature of morality and its place in human experience. Among the questions posed and discussed are: Is morality simply relative to specific cultures? What are criteria for right and wrong? What is moral agency? Does love have a place in the moral life? Students are encouraged to explore how morality functions in their own lives.

**Prerequisite:** CSE099, ENX/ENG099, HUP101

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*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.*
HUP215 Philosophy of Love and Sexuality
3 hours; 3 credits

This course involves a philosophical analysis of the basic structures of love and sexuality, their relationship to each other and their place in human existence. Among the questions posed and discussed are: What is the nature of love? What is the relationship between love and sexuality? What is the significance of the language of sexuality? Is there a specific sexual morality? Students will be encouraged to explore and develop the philosophical implications of their perceptions in these areas. Philosophers to be studied include Nagel, Moulton and Solomon. Prerequisite: HUP101, ENG101, and any additional 3 credit philosophy course, with the exception of HUP100, Critical Thought Skills.

HUP220 Political and Social Philosophy
3 hours; 3 credits

The course will explore the following questions: What are sources of political authority? What are the limits of political authority? What are the rights and duties of the individual in relation to the state? How do social institutions influence human personality? What is the nature of social control? What are its consequences? These questions will be examined in terms of both a logical and a normative point of view. Prerequisite: HUP101, ENX ENG099, HUP101.

HUP230 Philosophy of Religion
3 hours; 3 credits

An examination of man's basic perceptions of himself and the world as they are reflected in his religions. Both Western Theism and Eastern Non-Theism will be explored and evaluated. Special attention will be given to the phenomenon of religious experience as it occurs in the different traditions. Prerequisite: CSE099, ENX ENG099, HUP101 or permission of instructor.

HUP240 Freedom and Life Experience
3 hours; 3 credits

This course applies the concept of freedom, as developed in HUP101, across the spectrum of one's daily activities, including work, leisure, time with family and time alone. Analysis of concepts such as work, leisure and obligation provide the framework within which students maintain logs of their daily activities and assess these activities from the standpoint of freedom. Prerequisite: HUC099 or waiver, HUP101.

HUP250 Individual Freedom and Work Experience
1½ hours; 1 credit

This course will help students explore and examine various features and dimensions of their internship/work experiences from the standpoint of freedom. Students will maintain journals in which they will respond to questions concerning the degree of freedom they have and want on the internship. Prerequisite: HUP101. Corequisite: Internship placement or waiver.

*Speech Communication*

HUC098 Basic Communication Strategies I
4 hours; ½ credit

This course will introduce students to a core of fundamental communication concepts and skills needed to express ideas and feelings with confidence and clarity. Students will explore such issues as: perception of self and others, listening skills, speaking standard American English and nonverbal communication. The course is taught together with basic reading and writing courses and is designed to reinforce reading and writing skills. Prerequisite: CSE098.

HUC099 Basic Communication Strategies II
4 hours; ½ credit

This course builds on the communication concepts and skills introduced in HUC098. Students will continue to practice their communication skills of listening effectively and speaking standard American English and will explore such issues as: distinguished between facts and opinions, developing specificity in language and practicing effective interviewing techniques. The course is taught together with basic reading and writing courses and is designed to reinforce reading and writing skills. Prerequisite: based on college placement procedures.

HUC101 Oral Communication
3 hours; 3 credits

This course is designed to introduce the student to communication concepts, theories and skills which people use in personal and in professional settings. Topics include: What is communication? How does culture affect communication patterns? What does self-disclosure mean? What are effective response styles? How do language choices and non-verbal cues affect the image a person projects? How can a verbal confrontation produce its intended result? What are effective ways to organize a message? How does a person prepare for and present a successful job interview? Prerequisite: CSE098.

HUC104 Speech: Voice and Diction
4 hours (3 lectures, 1 lab); 3 credits

This course is designed for students who wish to improve their speaking skills. Course content will include the basic theory of the production of speech and voice, study of the speech and hearing mechanism and a survey of the sound system of regional standard English. Students will receive an analysis of their speaking skills and use drills to modify their voice and diction patterns. Prerequisite: CSE098, ENG098 or waivers.
HUMANITIES

HUC106 Public Speaking
3 hours; 3 credits
This course is a continuation of Oral Communication (HUC101) and is designed to provide the student with critical understanding and increased skill in formal public speaking. In addition to examining oral rhetoric theory, students learn and practice skills in research, organization, delivery and criticism of speeches. 
Prerequisite: CSE099, ENX/ENG099 or waivers, HUC101

HUC210 Group Communication
3 hours; 3 credits
This course is an extension of Oral Communication, but its focus is on the group, rather than on the interpersonal situation. It will introduce the student to communication theories, concepts and skills which groups use in a variety of social and professional settings. Topics include: communicator characteristics which promote discussion, leadership skills, effective discussion roles and the effect of sexism on discussion roles, nonverbal messages, techniques for organizing an effective discussion, patterns of problem solving, communication skills for establishing a cooperative climate, effective ways of dealing with verbal conflicts. 
Prerequisite: CSE098, ENX/ENG099, HUC101 or waiver

HUL099 Oral Practice for the Non-Native Speaker
4 hours; 1 credit
This is a listening/speaking course for students who are not native speakers of English. The course emphasizes conversational tasks or functions such as introducing oneself, giving directions, describing a process and reporting information. Students learn to express these and other functions appropriately in formal and informal situations. They will also become familiar with some important values which shape social interaction in this society. During the lab period, students will work on pronunciation. 
Prerequisite: ESL097 or waiver
Pre- or Corequisite: ESL098 or waiver

HUL100 Communication and the Non-Native Speaker
4 hours; 3 credits
This course is designed to help the student develop facility with English when it is not his or her native language. It is especially designed to provide students with insight into interpersonal relations in various cultural settings. Course content will include communication theory, interpersonal skills in both verbal and non-verbal communication, and reinforcement of oral language skills. Students will survey the sound system for Standard English, learn listening skills and self corrections for pronunciation, grammar and logic. 
Prerequisite: ESL097 or permission

Visual Arts

Art Appreciation and History

HUA101 Introduction to Art
3 hours, 3 credits
This course is designed to develop the students’ ability “to see,” while it examines the fundamental nature, meaning and humanistic value of art. Attention will be given to an examination of the creative process and to the role of the spectator as an active participant in the understanding of Art. Relevant readings will be discussed in relation to specific works of Art. The function of basic compositional elements will be examined. (Museum visits required.)
Prerequisite: CSE099, ENX/ENG099

HUA200 Art of the Twentieth Century
3 hours; 3 credits
This course explores the history of various styles and forms of Western painting and sculpture from the Impressionist period to the present. Such diverse styles of Modern Art as Cubism, Dada and Surrealism, Expressionism and the more recent styles of Pop and Conceptual Art; will be examined and discussed. Consideration will be given to the understanding of abstract and non-objective art as well as the influences which African and Eastern art have had on the development of modern art styles. Illustrated with slides. Museum visits required.
Prerequisite: CSE099, ENX/ENG099

HUA201 Art in New York: A Museum Gallery Workshop
3 hours; 3 credits
Museum and gallery visits will comprise the major portion of this course. Through this first-hand experience, students will examine the form and content of contemporary painting, drawing and sculpture. The class will discuss selected art exhibits in an effort to explore the nature of art criticism. 
Prerequisite: CSE099, or waiver, ENG101, HUA200 or permission of the instructor.

HUA215 Art of the Renaissance in Italy
3 hours; 3 credits
The painting, sculpture, and architecture of Renaissance Italy will be examined for humanistic content as well as for the visual qualities of composition, style and technique. Works of art will be discussed within the historical context of the Renaissance. Such renowned works as Michelangelo’s Sistine Ceiling and Leonardo’s Last Supper will be compared to earlier styles. Renaissance Art as a foundation of Modernism will also be discussed. 
Prerequisite: CSE099, ENX/ENG099 Pre- or Corequisite: ENG101; HUA101 recommended but not required.

Film

HUC150 The Art of Film
4 hours; 3 credits
This course provides an overview of film history and theory. The student learns about aesthetic and technological innovations in the medium, while developing critical skills through screening films selected as representative of a type or concept. 
Prerequisite: CSE098, ENX/ENG099, or waivers
HUC165 Film and the Supernatural
4 hours; 3 credits

This course will explore major films which have reflected and helped to define the concept of "supernatural horror" in Western culture. The films will be related to the themes in folklore and fiction that inspired their scripts. Students will learn to identify the basic themes in supernatural film and fiction and will acquire the basic methodology required to analyze these films as unconscious reflections and/or semi-unconscious projections of archetypal fears.
Prerequisite: CSE098, ENX/ENG099, or waivers

HUC270 American Film
(Former Title: American Film and Its Genres)
4 hours; 3 credits

This course is a survey of artistic, technological, and industrial developments of cinema in America. The films screened are representative of major developments in American film history: technological, aesthetic, industrial and sociocultural. Through readings and screenings, the student considers such topics as: major genres which reflect and project American attitudes and values, the work of the great American film artists, and the role of films by Black Americans.
Prerequisite: CSE098, ENX/ENG099 or waiver, HUC190 is recommended but not required

HUC/ENG272 Literature and Film
4 hours; 3 credits

This course studies the similarities and differences between literature and film by comparing and contrasting literary works (complete and excerpts) with films, the course illuminates the methods, structures and contents of the two media, as well as their interrelationship. Writers to be considered may include Shakespeare, Keats, Dickens, Dickinson, Wright, and West; films to be viewed may include those made by Griffith, Chaplin, Eisenstein, Riefenstahl, Flaherty and Resnais.
Prerequisite: CSE099, ENG102, HUC150 or HUC270

HUC275 American Film Comedy
4 hours; 3 credits

This course surveys American film comedy through the study of comic performers and comic styles of filmmaking. It explores such areas as the difference between physical and verbal comedy and why we laugh at slapstick. The course includes in-class screenings and discussions. Contributions by comedians from a variety of ethnic backgrounds are highlighted. Suggested comic artists include Charlie Chaplin, Bill Cosby, W.C. Fields, the Marx Brothers and Mae West.
Prerequisite: CSE099, ENG101
Prerequisite/Corequisite: HUC150 or HUC270 are recommended but not required

Media

HUC120 Mass Media and Their Evolution
3 hours; 3 credits

This course historically traces the development of such mass media as radio, television, newspapers, recordings, and film, and examines the functions and limitations of each medium. Special attention is given both to the role of mass communication in reflecting and projecting society, and to the form and functions of mass media systems of the future.
Prerequisite: CSE098, ENX/ENG099, or waivers

HUC130 Mass Communication and Society
3 hours; 3 credits

This course critically analyzes selected issues in mass communication. Possible topics include: media violence and pornography; media stereotyping; comics and political cartoons; hidden persuaders; editorial policies; media bias; cen-
sorship; press freedom and responsibility. Student projects may vary each term.
Prerequisite: CSE098 or waiver, ENX/ENG099 or waiver, HUC120 recommended but not required

HUC240 Video Production Workshop
Formerly HUC240 Media Production Workshop*
4 hours; 3 credits

This course introduces the student to the theory, vocabulary and production techniques of the video medium. Students, functioning as a production team, create and produce short video projects during the quarter which culminate in a final production created, organized and produced by the class. Students are assigned, on a rotating basis, specific production roles such as director, switcher, camera operator, floor manager, audio technician, production assistant or VCR operator. Projects vary from term to term as deemed appropriate by the instructor.
Prerequisites: CSE099, ENX/ENG099, MAT098

Studio Art

HUA102 Design and Color*
3 hours; 3 credits

An introduction to the fundamentals of design through an investigation of the visual elements. Students produce creative designs in both two- and three-dimensional form. Special emphasis will be given to color. Design principles will be discussed and illustrated as they relate to a variety of visual art forms.
Pre- or Corequisite: CSE098, ENX/ENG099, or waivers

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
HUA103 Beginning Drawing*
3 hours; 3 credits
This course is an introduction to drawing through the basic visual fundamentals of line, texture, value, space and form. Problems in descriptive drawing will be explored. There will be individual and group criticism. Sketchbooks are required.
Pre- or Corequisite: CSE098, ENX/ENG099

HUA110 Beginning Painting*
3 hours; 3 credits
This course is an introduction to painting techniques related to landscape, still life and abstract composition. Emphasis will be on color expression and color mixing. There will be individual and group critiques.
Pre- or Corequisite: CSE098, ENX/ENG099 or waiver

HUA120 Beginning Sculpture*
3 hours; 3 credits
Problems in three-dimensional form will be examined through projects in clay and papier-mache. There will be group and individual criticism.
Pre- or Corequisite: CSE098, ENX/ENG099 or waiver

HUA130 Beginning Photography*
4 hours (1 lecture, 3 labs); 3 credits
This course is an introduction to photography covering the 35mm camera, lighting exposure, processing and printing. The creative use of photography techniques as they relate to individual expression will be considered. Special projects and final portfolio required. It is recommended that students provide their own 35mm cameras.
Prerequisite: MAT098 or waiver
Pre- or Corequisite: CSE098, ENX/ENG099 or waiver
Note: An additional hour of lab is required per week so that students may practice technique in the darkroom. Proficiency in basic photography developing and printing is the goal of this scheduling. The additional lab hour is supervised by a college technician.

HUA150 Beginning Printmaking*
3 hours; 3 credits
This course is an introduction to printmaking. Students work to produce original designs in relief and collagraph printing techniques. Operation of the printing press, registration, inking and other printing techniques in black and white and color will be demonstrated. Edition printing and final portfolio required.
Pre- or Corequisite: CSE098, ENX/ENG099 or waiver

HUA160 Commercial and Advertising Art*
3 hours; 3 credits
An introduction to the specific techniques and skills used in commercial art. The basic principles of design will be considered as they apply to layout, lettering, color and transparency. Students work to produce a full mechanical for an original design. The historical styles of newspaper, magazine, poster and packaging design will be discussed and illustrated. (This course may serve as preparation for an internship with a commercial art studio.)
Prerequisite: MAT098 or waiver
Pre- or Corequisite: CSE098, ENX/ENG099 or waivers

HUA170 Printmaking Workshop: Etching and Engraving*
3 hours; 3 credits
This course is an introduction to the basic intaglio print techniques of metal plate etching, engraving, aquatint and softground. Students learn the operation of the printing press, registry and inking in producing print editions. Compositions in line drawing and cross-hatch will be emphasized. The historical aspects of etching and engraving will be discussed and illustrated with slides.
Pre- or Corequisites: CSE098, ENX/ENG099 or waiver; HUA150 recommended but not required

HUA180 Life Drawing*
3 hours; 3 credits
In this course techniques are developed in descriptive and interpretive drawing. Special emphasis will be placed on drawing from the human figure. Textbook readings, studies in human anatomy and sketchbooks will be required.
Prerequisite: CSE098, ENX/ENG099 or waiver; HUA103 recommended but not required

HUA190 Technical Drawing*
3 hours, 3 credits
This drawing course is designed to meet the needs of both art and pre-engineering students. It begins with the concept that technical drawing is a communicative tool and proceeds to explore the major areas of drafting. Students taking this course will develop a proficiency in multi-view projection and pictorial drawing by learning the proper use of basic drafting equipment.
Prerequisite: CSE099, ENX/ENG099, MAT099

HUA210 Intermediate Painting*
3 hours; 3 credits
This course is a continuation of the investigations of landscape and still life and their implicit abstract qualities. A special emphasis will be placed on the function of surface, color saturation, scale and multiple relations in contemporary painting. Projects will include finished paintings and sketchbooks. Studio projects will be analyzed and evaluated.
Prerequisite: CSE098, ENX/ENG099, or waiver, HUA110 or permission of the instructor.

HUA220 Intermediate Sculpture*
3 hours; 3 credits
This course is a continuation of problems in three-dimensional form related to the human figure, portraiture and their abstract qualities. Emphasis will be placed on individual expression and the development of technical skills in plaster and clay.
Prerequisite: CSE098, ENX/ENG099 or waiver, HUA120 or permission of instructor

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
HUA230 Intermediate Photography*
4 hours (1 lecture, 3 labs); 3 credits

An intermediate course in photographic instruction, darkroom technique and aesthetics. Students will be exposed to classic examples of photojournalism, and instructed in appropriate techniques in each area. Students will begin to build a portfolio in a chosen area. Each person will be expected to have a camera.

Prerequisite: HUA130, MAT098, CSE098, ENX/ENG099

HUA290 Studio Art Workshop*
3 hours; 3 credits

Students work on independent art projects in drawing, painting, or sculpture. The nature and direction of the art project will be established during the first week of class by the student with direction from the studio instructor. Students will learn techniques in drawing, painting, or sculpture. Projects will be determined during the first week of class by the student with the direction from the studio instructor. The course encompasses special assignments including a research report and sketchbook. There will also be discussions and group critiques.

Prerequisite: CSE098, ENX/ENG099 or waiver, HUA110, HUA120, HUA103, HUA180 or consent of instructor; Portfolio required

Departments of:
English, Humanities, Mathematics, Natural and Applied Sciences, and Social Sciences

LIB200 Humanism and Technology: Liberal Arts Seminar
3 hours; 3 credits

The Liberal Arts Seminar explores aspects of the relationship between humanism and technology. The course deals with such questions as: What does it mean to be a man or woman in a world of machines? Are the values we cherish in conflict with those imposed on us by mechanization? The course probes these and other issues in class discussions based on selected readings; student seminar reports and papers; attention to current developments as covered, for example, in The Science Times; and trips to various museums.

Prerequisite: CSE099, ENX/ENG099, MAT099, and 39 credits.

Urban Study

HUN101 Introduction to Bilingualism
3 hours; 3 credits

This course will cover the basic rationale, principle and applications of a bilingual philosophy of learning. A historical overview will be presented which will include a review of present and past legislation affecting the present bilingual education movement. Specific emphasis will be given to the social and psychological factors of bilingual education. Theories of language acquisition will also be studied with special focus on the application of these theories in representative bilingual programs. Models of bilingual instruction will be examined through visits to bilingual classes, the NYC Office of Bilingual Education, Centro de Estudios Puertorriqueños and through invited speakers.

Prerequisite: CSE098, ENX/ENG099 or waiver, HUA110, HUA120, HUA103, HUA180 or consent of instructor; Portfolio required

HUN194 Puerto Rican Community: Minority Group Experience
3 hours; 3 credits

This course examines the Puerto Rican community in order to provide an enhanced awareness of and sensitivity to the value systems of New York City's minorities. Students will experience first hand the cultural heritage of one of the city's largest minorities and will learn about their contributions, conditions, and problems. Field trips will include El Barrio, Office of the Commonwealth of Puerto Rico, the Puerto Rican Traveling Theatre, and other organizations.

Prerequisite: CSE098, ENX/ENG099 or waivers

HUN192 Art and Society
3 hours; 3 credits

This course examines the relationships among various art forms and the societies out of which they arise. The focus is to establish the connection between the human drive to create and the social attitudes which influence that creation and provide it with a context. Using the rich cultural resources of New York City, students will have the opportunity to explore characteristics and functions of art in other historical and cultural settings. Field trips to various art institutes in the city will constitute a significant part of this course.

Prerequisite: CSE099, ENX/ENG099

HUN195 The New York Theatre Experience*
4 hours; 3 credits

This course involves the study of current professional and semi-professional theatre in New York City. Students will be required to attend a total of six Broadway, Off-Broadway, and Off-Off Broadway plays in order to compare their content, underlying esthetic concepts, and production techniques. (Plays may be seen on Sunday afternoons. Students will pay a total of approximately $30-$40 for theatre tickets.)

Prerequisite: CSE098, ENX/ENG099, or waivers

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
Library/Media Resources Center

The Library/Media Resources Center provides a comprehensive collection of reference materials to meet the needs of all LaGuardia students. The Center currently contains 45,000 volumes in the reference and circulating collection plus nonprint media, career pamphlet files, and college catalogs.

Instruction in the use of library resources is a regular part of LaGuardia's educational program. Librarians and instructors arrange integrated lessons in which library lectures are tied in with class assignments to aid students in successfully completing their course work.

The Library/Media Center also offers the academic course listed below.

Instructional Staff: Ngozi P. Agbim, Barry Carr, William Considine, Ann E. Coyle, William Grauer, Frederick E. Low, Terry Parker, Kenneth E. Peebles, Jr., Catherine A. Stern, Albert Talero, and Colette A. Wagner

LRC101 Introduction to Library Research Methods* 3 hours; 3 credits

This course is designed to teach the basic concepts of systematic library research and information retrieval and evaluation. It will provide the skills necessary to make informed selections from today's vast information marketplace by teaching students the various information sources and how to adapt their research strategies to their career and academic needs. Successful completion of this course will also prepare a student for a library-side position.

Prerequisite: CSE099, ENX/ENG099

Mathematics Department

The Mathematics Department offers a great variety of courses to students at all levels: from basic arithmetic and algebra to linear algebra and calculus. From these courses, students gain skills and confidence for advanced work while learning to apply their coursework to other disciplines.

Instructional Staff: Daniel J. Aulicino, Denise A. Carter, Doris Charrow, Maria Cossio, Anthony P. Giangrasso, Michael Hoban, Brita Immergut, Roy H. McLeod, Hilda Medel, Barbara Muir, Anne Murphy, Kathirgama Nathan, Jorge Perez, Dehlly Porras, Yvonne Powell, Lorraine Resnick, Rupert Rivera, Richard Rywkin, Leonard Saremksy, Kwan-Yuk Sit, Elizabeth R. Spicer, John Stevenson and Assad Thompson

MAT099 Basic Mathematics I 3 hours; 3 credits

This course develops arithmetic concepts and skills, particularly in the areas of whole numbers, fractions, decimals, and percents. An emphasis is placed on problem solving skills incorporating the use of the hand-held calculator. Admission to this course is based on college placement test scores.

Prerequisite: CSE098, MAT099 or waiver

MAT103 Early Concepts of Math for Children (Former Title: Structure of the Number System I) 3 hours; 3 credits

This course combines theory with practical aspects of how children learn mathematics. Students learn how to help young children to develop numerical relationships and geometric patterns. This course is of particular value to Child Development majors, prospective elementary school teachers and parents.

Prerequisite: CSE098, MAT099 or waiver

MAT104 Mathematics in Elementary Education (Former Title: Structure of the Number System II) 3 hours; 3 credits

This is the second course of a two-quarter sequence devoted to the study of how children learn mathematics. The course examines the mathematics curriculum of the elementary school with an emphasis on how to teach it. Among the topics included are operations on rationals, geometry, measurement and basic notions of statistics of particular value to prospective school teachers and paraprofessionals.

Prerequisite: CSE098, MAT099, MAT103 or waiver

MAT106 Mathematics of Medical Dosages 2 hours; 2 credits

This course is designed for nursing majors and will aid them in applying basic mathematical concepts to on-the-job situations. Students will learn the various techniques of calculations. These include conversions using metric, household, and apothecary systems of measurement as well as the computational methods used in the preparation of oral medication, solutions, parenteral therapy, and pediatric dosages.

Prerequisites: CSE099, ENX/ENG099, MAT099

Corequisite: SCR101 or waiver

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
MAT107 Mathematics and the Modern World
3 hours; 3 credits
This course introduces selected topics in mathematics which have significant application in other fields. For each topic studied, emphasis will be placed on the mathematics itself, and then on one or more significant applications of the mathematics. Topics to be included will be chosen from the areas of number theory, algebra, probability and statistics, topology, computers, and geometry.
Prerequisite: CSE098, ENX/EN099, MAT099 or waiver

MAT110 Algebra
4 hours; 3 credits
This is a first course in algebra. Students will be able to work in close conjunction with the Mathematics Laboratory, enabling them to work at their own pace. Topics to be covered include: signed numbers, linear equations, products and factors, exponents, quadratic functions, and coordinate geometry.
Prerequisite: CSE097, MAT099 or waiver

MAT120 Elementary Statistics I
3 hours; 3 credits
This course serves as an examination of the theoretical developments of mathematics from antiquity to the end of the last century. Mathematical thought will be studied in relation to the social, economic and technological forces of various crucial periods. Among the topics treated historically are systems of numeration, logic (including an introduction to modern formalism), geometry from Euclid through Riemann, and the development of the modern computer beginning with primitive instruments.
Prerequisite: CSE098, ENX/EN099, MAT099 or waiver

MAT121 Elementary Statistics II
3 hours; 3 credits
As a sequel to Elementary Statistics I, this course develops the methods of statistical inference including experimental design, sampling, estimation, hypothesis testing and decision making.
Prerequisite: CSE098, MAT120 or waiver

MAT132 History of Mathematics
3 hours; 3 credits
This course will consider selected problems and mathematical models which generate first and second order differential equations. Both numerical and analytical methods will be used to obtain solutions for first and second order differential equations. Power series solutions will be emphasized, and where feasible, solutions utilizing computer methods will be explored.
Prerequisite: MAT120 or its equivalent by waiver.
Pre- or Corequisite: MAT120

MAT201 Calculus I
4 hours; 4 credits
This course is the first of a three-course sequence designed to provide students with an appreciation of the usefulness and power of calculus. The course covers the fundamentals of the differential calculus of algebraic functions and includes an introduction to integral calculus. Among the topics studied are limits, derivatives, applications of the derivative, and integrals.
Prerequisite: CSE098, MAT200 or waiver

MAT202 Calculus II
4 hours; 4 credits
A course designed to provide students with an appreciation of the usefulness and power of calculus. Emphasis will be placed on the application of calculus to various disciplines. Among the topics studied are the definite integral, area, formal integration and applications of integration.
Prerequisite: CSE098 or waiver, MAT201

MAT203 Calculus III
4 hours; 4 credits
This is the third course in the calculus sequence and is designed to build upon the concepts and techniques of MAT201-202 and provide a more rigorous conceptual grounding for the entire Calculus sequence. Topics to be covered include limits and continuity, indeterminate forms, infinite series, the Taylor expansion and applications, solid geometry, the calculus of several variables, and an introduction to partial derivatives.
Prerequisite: CSE098, MAT202

MAT204 Elementary Differential Equations
4 hours; 4 credits
This course is designed to introduce the students to the theory and applications of algebraic structures. This is done by studying the structure and properties of the matrix. The matrix is viewed both as an object possessing algebraic structure and an aid to computation. Systems of equations and their solutions are studied, and the concepts of basis and dimension are developed. Applications are discussed, including linear programming and computer programs in BASIC.
Prerequisite: CSE099, ENX/EN099, MAT201 or equivalent.

MAT210 Linear Algebra
3 hours; 3 credits
This course is intended as a preparation for the study of calculus. Topics to be covered include a study of coordinate geometry and the analysis of the following functions: polynomial, exponential, logarithmic, and trigonometric.
Prerequisite: MAT110 or waiver
Pre- or Corequisite: CSE098

MAT220 Precalculus
4 hours; 4 credits
This course is the first of a three-course sequence designed to provide students with an appreciation of the usefulness and power of calculus. Emphasis will be placed on the application of calculus to various disciplines. Among the topics studied are limits, derivatives, applications and the concepts and techniques of

MAT230 Introduction to Discrete Mathematical Structures
4 hours; 4 credits
This course covers mathematical concepts essential for continued study in computer science and related fields. The topics of study include: the
mathematical concept of algorithm with emphasis on the process of recursion, Boolean algebra with applications to logic, switching circuits, an introduction to combinatorics with applications to probability, linear algebra with applications to programming, and graph theory.

Prerequisite: CSE099, ENX/ENG099, MAT201 or waivers and BDPI01 or any programming language course
Pre- or Corequisite: MAT202 or waiver

MAT235 Mathematics Using Microcomputers
4 hours; 4 credits

This course will introduce students to topics in Number Theory, Geometry, Algebra, Analysis and Statistics using Microcomputers. Emphasis will be placed on techniques of structured programming to build a library of mathematical programs in BASIC and PASCAL. Students will also learn the elements of Computer Graphics, LOGO and MuMath.

Prerequisite: MAT 201 (Calculus I)

Departments of:
English, Humanities, Mathematics, Natural and Applied Sciences, and Social Sciences

LIB200 Humanism and Technology: Liberal Arts Seminar
3 hours; 3 credits

The Liberal Arts Seminar explores aspects of the relationship between humanism and technology. The course deals with such questions as: What does it mean to be a man or woman in a world of machines? Are the values we cherish in conflict with those imposed on us by mechanization? The course probes these and other issues in class discussions based on selected readings; student seminar reports and papers; attention to current developments as covered, for example, in The Science Times; and trips to various museums.

Prerequisite: CSE099, ENX/ENG099, MAT099, 39 credits and 1 internship

Natural and Applied Sciences Department

The Department of Natural and Applied Sciences offers LaGuardia students a wide choice of courses and programs, of both a theoretical and practical nature.

Students who wish to pursue a fundamental knowledge of the basic sciences may choose courses in biology, chemistry, and physics. These courses may also be directed towards fields such as medicine and engineering.

Those students who are interested in one of the applied sciences can specialize in fields such as dietetic technology, EMT/Paramedic, Human Services, nursing, mortuary science, animal health technology, occupational therapy and physical therapy.

Finally, the department also has a number of courses directed at the general, non-science student population, such as Topics in Biological Sciences, Topics in Physical Science, and History of Science.

The Department offers courses in: natural sciences (biology, chemistry, general science, health science, and physics), applied sciences, (animal health technician, dietetic technician, nutrition care services and foodservice management, school foodservice management, EMT/Paramedic, human services, American Sign Language, child development, gerontology, mental health, nursing, occupational therapy and physical therapy), and urban study.


Applied Sciences

Animal Health Technician

SCV/N101 Introduction to Animal Health Technology*
3 hours; 3 credits

This is a comprehensive introduction to the fundamental principles of animal science. Subjects covered include genetics and breeding, growth and senescence, environmental physiology, nutrition and feeding, and animal behavior. In addition students will begin the study of basic animal care and management, dosage calculations and animal diseases. There will be field trips to selected animal facilities in the metropolitan area.

Prerequisite: CSE099, ENX/ENG099, MAT099 or waivers

SCV201: Research Animal Technology*
6 hours (3 lectures, 3 labs); 4 credits

This course prepares students to work with rodents, rabbits and other animals used in research. Laboratory sessions provide hands-on training in restraint, drugs administration, sample collection, anesthesia and research techniques. Classroom periods will cover husbandry, diseases, and sanitation, as well as the principles and ethics of animal research. Students will participate in the operation of the College’s animal facility.

Prerequisite: CSE099, ENX/ENG099, MAT099 or waivers; SCV101
Corequisite: SCB210

SCV210 Veterinary Nursing I*
6 hours (3 lectures, 3 labs); 4 credits

This course introduces students to the technical procedures of veterinary practice. The major disciplines to be covered in lecture sessions are anesthesiaiology, parasitology and small animal diseases. In the laboratory students will anesthetize dogs and cats and

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
perform basic diagnostic and therapeutic techniques. They will also prepare patients for aseptic surgery, employ techniques of surgical assisting, and learn the principles of cardiopulmonary resuscitation.

Prerequisite: CSE099, ENX/ENG099, MAT099 or waivers; SCB210

SCV211 Veterinary Nursing II* 
6 hours (3 lectures, 3 labs); 4 credits

This course deals with advanced technical procedures in veterinary practice and laboratory animal science. Lecture sessions will cover animal diseases, emergency care, pharmacology and gnotobiology. In the laboratory, students will receive training in the care of sick and injured animals, including dentistry, catheterization, fluid and drug administration, and the use of monitoring devices. In addition, students will maintain a germfree isolator and perform minor surgical procedures on rodents.

Prerequisite: CSE099, ENX/ENG099, MAT099, SCB210, SCV210
Pre- or Corequisite: SCB200

SCV212 Veterinary Radiography* 
5 hours (2 lectures, 3 labs); 3 credits

This course will provide lectures which explore the theory and principles of radiography. The laboratory will provide students with training in the operation and maintenance of the x-ray machine, automatic and manual film processing, animal restraining and positioning, health and safety precautions and radiograph evaluation and storage.

Prerequisite: CSE099, ENX/ENG099, MAT099 or waiver; SCV211

SCV213 Veterinary Laboratory Techniques* 
5 hours (2 lectures, 3 labs); 3 credits

This course deals with the examination of blood, urine, and other body substances for diagnostic and prognostic purposes in veterinary practice. Students will learn to perform complete blood counts, blood chemistries, serological tests and urinalysis. Lecture periods will cover the theories on which the tests are based and the relevance of laboratory results in the evaluation of the health of animals.

Prerequisite: CSE099, ENX/ENG099, MAT099 or waiver, SCV211

SCV214 Farm Animal Nursing 
5 hours (2 lectures, 3 labs); 3 credits

In this course, students will study the application of animal health technology to farm animals. Class sessions will cover diseases, government health regulations and programs, emergency care, orphan animal care, and relevant farm management procedures. Using various species of animals and types of equipment, students will learn techniques for restraint, administration of medication, sample collection, bandaging, surgical preparation and assistance, and positioning for radiology.

Prerequisite: CSE099, ENX/ENG099, MAT099, SCV201
Pre- or Corequisite: SCV210

This course will be taught at an off-campus location. Students must pay their own travel and room and board expenses.

Dietetic Technician/ Foodservice Management

SCD100 Foods* 
5 hours (2 lectures, 1 recitation, 2 labs); 3 credits

This course will investigate the didactic and experiential components of the scientific study of foods. Upon completion of the course the student will have acquired a basic understanding of the scientific principles governing foods and the use of commercial food service equipment. Emphasis will be placed on the identification of qualitative aspects of foods and elementary food preparation techniques.

Prerequisite: CSE099, ENX/ENG099, MAT098, or waivers

SCD200 Nutrition I— Introduction to Nutrition, (Formerly: SCD210) 
3 hours; 3 credits

This course is an introduction to the scientific principles of human nutrition. The following aspects of dietary nutrients are studied: physical and chemical properties, physiological functions, effects of deficiency or excess, dietary allowances, food sources, and availability of nutrients from various foods. Current experimental and population studies data will be discussed. Projects will be required.

Prerequisite: MAT099, ENG101 or waivers
Pre- or Corequisite for Dietetic Program students: SCD203
Corequisite: SCD220 for D.T. Nutrition Services students only.
Note: This course will fulfill the liberal arts elective requirements specified in a degree program

SCD201 Nutrition II 
Course replaces SCD211 Nutrition Care II 
3 hours; 3 credits

This course is a study of the relationship between diet and disease. Students learn methods of nutritional assessment, obtaining nutrition histories, and calculating and planning prescribed diets. Students will explore the relationship of diet to various disease conditions such as diabetes, weight control, cardiovascular disease, hypertension and allergies.

Prerequisites: CSE099, SCD200, ENG101, MA10
Pre- or Corequisite: SCD204
Corequisite: SCD221 for D.T. Nutrition Services students only

SCD202 Nutrition III 
3 hours; 3 credits

This course is a continuation of the study of the relationship between diet to disease begun in Nutrition II. Emphasis will be placed on the dietary implications of gastrointestinal diseases, disease of the liver, pancreas, gallbladder and kidney, cancer, surgery and burns.

Prerequisites: CSE099, SCD201, ENG101, MA10
Corequisite: SCD222 for D.T. Nutrition Services students only

SCD203 Nutrition IV 
3 hours; 3 credits

This course is a study of the nutritional requirements of individuals throughout the lifecycle. Emphasis is placed on the physiological, socioeconomic and cultural factors affecting nutritional status. Nutrition intervention by government and private agencies for

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
population groups at nutritional risk will be addressed.

Prerequisites: CSE099, SCD200, SCB203, MAT110, ENG101
Corequisite: SCD223 for D.T. Nutrition Services students only

SCD220 Nutrition Field Experience I
1 seminar hour, 16 fieldwork hours; 2 credits

This fieldwork experience applies the theories learned in Nutrition I and introduces students to nutrition services of a health care facility. With supervision, students will process diet orders, select menus for regular diets, tally food production orders, conduct food intake studies and nutrient analyses, and participate in food production. Attendance at a weekly seminar is required. Students must provide proper uniform, liability insurance and evidence of a physical examination.

Prerequisites: CSE099, MAT099, ENG101 and permission of the D.T. coordinator.
Corequisite: SCD200

SCD221 Nutrition Field Experience II
1 seminar hour, 16 fieldwork hours; 2 credits

This fieldwork course is an application of the principles learned in Nutrition II. With supervision, students review medical records, interview patients to obtain nutrition histories, and develop and document nutrition care plans. Students calculate and plan diets for weight control, diabetes and cardiovascular diseases. Attendance at a weekly seminar is required. Students must provide proper uniform, liability insurance and evidence of physical examination.

Prerequisites: SCD220, ENG101, MAT110, SCB203 and permission of D.T. coordinator.
Corequisites: SCB204, SCD201

SCD222 Nutrition Field Experience III
1 seminar hour, 16 fieldwork hours; 2 credits

This fieldwork course is an application of the principles learned in Nutrition III. With supervision, students refine skills in interviewing and nutrition care plan development and documentation. Students calculate and plan diets for gastrointestinal, liver, and kidney diseases, as well as cancer, surgery, trauma, and burns. Attendance at a weekly seminar is required. Students must provide proper uniform, liability insurance, and evidence of a physical examination.

Prerequisites: CSE099, SCD221, ENG101, MAT110, SCB204 and permission of D.T. coordinator.
Corequisite: SCD202

SCD223 Nutrition Field Experience IV
1 seminar hour, 16 fieldwork hours; 2 credits

This fieldwork course is an application of the principles learned in Nutrition IV. In an ambulatory or community setting, students conduct nutritional assessments and provide nutrition education of clients throughout the lifecycle. Attendance at a weekly seminar is required. Students must provide proper uniform, liability insurance and evidence of a physical examination.

Prerequisites: CSE099, ENG101, MAT110, SCD222, SCB203 and permission of D.T. coordinator.
Corequisite: SCD203

SCD225 Foodservice Management I
3 hours; 3 credits

This course covers the basic principles involved in the planning, preparation, and service of large quantities of food in foodservice facilities. Topics include food selection variables, menu planning techniques, forecasting procedures, “front and back of the house” management, and recipe standardization, conversion, and costing. Term projects are required.

Prerequisites: MAT110, SCD250
Corequisite: SCD262 for DT Foodservice Mgt. students only

SCD225 Foodservice Management II
3 hours; 3 credits

The emphasis of this course is on the sanitation and safety needs of quantity foodservice operations. Topics include food handling and storage, cleaning and sanitizing procedures, foodborne diseases, principles for prevention of food poisoning, and pertinent regulations. The course integrates basic principles of equipment selection, layout and design, and work simplification. Term projects are required. Completion of this course enables students to be eligible for the Food Protection Certificate from the NYC Department of Health.

Prerequisites: SCD250
Corequisite: SCD261 for DT Foodservice Mgt. Students only

SCD2252 Foodservice Management III
3 hours; 3 credits

This course covers the technical aspects and procedures involved in forecasting and institutional procurements for foodservice systems. Topics include market analysis, buying ethics, legal aspects, and effective control of food costs. The development and implementation of accurate and precise food commodity specifications, purchasing strategies, portion control methods, inventory controls, and receiving procedures are introduced. Food cost accounting topics and relevant calculations are presented. Term projects are required.

Prerequisites: MAT110, SCD252
Corequisite: SCD263 for DT Foodservice Mgt. students only

SCD2253 Foodservice Management IV
3 hours; 3 credits

This course deals with the organization and administration of foodservice systems in institutions. Topics include the functions of management, personnel procedures and management, marketing and promotional activities, and human relations techniques for employees and clients. Also administrative leadership topics are presented such as legal, organizational, and cost control aspects of management. Term projects and case studies are required.

Prerequisite: SCD225
Corequisite: SCD265 for DT Foodservice Mgt. Students only
SCD260 Dietetic Field Experience I*  
8 fieldwork hours weekly; 1 credit

This course is an application of theories learned in Foodservice Management I. The practical implementation of the principles involved in the preparation and service of large quantities of food in health care facilities will be studied. The student will actually be involved in the supervised preparation of large quantities of food in the various units of a foodservice system in a health care institution. Proper uniform, liability insurance, physical examination, seminars, and reports are required.
Prerequisite: SCD160
Corequisite: SCD250

SCD261 Dietetic Field Experience II*  
8 fieldwork hours per week; 1 credit

This course applies the practical aspects learned in Foodservice Management II. Under supervision, the student will be rotated through a health care facility to acquire experience in the characteristics of food systems layout and equipment. Competencies to be acquired include understanding of the purpose and functions of equipment to a given food service system. The course will also explore factors related to maintenance, sanitation and safety, in-service training, work flow and layout analysis. Proper uniform, liability insurance, physical examination, seminars, and reports are required.
Prerequisite: SCD250 and SCD260 and permission of D.T. coordinator
Corequisite: SCD251

SCD262 Dietetic Field Experience III*  
8 fieldwork hours per week; 1 credit

Theoretical aspect introduced in Foodservice Management III will be reinforced and implemented through fieldwork experiences. With supervision, the student obtains competencies in the following areas: forecasting procedures, food production tallies, receiving procedures, purchase specifications, inventory procedures, budgetary and purchasing strategies, cost-comparisons between convenience menu items, evaluation of meal service in terms of economic factors and aesthetics. Proper uniform, liability insurance, physical examination, seminars, and reports are required.
Prerequisite: SCD250, SCD261 and permission of D.T. coordinator
Corequisite: SCD252

SCD263 Dietetic Field Experience IV*  
8 fieldwork hours per week; 1 credit

Fieldwork experiences apply and reinforce the theoretical aspects of administration introduced in Foodservice Management IV. The student, under supervision, will evaluate policies and procedures in a health care institution; participate in supervisory and administrative duties; develop menus, work schedules, job descriptions, and reports; conduct in-service training sessions; propose simplified cost-effective procedures; inspect foodservice facility for compliance with health and sanitation codes. Proper uniform, liability insurance, physical examination, seminars, and reports are required.
Prerequisite: SCD250, SCD262 and permission of D.T. coordinator
Corequisite: SCD253

SCD264 Practical Experience in Food Systems Management*  
40 fieldwork hours per week; 3 credits

This is a ten-week, full-time fieldwork experience in a foodservice department of a health care facility. The student will apply the knowledge, skills and competencies acquired from previous academic and experiential preparation in the Dietetic Technician curriculum. The student will further develop professionalism and expertise in foodservice management through an individualized program. Proper uniform, liability insurance, physical examination, seminars, and reports are required. A process for partial waiver of fieldwork hours is available.
Prerequisite: SCD263 and permission of D.T. coordinator

SCD270 Dietetic Seminar*  
1 hour, 1 credit

This course is designed to prepare the student for the job market by discussing the roles and responsibilities of the dietetic technician and dietitian in the foodservice operations of health care facilities. Other topics covered include: job-interviewing techniques, resume construction, marketing of acquired skills, career-advancement opportunities and professional organizations.
Prerequisite: SCD252, 262 for D.T. Foodservice Management students and SCD202 and 222 for D.T. Nutrition Services students.

Human Services Core Curriculum

HSC101 Orientation to Human Services  
3 hours; 3 credits

This course is designed to provide students with a broad view of human services through a combination of field visits to community agencies and classroom presentations. Topics include an overview of human services as a profession; examination of similarities and differences in program functions and service delivery styles; identification of issues and concerns of workers and consumers.
Prerequisite: CSE098, ENXIENG099, ESL098 or waiver for ESL students

HSC102 Principles of Human Relations  
3 hours; 3 credits

Students will be given the opportunity to learn fundamental concepts and skills needed for relating to and working with people. The course work will focus on the principles of human relationships through discussions, exercises, and role-playing activities. Topics will include: self-understanding, the helping relationship, using communication tools, and the professional self.
Prerequisite: CSE098, ENXIENG099
Note: This is the first TAR course and must be completed before your first internship.
HSN103 Community Dynamics: Impact on Human Services
3 hours; 3 credits

Students will examine the urban community as an action system in the delivery of human services, the decision-making process at various community levels, the nature and interaction of special interest groups in the community decision-making process, community planning and development in the human services area, community change techniques, and special dimensions of community life in the New York City setting. Field visits will be made to community decision-making groups.
Prerequisite: CSE099, ENX/ENG099, HSC101, SSY100

HSC130 Activities for Human Services Settings*
3 hours; 3 credits

This course will enable the student to understand the reasons for and uses of activity in human services settings. Topics covered will include theoretical frameworks underlying different approaches, an introduction to the range of activities, and a consideration of the processes involved in using activities with clients. Students will participate in selected activities and will develop a resource portfolio.
Prerequisite: CSE099, ENX/ENG099, MAT099, HSC102, SSY101
Corequisite: A cooperative education internship in a related setting.

HSC135 Human Services Roles and Systems*
3 hours; 3 credits

The students in this course will explore the concepts related to worker, supervisor and client roles in human services settings. Guidelines for specific roles will be identified. The dynamics of bureaucratic organization will be discussed in relation to students' experiences as interns. Understanding of elementary systems theory will be reinforced, and alternative types of service delivery systems will be compared with the agencies known by the students.
Prerequisite: CSE099, ENX/ENG099, HSC101, HSC102, SSY100
Corequisite: A cooperative education internship in a related setting.

American Sign Language

HSI180 American Sign Language I
3 hours; 3 credits

A beginning course designed to develop skills in a form of manual communication used primarily by American born hearing impaired persons in interpersonal (face-to-face) relations. Emphasis will be on the use of the body for visually-based communication, and the structure, vocabulary and development of American Sign Language.
Prerequisite: CSE098, ENX/ENG099

HSI181 American Sign Language II
3 hours; 3 credits

A continuation of American Sign Language I with emphasis on vocabulary building in conjunction with appropriate use of the body and grammatical patterns.
Prerequisite: HSI180

HSI182 American Sign Language III
3 hours; 3 credits

In this course, students who have learned some of the vocabulary and grammatical principles of American Sign Language in ASL I and ASL II will begin to apply what they have learned in a conversational context. Students will become acquainted with a variety of ASL communication styles and dialects used by deaf people.
Prerequisite: HSC180, HSI181

Child Development

HSC200 Cooperative Education, Child Development
7 hours; 7 credits

The cooperative education program for Human Service students consists of 13-week part-time internships for each of six quarters with coordinated internship seminars. Students learn to interrelate practice with theory through the internship taken each quarter along with other Human Service courses.
Prerequisite: HSC101 and HSC102, or current employment in an approved child development setting

HSC201 Cooperative Education Child Development
7 hours; 3 credits

A full-time internship for advanced students, with permission of the coordinator.

HSD170 Integrated Curriculum A: Framework for the Developing Child*
3 hours; 3 credits

This first course in the Child Development sequence introduces the concept of the integrated curriculum as the preferred approach in early childhood education. Experiences in social living for young children will be developed on the basis of sound development principles and theories of learning. The emphasis on the acquisition of language and its sequential development will provide a framework for understanding the significance of language in interpersonal relationships. Curriculum experiences for children will be planned and tested in a variety of co-op field settings.
Prerequisite: HSC102, SSY100, CSE099, ENX/ENG099
Corequisite: SSY101, approved co-op internship

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
HSD171 Integrated Curriculum B: Developing Problem-Solving Skills*
3 hours; 3 credits

This course will introduce students to the problem solving and logical thinking processes that are common to both mathematics and science learning for young children. The continuing emphasis on language development will focus on building a specialized vocabulary and the communication of thinking processes. In their co-op field settings, students will plan curriculum experiences involving concepts and operations which enable children to view mathematics and science as part of an integrated curriculum rather than as subjects taught in isolation from each other.
Prerequisite: HSD170 or HSE109
Pre- or Corequisite: Course in math or science as required by the specialization: MAT103, or SPC101 or SCB101
Corequisite: approved co-op internship

HSD172 Integrated Curriculum C: Developing Creativity*
3 hours; 3 credits

This course will consider the media through which children's creativity is expressed. The content will focus on the use of imaginative play, music and movement, and arts materials. The continuing emphasis on language development will focus on increasing competency in conversation and developing the use of expressive language. (i.e., original stories, poems, dramatizations). In their co-op field settings students will plan curriculum experiences which will enable children to engage in activities which stimulate spontaneity and originality.
Prerequisite: HSD170 or HSE109
Pre- or Corequisite: SSY240, course in humanities as required: HUA101 or HUM101
Corequisite: approved co-op internship

Gerontology

HSG150 Introduction to Gerontological Services
3 hours; 3 credits

This course introduces students to the theoretical base of practice in the area of gerontological services in the urban environment. Substantive areas covered include: an overview of the social forces, policy issues and institutions affecting the elderly; major legislation designed to meet the service needs of the elderly; service delivery programs for the elderly career and job opportunities. Field visits to a variety of service programs and facilities required.
Prerequisite: CSE099, ENX/ENG099 or waiver

Human Services Electives

HSE105 Understanding and Working with Handicapped Children
3 hours; 3 credits

This course is designed to link an understanding of the normal growth and development of children with an understanding of the special developmental problems of children with handicapping conditions. Students will learn to identify the cognitive, affective, physical and social dimensions along which handicapped children vary from normally developing children. They will develop competence in evaluating activities and materials appropriate for use with children with a range of handicapping conditions.
Prerequisite: CSE099, ENX/ENG099, SSY101 SSY240

HSE106 Communication Problems of Handicapped Children
3 hours; 3 credits

This course is designed to acquaint students with the natural development of language and an understanding of communication disorders. Students will examine the specific characteristics of communication-impaired persons and how they relate to their environment; the alternative modes of communication in relation to language utilization; and issues and concerns of workers and consumers in related educational settings.
Prerequisites: CSE099, ENX/ENG099, SSY240 or equivalent
Pre/Corequisite: HSE105 or equivalent

HSE109 Principles and Practice of Early Childhood*
3 hours; 3 credits

This course examines principles underlying behavior and personality development from birth to adolescence and relates classroom behavior to these two factors. Insights into normal life crises are enriched through the study of important contributions from psychology, sociology and allied fields. Tasks and growth potential of the child are examined in the light of dynamic cultural settings. In providing insight into curricula for young children, students will become familiar with some theories of learning, and will document environmental factors that promote learning.
Prerequisite: SS1100, CSE099, ENX/ENG099

Mental Health

HSM200 Cooperative Education Mental Health
7 hours; 1½ credits

The Cooperative Education program for Human Service students consists of part-time internships for each of six quarters with coordinated internship seminars. Students learn to interrelate practice with theory through the internship taken each quarter along with other Human Service courses.
Prerequisite: HSC101 and HSC102; or current employment in an approved mental health setting

HSM201 Cooperative Education: Mental Health
7 hours; 3 credits

A full-time internship for advanced students, with permission of the coordinator.
HSM120 Survey of Psychological Treatment Approaches
3 hours; 3 credits
In this course students will learn about the various treatment approaches used in mental health settings. The development, theoretical framework and uses of each approach will be considered. Psychoanalysis, behavior modification, Rogerian and other common treatment systems will be covered. The class will review case studies demonstrating each approach. 
Prerequisite: CSE099, ENX099, HSC102, SSY101, internship in a human services setting or permission of the instructor.

Urban Study

HSN103 Community Dynamics: Impact on Human Services
3 hours; 3 credits
Students will examine the urban community as an action system in the delivery of human services, the decision-making process at various community levels, the nature and interaction of special interest groups in the community decision-making process, community planning and development in the human services area, community change techniques, and special dimensions of community life in the New York City setting. Field visits will be made to community decision-making groups. 
Prerequisite: CSE099, ENX099, HSC101, SSY100

HSN110 Perspectives on Homelessness
3 hours; 3 credits
Students in this course will study homelessness as a social problem. Among the topics surveyed will be factors contributing to the rise of homelessness, the meaning of homelessness to homeless people and to the general public, and the emerging role of services to homeless people as a significant element of the human services system. The course will cover the national scope of homelessness, but will focus primarily on the problem in New York City. Field trips will be made to program sites. 
Prerequisite: CSE099, ENX099, MAT098 or waivers, SSY100, or SSE101, or SSY101
Pre- or corequisite: CSE099, ENX099, HSC101, SSY100

Nursing

SCR101 Introduction to the Nursing Process
10 hours (3 lecture hours, 3 lab hours, 4 clinical hours); 5 credits
This course is an introduction to the five interrelated roles of the associate degree nurse, with emphasis on the role of provider of care. Students focus on the assessment phase of the nursing process to identify baseline data related to basic health needs. Campus laboratory experiences stress the development of fundamental nursing skills. Clinical practice in area hospitals and health-related facilities involves care of clients with health problems. Proper uniform, liability insurance and physical examinations are required. Students provide their own transportation to hospitals. 
Prerequisites: CSE099, ENX099, MAT099, Pre-nursing index of 2.5 or above and permission of Nursing Program Director. 
SCC140, ENG101, SSY101, SCB203
Corequisites: SCB204, MAT106

SCR201 Nursing Process I
12 hours (3 lecture hours, 3 lab hours, 6 clinical hours); 6 credits
This course stresses the application of nursing and scientific concepts to the care of childbearing families and their infants. The effects of pregnancy on the needs of the mother and family are considered. Emphasis is placed on the formulation of nursing diagnoses and the implementation of plans of care. Experiential learning offers opportunities to provide care during the antepartal, intrapartal and postpartal periods of the maternity cycle and during the pre/postoperative obstetrical procedures. 
Prerequisites: SCR101, MAT106, SCB204
Pre- or Corequisite: SSY240

SCR205 Nursing Process II
12 hours (3 lecture hours, 3 lab hours, 6 clinical hours); 6 credits
This course will focus on the psychosocial needs of the client throughout the life cycle. The assessment of clients' physical and behavioral responses to stress will be explored as well as the determination of short and long term goals of intervention. Focusing on the use of self as a therapeutic agent, students will learn to apply psychiatric nursing principles and therapeutic communication skills to promote and maintain the mental health of all clients as well as assist those who are mentally ill. Experience will be provided in a variety of mental health/psychiatric settings and in the campus laboratory. 
Prerequisites: SCR201, SSY240
Pre- or corequisite: SCB260

Occupational Therapy

CEO201 Introductory Coop in OT: Psychosocial Dysfunction*
3½ hours; 1½ credits
The student is assigned to a mental health setting under professional supervision. The student learns to observe and record behavior of individuals and groups, and participates in evaluation and treatment. Placement is for one week prior to beginning of quarter in which student takes SCO201, and continues for four hours weekly throughout quarter. A weekly seminar is required. 
Prerequisite: CSE099, ENG101, MAT098
Corequisite: SCO201
Pre- or Corequisite: SSY230
(The student attends a clinical site for approximately 80 hours of fieldwork.)

CEO202 Introductory Coop in OT: Physical Dysfunction*
3½ hours; 1½ credits
The student is assigned to a mental health setting under professional supervision. The student observes and participates in occupational therapy program for clients with physical dysfunction. Placement is for one week prior to the beginning of the quarter in which the student takes SCO202. Placement con-
SC0201 Occupational Therapy Theory and Practice in Psychosocial Dysfunction*
3 hours; 3 credits
This course examines the philosophy, theories and techniques of occupational therapy for clients with psychosocial dysfunction. This includes concepts of observation and assessment, group and individual treatment, the use of self in the therapeutic relationship, selection of appropriate media, and professional communication. The role of the occupational therapy assistant in psychiatry and the principles of supervision are also introduced. This course is linked to CE0201, which must be taken in the same quarter.
Prerequisite: CSE099, ENX/ENG099, SC0210
Corequisite: CEO201
Pre- or Corequisite: SSY230, ENG101

SC0202 Occupational Therapy Practice in Physical Dysfunction*
3 hours; 3 credits
This course will examine theory and application of occupational therapy for patients of all ages with physical disabilities. It will also include various approaches in prevention, evaluation of capabilities and deficits in functioning, and methods of treatment.
Prerequisite: CSE099, SCN195, ENG101, SC0210
Corequisite: CEO202
Pre- or Corequisite: SCO230

SC0210 Occupational Therapy Skills and Application I*
5 hours (1 class, 4 labs); 3 credits
The student will learn basic principles of occupational therapy and general methods for instructing activities. The student will also acquire skills in various handicrafts and recreational activities. The analysis and adaptation of activities to meet the therapeutic needs of patients will be a major emphasis. Skills will include fiberscarts, leather, metal, mosaics, art and scrap crafts.
Prerequisite: CSE099, ENX/ENG099, MAT098 or waiver

SC0212 Occupational Therapy Skills/Application III: Life Tasks*
5 hours (1 lecture, 4 labs); 3 credits
This course will identify and examine the roles and skills essential for an individual’s adaptation to the home situation or institutional setting, assessment of the nature and level of work and recreational capacities and self-care skills. Activities include orthotics, prosthetics, activities of daily living, homemaking for the handicapped, adaptive equipment and administration of pre-vocational tests.
Prerequisite: CSE098, ENX/ENG099, MAT098, SCO210, ENG101

SC0220 Physical and Developmental Aspects of Therapeutic Activity*
1 hour; 1 credit
This course will emphasize body mechanics; theories and principles of motor development, exercise physiology and their application in occupational therapy treatment. Students will also learn emergency procedures and precautions important in rehabilitation.
Prerequisite: CSE099, ENX/ENG099, MAT098 or waiver, SCO203
Pre- or Corequisite: ENG101

SC0225 Occupational Therapy Skills and Application II*
4 hours; 2 credits
This course provides a basic experience in woodworking, weaving and ceramics, emphasizing their therapeutic use in occupational therapy. Students will engage in construction of projects with a focus on developmental, motor, cognitive, perceptual, interpersonal and affective components. Students will also have an opportunity to instruct a simulated patient.
Prerequisite: CSE099, ENX/ENG099, MAT098 or waiver, SCO210
Pre- or Corequisite: ENG101

SC0230 Functional Pathology*
3 hours; 3 credits
This course is a systems approach to the study of pathophysiology. Emphasis will be on the normal and abnormal response to disease and injury, and effects on bodily systems. Consideration will be given to selected disorders, including a survey of etiology, pathophysiology, symptomatology, management and prognosis. Knowledge of proper terminology and techniques of literature review will also be emphasized.
Prerequisite: SCB204 or equivalent

SC0290 Occupational Therapy Internship in Psychosocial Dysfunction*
7 hours (1 quarter full-time); 3 credits
The student is assigned full time to a clinical facility under professional supervision. The internship provides exposure to clients with psychosocial dysfunction, (psychiatric patients whose diagnosis may include schizophrenia, affective disorders, organic mental disorders, substance abuse disorders, etc.) The student will have opportunities to practice treatment approaches and the use of activities with this population. Communication (written and oral) with other treatment professionals is required. A biweekly seminar provides reinforcement of career concepts. (Scheduled 2 hours every other week.)
Prerequisite: CSE099, ENG101, MAT098, ENG101, SCO201, CEO201, and permission of Occupational Therapy coordinator

SC0291 OT Clinical Internship Physical Dysfunction*
7 hours (1 quarter full-time); 3 credits
The student is assigned full-time to a clinical facility (e.g. rehabilitation center, school for the handicapped, general hospital) under professional supervision. The internship provides exposure to clients with physical dysfunction, (e.g. stroke, paraplegia, arthritis) and opportunities to practice, under supervision, a variety of treatment approaches. Communication (written & oral) with other treatment profession-
als is required. A bi-weekly seminar provides reinforcement of career concepts. (Scheduled as 2 hours every other week.

Prerequisite: CSE099, ENG101, MAT098, SCO202, CIE202 and permission of O.T. coordinator.

SCO292 Health and Humanities—Creative Arts Therapy*
7 hours; 3 credits

This course will focus on how such areas as art, drama, dance, music, are used in activities therapy as an adjunctive means of achieving health-related goals. The student will explore career opportunities available in the activity therapies, and will review their academic and clinical requirements. In addition, the student will become familiar with the competencies of specific activity therapists, and learn how such knowledge and skills facilitate the patient’s development. On-site practical periods and/or co-op placements (ranging from 3 partial day/weeks to full time for the quarter) will provide the student with an opportunity to critically observe and analyze the practical application of the creative arts therapies as an approach to health care.

Prerequisite: CSE098, ENX/ENG099, MAT098, or waiver, and permission of instructor.

Physical Therapy

SCT101 Introduction to Physical Therapy
2 hours; 2 credits

This course introduces the concepts and scope of physical therapy, its professional organization and its relationship with other health professions. Subjects include: the role and function of health personnel, professional ethics and conduct, and medico-legal aspects of physical therapy services, vital signs, bandaging, medical terminology, communication skills, and record keeping.

Prerequisites: CSE099, ENX/ENG099, MAT099 or waivers
Corequisite: SCB203

Natural Sciences

SCB101 Topics in Biological Sciences
4 hours (2 lectures; 2 labs); 3 credits

This course gives an introduction to the scientific method, the origin and organization of life, and reproduction and ecology. The relevance of modern biological theory to human life in particular areas will be emphasized using selected topics such as urban pollution and population control.

Prerequisites: MAT099, CSE099, ENX/ENG099

SCB150 Introduction to Histology
5 hours; (1 lecture, 4 lab); 3 credits

This course is an introduction to the theory of histology and practice of histotechnology. Special emphasis will be given to the actual preparation of histological specimens from animal tissue, including the proper procedures for the fixation, embedding, sectioning, staining, and mounting of various tissue types.

Prerequisites: CSE099, ENX/ENG099, MAT099 or waivers; SCC140, or SCC101, or SCC201

SCB160 Food Microbiology
6 hours (3 lectures, 3 labs); 4 credits

This course is an introduction to the science of food, with emphasis on microorganisms which affect it. Digestive processes and fundamental chemistry of food are studied, as well as the complex interactions which exist between food and microorganisms, including handling, preparation and storage. The laboratory will focus on morphological and physiological characteristics of microorganisms associated with contamination, spoilage, preservation, and food borne disease. This course does not fulfill the Diabetic Technology General Microbiology requirement (spring).

Prerequisite: CSE099, ENX/ENG099, MAT099 or waiver; SCD100

This course satisfies the New York City Department of Personnel requirement for the foods course for eligibility for School Lunch Manager.

SCB201, 202 Fundamentals of Biology I and II
6 hours (3 lectures, 1 recitation, 2 labs each quarter); 4 credits

This course is an integrated two-quarter sequence, stressing major concepts of biology designed to assist the student in relating these concepts to the environment. The scientific method of thinking and the experimental approach will be stressed. Among the topics studied are:

SCB201: Cellular and molecular basis of life, heredity, evolution of various organ systems (fall and winter).

SCB202: Diversity of animal, plant, and protist life, evolution, and relationship to man. The principles of ecology and problems of urban development (spring and summer).

Prerequisite: For SCB201; ENX/ENG099, MAT099, CSE099 or waivers; for SCB202: SCB201

SCB203 Fundamentals of Human Biology I
6 hours (3 lectures, 1 recitation and 2 labs); 4 credits

This course is an introduction to the anatomy and physiology of the human body. The architecture and function of cells, tissues and organ systems will be studied. The laboratory includes physiological experiments and gross and microscopic anatomy using the cat as a dissection subject. Topics will include the chemistry of life, the cell, skeletal, muscular, digestive and excretory systems.

Prerequisites: ENX/ENG099, MAT099, CSE099 or waivers

SCB204 Fundamentals of Human Biology II
6 hours (3 lectures, 1 recitation and 2 labs); 4 credits

This course is an introduction to the anatomy and physiology of the human body. The architecture and function of cells, tissue and organ systems will be studied. The laboratory includes physiological experiments and gross and microscopic anatomy experiments, using the cat as a dissection subject. Topics will include the cardiovascular,
nervous, endocrine, respiratory, and reproductive systems.
Prerequisites: CSE099, ENX/ENG099, MAT099, SCB203 or waiver

SCB210 Comparative Vertebrate Anatomy and Physiology
7 hours (3 lectures, 4 labs); 5 credits
This course is a survey of the evolution, anatomy and physiology of the major vertebrate classes. The course will include dissection of representative vertebrates and a comparative study of their organ systems.
Prerequisite: CSE099, ENX/ENG099, MAT099, SCV101, SCC140 or waivers for students in Animal Health Technician Program; SCB201 and SCB202 for all Associate of Science students

SCB250 Molecular Biology
6 hours (3 lectures, 1 recitation and 2 labs); 4 credits
An analysis of cellular structures and function utilizing a biochemical approach. The course covers cellular organization, organelle function, bioenergetics, cell proliferation, gene function, and protein synthesis.
Prerequisite: ENG101, SCB202 or equivalent, SCC201 or equivalent

SCB260 General Microbiology
6 hours (3 lectures and 3 labs); 4 credits
An introduction to microorganisms found in nature, industry and disease. The student is introduced to virology, bacteriology, immunology, epidemiology, pathology and other related areas of microbial physiology. The laboratory will deal with the isolation and identification of common pathogenic and nonpathogenic organisms utilizing techniques of staining, culturing, fermentation reactions and microscopic inspection.
Prerequisite: SCB202 or SCB204 or equivalent, or waiver

Chemistry

SCC101 Topics in Chemistry
4 hours (2 lectures and 2 labs); 3 credits
This course is a one-quarter survey of the principles and applications of chemistry. Emphasis will be placed upon descriptive chemistry in areas such as food and drugs, synthetics and biological chemistry. Lecture and discussion will be complemented by laboratory experiments in which chemical principles and techniques are applied to the analysis and synthesis of familiar items.
Note: This course is not open to students with credit in SCC140 or SCC201
Prerequisite: CSE099, ENX/ENG099, MAT099 or waiver

SCC140 Biological Chemistry
4 hours (2 lectures and 2 labs); 3 credits
An introduction to the chemical basis of life. Topics will include an introduction to basic chemical principles, atomic structure, bond formation, and structure and mechanisms in organic and bio-chemical systems. These will be related to the basic life processes of reproduction development, growth, nutrition and health.
Prerequisite: CSE099 or waiver, MAT099 or waiver, ENX/ENG099 or waiver

SCC200 Essentials of Inorganic Chemistry
6 hours (3 lecture, 3 lab hours); 4 credits
This is a one-quarter course surveying the basic principles of general chemistry with particular emphasis on their role in health-related disciplines. Topics include atomic structure, classes of chemical reactions, solutions, chemical equilibrium, acids and bases, electrolytes and nuclear chemistry. Laboratory exercises complement the lecture instruction.
Prerequisite: CSE099, ENX/ENG099, MAT099
Pre- or Corequisite: MAT110

SCC201, 202 Fundamentals of Chemistry I and II
6 hours (3 lectures, 1 recitation, 2 labs each quarter); 4 credits
A two-quarter sequence covering the basic concepts of chemistry and their historical development. The experi-

mental nature of chemistry as well as the role of chemistry in many aspects of daily life are stressed. Among the topics studied are:

SCC201: Atomic structure, chemical bonding, chemical reactivity, quantitative relationships in chemical reactions; (fall, winter).
SCC202: Solutions, acid-base theory, chemical equilibrium, electrochemistry. (spring)
Prerequisite: For SCC201: MAT110, CSE099 or waiver; ENX/ENG099 or waiver; for SCC202: SCC201

SCC250 Essentials of Organic Chemistry
6 hours (3 lecture, 3 lab hours); 4 credits
This is a one-quarter course surveying the basic principles of organic chemistry stressing their role in the health science. Topics include nomenclature, classes of organic compounds and their characteristic properties and reactions. Proteins, enzymes, and an introduction to metabolism are also included. Laboratory exercises provide practical experience of the lecture concepts.
Prerequisites: CSE099, ENX/ENG099, MAT099, SCC200 or SCC201

SCC251, 252 Organic Chemistry I and II
7 hours (3 lectures, 4 labs); 5 credits
A two-quarter sequence emphasizing the synthesis, structure, reactivity and mechanisms of reaction of organic compounds. Laboratory stresses synthesis, purification, separation and identification of compounds.
SCC251: Aliphatic and aromatic hydrocarbons; stereochemistry; (offered in the fall).
SCC252: Alcohols, carboxylic acids, amines, heterocycles, biomolecules, (offered in the winter).
Prerequisite: For SCC251: MAT110, SCC202 or equivalent; for SCC252: SCC251
General Science

SCS100 Topics in Ecology
4 hours (2 lectures, 2 labs); 3 credits
This course is a study of the interrelationships between organisms and their environment. Special emphasis will be placed on the physical and biological factors that influence man's adaptation to the urban environment. Laboratory work will center around methods of study of urban ecology and pollution analysis.
Prerequisite: CSE098, ENX/ENG099, MAT098 or waivers

SCS101 History of Science
3 hours; 3 credits
This course presents science as an evolving and ever-changing dynamic area of study. The course begins with Greek theories of the solar system and theories of motion. It traces changes in scientific theories from Greek times until the 20th century. History of astronomy, physics, chemistry and biology is surveyed. The role of perseverance, luck and inventiveness in science also is highlighted. The rise and fall of theories as well as reasons for supporting and rejecting the various theories are surveyed.
Prerequisite: CSE098, ENX/ENG099, MAT098

SCS111 Science and Modern Society
3 hours; 3 credits
This is a study of the interaction between science and society in the modern world. Topics are to be chosen from underdevelopment, use and misuse of technology, medical care, computers and unemployment, pollution, present day genetics, funding for science, and alienation from science and technology. No scientific background is needed.
Prerequisite: CSE098, ENX/ENG099, MAT098 or waiver

Health Science

SCH111 Aging as a Health Process*
3 hours; 3 credits
This course will discuss the aging process and the effect of biological changes on the mental processes and functioning of the individual. The relationship between aging and chronic disease will be reviewed with special consideration given to prevention of the effects of physical and mental deterioration. Role playing, exercises and group discussions will be used to increase the knowledge of the aging process and consider the relationship between the emotional, social and physical forces of aging.
Prerequisite: ENG101, CSE098, MAT098

SCH113 Techniques with the Visually Impaired: Scopes/Uses*
2 hours; 2 credits
This course will provide the student with an awareness of, and a basic orientation to approaches used in services for the blind and visually impaired. Topics related to the visually impaired will include: attitudes toward the blind, common dysfunction of the eye, agencies and programs available and specific living techniques, e.g., skills in eating, cooking, grooming and communication.
Prerequisite: CSE099, ENX/ENG099, MAT098 or waivers

SCH120 Therapeutic Approaches in Pediatrics in the Community*
2 hours; 2 credits
This course is designed as a basic orientation to therapeutic approaches in pediatrics. Topics will include: types of disabilities; types of facilities; roles of the therapist working with a pediatric population; the relationship of various members of the health care team; specific approaches to therapeutic technology, e.g., modification, perceptual motor training and future trends in pediatric services.
Prerequisite: CSE098, ENX/ENG099, MAT098 or waiver

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.

Physics

SCP101 Topics In Physical Sciences
4 hours (2 lectures; 2 labs); 3 credits
This course consists of a survey of the major concepts in physics, astronomy and geology. The physics section includes the theory of motion (Kinematics); the law of conservation of energy; different forms of energy, especially electrical and atomic; and
the laws of wave motion and optics. The astronomy section deals with both planetary and stellar astronomy. The unit on chemistry, emphasizes the structure of atoms and their combination into molecules. Finally, the segment on geology centers around the theory of plate tectonics and how it is used to explain phenomena such as earthquakes and volcanos.

**Prerequisites:** CSE099, ENX099, MAT099

**SCP140 Topics in Astronomy**  
4 hours (2 lectures, 2 labs); 3 credits

This course surveys modern astronomy with special emphasis on recent developments in space, astrophysics, and radio astronomy. Among the topics to be covered will be planetary astronomy; the moon and the space program; life on other worlds, energy production in stars; stellar evolution; pulsars, quasars, “black holes,” and cosmological theories. Laboratory periods will include use of LaGuardia’s Astronomy center— including the planetarium and telescope—plus field trips to planetariums and observatories in the N.Y.C. area.

**Prerequisites:** CSE099, ENX099, MAT099

**SCP201 Fundamentals of Physics I**  
6 hours (3 lectures, 1 recitation, 2 labs); 4 credits

Fundamentals of Physics I and II are together a two-quarter sequence covering the basic laws of physics with an emphasis on laboratory experience and mathematical solutions of problems. This is a basic course for students intending to continue their studies in the physical and biological sciences since more advanced courses in the natural sciences assume knowledge of this material. Among the topics studied are:

**SCP202: The basic concept of electro-dynamics (currents and magnetism; electromagnetism); optics (wave theory, lenses); and modern physics (relativity, atomic theory; quantum mechanics).**

**Prerequisites:** CSE099, ENX099, MAT099, SCP201, MAT110

**SCP240 General Physics I**  
6 hours (3 lectures: 1 recitation, 2 labs each quarter); 4 credits

This is the first quarter of a three quarter sequence in physics for science and preengineering students. The following topics are covered: motion in one, two and three dimensions; vectors; forces and moments; Newton’s Laws; work and energy; center of mass; momentum and collisions; rotational motion; moment of inertia; hydrostatics and hydrodynamics.

**Prerequisites:** CSE099, MAT099, MAT110; pre/corequisite MAT200

**SCP241 General Physics II**  
6 hours (3 lectures: 1 recitation, 2 labs each quarter); 4 credits

This is the second quarter of a three quarter sequence for science and pre-engineering students. The topics covered in the second quarter include: heat and temperature; the laws of the thermodynamics; kinetic theory; entropy, oscillations; wave motion; properties of light; optics.

**Prerequisites:** CSE099, MAT099, MAT200, SCP240; pre/corequisite MAT201

**SCP242 General Physics III**  
6 hours (3 lectures: 1 recitation, 2 labs each quarter); 4 credits

This is the third quarter of a three quarter sequence in physics for science and preengineering students. The topics covered in the third quarter include: Electrostatics; DC circuits; magnetism and magnetic materials; AC circuits; special relativity, modern physics. This is a calculus-based physics course.

**Prerequisites:** CSE099, MAT099, MAT201, SCP241  
Pre- or corequisite: MAT202

**SCP250 Engineering Mechanics: Statics**  
2 hours; 2 credits

This course is an intermediate study of mechanics covering the fundamental principles of force, moments, centroids, shear, friction, virtual work; (offered in the fall).  

**Prerequisites:** SCP240, MAT201

**SCP251 Engineering Mechanics: Dynamics**  
2 hours; 2 credits

This course is an intermediate study of mechanics covering the fundamental principles of dynamics and their application to problems involving particles and systems of particles. Topics include: vectors, kinematics, energy and conservative forces, central forces and celestial mechanics, mechanics of systems of particles and of rigid bodies, non-inertial reference frames; (offered in the spring).

**Prerequisites:** SCP240, MAT202

**Urban Study**

**SCN195 Community Health**  
2 hours; 2 credits

This course is a basic orientation to the organization of health care systems in New York City and the position of the health care worker within these systems. Topics will include health careers, the nature of health and disease, prevention of disease, public health measures, types of facilities, payment sources, medical care available, and future trends. Visits to local
health facilities (i.e., hospitals, nursing homes) are included.  
Prerequisite: CSE098, ENX/ENG099, MAT099, major in Allied Health or permission of instructor

SCV/N101 Introduction to Animal Health Technology*  
3 hours; 3 credits

This is a comprehensive introduction to the fundamental principles of animal science. Subjects covered include genetics & breeding, growth & senescence, environmental physiology, nutrition and feeding, and animal behavior. In addition students will begin the study of basic animal care & management, dosage calculations & animals diseases. There will be field trips to selected animal facilities in the metropolitan area.  
Prerequisite: CSE099, ENX/ENG099, MAT099 or waivers

Departments of:  
English, Humanities,  
Mathematics,  
Natural and Applied Sciences,  
and Social Sciences

LIB200 Humanism and Technology: Liberal Arts Seminar  
3 hours; 3 credits

The Liberal Arts Seminar explores aspects of the relationship between humanism and technology. The course deals with such questions as: What does it mean to be a man or woman in a world of machines? Are the values we cherish in conflict with those imposed on us by mechanization? The course probes these and other issues in class discussions based on selected readings; student seminar reports and papers; attention to current developments as covered, for example, in The Science Times; and trips to various museums.  
Prerequisite: CSE099, ENX/ENG099, MAT099, and 39 credits.

Office Technology/Secretarial Science Department

In order to meet the general and vocational needs of students, the Office Technology/Secretarial Science Department offers six major programs in office education that enable students to attain an office position upon graduation.

Students may choose to study any of the following options: Executive Secretary, Legal Secretary, Bilingual Secretary, Administrative Office Assistant Option, or the Office Technology Program.

In addition, the Office Technology/Secretarial Science Department offers a one-year program in World/Information Processing. This certificate program represents a thorough, well-rounded approach to the field of word processing. It offers training on the latest pieces of equipment and prepares students to enter the employment market as skilled word processing specialists.

Instructor Staff:  
Avis Anderson, John Appiah, Nancy J. Birdwell, Adalgisa Cardoso, Rose Caro, Eve Fishtal, Gail Green-Fraser, Deborah P. Harrell, Audrey W. Harrigan, Asilnett V. Jones, Joann Lanaro, Catherine R. Lisanti, Margarita Lopez, Cristina Naranjo, Robert O'Pray, Linda Ramos, Marie Sacino-Ehrlich, Rosemary Scalafari, and Barbara R. Smith

SEC101 Stenography I (Pitman)  
4 hours; 2 credits

Students who have studied Pitman Shorthand for at least six months but less than two years will receive an intensive review and reinforcement of Pitman Shorthand theory. Students are expected to master the basic principles of the system, to attain a minimum writing speed of 40 words a minute, and to read fluently from textbook plates, classroom dictation; and homework notes.  
Prerequisite: CSE098, ENG098 or waiver

SEC102 Stenography I (Machine Shorthand)  
4 hours; 2 credits

Students will receive a presentation of the basic theory of "Touch Shorthand." Students are expected to master correct keyboard strokes, to attain a minimum keyboarding speed of 40 words a minute, and to read fluently from shorthand notes.  
Prerequisite: CSE098, ENG098 or waiver

SEC103 Stenography I (ABC)  
4 hours; 2 credits

Students will receive a presentation of the basic theory of the Landmark ABC shorthand system, to attain a minimum writing speed of 40 words a minute, and to read fluently from textbook plates, classroom dictation, and homework notes. (Note available for Legal Option)  
Prerequisite: CSE098, ENG098 or waiver

SEC105 Spanish Stenography I  
4 hours; 2 credits

Students who have not previously studied Spanish shorthand receive an intensive presentation of the basic theory of Spanish shorthand. At the conclusion of the quarter, students are expected to have mastered the basic principles and to have acquired a writing speed of 40 words a minute for three months, and the ability to read Spanish shorthand from textbook plates, homework notes, and classroom

*This course can only be used to fulfill the unrestricted elective requirement. It cannot be used to fulfill the liberal arts requirement.
dictation. (Fluency in Spanish is required.)
Prerequisite: Spanish Language Proficiency Examination—at HUS level, HUS101 or equivalent, HUS102 or equivalent

SEC110 Stenography II (Gregg)
4 hours; 2 credits

This course is a continuation of the basic principles of Gregg and provides for speedbuilding in both reading and writing of shorthand. Final writing speed goal is 60 words a minute. Pretranscription drills are commenced in preparation for typewritten transcription.
Prerequisite: CSE098, ENXIE G099 or waiver, SEC100, 140

SEC111 Stenography II (Pitman)
4 hours; 2 credits

This course is a review of the basic principles of Pitman and provides for speedbuilding in both reading and writing of shorthand. Final writing speed goal is 60 words a minute. Pretranscription drills are commenced in preparation for typewritten transcription.
Prerequisite: CSE098, ENXIE G099 or waiver, SEC101, 140

SEC112 Stenography II (Machine)
4 hours; 2 credits

This course is a continuation of the basic principles of Machine shorthand and provides for speedbuilding in both reading and writing of shorthand. Final writing speed goal is 60 words a minute. Pretranscription drills are commenced in preparation for typewritten transcription.
Prerequisite: CSE098, ENXIE G099 or waiver, SEC102, 140

SEC113 Stenography II (ABC)
4 hours; 2 credits

This course is a continuation of the basic principles of ABC shorthand and provides for speedbuilding in both reading and writing of shorthand. Final writing speed goal is 60 words a minute. Pretranscription drills are commenced in preparation for typewritten transcription.
Prerequisite: CSE098, ENXIE G099 or waiver, SEC103, 140

SEC115 Spanish Stenography II
4 hours; 2 credits

Students will continue the training commenced in Spanish Stenography I. Correct techniques for forming shorthand characters, fluency in writing, rapid reading, and review of principles learned in Spanish Shorthand I will be provided, together with concomitant learning materials such as, punctuation, spelling, and grammar. Intensive speed dictation and transcription will be commenced, with a final goal of minimum dictation speed of 60 words a minute based on three minutes of sustained dictation.
Prerequisite: CSE098, ENXIE G099 or waiver, SEC103, 140, HUS105 or equivalent, HUS101 or equivalent, HUS102 or equivalent

SEC120 Stenography III (Gregg)
6 hours; 3 credits

Speed building to a writing speed of 80 words a minute is the primary focus of this course. Emphasis on spelling, grammar, and punctuation is increased. Transcription skill is developed from textbook plates, homework notes, and finally from new matter dictation. Mailability on average-length letters from unfamiliar material is required.
Prerequisite: CSE098, ENXIE G099 or waiver, SEC103, 113, 140, 141
Pre- or Corequisite: SEC142

SEC121 Stenography III (Pitman)
6 hours; 3 credits

Speed building to a writing speed of 80 words a minute is the primary focus of this course. Emphasis on spelling, grammar, and punctuation is increased. Transcription skill is developed from textbook plates, homework notes, and finally from new matter dictation. Mailability on average-length letters from unfamiliar material is required.
Prerequisite: CSE098, ENXIE G099 or waiver, SEC100, 110, 140, 141
Pre- or Corequisite: SEC142

SEC123 Stenography III (ABC)
6 hours; 3 credits

Speed building to a writing speed of 80 words a minute is the primary focus of this course. Emphasis on spelling, grammar, and punctuation is increased. Transcription skill is developed from textbook plates, homework notes, and finally from new matter dictation. Mailability on average-length letters from unfamiliar material is required.
Prerequisite: CSE098, ENXIE G099 or waiver, SEC103, 113, 140, 141
Pre- or Corequisite: SEC142

SEC140 Typewriting I
4 hours; 2 credits

This course is designed to develop keyboard mastery for beginners and those who have had a minimum of instruction in typewriting. Keyboard mastery will be followed by skill building and training in setting up basic business correspondence, tabulations, and manuscripts. Proofreading and proper correction techniques will be stressed. The final minimum speed goal is 30 words per minute.
Prerequisite: ESL must have completed ESL098 or Learn

SEC141 Typewriting II
4 hours; 2 credits

This course is designed to increase the skills of students who possess speeds of 35 to 40 words per minute. Emphasis will be placed on speed and accuracy development. Basic business correspondence will be reviewed and more complicated business forms and tabulations
will be introduced. The final minimum speed goal is 40 words a minute.
Prerequisite: SEC140 or equivalent; ESL students must have completed ESL098 or waiver

SEC142 Typewriting III
3 hours; 2 credits
This course is designed to develop the students’ abilities to perform a variety of typewriting production tasks; i.e., legal, medical, statistical, and technical correspondence. The final minimum speed goal is 50 words a minute.
Prerequisite: CSE098, ENX/ENG099 or waiver SEC140, SEC141, SEC142. ESL students must have completed ESL098

SEC143 Power Typing
4 hours; 2 credits
This course is designed to meet the individual needs of students desiring to improve their typing skills. Through diagnostic testing and error analysis techniques, students will be able to achieve higher degrees of speed and accuracy. A final minimum goal of 55 words a minute is required.
Prerequisite: CSE098, ENX/ENG099 or waiver, SEC140, SEC141, SEC142. ESL students must have completed ESL098 or waiver

SEC144 Concepts of Word Processing
4 hours; 2 credits
The student will acquire a knowledge of the history, concepts, and current office practices of word processing. The student will develop the ability to function as a skilled operator of machine transcribing equipment, and will learn the skills necessary to produce mailable transcripts of letters, reports, statistical tables, and inter-office memoranda from rough drafts, and/or recorded messages. Special emphasis will be placed on spelling, grammar and punctuation.
Prerequisite: CSE099, ENX/ENG099, ENG101, SEC140 or its equivalent
Pre- or Corequisite: SEC141, ENG112

SEC145 Word Processing I
4 hours; 2 credits
This is an introductory word processing course, providing the student with hands-on training. The techniques covered include creation, formatting, editing, and printing of documents. In this course, the student will develop the ability to function in an entry-level word processing position.
Prerequisite: CSE099, ENX/ENG099 or equivalent

SEC146 Word Processing II
4 hours; 2 credits
This course is a continuation of the applications and principles covered in Word Processing I, SEC 145. The students will develop advanced word processing capabilities such as the merge and glossary functions as well as the sort and math options.
Prerequisite: SEC145

SEC147 Administration of Information Processing
3 hours; 3 credits
Students will develop the ability to supervise people and manage procedures in an office incorporating information processing. Emphasis will be given to the selection of equipment and personnel. Students will analyze productivity in information processing and gain an awareness of ergonomics involved in office automation.
Prerequisite: SEC140 or 150, ENG 101

SEC148 Simulation of Word Processing Center
4 hours; 3 credits
Students will organize, administer, and evaluate a simulated word processing center. Students will be given an opportunity to role play and perform word processing tasks in various positions, i.e., correspondence and/or administrative secretary, principal, proofreader, or supervisor.
Prerequisite: CSE099, ENX/ENG099, MAT099, SEC140, 141, 142 or its equivalent, SEC144 or SEC201, SEC145, ENG112, HUC101
Pre- or Corequisite: SEC146

SEC150 Word Processing on the Microcomputer
4 hours; 2 credits
This course is an introduction to word processing on the microcomputer. Emphasis is placed on developing an understanding of the role of word processing in the business office. Through practice exercises and lectures, students will master the microcomputer to create, edit, print, store, and retrieve documents, as well as to use advanced functions such as merging documents.
Prerequisites: CSE098, ENX/ENG099, SEC140 or waiver

SEC160 Electronic Office Procedures
4 hours; 2 credits
Business skills such as word processing and machine transcription will be developed, integrated, and refined. Human relations skills, interoffice relationships, and organizational structure will be covered through job-related projects. Basic filing rules, mail procedures, electronic mail, telephone techniques, and telecommunications will also be discussed. Hands-on training will be conducted in electronic calendaring and filing. The Teletrainer will be used for hands-on telephone training.
This course is closed to students who are required to take Office Techniques I and 2.
Prerequisites: SEC141 or equivalent
Pre- or Corequisites: SEC145, ENG101
Note: This is the first TAR course and must be completed before your first internship.

SEC200 Office Techniques and Trends I
4 hours; 2 credits
This course is designed to cover non-stenographic specialization requiring technical and interpersonal relationship competencies for employable job performance. Students will have opportunities to develop command of related business skills such as filing, duplication processes, telephone techniques, communications, office interpersonal behavior procedures, and principles of office etiquette. Students will research and report on a current secretarial office practice.
Prerequisite: ENX/ENG099 or waiver, SEC140 or equivalent
Corequisite: Stenography II
SEC201 Office Techniques and Trends II
4 hours; 2 credits
This course is designed to cover non-stenographic specializations providing students with applications that let them develop, integrate, and refine business skills such as telephone techniques and machine transcription. The students also will become actively involved in job-related projects, research assignments, human relation projects, and communication skills. Students will learn to handle successfully office situations such as setting priorities, organizing work, and making and evaluating decisions.
Prerequisite: ENX/ENG099, CSE098 or waiver SEC140, 141, 200
Corequisite: Stenography III
Note: This is the first TAR course and must be completed before your first internship.

SEC210 Transcription I (Gregg)
6 hours; 3 credits
This course integrates stenographic and typewriting training, which will enable the student to attain a dictation speed of 85 to 105 words a minute and a typewriting speed of 50 words a minute. Office style dictation is introduced to enable the student to transcribe "ready-for-signature" correspondence. Proofreading, grammar, punctuation, and spelling skills are reinforced.
Prerequisite: CSE099, ENX/ENG099 or waiver, SEC103, 113, 123, 140, 141, 142, ENG101
Corequisite: ENG112

SEC211 Transcription I (Pitman)
6 hours; 3 credits
This course integrates stenographic and typewriting training, which will enable the student to attain a dictation speed of 85 to 105 words a minute and a typewriting speed of 50 words a minute. Office style dictation is introduced to enable the student to transcribe "ready-for-signature" correspondence. Proofreading, grammar, punctuation, and spelling skills are reinforced.
Prerequisite: CSE099, ENX/ENG099 or waiver, SEC101, 111, 121, 140, 141, 142, ENG101
Corequisite: ENG112

SEC215 Transcription I (ABC)
6 hours, 3 credits
This course integrates stenographic and typewriting training, which will enable the student to attain a dictation speed of 85-105 words a minute and a typewriting speed of 50 words a minute. Office style dictation is introduced to enable the student to transcribe "ready-for-signature" correspondence. Proofreading, grammar, punctuation, and spelling skills are reinforced.
Prerequisite: CSE099, ENX/ENG099 or waiver, SEC103, 113, 123, 140, 141, 142, ENG101
Corequisite: ENG112

SEC216 Transcription II (Gregg)
8 hours; 4 credits
This final course in stenographic training brings students to a professional level of competence. Stenographic dictation at 95-110+ words a minute, typewriting speed of 60 words a minute are the end goals for this course. Office style dictation is included and emphasis is placed on production of accurate, attractive, carefully proofread transcripts, ready for signature.
Prerequisite: CSE099, ENX/ENG099 or waiver, ENG101, 112, SEC100, 110, 120, 140, 141, 142, 210

SEC218 Bilingual Transcription I
8 hours; 4 credits
Stenographic and typewriting training are correlated in this course to produce stenographic dictation speed at 90 words a minute in English and 80 words a minute in Spanish; typewriting speed of 50 words a minute and transcription rate of 15-25 words a minute. Use of carbon copies, proofreading, collating, correcting grammar, punctuation, and spelling in both languages are emphasized.
Prerequisite: CSE099, ENX/ENG099 or waiver, ENG101, 112, SEC105, 115, 100, 110, 120, 140, 141, 142; HUS105, 210, or permission of the instructor
Corequisite: HUS220, ENG112

SEC219 Bi-Lingual Transcription II
8 hours; 4 credits
This final course in stenographic training brings students to a professional level of competence. Stenographic dictation at 100 words a minute in English and 90 words in Spanish, typewriting speed of 60 words a minute, and transcription rates of 25-30 words a minute are the end goals for this course.
Prerequisite: CSE099, ENX/ENG099 or waiver, SEC218, 105, 115, 100, 110, 120, 140, 141, 142, HUS220, 210, HUS105 or equivalent HUS102 or equivalent HUS101 or equivalent; ENG112, ENG101

SEC221 Transcription II (Pitman)
8 hours; 4 credits
This final course in stenographic training brings students to a professional level of competence. Stenographic dictation at 95-110+ words a minute, typewriting speed of 60 words a minute are the end goals for this course. Office style dictation is included and emphasis is placed on production of accurate, attractive, carefully proofread transcripts, ready for signature.
Prerequisite: CSE099, ENX/ENG099 or waiver, ENG101, 112, SEC100, 110, 120, 140, 141, 142, 211

SEC225 Transcription II (ABC)
8 hours; 4 credits
This final course in stenographic training brings students to a professional level of competence. Stenographic dictation at 95-110+ words a minute, typewriting speed of 60 words a minute are the end goals for this course. Office style dictation is included and emphasis is placed on production of accurate, attractive, carefully proofread transcripts, ready for signature.
Prerequisite: CSE099, ENX/ENG099 or waiver, ENG101, 112, SEC103, 113, 123, 140, 141, 142, 215
OFFICE TECHNOLOGY

SEC235 Legal Office Technology I (Gregg)
Course replaces SEC230, Legal Vocabulary I
3 hours; 3 credits
This course is designed to provide the student with the vocabulary and background information required to prepare legal documents. Development of typing speed, machine transcription of legal documents and correspondence, spelling, and punctuation will be stressed.
Prerequisites: CSE099, ENX/ENG099, SEC142, SEC120, AMM110
Pre- or Corequisite SEC145
Corequisite: SEC265

SEC236 Legal Office Technology I (Pitman)
Course replaces SEC231 Legal Vocabulary I
3 hours; 3 credits
This course is designed to provide the student with the vocabulary and background information required to prepare legal documents. Development of typing speed, machine transcription of legal documents and correspondence, spelling and punctuation will be stressed.
Prerequisites: CSE099, ENX/ENG099, SEC142, SEC121, AMM110
Pre- or Corequisite SEC145
Corequisite: SEC266

SEC237 Legal Office Technology I (Machine)
Course replaces SEC232 Legal Vocabulary I
3 hours; 3 credits
This course is designed to provide the student with the vocabulary and background information required to prepare legal documents. Development of typing speed, machine transcription of legal documents and correspondence, spelling, and punctuation will be stressed.
Prerequisites: CSE099, ENX/ENG099, SEC142, SEC122, AMM110
Pre- or Corequisite SEC145
Corequisite: SEC267

SEC245 Legal Office Technology II (Gregg)
Course replaces SEC240 Legal Vocabulary II
3 hours; 3 credits
This course is a continuation of Legal Office Technology I. It includes more advanced terminology and legal documents, further development of typing speed, machine transcription on word processors, and continued exercises in spelling and punctuation.
Prerequisites: CSE099 or waivers; AMM110, ENG101, SEC235
Corequisite: SEC275

SEC246 Legal Office Technology II (Pitman)
Course replaces SEC241 Legal Vocabulary II
3 hours; 3 credits
This course is a continuation of Legal Office Technology I. It includes more advanced terminology and legal documents, further development of typing speed, machine transcription on word processors, and continued exercises in spelling and punctuation.
Prerequisites: CSE099 or waivers; AMM110, ENG101, SEC236
Corequisite: SEC276

SEC247 Legal Office Technology II (Machine)
Course replaces SEC242 Legal Vocabulary II
3 hours; 3 credits
This course is a continuation of Legal Office Technology I. It includes more advanced terminology and legal documents, further development of typing speed, machine transcription on word processors, and continued exercises in spelling and punctuation.
Prerequisites: CSE099 or waivers; AMM110, ENG101, SEC237
Corequisite: SEC277

SEC250 Educational Problems of the School Secretary: Part I
2 hours; 2 credits
This course is one of three courses designed to prepare a student for the School Secretary License Examination. It will cover the By-laws of the Board of Education, guidance procedures, practical psychology for the school secretary, ethics of the school secretary and issues of special education.
Prerequisite: CSE099, ENX/ENG099 or waiver

SEC251 Educational Problems of the School Secretary: Part II
2 hours; 2 credits
This course is a continuation of Educational Problems of the School Secretary I. It deals with the organization of the New York City public school system, circulars and directives as they apply to the School Secretary. The philosophy of education and the interpretation of educational statistics is also introduced.
Prerequisite: CSE099, ENX/ENG099 or waiver, SEC250

SEC255 School Records and Accounts
2 hours; 2 credits
This course is designed to develop an understanding of New York City public school records, accounts and administrative procedures as related to pupil and staff. Classwork will consist of actual analysis of selected school records and accounts. Day to day procedures will be reviewed, discussed and analyzed.
Prerequisite: CSE099, ENX/ENG099, MAT099, or waiver

SEC260 Business Communications
3 hours; 3 credits
This course provides instruction and practice for the secretary in how to exercise various communication tasks in business. Written activities will focus on business letters, memoranda, application letters, cover letters, and resumes. Oral activities will include simulation of office situations, telephone inquiries, etc. Special consideration will be given to the mechanics of written English.
Prerequisites: CSE099, ENX/ENG099 or waiver
Pre- or Corequisite: ENG101
SEC265 Legal Dictation and Transcription I (Gregg)
Course replaces SEC212 Legal Stenography I
6 hours; 3 credits

This course is designed to provide introductory training and instruction in the preparation of legal documents and legal correspondence. Emphasis will be placed upon the stenographic, transcription and format aspects of such documents and correspondence. An understanding of the nature, purpose and terminology of legal documents will be provided. Proofreading, editing and writing skills will also be reinforced.
Prerequisites: CSE099, ENX/ENG099 or waiver, SEC142, SEC120, AMM110 Pre- or Corequisite: SEC145, ENG101
Corequisite: SEC235

SEC266 Legal Dictation and Transcription I (Pitman)
Course replaces SEC213 Legal Stenography I
6 hours; 3 credits

This course is designed to provide introductory training and instruction in the preparation of legal documents and legal correspondence. Emphasis will be placed upon the stenographic, transcription and format aspects of such documents and correspondence. An understanding of the nature, purpose and terminology of legal documents will be provided. Proofreading, editing and writing skills will also be reinforced.
Prerequisites: CSE099, ENX/ENG099 or waiver, SEC142, SEC121, AMM110 Pre- or Corequisite: SEC145, ENG101
Corequisite: SEC236

SEC267 Legal Dictation and Transcription I (Machine)
Course replaces SEC214 Legal Stenography I
6 hours; 3 credits

This course is designed to provide introductory training and instruction in the preparation of legal documents and legal correspondence. Emphasis will be placed upon the stenographic, transcription and format aspects of such documents and correspondence. An understanding of the nature, purpose and terminology of legal documents will be provided. Proofreading, editing and writing skills will also be reinforced.
Prerequisites: CSE099, ENX/ENG099 or waiver, SEC142, SEC122, AMM110 Pre- or Corequisite: SEC145, ENG101
Corequisite: SEC237

SEC275 Legal Dictation and Transcription II (Gregg)
Course replaces SEC222 Legal Stenography II
6 hours; 3 credits

This course is designed to provide advanced training and instruction in the preparation of legal documents and legal correspondence, building upon the work completed in Legal Dictation and Transcription I. Emphasis will be placed upon the stenographic, transcription and format aspects of such documents and correspondence. An understanding of the nature, purpose and terminology of legal documents will be provided. Proofreading, editing and writing skills will also be refined.
Prerequisites: CSE099 or waiver, SEC266, SEC145, AMM110, ENG101
Corequisite: SEC276

SEC276 Legal Dictation and Transcription II (Pitman)
Course replaces SEC223, Legal Stenography II
6 hours; 3 credits

This course is designed to provide advanced training and instruction in the preparation of legal documents and legal correspondence, building upon the work completed in Legal Dictation and Transcription I. Emphasis will be placed upon the stenographic, transcription and format aspects of such documents and correspondence. An understanding of the nature, purpose and terminology of legal documents will be provided. Proofreading, editing and writing skills will also be refined.
Prerequisites: CSE099 or waiver, SEC267, SEC145, AMM110, ENG101
Corequisite: SEC277

SEC277 Legal Dictation and Transcription II (Machine)
Course replaces SEC224 Legal Stenography II
6 hours; 3 credits

This course is designed to provide advanced training and instruction in the preparation of legal documents and legal correspondence, building upon the work completed in Legal Dictation and Transcription I. Emphasis will be placed upon the stenographic, transcription and format aspects of such documents and correspondence. An understanding of the nature, purpose and terminology of legal documents will be provided. Proofreading, editing and writing skills will also be refined.
Prerequisites: CSE099 or waiver, SEC267, SEC145, AMM110, ENG101
Corequisite: SEC277

SEC278 Microcomputer Applications—Spreadsheets
4 hours; 2 credits

This course will familiarize the students with the menu commands and uses of spreadsheet software packages. Through hands-on practice the students will develop the ability to create spreadsheets for multiple purposes. Emphasis will be placed on record-keeping for general business applications.
Prerequisites: CSE099, ENX/ENG099, MAT099 or waiver, SEC140

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OFFICE TECHNOLOGY
Social Science Department

Social Science courses examine why people behave the way they do; why society is the way it is; who has power, wealth, and prestige; and how they got them. Many of the courses emphasize the themes of ethnicity, class, gender, and power through which students can better understand themselves, society, and the world in which they live.

The department offers courses in: anthropology, economics, history, political science, psychology, sociology, and urban study. Courses in these areas are presented below in that order, following a listing of the department's interdisciplinary courses.


Interdisciplinary Courses

SSI100 Introduction to Social Science
3 hours; 3 credits
This course introduces the students to the six social sciences—anthropology, economics, history, political science, psychology and sociology. It explores basic concepts in each field including culture, family, power, scarcity, personality, and change over time. Through the theme of work, students apply these concepts to real life and test the various social science methodologies. The course endeavors to further the students' understanding of human behavior and the world in which they live.
Prerequisite: CSE098, ENX/ENG099 or waiver
Note: This course is required for liberal arts majors prior to the first internship.

SSI101 Identity and Culture
3 hours; 3 credits
This course is an introduction to the process of developing personal identity in a multicultural and multi-racial society. Students will compare characteristics of their own culture with those of mainstream U.S. culture as well as of other cultural groups. Special attention will be given to ideas about assimilation, amalgamation, cultural pluralism and social mobility in the U.S.
Corequisite: ESR098 or ESL099

SSI210 Women in Society
3 hours; 3 credits
The course will examine the role of women in society from a historical and cross-cultural perspective. It will examine women's psychological issues, economic functions and their relationships to social institutions. The debates surrounding women at work, women in politics and women's movements will be discussed.
Prerequisite: CSE099, ENX/ENG099 or waiver, SSI100

SSI240 The Minority Aged in the Inner City
3 hours; 3 credits
This course will examine the life style and experiences of minority elderly living in the inner city. The course is designed to provide an enhanced awareness of and sensitivity to the multiple jeopardy of ageism, racism, and poverty experienced by many inner city minority aged. A major focus will be placed on the Black and Hispanic aged. Substantive topics to be covered will include: The psycho-social, political and economic forces that influence the quality of life in the inner city.
Field trips to service programs, facilities and visits to the homebound will be required.
Prerequisite: CSE099, ENX/ENG099, MAT099, or waiver, SSI100

Anthropology

SSA100 Introduction to Anthropology
3 hours; 3 credits
In this course, students will be introduced to the fields of Anthropology—Physical Anthropology, Archeology, Cultural Anthropology, and Anthropological topics in Linguistics. The aim shall be to explore the origins and development of some of the world's hunter-gatherer, agricultural, peasant and industrial societies. Utilizing examples from both extinct and modern day societies, the student will gain an appreciation of the wide diversity of human cultures.
Prerequisite: CSE099, ENX/ENG099 or waivers, SSI100

SSA101 Cultural Anthropology
3 hours; 3 credits
This course examines the similarities and differences found in the various types of human cultures and societies. It acquaints students with the basic concepts that help explain differences and similarities. The role of culture and language in determining human behavior is examined as is the interrelationship of aspects of behavior (economics, politics, family and religion) in different types of societies. Patterns of cultural change will also be discussed.
Prerequisite: CSE099, ENX/ENG099 or waiver, SSI100

SSA106 Anthropology of Latin America
3 hours; 3 credits
This course will focus on the different peoples and cultures of Latin America, including Indian groups, rural communities of peasants, blacks and other plantation workers, urbanized peasants, urban workers, new middle classes and elites. The social and cultural organization of each of these groups will be examined, particularly in their relationship to the larger society. The impact of the global economy on Latin American cultures will also be examined.
Prerequisites: CSE099, ENX/ENG099, SSI100
**Economics**

*SSA150 The Dynamics of Culture Change*
3 hours; 3 credits

This course examines the responses of the peoples and cultures of the Third World to the expansion of Western Society. It focuses on the changes brought about by colonialism, modernization, development, nation building and the emergence of a global economy in selected societies of Asia, Africa and Latin America. Case studies are examined to understand the factors that promote stability, change and revolution.

*Prerequisite: CSE099, MAT099 or waiver, SS100*
*Pre- or Corequisite: ENG101*

*SSA205 Human Evolution, Variation and Biology*
6 hours; (3 lecture, 3 lab); 4 credits

This course introduces students to the evidence for human evolution and the relationship of humans to the rest of the biological world. Through class discussions, readings and laboratory studies, students will examine how the scientific process is applied to the study of human biological variation and development. The unique cultural and social development and characteristics of the human species will also be covered.

*Prerequisite: CSE099, ENX/ENG099, MAT099, SS100*

**Economics**

*SSSE101 Introductory Economics I*
3 hours; 3 credits

This course serves as an introduction to some of the major economic principles, institutions and policies in the United States. Among the topics included are: the nature and methods of economics, the historical development of the market and other systems; supply and demand; the roles of industry and government in the market place; money and banking; income levels; and the problems of inflation and unemployment.

*Prerequisite: For Business Administration or Management majors: CSE099, ENX/ENG099; for all others: SS100, CSE098, ENX/ENG099, or waiver*
*Pre- or Corequisite: MAT099*

*SSSE102 Introductory Economics II*
3 hours; 3 credits

As a continuation of Economics I, Economics II introduces students to the allocation of resources in the world economy. Specifically, students will examine how capitalist and socialist countries manage their resources. In addition, students will learn about major issues in international trade and finance, economic development in third world countries, pollution and the environment, defense spending, and the economics of energy.

*Prerequisite: CSE099, ENX/ENG099, MAT099 or waiver, SS101*

*SSSE110 Consumer Economics (Former Title: Consumer Economics and Personal Finance)*
3 hours; 3 credits

The course examines the role of the consumer in the American market economy. In addition, it seeks to illuminate consumer concerns in daily economic transactions. Topics include: consumer behavior, the relation of consumption to the nation's wealth, the consumer movement and consumer organizations, consumer protection laws, and the consumer's stake in such economic policies as protective tariffs, monetary policy, agricultural supports and anti-inflation measures.

*Prerequisite: CSE099, ENX/ENG099, MAT099 or waiver, SS101*

*SSSE125 World Geography*
3 hours; 3 credits

The course studies the influence of physical features and climates of the world on human activities, production, distribution and other economic activities. Emphasis is placed on the location and distribution patterns of the world's resources and their uses. Topics studied include urban geography, geopolitics of oil and gas and preparation and interpretations of maps by physical features and cultural aspects.

*Prerequisite: CSE099, ENX/ENG099, MAT098, or waivers, SS100*

**History**

*SSH101 Themes in American History to 1865*
3 hours; 3 credits

This course will focus on the major themes in American History from the colonial period to the Civil War. Topics such as slavery, women's roles, expansion, urbanization, reform movements and the development of the American character will be examined in this course.

*Prerequisite: CSE099, ENX/ENG099 or waiver, SS100*

*SSH102 Themes in American History since 1865*
3 hours; 3 credits

This course will examine American history since 1865. Such topics as industrialization, labor unions, immigration, organization, political parties, reform movements, foreign policy and the rise of the U.S. as the major force in the world will be covered in this course.

*Prerequisite: CSE099, ENX/ENG099 or waiver, SS100*

*SSH103 Western Civilization from Ancient Times to the Renaissance*
3 hours; 3 credits

This course investigates the main features of human civilization from ancient times to the Renaissance. The importance of geography, religion, custom and ideology are explored for the purpose of capturing the spirit of the past as well as understanding its relationship to the present.

*Prerequisite: CSE099, ENX/ENG099 or waiver, SS100*
SOCIAL SCIENCE

SSH104 Western Civilization from the Renaissance to Modern Times
3 hours; 3 credits

This course discusses the major ways in which Western Society has changed over the past 250 years. It covers the scientific revolution, the industrial revolution, and the major political revolutions. It also explores the impact of ideas such as liberalism, Marxism, Darwinism, Nazism, and Freudianism. The two World Wars and prospects for world peace are examined.
Prerequisite: CSE099, ENX/ENG099 or waiver, SSI100

SSH210 Work in America (Former Title: Labor History)
3 hours; 3 credits

This course will investigate the changing circumstances of workers in America from the Colonial period to the present. It will cover the rise of the labor movement and the role of women and minorities in the changing labor market. The impact of technology on the economy and the changing labor market will also be discussed.
Prerequisite: CSE099, ENX/ENG099 or waiver, SSI100 or SSE101

SSH231 Afro-American History
3 hours; 3 credits

This course will begin with a study of the interaction between the Indian, European, and African peoples who shaped the history of Latin America and the Caribbean. It then considers the colonial period, the Independence movements, the French and Spanish revolutions, and the challenge of modernization in selected Latin American and Caribbean nations. The relationship between Latin America and the United States will also be discussed.
Prerequisite: CSE099, ENX/ENG099 or waiver, SSI100

SSH260 History of Minorities
3 hours; 3 credits

This course focuses on the experiences of and challenges to minorities in the United States. It examines changing patterns of the immigration, settlement and employment of various minority groups including Afro-Americans, Irish-Americans, Hispanic-Americans and Asian-Americans. In addition, the situation of the Native Americans, women, gays and the aged will be discussed in an historical context.
Prerequisite: CSE099 ENG099 or waiver, SSI100

Political Science

SSP101 U.S. Power and Politics (Former Title: Power and Politics in America)
3 hours; 3 credits

This course analyzes the relationship between the theory, form, and practice of American government. The course studies the strengths and weaknesses of the American political system. A major concern of the course is the nature of power in America and the options for reforming the American political system.
Prerequisite: CSE099, ENX/ENG099 or waiver, SSI100

SSP200 World Politics
3 hours; 3 credits

This course will investigate the dynamics of international power politics. After an introduction to alternative forms of political organization, the class will study the problems of achieving a balance of power between nations and the ultimate breakdown of that balance in war. It will examine the role of the superpowers, the impact of emerging nations and the Third World as well as the function of alliances in world relations. The class will also evaluate the feasibility of various plans for international order and peace.
Prerequisite: CSE099, ENX/ENG099 or waiver, SSI100

SSP220 Politics of Latin America and the Caribbean
3 hours; 3 credits

This course will examine the major groups which seek power in Latin America and the Caribbean, and analyze the various strategies they use including revolution, populism, democratic reform, socialism and military authority. The prospects for modernization will be drawn from a variety of Latin American and Caribbean countries. The course includes discussion of the role of foreign nations in the politics of this area.
Prerequisite: CSE098, ENX/ENG099, MAT099 or waiver, SSI100

SSP240 Crime and Punishment
3 hours; 3 credits

This course deals with the purposes and problems of penal systems, old and new, national and international. The course will investigate the relationship between the criminal, punishment, society, and politics. Selected famous cases will be studied in detail as well as the American criminal justice system and the issue of the death penalty.
Prerequisite: CSE099, ENX/ENG099 or waiver, SSI100
SSP245 Law and Human Rights in America (Former Title: The Law, Politics and the Individual)
3 hours; 3 credits
This course will focus on the legal aspects of human rights issues in America. Starting with the origins of democracy and the Bill of Rights, students will explore major Supreme Court cases and Constitutional amendments dealing with such topics as freedom of speech, freedom of the press, freedom of religion, the right to vote, equality before the law, and the rights of the accused. Controversial contemporary issues such as abortion, privacy, and gun control will also be discussed in a legal context.
Prerequisite: CSE099, ENX/ENG099 or waiver, SSY100

Psychology

SSY101 General Psychology
3 hours; 3 credits
An introduction to some of the major fields of study in the science of psychology. Areas covered include learning, perception, theories of personality, mental illness and therapy, social psychology, and the research methods of psychology.
Prerequisite: CSE099, ENX/ENG099 or waiver, SSY100

SSY100 Psychology of Relationships
3 hours; 3 credits
The course focuses on the dynamics of personal relationships, especially as applied to work, school, family and community settings. Students will examine topics such as working mothers, single parents, divorce, reconstituted families, sexual norms, and values. The course will explore issues of adjustment and mental health in both traditional and contemporary families.
Prerequisite: ENX/ENG099, CSE099 or waiver, SSY100

SSY200 Personality
3 hours; 3 credits
Theories, methods, and selected issues in the field of personality will be discussed in the context of achieving greater self-awareness and insight into the behavior of others. Among the topics discussed are: psychoanalytic, behavioristic and phenomenological theories of personality types and traits, the achievement of self-knowledge, psychological testing and personality research methods.
Prerequisite: CSE099, ENX/ENG099 or waiver, SSY100, SSY101

SSY230 Abnormal Psychology
3 hours; 3 credits
This course introduces the major categories of mental illness, their symptoms, causes and treatment. Among the mental disorders covered are personality disorders, the neuroses, schizophrenic psychosis, and the major affective disorders. Theoretical models for understanding mental disorders will also be discussed.
Prerequisite: CSE099, ENX/ENG099 or waiver, SSY100, SSY101

SSY240 Developmental Psychology I
3 hours; 3 credits
This course examines the physiological and psychological factors in individual development from birth through adolescence. It includes a study of emotional and behavioral disorders of children as well as principles of child guidance. Issues such as battering, drug usage and discipline will be discussed. The course emphasizes cognitive, moral and personality development.
Prerequisite: CSE099, ENX/ENG099 or waiver, SSY100, SSY101

SSY241 Developmental Psychology II
3 hours; 3 credits
This course examines the biological, psychological, and social changes of adults and the principles underlying these changes. The course explores such topics as social sex roles, self-identity, self-esteem, worker productivity, ideas and values. Students will learn about adult life crisis issues such as marriage, divorce, mid-life crisis, menopause, unemployment and aging.
Prerequisite: CSE099, ENX/ENG099 or waiver, SSY100, SSY101

SSY246 Psychology in Business and Organizations
3 hours; 3 credits
This course will examine and analyze human behavior in the workplace from an organizational psychology perspective. Students will investigate the relationship between the individual and the organization climate. Specifically, the course will explore relationships, communication, groups, motivation, attitudes and individual development in the workplace. Finally, the nature of organizational systems and their interaction with society will be analyzed.
Prerequisite: CSE099, ENX/ENG099, MAT099 or waiver, SSY100, or SSY101, or AMM103

SSY250 Social Psychology
3 hours; 3 credits
This course examines how the individual's personality is affected by the influences of other people and the physical environment. Among the topics discussed are: forming attitudes, conformity in groups, helping others, prejudice, and environmental stress. Research methods will also be introduced.
Prerequisite: CSE099, ENX/ENG099 or waiver, SSY100 and SSY101 or permission of instructor
SSY260 Group Dynamics
3 hours; 3 credits

An introduction to the theory, research and practice of group dynamics and small group interaction in a variety of settings. Methods and techniques utilized in the investigation of small group processes will be demonstrated and critically examined. Through participation in role playing and small group interaction, students will be introduced to basic principles of interpersonal and group dynamics in families, groups, and at work.
Prerequisite: CSE099, ENX/ENG099 or waiver, SSY101

SSY290 Psychology of Aging
3 hours; 3 credits

This course will examine the principles underlying the biological, psychological and social changes that occur during the latter part of the life span. It will also explore the determinants of aging—cognition, personality, role changes, and attitudes and adjustments towards dying and death.
Prerequisite: CSE099 or waiver; ENG101, SSY100, SSY101; recommended: SSY241

Sociology

SSS175 Sociology of Organizations (Former Title: Sociology of Complex Organizations)
3 hours; 3 credits

This course will analyze the social structure and dynamics of large scale organizations such as the corporation, the government agency, and the labor union. It will examine the significance of these organizations in the larger world as well as investigate the social worlds which exist within these organizations. Through this course, the student will come to understand the interaction between individual personality and bureaucratic structure.
Prerequisite: CSE099, ENX/ENG099 or waiver, SSY100

SSS185 Sociology of Education
3 hours; 3 credits

This course examines the social relations which exist in educational institutions and processes. It also analyzes the reciprocal influences of family, school, economic, political, and other social institutions. The relationships between changes in society and in education are explored in depth. Focus is on the educational system of the U.S.
Prerequisite: CSE099, ENX/ENG099 or waiver, SSY100

SSS280 Sociology of the Family
3 hours; 3 credits

This course examines the contemporary American family from historical and cross-cultural perspectives. It considers sub-cultural variations within American society; the influence of industrial and technological changes on family life; relationship of socialization to personality development; programs to meet family needs, dating, courtship and marriage.
Prerequisite: CSE099, ENX/ENG099 or waiver, SSY100

Urban Study

SSN181 Contemporary Urban Issues
Course replaces SSN195 Urban Social Problems
3 hours; 3 credits

This course provides an overview of urban issues in order to help students understand their daily environment. It examines New York City in comparison to cities of the past and around the world. It reviews current urban social, political, and economic issues as well as the quality of city life. The course includes field projects and a trip to a community board.
Prerequisites: CSE099, ENX/ENG099, MAT099, SSY110 or SSE101 or SSY101

SSN182 Urban Anthropology
3 hours; 3 credits

This course examines urban culture and society in different parts of the world. It includes an examination of the role cities play in different societies, urbanization in developing societies and a comparison of urban society and culture in developing societies with urban life in the United States. Field trips to sites in New York City such as new immigrant communities will be included to familiarize the students with recent changes in urban culture.
Prerequisites: CSE099, ENX/ENG099, MAT099 or SSY100 or SSA101 or SSE101 or SSY101

SSN186 Sociology of the Black Community
Formerly SSS230
3 hours; 3 credits

This course is about the social dynamics of Black communities in urban America. With special reference to New York City, it examines the socialization process, the family, education, and organizational life within urban Black communities. Current problems and future prospects for the urban Black community are discussed. Field trips to communities such as Harlem and Bedford Stuyvesant are included.
Prerequisites: CSE099, ENX/ENG099, MAT099 or SSY100 or SSE101 or SSY101

SSN187 Urban Sociology
Formerly SSS101
3 hours; 3 credits

This course examines changing ideas about the city and the changing impact of the city on American lifestyles. With reference to New York City, the course explores the origins and the social structure of the city. It focuses on the relationship of class to family, gender, education, ethnicity, religion, politics and economics. Visits to housing projects, community organizations, or service delivery agencies will familiarize the students with the issues of planning and change in the city.
Prerequisites: CSE099, ENX/ENG099, SSY100 or SSE101 or SSY101
SSN188 Archeology
3 hours; 3 credits

In this course, students will be introduced to the development, history, techniques and methods of the discipline of Archeology. The aim shall be to explore the reconstruction of the lifeways of past societies such as the Aztecs, Incas, Nubians, and others. The student will read selected writings on current problems as well as gain practical experience by participating in two site visits in the New York City area, such as Weeeksville in Brooklyn, Indian Caves in Inwood Park and others.
Prerequisite: CSE099, ENX/ENG099, MAT098 or waiver, SS1100 or SSE101 or SSY101

SSN189 The Urban Economy
3 hours; 3 credits

This course examines key economic problems facing cities and urban neighborhoods, particularly those of New York City. The students will study how supply and demand, land use, taxation, national product, unions, and state and federal policies affect the local economy. Through visits in their neighborhoods, and such places as the Office Economic Development and the Stock Exchange, students will apply the above concepts to local issues of employment, housing, transportation, and business activity.
Prerequisite: CSE099, ENX/ENG099 or waiver, SS1100 or SSE101 or SSY101

SSN190 Leadership
3 hours; 3 credits

This course explores alternative leadership theories and styles. It focuses on leadership within the urban context and on the importance of New York City figures such as Boss Tweed, Fiorello H. LaGuardia and Shirley Chisholm. Special reference will be made to the particular leadership problems presented by cities. The course will include speakers and field trips to centers of leadership in New York City, either on the citywide or community level, in the public or private sector.
Prerequisite: CSE099, ENX/ENG099 or waiver, SS1100 or SSE101 or SSY101

SSN192 Practical Politics in New York City
3 hours; 3 credits

This course examines New York City as a unique political entity within the context of urban politics in America. It explores the roles of elected officials, community boards, unions, minority groups and business interests in political decision making. The course includes guest speakers and field trips.
Prerequisite: CSE099, ENX/ENG099 or waiver, SS1100 or SSE101 or SSY101

SSN/ENN193 Ideal Societies
3 hours; 3 credits

This course is designed to help students understand utopian movements in urban society from historical, psychological and sociological perspectives. This course will focus on both the causes for creating utopian experiments and the ways in which utopias approach family structure, religion, education, power, and economic organization. Literary versions of utopian communities will be studied. Field trips may be taken to such places as Roosevelt Island and Shaker Village.
Prerequisite: CSE099, ENX/ENG099 or waiver, SS1100 or SSE101 or SSY101

SSN194 Religion and Social Change
3 hours; 3 credits

This course will trace the evolution of traditional and nontraditional religions among various groups within the New York City religious community. The course will focus on Latin groups, and Eastern religions as well as social action projects sponsored by mainline major denominational groups. Field interviews by students will be made.
Prerequisite: CSE099, ENX/ENG099 or waiver, SS1100 or SSE101 or SSY101

SSN199 Neighborhood History
3 hours; 3 credits

This course will study the social, economic and political changes of New York City neighborhoods. The focus will be on the people who migrated into, lived, and then moved out of these neighborhoods. Through field research, students will look closely at such things as immigration, housing, businesses, government legislation, and mass transit lines that have significantly affected neighborhood changes. The course will include field trips such as walking tours and a visit to Ellis Island.
Prerequisite: CSE099, ENX/ENG099 or waiver, SS1100 or SSE101 or SSY101

SSN240 History of New York City
Formerly SSH240
3 hours; 3 credits

This course is about the development of New York City from colonial times to the present. It deals with changes in housing, transportation, immigration, politics, and social classes. The rise of New York City as a financial and cultural center will be discussed. New York City's current problems and future prospects will be assessed. The course includes a walking tour of old New York and a museum trip.
Prerequisites: CSE099, ENX/ENG099, SS1100 or SSE101 or SSY101

SSN280 Urban Black Psychology
Replaces SSY280 Black Psychology
3 hours; 3 credits

This course introduces students to psychological theories and issues relating to Blacks in America. Emphasizing the shift from rural to urban environments, it examines the impact of slavery and racism on Blacks. With special reference to New York City, the course investigates the relationship between Black personality and family, education, work, culture, and mental health. There will be field trips to Harlem and to a community mental health center.
Prerequisites: CSE099, ENX/ENG099, SS1100 or SSE101 or SSY101
Interdepartmental Offering

SSD/BDP105 Computers and Society*
4 hours; 3 credits

This course examines the relationship between human values, society, and technology. It begins with an explanation of how computers work and then investigates how technology affects such issues as jobs, privacy, and education. Lab work is included.
Prerequisite: CSE098, ENX/ENG099, MAT098 or waiver

Departments of:
English, Humanities, Mathematics, Natural and Applied Sciences, and Social Sciences

LIB200 Humanism and Technology: Liberal Arts Seminar
3 hours; 3 credits

The Liberal Arts Seminar explores aspects of the relationship between humanism and technology. The course deals with such questions as: What does it mean to be a man or woman in a world of machines? Are the values we cherish in conflict with those imposed on us by mechanization? The course probes these and other issues in class discussions based on selected readings; student seminar reports and papers; attention to current developments as covered, for example, in The Science Times; and trips to various museums.
Prerequisite: CSE099, ENX/ENG099, MAT099, and 39 credits.

HEGIS Codes

The following is an official list of State approved programs, H.E.G.I.S. (Higher Educational General Information System) codes and approved degrees.

LaGuardia Community College—New York State Institution No. 1100.

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<thead>
<tr>
<th>N.Y.S. Program Name</th>
<th>N.Y.S. Degree Approved</th>
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<tr>
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<tr>
<td>Business Administration</td>
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<td>Business Management</td>
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<tr>
<td>Secretarial Science—Bilingual Option</td>
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<td>Secretarial Science—Executive Sub-Option</td>
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<td>Secretarial Science</td>
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<td>Office Technology</td>
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<td>Administrative Office-Assistant Sub-Option</td>
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<td>Physical Therapist Assistant</td>
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<td>Business, Health Services Tech. Option</td>
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<td>Mortuary Science</td>
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<td>Dietetic Technician</td>
<td>Foodservice Mgt.</td>
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<td>School Foodservice</td>
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<td>Education Associate and Family Assistant</td>
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<td>Mathematics and Science</td>
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<td>Humanities, Social Science, Human Services</td>
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<td>EMT/Paramedic</td>
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<tr>
<td>Gerontology</td>
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Note: In compliance with Federal regulations, it is the policy of LaGuardia Community College to recruit, employ, retain and promote employees, and to admit and provide services for students without regard to sex, age, race, color, religion or handicap. As a public college, LaGuardia Community College believes, in accordance with the requirements of Title IX of the Education Amendments Acts of 1972 and the implementing Federal regulations, in a policy of non-discrimination on the basis of sex in the operation of the College’s educational programs and activities. Federal requirements of non-discrimination on the basis of sex include employment by the College and admissions to LaGuardia Community College.
Glossary of
LaGuardia
Terms

A

@: A symbol that may appear on a student's transcript which indicates a waiver of a requirement (without credit).

AA: Associate in Arts

AAS: Associate in Applied Sciences

AS: Associate in Science

Academic Advisement: A function of the Student Services Division to assure that students receive accurate advisement on courses they must take and other requirements they must meet.

Associate in Arts: The degree awarded in these programs: Bilingual Education Associate, Educational Associate, Gerontology, Human Services, Liberal Arts, and Mortuary Science.


Associate in Science: The degree awarded in these programs: Business Administration, Computer Science, Emergency Medical Technician/Paramedic, Liberal Arts, and Occupational Therapy Assistant.

Academic Year: composed of four quarters: Fall, Winter, Spring, and Summer

Adjunct: a part-time instructor

Articulation: an agreement between a four-year college and LaGuardia to accept certain courses for credit towards a BA or BS degree at that senior college or, an agreement between LaGuardia and a high school for automatic advanced placement credit.

B

BEOG: see Pell Grant

Basic Skills: required courses in reading, writing, math, and oral skills based upon students' performance on the Freshman Placement Test (FSP).

Bursar: the college cashier. In the Bursar's Office all fees and tuition are collected, and all refunds and financial aid checks are given out. The Bursar's Office accepts payment in the form of cash, checks, and money orders.

C

Co-op: see Cooperative Education below.

CR: a symbol that may appear on a student's transcript which indicates a course for which a student earned credit by examination or on the basis of an articulation agreement with the student's high school.

CSE: an abbreviation for a course offered in Communication Skills.

CWS: College Work Study—a form of financial aid.

Campus: all buildings and surrounding areas which the college occupies

Career Preparation Elective Pattern: a group of no more than five courses designed to give students a foundation for a career in areas like art, journalism, and legal studies with related co-op experiences (AA degree in Liberal Arts only).

Career Resource Center: offers assistance to students making career decisions, setting occupational goals, and learning about training and educational requirements of various careers. The center houses a library of occupational and educational information.

Cleared: a term used by the Bursar's Office to indicate that a student has paid or has made acceptable arrangements to pay all of the money owed to the college.

Club Hours: Wednesday afternoons from 1:20-3:50 p.m. No classes are scheduled during this time.

College Discovery Program: a comprehensive program of basic skills courses, counseling, tutoring, and financial aid to students who meet the eligibility requirements.

Confirmation: a student's official schedule of classes issued after payment has been made.

Continuing Education: a college division which offers various credit and noncredit programs to adult students.

Co-op Advisor: a faculty member who teaches co-op prep courses and advises students throughout their three co-op internships.

Co-op Internship: credit-bearing work experience.

Co-op Prep: a required noncredit course which prepares students for co-op internships. Eligibility for placement is dependent on satisfactory completion of Co-op Prep. Course activities include identifying personal co-op internship objectives, interviewing for internships, resume writing, and practice interviews.

Co-op Seminars: evening classes taken during internship quarter. In the seminar, students examine their work experiences in relationship to career and educational objectives, and academic concepts.

Core: a twelve-credit requirement of introductory-level courses taken in four out of five liberal arts departments.

Corequisite: course which must be taken during the same quarter as another course.

Counselor: college staff trained to help students examine educational, career and personal concerns. They conduct freshman seminars, lead workshops, and are available to see students on an individual and group basis.

Course ID: each course ID (listed in the Schedule of Classes) identifies the department offering the course, the specific course, and the particular section a student takes, out of all the sections of the course being offered (e.g., ENG101.01).

Curriculum: a student's major field of study at LaGuardia.

D

Degree Requirements Checklist (DRC): a list which includes a student's basic skills requirements (if any), and the required courses for his or her major.
GLOSSARY

E
Elective: courses not required for a major which a student may choose to take to meet the overall degree requirement. Liberal arts electives include courses from the Departments of English, Humanities, Human Services, Natural and Applied Sciences, Math and Social Science, except those courses listed on pages . Unrestricted electives may be chosen from any department of the college.

Extended Day: evening (after 5 pm) and Saturday courses.

F
Faculty: professional staff of the college (teaches, counselors, co-op coordinators, etc.).
Faculty Advisor: an instructor in a student's major who can assist with academic and career planning.
Freshman Seminar: required, counselor-led weekly meetings which help orient students to the college.
FSAP (Freshman Skills Assessment Program): a test for college freshmen that determines whether they will be placed in basic reading, writing, oral communications, and/or math classes.
Full-time student: generally, a student registered for 7-12 tuition units or credit equivalents per quarter. Since each financial aid program has a different definition for full-time status, see the financial aid counselor for information about how to maintain eligibility for all forms of financial aid. Veterans should speak with a counselor in the Veterans Affairs Office.

G
GPA: Grade Point Average.
Guaranteed Student Loan: a form of financial aid.

H
Humanities: courses in the areas of speech/communication, art, music, foreign languages, bilingual education, and philosophy.

I
INC: a symbol that may appear on a student's transcript indicating an incomplete course.

IOC (Internship Opportunities Catalogue): a complete listing of internships available through the Division of Cooperative Education.
ISR (Integrated Skills Reinforcement): a LaGuardia program that helps students master the content of college courses. Faculty participating in this program create course guides for their students, guides that organize the reading, writing, and oral communication in a course, in a way that fosters learning.
Independent Study: a course of study designed by a faculty member and a student which focuses on the student's interests.
Intensive: see Urban Study Requirement.
Internship: see Co-op Internship.
Internship Seminar: see Co-op Seminar.

J
Job Placement Office: available to all students and alumni. Offers full and part-time job referrals based on a student's interests, skills, experience, and class schedule; placement referrals for alumni; placement in temporary positions; and assistance in developing interview techniques and the preparation of a resume.

L
Liberal Arts: a college major which includes courses from the Departments of English, Humanities, Human Services, Natural and Applied Sciences, Mathematics, and Social Science or electives taken from those departments.

M
Middle College: a Board of Education high school on LaGuardia's campus.

N
NC: a symbol which may appear on a student's transcript which indicates no credit was earned for the course.
NDSL: National Direct Student Loan—a form of financial aid.
Noncleared: term used by the Bursar's Office to indicate that a student owes money to the college. Accounts must be settled before the student will be permitted to register for the next quarter's classes.

P
P: a symbol that may appear on a student's transcript which indicates the student passed the course. Used prior to Fall, 1975. Not calculated towards GPA.
Part-time Student: generally, a student registered for less than seven tuition units is considered part-time at LaGuardia. Since each financial aid program has a different definition for part-time status, see a financial aid counselor for information about how to maintain eligibility for all forms of financial aid. Veteran's should speak with a counselor in the Veterans Affairs Office.
Pell Grant: a form of financial aid (formally BEOG).
Pre-registration Admission Form: required form which must be signed by a counselor or faculty advisor before registration. It lists the courses for which a student has been advised to register.
Prerequisite: an introductory course that must be completed prior to taking an advanced course.
Probation: a trial period of two quarters which permits students to improve a low grade average.

R
R: a symbol that may appear on a student's transcript which indicates the course must be repeated.
Regents Award for Children of Deceased or Disabled Veterans: a form of financial aid.
Regents College Scholarship: a form of financial aid.
Registrar's Office: coordinates and implements the registration process. In addition, it also handles the following services: transcript requests, tuition refund requests, verification of attendance, change of data (name, address, etc.), maintenance of student records, transfer credit evaluations, CUNY Assessment Test scores, graduation requirements, student enrollment data, readmission applications, reinstatement applications.
Registration Appointment: a specific appointment assigned by the Registrar's Office indicating the day and time a student is to register.
**Requirements:** necessary courses for completion of a degree.

**Retention:** college policy specifying conditions for maintaining student status.

**S**

**SIR (Student Instructional Report):** the questionnaire by which students evaluate their teachers.

**Social Science:** courses in the areas of economics, history, psychology, sociology, political science, and anthropology.

**Social Security Payments to Children of Deceased or Disabled Parents:** a form of financial aid.

**Special Programs:** programs offered by the Division of Continuing Education which generally focus on educational preparation, occupationally related skills and training, vocational counseling, or professional development. These programs are usually offered at off-campus locations.

**State Aid to Native Americans:** a form of financial aid.

**Student Activities Department:** a college department which includes the Student Activities Committee, student clubs and organizations, and the Student Council.

**Student Services:** a college division which offers programs including Counseling, Student Activities, and Health Services.

**Supplemental Educational Opportunities Grant:** a form of financial aid.

**Suspension:** the result of a student's failure to raise a low grade point average during probation. Students on suspension cannot register for classes in the college for two quarters.

**T**

**TAP:** Tuition Assistance Program—a form of financial aid.

**T.A.R.:** LaGuardia's way of linking the concepts students learn in the classroom with their experiences on co-op internships. TAR stands for the Teaching of concepts in classes, their Application on internships, and their Reinforcement in co-op seminars and later classes.

**TCR:** a symbol that may appear on a student's transcript which indicates that the credit was transferred from a school the student previously attended.

**Transcript:** report of grades. A student will receive a transcript at the end of each quarter.

**U**

**United States Bureau of Indian Affairs Aid to Native Americans:** a form of financial aid.

**Urban Study Requirement:** all students are required to take at least one of the special series of courses which utilize the facilities of New York City for focusing learning in a given discipline (formerly referred to as an Intensive).

**V**

**Veterans Administration Educational Benefits:** a form of financial aid.

**W**

**W:** a symbol that may appear on a student's transcript which indicates official withdrawal from a course prior to the sixth week of classes.

**WIN:** Work Incentive Program—A form of financial aid.

**WU:** a symbol that may appear on a student's transcript which indicates unofficial withdrawal from a course prior to the sixth week of classes.

**Y**

**Y:** a symbol that may appear on a student's transcript which indicates that the student completed the first quarter of a two quarter course (used prior to Fall, 1980).

**Z**

**Z:** a symbol that may appear on a student's transcript which indicates that the instructor was delayed in submitting a grade. Students completing a co-op internship normally receive the temporary grade of "Z." The "Z" grade will be changed to the student's correct grade by the fifth week of the quarter following the internship. The "Z" grade is also given to students who have passed all requirements of Basic Reading III except the CUNY retest. When the CUNY retest is passed, the "Z" grade changes to the grade the student has earned in Basic Reading III.
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Albert Talero, Associate Professor.
Colette A. Wagner, Professor.

Mathematics

Roy H. McLeod, Chairperson, Professor.

Daniel J. Aulicino, Associate Professor.
Denise A. Carter, Lecturer.
Doris Charrow, Senior College Laboratory Technician.
Maria Cossio, Associate Professor.
Anthony P. Giangrasso, Professor.
Michael Hoban, Professor.
Brita Immergut, Assistant Professor.
Hilda Medel, Assistant Professor.
Barbara Muir, Professor.
Anne Murphy, Instructor.
Kathirgama Nathan, Associate Professor.

Jorge Perez, Assistant Professor.
Dehly Porras, Instructor.
Yvonne Powell, Assistant Professor.
Lorraine Resnick, Assistant Professor.
Rupert Rivera, College Laboratory Technician.
Richard Rywkin, Assistant Professor.
Leonard Saremsky, Professor.
Kwan-Yuk C. Sit, Assistant Professor.
Elizabeth R. Spicer, Professor.
John Stevenson, Associate Professor.
Assad Thompson, Assistant Professor.
Middle College
High School

Cecilia L. Cullen, Principal.

Rafaele Baglino, Teacher, Coordinator, Mathematics Department.
Teresa Born, Teacher.
Elaine Brandt, Teacher.
George Chambless, Coordinator, Career Education.
Cathy Clifford, Family Paraprofessional.
Catherine D'Agostino, Family Paraprofessional.
Carol DiSpagn, Teacher.
Phyllis Flaxman, Spark Coordinator.
Eileen Flynn, Secretary.
Joanne Foley, Secretary.
Don Freeman, Guidance Counselor.
Barry Goldman, Teacher.
Gabrielle Grant, Teacher.
Ronni Green, Teacher.
Yvonne Hilton, Teacher.
Tony Hoffman, Teacher.
Paul Jablon, Teacher.
Gloria Lee, Teacher.
Madeline Lumachi, A.P. English/Social Studies, Teacher.
Mark Meyer, Teacher.
Delores Mitchell, Paraprofessional.
Kathleen Moran, Teacher.
Wilmia Rifkin, Teacher.
Burt Rosenberg, Guidance, College Advisor.

Cecilia L. Cullen, Principal.

Rafaele Baglino, Teacher, Coordinator, Mathematics Department.
Teresa Born, Teacher.
Elaine Brandt, Teacher.
George Chambless, Coordinator, Career Education.
Cathy Clifford, Family Paraprofessional.
Catherine D'Agostino, Family Paraprofessional.

Centered in the Human Services Program: A Way Out, Scott Brady; ACRMD, Jon Middleman; Astoria Supportive Living, Peter McGarry; Bellevue Hospital, Warren Lewis; Bronx-Lebanon Hospital, Jeanne Atkatz, Assoc. Director; Campus Day Care Center, LaGuardia Community College, Renee Butler; Catholic Charities LIC, Donald Young; Children's All Day School, Roni Hewitt; Council for Problems of Living, Priscilla Coleman; Covenant House, Judith Mills; Daughters of Jacob Center, Gary Lipperman; District Office of Assemblyman, Amy Chalfy; Hallet Cove Day Care Center, Agnes Glover; Halsey Jr. High School, A.M. Gonzales, Herbert G. Birch, Joan Nicoletti, Vincent Russo; Hospital for Joint Diseases, Linda Kessler, Richard Woodrow; Jamaica Day Care Center, Saundra Taylor; Joseph DeMarco Day Care Center, Maureen McDermott;

Junior High School 57, Neil Lefkowitz; Kingsboro Psychiatric Center, Patricia McGrath; Legal Aid Society, Wilfred R. O'Connor; Lenox Hill Neighborhood Association, Linda Griffier; Lexington School for the Deaf, Mary Ann Petschauer; Magical Years Infant Toddler Center, Leslie Koffler; Merricks Castle Nursery Holy Trinity Church, Linda Woszyk; Metropolitan Coordinating Council of Jewish Poverty, Warren Feierstein; Middle College High School, Madeline Lumachi; Miriam Desoyza Learning Center, Theodora Desoyza; N.Y. Association for the Blind (The Lighthouse), Richard Pontone; Phoenix House LIC, Alfred Endre; Public School 69, Hadassa Legatt; Public School 76, Philip A. Zemmel; Public School 133, Priscilla Edwards; Public School 149, Thelma Prince; Public School 150, Irwin Berkowitz; QSPCC, Paula Wigg; Red Balloon Day Care Center, Rebecca Rikleen; River Park Nursery School, Desire Ford; St. Ignatius Day Care Center, Sheila Bowen; St. Mary's Senior Center, Grazia Norton; Stagg Street Center, Madie Ingram; Strykers Neighborhood Council, Kelly Williams; Transitional Services, Phyllis Lesser; Woodside Senior Assistance, Jody Spelman; Yai Bronx Evening Adjustment Program, Norma Cirlin; Young Adult Institute, Heidi Schwartz.

Centers affiliated with the Occupational Therapy Program: Bernard Fineson Developmental Center, Patti Berman; Brooklyn Psychiatric Rehabilitation Center, Hanna Wegh; Brooklyn Developmental Center, Miriam Kothencz; Bronx Lebanon Hospital, Maureen Rose; Bronx Municipal Hospital, Roberta Lindnep; Brunswick Hospital, Marilyn Feather; Bronx Psychiatric Center, Curtisse Renee Waddy; Burke Rehabilitation Center, Sophie Shuter; Clove Lakes N.H. & H.R.F., Cynthia Epstein; Concourse N.H., Karen Stone; Coney Island Hospital Rehabilitation Med., Holly Fenigstein; Corona Elmhurst Youth Center, Mary McGee; Creedmoor Psychiatric Center, Terry Johnson; Center for Ind. Living, Teddy Kern; Daughters of Jacob N.H. Sandy Kaplin; Dewitt Nursing Home, Ester Malamed; Downstate Medical Center, Toni Hanna; Eger Home, Sharon Lenon; Terrence Cardinal Cooke Health

Natural and Applied Sciences

John P. Bihn, Director, Mortuary Science, Chairperson and Professor.

Mary Lee Abkemeier, Professor.
Gail Baker, Assistant Professor.

Olga Benitez, Director, Physical Therapy; Assistant Professor.
Denise Bevilacqua, Assistant Professor.
Godfrey CheePing, Chief College Laboratory Technician.
Bette Cohen, Assistant Professor.
Mary Beth Early, Professor.
Naomi S. Greenberg, Director, Occupational Therapy; Professor.
Walter E. Gross, Assistant Professor.
George S. Hamada, Professor.
Elmyria Hull, Professor.
Rosann Ippolito, Director, Dietetics Program; Assistant Professor.
Margaret Kinsella, Director, Nursing Program; Associate Professor.
Dorothy Leung, College Laboratory Technician.
Lorence A. Long, Director, Human Services; Professor.
Douglas F. McBride, Director, Animal Health Technology; Professor.
Joseph R. McPhee, Assistant Professor.
Kathleen Mulryan, Assistant Professor.
Gertrude M. Pinto, Senior College Laboratory Technician.
Sherrell Powell, Assistant Professor.
Kathleen S. Rider, Senior College Laboratory Technician.
Mildred Roberts, Associate Professor.
Ellen Rodriguez, College Laboratory Technician.
Byron A. Storck, Senior College Laboratory Technician.
Mary Tobin, Assistant Professor.

Mary Lee Abkemeier, Professor.
Gail Baker, Assistant Professor.

Olga Benitez, Director, Physical Therapy; Assistant Professor.
Denise Bevilacqua, Assistant Professor.
Godfrey CheePing, Chief College Laboratory Technician.
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Mary Beth Early, Professor.
Naomi S. Greenberg, Director, Occupational Therapy; Professor.
Walter E. Gross, Assistant Professor.
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Elmyria Hull, Professor.
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Care Center, Ruth Velesquez; Flushing Manor Nursing Home, Katherine Henry; Forest View Nursing Home, Adrienne Morris; Florence Nightingale Nursing Home, Betty Klein; Goldwater Memorial Hospital, Beth Ulandahl; Governor Hospital, Carmen Blusquet; Gracie Square Hospital, Leslie Cooper; Greater Harlem Nursing Home, Kathy Feignter; Hebrew Home for the Aged, Annamaria Queine; Hempstead General Hospital, June Davis; Henry Street Settlement, Marge Lesser; Haven Manor, Angela Peralta; Harlem Hospital, Carmen Allende; Hospital for Joint Disease, Josette Barther; Human Resource School, Jeanette Gerdes; Institute of Rehabilitation Medicine, Mercedez Abella; Jewish Home/Hospital Kingsbridge Center, Edith Tavon; Jewish Home & Hospital, Irene Giordano; Jewish Home and Hospital, Marion Sinz; Kateri Residence, Sandra Kaplan; Kings County Hospital Center, Terry Rolvaldo; Kings Harbor Health/Cr. Center, Debra Frasure; Kings Park Psychiatric, Gayle Blatter; Kingsboro Psychiatric, E. Dolly Schell; Kingsbridge Nursing Home, Margaret Mann; Long Island Jewish Hillside, Sharon Faust; Lincoln Hospital, James Flanagan; Long Island Nursing Home, Fern Liberman; Lutheran Medical Center, Nina I. Linsky; Madonna Residence, Ellen Greer; Manhattan Psychiatric Center, Nirmala Adarandani; Mary Manning Walsh Home, Sister M.L. Hartley; Meadow Park Nursing Home, Hilda Martinez; Mercy Hospital Dept./Psychiatric, Joan Alexander; Metropolitan Hospital, Roslyn Darzy; Morningside House, Terry Zucker; Mount Sinai Rehabilitation/Pavilion 3, Serena M. Berger; Mount Sinai Hospital Medical Center, Robyn Abramson; Metropolitan Jewish Geriatric Center, Karen Alpert; Metropolitan Jewish/Coney Island, Alice Cohen; N.Y.S. Psychiatric Institute, Barbara Bouley, MA; Nassau County Medical Center, M. Miller; National Society/Autistic Children, Tony Hollander; New Glen Oaks Nursing Home, Libby Pomerantz; North Central Bronx Hospital, Judy Burton; Orthopaedic Rehabilitation Institute, Alicid Herkshowitz; P.S. 199 M. Sarah Arons; P.S. 79 Orthopedic Clinic, Delores David; Pilgrim St. Psychiatric Center, Stephani Alper; Queens Hospital Center, Ada Frieson; Queens Hospital Center Triboro Bridge, Robyn Dendy; Resort Nursing Home, Angela Peralta; Roosevelt Hospital, Eleanor Cohen; S. Oaks Psychiatric Hospital, Muriel Flick; Saint Albans, V.A., Occupational Therapy Department; St. Charles Hospital, Susan Kelly; St. John's Episcopal Home, Gerry Mark; St. Luke's Hospital Center, Shelly Schaffer; Samuel Schuman Institute, Roz Mestre; Shield of David Institute, Elyse Pinsler; South Side Psychiatric Center, Robyn Greenberg; Southside Hospital, Sheila Kelly; Staten Island Development Center, Willinda Brown; Staten Island Hospital, Eileen Ascher; Suffolk Developmental Center, Phillip Bongiorno; Trump Pavilion, Lauree Notturno; U.C.P. of Manhattan, Susan Campbell; U.C.P. of Nassau County, Sherry Baron; U.C.P. of New York/Brooklyn, Lois Bond; United Odd Fellow Rehabilitation Home, Barbara Low; Brooklyn Veterans Hospital, Joe DiStesano; Wassaic Developmental Center, Al Havrilla; Woodside Senior Citizen Center, Gall Barrack.

Facilities Participating in Dietetic Technician Programs:
Bellevue Medical Center, R. Harker, R.D.; Bernard Fineson Developmental Center, J. McDermott, RD; Beth Israel Medical Center, R. Arliss, RD; Bird S. Coler Hospital, Claritta Avaricio, RD; Booth Memorial Medical Center, C. Mirado, RD; Bronx Developmental Center, Mary Cotter, RD; Brooklyn Hospital, R. Aguirre, RD; Brooklyn V.A.M.C., P. Hensel, RD; Cliffside Nursing Home, J. Reichel, RD; Cobble Hill Nursing Home, N. Russell, RD; Columbia-Presbyterian Medical Center, D. Brooks, RD; Concourse Nursing Home, J. Bonura, RD; Creedmoor Psychiatric Hospital, M. First; Downstate Medical Center, S. Christopherson RD; Franklin Nursing Home, R. Bathejo, RD; Harlem Hospital, Nina Friedman, RD; Holliswood Care Center, A. Santos, RD; Hospital of Albert Einstein, College of Medicine, C. Jensen, RD; Hospital for Special Surgery, P. Webb, RD; Jamaica Hospital, M.C. Downing, RD; Jewish Home & Hospital for the Aged, I. Davis, RD; Jewish Home & Hospital for the Aged, J. Kwateng, RD; JHMCB for Nursing & Rehabilitation, S. Kim, RD; Kings County Medical Center, A. Calhoun, RD; Kings Terrace Nursing Home, P. Spanskie, RD; Lawrence Nursing Home, N. Immerhein, RD; Long Island College Hospital, M. Alexander, RD; Lutheran Medical Center, G. Kelman, RD; Maimonides Medical Center, Marie De Nicola, RD; Marcus Garvey Nursing Home, S. Fairweather, RD; Mary Immaculate Hospital, B. Lyons, RD; Memorial Sloan Kettering Cancer Center, W. Cunningham, RD; Methodist Hospital, J. Mulgrew, RD; Midway Nursing Home, Cecilia Wei, RD; Montefiore Hospital & Medical Center, E. Hermann, RD; Nephrology Foundation, Carl Germano, RD; The New York Infirmary—Beckman Downtown Hospital, L. Cariati, RD; North Central Bronx Hospital, O'Keefe, RD; The Orthopaedic Institute—Hospital for Joint Diseases, G. MacNeela, RD; Prospect Hospital, T. Neuhs, RD; Queens Artificial Kidney Center, Carol Walryn, RD; Queens Hospital Center, B. Middleton, RD; St. Albans E.C.F.& S.N.F., P. Kessler, RD; St. John's Hospital, J. Gabay, RD; St. John's Episcopal Hospital, E. Opperman, RD; St. Luke's-Roosevelt WIC Center, Barbara White, RD; St. Mary's Hospital, R. Valenzuela, RD; Seagirt HRF, E. Quimbo, RD; Southside Hospital, N. DePalo, RD; Union Hospital, J. O'Brien, RD; Victory Memorial Hospital, J. Mayes RD.

Centers affiliated with the Nursing Program:
City Hospital Center at Elmhurst, Juliana C. Tierney, RN, and Mary O'Gorman, ADN; St. John's Queens Hospital, Lynne Nelson, RN., and Susan Williams.

Office Technology
Adalgisa Cardoso, Chairperson, Assistant Professor.
Avis Anderson, Professor.
John Appiah, Lecturer.
Nancy J. Birdwell, Associate Professor.
Rose Caro, Lecturer.
Eve Fishthal, Instructor.
Gail Green-Fraser, Senior College Laboratory Technician.
Audrey W. Harrrell, Assistant Professor.
Asheitt V. Jones, Senior College Laboratory Technician.
Affirmative Action Policy

It is the policy of LaGuardia Community College of the City University of New York to recruit, employ, retain and promote employees; and to admit and provide services to students without regard to race, color, religion, sex, age, national origin, handicap, or veteran’s status. In addition, the College will neither discriminate against nor exclude staff or students who are AIDS (Acquired Immune Deficiency Syndrome) victims. The College is committed to taking any and all steps necessary to identify and alter policies, practices or other institutional barriers which cause or perpetuate inequality.

Title IX of the Education Amendments of 1972 prohibits harassment of employees or students on the basis of sex. It is a violation of policy for any member of the college community to either engage in sexual harassment or to take action against an individual reporting sexual harassment. Inquiries, concerns or complaints should be directed to Yvette Urquhart, Affirmative Action Officer, Office of the President, (718) 626-5050.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against any qualified individual solely on the basis of his or her disability. Students with disabilities have the College’s commitment to provide physical and programmatic accessibility. The College’s Section 504 Coordinator, Paula Nesoff, (718) 626-8535 (voice) or (718) 626-8560 (TTY), and Affirmative Action Officer, Yvette Urquhart, (718) 626-5050, have been designated by the President as his representatives to handle informal complaints and formal grievances from all members of the college community.

Procedures for making informal complaints and formal grievances are outlined in the Student’s Rights and Responsibilities Handbook.


Annual Notice to Students.

Annually, LaGuardia Community College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the corrections of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the Registrar’s Office, M-101. The Registrar’s Office also maintains a Directory of Records which lists all education records maintained on students by this institution.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar’s Office.

Middle States Accreditation

LaGuardia Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

Credit Values at LaGuardia

Even though LaGuardia operates on a quarterly calendar, instructional time is allocated in such a way as to be equal to that of a college on a semester system. Therefore, LaGuardia awards semester credits for its courses.

Policy Against Sexual Harassment

It is the policy of LaGuardia Community College of the City University of New York to prohibit harassment of employees or students on the basis of sex. This policy is related to and is in conformity with the equal employment opportunity policy of the university to recruit, employ, retain, and promote employees without regard to sex, age, race, color, or creed. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken.

Graduation Rates

Graduation rates at LaGuardia compare favorably with those for other CUNY community colleges. While most students require more than two years to complete an Associate’s degree, studies have shown that approximately 20% of entering students may require up to five years. An important factor to consider in addition to the graduation rates is the number of students who attend part time and require additional quarters to complete their studies.
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LAGUARDIA COMMUNITY COLLEGE

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**BY SUBWAY**

The College can be reached easily by both the IND and IRT lines.

The Queens Plaza IND stations is serviced by the E, F, GG, and N trains. The college is an 8-minute walk from this station.

The Rawson St. station of the Flushing IRT line is serviced by the number 7 train, which connects in Manhattan with the Lexington IRT and the B, D, and F lines. The college is a three-minute walk from the Rawson St. Station.

**BY BUS**

**From Queens:** Number 60 bus west along Queens Blvd. to Thomson Ave.

**From the Bronx:** The QBX-1 bus from Coop City to Main Street, Flushing, and transfer to the IRT number 7 train to Rawson St. Or the Q44 bus to Main St., Flushing, and transfer to the IRT number 7 train to Rawson St.

**From Manhattan:** The M32 bus along Madison Ave. and across 57th Street and the 59th St. Bridge to the intersection of Queens Blvd. and Thomson Ave.

**BY CAR**

The college is located on Thomson Ave., three blocks west of its intersection with Queens Blvd.

**From Queens:** The Long Island Expressway, west, to Van Dam St. exit. Make a right at light and go to Thomson Ave., where you make a left.

**From Brooklyn:** Brooklyn-Queens Expressway, north, to Long Island Expressway exit (toward Midtown Tunnel) to Van Dam St. exit. Make a right at light and go to Thomson, where you make a left.

**From the Bronx:** Triboro Bridge to Brooklyn-Queens Expressway south. Exit at Queens Blvd., west, and when Queens Blvd. forks, turn left onto Thomson Ave.

**From Manhattan:** Upper level of the 59th Street Bridge to Queens Blvd. and turn left.
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